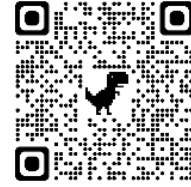


# Service Unit M2OS Quick Tips

Scan to access more service unit resources:

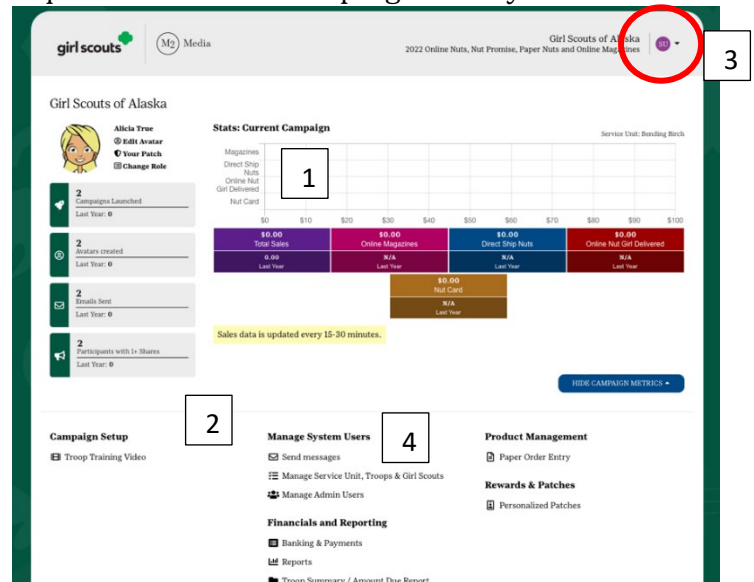
Review the Family and Troop M2OS Guides in addition to this guide. Much of what you will need to know about the Service Unit role in the system overlaps with what families and troops will also need to know.



## Before the Sale

- You will receive an email in September inviting you to participate. If you do not receive this email, please contact Girl Scouts River Valleys
- Familiarize yourself with your Service Unit homepage

- The top half of your dashboard gives you a quick overview on sale progress for your service unit, including girl engagement (creating avatars, sending emails, etc.) and how many sales have been entered or orders have been placed for snacks and magazines
- The bottom half of this page is where you will navigate to all the other pages you will need, including getting more details on all the dashboard information



- Most pages you can navigate to will include a **Return To Dashboard** button to get you back to your homepage/dashboard

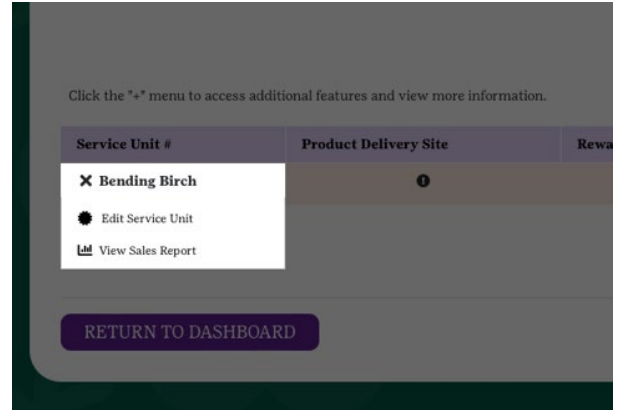
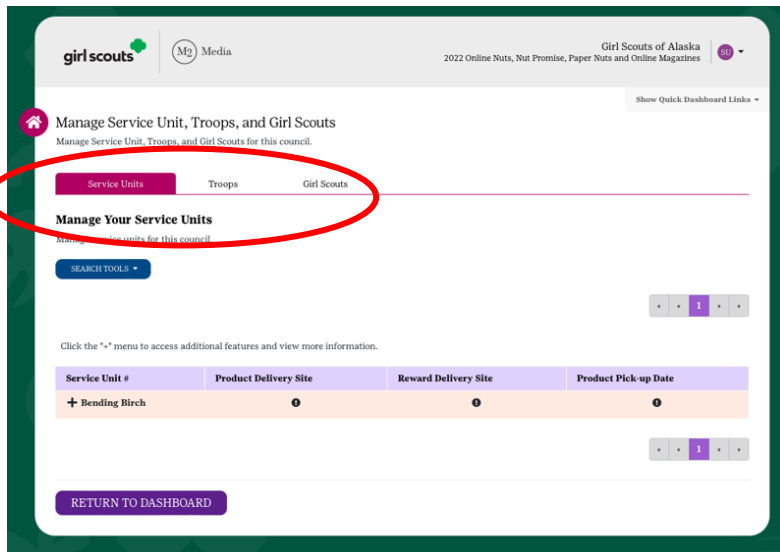
- You can use the purple button on the top right-hand side of the page to toggle between your SU and troop roles
- Encourage troops to participate in the program! You can use M2OS to Send Messages to Troop Leaders

- You can choose between messaging troops that have not logged into the system yet, troops that have logged in, all troop volunteers in the system, or troop participants missing a reward action
- If registered troop volunteers have not received an invitation to log into the system, contact Girl Scouts River Valleys

- You can view which troops are currently uploaded into the system by clicking **Manage Service Unit, Troops & Girl Scouts**
  - If any troops need to be added, contact Girl Scouts River Valleys
- From the Manage Service Unit, Troops & Girl Scouts page, you can also check on sales information and payments for troops and Girl Scouts by selecting them at the top of the screen
  - Remember to click the plus sign next to troops or users to pull up information specific to that troop or user

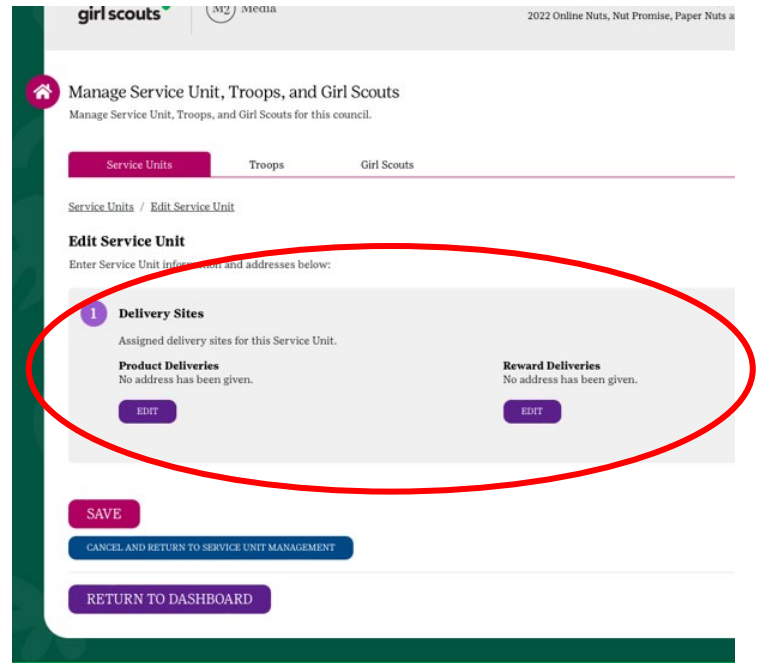
### Manage System Users

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



## During the Sale

- Assist troops with questions on the sale or M2OS
- Access reports on sales progress from the Reports section to monitor sales
- Make sure Delivery information for Rewards and Product Deliveries are entered and correct for your Service Unit.
  - Select Manage Service Unit, Troops & Girl Scouts
  - Click on the edit button and add your address information
    - a. **PO Boxes cannot be used**
    - b. Addresses must be entered by the last day of the sale
  - Click *Save*

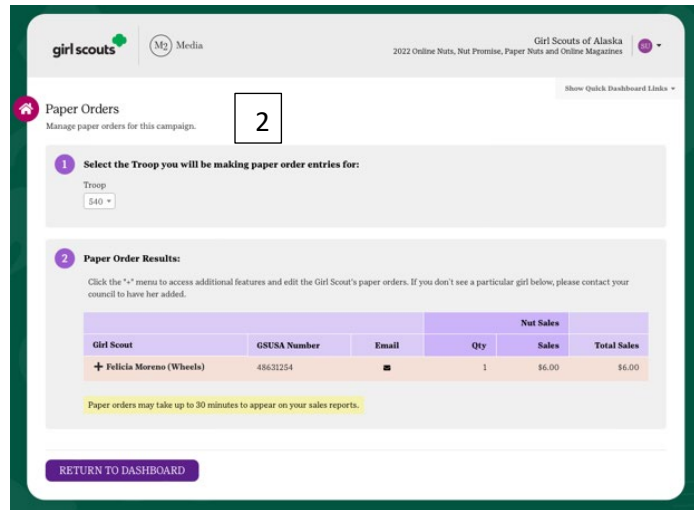
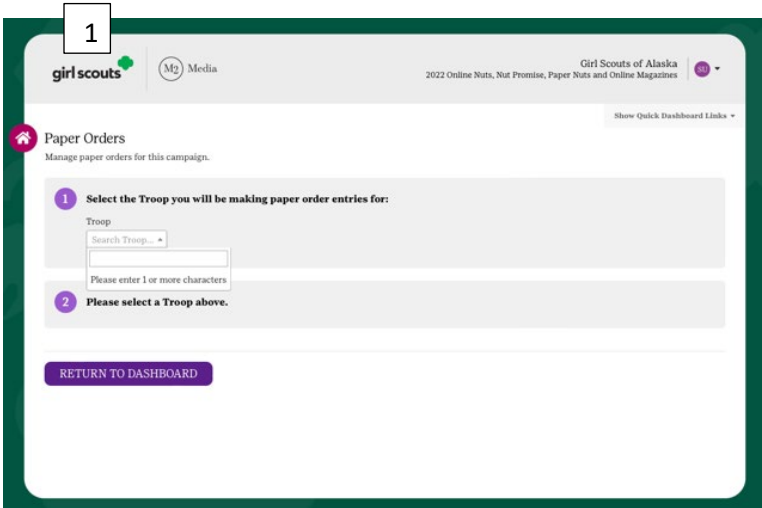


## After the Sale

### Entering Snack Orders

Remind troops to enter snack order card sales for the Girl Scouts in their troop if families did not enter them. After troops are locked out of making changes to snack order card sales, Service Units will have the opportunity to enter orders.

1. Click *Paper Order Entry* under the Product Management section, then select the troop from the drop-down menu on the left
2. Choose the Girl Scout that is missing the order and adjust the quantities as needed
  - **Notes:** In the Service Unit role, you are not able to make Reward selections for girls. Troops and Girl Scouts can make these selections until the end of the sale. If a Girl Scout is missing from the troop listing, you must contact Girl Scouts River Valleys before the service unit order entry deadline has passed



## Snacks and Rewards Delivery Reports

To print delivery tickets or troop reward delivery tickets:

- On the M2OS dashboard, go to Delivery Tickets. (The Delivery Tickets icon will appear after the orders have been submitted to the vendor)
- Under Delivery Site Tickets, you can arrow down to the delivery site or keep it at “All” or change it to “troop tickets”
- Click on “Create Ticket,” this will generate a PDF to print for your entire service unit totals
- To print individual troop delivery tickets, look for the “Troop Tickets” section, the delivery type will be single, with the delivery site, arrow down to the delivery location, then to print all troop tickets, keep the selection at “All” under the Troop
- Click on “Create Ticket,” then, tickets will be generated into a PDF you can print and use to sort the troop snack order

### Delivery Site Ticket

Clear Lake Area Community Center (SU Amery)  
Service Unit Amery

Girl Scouts of Minnesota & Wisconsin River Valleys — 2019 Nut and Magazine Sales

Delivery Agent	Delivery Site	Comments
Suddath Relocation Systems Of MN	Clear Lake Area Community Center (SU	Back door, Event Center
Delivery Date	560 5th St	
11/13/2019	Clear Lake, WI 54005	
Service Unit	715-523-1866	
Amery	wendykoenig@gmail.com	

Product	Full Cases	Cases Short	Single Pieces	Pieces Short
Gorp Trail Mix	0		9	
Girl Scout Tin with Mint Trefoils	0		9	
Snowman Tin with Peppermint Bark Rounds	1		1	
Warm Winter Wishes Tin with Chocolate Pretzels	0		3	
Whole Cashews	0		11	
Chocolate Covered Almonds	0		7	
Dark Chocolate Sea Salt Caramels	1		7	
Dark Chocolate Mint Trefoils	1		0	
Pecan Supremes	0		5	
English Butter Toffee	1		4	
Honey Roasted Peanuts	0		9	
Peanut Butter Monkeys	1		3	
Dulce Daisies	0		7	
Fruit Slices	0		10	
Spicy Cajun Mix	0		8	
<b>Total</b>	<b>5</b>		<b>93</b>	

Click on the **Reports** icon on your dashboard to view the various reports available to you: All Sales, Magazine Sales, Direct Ship Nuts, Nut Order Card, Online Nuts Girl Delivered, Special Reports, and Summary Report:

The screenshot shows a dashboard titled "Reports" with a home icon and a "Show Quick Dashboard Links" dropdown. Below the title is a navigation bar with tabs for "All Sales", "Magazines", "Direct Ship Nuts", "Nut Order Card", "Online Nuts Girl Delivered", "Special Reports", and "Summary Report". The "All Sales" tab is selected. Below the navigation bar, there is a "Service Unit Report" section. On the left, it says "Service Unit Report" and "All Sales : Current Campaign". The main heading is "Service Unit Report - Bending Birch". There is a "SEARCH TOOLS" dropdown and a yellow notification box that says "Sales data is updated every 15-30 minutes." Below this, it says "Select rows to drill down report." To the right of the main heading is a summary table:

	Qty	Total
Online Magazines	0	\$0.00
Direct Ship Nuts	0	\$0.00
Nut Order Card	0	\$0.00
Online Nuts Girl Delivered	0	\$0.00
<b>Total Sales</b>	<b>0</b>	<b>\$0.00</b>

Below the summary table is a main data table with the following structure:

Troop	Online Magazines		Nuts		Total
	Qty	Sales	Qty	Sales	
100	0	\$0.00	0	\$0.00	\$0.00
540	0	\$0.00	0	\$0.00	\$0.00
6512	0	\$0.00	0	\$0.00	\$0.00
6789	0	\$0.00	0	\$0.00	\$0.00

When using the Special Reports option, you can export many useful reports to Excel. Explore the many report options available to assist you in reviewing troop orders for both snacks & magazine items, but also rewards.

***Need Help? Contact us!***

**Girl Scouts River Valleys**  
 800-845-0787  
[girlscouts@girlscoutsrv.org](mailto:girlscouts@girlscoutsrv.org)

**M2 Customer Service**  
 1-800-372-8520  
[support.gsnutsandmags.com](http://support.gsnutsandmags.com)  
[question@gsnutsandmags.com](mailto:question@gsnutsandmags.com)