



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.

The screenshot shows the user interface of the Five Flavors Herbs Pharmacy dashboard. At the top left is the 'ONLINE PHARMACY' logo. A search bar is located at the top center. On the top right, there are utility icons for Help, notifications (0), a wallet icon, a heart icon (4), and a shopping cart icon (0 items). A green navigation bar below the search bar contains the word 'Dashboard' and a help icon. The main content area features a large welcome message: 'Welcome to the Five Flavors Herbs Pharmacy!' with a sub-message about a new system and a link to 'How To guide and FAQs'. To the right of the welcome message is a profile card for 'Five Flavors' with a 'VIEW' button, showing 'Qualification:', 'Pract. Type: -', and 'Credit Balance: \$0.00'. Below the welcome message are two summary cards: 'Waiting For Payments' with a 'VIEW ALL' button and 'Recent Formulas' with a 'VIEW ALL' button. The 'Waiting For Payments' card shows a table with columns 'Name', 'Date', 'Status', 'Price', and 'Actions', and a message 'No Pending Payments'. The 'Recent Formulas' card shows a table with columns 'Formula Name', 'Type', 'Date Created', and 'Actions', with one entry: 'Tincture' created on '05/18/2023'.

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



Search here...

Help ?



0 Item

Dashboard

Manage Patients

Manage Patient Refills

Build Formulas

Granule Formula

Tincture Formula

Raw Formula

Saved Formulas

Shop Products

Order History

Settings

Build New Tincture Formula



Dashboard / Build New Tincture Formula

FORMULA SETTINGS

Create a New Tincture Formula

Click for help [creating formulas](#) and understanding [Total Quantity Percentage Mode](#)

Patient Name	<input type="text" value="Select Patient"/>	+ ADD NEW PATIENT
Dosage Mode	<input type="text" value="Total Quantity / Percentage"/>	
Herb Type	<input type="text" value="Tincture"/>	
Formula Name	<input type="text" value="Type Formula Name Here..."/>	

General Settings Help

Patient Field - Optional, Recommended, Select or Search for a Patient.

Dosage Mode - Your default per herb type is selected. [Learn more about dosage modes.](#)

Herb Type - Switch to any herb type. If herb is not available in that type, you will be able to choose a substitute.

Formula Name - Enter a Formula Name. This field is mandatory.

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.



Search here...

Help ?



0 Item

Dashboard

Manage Patients

Manage Patient Refills

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Granule Formula

Tincture Formula

Raw Formula

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Dosage Instructions and Amounts

- The information selected here will be printed on the formula label, unless you choose otherwise.
- You can write your own dosage instructions, which will also be printed on the label.
- To not use the # of days option, choose No for Print on Label & Info Sheet, and instead write your own dosage instructions in the box below.

	Dosage Amount Measurement	Doses Per Day	Number of Days
Take	<input type="text" value="2"/> dropperfulls	<input type="text" value="3"/> times per day for	<input type="text" value="10"/>
	Day(s)		

Print on Label & Infosheet? YES

Add Your Own Dosage Instructions

Enter any additional information...

Dosage Calculations

Total Amount = 60.0ml

2.0 dropperfulls, 3 times per day, for 10 days is 60ml

1 dropperfulls = 1ml

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.

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- [Manage Patients](#)
- [Manage Patient Refills](#)
- [Build Formulas](#)
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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.

Choose Size

You must choose a size from the dropdown menu.

2oz = 60mL 4oz = 120mL
8oz = 240mL 16oz = 480mL

60 ▼

[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	✕

Total Herbs 5

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.



Search here...

Help ?



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Add On Services

<p>Empty 2oz Dropper Bottle \$2.00 + 0% of Formula Dosage bottle for large formula orders</p> <p style="text-align: right;"><input type="checkbox"/> Add to Order</p>	<p>Staff Entry Fee \$5.00 + 0% of Formula When FFH staff inputs your formula from email or fax</p> <p style="text-align: right;"><input type="checkbox"/> Add to Order</p>
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Refill Settings

No. of Refills Allowed

Days Allowed Between Refill Days

Refill Expires On Clear

Add On Services Help

These are optional services you can add to your formula

Flat Fee - A fee for the entire formula

Variable Fee - A fee based on a percentage of the formula's price

Refill Settings Help

If refills are set, your patient can order the formula without your assistance.

No. of refills allowed - the maximum number of formulas your patient can order

Days Allowed Between Refills - This stops your patient from ordering all the refills at once.

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.

Dashboard

Manage Patients ▼

Manage Patient Refills

Build Formulas ▲

Granule Formula

Tincture Formula

Raw Formula

Saved Formulas

Shop Products ▼

Order History

Settings ▼

Help is Here

Formula Price

Ingredients Price	\$28.68
Additional Charges	\$0.00
Sub Total	\$28.68
Markup	<input checked="" type="checkbox"/> ON 10%= \$2.87

Special Instruction

If you have any special instructions for the custom formula which you need to communicate to the Dispensary, please enter it here. This information **will not** be shown to the patient.

Last Save Time/Date: Wednesday June 7 2023 05:31:51 PM
Your Formula is Saved every 60 seconds.

SAVE AS CUSTOM FORMULA
SAVE AND ADD TO CART

After you submit your formula, you will be redirected to a page to review your formula for safety purposes.

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.

[FORMULA LABEL](#)
[FORMULA INFOSHEET](#)
[EDIT THIS FORMULA](#)
[VIEW CART](#)
[CHECKOUT](#)

Please Review your Formula for Safety

Formula Name: Nourish Blood Dosage Mode: Total Quantity / Percentage Herb Type: Tincture

Dosage Instructions: Take 2 dropperfulls 3 times per day for 10 Day(s)

Refills: ON 6 Refills Available , Every 10 Days , Expires 07/31/2023

Formula Ingredients			
Pin Yin	Latin	English	Total Quantity
Trifolium pratense	Trifolium pratense	Red Clover	12 ml
dang gui	Angelica sinensis	Dong Quai	12 ml
gan cao	Glycyrrhiza glabra	Licorice	12 ml
yi mu cao	Leonurus cardiaca	Motherwort	12 ml
Urtica dioica	Urtica dioica	Nettle leaf	12 ml
Total			60 ml

Patient Info	
Name	Test Test ✉
Email	
Phone Number	1-5109230178

Practitioner info	
Name	Five Flavors OTC
Email	info@fiveflavorsherbs.com
Phone Number	

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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.

ONLINE PHARMACY

Search here... Help ?

View Cart

Dashboard / View Cart

Product	Patient	Markup	Quantity	Refill	Price
Nourish Blood Weight : 60 ml	Test Test	10.00 % <input checked="" type="radio"/> % <input type="radio"/> Flat	- 1 +	<input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF	Unit Price : Markup :

SAVE ALL FOR LATER I'M READY TO CHECKOUT

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.

The screenshot displays the 'ONLINE PHARMACY' interface. On the left is a navigation menu with the following items: Dashboard, Manage Patients (with a dropdown arrow), Manage Patient Refills, Build Formulas (with a dropdown arrow), Saved Formulas, Shop Products (with a dropdown arrow), Order History, Settings (with a dropdown arrow), and Help is Here. The main content area features a search bar at the top right with the placeholder text 'Search here...'. Below the search bar, the interface is divided into two sections. The first section, titled '1 DELIVERY OPTIONS', contains two radio button options: 'Ship To Patient' (which is selected) and 'Ship To My Address'. Below these options is the instruction 'Please Choose who will be picking up the Package.' followed by two radio button options: 'Practitioner' (which is selected) and 'Patient'. The second section, titled '2 CHOOSE PAYING PARTY', contains two radio button options: 'Patient Will Pay' (which is selected) and 'I Will Pay'. At the bottom of the main content area, there is a dropdown menu with the text 'Test Test' and a downward arrow.

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.

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Order Review

Sub Total	\$28.68
Markup	\$2.87
Subtotal + Markup	\$31.55
Have A Coupon Code?	
<input type="text" value="coupon code"/>	APPLY
Shipping	\$0.00
Total Taxable Amount	\$31.55
Taxes	CA @7.25% \$2.29 Alameda @2.00% \$0.63
Total Tax	\$2.92
Grand Total	\$34.47

Payment Methods

Notify Patient

SEND TEXT MESSAGE

+ ADD PATIENT EMAIL

If your patient is paying, be sure to send them an email or text message so they know to submit payment!

We do not prepare formulas until we receive payment. Once we do, we prepare them as quickly as possible!



Questions?

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

Email pharmacy
@fiveflavorsherbs.com

Our location:
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Nevada City, CA 95959

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