

Quick Guide for Fall SU Managers:

Printing Delivery Tickets for Troop Nuts & Rewards

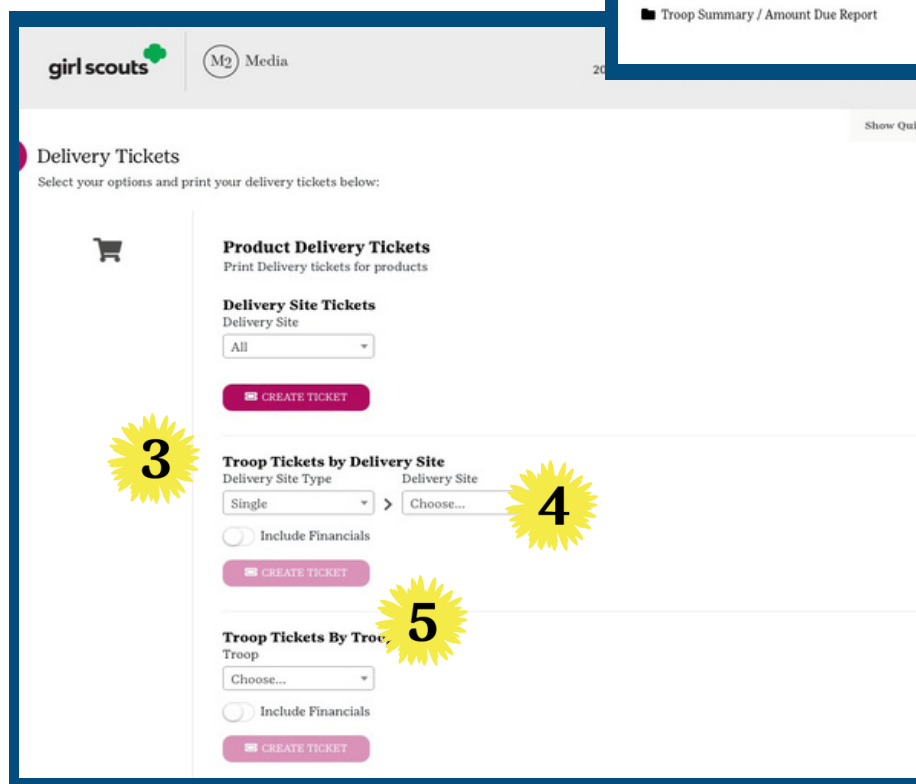
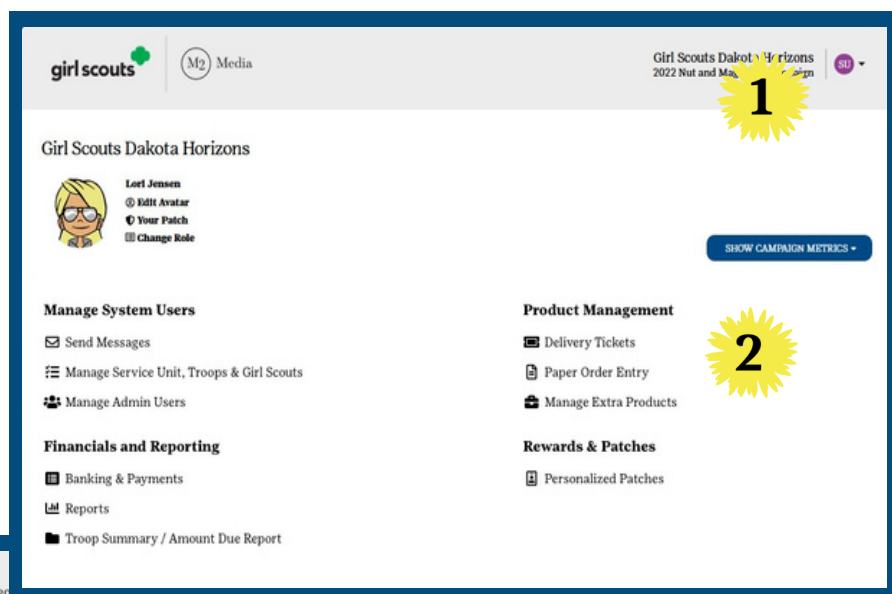
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Printing Delivery Tickets in M2 for Troops in your SU makes it easier to sort products by troop and ensure all products are accounted for.

Follow the steps below in M2 to print Delivery Tickets for all Troops in your SU.

Starting at the SU Dashboard:

- 1 Ensure you are logged in at the SU level not the Troop level
- 2 Click **Delivery Tickets** option under **Product Management** (This option will not appear until orders have been submitted by council)
- 3 Scroll to **Troop Tickets by Delivery Site**



- 4 Select:
 - Delivery Site Type: **Single**
 - Delivery Site: **Your SU #**
 - Troop: **All**
- 5 **Create Ticket**- this will create a PDF that you can print for sorting products for all Troops
*Print 2 copies of Delivery Tickets- 1 for the SU and 1 for Troops

Delivery Tickets for Rewards:

- 6 Repeat steps 3,4,& 5 under Reward Delivery Tickets.

Remember!

Count & Recount:

First count upon receiving products & rewards from the Delivery Agent AND again when Troops pick up.

Signed Delivery Tickets:

Make Troops verify and sign for all Products & Rewards they receive.