

Service Unit Quick Sheet for eBudde

Initial Order

New User

1. Click the email link for your first-time login
2. Enter your personal password, confirm that password
3. Enter/review your name, address and phone numbers.
4. Click **LOGIN**
5. You will then be given access to the system.

Users who have entered the system

1. <https://ebudde.littlebrownie.com>
2. You will be redirected to the Cookie Portal
3. Enter your email address as your login and password. Click **LOGIN**
4. You will then be given access to the system.

Click each **TAB** to enter each page.

Contacts Tab

1. Review information. Edit as necessary

Setting Tab

1. Check Allow Troop Data Entry box for troop data entry and Enter Orders at Girl Level box to enter orders by girl. Must be checked if you are a Digital Cookie Council
2. Enter service unit goal.
3. Enter in additional service unit contact(s) if necessary.

Troops Tab-

1. **Un-submit buttons** – allow you to un-submit cookie, and/or incentive orders if incorrectly submitted or needing updating by the troop

Init. Order Tab

1. Review Troop orders. Troops with an asterisk (*) have not submitted their orders.
2. Enter service unit cookie order if allowed by your council
3. Review the totals at the bottom, if correct Click **SUBMIT** order. Once the order is submitted, changes cannot be made.
4. Print a copy for your records.

Delivery Tab

1. Review, and enter delivery information.
2. Select time slot (if applicable)
3. **SUBMIT** information.

Final Order

Transaction Tab

1. Enter cookie disbursement transactions. (if need for troops)
2. Enter pending order to the cupboards (if needed for troops)
3. Click **Save** to save your information.
4. Review transaction tab if necessary to verify service unit cookie movement

Payments Tab

1. Key in troop monies turned in and/or deposited (if troops needed).

Rewards Tab

1. Review reward orders for each troop.
2. Make any changes by editing the troops' reward order page.
3. Update shipping address.
4. Click **SUBMIT** to submit your order. Once you submit the order, changes cannot be made.

Booth Sales Tab

1. Booth Request Approval
 - a) Update troop requests from pending to approved and/or denied within 48 hours of request.
 - b) Enter in reason for denial or comments in notes section
2. Upload Booth Site spreadsheets
 - a) Upload SU booth sites locations

Report Tab

1. There are several reports to help you validate information from the initial cookie and incentive orders, troop pickup sheets and final financial accounting. Service units have access to a booth sale recorder report.
2. Reports open in Microsoft Excel and/or PDF format and exportable format in Microsoft Excel