

Cupboard Transactions

eBudde™ App and eBudde™ Website

Troop Leader, Cookie Manager, Troop Pick-up Only

Placing a Pending Order

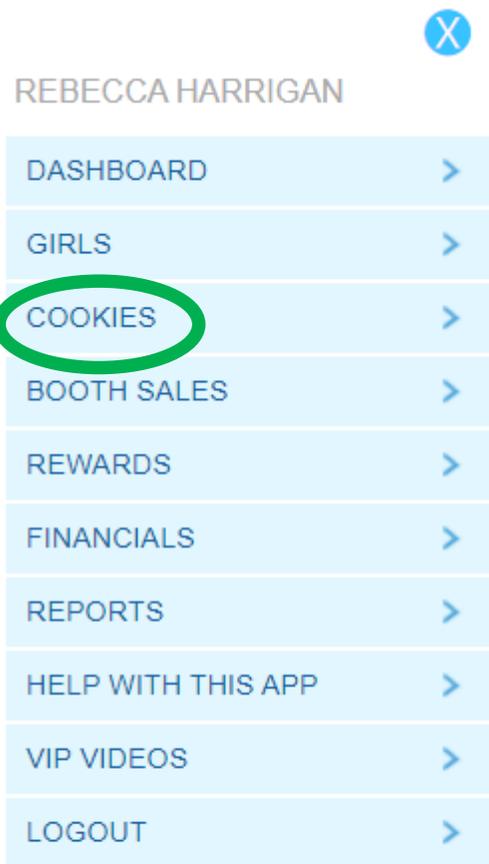
eBudde™ App

Troop Leader and Cookie Manager

Create a pending order transaction

After logging into the app

1. On the menu, click **Cookies** OR Click the COOKIES icon at the bottom of the screen
2. Click **Troop Transactions/Pending Orders**



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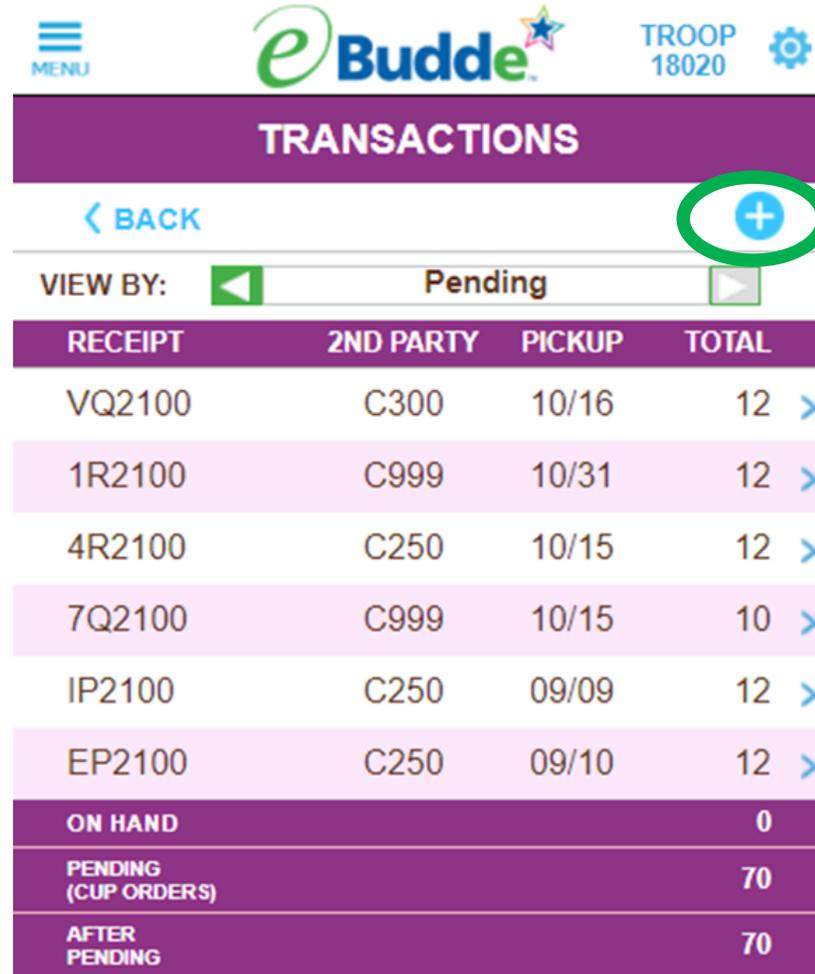
Little Brownie
Bakers

Ver: mCh:86.0-Windows 10.0 eb9.1



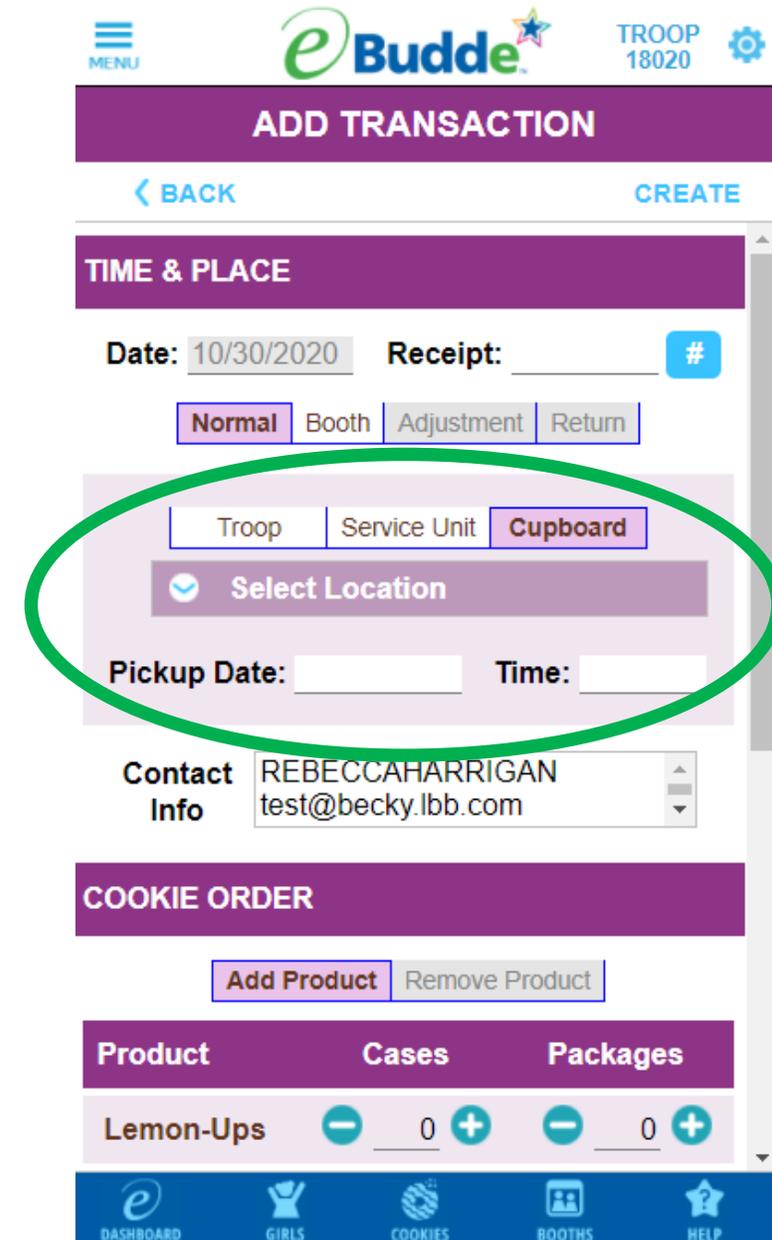
Create a pending order transaction

1. Click 
2. Select Cupboard, date and time



The screenshot shows the 'TRANSACTIONS' screen in the eBudde app for Troop 18020. A blue plus icon in the top right corner is circled in green. Below the header, there is a 'VIEW BY:' dropdown menu set to 'Pending', also with a green circle around the plus icon. The main content is a table of transactions with columns for Receipt, 2nd Party, Pickup, and Total. At the bottom, there is a summary section with rows for 'ON HAND', 'PENDING (CUP ORDERS)', and 'AFTER PENDING'.

RECEIPT	2ND PARTY	PICKUP	TOTAL
VQ2100	C300	10/16	12 >
1R2100	C999	10/31	12 >
4R2100	C250	10/15	12 >
7Q2100	C999	10/15	10 >
IP2100	C250	09/09	12 >
EP2100	C250	09/10	12 >
ON HAND			0
PENDING (CUP ORDERS)			70
AFTER PENDING			70



The screenshot shows the 'ADD TRANSACTION' screen in the eBudde app for Troop 18020. The 'Cupboard' option is selected in the 'Troop | Service Unit | Cupboard' dropdown menu, and the 'Select Location' dropdown is also circled in green. Below this, there are input fields for 'Pickup Date' and 'Time'. The 'Contact Info' section shows 'REBECCA HARRIGAN' and 'test@becky.lbb.com'. At the bottom, there is a 'COOKIE ORDER' section with 'Add Product' and 'Remove Product' buttons, and a table for adding products like 'Lemon-Ups'.

ADD TRANSACTION

TIME & PLACE

Date: 10/30/2020 Receipt: #

Normal Booth Adjustment Return

Troop Service Unit **Cupboard**

Select Location

Pickup Date: Time:

Contact Info: REBECCA HARRIGAN test@becky.lbb.com

COOKIE ORDER

Add Product Remove Product

Product	Cases	Packages
Lemon-Ups	- 0 +	- 0 +

Create a pending order transaction

1. Select Cupboard, date and time
2. Enter Cookie Order varieties
3. Click **CREATE**

The screenshot shows the 'ADD TRANSACTION' screen with a modal for selecting a time. The modal has two columns: 'Choose an hour then a time.' and 'Open Times'. The 'Choose an hour then a time.' column has options for 9 AM and 10 AM. The 'Open Times' column lists times from 10:00am to 10:55am in 5-minute increments. A 'CLOSE' button is at the bottom of the modal. The background shows the 'DATE' field and a 'Pickup' location field.

The screenshot shows the 'ADD TRANSACTION' screen with the 'CREATE' button circled in green. The screen displays the following information:

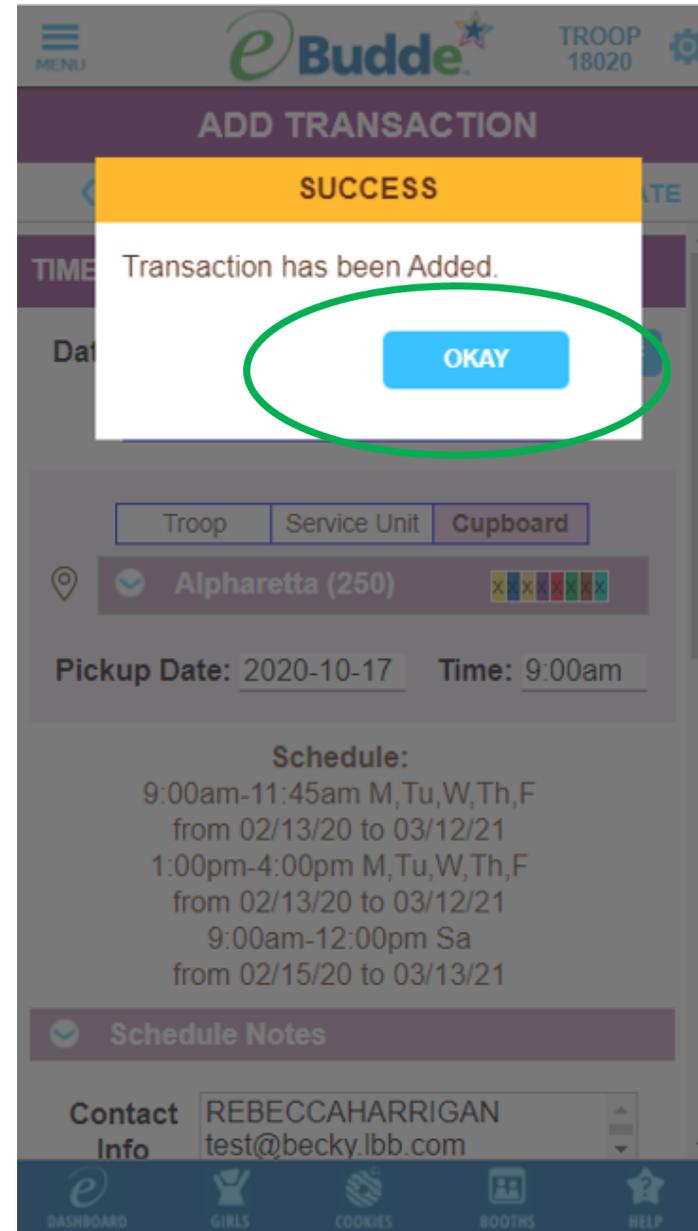
- DATE:** 10/30/2020
- Receipt:** _____
- Normal Booth Adjustment Return** (buttons)
- Troop Service Unit Cupboard** (dropdowns)
- Select Location** (dropdown)
- Pickup Date:** _____ **Time:** _____
- Contact Info:** REBECCA HARRIGAN, test@becky.lbb.com
- COOKIE ORDER** section with **Add Product** and **Remove Product** buttons.
- Product Cases Packages** table:

Product	Cases	Packages
Lemon-Ups	0	0

The 'Lemon-Ups' row is circled in green, and the 'CREATE' button at the top right is also circled in green.

Create a pending order transaction

1. Click okay and your transaction is added to the system
2. Email is sent to troop and cupboard



Create a pending order transaction

Email that troops receive after they place a pending order to a cupboard.

Pending transaction EJI000 to T77777 Inbox x

eBudde <do_not_reply@littlebrowniebakers.com>
to me ▾

A pending cookie order has been entered into eBudde(tm).

The order is for Cupboard (200) Susie Smith Cupboard

The order is from Troop #77777

The transaction identifier is EJI000

The pickup date and time are: Dec 19, 2020 at 10:10AM

Address:

Susie Smith

Contact information/notes:

AnneSmith

123 main street

Crazy town

Order is in PKGS

Lemon-Ups	36
Trefoils	0
Do-Si-Dos	0
Samoas	0
Tagalongs	0
Thin Mints	0
S'mores	0
Toffee-tastic	0

Please note: This e-mail was sent from an auto-notification system that cannot accept incoming e-mail. Please do not reply to this message. Click the following link to unsubscribe to all eBudde mailings:

https://ebudde.littlebrownie.com/lbb_users/unsubscribe?email=cookiequeen2019%40gmail.com

Confirming a Cupboard Order

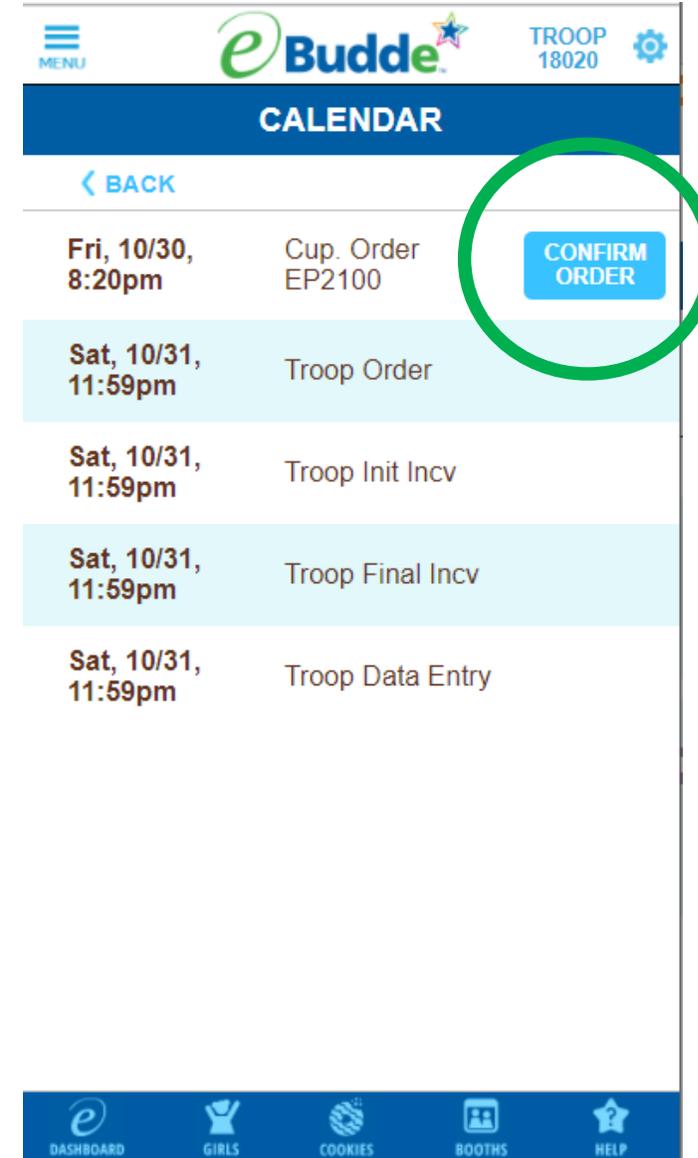
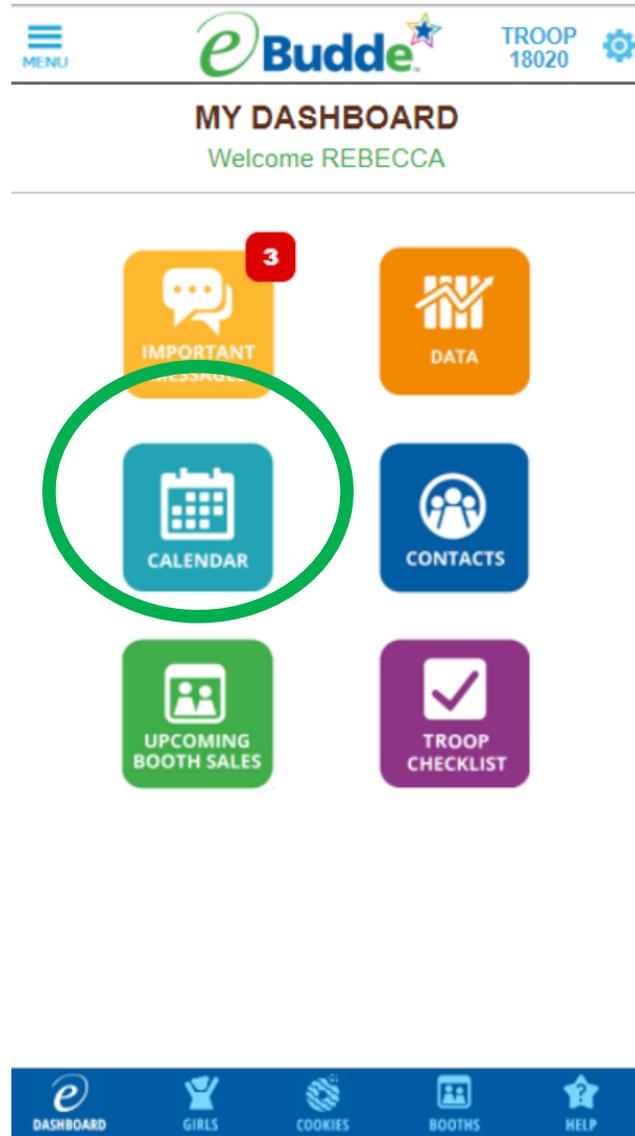
eBudde™ App

Troop Leader and Cookie Manager

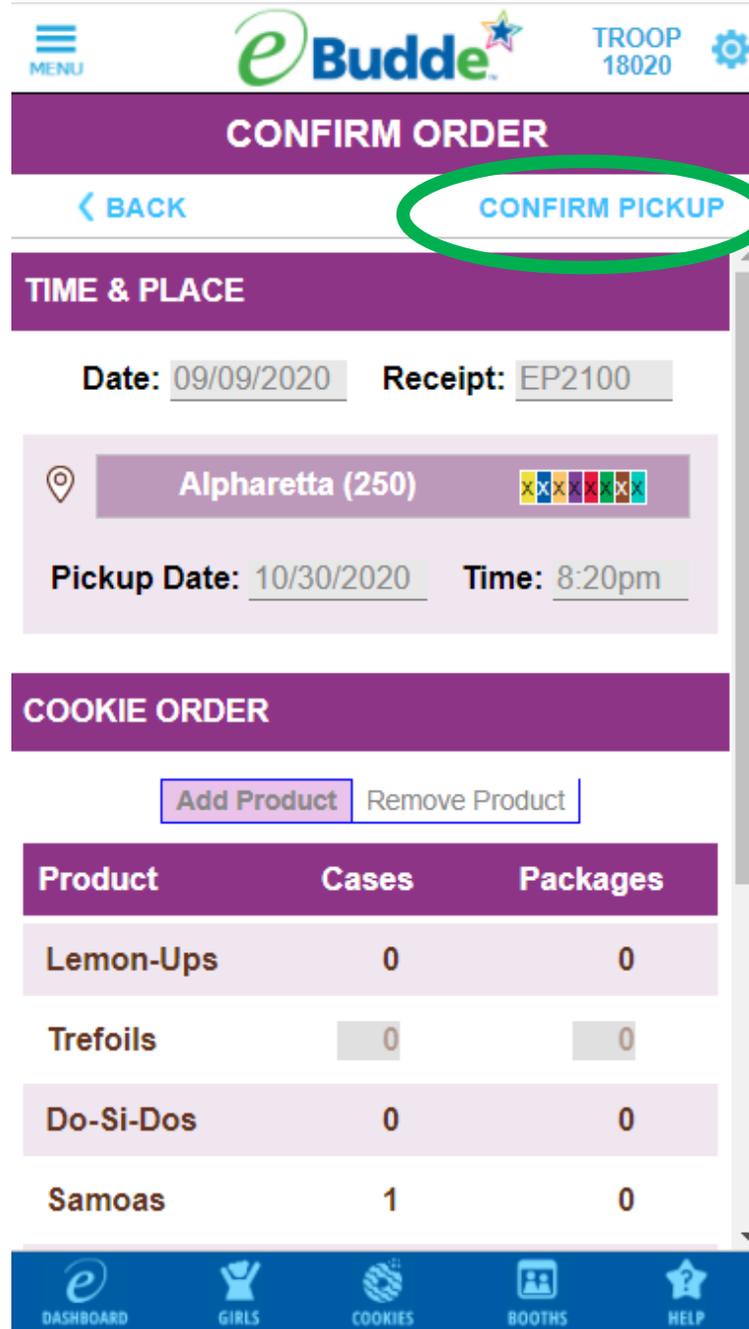
Troop user confirms the order

After the Cupboard has released your pending order

1. Click **CALENDAR**
2. Click **CONFIRM ORDER**

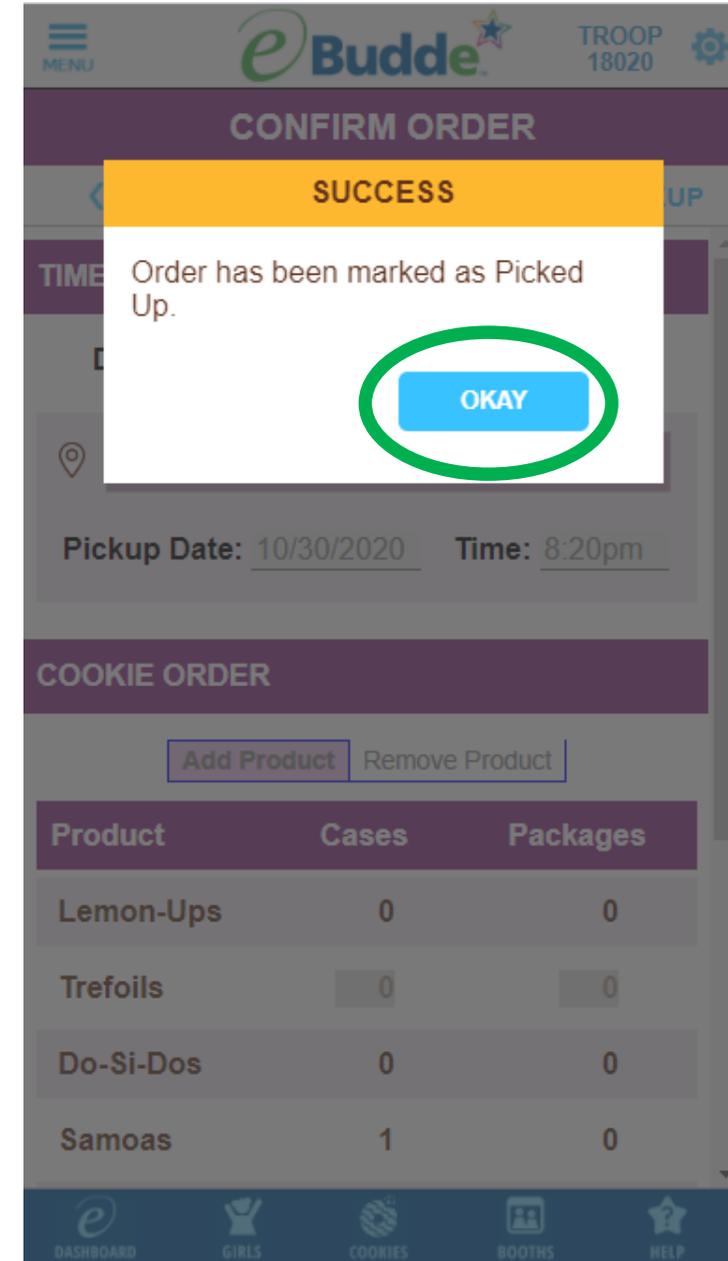


Troop user confirms the order



1. Click **CONFIRM PICKUP**
2. Click **OKAY**
3. Confirmation email is sent to the troop users

Troop Level- eBudde App

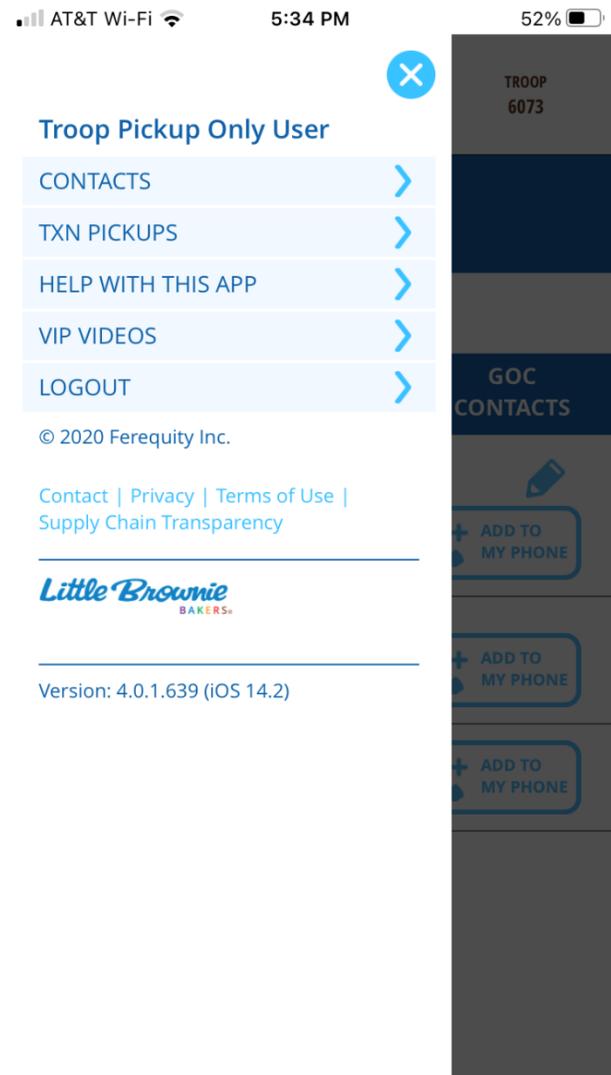


Confirming a Cupboard Order eBudde™ App

Troop Cookie Pickup Only User

After logging into the app

1. Troop user can also get to the transaction screen by clicking **Txn Pickups** from the menu.



Troop pickup user selects transaction

- 1. Click the transaction
- 2. Click Confirm Pickup

ebudde.littlebrownie.com/stac

MENU **eBudde** TROOP 6073

TRANSACTIONS

VIEW BY: Ready For Pickup

RECEIPT	2ND PARTY	PICKUP	TOTAL
SLI000	C3	12/03	36
ON HAND			36
PENDING (CUP ORDERS)			0
AFTER PENDING			36

ebudde.littlebrownie.com/stac

MENU **eBudde** TROOP 6073

CONFIRM ORDER

BACK CONFIRM PICKUP

TIME & PLACE

Date: 12/03/2020 Receipt: SLI000

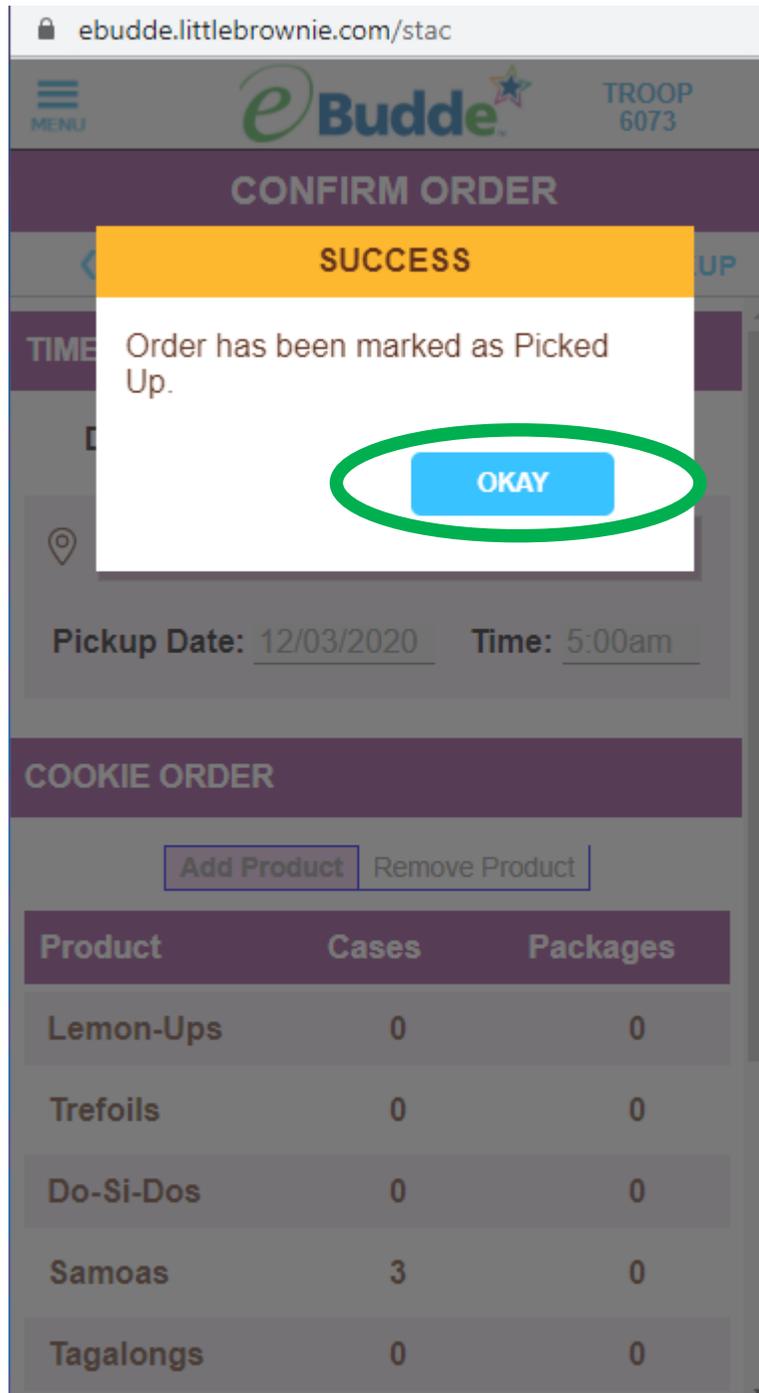
Becky

Pickup Date: 12/03/2020 Time: 5:00am

COOKIE ORDER

Add Product Remove Product

Product	Cases	Packages
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	3	0
Tagalongs	0	0



1. Click **OKAY**
2. Confirmation email is sent to all troop users

Reply Reply All Forward

Harrigan, Becky A | Harrigan, Becky A

FW: Txn NP2100 Pickup Confirmed

Retention Policy [Delete] 36 months (3 years) Expires 12/18/2023

-----Original Message-----

From: eBudde [mailto:do_not_reply@littlebrowniebakers.com]
Sent: Friday, December 18, 2020 11:12 AM
To: Harrigan, Becky A <becky.harrigan@ferraraus.com>
Subject: Txn NP2100 Pickup Confirmed

Pickup of 240 pkgs in transaction NP2100 by Troop #3820 from Cupboard (250) Alpharetta has been confirmed.

Pkgs:
Lemon-Ups: 0
Trefoils: 0
Do-Si-Dos: 120
Samoas: 0
Tagalongs: 0
Thin Mints: 120
S'mores: 0
Toffee-tastic: 0

Please note: This e-mail was sent from an auto-notification system that cannot accept incoming e-mail. Please do not reply to this message. Click the following link to unsubscribe to all eBudde mailings:

Create a pending order transaction by troop user

1. Click **TRANSACTIONS TAB**
2. Click **ADD A TRANSACTION**
3. Complete Cookie Transaction form
4. Click **OKAY** or **SAVE/PRINT**

Cookie Transaction

Type: Normal ▾ 2nd Party: Cupboard ▾ --- ▾

Date: 2020-10-14 Pickup: Receipt: 7R2100 #

Variety	Cases	Pkgs
Lemon-Ups	<input type="text" value="0"/>	<input type="text" value="0"/>
Trefoils	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos	<input type="text" value="0"/>	<input type="text" value="0"/>
Samoas	<input type="text" value="0"/>	<input type="text" value="0"/>
Tagalongs	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores	<input type="text" value="0"/>	<input type="text" value="0"/>
Toffee-tastic	<input type="text" value="0"/> = 0	<input type="text" value="0"/> = 0

Additional Info.

Product Movement
Add Product ▾

Hours of Oper.

Contact Info
REBECCA HARRIGAN
test@becky.lbb.com
4422
SAN DIEGO

+ Save/Print Okay Cancel

Cookie Transaction

Type: Normal ▾ 2nd Party: Cupboard ▾ Alpharetta (250) ▾ Map It

Date: 2020-10-14 Pickup: 2020-10-17 11:00am Receipt: 7R2100 #

Variety	Cases	Pkgs
Lemon-Ups	<input type="text" value="1"/>	<input type="text" value="0"/>
Trefoils	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos	<input type="text" value="0"/>	<input type="text" value="0"/>
Samoas	<input type="text" value="0"/>	<input type="text" value="0"/>
Tagalongs	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores	<input type="text" value="0"/>	<input type="text" value="0"/>
Toffee-tastic	<input type="text" value="0"/> = 1	<input type="text" value="0"/> = 0

Additional Info.

Product Movement
Add Product ▾

Hours of Oper.
9:00am-11:45am M,Tu,W,Th,F;
from 02/13/20 to 03/12/21
1:00pm-4:00pm M,Tu,W,Th,F;
from 02/13/20 to 03/12/21
9:00am-12:00pm Sa; from
02/15/20 to 03/13/21

Contact Info
REBECCA HARRIGAN
test@becky.lbb.com
4422
SAN DIEGO

MUST KNOW YOUR eBudde CREDENTIALS (USER ID + PASSWORD) to pick up Cookies at this location.
Closed for Lunch 11:45 am to 1:00 pm Monday thru Friday.

+ Save/Print Okay Cancel

Transaction will be listed as pending showing pickup date

Troop (18020) Pkg Transactions

Add a Transaction
Save

Column Filter
None

Low:
High:

Apply Filter

Page: 1: 2020-10-16 - 2020-01-15

Receipt	Pending	Type	Date	2nd Party	Pickup	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
6R2100	yes	normal	10/16	C250	10/17	12	0	0	0	0	0	0	0	12
SQ2100		normal	10/15	C250	10/15	0	0	0	0	0	24	0	0	24
VQ2100	yes	normal	10/15	C300	10/16	0	0	12	0	0	0	0	0	12
1R2100	yes	normal	10/15	C999	10/31	0	0	0	12	0	0	0	0	12
4R2100	yes	normal	10/15	C250	10/15	0	0	0	12	0	0	0	0	12
BQ2100		normal	10/14	T15369		0	0	0	0	0	0	-2	0	-2

1. Click **SAVE**
2. Email is sent to troop and cupboard

Cupboard user processes the troop order

Alpharetta (250) Process Pickups



Below are today's orders. Select any Pending order to Release it to the Troop or Service Unit.

Troop or SU	Receipt	Pickup Time	Status
Troop 18020	7R2100	9:10am	Released
Troop 3820	DR2100	10:30am	Released
Troop 18020	6R2100	2:20pm	Pending
Troop 3820	IR2100	2:40pm	Confirmed
Troop 3820	KR2100	2:50pm	Confirmed

1. Click the **PROCESS PICKUPS TAB**
2. Click the order to process

Troop user confirms the order

Troop (18020) Transaction Pickups

Navigation menu: Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | **Txn Pickups**

Troop Leader
Cookie Chair
and Pickup
Only User

Released Cupboard Transactions

Receipt	Cupboard	Pickup Date	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Action
4R2100	(250) Alpharetta	10/27/2020	0	0	0	12	0	0	0	0	Confirm
VQ2100	(300) Atlanta	10/28/2020	0	0	12	0	0	0	0	0	Confirm

Troop (18020) Transaction Pickups

Navigation menu: Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | **Txn Pickups**

1. Click the **TXN PICKUPS** Tab
2. Verify/update varieties
3. Click **CONFIRM**

Transaction 4R2100 pickup confirmed.

Released Cupboard Transactions

Receipt	Cupboard	Pickup Date	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Action
VQ2100	(300) Atlanta	10/28/2020	0	0	12	0	0	0	0	0	Confirm

eBudde Website Version
Confirming a Cupboard Order
Troop Cookie Pick-up Only

Troop user confirms the order

Troop (18020) Transaction Pickups

acts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups
------	----------	-------	-------------	----------	-------------	--------------	--------------------

Released Cupboard Transactions

Receipt	Cupboard	Pickup Date	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Action
4R2100	(250) Alpharetta	10/27/2020	0	0	0	12	0	0	0	0	Confirm
VQ2100	(300) Atlanta	10/28/2020	0	0	12	0	0	0	0	0	Confirm

Troop (18020) Transaction Pickups

acts	Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups
------	----------	-------	-------------	----------	-------------	--------------	--------------------

Transaction 4R2100 pickup confirmed.

Released Cupboard Transactions

Receipt	Cupboard	Pickup Date	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Action
VQ2100	(300) Atlanta	10/28/2020	0	0	12	0	0	0	0	0	Confirm

Troop Leader
Cookie Chair
and Pickup
Only User

1. Click the **TXN PICKUPS** Tab
2. Verify/update varieties
3. Click **CONFIRM**

Important!

- The order will no longer display on the Txn Pickups Tab
- Confirmation email is sent to the troop users