Parent Initial Order (PIO) Quick Sheet

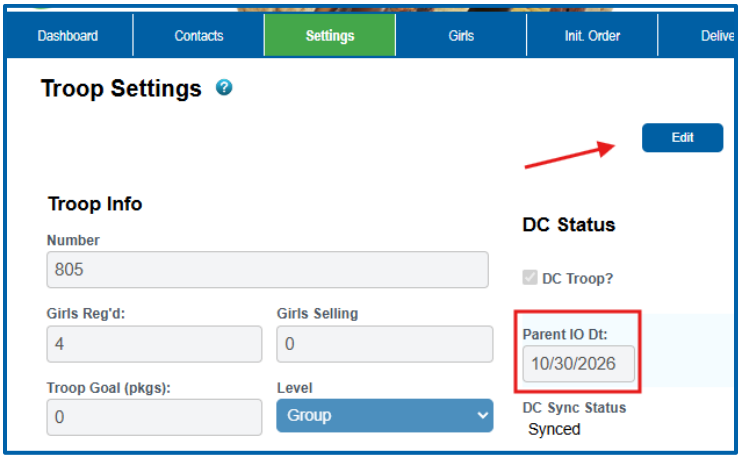
Overview

Caregivers can submit their Initial Order directly through Digital Cookie. When submitted before the Parent Initial Order deadline, the order transfers to the girl's Initial Order record in eBudde, reducing manual data entry for the troop volunteer.

Your role is to **review, save**, and **submit** these orders as part of your troop's Initial Order.

Verify the Parent Initial Order Deadline

The Parent Initial Order deadline is displayed on the Troop Settings tab in eBudde.



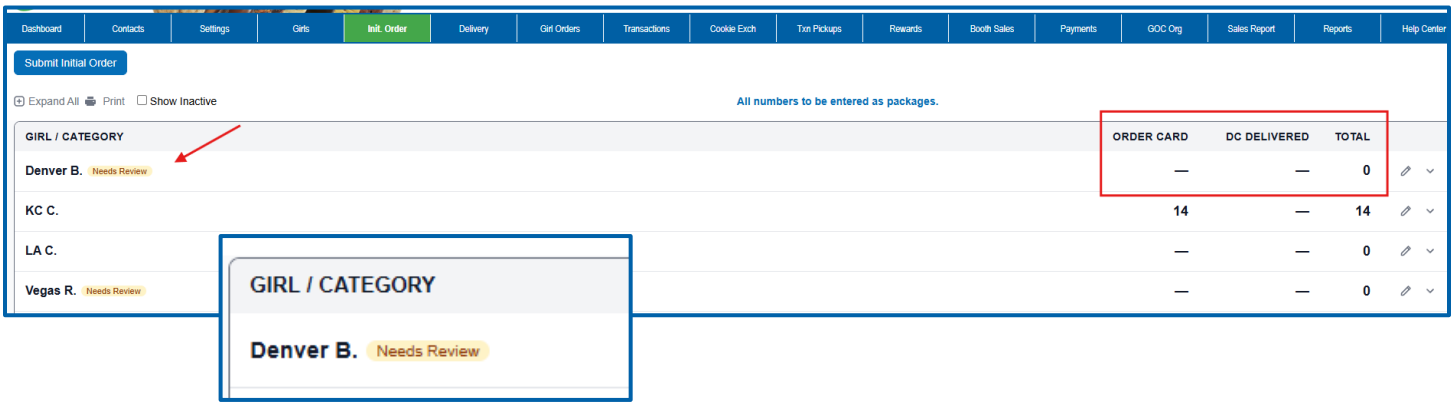
Important

- Councils establish default Parent Initial Order deadlines.
- Troops **may** choose an earlier deadline if needed.
- Parents must submit their order **before the deadline** for it to transfer automatically from Digital Cookie to eBudde.
- Orders submitted **after the deadline** must be handled directly with the troop volunteer.

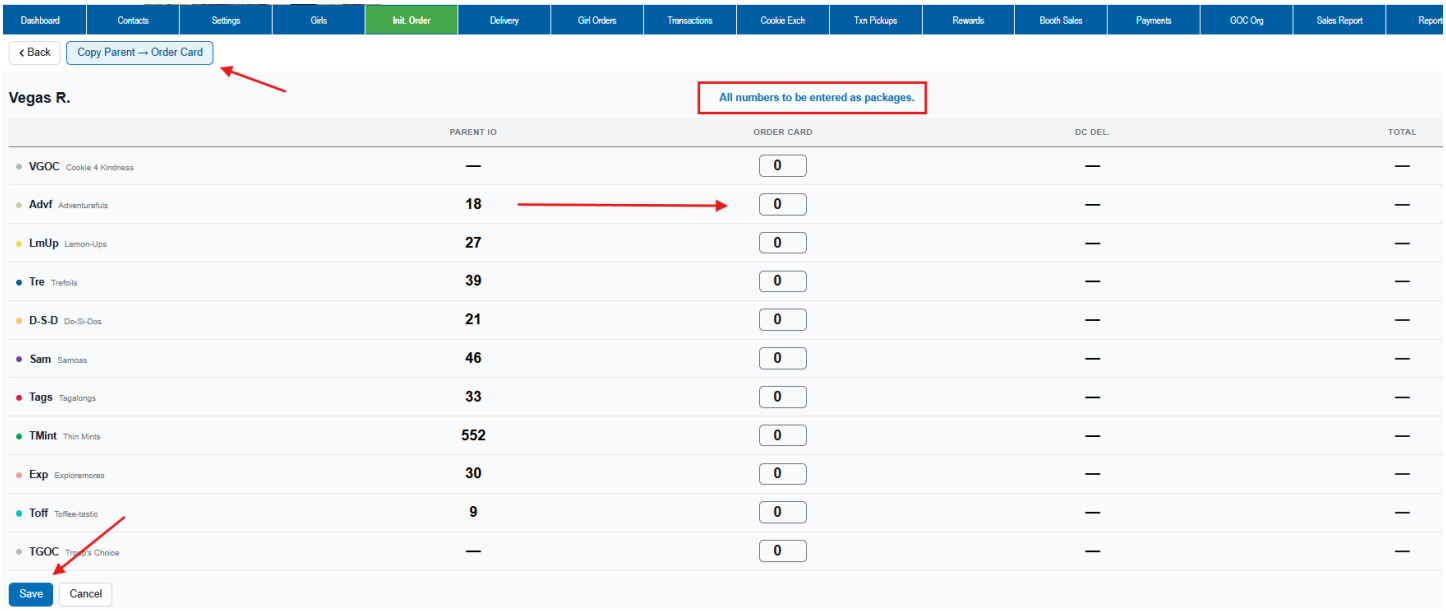
☑ **Troop Volunteer Action**: Share the Parent Initial Order deadline with families early and often.

Review Parent Initial Orders

1. Navigate to the **Initial Order** tab
2. If a caregiver has submitted a PIO in Digital Cookie a ***Needs Review*** message will be displayed.

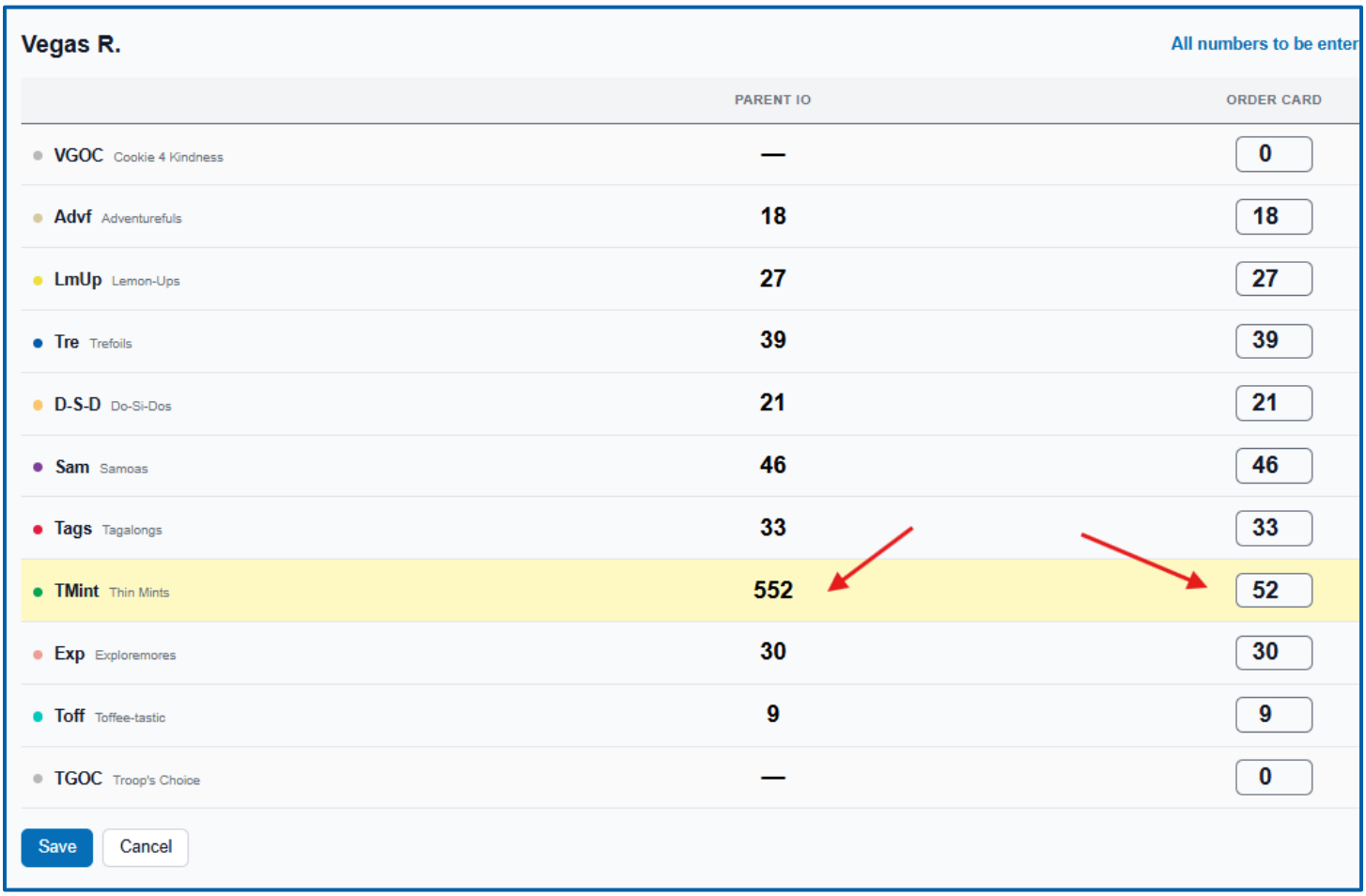


3. Click the **pencil icon** to edit/review the PIO.



4. Review the **Parent IO** column.
   - Review quantities for accuracy and follow up with the caregiver if an order appears incomplete or unusual.
   - Contact the caregiver to discuss concerns.

5. Click on the **Copy Parent → Order Card** button to automatically update the **Order Card** column.
    - PIO quantities cannot be edited directly. Copy or manually enter the quantities into the Order Card column, then make any needed updates there.



6. If necessary, make changes to the PIO on the **Order Card** column.
7. Click **Save**.
8. Repeat for each record marked ***Needs Reviews***.

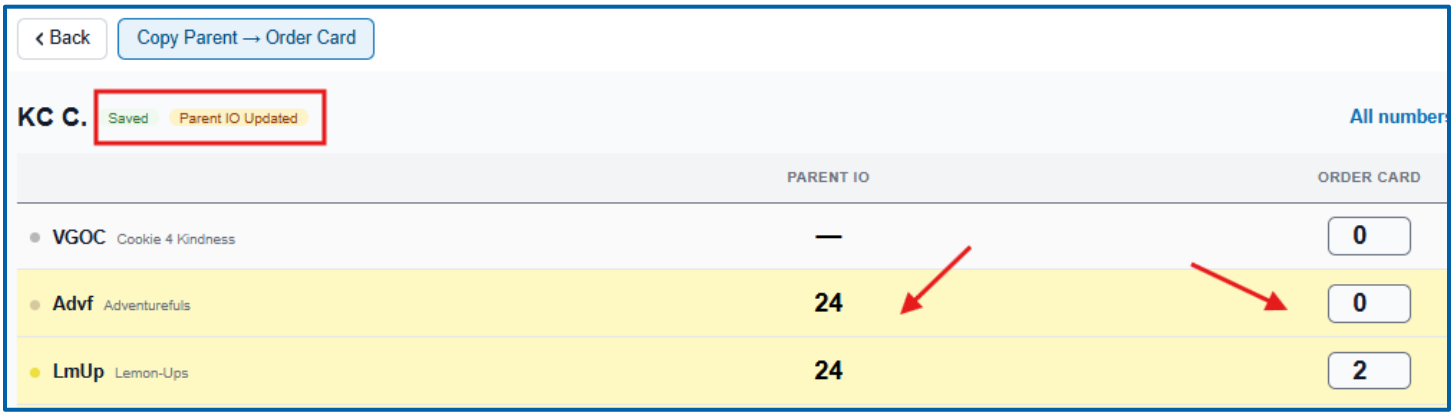
Notes

- Until the PIO has been copied or entered the order total will be 0.
- A yellow highlighted row indicates the quantity in the Order Card column is different than the submitted PIO.

When a Parent Order Arrives After You Entered Quantities

If troop-entered quantities already exist and a caregiver later submits a PIO through Digital Cookie:

- ***Needs Review*** will be displayed on the Initial Order summary page.
- Existing quantities **remain unchanged** until reviewed.
- The PIO quantities are **available for comparison**.
- All rows where **amounts vary** will be highlighted yellow.
- ***Saved*** and ***Parent IO Updated*** will be noted beside the name on the Initial Order detail page.



☑ **Troop Volunteer Action/Options**:

- **Review the Parent Initial Order and any existing Order Card quantities before deciding which quantities to use.**
- Copy the Parent Initial Order quantities into the **Order Card** column.
- Keep the quantities already entered in the **Order Card** column.
- Manually edit the **Order Card** quantities to reflect the agreed-upon order totals.
- **Save** the quantities that should be included in the troop's Initial Order.

Before Submitting the Troop Initial Order

☑ **Final Checklist**:

☐ All Parent Initial Orders have been reviewed.

☐ All necessary updates have been made.

☐ Orders have been saved.

☐ Any booth or additional troop inventory packages have been added.

☐ Troop totals have been verified.

☐ Troop Initial Order is ready for submission.

PIOs After the Troop Submits an Initial Order

If a parent submits an order after the troop Initial Order has been submitted:

- The order will still be transferred to eBudde.
- It **will not** be added to the Order Card totals.

Reports

Two **troop-level** reports are available:

- **Parent IO Report**: Displays caregiver initial orders submitted through Digital Cookie.
- **Girl IO Report**: Provides the troop's Initial Order tab in Excel format.