



Submitting an Initial Order with a Parent Initial Order Entered in Digital Cookie

Digital Cookie allows parents/guardians to submit their paper order card initial orders on their Girl Scout's Digital Cookie page. No cookies ordered by customers through Digital Cookie should be entered (whether they are direct shipped, girl delivered or donated).

Paper orders entered by the parent will post to their Girl Scout's initial order record in eBudde. This process is designed to help reduce volunteers' data entry for the Initial Order. However, troop volunteers can update the numbers entered by the parent/guardian if there are any changes to the order after the parent submits or enter the order themselves if the parent does not submit the order by the parent initial order deadline date (which is a date prior to the troop submission date). Submitting a Girl Scout's paper orders through Digital Cookie is optional for parents and not every family will choose to do so.

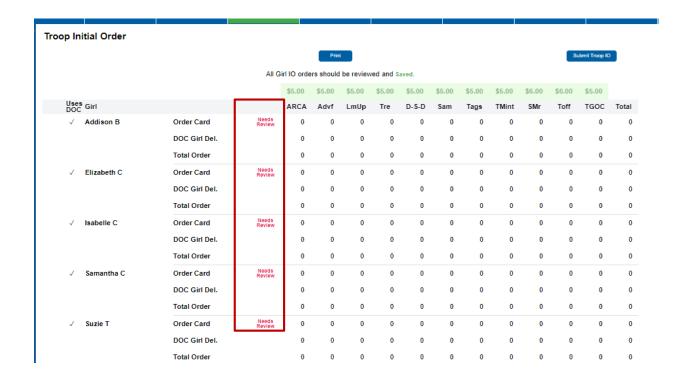
If a family submits an Initial Order, the troop volunteer must review the order. If you do not review and save the order, the cookies will not be ordered on the troop's Initial Order.

To help volunteers with this process, eBudde has messaging on the initial order tab to indicate the status of the Girl Scout's Initial Order: Needs Review, Review Parent IO in red, and Review Parent IO in orange.

The following describes the different messaging and what actions the troop volunteer should take for each.

Needs Review

If there is a red Needs Review near a Girl Scout's name on the Initial Order tab, this means that the parent/guardian has not submitted an Initial Order through Digital Cookie. If it is prior to the parent entry deadline, the volunteer can reach out to the parent to see whether they are electing to submit one. If not, as stated above, the troop volunteer can enter the paper orders for the family.



When the parent sends the initial order from Digital Cookie to eBudde, the messaging will change to let you know that eBudde got the order. It will go from Needs Review to Review Parent IO.

Review Parent IO

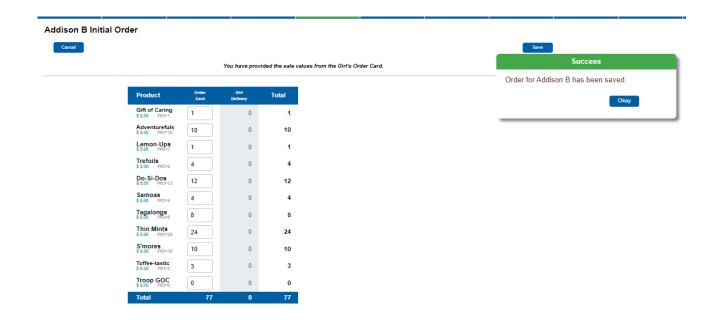
This message means that the Girl Scout's parent/guardian has entered and submitted an Initial Order for them. This order needs to be reviewed and saved by the troop volunteer, or it will not be included in the troop's Initial Order.

Troop Initial Order																		
	Print												Submit Troop IO					
All Girl IO orders should be reviewed and Saved.																		
			\$6.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00					
Uses DOC Girl			C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total				
√ Addison B	Order Card	Review Parent IO	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				
√ Elizabeth C	Order Card	Needs Review	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				

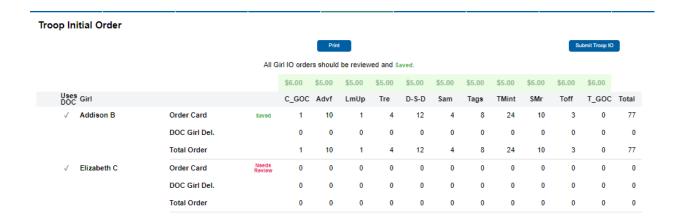
You first open the order by clicking the order card row to open the editing box. The order will display the numbers sent over from Digital Cookie. You can leave as is or make updates to these numbers up until the time you submit your troop order.

		Save
	You have provided the sale values from the Girl's Order Card.	Product
Product	Order Card	Glft of Caring \$ 5.00 PIO=0
Glft of Caring \$ 5.00 PIO=0	0	Adventurefuls
Adventur <mark>efuls</mark> \$ 5.00 PIO=10	10	\$ 5.00 PIO=10
Lemon-Ups \$ 5.00 PIO=7	7	Lemon-Ups \$ 5.00 PIO=7
Trefoils \$ 5.00 PIO=4	4	Trefoils \$ 5.00 PIO=4
Do-Si-Dos \$ 5.00 PIO=8	8	
Samoas \$ 5.00 PIO=12	12	Do-Si-Dos \$ 5.00 PIO=8
Tagalon js \$ 5.00 PIO=6	6	Samoas \$ 5.00 PIO=12
Thin Mirts \$ 5.00 PIO=24	24	Tagalongs
S'mores \$ 5.00 PIO=20	20	\$ 5.00 PIO=6
Toffee-tastic \$ 5.00 PIO=1	1	Thin Mints \$ 5.00 PIO=24
Troop GDC \$ 5.00 PIO=0	0	S'mores
Total	92	\$ 5.00 PIO=20
		Toffee-tastic \$ 5.00 PIO=1

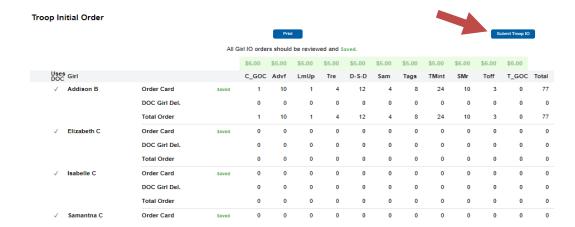
To the right of the product name, in grey, there is PIO=. These are the packages that were sent from the parent in the Digital Cookie system. If you update the numbers in the order, you will always be able to see the original numbers that were sent, even if you make changes to the order. Once you review the order, click Save. You can make any changes you need to in the boxes to the right of the product names.



This will return you to the Initial Order recap screen. You will now see that the girl's initial order has been Saved.



Continue to do this for each girl who has submitted a parent initial order. If the parent does not submit an initial order, you will open the order card row for the girl, enter in the packages manually and save the girl's order. If there are changes to any order, you open the Girl Scout's record by clicking the order card row and making those updates and save. Once you submit the troop's Initial Order, the numbers cannot be changed.



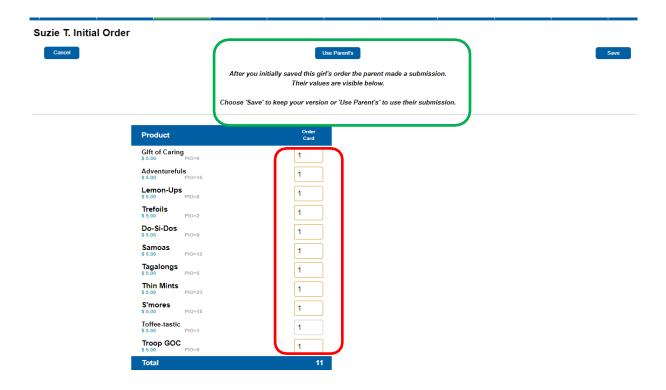
Review Parent IO

eBudde uses the message Review Parent IO in orange to indicate that the troop volunteer entered an order for a Girl Scout and the parent IO came in after those numbers were saved. You can click on the order card row to get more information about what has happened.

In the screenshot below, the troop cookie volunteer had already keyed one package of each variety for Suzie's initial order and saved it. After that, a parent initial order came in from Digital Cookie.



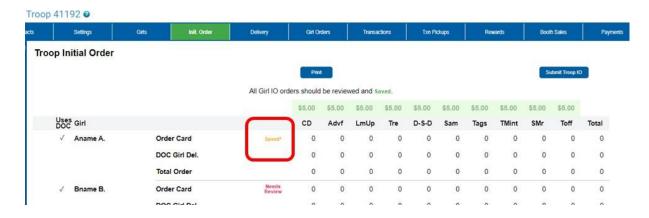
Click the order card row to open the record. You will see messaging and numbers for what is currently keyed in and what the parent submitted.



On this page, the boxes are orange and there is a button that says Use Parent's. Below the "Use Parent's" button there is some information about what has occurred. To update all the numbers to use what was submitted by the parent, click the Use Parent's button. It will automatically save when you click this button. If you use the parent's order, it will indicate Saved in green on the Initial Order tab on eBudde.

Troop Initial Order																
		Print										Submit Troop IO				
		All Girl IO orders should be reviewed and Saved.														
			\$6.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00			
Uses DOC Girl			C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total		
√ Addison B	Order Card	Saved	1	10	1	4	12	4	8	24	10	3	0	77		
	DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0		
	Total Order		1	10	1	4	12	4	8	24	10	3	0	77		
√ Elizabeth C	Order Card	Saved	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		
√ Isabelle C	Order Card	Saved	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		
√ Samantna C	Order Card	Saved	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		
√ Suzie T	Order Card	Saved	1	10	2	4	12	4	8	24	10	3	0	78		
	DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0		

However, if you do not want to use the parent's numbers and have no changes to what you previously entered, just click Save. If you zero out or replace the parent initial order from Digital Cookie with numbers you have entered, eBudde will save the numbers entered by the parent. eBudde will alert you to this by color-coding the Saved message in orange, Saved.



If you open the order card line, you will see the messaging that you have not used the order entered by the parent. You will be allowed to revert to those numbers if you need to by clicking the Revert button.

