



Become Familiar with



Below is an eBudde Fingertip Guide. This quick glance chart shows you the most frequently used tabs of the site and provides a description of what you can do on each screen.

Tab	Description/Use
Dashboard	This is each Troop's default screen. Here you will see important messages from the council and/or your service unit, as well as quick links to tools and resources you'll need throughout the season. You will also find: • A calendar with important dates • A brief checklist of tasks to get you through the program • Your Troop's upcoming Cookie Booths • Your Service Unit Cookie Manager's contact information
Girls	This tab allows you to see the names of the girls in your troop. If edits need to be made to your girl roster, please email: Helpline@gsgatl.org with the subject: eBudde Girl Update
Initial Order	The Initial Order tab is used to enter the troop's initial order by girl and if needed to order additional cookies not yet allocated to a girl under the "Booth" line. Once orders are submitted here—they cannot be changed. Girl totals entered on this screen will roll over to the Girl Orders tab when initial ordering is over and will be locked for edits as they cookies are already accounted for.
Girl Orders	This tab will track the sum total of a girl's sales efforts; initial orders, cookie booth credit, Digital Cookie sales and any other additional cookie orders received. This screen will also allow troop's to track girl payments to the troop to provide a clear picture of a girl's individual balance due. Note: Digital Cookie sales dollars collected online by a girl will automatically post here. Girl payments logged here have no impact on the troop's overall balance due GSGATL.
Reports	The reports tab allows troops to run three information reports. 1. The CUPBOARD report— shows a listing of all open cupboards and their location/hours of operation. 2. The DELIVERY STATION report—shows a listing of locations available for your Troop to choose from for Initial Order Pick-up (Count N Go)  DOC Reports—While there are various reports in this section, the one that is most beneficial to you is the GIRL DELIVERY—VARIETIES ONLY—BY GIRL REPORT. This report will allow you to see all "girl-delivery" orders received via Digital Cookie for each girl in your Troop. You will want to make sure girls have requested these physical boxes from you to be delivered to their customers. You will need to log box credit for these cookies once you provide them to the girl/parent.
Sales Report	The sales report reflects all transactions for the troop in the system. It includes the initial order, any additional orders, deposits, troop proceeds, total money to be collected from customers and the balance due council.
Help Center	The new Help Center will provide you additional information on using eBudde via manuals, handouts, videos and more.

