

### **INITIAL ORDER TAB**

### **Overview**

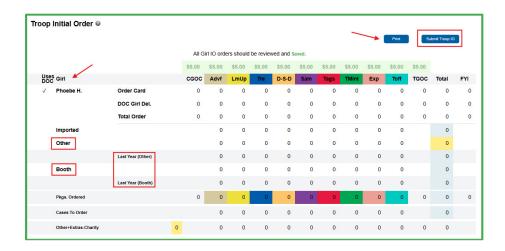
The **Initial Order Tab** is where you enter your troop's initial cookie order. This includes orders for individual girls, booth inventory, and any additional troop needs.

### **Key Features**

- Girl Rows: Enter individual orders for each girl.
- Booth Row: Enter totals for additional troop needs and booth inventory.
- **Submit Troop IO**: Finalize and submit your initial order to the Service Unit.
- Print Option: Save or print a copy of your initial order for reference.

# **Field Descriptions**

- **Order Card**: Editable row for entering package quantities by variety for each girl. *Tip*: May include Digital Cookie parent initial orders if entered.
- **DOC Girl Deliver**: Read-only row showing Digital Cookie girl delivery orders. **Why it matters**: Ensures these orders are included in the initial pickup.
- **IMPORTED**: Read-only row with council-uploaded data. *Tip*: Contact your council for corrections.
- **OTHER**: Editable row for entering the total of all girl orders if not entering individually. *Tip*: Combine all non-individual orders here.
- BOOTH: Editable row for entering booth inventory needs for the troop.
  Tip: Plan booth inventory based on previous seasons and expected traffic.



Confidential and Proprietary

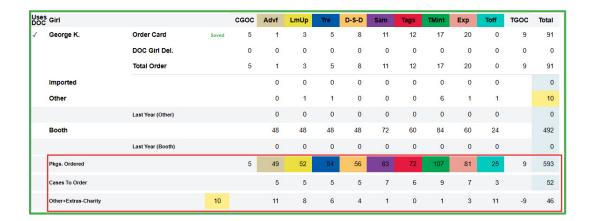




# **Understanding Summary Rows**

The summary rows at the bottom of the Initial Order tab calculate totals and case rounding:

- **Pkgs. Ordered**: Total number of packages for all girl rows plus imported, other, and booth totals. *Example*: 91 (girl total) + 10 (other total) + 492 (booth total) = **593 packages**.
- Cases to Order: eBudde rounds up to full cases (12 packages per case). Gift of Caring packages are not included. 29 Example: Adventurefuls ordered = 49 packages → rounds up to 5 cases (60 packages).
- Formula: (Cases to Order × 12) Pkgs. Ordered
  Example: Adventurefuls (5 × 12) = 60 49 = 11 extra packages.



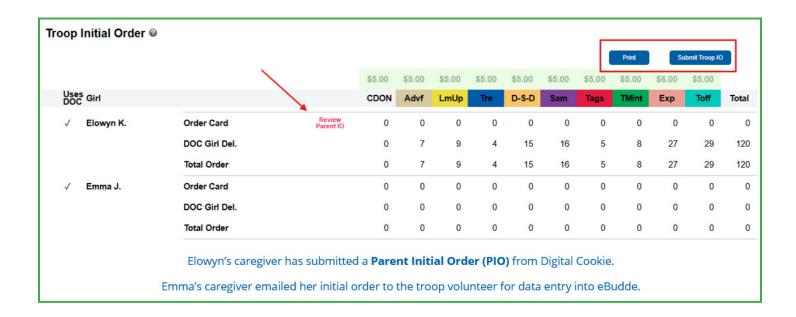
### **Actions You Can Take**

#### 1. Enter Initial Orders:

- o Click the **Initial Order** tab.
- o Review any pre-loaded data.
- o Click a Girl Order Card row:
  - Enter quantities by variety for participating girls.
  - If applicable, **review**, **update/save** submitted **Digital Cookie Parent Initial Order (PIO)**. See the Digital Cookie Parent Initial Order Integration section below for more information.
- o Click Booth:
  - Enter quantities by variety (optional).







#### 2. Submit Troop IO:

 When complete, click **Submit Troop IO**. *Important*: Once submitted, the order cannot be edited by the troop. Contact customercare@gsofct.org if assistance is needed.

#### 3. Print or Save:

• Use the **Print** option to keep a copy for your records.

#### **Reminders**

- Review pre-loaded data: Check for imported rows before entering orders.
- **Plan booth inventory**: Base booth orders on previous seasons, caregiver participation, and expected traffic.
- Digital Cookie integration: Always review PIOs before submitting; unreviewed orders are excluded.
- Round up cases: eBudde automatically rounds to full cases (12 packages per case).
- Unallocated Cookies: Booth and Other cookies will be combined on the Girl Order Tab.







## **Digital Cookie Parent Initial Order Integration**

Caregiver-submitted initial orders in Digital Cookie (PIOs) transfer into eBudde for review:

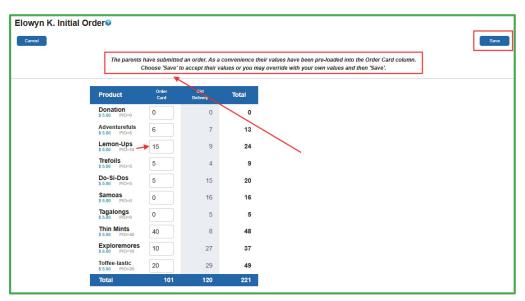
- How It Works: PIOs auto-populate the Order Card fields; original values appear in gray.
- Volunteer Actions:
  - o Review each PIO. The order card row will show **ZEROES** until the PIO is saved.
  - o Adjust quantities if needed; changes marked with an asterisk (\*).
  - Click Save for each reviewed order.
  - o Submit the Initial Order when all PIOs are reviewed.

**Important**: Unreviewed PIOs will not be included in the Initial Order.

**Benefits**: Streamlines order entry, reduces manual input, improves accuracy.

**Tip:** On-screen instructions guide you through reviewing and saving PIOs.







Confidential and Proprietary

