



- o Enter the date that you wish to pick up your order.
- o In the Second Party window, choose Cupboard
- o Enter the corresponding number for the cookie cupboard you wish to obtain cookies from.
- o Change "Remove" to "Add"
- o Enter the quantity of cookies you would like to order. Please be sure to be mindful of which column you are using, Cases or Packages
- o Click OK

eBuddle provides you with a Receipt # but if your council allows it you may type your own.

Date:  Type:  Receipt #:  #

Second Party:  #  Remove Product

Product	Cases	Packages
Savannah Smiles	<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"/>
Dulce de Leche	<input type="text" value="0"/>	<input type="text" value="0"/>
Thank You Berry Munch	<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"/> = 0	<input type="text" value="0"/> = 0

Buttons: +, Save/Print, Okay, Cancel

- o Click Save

Troop (99999) Pkg Transactions

Dashboard | Contacts | **Add a Transaction** | Settings | Girls | Init. Order | Delivery | Girl Orders | Booth Sites | **Transactions** | Incentives | Deposits | Sales Report

Export | Save | Column Filter: No Filter | Low:  | High:

Receipt #	Pending	Type	Date	2nd Party	SvSm	Tre	D-S-D	Sam	Dulce	TUE
F11000	yes	normal	2011-12-05	C109	0	0	24	0	0	

- o Optional – You can click on Sales Report to confirm that your order was successful.