

Initial Order Delivery

Initial Cookie Order:

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.

Several reports are available in eBudde to get ready:

- Delivery Ticket Report—your delivery agent will come with a copy of this for you to sign.
- Troop Pickup Sheets—use this to get ready for your troops to pick up cookies!

Delivery Ticket Report: This report tells you what quantities of cookies are being delivered to you.

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

eBudde Aberdeen (402) Reports **Little Brownie Bakers**

Dashboard | Contacts | Settings | **Reports** | Signup Sheet | Help Center

Council | **Delivery**

Delivery Stations
Aberdeen (402)
Aberdeen SU Cupboard (402C)

Aberdeen (402): Reports

Initial Cookie Order Reports ▲

DS Detail Cases Pkgs. Exportable XLSX PDF

Delivery Ticket View

Troop DS Report Cases Pkgs. Exportable Regenerate XLSX PDF

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

4. Click on “**Council**” Column (columns on left)
5. Click on the “**Reports**” Tab (across top)
6. Click on the purple “**View**” button next to Troop Pickup Sheets section. *Special Note: check the **Pre-printed form** box if you are using your bubble sheets included in your materials.*

Dashboard | Contacts | Settings | Troops | Init. Order | Delivery | Transactions | Deposits | Rewards | Booth Sites | **Reports** | He

Council | **Delivery**

Hide Inactive Troops

Ser. Units
Aberdeen (402)

Troops in Aberdeen
Troop 40104

Aberdeen (402): Reports

Initial Cookie Order Reports ▲

Initial Order Report Cases Pkgs. Exportable XLSX PDF

Girl Order Tab Exportable Regenerate XLSX PDF

Girl Order Tab Summary Exportable Regenerate XLSX PDF

Booth Sales Report Cases Pkgs. Exportable XLSX PDF

Troop Pickup Sheets Pre-printed Form View

Initial Order Delivery Continued

Initial Reward Order:

The Initial Reward (Scarves) will be mailed to each Service Unit Cookie Sale Coordinator *from GSDH*.

1. Pull a report in eBudde to see the list of Troops that earned the Initial Order Reward.
2. Troops qualified by placing an Initial Order of cookies equaling 225 packages per girl selling.
3. Girls selling was determined by the order being placed on each GIRL line in the Initial Order Tab.

Special Note for Counting the Initial Reward: Each troop consisting of three or more girls selling will get two additional rewards for troop volunteers. Troops consisting of two or less girls selling will get one additional volunteer reward.

Follow these easy steps to generate the report to distribute Initial Rewards:

1. Click on “**Reports**” Tab
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 with the 'Reports' tab selected. 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 (marked with a '3'), and the 'Exportable' checkbox is checked. The 'XLSX' and 'PDF' buttons are visible (marked with a '4'). The 'Girl Rewards Summary' report has the 'Initial' radio button selected and the 'Exportable' checkbox is unchecked. The 'Troop Rewards HTML' report has the 'Initial' radio button selected and the 'Regenerate' and 'View' buttons are visible. The 'Reports' tab is marked with a '1' and the 'Reward Reports' section is marked with a '2'.

Product and Initial Order Reward Delivery Checklist

- Enter/edit your Delivery Station Address into eBudde in the “**Delivery Tab**” under “**Settings**”.
- Watch for product delivery notification from local delivery agent, scheduled for February 4-8, 2019.
- Watch for Initial Order Reward delivery notification from GSDH, scheduled for February 4-8, 2019 to your mailing address (no PO Boxes). This would be the same address your materials shipped to.
- Schedule pick up date/times for each troop, allowing about 15 minutes per troop order. *Special Note: eBudde has a scheduler if you want to use it once you know your date.*
- Upon product delivery, count all product with Delivery Agent and **ensure quantities match** delivery ticket. The Delivery Agent is responsible for getting you everything on your ticket, and should make arrangements with you to cover any damaged or shortages. For any discrepancies, email cookies@gsdakotahorizons.org.
- Upon Initial Order Reward delivery, count all Rewards and ensure quantity is correct. Keep all packing slips. Note any missing or damaged items and contact cookies@gsdakotahorizons.org.
- To prepare for the Troop product and reward pick up:**
 - Cookie Product: print the ‘Troop Pick Up Sheets’.
 - For Initial Rewards: print the Troop Rewards Summary.
 - Sort each Troops initial rewards.
- Upon Troop pick up, have each troop count their product and initial rewards with you and sign both copies of the ‘**Troop Pick Up Sheets**’. Each of you keeps a copy for your records.