Tracking Additional Orders

## Viewing Girl Delivered Orders in eBudde

On the **Girl Orders** tab in eBudde, Digital Cookie girl delivered orders placed during the Initial Order phase will be included in the locked Initial Order line under each Girl Scout. The payment information for girl-delivered orders received after the troop's Initial Order was submitted will display on the Girl Orders tab, but the packages associated with each order must be manually added using the +Order button.

This is because eBudde is fundamentally for tracking what cookies are being ordered *for* the Girl Scout by the TCPC, not what has been ordered *from* her by customers.

- **Initial Order** tab tallies in person sales that have been manually entered as well as all information from girl delivered orders placed through Digital Cookie, crediting the Girl Scout for both packages and payments.
- **Girl Orders** tab tallies completed orders, including Digital Cookie donated and shipped orders, sales at cookie booths recorded through the **Record Sale** button on the **Booth Sales** tab, and the completed payments from girl delivered Digital Cookie orders. Because the troop has physical inventory after the Initial Order is submitted, eBudde does not know whether the Girl Scout is being provided packages from existing inventory to fill additional orders or if the packages need to be obtained from cupboards or troop-to-troop transfers, so the packages must be added manually using the +Order button.

To see the total number of girl delivered packages ordered from a Girl Scout listed by variety:
1. Click on the **Girl Orders** tab.
2. Click on the name you wish to view orders for.
4. Click the **All Orders** dropdown and select **Girl Del. (after IO)** to see the specific packages ordered after the Initial Order was submitted.
   - Each row will display a girl delivered order number and the number of packages by variety.
   - The total girl-delivered packages will display at the bottom.
4. Use the **Switch to Girl** dropdown to switch to another girl or click **Cancel** to return to the **Girl Orders** troop summary screen.
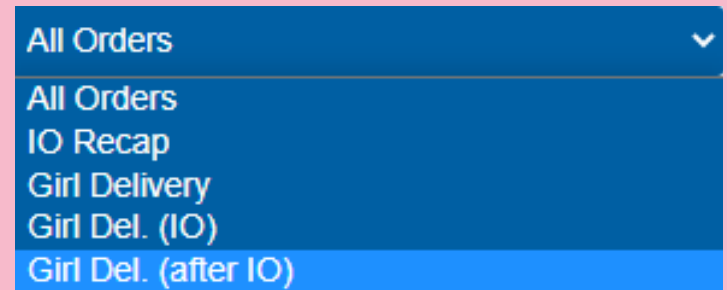
OPTIONAL Collecting Additional Orders

Check with Girl Scout caregivers to ensure they have not already reported these orders to you before placing pending cupboard orders for the cookies or arranging to receive them from another troop.

An easy way to do this that we highly recommend is through an online form such as JotForm or Google Forms. We've created this JotForm template that you can copy and customize after creating a free JotForm account or you can recreate it in Google Forms or any platform you prefer.

Forms like these are helpful because they provide a standard way for caregivers to communicate what cookies they need, rather than receiving requests through calls, emails, texts, etc. They also auto-generate spreadsheets where you can add notes, dividers, and color coding to track when and how you got the needed cookies and provided them to the caregiver.

Forms should collect:
- Girl Scout name
- Caregiver contact information
- Quantity of packages needed by variety
- Caregiver questions or concerns

Find the JotForm template here: https://www.jotform.com/form-templates/ur/troop-cookie-request-template

Email Notifications

JotForm: Go to the **Settings tab** and select **Emails** from the sidebar on the left to set up email notifications for you and the caregiver filling out the form.

Google Forms: Go to the **Settings** tab and select **Send responders a copy of their response**. Go to the **Responses** tab and click the three dots to the left of "Link to Sheets" then click **Get email notifications for new responses**.

Spreadsheets

JotForm: Go to the **Settings tab** and select **Integrations** from the sidebar on the left. Follow the prompts to generate a Google spreadsheet that will automatically update as requests are received.

Google Forms: Go to the **Responses** tab and select **Link to sheets**. Follow the prompts to generate a Google spreadsheet that will automatically update as requests are received.