

Standard Operation

- * 1. Press the designated KEY 4 for Combat Meth Alert log.
- * 2. The screen will read *Enter Date "MMDDYY"*. Proceed by sliding the driver's license through the terminal, scanning the barcode or by entering the customers' date of birth.
- * 3. The screen will then display *"Clerk Code?"* type in your designated clerk number (1-999999).
- * 4. The screen will read "Enter Ref Number". You have the option to enter ticket number if you want to match it to a receipt. Press Enter to skip this step.
- * 5. The screen will read "Photo Match Customer". Choose (0 for yes) (1 for no) choosing no here will automatically decline the sale
- * ** If you typed in the birth date by hand instead of scanning the license you will be asked for the state ID at this point. Type in the two letter state abbreviation of id issuing state. (To make letters with your terminal choose the number on which the letter you want is listed then press the alpha key until the desired letter appears.)
- * ** Next you will be asked to type in the drivers' license number from the license (when your receipt prints blank areas for address information and name will available to be filled in.
- * ** If the customer is under age for the purchase of this product in your state the screen will display **Declined MTH** the persons name and their age.
- * 6. The screen will read "Enter or Scan Product UPC". Either use your barcode reader or type in the UPC code.
- * 7. The screen will read "DAY TOTAL:" followed by the amount of mg currently on file for that person on that day, "AMT TO ADD" being the amount of mg from the product(s) having been scanned in this transaction set, "DAY LEFT" the amount of mg the person is still eligible to purchase that day, "ENTER OR SCAN PRODUCT UPC" this is so you can add an additional product to this ring up or press enter to continue.
- * 8. An **Approved** or **Over allotment** will then display along with the Name and age of the customer. Receipts are printed with a signature line for use as your log entry in accordance with your Federal or state laws. Keep this for your records as documentation for the authorities.

Batch Reports

- * From your main screen press the down arrow twice.
- * Displayed on the screen will be "METH FILE SELECT" F1 choose this option
- * 1. **Active File** - Press F2. The screen will display "REPORT" Press F3.
 - You will now have a choice for "SPECIFIC DL# F2" or "FULL REPORT F3"
 - If you choose F2 you will be asked for the two letter state abbreviation after pressing enter you will be asked to enter the DL#. This will print a report on a particular person for a thirty day period.
 - If you choose F3 you will print a report based on all transactions for a thirty day period.
- 2. **Archive File** - Press F3. The screen will display "DELETE F2" "REPORT F3" .
 - If you choose F3 for the REPORT
 - You will now have a choice for "SPECIFIC DL# F2" or "FULL REPORT F3"
 - If you choose F2 you will be asked for the two letter state abbreviation after pressing enter you will be asked to enter the DL#. This will print a report on a particular person for older then 30 day records.
 - If you choose F3 you will print a report based on all transactions for older then 30 day records.
 - If you choose F2 for DELETE you will be asked for the Password to do so (see managers instructions)
 - You will now have a choice for "SPECIFIC DL# F2" or "FILE F3"
 - If you choose F2 you will be asked for the two letter state abbreviation after pressing enter you will be asked to enter the DL#. This will delete all records for the entered DL# older then thirty days
 - If you choose F3 you will delete all records older then thirty days.
- (It is recommended you print out your reports and delete this file regularly)
- * 3. **Batch File** - Press F4. The screen will display "REPORT" Press F3.
 - You will now have a choice for "SPECIFIC DL# F2" or "FULL REPORT F3"
 - If you choose F2 you will be asked for the two letter state abbreviation after pressing enter you will be asked to enter the DL#. This will print a report on a particular person for the current day.
 - If you choose F3 you will print a report based on all transactions for the day.

Managers CMA Instruction Supplement

Password (password may differ if supplied at time of account setup) : 123456

METH PRODUCT SET UP : This is where you can add ephedrine or pseudo ephedrine based products that may not have been supplied at time of account setup. This option is found on the same menu as the CMA reports screen. Choose F2 to enter this area. First you will be asked to enter your password then press enter. You will see three options “ADD F2” “DELETE F3” and “REPORT F4”.

If you choose REPORT this will print a list of current products setup in your terminal.

If you choose ADD you will be asked to enter or scan the products UPC code.

After entering this you will be asked to type in the product name using the number pad and the alpha key to change your letters you are limited to 21 characters for this name.

Next you will be prompted for the number of pills contained in the package followed by the dosage in mg.

Now the product is added.

You can also call our support center at 1 (800) 833-0701 and we can update your product list via a software download.

If you choose DELET you will be asked to enter or scan the products UPC code.

After doing this the product will be removed.