



**Girl Scouts of Connecticut
2016-2017 Troop eBudde Instructions
Through Initial Order Period
Initial Order Entry Deadline: February 10, 2017 at 11:59 p.m.**

Welcome to eBudde! New and returning users will want to review these instructions to make sure all orders and troop information are recorded accurately. Questions about eBudde can be directed to your Service Unit Cookie Manager, Product Sales Manager, or productsales@gsocfct.org.

To enter and use the eBudde system go to <https://ebudde.littlebrownie.com>. See the last page of these instructions for Computer Specific Information. We recommend you add <https://ebudde.littlebrownie.com> to your **Favorites** for easier access.

Digital Cookie is back this year with new and exciting enhancements! Girls can once again participate in the Digital Cookie Platform through the Digital Order Card (DOC). The DOC is another great way for girls to reach out to customers in addition to traditional ways of reaching customers.

The Digital Cookie Platform and eBudde are fully integrated; these instructions include pertinent Digital Cookie Platform information. Troop Leaders and Troop Cookie Managers will be invited via email to register on the Digital Cookie Platform. Their email address will grant them access to the Troop Dashboard as well as their individual Girl Scout's dashboard on Digital Cookie.

Login Information

All users will be considered new users the first time they log into eBudde this year. Everyone will enter in their email address and the temporary password of **Dosi@6722** (the password is case sensitive). Click the **LOG ON** button. If your email does not give you access to the system, contact your Service Unit Cookie Manager or the Product Sales team at productsales@gsocfct.org.

Member Log In

eMail Address:

Password:

Log On

- Your username (email address) and password designate your level of access to eBudde™.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).

You will be required to fill out the form with contact information and security questions as well as create a unique password the first time you access the eBudde system. **You must change your password to something other than the temporary password.** Please write this password down, as the Product Sales team does not have access to volunteers' passwords.

All the information on this form is mandatory. Once you have entered all the information, click the **Submit** button or press **Enter**. You will then enter the eBudde system.

Forgotten Password

Users can reset their own passwords. Enter your email address and click the link **click here** under the fourth bullet point.

eBudde will offer you two ways to reset your password. You either can have a temporary password sent to you or you can answer your security questions to reset your password. Follow the instructions on the screen.



PLEASE NOTE: temporary passwords are only valid for 24 hours.

The password requirements are as follows:

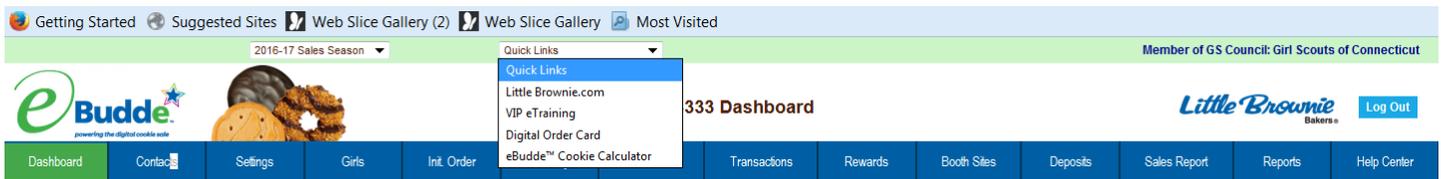
- Must be 8 characters long
- Must have at least one capital letter
- Must have at least one non-alphabetic character
- There will be a strength meter to help create a strong password
- You will be required to answer four security questions

Login attempt rules are as follows:

- Limit to five consecutive bad login attempts
- Account disabled for 10 minutes.

You control where you want to go in eBudde by the navigation tabs that run across the top of the page located within the blue bar. Click the tab once to enter each page.

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



The furthest left dropdown menu will tell you what Cookie Program season you are looking at. The current season is the 2016-2017 Sales Season. Please verify that you are logged in to that season.

The Quick Links dropdown menu provides the following tabs for your information:

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

VIP eTraining – Cookie Program and Training resources

Digital Order Card – This brings you to the Digital Cookie Platform login page.

NEW! – eBudde Cookie Calculator – calculates the total amount due when you enter an order.

Dashboard

The dashboard gives you a snapshot of important sale dates, a Troop Checklist, upcoming Troop Booth Sales and messages from your SU Cookie Manager and council. The SU Cookie Manager contact information is also listed on the dashboard. If you are the Troop Cookie Manager for more than one troop, go to the left side of the screen and click on the appropriate troop number.

Contacts Tab

Click on the Contacts tab to view who is listed as Troop Leader and Troop Cookie Manager (called Troop Cookie Chair in eBudde) for your troop. 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. You can change your password and answer security questions here as well. Ensure that the “receives email” and “active” button is clicked on. Click the “submit” button when completed.

Contacts Screen:

Troop (SApril) Contact Information

Dashboard **Contacts** Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards

Contacts

| | |
|--|---|
| Sue Pratt 529 Danbury Rd Wilton, CT 06897 | Troop Leader spratt@gsofct.org Phone: 203-762-5557, x3816 Cell: <input type="text"/> Gets email Active DOC Edit |
|--|---|

Edit Contacts Screen:

Troop (SApril) Contact Information

Dashboard **Contacts** Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards

Sue Pratt
Contact Information

| | |
|--|---|
| First name: <input type="text" value="Sue"/> | Home phone#: <input type="text" value="203-762-5557"/> (opt) |
| Last name: <input type="text" value="Pratt"/> | Cell phone#: <input type="text"/> (opt) |
| Address: <input type="text" value="529 Danbury Rd"/> | Receives email: <input checked="" type="checkbox"/> Active: <input checked="" type="checkbox"/> |
| Address2: <input type="text"/> | Log in: spratt@gsofct.org |
| City: <input type="text" value="Wilton"/> State: <input type="text" value="CT"/> Zip: <input type="text" value="06897"/> | |

[Change Password](#)

| | |
|-----------------------|----------------------|
| Current Password: | <input type="text"/> |
| New Password: | <input type="text"/> |
| Confirm New Password: | <input type="text"/> |

All GSOFACT troops are eligible to participate in the Digital Cookie Platform. The Troop Leader and Troop Cookie Chair contact email, first name and last name will be sent to Digital Cookie. The troop volunteers will receive an email inviting them to have access to both their Troop Dashboard and their individual Girl Scout's Dashboard so they can see the sales activity of girls in their troop as well as their own Girl Scout. eBudde™ will indicate that the contact will be sent to the DOC with the acronym DOC to the left of the Edit button. If you do not see DOC next to the edit button, please contact your Product Sales Manager.

Returning users will have this information pre-populated from last year. New users will enter this information the first time they log into eBudde™.

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

Settings Tab

Click on the **Settings** tab to edit the information for your troop. Click on the **Edit Settings** button and use the tab key to move through the items. To save any changes that you make, scroll to the bottom of the page and click the **Update** button.

Settings Box- Enter the troop's goal in boxes and their level (Daisy, Brownie, etc.). You do not need to enter in your banking information as eBudde is not connected to any bank account.

If your troop is made up of girls who are Juniors or older they may opt to receive an additional \$.10 per box in proceeds in place of the recognitions. Troops choosing this option should check the "Opt Out of Rewards for Additional Proceeds" box. If the girls have not yet decided, you can make this selection at the end of the cookie program. All girls and troops who earned the Initial Order recognitions will receive them, even if they have opted out of receiving recognitions.

Since all GSOFCT troops are eligible to participate in Digital Cookie, eBudde will indicate the troop DOC Status

- DOC Troop? is that the troop is eligible for the DOC
- DOC Sync Completed? Indicates that the troop data has been sent to the DOC. This includes the troop, contacts and girls as appropriate.

Data Points from the 2015-16 Sale- Information from last year's cookie program will be listed in this section for your reference.

Troop Leaders and Troop Cookie Chairs- You can add and remove eBudde users for your troop on the Settings Tab. Move to the **Add New Troop Leader or Troop Cookie Chair** area and enter the e-mail address and name for the new user. eBudde will send an e-mail inviting them to use eBudde and give them a temporary password.

To delete a troop user, scroll down to the Current List of Troop Leaders or Troop Cookie Chairs and click the **Remove** button. Do not delete yourself or you will be removed from the system.

Troops may designate one Troop Leader and one Troop Cookie Chair as the "Primary" contact. This will be the person the Service Unit Cookie Manager or Product Sales team will contact first with any questions regarding the troop's cookie program.

Troop Cookie Pick-Up Only Users- Girl Scouts of Connecticut does not use this role in eBudde.

Troop Booth Recorder Only Users- This user can use the Booth Recorder tool in eBudde but cannot make changes to girls' orders, deposits, etc. **Troop Leaders and Troop Cookie Chairs should not designate themselves to hold this position**, as a Troop Leader or Troop Cookie Chair already has access to Booth Recorder.

Troop View Only Users- This individual may only view the information in eBudde and cannot make any entries. **Troop Leaders and Troop Cookie Chairs should not designate themselves to hold this position as it will prevent them from accessing the functions they will need for their position.**

When all the information is entered, click the **Update** button at the bottom of the page.

Girls Tab

Click on the **Girls tab** to view and/or enter the girls in your troop. **NEW:** You will notice that most if not all of the girls in your troop are already listed in eBudde with their first and last names, grade and an ID number. Once again this year, girls were uploaded into eBudde from our membership database. **Please do not delete any of those girls, or change their ID numbers.** If there is a girl listed who is not in your troop, please contact productsales@gsofct.org, and we will help you out. Please include your service unit, troop number and girl's name in your email.

Some of the girls' ID numbers may look different than others, but that is ok. Some may start with the word TEMP, while others may just be a number starting with four zeroes. Both types are correct.

You may add girls to the Girls tab if your whole troop is not listed. This may happen if one or more of the girls were registered later than the others, or if your troop has not yet been entered into our membership database for the current Girl Scout year.

To add a girl:

- Enter the girl's first and last name
- Click on the purple ID button. This action will generate an ID for the girl. Please do not change this ID.
- Click the drop down menu to select the girl's grade level
- Check the registered box if the girl is registered. **All participating girls MUST be registered.**
- Please enter each girl's T-shirt size. This will be a good reference tool if the troop qualifies for the Troop Initial Order recognition (T-shirts). It is optional to enter this information.
- Goal setting is an important part of the cookie program. If a girl has a cookie goal, enter it here.

Click the **Update** button to save the information.

Note: After adding in a new girl you will see a check mark under the DOC Eligible column. This means the girl can participate in the Digital Cookie Platform but her parent/guardian will need to use the sign up form at www.gsofct.org to register her for this part of the cookie program.

Init. Order Tab (Initial Order Tab)

This tab is where you will enter your troop's initial cookie order. You will need to verify the totals on the girls' order cards before you enter their orders. If girls in your troop participated in Digital Cookie AND have customers who ordered boxes to be delivered by the girl, these boxes will need to be included with a girl's Initial Order.

When it is time for the parent to submit the girl's print order card to the troop leader, the parent can do either of the options below to submit the DOC girl delivery order to the troop leader:

- Write the Digital Order Card girl delivery orders on the printed girl order card OR
- Export an Excel file from the Orders Tab on their Girl Scout's Digital Cookie dashboard, print and attach it to the girl's paper order card.

As a Troop Cookie Manager, you can also access the "DOC Orders by Girl" report under the Reports tab to get information about the cookies that the girls in your troop sold. Look for "Delivered" in the Type column to determine how many cookies and which flavors the girl needs to

order for girl delivery. You can ignore the Shipped and Donated lines because they are automatically added to eBudde.

The cookies will be ordered and will be picked up by the troop at the drive-thru delivery. **PLEASE NOTE:** cookies that were ordered in Digital Cookie that were directly shipped to customers OR were donated boxes SHOULD NOT be included with a girl's Initial Order.

To enter a girl's order:

- Click on her name.
- Go to the bottom of the screen where the boxes have turned orange.
- Enter the number of boxes for each flavor, using the tab button to move from flavor to flavor. Note that the first column is for council's Cookies for Heroes Program (GOC) boxes. If the girl sold cookies for council's Cookies for Heroes Program, enter the number of boxes in this first column.
- eBudde will total the number of boxes entered. Double check that the number entered equals the number totaled on the order card. This will help you to catch any math or entry errors.
- Click the **OK** button at the end of the row after the order is correctly entered.
- Repeat for each girl.
- PLEASE NOTE: the check mark in the *Uses DOC* column simply means that the girl is eligible to use the Digital Cookie Platform, so it will be checked for all girls.

Save your entries by clicking on the **Save** button. **DO NOT** click the **Submit Order** button until you are ready to submit the troop's order. You may go back and make additions and corrections to the orders until you click the **Submit** button.

Do not use the **Other** line - this is not used by our council.

Ordering Booth Sale Cookies- If your troop is ordering booth sale cookies on the Initial Order, scroll to the bottom of the screen and click on the **Booth** box. Enter the number of **boxes (not cases)** you would like for each flavor. You will note that the entry starts with Savannah Smiles.

Remember, your troop will earn a \$20.00 bonus for every 20 cases (**240 boxes**) of booth sale cookies ordered on the troop's Initial Order. The troop may order a smaller or larger number of cases to meet their Booth Sale and Goal Getter Order needs, but the bonus is awarded for every 20 cases. Booth cookies ordered on the Initial Order may not be returned. Save your entry by clicking the **Save** button. **Do NOT** click the **Submit Order** box until you are ready to submit the troop's Initial Order.

eBudde will automatically round your total order up to full cases. The "Extras" will show the number of surplus or "roundup" boxes that were added to make full cases. These cookies can be used by the troop to fill Goal Getter Orders or for booth sales. Please note: Troops are financially responsible for all boxes ordered, including the boxes in the "Extras" line.

When you are ready to submit the order, review the entries to be sure they are correct and click the **Submit Order** button. **You may do this only once.** The system will ask you to confirm that you want to submit the order. Click **Yes** if you are ready to submit. After you have successfully submitted your troop's order, a box will pop up that reads "Initial Order Submission OK". Click on the **Ok** button to complete the process. This box will also remind you to go to the **Delivery** tab to select your troop's pick-up time slot on your designated cookie delivery day.

You cannot change the Initial Order after it has been submitted. If you need to make a change or correction, contact your Service Unit Cookie Manager or the Product Sales team at productsales@gsofct.org.

You must submit the troop's Initial Order by 11:59 pm on February 10, 2017. Print a copy of the page for your records. Click on **Printable Version**, and then press the print option.

Rewards Tab

After you have submitted your troop's initial cookie order you will need to confirm the Initial Order recognitions that your girls may have earned. *Girl Scouts of Connecticut refers to the items earned by the girls as recognitions. eBudde refers to these items as rewards. You will see both words used interchangeably.*

IMPORTANT: eBudde will take into account ALL boxes sold, including those sold through the Digital Cookie Platform, (including shipped, donated and girl delivery boxes) when calculating both individual and troop Initial Order recognitions.

Click **Rewards** tab, click **Initial Rewards Order Fill Out** and then click on each girl's name to update her recognitions. Confirm her box count and click on the **Submit Girl Order**. Girls with 115 or more packages will show one recognition (Wise Owl Pillow) and girls with 200 or more packages will show two recognitions (Wise Owl Pillow and Chalkboard Room Sign). In addition, if the girl's troop has a per girl selling average of 115 boxes or greater on their Initial Order, each girl will show as having an additional recognition (S'more Adventures T-shirt).

The Troop Order section will show the total number of pillows, room signs and T-shirts ordered for the girls in your troop. **Please note:** If the troop earned the T-shirts, the Troop Cookie Manager should enter each girl's size under her name on the Rewards tab. Two troop adults also receive T-shirts and their sizes should be entered in the fill-in boxes on the Rewards tab under Volunteer S'more Adventures t-shirt. After each girl is updated and T-shirts are ordered for two troop volunteers (if earned), click the orange **Submit Reward Order** button.

Note: Girls may have earned other patches and recognitions for their sales. These are Final Recognitions and they will not appear on the Initial Rewards section. Final Rewards will be ordered at the close of the cookie program in April.

Delivery Tab

After you have submitted your troop's Initial Order and initial recognition order, you need to select your preferred delivery time.

Click on the **Delivery** tab and answer the questions about who is picking up the cookies for your troop.

If someone from your troop is picking up only your troop's cookies, select that button and a box with your designated delivery site and available times will open (see graphic below). In the column labeled Line #1 click next to the time that you want to pick up your troop's cookies. Available times will have an open space in the Line #1 column. After you have selected your delivery time, click on the blue **Submit My Info** button and your time will be selected.

If someone from your troop is picking up another troop's cookie order as well, the system will ask for both troop number(s) and will provide the times that are available for the cookie pickup.

If someone from another troop is picking up your troop's cookies, the volunteer from the other troop will select the time of the pickup.

Troop 6073 Delivery Sheet

Dashboard Contacts Settings Girls Init. Order **Delivery** Girl Orders Transactions Incentives Deposits Sales Report

Note: your Service Unit has not yet submitted your initial order.

Cases of Cookies CANNOT be Returned

| | LCC | Tre | D-S-D | Sam | Dulce | TUBM | Tags | TMint | Troop Total | Pickup Total |
|-------|-----|-----|-------|-----|-------|------|------|-------|-------------|--------------|
| Cases | 5 | 2 | 5 | 4 | 2 | 2 | 2 | 7 | 29 | 29 |

Who is picking up your cookies? Someone from my Troop Some other troop (or my SU)

Will you be picking up for more than one troop? yes no # #

Please choose your Delivery Station: Juliette Low's House (5) 8:00 am - 5:00 pm

| Time | Line #1 |
|----------|---------|
| 08:00 am | |
| 08:05 am | |
| 08:10 am | |
| 08:15 am | |
| 08:20 am | T6073 |
| 08:25 am | |
| 08:30 am | |

Once you have selected a delivery time, your eBudde entries are completed for the Initial Order!

Help Center Tab

Refer to this tab for helpful information about eBudde. However, bear in mind that these resources may contain information about functions in eBudde that are not used by GSOFCT. Nonetheless, they can be a great resource for general eBudde and cookie information.

The following tabs will be fully functional after the Initial Order is submitted. Additional eBudde instructions will be provided to guide you through the use of these tabs and completing your troop's eBudde entries.

Transactions Tab

Troop volunteers cannot make entries under this tab but they can review all initial delivery, cupboard, and Digital Cookie transactions.

NEW!

Deposits Tab

Because the amount that the troops owe to council will be deducted from the troops' accounts via electronic payment (ACH), troops should not enter a deposit amount into eBudde. The Deposit tab will be updated by council to reflect the amounts debited from each troop's bank account.

Booth Sites Tab

This tab will allow troops to request booth sites and request that they be approved by the SU Cookie Manager. Further discussion about this tab will be included in the end-of-sale Troop eBudde instructions.

Reports Tab

This section will allow you to print reports for your troop. 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. eBudde uses Microsoft Excel .xlsx for the printing of the reports.

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 10.x and higher, Firefox 36.0 and higher, Chrome 38.x and higher.

Macintosh – Safari 7.1.x and higher, and Firefox 36.x and higher, Chrome 38.x.

Approved platforms:

- iPad
 - iOS 6 through iOS 9
- iPhone (mobile web)
- Android (mobile web)
- Apps (all with mobile web version)
 - Cookie Locator
 - Booth Sale Recorder
 - Cupboard Keeper

Approved computer specifications:

Recommended Minimums:

2.0 GHz CPU - 2GB RAM

Recommended Systems:

2.5 GHz CPU - 3GB RAM

The eBudde™ system uses Microsoft Excel .xlsx 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:

<http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10>

The eBudde™ system can also print in Adobe PDF format. To download Adobe Acrobat, use the following web address: <http://get.adobe.com/reader/>

eBudde™ has scheduled time-outs at 45 minutes of inactivity. eBudde™ will close out your session, logging you out if you have been inactive in the system for 45 minutes. You will have the opportunity to remain active from the warning messages 10 minutes and 5 minutes prior to log out.