

**Just
-in-
Time**

Fall Product Manager Delivery Stations

Determining SU Product Delivery Station Location

Have you determined where your product will be delivered? The location must be:

- 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.

Entering 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.
5. Verify or edit the **Product Deliveries** site - this is where the nut products will be delivered.
6. Verify or edit the **Reward Deliveries** site - this is where all the girl rewards will ship to.
7. Make sure to save.

Note: Product and Reward delivery Sites may be different locations.

The screenshots illustrate the following steps:

- 1**: Home dashboard for Girl Scouts Dakota Horizons.
- 2**: Clicking the "Manage Service Unit, Troops & Girl Scouts" button in the "Manage System Users" section.
- 3**: The "Manage Your Service Units" page showing a list of service units.
- 4**: Selecting the "Headquarters" service unit from the list.
- 5**: The "Edit Service Unit" page, specifically the "Delivery Sites" section, showing the "Product Deliveries" site.
- 6**: The "Edit Service Unit" page, specifically the "Delivery Sites" section, showing the "Reward Deliveries" site.

Service Unit #	Site	Reward Delivery Site
+ Headquarters	1101 S Marion Rd, Sioux Falls, SD 57106	GSDH 1101 S Marion Rd, Sioux Falls, SD 57106