

Product Pick-up Scheduling for Service Unit Mentors

- To get started, log into your Service Unit (SU) role:
<https://www.gsnutsandmags.com/Admin/Account/Login>.
- If you have multiple roles, select the SU role, otherwise go to next step.
- When you log into the SU role, you may be prompted to review and setup troop pick-up times at this point. If you want to do so now, in box #2, click the slider next to “Set troop pick-up date and time:

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:
Able Moving and Storage

Delivery Date:
11/27

Set troop pick-up date and time

Note: You can skip this step now as it can also be accessed from the dashboard by clicking “Manage Service Unit, Troops & Girl Scouts”, clicking on the SU you want to edit, clicking “View” to open the Product Delivery section, and activating/editing the troop scheduling at this time (in box #2).

- Once the slider is clicked, options will appear to select dates and times for troops to pick-up. There is another slider which allows for you to set time intervals to break-up the schedule and allow a limited number of troops to arrive in a certain timeframe. Enter the pick-up date for troops, start time, end time, intervals and slots per interval (if activated), and any times you may be unavailable during the allotted pick-up time (e.g. for lunch, break, etc.):

Set troop pick-up date and time

Allow for pick-up time intervals

Troop Pick-up Date
11/27/2020

Start Time: 8:00 AM > End Time: 4:00 PM Interval: 20 minutes Slots per Interval: 2 slots

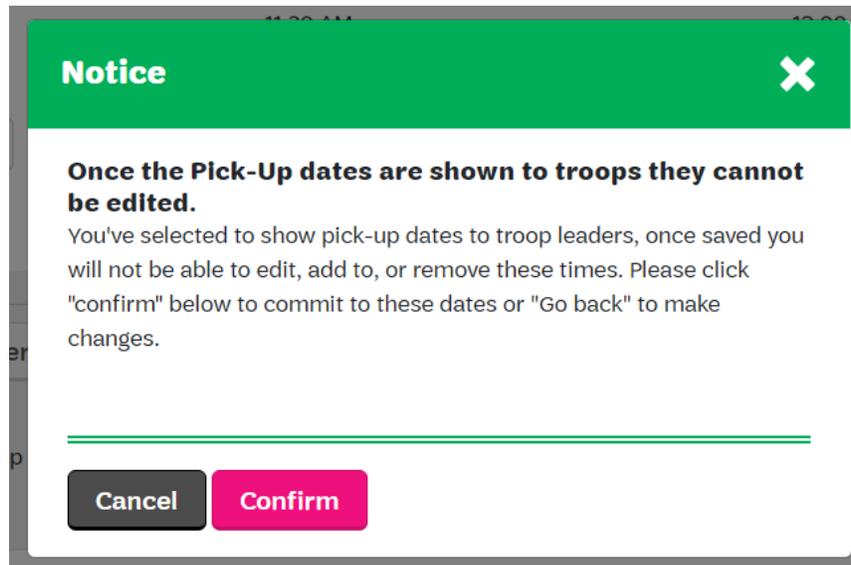
Unavailable Times

Start Time	End Time
11:30 AM	12:00 PM

Start Time: --:-- > End Time: --:--

Note: Once you have set the schedule for that day, you have the option to add another day for pick-up by clicking the “Add Another Pick-Up Date” button directly below the box shown on the previous page. The option to use this is entirely up to you and how many troops you want to pick-up on a given day.

- **Important!** Once you have completed entering this information, double-check it is how you want, and then click the slider for “Show Pick-Up Dates to Troops”. A prompt will appear warning you that once the pick-up dates are shown to the troops, none of the information you entered can be edited. Make sure it is exactly how you want it and then click “Confirm”, otherwise click “Cancel” to make any changes:



Note: Once the schedule is set and the dates/times shown to troops, when troop users log into the M2 system, they will be prompted to select a time slot. This will occur each time they log in if they have not confirmed their time slot.

Scheduling – Troop View

When troops log into their account, as mentioned previously, they will be prompted to select a pick-up time for products:

The screenshot displays two sequential steps in a light gray box. Step 1, titled "Where you'll pick up your products", shows the name "Travis Sammons" and the address "143 Abbot Street, Andover, MA 01810". Step 2, titled "Your Pick-up time", features a label "Pickup Date/Time" and a dropdown menu with "Choose" selected.

If the user has multiple troops, they will be prompted multiple times, at login, to select a date/time for each troop on their account.

Note: This can be skipped at time of login and be accessed later under “Manage Troops & Girl Scouts” by clicking the ‘+’ sign next to the troop number and selecting “Product Pickup”. This will need to be done for every troop, if multiple.

Delivery FAQ

1. Can Council edit a Service Unit’s schedule?

No, once the schedule is set by the Service Unit user and confirmed for troops to enter their dates/times, all user groups are unable to edit the overall schedule.

2. Can a Service Unit Mentor edit a troop’s date/time selection?

Yes, the Mentor can edit a troop’s date/time by going to the “Manage Service Unit, Troops, & Girl Scouts” section, clicking the “Troops” tab, clicking the ‘+’ next to a troop number and selecting “Product Pickup”. They can then change the date/time in the drop-down box and finalize by clicking the “Save” button. Choices cannot be deleted, ONLY changed.

3. Is there a report where I can view all of the troops’ date/time selections?

Yes, by going to the “Reports” section and clicking the “Special Reports” tab, there is a report titled, “Troop Delivery Pick Up Times” where you can pull an excel spreadsheet that gives you the scheduling details.

4. Is there a scheduling option for rewards as well?

No, at this time, the functionality to schedule for rewards pickup will have to be done externally of M2.