

Service Unit EBudde™ Ordering System Quick Instruction Guide

Registration

- The council will establish you in eBudde™ as a service unit cookie manager
- **NEW** service unit cookie managers (SUCM):
 - You will receive an email from eBudde™ providing you with a link to the eBudde™ website after your email information is entered.
- Access the eBudde™ website:
 - <http://ebudde.littlebrownie.com>
 - If you are a **new** SUCM your temporary password **Samoas**
 - Click **LOGIN**
 - The system will prompt you to change your password
 - Click **SUBMIT**
- If you are a **returning** SUCM, enter the same email address as last year as your login; your password must also be the same as last year
 - *Contact your Product Program manager if you do not remember your email address or password from last year.*
 - Click **LOGIN**
- You will now have access to eBudde™

Tab Definitions and Data Entry Instructions

Dashboard

Your Service Unit Dashboard provides you up to date information on your service unit sales and posts important information throughout the sale on the Messages board.

Each time you log in to eBudde™ check the dashboard for important messages, your sales/goals statistics, the calendar and checklist to keep on track of upcoming events.

The following information is available to you on the dashboard:

- Messages
- Order totals (compared to last year)
- Calendar of events
- Troop sales and distance to troop goals
- Service Unit Checklist
- Pending Troop Booth Requests
- Troop Order Status
- Service Unit Financial status report
- Troop Incentive order status

Contacts

- Enter all information requested. Edit if anything changes during the program

- Click **Email Branch** button to send emails to all TCMs

Settings

- Edit settings to change SU contact information, or to add new or additional service unit managers
- Click the Allow **Troop Data Entry** check box and **Enter Orders at Girl Level** check box
- Additional “Service Unit Contacts” are added here
- Click **Edit Messages** button to post a message to your service unit dashboard
- Click **Edit Calendar** to add events to your SU Calendar which will appear on your dashboard

Troops

- Click on **Add a Troop**
 - Enter:
 - Troop number
 - Troop goal
 - Troop level
 - Troop leader’s email address
 - Troop cookie manager’s email address
 - Click on all boxes that apply (User get mail, Active, and Cookie Person for email listed above)
- **Add up to 11 troops.** If you choose this option you can only enter the troop leader’s name – you will have to go back to each troop and enter the troop cookie manager’s information
 - Enter:
 - Troop number
 - Troop Goal
 - Troop level
 - Click on the checkbox if you know that the troop does not want incentives
 - Troop leader’s email address
 - Click on check boxes that apply (cookie person, Active, receive email)
- At the conclusion of the program delete troop numbers that did not participate
 - **Unsubmit** button: Allows you to reopen all troop product or incentive orders. *If you unsubmit all troop product or incentive orders, you must resubmit the service unit order*
- Contact your product program manager to unsubmit the service unit order. Once the council order has been submitted, no changes can be made

Initial Order

- Review troop product orders – look for obvious errors especially for GOC orders (for example you see GOC packages but No Thin Mints); contact the troop manager

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- Troops with an asterisk (*) on your dashboard have not submitted their orders
- Review troop totals at the bottom
 - o If the troop orders appear to be correct click **SUBMIT ORDER**.
 - o Once the service unit order is submitted, changes can not be made.

Delivery

- Service unit delivery station information must be correct in eBudde™ before troop orders are submitted. Contact Joliet Gathering Place (Charisse Chamorro) if the information is incorrect or is not listed in eBudde™
- Every troop must select the correct delivery site – you can select the site for them
- You must indicate a Time Allotment on your Delivery Station Request form to allow TCMs to sign up for a pick up time in eBudde™
- Click **SUBMIT** information
 - o Troops will not be able to select the delivery station if the service unit delivery information does not appear on this tab, nor can the SU order be submitted. If information on this tab is blank, contact the Joliet Gathering Place (Charisse Chamorro) immediately

Transactions

- No data entry allowed on this tab – for information purposes only

Deposits

- All troop deposits are entered on this tab. No need to access each troop's account. Provides a list of every troop deposit entered.
 - o Click "Add a Deposit"
 - o Enter each deposit separately – do not combine deposits
 - o Data entry fields will appear at the bottom of the screen for you to enter each deposit
 - o Select the correct bank:
 - All Troops: Harris Troop Dep 1536
EXCEPT:
 - ✓ SU 325 only
 - Demotte Troop Dep 5584
 - ✓ SUs 702, 705, 706, 707, 742 only
 - 5/3 Troop Dep 4031
 - o Date of deposit = the on the bank teller receipt – not the handwritten date on the deposit slip
 - Date format = year/mo/da
 - o Enter the **reference number** = the 7-digit number in the upper right corner of the deposit slip
 - o Enter the 5-digit troop number
 - o Enter the **exact amount** of the deposit
 - o Click "+"
- Repeat for each deposit slip
- Click **SAVE** frequently to insure data entry is not lost

- Corrections can be made by clicking on the troop number in the fifth column
- This page can be sorted by
 - o Date
 - o Reference number
 - o Troop number
 - o Deposit amount
- Check the *Sales Report* tab to insure that the deposits were posted correctly for each troop

Incentive Tab

SU Initial Incentive Order

- o Review each troop order to insure troops who have earned t-shirts have entered t-shirt sizes and have submitted their initial incentive order
- o On the service unit home page click the incentives tab
 - Click the **Initial** button
 - Submit the SU initial incentive order directly after you have submitted the SU initial product order

SU Final Incentive Order

- o Click on the service unit incentive tab
- o Check your dashboard to order to insure each troop has submitted their final incentive order.
 - ✓ If a troop has not submitted their final incentive order, contact the TCM
- o Update SU shipping address if the shipment is going to a different SU representative.
- o Click the **Final** button
- o Click **SUBMIT** to place your service unit final incentive order
- o Once you submit the service unit final incentive order, changes cannot be made

Booth Sites

- This tab is for approving MY SALES site requests
- Click on the approval drop down box to approve or deny pending requests. The service unit dashboard will alert you if you have pending MY Sale site requests. Council site requests do not need SUCM approval

Report Tab

- Reports help you validate information from the initial cookie and incentive orders, troop pickup sheets and final financial accounting
- Report descriptions can be found by hovering your cursor over the report name
- Some reports require regeneration. EBudde™ will notify you with an email when the report has been processed and is ready for review
- Some reports can be opened in Microsoft Excel and/or PDF format