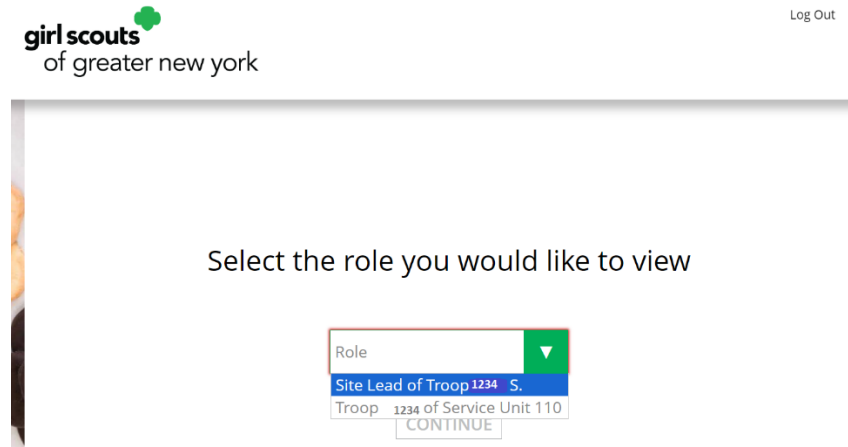
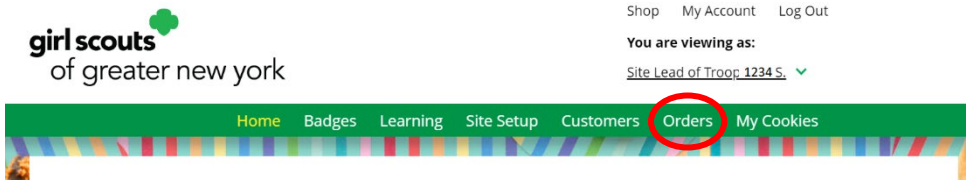


If you accepted any **Girl Delivery** orders via your **Troop** site there are additional steps you must now take. *This does not apply to Girl Delivery orders via a Girl site, those flow over into eBudde automatically and do not require any extra steps.*

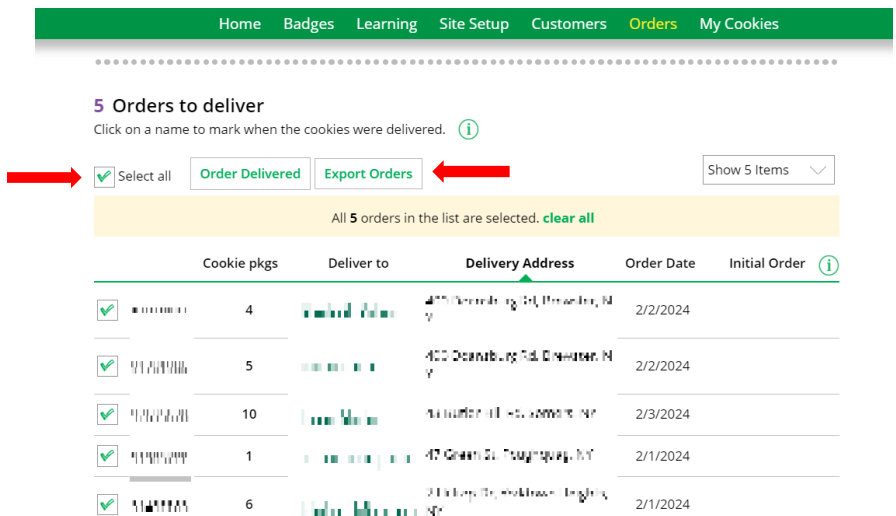
Log in to Digital Cookie as the Site Lead of the Troop Site role.



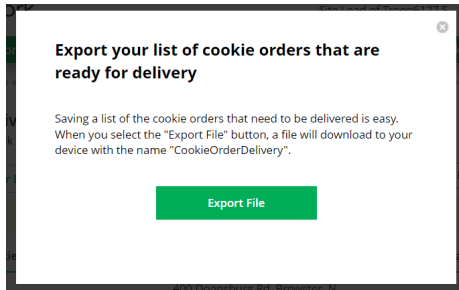
Go to the Orders tab



Scroll down to where it says “Orders to deliver.” Click the “Select all” box and then hit the “Export Orders” button.



This screen will pop up. Click “Export File”



A Microsoft Excel document will now be downloaded onto your computer. Open that document and scroll to the right until you see the cookie varieties.

K	L	M	N	O	P	Q	R	S
Adventurefuls	Lemon-Ups	Trefoils	Do-si-dos	Samoas	Tagalongs	Thin Mints	Girl Scout S'mores	Toffee-tastic
5	1	0	0	1	1	0	0	2
0	0	3	1	1	2	1	0	0
2	4	0	0	4	4	2	5	0
0	0	0	4	1	0	0	0	1
0	0	6	0	0	2	2	2	0

These are the cookies you need to add into eBudde for your Troop Site’s Girl Delivered orders.

Head back to eBudde and go to the Initial Order tab. Scroll down until you see the “Other” line.

Troop Initial Order

Uses DOC	Girl	GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
		0	0	0	0	0	0	0	0	0	0	0
	DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
	Total Order	0	0	0	0	0	0	0	0	0	0	0
	Imported		0	0	0	0	0	0	0	0	0	0
	Other		0	0	0	0	0	0	0	0	0	0
	Last Year (Other)		7	2	1	2	8	7	6	2	0	35
	Pkgs. Ordered	0	16	9	11	9	28	11	11	19	1	115
	Cases To Order		2	1	1	1	3	1	1	2	1	13
	Extras		8	3	1	3	8	1	1	5	11	41

Click on “Other” and you’ll be taken to this screen:

Other Initial Order

Product	Packages
Adventurefuls \$ 7.00 LY-2	7
Lemon-Ups \$ 7.00 LY-2	5
Trefoils \$ 7.00 LY-1	9
Do-Si-Dos \$ 7.00 LY-2	5
Samoas \$ 7.00 LY-8	7
Tagalongs \$ 7.00 LY-7	9
Thin Mints \$ 7.00 LY-6	5
S'mores \$ 7.00 LY-2	7
Toffee-tastic \$ 7.00 LY-8	3
Total	57

This is where you will need to enter the packages from the Microsoft Excel sheet.

Other Initial Order

Cancel



Product	Packages
Adventurefuls \$ 7.00 LY=7	<input type="text" value="7"/>
Lemon-Ups \$ 7.00 LY=2	<input type="text" value="5"/>
Trefoils \$ 7.00 LY=1	<input type="text" value="9"/>
Do-Si-Dos \$ 7.00 LY=2	<input type="text" value="5"/>
Samoas \$ 7.00 LY=8	<input type="text" value="7"/>
Tagalongs \$ 7.00 LY=7	<input type="text" value="9"/>
Thin Mints \$ 7.00 LY=6	<input type="text" value="5"/>
S'mores \$ 7.00 LY=2	<input type="text" value="7"/>
Toffee-tastic \$ 7.00 LY=0	<input type="text" value="3"/>
Total	57

K	L	M	N	O	P	Q	R	S
Adventurefuls	Lemon-Ups	Trefoils	Do-si-dos	Samoas	Tagalongs	Thin Mints	Girl Scout S'mores	Toffee-tastic
5	1	0	0	1	1	0	0	2
0	0	3	1	1	2	1	0	0
2	4	0	0	4	4	2	5	0
0	0	0	4	1	0	0	0	1
0	0	6	0	0	2	2	2	0

Hit "Save" and you're done.

Now head back to the Inputting your Initial Order document to finish up.