

**Just
-in-
Time**

Cookie Manager Initial Order Delivery Cookies

Once the Service Unit's cookies are on their way, your local Delivery Agent will contact you to line up a delivery time. The Delivery Agent for your area is listed in eBudde, under the Delivery Column (column on the left), under the Settings Tab.

Two Reports to print to get ready:

- A. Delivery Ticket Report
- B. Troop Pickup Sheets

A. Delivery Ticket Report: This report tells you what quantities of cookies are being delivered to you. Your Delivery Agent should come with a copy for you to sign.

1. Click on “**Delivery**” Column (columns on left).
2. Click on the “**Reports**” Tab (across top).
3. Click on the purple “**View**” button next to Delivery Ticket section.

The screenshot shows the eBudde interface for Aberdeen (402). The top navigation bar includes Dashboard, Contacts, Settings, Reports (2), Troop Pickup Sheet, and Help Center. On the left, the 'Delivery' column is selected (1). The main content area is titled 'Aberdeen (402): Reports' and contains a section for 'Initial Cookie Order Reports'. Under this section, there are three rows: 'DS Detail', 'Delivery Ticket', and 'Troop DS Report'. The 'Delivery Ticket' row has a 'View' button (3) highlighted. Each row has radio buttons for 'Cases' and 'Pkgs.', and a checkbox for 'Exportable'. Buttons for 'XLSX', 'PDF', and 'Regenerate' are also visible.

B. Troop Pickup Sheets: This report tells you what each troop will need to pick up from the Service Unit order.

4. Click on “**Council**” Column (columns on left)
5. Click on the “**Reports**” Tab (across top toward the right)
6. Under Initial Cookie Order Reports, select the “**View**” button next to **Troop Pickup Sheets**.

Special Note: Check the **Pre-printed Form** box if you are using your bubble sheets included in your materials. Make an extra copy for your troops to sign.

The screenshot shows the eBudde interface for Aberdeen (402). The top navigation bar includes Dashboard, Contacts, Settings, Troops, Init. Order, Delivery, Transactions, Deposits, Rewards, Booth Sites, Reports (5), and Help Center. On the left, the 'Council' column is selected (4). The main content area is titled 'Aberdeen (402): Reports' and contains a section for 'Initial Cookie Order Reports'. Under this section, there are five rows: 'Initial Order Report', 'Girl Order Tab', 'Girl Order Tab Summary', 'Booth Sales Report', and 'Troop Pickup Sheets'. The 'Troop Pickup Sheets' row has a 'View' button (6) highlighted. Each row has radio buttons for 'Cases' and 'Pkgs.', and a checkbox for 'Exportable'. Buttons for 'XLSX', 'PDF', and 'Regenerate' are also visible. The 'Troop Pickup Sheets' row has a checkbox for 'Pre-printed Form'.

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Initial Order Delivery Rewards

REWARDS

The Initial Order Rewards will be shipped to each Service Unit Cookie Manager *from GSDH*.

- Troops qualified by placing an Initial Order of cookies equaling 275 packages per girl selling.
- Girls selling was determined by the order being placed on each GIRL line in the Initial Order Tab.
- Pull a report in eBudde to see the list of Troops that earned the Initial Order Reward.

Generate this report to distribute Initial Order Rewards:

1. Click on “**Reports**” Tab (across top).
2. Scroll down to **Reward Reports** section.
3. Verify “**Initial**” circle is highlighted on **Troop Rewards Summary** Report.
4. Click on PDF or XLSX depending on the report type you want.

The screenshot shows the eBudde interface. At the top, the 'Reports' tab is highlighted with a red circle '1'. Below it, the 'Reward Reports' section is expanded, showing three report options: 'Troop Rewards Summary', 'Girl Rewards Summary', and 'Troop Rewards HTML'. The 'Troop Rewards Summary' report has the 'Initial' radio button selected and highlighted with a red circle '3'. To the right of this report are 'XLSX' and 'PDF' buttons, with the 'PDF' button highlighted by a red circle '4'. On the left side of the interface, the 'Hide Inactive Troops' checkbox is highlighted with a red circle '2'.

Product and Initial Order Reward Delivery Checklist

- Verify your Delivery Station Address in eBudde in the “**Delivery Tab**” under “**Settings**”.
- Watch for product delivery notification from local delivery agent, scheduled for sometime between **February 1-11, 2024**. Note: If you do not have maximum flexibility during this timeframe, please solicit help in advance from another volunteer to be available at the delivery agent’s specified time.
- Schedule pick up date/times for each troop, allowing about 15 minutes per troop order. Notify troops using at least two different channels—email, text, Facebook group page, etc.
 - eBudde has a built in scheduler you can use once you know the date. (See JIT Scheduling Troop Pickups in eBudde)*
- Upon COOKIE delivery, count all cookies cases (count #1 of 3 for cookies) with Delivery Agent and **ensure quantities match** the delivery ticket. The Delivery Agent is responsible for getting you everything on your ticket and should make arrangements with you to cover any damages or shortages. For any discrepancies, email cookies@gsdakotahorizons.org.
- Upon Initial Order REWARD delivery, count (count #1 of 3 for rewards) all rewards and ensure quantity is correct. Keep all packing slips. Note any missing or damaged items within 24 hours of receipt and contact cookies@gsdakotahorizons.org
- Prepare for the Troop Cookie and Rewards Pickup:
 - Cookie Product: Print the ‘Troop Pickup Sheets’ - from Page 1.
 - For Initial Order Rewards: Print the ‘Troop Rewards Summary’ - from above.
 - Sort each Troop’s Cookies and Rewards in advance of pick-up (count #2 of 3 for cookies and rewards).
- During troop pick up—have each troop count (count #3 of 3) their Initial Order cookies and Initial Order rewards **WITH** you and sign both copies of the ‘**Troop Pickup Sheets**’. Each of you keeps a copy for your records.