Keeping track of your orders that come through your Troop Link is critical not only from a customer service perspective – your customers want their cookies – but also for your troop's finances (see also the *Digital Cookie – Troop Links* tip sheet).

There are two versions of the Troop Link – one includes the Shipped, Donated, Girl Delivery, and Troop Pickup options; the other is for Shipped and Donated only.

In Digital Cookie and eBudde, orders that are placed to the Troop Link will show both the product ordered and payment received from the Customer – the exception is for Girl Delivery orders, which will only show payment (we will discuss those further below).

Here are some steps you should take with these orders:

1. **Determine which Girl Scouts will receive credit**
2. **Log into eBudde**
3. Select the **Girl Orders tab**

One of the Girl Scouts listed with your troop on the **Girl Orders** tab will have the name "Troop Site." If you have a large troop, you may need to scroll through the names, which are listed alphabetically by first name.

Select this "girl" and you will see the orders that have come to the Troop Link. These we need to allocate to Girl Scouts.

1. If you have something to distribute, you will see the **+Distribution** button in the upper right (it will not appear if there is nothing to distribute/allocate).
2. In the sample below, there are 2 Shipped orders and 1 Girl Delivered order to allocate; click the **+Distribution** button, which opens a screen where you can indicate which Girl Scout(s) is/are to receive packages (see next page).
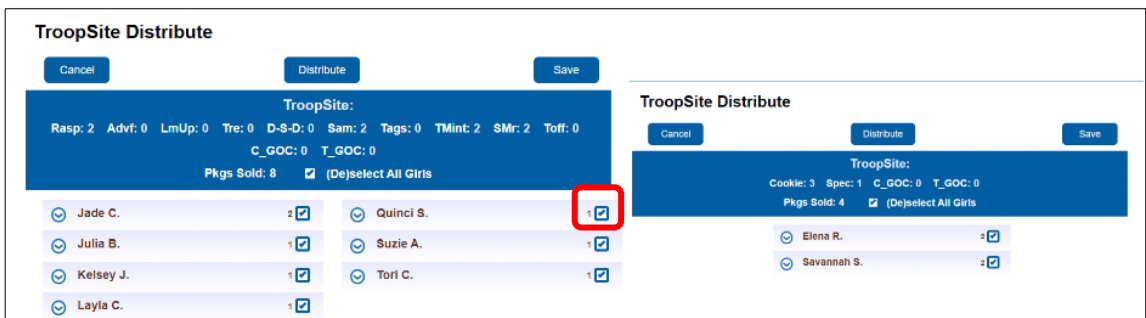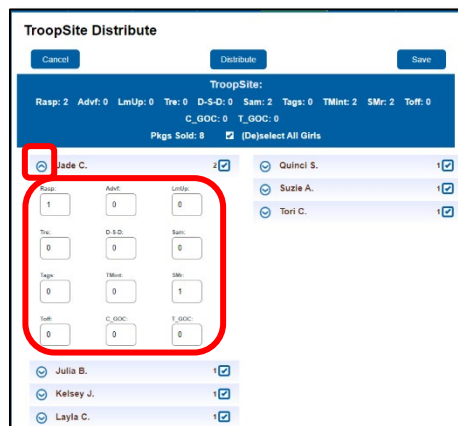
3. All packages from this distribution will be listed at the top of the page in variety order and by quantity.

4. All Girl Scouts will be selected by default. eBudde will assign packages evenly (as near as possible if the amount sold is an odd number) based on the number of Girl Scouts selected. You can see the number of packages distributed to individual Girl Scouts next to their check boxes.

5. If you want to manually edit individual distribution to Girl Scouts you can uncheck the **(De)select All Girls** box. Then select each Girl Scout for this distribution by checking the box beside their name. Select the drop-down menu for each Girl Scout you are allocating to and add the package varieties you want to give each Girl Scout.

6. Once all selections have been made you click **Save** at the top and the packages will be distributed to the Girl Scouts in the quantities selected. Package quantity may not exceed the packages sold amount.

7. Once **Save** has been selected, eBudde will create an EDITABLE row for the distribution so you can see that the distribution was completed. You will also see that the **+Distribution** button disappeared. That is because you do not have any more packages to distribute. If you get more DOC Shipped Orders, you will need to do another distribution.

Troop Site

DOC		Comment	Inv	Bth	$5.00 C_GOC	$5.00 Rasp	$5.00 Advf	$5.00 LmUp	$5.00 Tre	$5.00 D-S-D	$5.00 Sam	$5.00 Tags	$5.00 TMint	$5.00 SMr	$5.00 Toff	$5.00 T_GOC	Total	Total Due	Paid	Bal. Due
🔒	✓	2 Shipped Orders	✓		0	2	0	0	0	0	2	0	2	2	0	0	8	$40.00	$40.00	$0.00
🔒	✓	1 Delivered Order	✓		0	0	0	0	0	0	0	0	0	0	0	0	0	$20.00	$20.00	$0.00
	✓	VBth Dist 2 Ordrs	✓		0	-2	0	0	0	0	-2	0	-2	-2	0	0	-8	$-40.00	$-40.00	$0.00
		Totals			0	0	0	0	0	0	0	0	0	0	0	0	0	$20.00	$20.00	$0.00

8. Below is the view of the individual Girl Scout to whom you distributed the order.

Jade C.

DOC		Comment	Inv	Bth	$5.00 C_GOC	$5.00 Rasp	$5.00 Advf	$5.00 LmUp	$5.00 Tre	$5.00 D-S-D	$5.00 Sam	$5.00 Tags	$5.00 TMint	$5.00 SMr	$5.00 Toff	$5.00 T_GOC	Total	Total Due	Paid	Bal. Due
🔒		Init. Order "Locked"			1	0	8	5	9	4	10	8	25	8	2	0	80	$400.00	$0.00	$400.00
🔒		Virt Bth Distr			0	1	0	0	0	0	0	0	0	0	0	0	1	$5.00	$5.00	$0.00
🔒		Becky's Pizza Parlour, 08/16 @ 10:00am	✓		0	0	2	1	1	1	1	1	1	2	1	0	11	$55.00	$55.00	$0.00
🔒		Virt Bth Distr			0	0	0	0	0	1	0	0	0	0	0	0	1	$5.00	$5.00	$0.00
		Virt Bth Pymt^pymt			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$10.00	$-10.00
		comment^pymt			0	0	0	0	0	0	0	0	0	0	0	0	0	$0.00	$1.00	$-1.00
		Totals			1	1	10	6	10	6	11	9	26	10	3	0	93	$465.00	$76.00	$389.00

9. Next you will need to balance the payment amount, as there is a balance (monetary entry) for delivered orders. Click the **+DOC Payment** button in the "TroopXXXXX Site" "girl."

Troop Site

DOC		Comment	Inv	Bth	$5.00 C_GOC	$5.00 Rasp	$5.00 Advf	$5.00 LmUp	$5.00 Tre	$5.00 D-S-D	$5.00 Sam	$5.00 Tags	$5.00 TMint	$5.00 SMr	$5.00 Toff	$5.00 T_GOC	Total	Total Due	Paid	Bal. Due
🔒	✓	2 Shipped Orders	✓		0	2	0	0	0	0	2	0	2	2	0	0	8	$40.00	$40.00	$0.00
🔒	✓	1 Delivered Order	✓		0	0	0	0	0	0	0	0	0	0	0	0	0	$20.00	$20.00	$0.00
	✓	VBth Dist 2 Ordrs	✓		0	-2	0	0	0	0	-2	0	-2	-2	0	0	-8	$-40.00	$-40.00	$0.00
		Totals			0	0	0	0	0	0	0	0	0	0	0	0	0	$20.00	$20.00	$0.00

10. You will select either booth site or Girl Scout, as applicable, to allocate the payment received for this delivered order. In this example, this allocation of money will be at a **Booth site**.

11. This will take you to the booth site selection tab. Select the booth you will allocate money to. Select **Record Sale**.

12. The Booth Sale Recorder page will open. Enter the value in the box labeled **Digital Cookie Payment**. Click **Go to Distribute**.

13. Once **Go To Distribute** is selected you will see the below view. Distribute as appropriate and click **Save**. eBudde will create a payment record on the Troop Site "girl" on the **Girl Order** tab.

14. Below is what a payment allocation will look like on the Troop Site "girl."

15. You can also post directly to a Girl Scout from the Girl Scout side of the **Girl Order** tab. There is a **+DOC Payment** button on each Girl Scout's section of the **Girl Order** tab. You can also see all the distributions made to the Girl Scout from the Troop Site Girl Distributions. Follow steps 13 above to complete the transaction.

16. Once all Digital Cookie orders and payments are completed in the Troop Site "girl," the totals at the bottom should balance out to all zeros.

For each new Digital Cookie Shipped order repeat these steps to keep the "Troop Site" girl balance to zero. All packages and money must be allocated by the end of the sale.