

# Initial Order

## Scheduling Troop Pick Up in eBudde

### Initial Cookie Order:

The cookies have been delivered - now what? Time to schedule your troops to pick them up with eBudde's easy and convenient way to schedule the pickup times for your troops!

### 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 selected, indicated by a red circle with the number 1. The main content area shows the 'Settings' tab selected, indicated by a red circle with the number 2. A purple 'Edit Settings' button is visible, indicated by a red circle with the number 3. Below the button, there is a 'Settings' section with fields for 'Name: Bottineau' and 'Number: 101'.

4. Scroll down to section shown below
5. Fill in **Time Allotment** (the amount of time you want to allow between troops)
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) and fill in the **date** Troops will pick up cookies
8. Click the “**I know the delivery time**” box (Time boxes pops up) and fill in time you will be available for cookie pickup
9. Scroll to bottom of page and click the purple “**Update**” box

The screenshot shows the eBudde interface for setting delivery parameters. It features three informational boxes: '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)'. Below these are three input fields: 'Time allotment: 15 minutes.', 'Troop Case Overflow: 200', and 'Number of Pickup Stations: 1'. A horizontal line separates this section from the next. Below the line are two checkboxes: 'I know the delivery date' (checked) and 'I know the delivery time' (checked). Under the first checkbox is a 'Date:' field with the value '2019-02-02'. Under the second checkbox are two time fields: 'from: 9:00am' and 'until: 4:00pm'. At the bottom, there is a purple 'Update' button and a 'Cancel' button.

