



## Service Unit Quick Sheet for eBudde™

### Initial Order

#### All Users

1. <https://ebudde.littlebrownie.com>
2. Enter your email address as your login, temporary password: *each council has a default password* Click **LOGIN**
3. Change your password, answer security questions, enter/review contact information, click **SUBMIT**.
4. Will be given access to the system.

Click each **TAB** to enter each page.

#### Contacts Tab

1. Review information. Edit as necessary

#### Setting Tab

1. Check Allow Troop Data Entry box for troop data entry and Enter Orders at Girl Level box to enter orders by girl. (if applicable)
2. Enter service unit goal and last season's data points (if applicable)
3. Enter in additional service unit contact(s) if necessary.

#### Troops Tab

1. Click on Add a Troop button—enter troop number, # of girls selling and registered (if applicable), level of troop, troop contact email address, check boxes that apply—User get mail, Active, and if primary contact.
2. Able to add up to 11 troops at one time—click on Add up to 11 troops— enter troop number, # of girls selling and registered, level of troop, troop leader's email address, check boxes that apply—User gets mail, Active, and Cookie Person for email listed above.
3. Un-submit buttons – allow you to un- submit cookie, and/or incentive orders if incorrectly submitted or needing updating by the troop

#### Init. Order Tab

1. Review Troop orders. Troops with an asterisk (\*) have not submitted their orders.
2. Enter service unit cookie order (if applicable)
3. Review the totals at the bottom, if correct Click **SUBMIT** order. Once the order is submitted, changes cannot be made.
4. Print a copy for your records.

**Delivery Tab** (optional – only if the service unit itself ordered cookies in addition to troop cookies)

1. Review, and enter delivery information.

2. Select time slot (if applicable)
3. **SUBMIT** information.

## **Final Order**

### **Transaction Tab**

1. Enter cookie disbursement transactions. (if applicable)
2. Enter pending order to the cupboards (if applicable)
3. Click **Save** to save your information.
4. Review transaction tab if necessary to verify service unit cookie movement

### **Deposits Tab**

1. Key in troop monies turned in and/or deposited (if applicable).

### **Rewards Tab**

1. Review reward orders for each troop.
2. Make any changes by editing the troops' reward order page.
3. Update shipping address.
4. Click **SUBMIT** to submit your order. Once you submit the order, changes cannot be made.

**Booth Sales Tab** (optional – only if the service unit will be approving troop booth requests OR will be uploading spreadsheets)

1. Booth Request Approval
  - a) Update troop requests from pending to approved and/or denied.
  - b) Enter in reason for denial or comments in notes section
2. Upload Booth Site spreadsheets (if applicable)
  - a) Upload council sales booth sites

### **Report Tab**

1. There are several reports to help you validate information from the initial cookie and incentive orders, troop pickup sheets and final financial accounting. Service units have access to a booth sale recorder report.
2. Reports open in Microsoft Excel and/or PDF format and exportable format in Microsoft Excel

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