

Troop Pickup Scheduler – for service unit volunteers

FALL PRODUCT 2020

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. You can also view a 5 minute video showing the entire setup process on GSLearn.

Step 1:

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

Karen Phillips – Edit Me? | Your Patch

Stats: Current Campaign Range: Current Campaign

3 Avatars created

3 Emails Sent

0 Photos uploaded

0 Videos uploaded

09/19 09/25 10/01 10/07 10/13 10/19 10/23

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

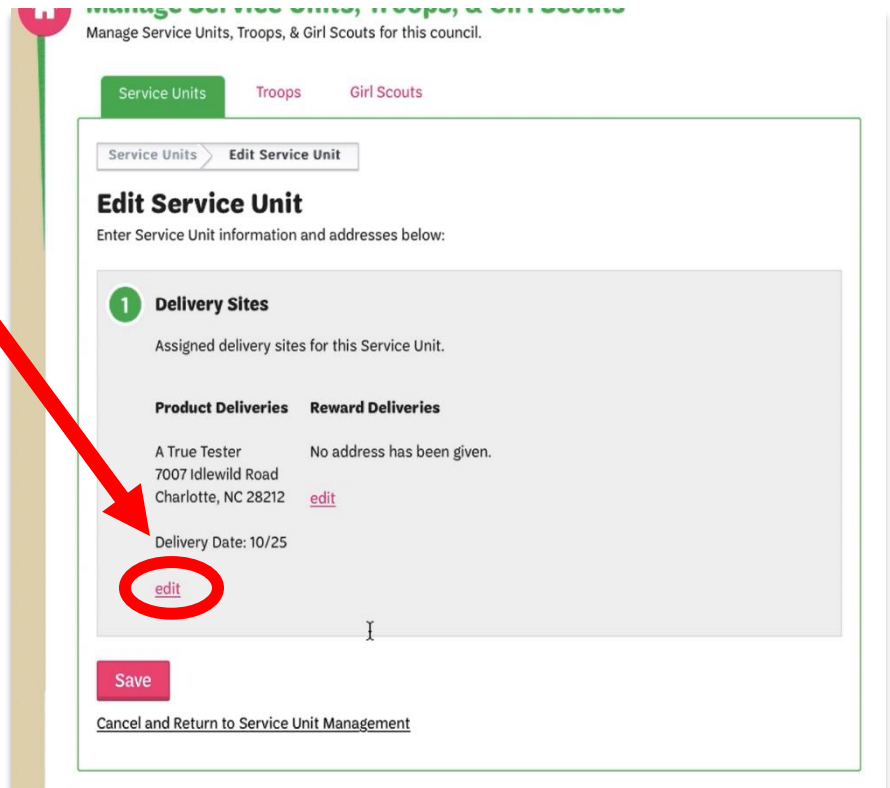
Click records below to view more information. Click the menu to access additional features.

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

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.

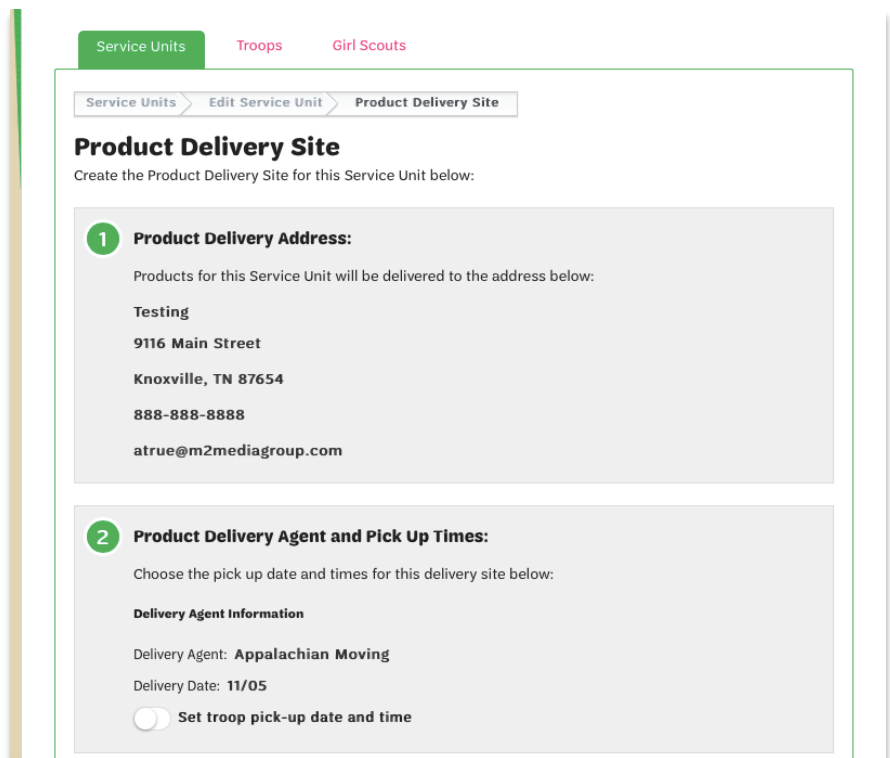
The council will let you know the delivery time for your site. In order to set a schedule for troops to pick up product, click the **edit** button under your delivery date.



The screenshot shows the 'Edit Service Unit' page. At the top, there are tabs for 'Service Units', 'Troops', and 'Girl Scouts'. Below the tabs, there are breadcrumb links: 'Service Units' > 'Edit Service Unit'. The main heading is 'Edit Service Unit' with the instruction 'Enter Service Unit information and addresses below:'. A red arrow points from the text in Step 3 to the 'edit' button under the 'Delivery Date: 10/25' field. The page is divided into sections: '1 Delivery Sites' with the sub-heading 'Assigned delivery sites for this Service Unit.' Below this, there are two columns: 'Product Deliveries' and 'Reward Deliveries'. Under 'Product Deliveries', there is an entry for 'A True Tester' with the address '7007 Idlewild Road, Charlotte, NC 28212' and a red 'edit' link. Under 'Reward Deliveries', it says 'No address has been given.' Below the delivery information, there is a 'Delivery Date: 10/25' field with a red 'edit' button circled in red. At the bottom, there is a 'Save' button and a link '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 the 'Product Delivery Site' page. At the top, there are tabs for 'Service Units', 'Troops', and 'Girl Scouts'. Below the tabs, there are breadcrumb links: 'Service Units' > 'Edit Service Unit' > 'Product Delivery Site'. The main heading is 'Product Delivery Site' with the instruction 'Create the Product Delivery Site for this Service Unit below:'. The page is divided into sections: '1 Product Delivery Address:' with the sub-heading 'Products for this Service Unit will be delivered to the address below:'. Below this, there is a 'Testing' section with the address '9116 Main Street, Knoxville, TN 87654', phone number '888-888-8888', and email 'atruem@m2mediagroup.com'. Below the address, there is a section '2 Product Delivery Agent and Pick Up Times:' with the sub-heading 'Choose the pick up date and times for this delivery site below:'. Under this section, there is a 'Delivery Agent Information' section with 'Delivery Agent: Appalachian Moving' and 'Delivery Date: 11/05'. At the bottom, there is a toggle switch for 'Set troop pick-up date and time' which is currently turned off.

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.

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**

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).

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:** --:-- --

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.

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

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**

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

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

If you will 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.

Unavailable Times

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

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

+ Add Another Pick-Up Date

Show Pick-up Dates to Troops

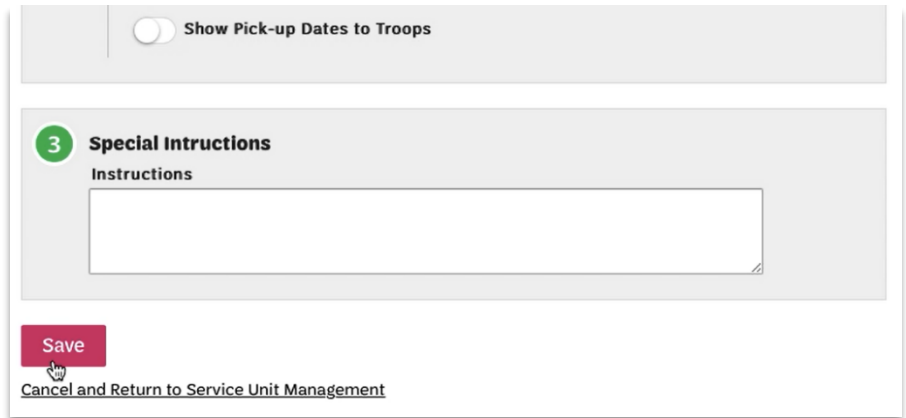
When you are certain that your Troop Pick-up Schedule is set, you will click the button to **Show Pick-up Dates to Troops**.

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!!

Step 6 continued:

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

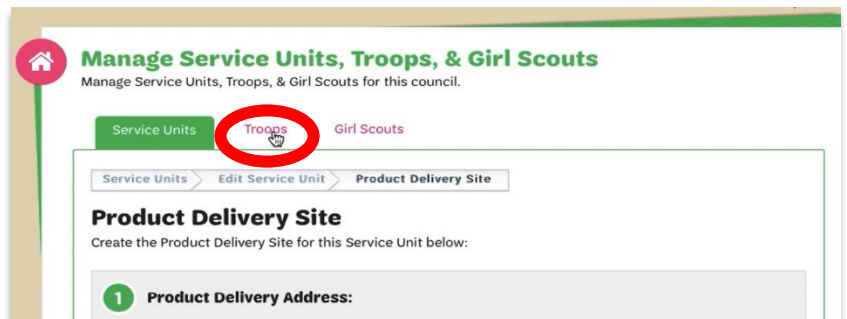
Do not forget to click the **Save** button at the bottom of the screen. This will save any changes you have made.



The screenshot shows a form titled "Special Instructions" with a sub-section "Instructions" containing a large empty text box. At the bottom left, there is a red "Save" button. Below it, there is a link that says "Cancel and Return to Service Unit Management". At the top of the form, there is a toggle switch labeled "Show Pick-up Dates to Troops" which is currently turned off.

View Troop Sign Ups

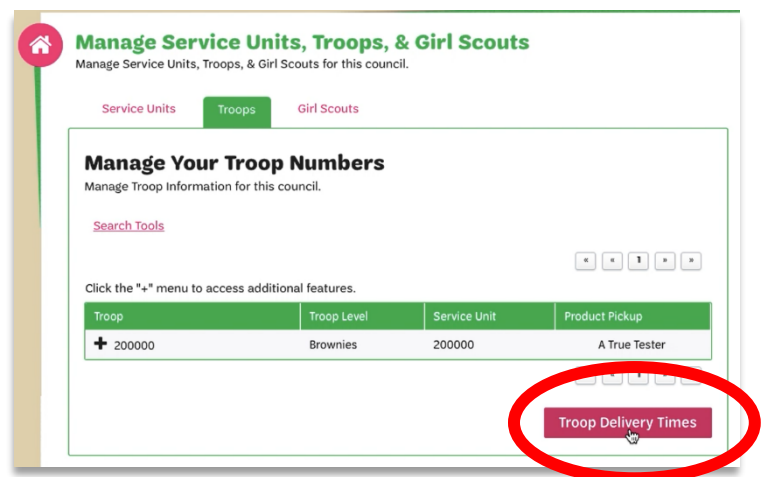
You will be able to view the times that troops have signed up for by going back into your **Manage Service Units, Troops, & Girl Scouts** section, and click on the **Troops** tab at the top.



The screenshot shows the "Manage Service Units, Troops, & Girl Scouts" page. At the top, there are three tabs: "Service Units", "Troops", and "Girl Scouts". The "Troops" tab is highlighted with a red circle. Below the tabs, there is a breadcrumb trail: "Service Units > Edit Service Unit > Product Delivery Site". The main heading is "Product Delivery Site" with the sub-heading "Create the Product Delivery Site for this Service Unit below:". Below this, there is a section titled "1 Product Delivery Address:".

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.



The screenshot shows the "Manage Your Troop Numbers" page. At the top, there are three tabs: "Service Units", "Troops", and "Girl Scouts". The "Troops" tab is highlighted. Below the tabs, there is a heading "Manage Your Troop Numbers" with the sub-heading "Manage Troop Information for this council.". Below this, there is a "Search Tools" section with a search bar and several filter buttons. Below the search tools, there is a table with the following data:

Troop	Troop Level	Service Unit	Product Pickup
+ 200000	Brownies	200000	A True Tester

At the bottom right of the page, there is a red button labeled "Troop Delivery Times" which is highlighted with a red circle.