Girl Scouts of Connecticut
2012 Service Unit eBudde Instructions
Through Initial Order Period

To enter and use the eBudde system, go to https://ebudde.littlebrownie.com (see the last page of these instructions for Computer Specific Information).

Returning SU Cookie Managers – You will use the same email address and password from last year. If you have forgotten your password, there is a link on the log-in page for assistance.

New SU Cookie Managers – You will enter your email address and your temporary password is "samoas." Click the **LOG ON** button. If your email does not give you access to the system, contact us at productsales@gsofct.org

The first time you log in with a new email address, a screen requesting a customized password and contact information will open. Enter the information and click **Submit**. The Service Unit Dashboard page will then open.

eBudde works through the tabs at the top of the page. Click the tab to enter each page.

The **Menu Bar** (blue bar) at the top of the Dashboard page provides additional support for you in eBudde.

Home – Returns you to the Dashboard page

Help – Provides you detailed information on all screens. It is set up in categories and gives you additional information for inputting data in the different screens.

eLearning – These are audio/visual 15-minute training modules on each of the tabs for troops. Please note that the videos may show features in eBudde that GSOFCT does not use at this time.

Manuals – This provides comprehensive manuals for the Service Unit and Troop user. The manuals contain some information on features that GSOFCT does not use at this time, but the manuals are still very helpful.

LittleBrownie.com – This provides a link for you to go to the Little Brownie website that has additional resources.

Cookie Club – This provides a link for you to go to the Little Brownie Cookie Club website where your girls can track cookie sales, send eCard promises, and maintain their contact list.

Log Out – This allows you to log out of the system.

Dashboard

The Dashboard gives you an up-to-minute snapshot of your troops' status, SU Checklist, goals, finances, per girl averages, pending troop booth requests, important dates, and messages from the Council. This is the first page you see when you sign into eBudde. You can jump to a troop from this page by clicking on the troop number to the left-hand side and then clicking the appropriate tab. You will need to scroll down to see the entire page.

Instructions on how you can edit a message for your troops to view on their Dashboard are located under the “Settings Tab” section below.

Returning SU Cookie Managers can access their eBudde Cookie Program information from last year. From the Dashboard page, click the green box at the top of the page that says 2011-12 Sales Season; this will open a drop-down box where you can select either 2009-10 or 2010-11 Sales Season. To view last year’s information, click on the 2010-2011 Sale. If you are a new SU Cookie Manager and need access to last year’s sale information, contact the Product Sale team.

To make entries and view the information for this year’s Cookie Program, make sure the “Login to:” box at the top of the navigation bar says 2011-12 Sales Season.

Contacts Tab

Click on the **Contacts** tab to view who is listed as Service Unit Cookie Managers (called Service Unit Managers in eBudde). The contact information for each person will appear here. To change your information, click the **Edit** button in the lower right corner, and using the tab key, move through the screen making any necessary changes. Ensure that the “Gets email” and “Active” buttons are clicked on. Click the **Submit** button when completed.

Use the **Settings** tab to completely remove contacts – see below for instructions.

You can also use the **Contacts** tab to access the eBudde email function. To email your troops, click the **email Branch** button. The system will display a screen with instructions and email limitations. To select which troop-level contacts will receive your email, click on the boxes on the right-hand side for Troop Leader, Troop View Only Users and/or Troop Cookie Chairs (Troop Cookie Managers). Emails that you send through eBudde will be sent to the troop contact’s regular email box. Note: recipients cannot reply to emails sent through eBudde. You can send one or more attachments with your email as long as the total size does not exceed 5 MB.

Settings Tab

The **Settings** tab allows you to add new service unit level users and creating eBudde messages for troops on the Dashboard.

To make changes on this tab, click on the **Edit Settings** button.

You can add new SU level users with different access to the system.
Service Unit Managers – this is the designation that eBudde uses for SU Cookie Managers
Service Unit View Only Users – this can be used to add another contact to the Service Unit that can only see the screens and print reports. This user cannot make any changes in the system.

To add another SU level user, enter the email of the new user. eBudde will send an email to that person letting them know that they can now use eBudde.

Remove a contact – If a person is entered who should not have access at the SU level, click on the **Remove** button next to their name to remove them. **NOTE: Do not remove yourself from the current list of Service Unit Managers. If you do, you will no longer have access to the system.**

Click the **Update** button to save the changes.
Click the **Cancel** button to leave the page without saving the changes.

Posting messages for troops on the Dashboard
Click on the blue button **Edit Message.** Enter your message to the troops. Click **Update Notice(s)** to activate the message. Click **Cancel** to cancel any changes you made to this screen.
NOTE: If you do not want a message to be displayed, you can delete the contents of the message and click **Update Notice(s)** and a blank message will show on the troop's Dashboard.

SU Calendar Events – Click on **Edit Calendar Events** to add special dates pertaining to your SU.

Troops Tab

This is where you give your Troop Cookie Managers eBudde access. You can also add and delete troops here. You will see your Service Unit's troop numbers on the left-hand side of the screen. Most of your troop numbers are already entered into the system. Compare the troop numbers to your SU roster.

Add or Deleting Troops
You can enter troops using two different methods.
Add a Troop – This button allows you to enter one troop only. You would need to click this button for each troop you entered and will need email address, first and last name for each entry.
Add up to 11 Troops – This button allows you to enter up to 11 troops at a time. If you had 13 troops you would need to click this button twice. The first time you would enter the 11 troops. The second time you would enter 2 troops. You will need an email address for each entry.

With either button, you fill in the boxes and click **Update** when you are finished. If you are not sure how many girls are registered, selling, or sales goals to add at this time, you may fill in a zero. Leave the "Receives Proceeds" box blank, the troop will choose this option later (if applicable).

Deleting Troops: If the screen shows troop numbers that are not registered in your SU this year, please delete them from eBudde. To delete a troop, click the **Delete** button on that troop line.

Existing Troops: You do not need to update returning Troop Cookie Managers in the eBudde system if their email has not changed from last year. To view the set up for a troop, from the Troop tab, click on **Edit** next to the troop you want to check. You will be able to update some of the troop's information. The # of girls registered and selling will be automatically added when they are entered in the Girls tab and when 1 box of cookies is ordered.

Existing Troops with new Troop Cookie Managers or email Change
To update an existing troop's contact information, click on the Edit button for the troop. This will open up the Settings page. To add a Troop Leader or Troop Cookie Manager, enter in their email and name. Scroll to the bottom of the page and hit **Update**. Make sure that the two boxes marked "Gets email" and "Active" are checked on. This will give them full access to the system.

To delete a contact, click the **Remove** button to the right of their name and then **Update**.

You may designate troop contacts that can only see the screens and print reports. This user cannot make any changes in the system. This option is good for a Troop Leader that may want to monitor the sale through eBudde, but does not want to make any entries. To enter this troop contact, enter their email and name under the heading **Troop View Only Users.**

Un-submitting Troop Orders

Troops will submit their cookie and incentive orders. You as the Service Unit Cookie Manager can un-submit one or more troop orders for cookies and incentives. When a troop submits an order of any kind, the appropriate un-submit button will appear in the troop row.
To un-submit a troop order, find the troop, click the appropriate un-submit button. The system will display messaging that the troop's order has been unsubmitted.
Keep in mind that deadline dates are still in effect. So, if you un-submit an order after the deadline date for the troop to submit the order, the troop will not be able to re-submit. Also, once you submit orders to council, the un-submit button will no longer be available. Strongly encourage your troops not to submit before they are ready; unsubmitting orders should be a very rare occurrence.

The Unsubmit All Cookie Orders – This will unsubmit **all** troop cookie orders if necessary to allow troops to resubmit

Unsubmit All Initial / Final Incentive Orders – This will unsubmit **all** troop incentive orders if necessary to allow troops to resubmit.

Init. Order Tab (Initial Order Tab)

See the Troop eBudde instructions for details on how troops will enter in the girls' orders.

This screen shows all the troops in the SU. Troops that have NOT submitted their order have an asterisk by the troop number. Troop orders cannot be changed or corrected on this screen. To make a change to a troop's order, click on the troop number in the left hand navigation bar, then go the Initial order tab. See the troop eBudde instructions for information on entering/changing a girl's/troop's order.

Submitting your Service Units Initial cookie order

On before 11:59 pm on February 15, 2012 you will need to submit the initial cookie order for all of your troops in the SU. This will submit all of your troop's orders and if your SU is ordering a cupboard, your SU cupboard order. If your SU is ordering a Cookie cupboard that will be picked up at the Drive thru delivery, you will enter it on the last line of the Initial order screen (**SU-##)**.   Do not enter your SU Cupboard order until you are ready to submit the entire Service Unit cookie order.

Once all of your troops have entered and submitted their orders and you have entered your SU Cupboard, submit the total SU order by clicking the **Submit Order** button. **You can only do this once!** After your SU order is submitted, you cannot make additions/changes/corrections to the order unless the Council unsubmits the order. However, the goal is to not have to use this option. Please contact your Product Sales Manager if you need to make any changes.

Incentives Tab- for submitting the Initial Order Incentives

eBudde will automatically determine the Incentive Order incentives for the girls. Each troop should have submitted their initial incentive order. The service unit role is to monitor the entry of incentive orders and submit the order to the council.

On or before 11:59 pm on February 15, 2012 you will need to submit the initial order incentive for all of the troops in your SU.
To submit the Initial order incentives go to the Incentives tab.
Click on **Order Type** – Initial, this will open up the rest of the page.

Review Incentives Order – You will be able to review the incentive order, but as the system automatically calculates the incentives for all girls, the report will be accurate. **Update Shipping Address** – This will show the address where the initial order incentives will be shipped. If you wish to change the person and/or address click on the Update Shipping Address button and make the changes. **Submit Incentives Order** – Once all troop incentive orders have been submitted, click this button to submit the order. This will send your verified incentives order to the council. Once you have submitted your order, you will not be able to make any changes, if you need to make changes, contact the Product Sales team.

Once you have submitted your SU's initial cookie order and initial order incentives, you will be done making eBudde entries until after cookie delivery.

You will use the rest of the Tabs in eBudde when finalizing the sale for your SU. Instructions on using the following tabs will be sent to you before January 27, 2012.

Delivery Tab

Your troops will use this tab to select their cookie pick-up time. You will use this tab to select a cookie pick-up time if you entered a Service Unit cupboard order

Transactions Tab

This is where Service Units can transfer boxes from the Service Unit Cupboard to a troop and move cookies from troop to troop. Only the Service Unit Cookie Manager will be able to enter transfers. This tab will be operational after the original cookie order has been processed.

Deposits Tab

Payment/Deposit entries will be made by the Troop Cookie Managers. Service Unit Cookie Managers will also be able to make entries in this tab. You will be able to view the payments that have been recorded for your troops.

Incentives Tab

You will use this tab to submit the Final Incentives for your troops.

Booth Sites

This tab will allow Service Units to approve troop booth site requests.

Reports Tab

This section will allow you to print reports for your Service Unit. Click **View** to open the report in a Microsoft Excel downloadable window. The system will display a box to open the report or save it to your computer. The format for both is a Microsoft Excel Worksheet.

Computer Specifications Information

The eBudde system has been tested on a variety of computer types and different web browsers.

Approved web browsers:

IBM Compatible – Microsoft Internet Explorer version 7.0 and higher, Firefox 3.0 and higher.
Macintosh – Safari 2.0.4 and higher, Camino 1.5.4 and higher, and Firefox 3.0 and higher.

Approved computer specifications:

Firefox	Internet Explorer
Recommended Minimums:	
700 MHz Pentium 3 512MB RAM	1.0 GHz Pentium 3 512MB RAM
Recommended Systems:	
1.0 GHz Pentium 4 1024MB RAM	1.5 GHz Pentium 4 1024MB RAM

To verify your system specification, go to **Control Panel, System**. The general tab will display your system information.

NOTE: If your computer's performance is too slow, we can recommend downloading of the Firefox browser. This will increase your speed usually about 30%. The download can be found at ://www.mozilla.com.

The eBudde system uses Microsoft Excel for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer for IBM compatible systems can be downloaded from the following web address:
://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10

To download Adobe Acrobat, use the following web address:
://get.adobe.com/reader/