

This is a short guide on how to place a pending order in the eBudde system. For full details view page 15 in the Volunteer Cookie Manual, available on our website or in the eBudde Help Center.

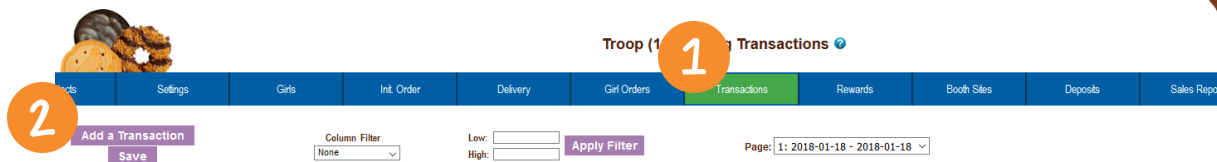
Ordering More Cookies: Pending Orders

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 into a Cookie Cupboard to pick up multiple cases of cookies. Be sure to check with your troop members first before getting more cookies to make sure they don't have excess cookies to get rid of.

- This allows Cookie Cupboards to plan ahead and make sure all cookie varieties are available.
- Pending Orders can be placed by the case, package, or a combination of both!
- They can also be edited once at the cookie cupboard if you discover you need a different amount.
- Pending Orders can be submitted by the Troop Cookie Coordinator or Troop Co-Leaders, and can be picked up by any Cookie Pick-up Person (see reverse side for details).

How to place a Pending Order in eBudde:

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



3. The Cookie Transaction box will appear.

- **Pickup:** enter the date you wish to pickup the cookies. If the Cookie Cupboard has set hours, they will show under 'Hours of Oper.' and pickup times must be within those hours.
- **Cupboard:** choose the cookie cupboard location you will be using.
- **Variety:** fill in the quantities needed. The order can be in case and/or packages (12 packages in a case). The order can be edited at the time of pickup, if needed.
- **Contact Info:** The field can be edited for any notes you may have on the order. For example: what or who the cookies are for in your troop.

Variety	Cases	Pkgs
Lemon-Ups	0	0
Trefoils	0	5
De-Si-Dos	0	0
Samoas	2	0
Tagalongs	0	0
Thin Mints	1	0
S'mores	0	10
Toffee-tastic	0	= 3 03 = 18

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

Special Note: Any pending orders not picked up within one week of the pickup date will be removed for inventory control purposes.

PICKING UP YOUR COOKIES AT A CUPBOARD

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

Any individual picking up cookies from a Cookie Cupboard, must be authorized to do so through eBudde. This authorized person is called the **Cookie Pick-Up Person**. Using an authorized Cookie Pick-up Person, ensures better inventory control and product safety since 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 the same for your troop. If you login to eBudde and only see a "Contacts" tab - it means you have been entered as a Cookie Pick-up Person somewhere and you will need to be removed to get your troop access restored.
- You must enter your Cookie Pick-Up Person in eBudde **before** sending them to the cupboard.
 - 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. *There is no longer a default password.*
 - The Cookie Pick-up Person should download the eBudde App and sign-in prior to coming to the cookie cupboard for quick and easy pick up.

How to designate a Cookie Pick-Up Person in eBudde:

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

The screenshot shows the eBudde interface with the following elements:

- 1**: A navigation bar with tabs: Settings (highlighted in green), Girls, Init. Order, Delivery, Girl Orders, Transactions, Rewards, and Booth Sites.
- 2**: A purple button labeled "Edit Settings" below the navigation bar.
- 3**: A section titled "Troop Cookie Pickup Only Users" with a warning: "Troop Leaders and Cookie Chairs should NOT add yourselves to this user type. This user can ONLY sign for cookies received at a cupboard." Below this is a heading "Add a new Troop Cookie Pickup Only User".
- 4**: Input fields for "E-mail:", "First name:", and "Last name:". To the right are checkboxes for "Active?", "Receives email?", and "Primary?".
- 5**: Two buttons at the bottom: "Update" (purple) and "Cancel" (purple).