

**Just
-in-
Time**

SU 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 sort and hold product.

2. Adding/Editing your SU Delivery Station Address into M2:

1. Ensure you are in M2 at the Service Unit level
2. Click **Manage Service Unit, Troops & Girl Scouts** option.
3. Ensure you are on the SU tab
4. Click on the “+” next to the Service Unit.
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**!

The collage shows the following steps:

- Step 1:** The top screenshot shows the user's profile (Lori Jensen) and the 'M2 Media' header. A callout '1' points to the 'M2 Media' header.
- Step 2:** The second screenshot shows the 'Campaign Setup' and 'Product Management' sections. A callout '2' points to the 'Manage System Users' link.
- Step 3:** The third screenshot shows the 'Manage Service Unit, Troops, and Girl Scouts' page. A callout '3' points to the 'Manage Service Unit, Troops, and Girl Scouts' link.
- Step 4:** The fourth screenshot shows the 'Manage Your Service Units' page. A callout '4' points to the 'Service Units' tab.
- Step 5:** The fifth screenshot shows the 'Service Unit #' dropdown menu. A callout '5' points to the 'Edit Service Unit' option.
- Step 6:** The sixth screenshot shows the 'Delivery Sites' section. A callout '6' points to the 'Product Deliveries' site.
- Step 7:** The seventh screenshot shows the 'Reward Deliveries' site. A callout '7' points to the 'Reward Deliveries' site.
- Step 8:** The eighth screenshot shows the 'SAVE' button. A callout '8' points to the 'SAVE' button.