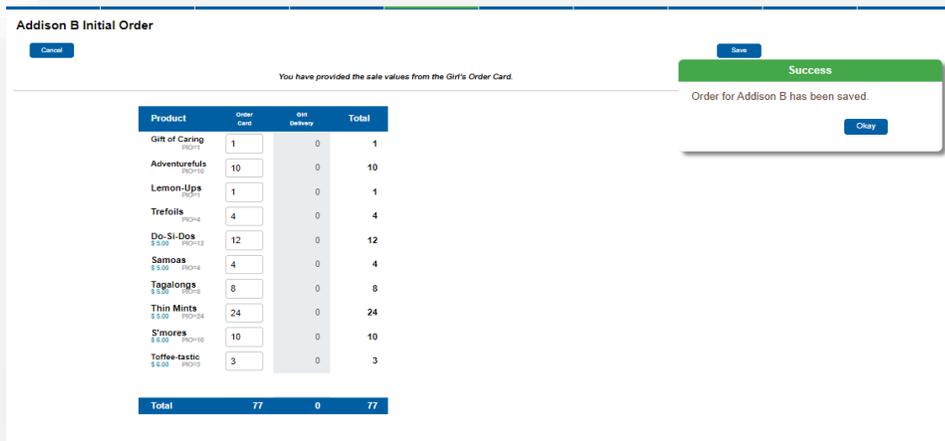


- You **MUST** review the order to save the parent’s submission. To review, click on the Order Card row for the girl to view the submitted totals.
 - Notice the Parent Initial Order (PIO) under each cookie name in gray (see image below). This indicates the original box totals sent from the parent via Digital Cookie.
- Accept the submission as is (by clicking save) or make changes to the numbers in the open fields of the order card column. The original submission numbers in gray will remain visible on this screen as a point of reference even when totals are manually adjusted.
 - Volunteers can make changes to the order card totals as often as needed until the troop submits its initial cookie order to council.



- Click **Save**. This will return you to the Init. Order recap screen. You will now see that the girl’s initial order has been saved (shown in green).

Uses DOC	Girl		C_GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	T_GOC	Total
✓	Addison B	Order Card	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
✓	Elizabeth C	Order Card	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	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	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 that has submitted a parent initial order.
- If the parent does not submit an initial order, you can open the order card row for the girl and enter in her totals manually.
- When you are ready, submit your troop’s initial order on or before the troop deadline date set by council. Once you submit, no boxes can be adjusted at the troop level.
- Any totals not reviewed will remain in red on the Initial Order tab even after submission AND WILL NOT be included as part of the troop’s total initial order.**

Frequently Asked Questions (FAQs)

Q: What if you need to make manual changes to saved totals?

A: If there are changes to any order (a previously saved parent submission or manual entry), you can open the record by clicking the order card row of the girl, make the needed updates and re-save. You can make updates as much as needed, until you submit the troop's order to council.

Q: What do you do with girls who do not have an initial order?

A: If you have a girl that is not participating or simply not placing an initial cookie order, that is ok. You do not need to open her order card row or make any edits to her record. You can add additional box credit to her record after the initial order phase on the Girl Order tab.

Q: What happens if the troop submits before the shared parent initial order deadline date set in eBudde?

A: If you submit before the parent deadline date you have set in eBudde, the system will no longer allow submissions from Digital Cookie. Girls/parents who have not submitted their order card totals will not know that their submissions will no longer be included as part of the troop's initial order. Any boxes needed for those girls will have to be filled from extra inventory the troop has on-hand and/or from a cookie cupboard. A girl's box credit will now need to be manually updated on the Girl Orders tab. Communicate any changes to girls/parents regarding the troop's initial order deadline prior to submission.

Q: What if the parent simply saves their totals in Digital Cookie and never submits them to the troop?

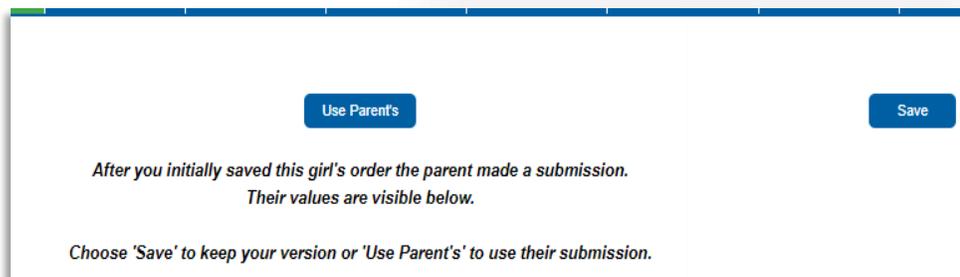
A: If the parent does not submit the order by the parent initial order deadline date established, Digital Cookie will not allow the order to be submitted afterwards. Saved totals in Digital Cookie WILL NOT show in eBudde. Parents will have to communicate with the troop directly regarding their needs. Any boxes needed will have to be filled from extra inventory the troop has on-hand and/or from a cookie cupboard. A girl's box credit will now need to be manually updated on the Girl Orders tab.

Q: What if the parent submits the order prior to the deadline and decides that they need to adjust their quantities?

A: Order card totals from Digital Cookie can only be submitted to the troop ONCE. After submission, parents can no longer adjust their quantities and will have to contact the troop directly about any changes. Updates to submitted totals will have to manually be made by the troop volunteer in eBudde on the Init. Order tab.

Q: What if you enter and save numbers on the order card row for a girl, then the parent submits initial order card totals from Digital Cookie afterwards?

A: Once a submission is made, the onscreen eBudde note will say: **Review Parent IO**. 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 (which is in gray as PIO). To use what was submitted by the parent, click the **Use Parent's** button. It will automatically update totals and save the submission. To keep the numbers previously keyed in (by you, the volunteer), simply click save. Note: Differences in the keyed totals and the parent's submission will be outlined in orange to easily identify variances. To change any of the keyed quantities, update the numbers in the open fields of the order card column, then click save.



Product	Order Card	Girl Delivery	Total
Smiles4Military \$ 6.00 PIO=10	1	0	0
Adventurefuls \$ 6.00 PIO=7	1	0	0
Lemon-Ups \$ 6.00 PIO=4	1	0	0
Trefoils \$ 6.00 PIO=8	1	0	0
Do-Si-Dos \$ 6.00 PIO=12	1	0	0
Samoas \$ 6.00 PIO=6	1	0	0
Tagalongs \$ 6.00 PIO=24	1	0	0
Thin Mints \$ 6.00 PIO=20	1	0	0
S'mores \$ 6.00 PIO=1	1	0	0
Toffee-tastic \$ 6.00 PIO=0	1	0	0
Total	11	0	0