

**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 and eBudde can make it easier with their convenient scheduling tool. Especially if you are a larger Service Unit with a large number of troops! Using this tool ensures that troops don't all show up at the same time.

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 **"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 '1'. The main content area shows the 'Settings' tab for a delivery station, indicated by a red circle '2'. The 'Settings' tab is titled 'Settings' and shows 'Name: Bottineau' and 'Number: 101'. An 'Edit Settings' button is visible, indicated by a red circle '3'.

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.
8. Click the **"I know the delivery time"** box (Time boxes pops up). Fill in timeframe parameters.
9. Scroll to bottom of page and click the **"Update"** box

The screenshot shows the configuration options for a delivery station. It includes 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'. There are two checkboxes: 'I know the delivery date' (checked) and 'I know the delivery time' (checked). Below the checkboxes are two input fields: 'Date: 2026-02-06' and 'from: 9:00am' and 'until: 4:00pm'. At the bottom, there are two buttons: 'Update' and 'Cancel'.