

# Herbal Pharmacy

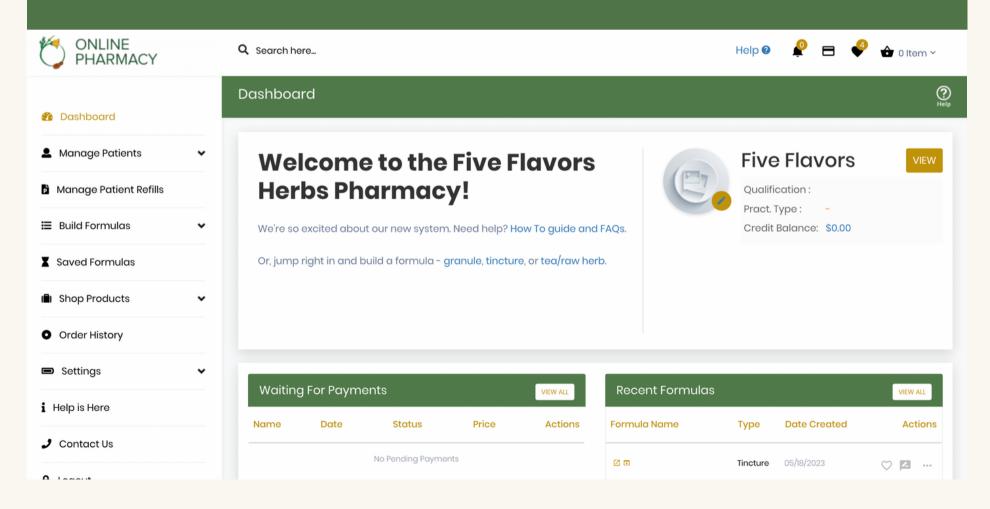
USER GUIDE

Integrating Traditions for Wellness

#### STEP 1: LOG INTO DASHBOARD

Log into your pharmacy account at fiveflavorsherbs.dispensarytree.com

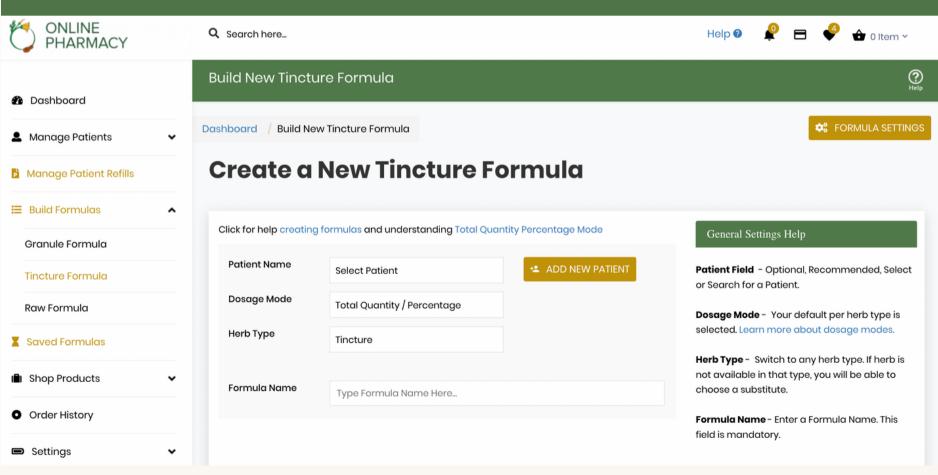
Email pharmacy@fiveflavorsherbs.com with help resetting your password.



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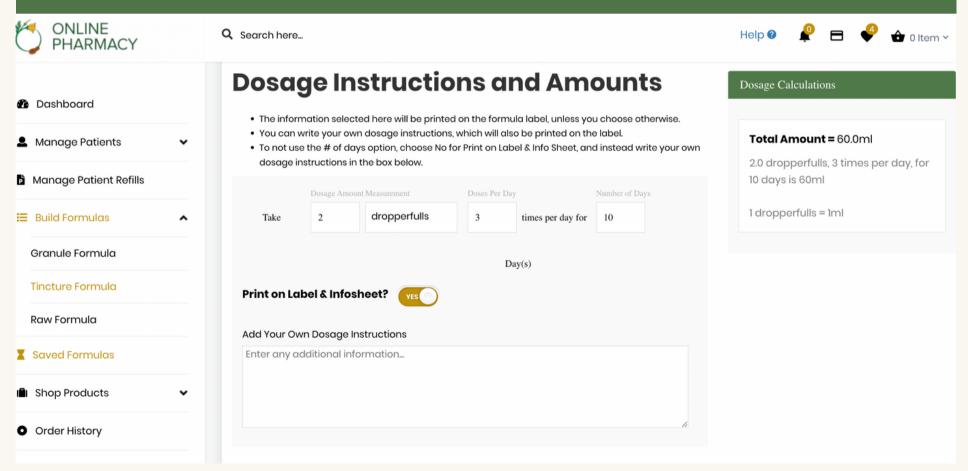
#### STEP 2: CREATE A FORMULA

- Select BUILD FORMULA from your Dashboard on the left hand side navigation bar.
- Choose the type of formula you would like to build: Granule, Tincture or Raw.
- Select patient (or +ADD NEW PATIENT)
- Name Formula



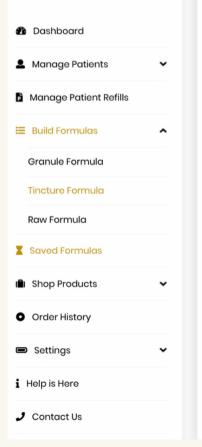
#### STEP 3: SELECT DOSE AND VOLUME

- When you enter dosage instructions using our assigned fields, the system calculates an estimate of the total amount you will need.
- You may turn the calculator off and type in your own instructions instead. Always
  enter your "Set Total Amount" before listing the herbs in your formula.



#### STEP 4: SELECT HERBS & RATIOS

- Select herbs and formulas line by line. Granules can be found by Pinyin, while Tincture or Raw will be found by Pinyin, Latin or English common name.
- After each herb, enter the quantity by the exact amount, the percentage, or the part.
   Our system will adjust for the correct ratio based on your Set Total Quantity.



#### **Add Herbs and Formulas**

Add any herb, formula, template, or patient formula.

- Add herbs by volume, percentage, or parts the system will calculate based on the size bottle you are ordering.
- · Search under whichever column you prefer.
- · Control which columns you see in settings.

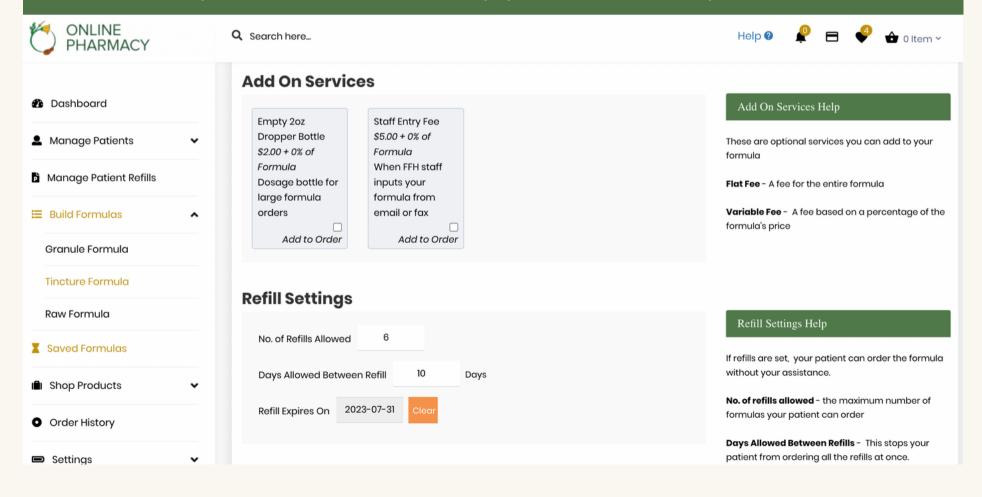


ALL Favorite Formulas Patient Formulas Template Formula My Formulas Premix Formulas Herb

Pin Yin	Latin	English	Tincture Qty		Qty Received	Price	Sub Total	Action
Red Clover	Trifolium pratense	Red Clover	20	25.0%	15 ml	\$0.510	\$7.650	*
dang gui	Angelica sinensis	Dong Quai	20	25.0%	15 ml	\$0.430	\$6.450	*
gan cao	Glycyrrhiza glabra	Licorice	20	25.0%	15 ml	\$0.430	\$6.450	*
yi mu cao	Leonurus cardiaca	Motherwort	20	25.0%	15 ml	\$0.510	\$7.650	×
Nettle leaf	Urtica dioica	Nettle leaf	20 ‡	-	0 ml	\$0.510	\$0.000	*
Select Herb	Select Herb	Select Herb	0		0	0.00	\$0.000	*

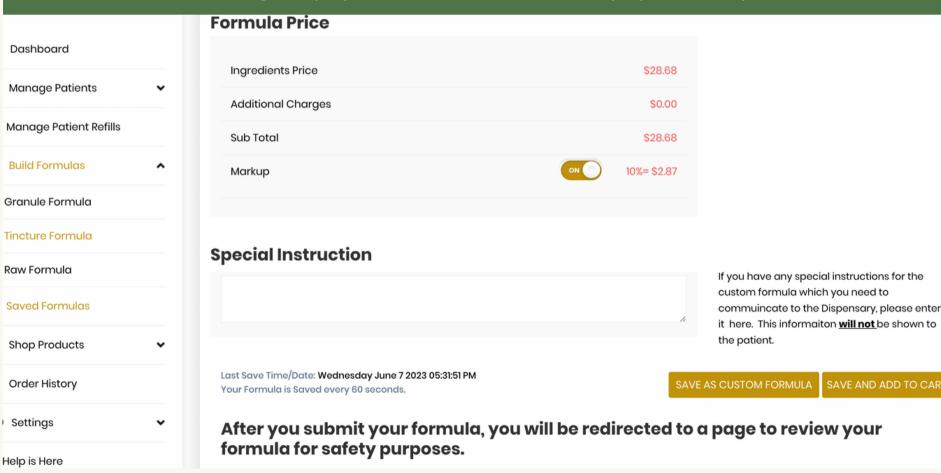
#### STEP 5: SET REFILLS & ADD-ONS

- Please set refill settings for your patients. We use these instructions when your
  patients request refills in the future. We recommend using the expiration date for
  when you would like to see your patient again.
- Please note you can add on an extra empty bottle or staff entry fee.



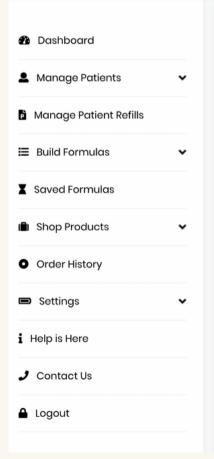
### STEP 6: SAVE AND/OR ADD TO CART

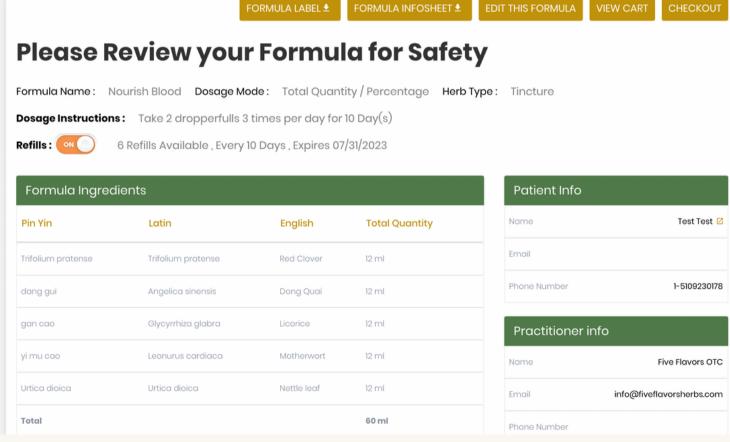
- Select "Save As Custom Formula" if you want to save the formula for use later.
- Select "Save and Check Out" if you are ready to complete your order. you will be
  directed to a pre-checkout screen where you can review the basic details one last
  time before choosing the payment method and delivery options for your order.



#### STEP 7: REVIEW YOUR ORDER

 Once you have added your formula to your cart, you will be asked to review your order. This is your last chance to make sure the make up of your formula is correct.
 Double check that your total quantity, dosing and refills are correct and that the order is associated with the correct patient.

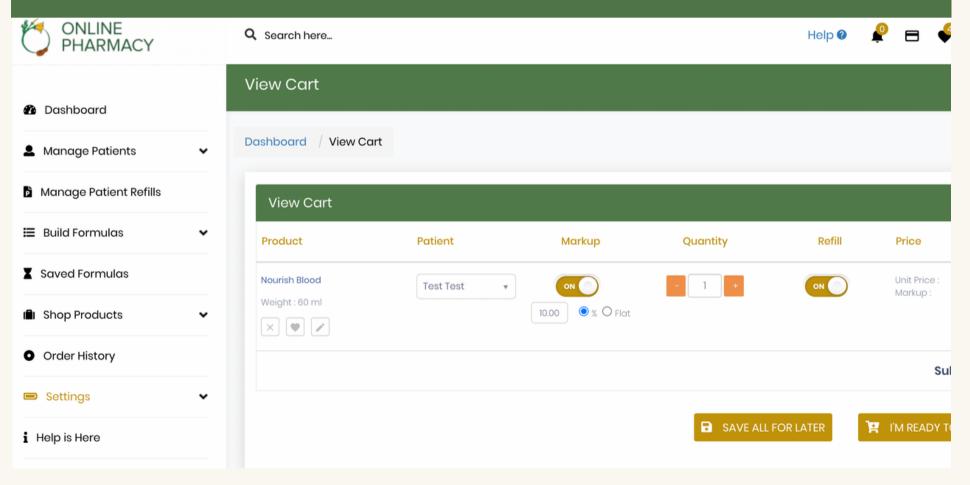




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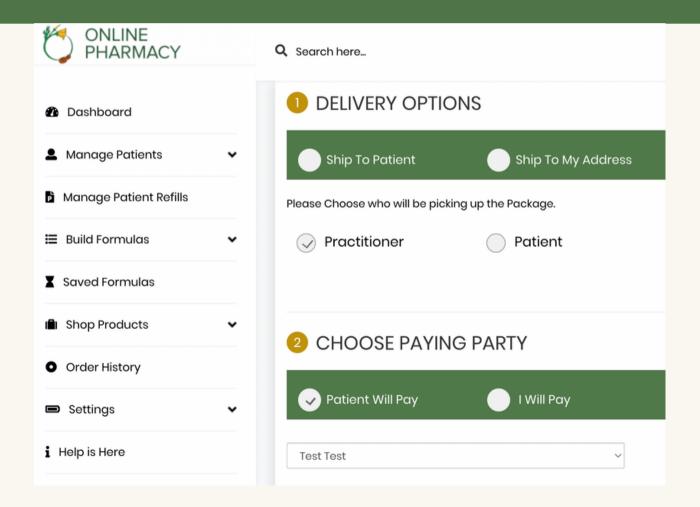
#### STEP 8: PREPARE CART FOR CHECKOUT

- You can only have one patient in your cart at a time as everything in your cart will be billed/delivered to one person.
- In your cart, you can set or change your Markup as well as manage your refill settings for each formula.



#### STEP 9: SELECT PAYMENT & DELIVERY

- Decide if your formula will be shipped to you or to your patient.
- Decide who will pay for this formula and if you want to apply a markup.
- You also have the option to vouch for your order at this step.



#### STEP 10: SUBMIT YOUR ORDER

- If your patient is paying you can send a link to pay via text message and/or email
- If you are paying, you can enter your credit card information on the right hand side, or use a card that you have saved in your Payment Settings. If you have credits from previous mark ups, you can pay with those as well.

Dashboard	Order Review		Payment Methods
Manage Patients •	Sub Total	\$28.68	Notify Patient
Manage Patient Refills	Markup	\$2.87	SEND TEXT MESSAGE + ADD PATIENT EM
	Subtotal + Markup	\$31.55	SEND TEXT MESSAGE ADDITABLE TEXT
uild Formulas 🔻	Have A Coupon Code?		
aved Formulas	coupon code APPLY		
hop Products •	Shipping	\$0.00	
order History	Total Taxable Amount	\$31.55	
ettings •	Taxes	CA @7.25% \$2.29 Alameda @2.00% \$0.63	
lp is Here	Total Tax	\$2.92	
ontact Us	Grand Total	\$34.47	
ogout		n n la coma de constato en	
	submit payment!	ng, be sure to send then receive payment. Once we do, we prepa	n an email or text message so they know



## Questions?

Call 530-270-0644 ext 2 M-F 9-5 Pacific Time

Email pharmacy
@fiveflavorsherbs.com

Our location: 13034 Bitney Springs Rd, Bldg 1 Nevada City, CA 95959

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