

# ***Allocating and Moving Products***

## ***From Troop Extras***

1. Choose “Manage Troops and Girl Scouts” link on the troop dashboard in M2OS.
2. Click “+” to the left of your troop number on the Troop tab.
3. Select “Move products” to complete the transfer.
4. Select the direction of the move from the “Move to” drop-down menu.
5. Select girl name from drop-down menu.
6. Enter units by variety.
7. Click the “Move Products” button.
8. You will be able to print a confirmation of this move if desired.

## ***From Girl to Girl***

1. Choose “Manage Troops and Girl Scouts” link on the troop dashboard.
2. Click on the Girl tab.
3. Click “+” to the left of a girl name to open the hyperlink menu.
4. Choose “Move products.”
5. Select the direction of the move from the “Move to” drop-down menu.
6. Select the type of move from the “Girl” drop-down menu.
7. Choose the girl’s name.
8. Enter the units by variety of products that you would like to move.
9. Click on the “Move Products” button to complete the transfer.
10. You will be able to print a confirmation of this move if desired.