Welcome to AdilasCannabis.biz

We have everything you need to run your Cannabis store.

GET STARTED HERE:

A. ACCESS SOFTWARE/SECURITY

AdilasCannabis comes with the highest level of security. SSL - (Secure Sockets Layer) is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral using 256 bit encryption. Three wrong entries and you are locked out.

https://www.adilas.biz/adilas_security.pdf

http://webservices.thesba.com/our-infrastructure/ (link to newtek for security info)

Unique CorpID, Username and Password:

Three levels of depth, dynamic CorpID is tied to the server cluster.
Username and Password tied to each employee. All unlimited in size or structure.
Over 150 Employee Permissions Available and linked directly to username. System permissions are unique or bridged between corporations.

“Link to PDF with Permissions”-create one just for basic bud tender

1) Go to www.adilas.biz
2) Click on “go to login page”
3) Enter Corp. Key and click “continue to login”
4) Enter Username & Password and click “login”

Special Login Note: If for some reason, you get locked out of the system (more than three failed login attempts), type the following web address into your browser. Make sure that the login reset address is entered on the computer that got locked out. After you type the address (or copy and paste it), make sure to submit the page by hitting your enter key. To access the login reset page type:

https://www.adilas.biz/top_secret/login_reset.cfm

The login reset address above is a force logout of the system. It will reset all values and variables and will allow three (3) new attempts on the login (username and password).

B. EMPLOYEE LOG IN AND TRACKING

All Employee activity is tracked
IP Address is recorded
Quick Lock out, deny access to any Employee or User.

Some examples of employee settings: Each person can select a default Homepage, Location, Invoice Type, PO Type, Expense Payment Type and POS Buttons that display HTML or Flash. Employee time cards can be used for payroll.

1) Click on “Clock In/Out” button
2) Choose a department i.e. “Budtender” (if applicable)
3) Choose a reason i.e. “Start Work”
4) Click “Clock In”

C. POINT OF SALE

1) CUSTOMIZABLE POS INTERFACE

Interface Chooser: Allows you to choose the appropriate page for each user on your system. ie: Recreational Dispensary Homepage for budtenders; Medical Dispensary Homepage for budtenders, MMJ Cultivation Homepage for growers, Fulfillment Homepage for back of the house where orders are being filed. (Custom interfaces available)

Choose different cart styles: split Cart, classic cart, or design your own custom shopping cart. More customizable info below under #4 (PO Buttons)

2)INTAKE/QUEUE - VISIT AND WAITING ROOM TRACKING

Identify Customer/Patient
Scan 1D, 2D Barcodes
For 1D barcode use a standard USB scanner.
2D barcodes on drivers licenses require a special barcode scanner.
Two-dimensional (2D) barcodes look like squares or rectangles that contain many small, individual dots.

A single 2D barcode can hold a significant amount of information and may remain legible even when printed at a small size or etched onto a product.
Swipe Mag Strips
Standard: A magnetic strip reader is a hardware device that reads the information encoded in the magnetic strip located on the back of a credit card, drivers license or employee badge.

Auto Populate Data: Once the ID is swiped and no id number or last name match is found, the system auto populates the data from the ID to save time and mistakes by entering a new patient or customer to the database. ** If you already have a Customer/Patient list, adilas can import your current list (fees apply).

Medical Patients start in a Queue on the Medical Queue Homepage. Once patient is entered, you can upload scanned Patient/Doctor/Caregiver documents. Medical Queue shows patient type, patient name, wait time and if a bud tender has started an order.

Patients/Customers can be removed from the queue if they leave without purchasing

ADD A MEDICAL PATIENT TO THE QUEUE:

Enter Patient's name or card number in field at top of page

At the right side of the patients name there are several links. Choose "queue" to put them in line.

When they move to the sales floor and show their id, the bud tender can click on "new cart" next to their name which will add them to a shopping cart.

Recreational Customers start in a daily visit queue on the Recreational Queue Homepage. Queue tracks total number of visits, even if they leave without a purchase.

Recreational Queue shows customer type, customer name or state, wait time and if a bud tender has started an order.

ADD A RECREATIONAL CUSTOMER TO THE QUEUE:

Enter Customer name (ie Colorado/Arizona, etc in field at top of page)

At the right side of the customer name there are several links. Choose "queue" to put them in line.

When they move to the sales floor and show their id, the bud tender can click on "new cart" next to their name which will add them to a shopping cart.

3)MAKE A SALE- FROM RECREATIONAL DISPENSARY HOME PAGE

Click on a quick customer type button (located in the middle of the screen). These are fully customized to your region/frequent shoppers.

Cursor will automatically appear in field where you are required to enter an item name or scan the barcode of your first item. This will pull up a list of items that meet the criteria. Choose the proper item and enter the quantity in the field. Click "add."

Back in shopping cart, continue this process until all desired items are in the cart.

Click "Bulk Print Labels" at the top of the page to print all necessary labels (de-select any items that are not cannabis.

Print labels (you might need to switch over to a different printer for the label printing)

Click "Checkout"

Enter amount of money customer gives you in the Amount field (your cursor should default to that field). Enter money type (you can set your default to "Cash" if that is all you accept.) When you hit “tab” button, it will show you how much change you need to give in Amount Remaining field.

Click “Create Invoice” This will take you to the invoice which you can then print, and your sale is complete.

4) POS BUTTONS

Create a customized interface with “My Cart Favorite Buttons”

HTML or Flash Buttons

Button names are dynamic and can be organized by category items or vendor

Create Simple buttons that consist of words only or use Photo buttons and upload images of your products.

Choose Button Color

Filter by Patient or Customer Type

Create Unique Barcode per Button

Buttons have custom settings that allow adding an item in many ways i.e. you can hit a button and see all inventory by a vendor, or you can make a button that when hit automatically adds one item to the shopping cart. Also add sales tax rules to buttons.

5) Create and Manage Customer Types: These connect customer to gram control system, which is explained below.

How to Create and Manage Customer Types:

Go to Classic Homepage
Go to System Maintenance, and choose Customer Homepage from drop down list.
Choose More Options at the top of the page.
In left hand column, choose Manage Customer Types
Type new Customer Type in the field and click “Add Type” or if you want to change an existing type in the list, click on the name. This will add the name to the once blank field where you can then change it and then hit “Edit Type.”

6) Gram Control: Allows you to set limits per customer type to avoid overselling.

How to Set Up:
Go to MMJ Items & Inventory Homepage (main inventory page, under System Reports)
Select “all” for MMJ Items. This will pull up all of your inventory.
Go to the right side of first MMJ Item and click “edit.” Go to “Weight” field and enter # of grams in the item. If it is Cannabis Flower, it isn’t necessary to add weight, as it defaults to 1 gram (x

however many you put in the shopping cart). If it is a candy bar and it is 70mg, convert weight to .07.
Hit “edit.”
Then hit back arrow on your browser or “back” button in adilas twice to return to the inventory homepage. Then go to your next item and repeat.

If your weights are already in, open a shopping cart. Click on the gear to the left of the gram counter at the top of the cart. This will open a chart that has all of your customer types, fields to enter limits, and a list of the categories of items you sell. Next to each customer type, add the appropriate gram limit. Then, check each category that you need to limit (all cannabis products- merchandise not necessary).

Once these limits have been set, if an employee attempts to add too much product to a cart, the numbers will show up in BIG RED LETTERS AND THEY WILL BE UNABLE TO CHECKOUT THE CUSTOMER/PATIENT. They will need to remove something from the cart before they can finish the sale.

7) MANY MORE FEATURES FOR POS INCLUDE:
Online Ordering
App Ordering
Allow patients to check themselves in/sign up online
iPhone, iPad & Android friendly
Notifications for medical expirations
Low inventory alerts
Create pre-set one-click discounts
Create default pricing for inventory
Put your menu on your own website

8) EQUIPMENT FOR POS
Adilas can run on any computer, tablet, phone that can connect to the internet.

The following hardware can be integrated into adilas:
Label Printers
Receipt Printers
Scales
Bar Code Scanners
Credit Card/Drivers License Swipers
Kiosk
Cashless Cash Drawer

D. CUSTOMER RELATIONSHIP MANAGEMENT (CRM)

Track Customers/Patients Birthdays
Past visits of Customers/Patients
Patient/Customer Info/Alerts
Top 10 & Last 10
Loyalty Points

To add a Customer/Patient to the database:

Classic homepage (if not your default, go to “Chooser” and select Classic Homepage at top on the right.)

Choose System Maintenance

Choose Customer homepage and hit go

Type in a couple of letters of customer/patient name. Search will say “0” customers found.

Choose add a new customer/patient from buttons at the top of the page.

Select Customer type (this is created on a separate page- see Manage Customer Types-)

Fill in pertinent information. Any field with asterisk is required.

Click add at the bottom of the form.

**If you already have a Customer/Patient list, adilas can import your current list (fees apply).

E. INVENTORY

100% transparent inventory tracking. Inventory is received on Purchase Orders (PO’s) that are vendor specific.
1) How to Enter Vendor:

Go to Classic Homepage
Go to System Maintenance
Choose Vendor/Payee Homepage from drop down list and hit “Go”
Choose Vendor Type “Vendor”
Type first few letters of Vendors Name to Search and Hit “Search.”
Adilas will find 0 results, click “Add New Vendor/Payee” button above.
Fill in form for Vendor. All fields with asterisks are mandatory.
Make sure to add Vendor’s License number from the state (if applicable) in the Account # field.

2) How to Enter Item Categories:

Go to Classic Homepage
Go to System Reports and choose MMJ Item and Inventory Homepage (Inventory homepage)

Choose “More Options”
Choose “Add/Edit Inventory Categories”
Type Name in Category Name field and choose “add category.” To edit one of the existing categories, click on that name. This will push that name into the Category name field where you can change it, and then click “edit category.”

Sub inventory allows a one to many relationship between parent and children.

3) How to Enter Inventory/Sub Inventory:

Go to Classic Homepage
Go to System Liabilities
Choose PO Homepage from drop down list and hit “Go.”
Choose “Start Purchase Order” button from the top of the page.
Type in first few letters of Vendor’s name and hit “Search.”
On the left side of the row where the correct vendor is listed, click “Create PO.”
Choose PO type “Basic Live PO” from drop down list.
PO Date defaults to today’s date, or change to reflect when you received the inventory.
Enter any relevant PO notes
Date Received- make it the same as the date above
PO Amount- Should equal what you paid for your inventory. **Not the same as what you paid on your invoice. i.e. Inventory cost $500, your invoice total was $550 ($50 was for shipping). PO Amount would be $500. (more explanation later)
External Reference #- Enter Manifest #
Choose “Yes, Items are in my possession,” if not already chosen.
Hit “ADD PO.”

You will now be in the body of the PO you created. If you need to change any of the information you just added, go to “Edit Main” at the top of the page.

Cursor is flashing in the field “Quick- Add Item by Searching Inventory. Type first item you want to add. (Here you can type the whole name of the item or part) Click “Search Inventory.”

a) If the item is brand new and not yet in the system, when you type the name in, your search will bring up an error, saying that the item doesn’t exist and needs to be added to inventory. There will be a button on that page that allows you to “Add New Inventory Item.”

Inventory Item will auto populate based on what was added to search field on previous page.
“Copy to Description” will push this info to the description field.
Inventory type: Normal inventory-Monitor in and Out- is default.
Inventory Category: choose from drop down menu the category that fits your item. These are the categories you previously created.
Reference number: ??
Cost: What you paid for the item (per item cost)
Sales Price: What you will charge for the item.
**If item is Cannabis and you plan on selling strains at various prices i.e. top shelf, bottom shelf, then enter 0 for sales price.
Use Mark-up:

Unit of Measurement: Choose each for edibles, etc, and grams for Cannabis and Wax, etc.
Default Tax Category: Either taxable or tax included, if you want your sales to be rounded to dollars.
Weight: Leave blank for Cannabis, add gram weight for edibles, etc. See gram control for more information on how these numbers affect shopping cart.
Click “Add Line Item.”

b) If the item already exists in the system, when you type the item name into “Quick- Add Item by Searching Inventory,” it will show up on the next page. Choose “Add as Basic Line Item.”
Enter Received Quantity- how many you got i.e. 25 (bars) or 454 (grams)
Item Cost- you can enter here or wait for sub inventory info page. If you enter here, it will push this number to the next page.
RFID: if you enter here, you will still need to enter on the next page.
Click box “Add Sub Inventory.”
**Note: if you are entering merchandise, you can skip the RFID and the sub inventory process and just add directly into inventory as “Parent Inventory.”

Sub Inventory Attributes:
Make sure quantity is correct, as well as cost and price. Description is already completed. Add any information to pertinent fields i.e. Expiration date, batch #. Then enter RFID last, if using a scanner, since you will be pushed out of field once you add that number. If you need to get back to the attributes, click “edit’ to the left of the sub on the PO.

## F. COMPLIANCE

Adilas is integrated with the following states for reporting sales: Colorado, Washington, Oregon, New York, Illinois,

In Colorado, adilas generates automated MMED reports that can be uploaded at the end of the sales day. Update PO’s can also be uploaded to alert MMED of inventory changes that are not reflected in sales data i.e.. shrinkage, broken.

## G. ACCOUNTS PAYABLE

## H. GROW