

**Just  
-in-  
Time**

# Fall Product Manager Delivery Stations

## **REQUIRED STEPS:**

### **1. Determining SU Product Delivery Station Location:**

- Secure and safe for volunteers and product.
- Clean, dry, well lit, and animal/insect free.
- Easily accessible by delivery agent and volunteers—clean drive and no steps!
- Ample space to hold product.

### **2. Editing your SU Delivery Station Address into M2:**

1. Ensure you are in as the Service Unit level
2. Click **Manage Service, Troops & Girl Scouts** button.
3. Ensure you are on the SU tab
4. Select the Service Unit you wish to edit by clicking on the “+”
5. Click on **Edit Service Unit**
6. Verify or edit the **Product Deliveries** site - this is where the nut products will be delivered.
7. Verify or edit the **Reward Deliveries** site - this is where all the girl rewards will ship to.
8. Make sure to **Save!**

*Note: Product delivery site and Reward delivery site may be different locations.*

The collage consists of four overlapping screenshots from the Girl Scouts M2 system, illustrating the steps to edit a service unit's delivery stations. The screenshots are annotated with orange callout boxes containing numbers 1 through 8, corresponding to the required steps.

- Step 1:** Shows the campaign setup page for Girl Scouts Dakota Horizons. A callout box with the number 1 is placed over the top right area.
- Step 2:** Shows the 'Manage Service Unit, Troops & Girl Scouts' button in the 'Campaign Setup' section. A callout box with the number 2 is placed over the button.
- Step 3:** Shows the 'Manage Your Service Units' section. A callout box with the number 3 is placed over the 'Manage Service Unit, Troops, and Girl Scouts' header.
- Step 4:** Shows a table of service units. A callout box with the number 4 is placed over a '+' icon in the table.
- Step 5:** Shows the 'Edit Service Unit' button. A callout box with the number 5 is placed over the button.
- Step 6:** Shows the 'Edit Service Unit' page with the 'Product Deliveries' field. A callout box with the number 6 is placed over the field.
- Step 7:** Shows the 'Edit Service Unit' page with the 'Reward Deliveries' field. A callout box with the number 7 is placed over the field.
- Step 8:** Shows the 'Edit Service Unit' page with the 'SAVE' button. A callout box with the number 8 is placed over the button.