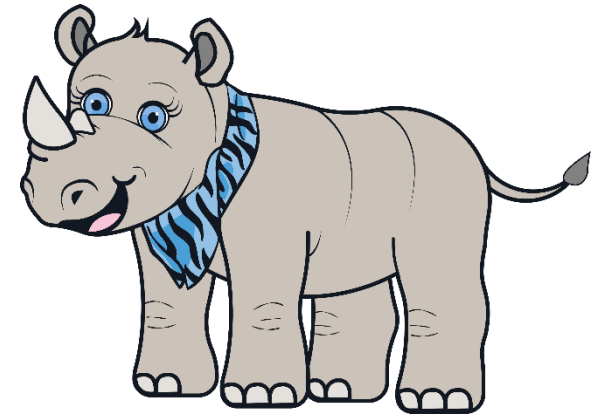




# Troop Pickup Scheduler

A guide for Service Unit volunteers  
Fall Product Program 2019



This Tip Sheet will guide Service Unit volunteers through setting up a product pick-up schedule in M2 for troops. Once the schedule is set, troops will be able to login to M2 and sign up for a product pick-up time with their service unit.

**2 Product Delivery Agent and Pick Up Times:**

Choose the pick up date and times for this delivery site below:

**Delivery Agent Information**

Delivery Agent: **Charlotte Van & Storage**

Delivery Date: **10/25**


Set troop pick-up date and time




Delivery Date: 10/25

Set troop pick-up date and time


Allow for pick-up time intervals

**Troop Pick-up Date**

10/26/2018 



**Start Time:** 1:00 PM  **End Time:** 4:10 PM  **Interval:** 10 minutes 

**Slots per Interval**

1 slot 

**Unavailable Times**

Start Time	End Time
There are no unavailable times for this date.	

**Start Time:**   **End Time:**   **Add To Unavailable**

## Step 1:

From your Service Unit Dashboard, click on your button to *Manage Service Unit, Troops, & Girl Scouts.*

**SU Karen Phillips** Edit Me2® | Your Patch **Stats: Current Campaign** Range: Current Campaign ▾

**3** Avatars created  
**3** Emails Sent  
**0** Photos uploaded  
**0** Videos uploaded

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Sales	Online Magazines	Direct Ship Nuts	Online Nut Girl Delivered	Nut Card

**Manage System Users**

- Send messages
- Manage Service Unit, Troops & Girl Scouts**
- Manage Admin Users

**Product Management**

- Paper Order Entry

**Rewards & Patches**

- Personalized Patches

**Financials & Reporting**

- Banking & Payments
- Reports

## Step 2:

You will see your Service Unit listed here with an address under the Product Delivery Site. Click on the address under the Product Delivery Site column.

**Manage Service Units, Troops, & Girl Scouts**  
Manage Service Units, Troops, & Girl Scouts for this council.

Service Units Troops Girl Scouts

### Manage Your Service Units

Manage service units for this council.

[Search Tools](#)

« « 1 » »

Click records below to view more information. Click the "+" menu to access additional features.

Service Unit #	Product Delivery Site	Reward Delivery Site	Product Pick-up Date
+ 200000	A True Tester 7007 Idlewild Road, Charlotte, NC 28212	!	!

« « 1 » »

### Step 3:

You will now see further details about your delivery site. On this page you can see the delivery date that has been assigned for your location.

The council will let you know the delivery time for your site. In order to set a schedule for troops to pick up product, click the **edit** button under your delivery date.

Manage Service Units, Troops, & Girl Scouts  
Manage Service Units, Troops, & Girl Scouts for this council.

Service Units Troops Girl Scouts

Service Units Edit Service Unit

### Edit Service Unit

Enter Service Unit information and addresses below:

**1 Delivery Sites**  
Assigned delivery sites for this Service Unit.

Product Deliveries	Reward Deliveries
A True Tester 7007 Idlewild Road Charlotte, NC 28212 <a href="#">edit</a>	No address has been given. <a href="#">edit</a>

Delivery Date: 10/25  
[edit](#)

Save

[Cancel and Return to Service Unit Management](#)

## Step 4:

Under #1 at the top of the next screen you will see your Product Delivery Address that was submitted on your Service Unit Delivery form. You will not be able to edit the address. Please contact council immediately if this address is not correct.

The screenshot shows a web application interface for configuring a 'Product Delivery Site'. At the top, there are three tabs: 'Service Units' (highlighted in green), 'Troops', and 'Girl Scouts'. Below the tabs is a breadcrumb trail: 'Service Units > Edit Service Unit > Product Delivery Site'. The main heading is 'Product Delivery Site', followed by the instruction 'Create the Product Delivery Site for this Service Unit below:'. The content is organized into two numbered sections:

- 1 Product Delivery Address:**

Products for this Service Unit will be delivered to the address below:

Testing  
9116 Main Street  
Knoxville, TN 87654  
888-888-8888  
atrue@m2mediagroup.com
- 2 Product Delivery Agent and Pick Up Times:**

Choose the pick up date and times for this delivery site below:

**Delivery Agent Information**

Delivery Agent: **Appalachian Moving**  
Delivery Date: **11/05**

**Set troop pick-up date and time**

## Step 5:

Under #2 on this page you will see your Delivery Agent information and your Delivery Date. Just under the Delivery Date, if you click the button next to **Set troop pick-up date and time**, a new box will open to allow you to edit the troop pick-up scheduler.

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### Product Delivery Agent and Pick Up Times:

Choose the pick up date and times for this delivery site below:

#### Delivery Agent Information

Delivery Agent: **Charlotte Van & Storage**

Delivery Date: **10/25**



**Set troop pick-up date and time**

## Step 6:

You can now set your Troop Pick-up schedule. Turn on **Allow for pick-up time intervals** to set how long each troop has to pick up their product.

Set your **Troop Pick-up Date** for the date when troops will be able to pick up product from you.

Set the **Start Time** for the earliest possible troop arrival, and the **End Time** should be when the last troop will leave (in this example the last troop can arrive at 4pm).

**Interval** will set how long each troop will have to pick up product. You can select one of the following intervals: 5, 10, 15, 20, 25, or 30 minutes.

**Slots per interval** determines how many troops can sign up for the same time slot. You can assign 1 slot, for 1 troop at a time. Or assign up to 4 troops to arrive at the same time.

Delivery Date: 10/25

Set troop pick-up date and time

Allow for pick-up time intervals

**Troop Pick-up Date**  
10/26/2018 📅

**Start Time:** 1:00 PM ⌚ **End Time:** 4:10 PM ⌚ **Interval:** 10 minutes ▾

**Slots per Interval**  
1 slot ▾

**Unavailable Times**

Start Time	End Time
There are no unavailable times for this date.	

**Start Time:** I:-- -- | ⌚ **End Time:** --:-- -- ⌚ **Add To Unavailable**



## Step 6 continued:

You can set a break in your schedule if you need time to re-inventory or take a break. To do so, use the boxes below the Unavailable Times chart to set the Start Time and End Time for the break. Click the button to **Add to Unavailable** and this break will now appear in your Unavailable Times chart.

You can add multiple Unavailable Times if you need to set several breaks throughout the day.

Set troop pick-up date and time

Allow for pick-up time intervals

**Troop Pick-up Date**  
10/26/2018

**Start Time:** 1:00 PM **End Time:** 4:10 PM **Interval:** 10 minutes

**Slots per Interval**  
1 slot

**Unavailable Times**

Start Time	End Time
There are no unavailable times for this date.	

**Start Time:** 1:20 PM **End Time:** 1:40 PM **Add To Unavailable**

**Unavailable Times**

Start Time	End Time	
1:20 PM	1:40 PM	

**Start Time:** --:-- **End Time:** --:-- **Add To Unavailable**

## Step 6 continued:

If you are going to have multiple days that troops can pick up product, you can click the button to **Add Another Pick-Up Date**. You will have an additional Pick Up Scheduler added that will allow you to set a new start and end time, intervals and slots for that date.

When you are certain that your Troop Pick-up Schedule is set, you will click the button to **Show Pick-up Dates to Troops**. You will NOT be able to edit the Troop Scheduler after you turn on this button, so be certain you have it set correctly before you turn it on!!

**Unavailable Times**

Start Time	End Time	
1:20 PM	1:40 PM	✕

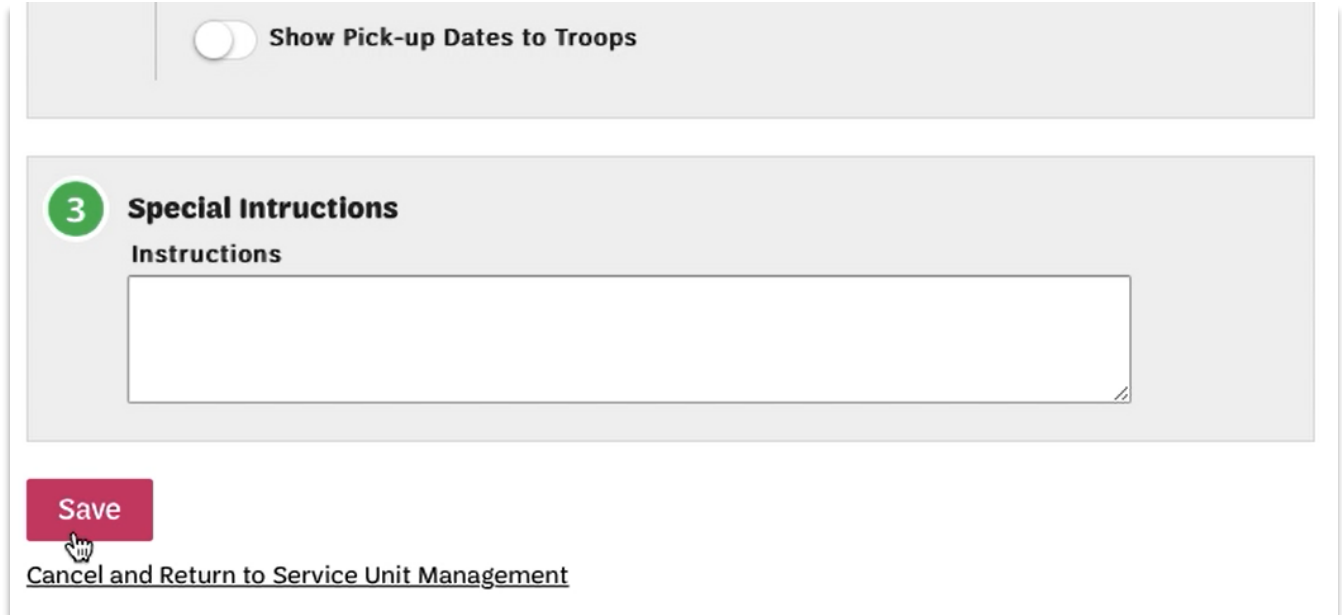
Start Time:  → End Time:

Show Pick-up Dates to Troops

## Step 6 continued:

Under #3 you will see the Instructions that were included for the Delivery Agent who is delivering product to your location.

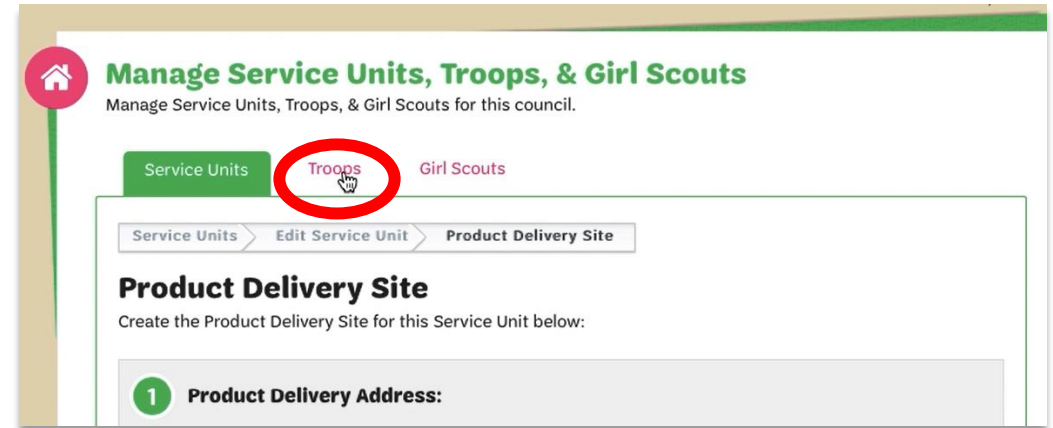
Do not forget to click the **Save** button at the bottom of the screen. This will save any changes you have made.



The screenshot displays a user interface for managing service unit information. At the top, there is a toggle switch labeled "Show Pick-up Dates to Troops" which is currently turned off. Below this, a section titled "3 Special Instructions" contains a text input field for "Instructions". At the bottom of the interface, there is a red "Save" button with a mouse cursor hovering over it, and a link that reads "Cancel and Return to Service Unit Management".

## View Troop Sign Ups

You will be able to view the times that troops have signed up for by going back into your **Manage Service Units, Troops, & Girl Scouts** section, and click on the **Troops** tab at the top.



Under the Troops tab you will see that troops have signed up at your Product Pickup location, and you can click the button at the bottom of the page to run a report of **Troop Delivery Times**.

When troops log in to M2, they will see only times that are still available for sign up. As times are claimed, troops will no longer see unavailable times.

