



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.

[illegible]

Review Parent IO

Troop Initial Order

[illegible]

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.

Addison B. Initial Order

[Cancel](#) [Save](#)

You have provided the sale values from the Girl's Order Card.

Product	Order Card
Gift of Caring \$ 5.00 P/O=0	0
Adventurefuls \$ 5.00 P/O=10	10
Lemon-Ups \$ 5.00 P/O=7	7
Trefoils \$ 5.00 P/O=4	4
Do-Si-Dos \$ 5.00 P/O=8	8
Samoas \$ 5.00 P/O=12	12
Tagalongs \$ 5.00 P/O=6	6
Thin Mints \$ 5.00 P/O=24	24
S'mores \$ 5.00 P/O=20	20
Toffee-tastic \$ 5.00 P/O=1	1
Troop GOC \$ 5.00 P/O=0	0
Total	92

Product

Gift of Caring
\$ 5.00 P/O=0

Adventurefuls
\$ 5.00 P/O=10

Lemon-Ups
\$ 5.00 P/O=7

Trefoils
\$ 5.00 P/O=4

Do-Si-Dos
\$ 5.00 P/O=8

Samoas
\$ 5.00 P/O=12

Tagalongs
\$ 5.00 P/O=6

Thin Mints
\$ 5.00 P/O=24

S'mores
\$ 5.00 P/O=20

Toffee-tastic
\$ 5.00 P/O=1

Troop GOC
\$ 5.00 P/O=0

To the right of the product name, in grey, there is P/O=. 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.

Addison B Initial Order

Cancel

You have provided the sale values from the Girl's Order Card.

Product	Order Card	Girl Delivery	Total
Gift of Caring \$ 6.00 PRO=1	1	0	1
Adventurefuls \$ 5.00 PRO=10	10	0	10
Lemon-Ups \$ 5.00 PRO=1	1	0	1
Trefoils \$ 5.00 PRO=4	4	0	4
Do-Si-Dos \$ 5.00 PRO=12	12	0	12
Samoas \$ 5.00 PRO=4	4	0	4
Tagalongs \$ 5.00 PRO=8	8	0	8
Thin Mints \$ 5.00 PRO=24	24	0	24
S'mores \$ 6.00 PRO=10	10	0	10
Toffee-tastic \$ 6.00 PRO=3	3	0	3
Troop GOC \$ 6.00 PRO=0	0	0	0
Total	77	0	77

Save

Success

Order for Addison B has been saved.

Okay

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

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	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

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.

Troop Initial Order

Print

Submit Troop IO

All Girl IO orders should be reviewed and Saved.

Uses DOC	Girl		\$6.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00		
			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
✓	Samantha 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

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.

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
✓	Samantra 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	Review Parent IO	1	1	1	1	1	1	1	1	1	1	1	11
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0	0
		Total Order		1	1	1	1	1	1	1	1	1	1	1	11

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.

Cancel

Use Parent's

Save

Choose 'Save' to keep your version or 'Use Parent's' to use their submission.

[illegible]

Troop Initial Order

Print

Submit Troop ID

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

[illegible]

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**.

Troop 41192

Acts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Rewards	Booth Sales	Payments
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Troop Initial Order

Print Submit Troop IO

All Girl IO orders should be reviewed and saved.

Uses DOC	Girl		CD	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
✓	Aname A.	Order Card	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	
		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
✓	Bname B.	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0

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.

Troop 41192

Acts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups
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Aname A. Initial Order

Cancel Revert

You have overridden the parent submission.
If this is an error choose 'Revert' above to restore the parental values.

Product	Order Card	Girl Delivery	Total
Council Dona... \$ 5.00 PIO=0	0	0	0
Adventurefuls \$ 5.00 PIO=0	0	0	0
Lemon-Ups \$ 5.00 PIO=0	0	0	0
Trefoils \$ 5.00 PIO=0	0	0	0
Do-Si-Dos \$ 5.00 PIO=0	0	0	0
Samoas \$ 5.00 PIO=0	0	0	0
Tagalongs \$ 5.00 PIO=0	0	0	0
Thin Mints \$ 5.00 PIO=0	0	0	0
S'mores \$ 5.00 PIO=0	0	0	0
Toffee-tastic \$ 5.00 PIO=2	0	0	0
Total	0	0	0