

# eBudde Tip-Sheet

## Placing a Pending Order

Our Council will be using "Pending Order" feature on **eBudde** for all orders picked up from Cookie Buffers on Oahu, Kauai and Maui. Here what you will need to do before picking up cookies from the buffer!

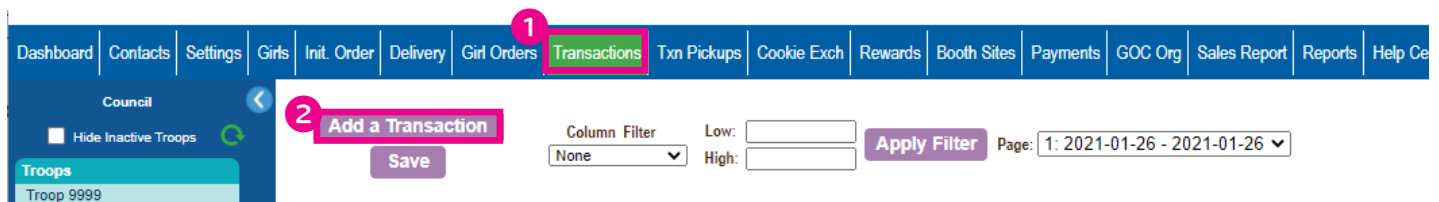
### Ordering Additional Cookies

Creating a Pending Order request when your troop needs more cookies is quick and easy! Pending Orders should be placed by any troop that plans on stopping by the Cookie Buffer to pick up cases of cookies. All orders placed must be in CASES. Only exception will be for girls who need to fulfill a GIRL DELIVERY Digital Cookie orders.

Pending Orders can be submitted by the Troop Cookie Manager or Troop Co-Leaders and can be picked up by any Cookie Pick-Up Person (see [eBudde Tip Sheet: Cookie Pick-Up Person](#) for more information).

### How to Place a Pending Order in eBudde

1. Click the "Transactions" Tab.
2. Click on the "Add a Transaction" button.



3. The Cookie Transaction Box will appear

- **Pickup:** Enter the date you wish to pick-up the cookies. Once you select a date, a window will pop-up to select a time. Hours for the Cookie Buffer will show under the "Hours of Oper." and pick-up times must be within these hours.
- **Cupboard:** choose the cookie buffer location you will be picking up from.
- **Variety:** Fill in the quantities needed. All orders must be in CASES. Only exception will be for girls who need to fulfill IN-PERSON GIRL DELIVERY Digital Cookie orders.
- **Contact Info:** This field can be edited for any notes you may want to have on the order. For example: what or who the cookies are for in your troop.

The screenshot shows the 'Cookie Transaction' form with the following fields and content:

- Type:** Normal
- 2nd Party:** Cupboard
- Location:** Oahu Buffer - AMC (1)
- Date:** 2021-02-09
- Pickup:** [Empty field]
- Receipt:** E11000
- Product Movement:** Add Product
- Contact Info:** Cookies for Minnie M.
- Hours of Oper.:** 4:00pm-7:00pm M,Th,F; from 02/22/21 to 03/28/21; 11:00am-7:00pm Weekends; from 02/27/21 to 03/28/21
- Additional Info:** Oahu Cookie Buffer is located at the Ala Moana Center, Street Level 1, Diamond Head Wing (between Goma Tei and Lids, near the Makai Food Court). Masks must be worn at all times. Please bring your own wagon, cart or handtruck, if available.

Variety	Cases	Pkgs
Lemon-Ups	2	0
Trefoils	0	0
Do-Si-Dos	2	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	5	0
S'mores	0	0
Toffee-tastic	0	0

At the bottom of the form, the 'Save/Print' button is highlighted in pink and marked with a red circle '4'. Other buttons include '+', 'Okay', and 'Cancel'.

4. Click on the "Save/Print" or "Okay" button to submit order.

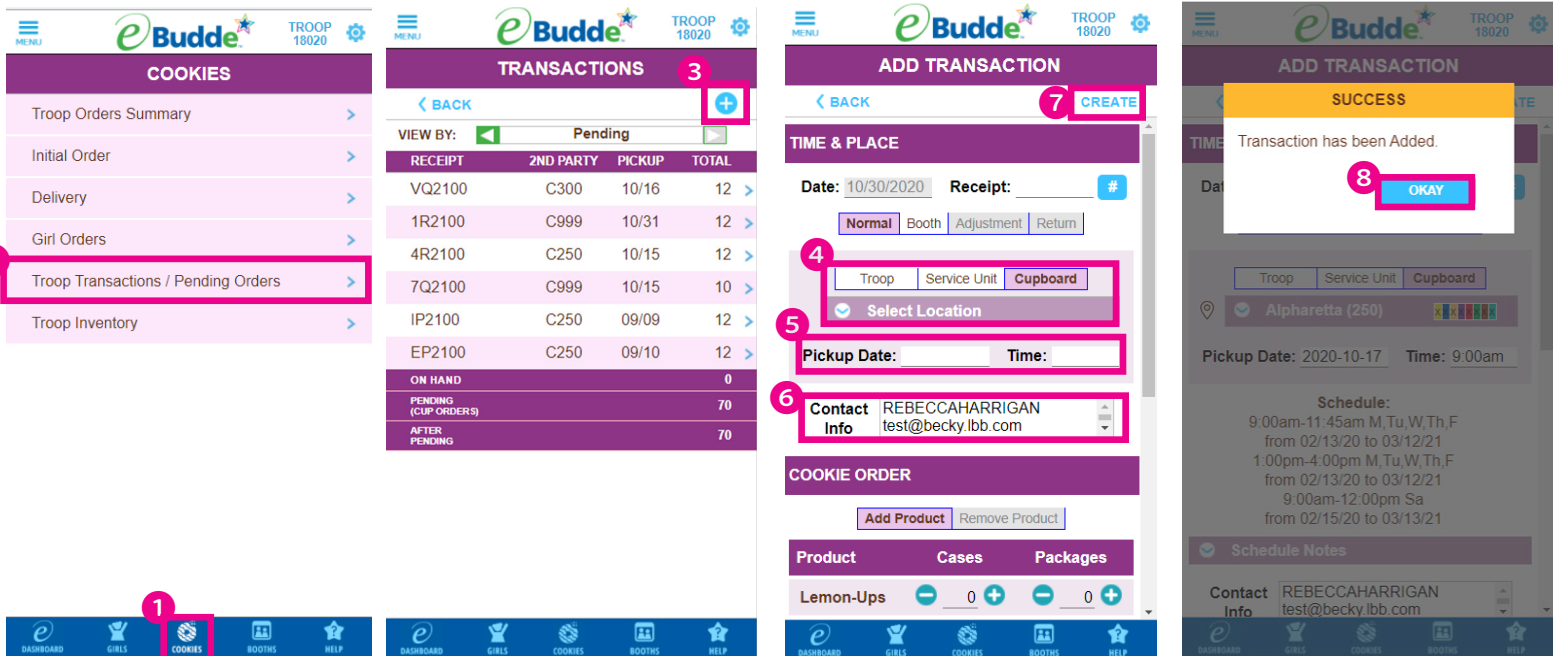
**Note:** Submitted orders can be edited at the time of pickup if needed. For everyone's safety and to help ensure proper social distancing can be maintained, please arrive at your selected time. All orders must be placed at least 1 day in advance so plan accordingly!

## How to Place a Pending Order on the eBudde Mobile App

1. Click the “Cookies” button on the bottom.
2. Click on the “Troop Transactions/ Pending Orders.”
3. Create a pending order transaction by clicking the + button.
4. Select Cupboard and select the location.
5. Enter in pick-up date and time.
6. Edit ‘Contact Info’ for any notes you may want to have on the order. For example: what or who the cookies are for in your troop.
7. Enter in cookie varieties and click “Create.”
8. Click okay and your transaction is added to the system. An email will also be sent to the TCM.



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RECEIPT	ZND PARTY	PICKUP	TOTAL
VQ2100	C300	10/16	12
1R2100	C999	10/31	12
4R2100	C250	10/15	12
7Q2100	C999	10/15	10
IP2100	C250	09/09	12
EP2100	C250	09/10	12
ON HAND			0
PENDING (CUP ORDERS)			70
AFTER PENDING			70

If someone other than the Troop Leader or Troop Cookie Manager is picking up the buffer order, be sure to assign a “[Cookie Pick-up Person](#)” so that the order can be released.

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## Cookie Pick-up Person

You've placed your Pending Order, now it's time to pick up the cookies at the Cookie Buffer! But who will be picking them up? A troop helper, spouse, Girl Scout parent or neighbor?

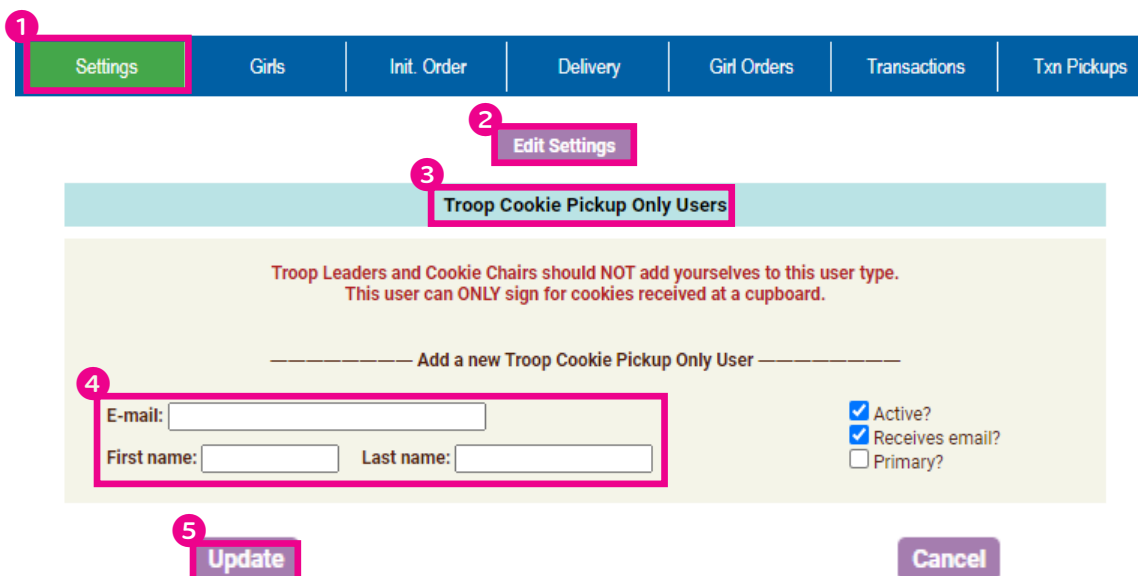
Any individual picking up cookies from the Cookie Buffer must be authorized to do so through eBudde. If you are a troop leader or troop cookie manager already in eBudde picking up cookies, you are already authorized to pick-up cookies. If someone other than the TL/TCM is picking up the order, they must be authorized person as a troop **Cookie Pick-Up Person**. Using an authorized Cookie Pick-Up Person ensures better inventory control and product safety because troops are financially responsible for all cookies. Troops may have more than one designated person.

### IMPORTANT

- If you are a Troop Leader but also Cookie Pick-up Person for a different troop, you must use a different email address to ensure your access remains for the same troop.
- If someone other than the troop's TL/TCM is picking up the cookies, the Cookie Pick-Up Person must be entered in eBudde by the TL/TCM **BEFORE** arriving at the buffer.
  - Once entered, they will receive an email with a link to eBudde. Following the link, they will login using their email and create their own password.
  - At the buffer, the Buffer Clerk will ask the pick-up person to use the eBudde app to verify the order! **As we are utilizing contactless pick-up receipting, please ensure the pick-up person has downloaded the eBudde mobile app on their phone.**

### How to assign a Cookie Pick-up Person in eBudde

1. Click on the "Settings" tab.
2. Click on the "Edit Settings" button.
3. Scroll down to the "Troop Cookie Pickup Only Users" section.
4. Fill in all the information - email, first and last name.
5. Click on the "Update" button on the bottom of the page.



The screenshot shows the eBudde interface with the following elements:

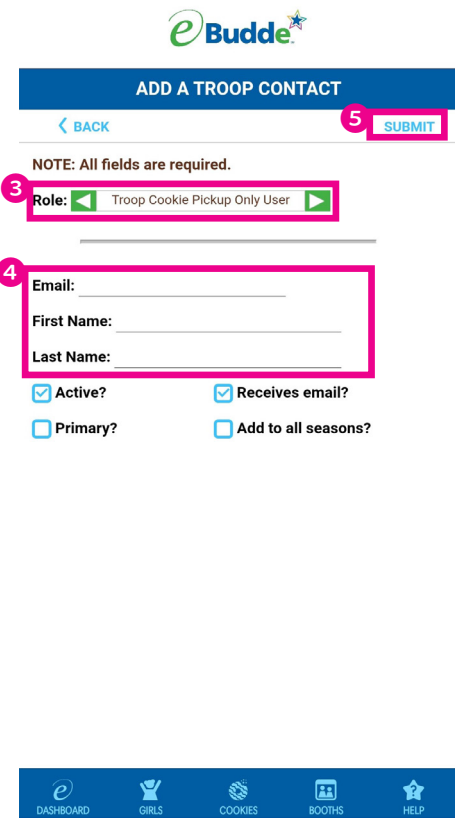
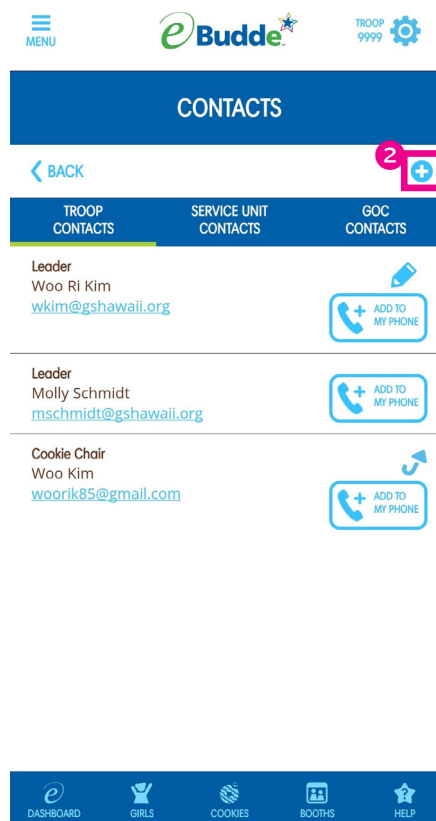
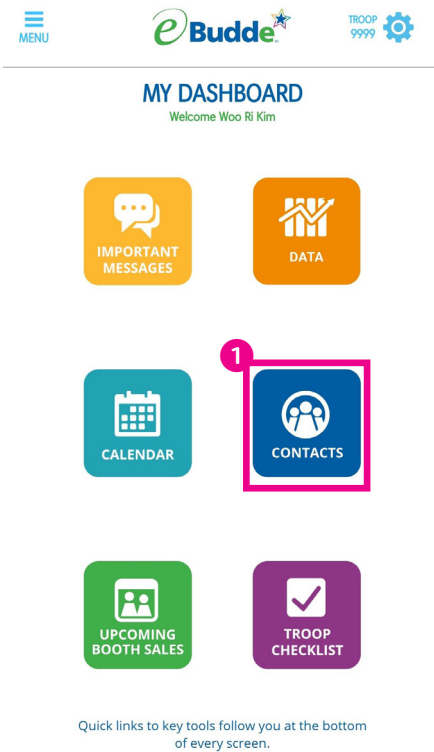
- Step 1:** The "Settings" tab is highlighted in the top navigation bar.
- Step 2:** The "Edit Settings" button is highlighted below the navigation bar.
- Step 3:** The "Troop Cookie Pickup Only Users" section is highlighted in the main content area.
- Step 4:** The form fields for "E-mail:", "First name:", and "Last name:" are highlighted. To the right of these fields are three checkboxes: "Active?" (checked), "Receives email?" (checked), and "Primary?" (unchecked).
- Step 5:** The "Update" button is highlighted at the bottom of the page.

## How to assign a Cookie Pick-up Person on the eBudde Mobile App

1. Click the **"Contact"** tile on the dashboard.
2. Click the **+** button.
3. Click the **▶** button until you see **"Troop Cookie Pickup Only Users."**
4. Fill in all the information - email, first and last name.
5. Click the **"Submit"** button to add user.



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## Contactless Pick-up at the Cookie Buffer

1. When the Cookie Pick-up Person arrives at the buffer for their scheduled pickup, let the buffer clerk know if you need to make any changes to the order.
2. Once the order is gathered, the buffer clerk will **release** the order to you.
3. The Cookie Pick-up Person will need to log into the eBudde mobile app and open the **Calendar**. There will be a **"Confirm Order"** button next to the buffer appointment.
4. The Cookie Pick-up Person will make sure the cookie totals are correct and then tap **"Confirm Pickup"** to close out the transaction. The cookies will automatically be added to the troop's inventory.

