

**Just
-in-
Time**

Cookie Manager

Initial Order

Scheduling Troop Pickups in eBudde

The cookies are being delivered - now what? It's time to set-up pickup times for your troops with eBudde's easy and convenient scheduling tool!

Set your dates and times in eBudde:

1. Click on “**Delivery**” Column (columns on left)
2. Click on the “**Settings**” Tab (across top)
3. Click on the purple “**Edit Settings**” button

The screenshot shows the eBudde interface. At the top, there is a navigation bar with tabs: Dashboard, Contacts, Settings (highlighted in green), Reports, Signup Sheet, and Help Center. Below the navigation bar, there is a sidebar with a 'Delivery' column. The main content area shows the 'Settings' tab for a delivery station. The 'Settings' tab has a purple 'Edit Settings' button. Below the 'Edit Settings' button, there is a form with two fields: 'Name: Bottineau' and 'Number: 101'. The 'Settings' tab is highlighted in light blue.

4. Scroll down to section shown below
5. Fill in **Time Allotment** (the amount of time you want to allow per troop to pickup; we recommend 15 minutes).
6. Fill in the “**Number of Pickup Stations**” (meaning troops) you will allow during one time slot.
7. Click the “**I know the delivery date**” box (Date box pops up). Add **date** Troops will pick up cookies.
8. Click the “**I know the delivery time**” box (Time boxes pops up). Fill in timeframe you will be available.
9. Scroll to bottom of page and click the purple “**Update**” box

The screenshot shows the eBudde interface for setting delivery station settings. The form is divided into three sections. The first section has three columns of text: 'Time allotment is the number of minutes each troop will have to pickup their order.', 'Overflow is how many cases you allow per time slot.', and 'Pickup Stations is the number of lines at this Delivery Station (this defaults to 1)'. The second section has three input fields: 'Time allotment: 15 minutes.', 'Troop Case Overflow: 200', and 'Number of Pickup Stations: 1'. The third section has two checkboxes: 'I know the delivery date' (checked) and 'I know the delivery time' (checked). Below the checkboxes, there are two input fields: 'Date: 2024-02-08' and 'from: 9:00am' and 'until: 4:00pm'. At the bottom, there are two buttons: 'Update' and 'Cancel'.