

Girl Scouts of Greater Mississippi Service Unit Quick Sheet for eBudde

Initial Order

First Time Users

1. <https://ebudde.littlebrownie.com>
2. Enter your email address as your login, temporary password: **samoas**. Click **LOGIN**
3. Change your password, enter contact information, click **SUBMIT**.
4. Will be given access to the system.

Returning Users

1. Same email address and password as last year. Forgotten password? See login page.

Click each TAB to enter each page.

Contacts Tab

- a. Review information. Edit as necessary

Setting Tab

- a. Check Allow Troop Data Entry box for troop data entry and Enter Orders at Girl Level box to enter orders by girl. (if applicable)
- b. Enter service unit goal and last season's data points (if applicable)
- c. Another service unit contact can be added.

Troops Tab

- a. 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 add to all seasons.
- b. 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.
- c. Un-submit buttons – allow you to un- submit cookie, and/or incentive orders if incorrectly submitted or needing update by the troop

Init. Order Tab

- a. Review Troop orders. Troops with an asterick (*) have not submitted their orders.
- b. Enter service unit cookie order (if applicable)
- c. Review the totals at the bottom, if correct Click **SUBMIT** order. Once the order is submitted, changes can not be made.
- d. Print a copy for your records.

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

- a. Review, and enter delivery information.
- b. Select time slot (if applicable)

c. **SUBMIT** information.

Final Order

Transaction Tab

- a. Enter cookie disbursement transactions. (if applicable)
- b. Enter pending order to the cupboards (if applicable)
- c. Click **Save** to save your information.
- d. Review transaction tab if necessary to verify service unit cookie movement

Deposits Tab

- a. Key in troop monies turned in/deposited.

Incentive Tab

- a. Review recognition orders for each troop.
- b. Make any changes by editing the troops incentive order page.
- c. Update shipping address.
- b. Click **SUBMIT** to submit your order. Once you submit the order, changes can not be made.

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

- a. Update troop requests from pending to approved and/or denied.

Report Tab

- a. There are several reports to help you validate information from the initial cookie and incentive orders, troop pickup sheets and final financial accounting.
- b. Reports open in Microsoft Excel and/or PDF format and exportable format in Microsoft Excel