

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.

Troop Initial Order

All Girl IO orders should be reviewed and **Saved**.

Print Submit Troop IO

Uses DOC	Girl	CGOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toft	TGOC	Total	FYI
✓	Phoebe H.	Order Card	0	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0	0
	Imported		0	0	0	0	0	0	0	0	0	0	0	0
	Other		0	0	0	0	0	0	0	0	0	0	0	0
	Booth	Last Year (Other)	0	0	0	0	0	0	0	0	0	0	0	0
		Last Year (Booth)	0	0	0	0	0	0	0	0	0	0	0	0
	Pkgs. Ordered		0	0	0	0	0	0	0	0	0	0	0	0
	Cases To Order		0	0	0	0	0	0	0	0	0	0	0	0
	Other+Extras-Charity		0	0	0	0	0	0	0	0	0	0	0	0

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**.

Uses DOC	Girl		CGOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	TGOC	Total	
✓	George K.	Order Card	Saved	5	1	3	5	8	11	12	17	20	0	9	91
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		5	1	3	5	8	11	12	17	20	0	9	91
	Imported			0	0	0	0	0	0	0	0	0			0
	Other			0	1	1	0	0	0	6	1	1			10
	Last Year (Other)			0	0	0	0	0	0	0	0	0			0
	Booth			48	48	48	48	72	60	84	60	24			492
	Last Year (Booth)			0	0	0	0	0	0	0	0	0			0
	Pkgs. Ordered		5	49	52	54	56	83	72	107	81	25	9		593
	Cases To Order			5	5	5	5	7	6	9	7	3			52
	Other+Extras-Charity	10		11	8	6	4	1	0	1	3	11	-9		46

Actions You Can Take

1. Enter Initial Orders:

- Click the **Initial Order** tab.
- Review any pre-loaded data.
- 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.
- Click **Booth**:
 - Enter quantities by variety (optional).



Troop Initial Order

Print
Submit Troop IO

Uses DOC	Girl		CDON	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Total
✓	Elowyn K.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	7	9	4	15	16	5	8	27	29	120
		Total Order	0	7	9	4	15	16	5	8	27	29	120
✓	Emma J.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0

Elowyn's caregiver has submitted a **Parent Initial Order (PIO)** from Digital Cookie.

Emma's caregiver emailed her initial order to the troop volunteer for data entry into eBudde.

2. Submit Troop IO:

- When complete, click **Submit Troop IO**. **Important:** Once submitted, the order cannot be edited by the troop. Contact customer care@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:**
 - Review each PIO. *The order card row will show **ZEROES** until the PIO is saved.*
 - Adjust quantities if needed; changes marked with an asterisk (*).
 - Click **Save** for each reviewed order.
 - 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.

Troop Initial Order

Uses DOC	Girl		CDON	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	Total
✓	Elowyn K.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	7	9	4	15	16	5	8	27	29	120
		Total Order	0	7	9	4	15	16	5	8	27	29	120

Elowyn K. Initial Order

The parents have submitted an order. As a convenience their values have been pre-loaded into the Order Card column. Choose 'Save' to accept their values or you may override with your own values and then 'Save'.

Product	Order Card	Del. Delivery	Total
Donation \$ 5.00 (PIO=9)	0	0	0
Adventurefuls \$ 5.00 (PIO=6)	6	7	13
Lemon-Ups \$ 5.00 (PIO=15)	15	9	24
Trefoils \$ 5.00 (PIO=5)	5	4	9
Do-Si-Dos \$ 5.00 (PIO=5)	5	15	20
Samoas \$ 5.00 (PIO=9)	0	16	16
Tagalongs \$ 5.00 (PIO=9)	0	5	5
Thin Mints \$ 5.00 (PIO=40)	40	8	48
Exploremores \$ 6.00 (PIO=10)	10	27	37
Toffee-tastic \$ 5.00 (PIO=20)	20	29	49
Total	101	120	221

Unreviewed Order Warning

You have orders that have not been reviewed. Do you want to continue to submit or review those orders? Click Continue to submit or Cancel to Review those orders.

