eBudde Initial Order Tab

The Init.Order tab is used to enter the troop initial cookie order. Returning troops will see the totals for the troop order from the previous year listed as a quick reference.

Desktop View

Troop Initial Order

| | Print | | | | | | | Su | ibmit Troop IC | |
|------------------|------------------------------------|-----------|--------|--------|--------|--------|--------|--------|----------------|-------|
| | All Girl IO orders should be revie | wed and s | aved. | | | | | | | |
| | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | |
| Uses Girl DOC | Advf | LmUp | Tre | D-S-D | Sam | Tags | TMint | SMr | Toff | Total |
| Amber Lily T. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Julia K. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Kenadie K. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Kylee M. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Megan R. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Riley L. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sophia F. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

App View

| Troop Initia | l Order |
|--------------------------------|--------------------|
| 〈 Back | Submit Troop IO |
| All Girl IO orders should be n | eviewed and Saved. |
| Girl Initial Orders | (0 pkgs) |
| Amber Lily T. | 0 pkgs. |
| Julia K. | 0 pkgs. |
| Kenadie K. | 0 pkgs. |
| Kylee M. | 0 pkgs. |
| Megan R. | 0 pkgs. |
| Riley L. | 0 pkgs. |
| Sophia F. | 0 pkgs. |
| Valentina H. | 0 pkgs. |
| Booth and Other | (0 pkgs) |

Click on a girl name in the list. This will take you to a new screen to enter the packages for the girl.



Please provide the sale values from the Girl's Order Card.

| Product | Order Card |
|--------------------------|---------------|
| Adventurefuls \$ 6.00 | 0 |
| Lemon-Ups \$ 6.00 | 0 |
| Trefoils \$ 6.00 | 0 |
| Do-Si-Dos \$ 6.00 | 0 |
| Samoas \$ 6.00 | 0 |
| Tagalongs \$ 6.00 | 0 |
| Thin Mints \$ 6.00 | 12 |
| S'mores \$ 6.00 | 0 |
| Toffee-tastic \$ 6.00 | 0 |
| Total | 12 |

NOTE: Ordering must be done in packages (not cases).

It is a good idea to add twelve packages of Thin Mints to every girl in the troop who will be selling.

If you are a new troop or you are not confident about the number of cookies each girl will check out, do NOT add more than one package per girl.

If you have quantities for all varieties for each girl you can add them at this time.

Hit the **Save** button when you are done. This will take you back to the summary screen.

Repeat this process for each girl.

To complete the troop order, you will want to add additional cookies under **Other** and/or **Booth**. When you click the word, it will take you to another screen to enter the quantities just as it did for the girls.

| | | Deski | op viev | N | | | | | | |
|-------------|---------------|-------------------|------------------|-----------|------------|--------|--------|--------|--------|--------|
| Troop In | itial Order | | | | | | | | | |
| | | | Prin | t | | | | | | |
| | | All Girl | IO orders should | be reviev | ved and Sa | aved. | | | | |
| | | | | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 |
| Uses DOC | Girl | | | Advf | LmUp | Tre | D-S-D | Sam | Tags | TMint |
| | Amber Lily T. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| | Julia K. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| | Kenadie K. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| | Kylee M. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| | Megan R. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| | Riley L. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| | Sophia F. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| | Valentina H. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 |
| | Imported | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Other | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Last Year (Other) | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Booth | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | Last Year (Booth) | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | Α | pp V | 'iew | | |
|-----------------------|--------|----------|-----------|-----------|------------|
| | Troo | p Initia | al Orde | er | |
| 〈 Back | | | | Submit Ti | roop IO |
| Kenadie | К. | Saved | | 12 pkg | s. |
| Kylee M. | | Saved | | 12 pkg | S . |
| Megan F | ξ. | Saved | | 12 pkg | s. |
| Riley L. | | Saved | | 12 pkg | 5 . |
| Sophia F | | Saved | | 12 pkg | S . |
| Valentina | a H. | Saved | | 12 pkg | S . |
| | Booth | and Othe | r (0 pkg | s) | |
| Imported | I | | | 0 pkgs | |
| Other | | | | 0 pkgs | |
| Booth | | | | 0 pkgs | |
| | Troc | p Order | (8 cases) | | |
| Total Pac | ckages | | 9 | 6 pkgs | |
| <i>e</i> dashboard | | | ВОО | E. | |

Desktop View

When you have finished adding the total number of packages, review your order on the summary screen.

You will see the total quantities at the bottom of the page in both packages and cases.

If there are any in the row for *Extras*, that is the number needed to round up your packages to a quantity of twelve so that you have a full case. The system will automatically round up for you.

To change any information, click the item (girl name, other or booth) that needs to be changed. Make the necessary changes and click save again.

| | | | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | |
|----------------|-------------------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|
| Girl | | | Advf | LmUp | Tre | D-S-D | Sam | Tags | TMint | SMr | Toff | Total |
| Amber Lily T. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 0 | 12 |
| Julia K. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 0 | 12 |
| Kenadie K. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 0 | 12 |
| Kylee M. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 0 | 12 |
| Megan R. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 0 | 12 |
| Riley L. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 0 | 12 |
| Sophia F. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 0 | 12 |
| Valentina H. | | Saved | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 0 | 12 |
| Imported | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | | | 204 | 156 | 144 | 204 | 456 | 324 | 516 | 120 | 60 | 2184 |
| | Last Year (Other) | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Booth | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Last Year (Booth) | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pkgs. Ordered | | | 204 | 156 | 144 | 204 | 456 | 324 | 612 | 120 | 60 | 2280 |
| Cases To Order | | | 17 | 13 | 12 | 17 | 38 | 27 | 51 | 10 | 5 | 190 |
| Extras | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Desktop View

| | Submit Troop IO |
|----------------|--|
| Saved | 12 pkgs. |
| h and Other (2 | 2184 pkgs) |
| | 0 pkgs |
| | 2184 pkgs |
| | 0 pkgs |
| oop Order (190 |) cases) |
| es | 2280 pkgs |
| | Saved Saved Saved Saved Saved h and Other (2 bop Order (190) |

App View

Submit Troop IO – This button is used to submit a troop order to the service unit. You must still click this button for the service unit to know that this order is done.

The system will warn you that you cannot change the order once submitted. Click the **Submit Order** button to submit your order or Cancel if you still need to make changes.

The system will confirm that the troop order was submitted on the screen and send you and the service unit cookie coordinator an email.



After you submit, if you realize that you made a mistake you must contact your service unit cookie coordinator.