



INSTALLATION MANUAL

We are excited to have you as a MyBud customer! Please reach out to us at (877) 202-7523 or info@mybudpos.com with any questions, concerns, or comments. Our customer service hours are 10 am - 10 pm Monday to Friday and 10 am - 5 pm Saturday and Sunday, all times eastern.

Cannabis Departments and Cannabis Items

Your MyBud unit is designed to help you stay compliant with state reporting rules. To do that, you need to make sure that your cannabis departments and cannabis items are set up properly.

Your system comes preloaded with the cannabis departments you should need. To see your Departments go to Home > Pricebook > Departments.

Here are the preloaded Cannabis Departments you should see (your MyBud should not have any items in the departments):

Department Configuration

[Back to Price Book](#)

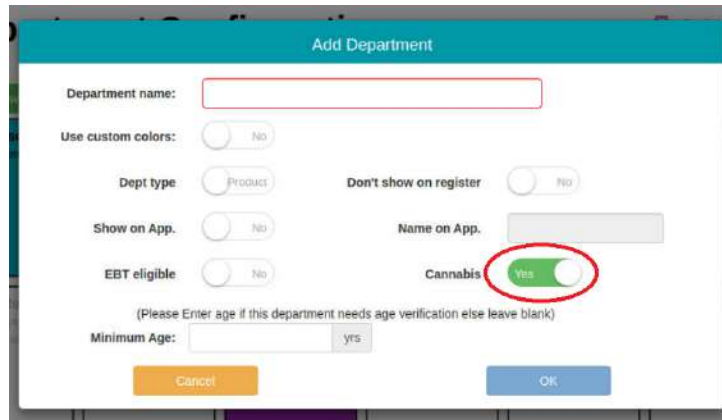
[+ Add a new department](#)

Concentrates 8 items Tax at 14.5%	Deli Flower -gm 2 items Tax at 14.5%	Edibles 8 items Tax at 14.5%	Flower 10 items Tax at 14.5%	Paraphernalia 1 item Tax at 7.5%	Prerolls 2 items 1 one-click item Tax at 14.5%
Swag 1 item 1 one-click item Tax at 7.5%	Tinctures empty Tax at 14.5%	Topicals empty Tax at 14.5%	Vaporizers 12 items Tax at 14.5%		

As you can see, every cannabis department is marked with a green marijuana leaf. You can change the name of the cannabis departments to anything you like, except for flower sold deli style, which must be in a department whose name ends “-gm” . More info on that below.

Creating New Cannabis Departments

Go to Departments > Add a new department. Make sure that the cannabis department button is set to yes then hit Ok.



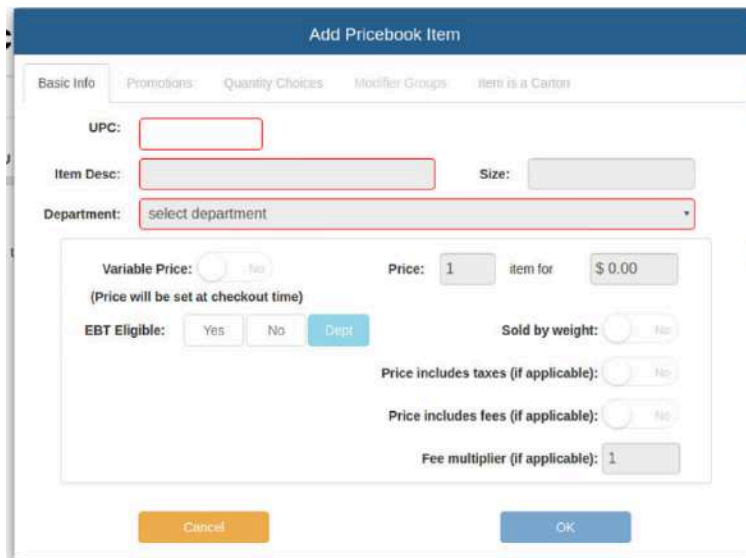
The screenshot shows the 'Add Department' form with the following fields and options:

- Department name:
- Use custom colors: No
- Dept type: Product
- Don't show on register: No
- Show on App: No
- Name on App:
- EBT eligible: No
- Cannabis: Yes (circled in red)
- (Please Enter age if this department needs age verification else leave blank)
- Minimum Age: yrs
- Buttons: Cancel, OK

Creating a Cannabis Item

Go to Pricebook > Add item.

You must first enter a UPC code.



The screenshot shows the 'Add Pricebook Item' form with the following fields and options:

- Basic Info | Promotions | Quantity Choices | Modifier Groups | Item is a Carton
- UPC: (highlighted with a red box)
- Item Desc: Size:
- Department:
- Variable Price: No (Price will be set at checkout time)
- Price: 1 item for \$ 0.00
- EBT Eligible: Yes No Dept
- Sold by weight: No
- Price includes taxes (if applicable): No
- Price includes fees (if applicable): No
- Fee multiplier (if applicable): 1
- Buttons: Cancel, OK

If your item has a UPC barcode on the package, you can scan it to fill in this field. If not, please use a 4 digit number greater than or equal to 6000 instead. Also make sure that the cannabis item is associated with a cannabis department.

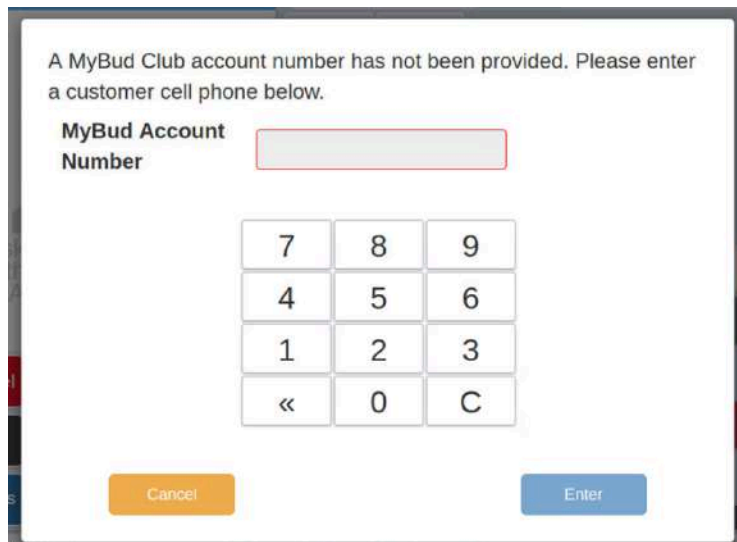
Beyond the above steps you are free to configure your price and other settings as you see fit.



Selling cannabis items

For cannabis items, you must checkout by scanning the package ID for each item, not the UPC code (even if there is a UPC barcode on the item's package.)

You then will be prompted to enter the patient's MyBud Club Account #, which is the same as their cell phone number. (You can bypass this entry by clicking enter without filling in the phone number.)

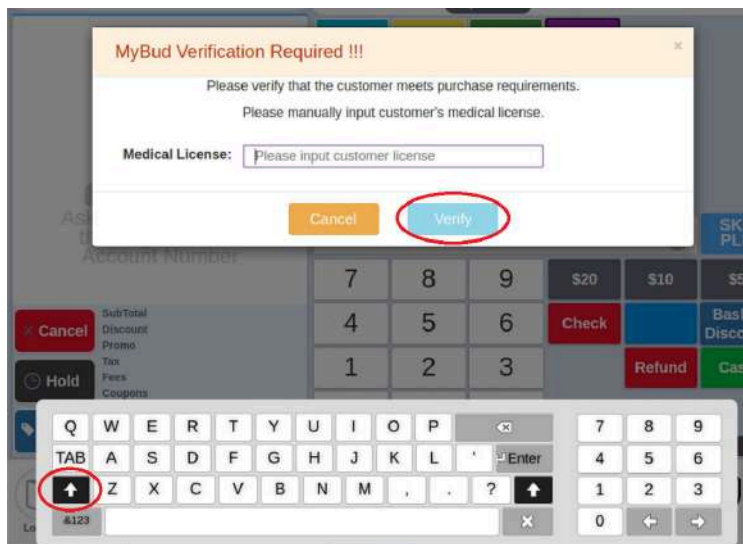


A MyBud Club account number has not been provided. Please enter a customer cell phone below.

MyBud Account Number

7	8	9
4	5	6
1	2	3
«	0	C

You then will see this screen:



MyBud Verification Required !!!

Please verify that the customer meets purchase requirements.
Please manually input customer's medical license.

Medical License:

Background interface includes: Cancel, Hold, SubTotal, Discount, Promo, Tax, Fees, Coupons, SKU, PLU, \$20, \$10, \$5, Check, Basket, Discou, Refund, Cash, and a keyboard with the up arrow key circled in red.



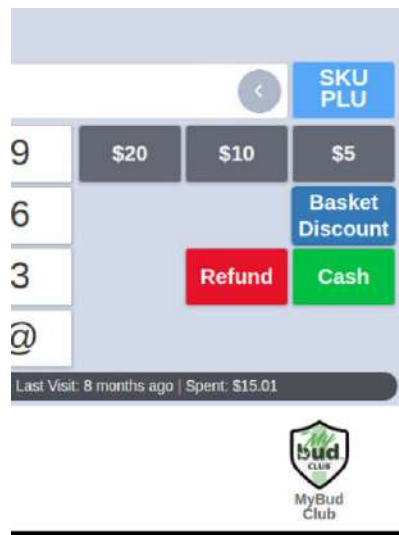
If the patient already has a MyBud Club Account (including one the patient may have created at another store using MyBud as their point of sale system), then the Medical License field will automatically show their patient license ID #. If the patient does not yet have a MyBud Club Account, you will need to enter the patient license ID # manually.

Once you do this, the patient will now be a MyBud Club Account member and you will not need to enter their patient license ID # again.

Note: There is a caps lock feature on the onscreen keyboard (the arrow button will become black with a white arrow inside, see image above) that will make the entry of the patient license ID # easier.

The budtender will not see this, but MyBud will also check the website of the Oklahoma Medical Marijuana Authority (OMMA) to ensure that the patient license is active. If it is not active, MyBud will not allow the checkout to proceed. If the license is active, the cannabis item will appear in the basket and the budtender will be able to add more cannabis or non-cannabis items to the basket.

You also can see the customer's purchase history by clicking on the MyBud Club shield icon after entering the customer's phone number into register screen.



Proteus 420

[Proteus 420](https://www.proteus420.com/)¹ is a partner company we are working with to ensure a great integration between MyBud and state reporting as well as offer you additional features that are not available in MyBud. By signing up for MyBud, you also become a Proteus 420 client at no additional cost.

¹ <https://www.proteus420.com/>

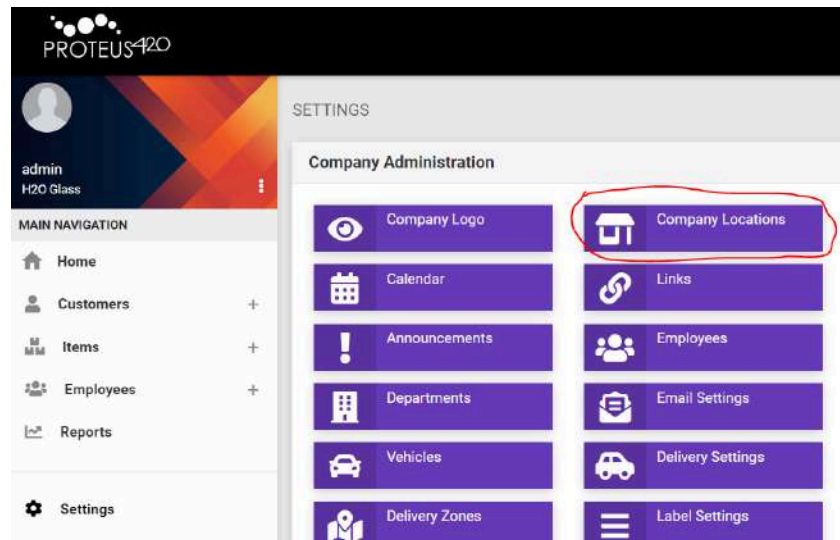


Keep an eye out for a welcome email with a login for Proteus 420 and instructions on how to get started there.

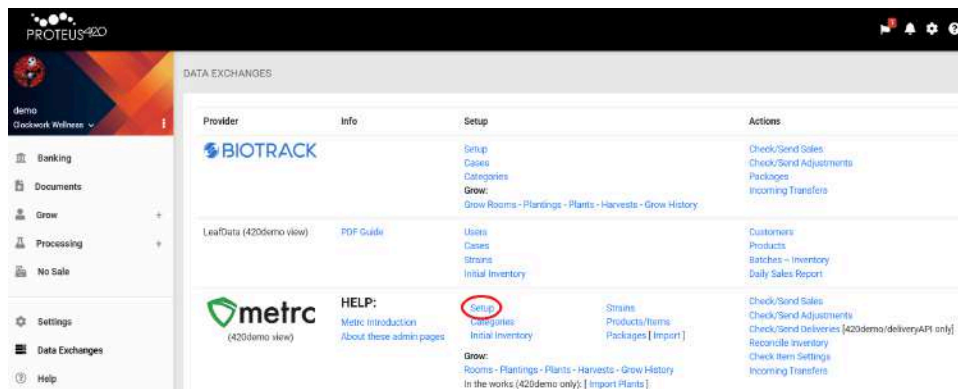
Proteus 420 Setup

There are a few simple steps you need to complete to set up your Proteus account.

- 1) In Proteus 420, make sure that your retail store address is entered correctly by navigating to Settings > Company Locations.

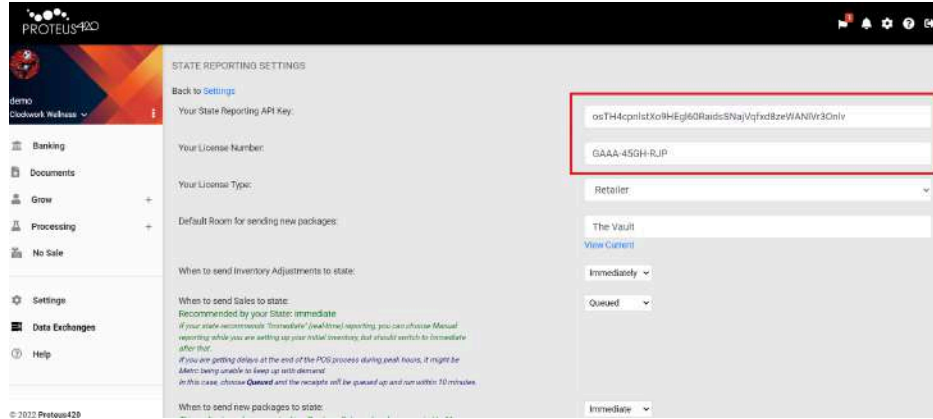


- 2) Then, navigate to the Setup section in Data Exchange.



- 3) Enter your Metrc User API key (the “state reporting API key”) and your license number. Set send Sales to state to “Queued” and list your license type as “Retailer.”





Receiving cannabis items

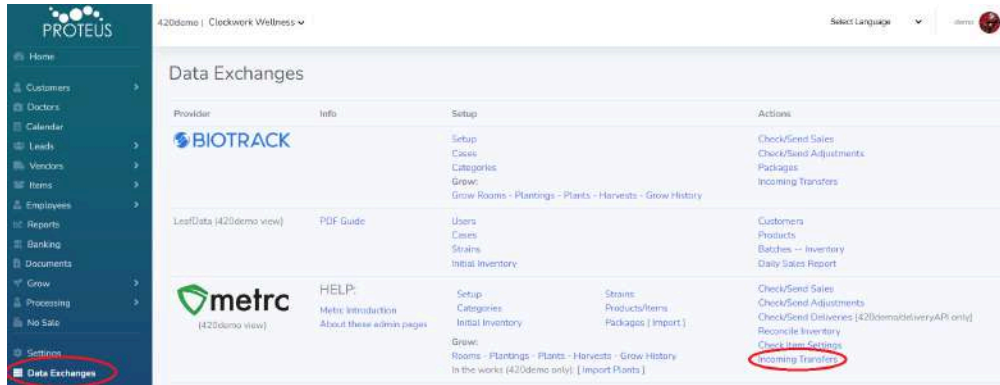
After you complete your setup with Proteus 420, to receive cannabis items:

- 1) Accept the transfer with the cannabis item in [Metrc](#).² This is a one button process that you should have received training on from Metrc. All customer support questions regarding Metrc should be directed to Metrc. Metrc's main contact phone number is 877-566-6506. You can also find Metrc support contact email addresses [here](#).³
- 2) Confirm that the item is in Proteus 420's item list. To do so go to Items > View Items. Cannabis items you create in MyBud will automatically appear as items in Proteus 420. Searching for the UPC code you used when creating your cannabis item in the Proteus 420 SKU field is an easy way to find the item in Proteus if you are having trouble. If you do not see the items you have created in MyBud in Proteus 420, double check to make sure that the items are associated with a cannabis department in MyBud. If you still don't see the items, refresh the browser and wait a few minutes. **Note:** The UPC code you use in MyBud will appear in the SKU field in Proteus 420. The UPC field in Proteus 420 will be a randomly generated number. **You must use MyBud to create your items. If you create items in Proteus 420 the integration between the two systems will not work.**
- 3) Go to Data Exchange > Incoming Transfers in the Metrc section. See example below.

² <http://metrc.com>

³ <https://www.metrc.com/about/contact/>





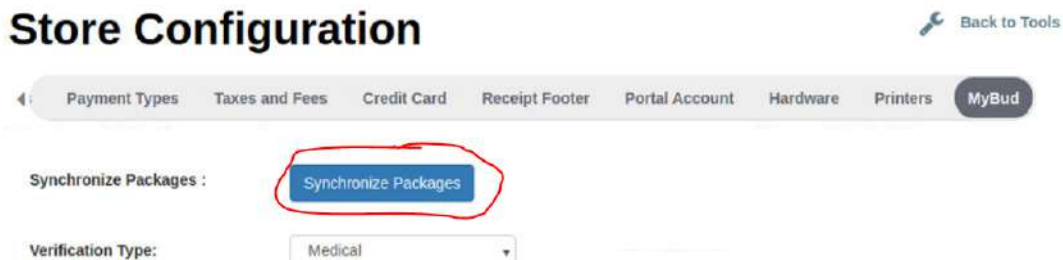
- Find the transfer in the Incoming Transfers list. Associate the transfer with the appropriate cannabis item and click Import. **Note:** You can view transfers for any 7 day period. The “Transfer ID” in Proteus 420 matches the Metrc manifest number.

Back to Data Exchanges home

Starting Date: 04/11/2023 - How Many Days? 7

Transfer ID	Sent From	Updated	Vehicle	License Plate	Delivery ID	Driver name	Est. Arrival	Status	Packages
1292310	OKIE HIGHLAND FARMS LLC	04/10/23			1297410		04/10/23 14:00 PM	Accepted	<input type="button" value="View (7)"/> <input type="button" value="Import"/>

- In MyBud go to Tools > Store Setup > MyBud and hit the Synchronize Packages button.



Reporting sales to Metrc

Metrc requires you to report sales either by weight or by quantity (units) depending on the product type and to “map” each product to Metrc categories set by the state. This is easy to do.

- In your Proteus account, click on an item and you will see the following screen. Click the drop down to choose whether or not a particular item should report by weight or quantity (“Qty”).



ITEM: SPINELLO MANGO INFUSED PR PREROLLS

Settings Website Images Inventory Purchases Sub-Products Manufacturing Build Pricing Links

Type: Product Service Plant Component Fees

Basic Information

Product Name: Spinello Mango Infused PR Prerolls

metrc Name: Spinello Mango Infused PR

Short Descrip:

SKU: 06011

UPC: 206011000002

Active On Website Featured Recurring Subs-Only
 No Discounts Print One Label Excise Exempt
 Med Sales Only

Income Account: Retail Medicinal

Cost Account: Cannabis Purchase

Asset Account: Cash

Strain:

Grade:

Taxable:

Physical Information

Weight: 1 g (each item)

Net wt: g

MJ wt: g

Pack: Per

UOM:

Fulfill By: Qty

Report By: Qty

State Rep By: Qty

OK Metrc category: None.

Unit Weight:

Unit Wt:

UOM:

Location: - All -

- Go to Data Exchanges > Categories. Your Proteus category will match your MyBud department. Make sure that each of these categories is mapped to the correct Metrc category.

As long as you have completed the steps above, your sales will report successfully to Metrc. *It is your responsibility to ensure your sales are reporting properly.* As soon as you begin selling items, we recommend that you login to your Metrc account and ensure that everything looks correct.

You also can check to make sure your Proteus 420 inventory matches your Metrc inventory inside Proteus 420. Go to Data Exchange > Reconcile Inventory. There you will see a list of packages and their quantities. Click “Lookup” next to any package and it will pull up the following screen.



Barcode to look for:
1A40E0100001BC3000000366

Package Details - Package History

	Proteus420 info:	metric info:	Notes	Actions
Product Name:	APPLE FRITTER flower Flower - gm	APPLE FRITTER flower		
Product's metric Name:	APPLE FRITTER flower		Name mismatch	
Package Type:	Retail	n/a		
Current Qty:	115.00	86.9	Inventory count mismatch	<input type="button" value="Adjust Proteus Qty"/> <input type="button" value="View Sales"/>
Status:	Package Active Product Active	Active		
Category:				
Report By:	Item: Weight Package: Grams	Grams		<input type="button" value="Copy from metric"/>
Weight/UOM:	1 Grams			

To change the inventory in Proteus, click the Adjust Proteus Qty button.

Labels

We recommend that you label each cannabis item in your store with a scannable version of its package ID. This will greatly simplify your use of MyBud. The manufacturer, cultivator, or distributor you received your cannabis items from might already have affixed these labels to the items. As long as the package ID you scan matches the number you need to send to the state reporting system, you should be all set.

Remember: you are responsible for ensuring that each cannabis item you sell has the proper information on it as defined by the state. MyBud and/or Proteus 420 gives you tools to help you stay compliant with state rules, **but it is your responsibility to ensure you are compliant.**

Note: The following guidance is also available inside Proteus 420, along with support videos in some cases. Please go to the Help section in Proteus 420 to find them and others.

[qztray setup to add?]

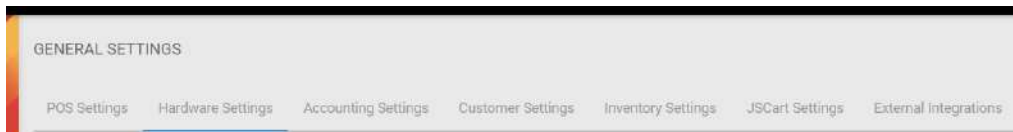
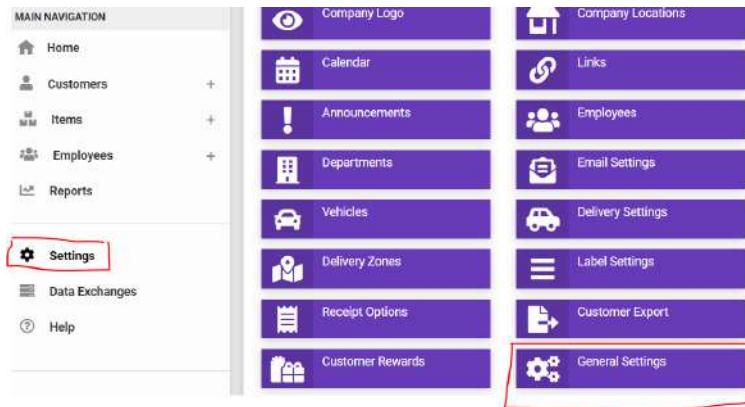
Label Printer Setup

(This guide is for hard wired label printers)

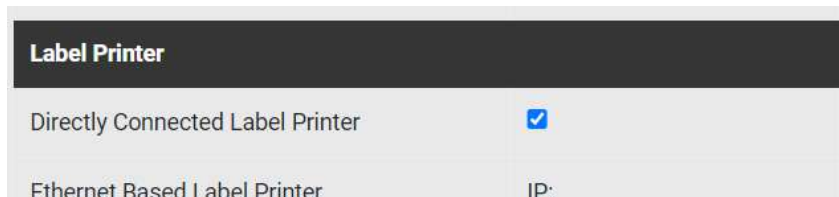
- 1) Make sure the label printer is hooked up and plugged into the power source and computer correctly (consult label printer instructions).
- 2) Follow the manufacturer's installation instructions to install the printer on the computer it will be used on. Afterwards, go to the computer's printer settings page to make sure the printer is on the list of installed printers. (Using windows, this is called "Printers & Scanners" settings.)



- 3) Once the printer is installed, you will sign into Proteus 420 using the computer the label printer is installed on (settings are computer specific).
- 4) Go to Settings > General Settings > Hardware Settings.

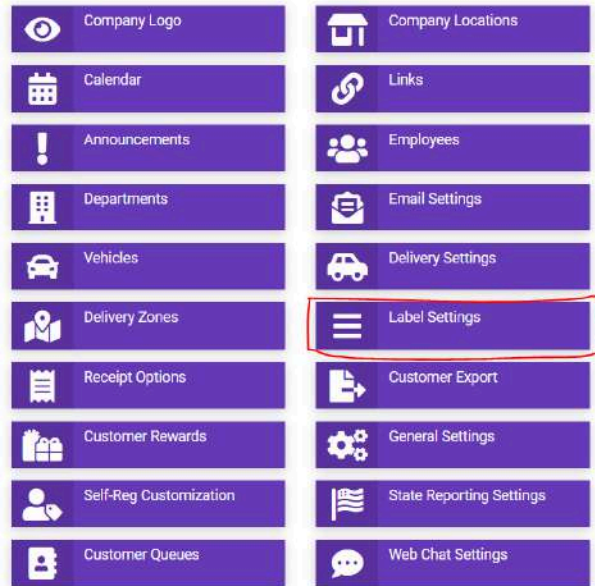


- 5) Scroll down to the area titled "Label Printer" and check the box for "directly connected label printer" and save.



- 6) After saving, return to Hardware Settings and click on the blue Re-Scan button. Nothing will appear in the drop down. You will then be prompted to download QZ tray. It will appear in red above the drop down. Click on the operating system you're using and proceed with the download. Oftentimes you will need to download Java, which the download will prompt. Download Java and from the download icon in your browser, re-download QZ tray. This will create a connection with your printer and Proteus. After the download is complete, save the settings and go back to Hardware Settings.
- 7) From here, scroll down and click the blue Re-Scan button. Select your printer and press save.
- 8) Click the Settings tab > Label Settings.





Set up the label size and margins using the settings at the top of the page. A typical label size is 2 by 3 inches. If you get text that's too big or small, check your margins. The top and right margins should be about 0.05 or 0.1 inches, and you can edit that to get just the layout you want.

Please be aware of which fields you are editing: Width and Height are sizes, Top and Left are margins. It's pretty common for users to change the left margin when they mean to change the top margin.

Note: There are many options to customize your labels so they print specific information, including THC %, tested date, and producer, as long as your supplier enters that information into state reporting.

If, for any reason, you need a walkthrough on how to create a label please contact Support@Proteus420.com.

Selling Flower Deli Style

“Deli style” means that you buy flower in bulk and weigh out small portions for each purchase, like when you buy cold meat by the pound from a deli. To do this in MyBud, you must:

- 1) Put the item in a cannabis department whose name ends in -gm
- 2) Set the price for 1 unit = 0.1 gram
- 3) Enter the item quantity as 10x the number of grams you are actually selling



For example, if you are selling the strain Blue Dream deli style for \$5 a gram, the item setup steps are:

- 1) Create a cannabis department called Flower Deli -gm
- 2) Create an item called Blue Dream. Put it in the Flower Deli -gm department and set the price = \$0.50.

The Pricebook item card in MyBud would look like this:

The screenshot shows the 'Edit Pricebook Item' interface. At the top, there are tabs for 'Basic Info', 'Promotions', 'Quantity Choices', 'Item is a Carton', and 'Package List'. The 'Basic Info' tab is active. The form contains the following fields and controls:

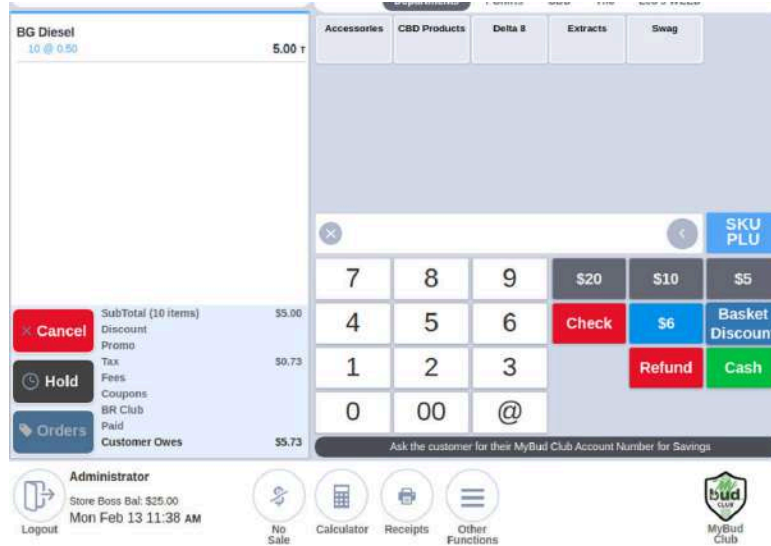
- PLU: 06002
- Item Desc: Blue Dream
- Size: 0.1 gram
- Department: Deli Flower -gm
- Variable Price: No
- Price: 1 item for \$ 0.50
- (Price will be set at checkout time)
- EBT Eligible: Yes No Dept
- Sold by weight: No
- Five digit price: No
- Price includes taxes (if applicable): No
- Price includes fees (if applicable): No
- Fee multiplier (if applicable): 1

At the bottom, there are three buttons: Cancel (orange), Delete (red), and OK (blue).

When a sale is made, before scanning the Metrc package ID, enter the quantity in grams sold in the following format: \$0.35 = 3.5 grams, \$0.10 = 1 gram, \$0.70 = 7 grams, etc. The quantity in the basket will say 10x the number of grams actually being sold. So for 3.5 grams the basket quantity will = 35, for 1 gram it will = 10, 7 grams it will = 70, etc.

Here is what a basket for 1 gram sold for \$5 should look like.





Tax Setup

Go to Tools > Store Setup > Taxes and Fees and hit the + button next to “Revenue Authorities”

Store Configuration

[Back to Tools](#)

Basic Info Register Settings Payment Types **Taxes and Fees** Credit Card Receipt Footer Portal Account Ha ▶

Revenue Authorities +

Title : MMJ Tax/Fee Tax Rate : 7 % Cents : ¢

You can easily set up different tax rates (i.e. state marijuana tax, state sales tax, county tax, municipality tax).

Store Configuration

[Back to Tools](#)

Basic Info Register Settings Payment Types **Taxes and Fees** Credit Card Receipt Footer Portal Account Ha ▶

Revenue Authorities +

Title : MMJ Tax/Fee Tax Rate : 7 % Cents : ¢

Title : County Tax/Fee Tax Rate : 3 % Cents : ¢

Once you set up the taxes in Store Setup, they will be available in each Department.

Pricebook > Departments



Multiple Terminals

When you use more than one MyBud terminal, *it's very important that you only use the primary terminal when making any edits.* This is because departments and items created, edited, and deleted on the primary terminal will reflect on other terminals, but any changes made to the non-primary terminal will only be reflected on that terminal.

If you have received multiple terminals, the terminal with the lowest “Elmer” number will be pre-set as the primary terminal. You can find the Elmer number on the bottom of the display of the tile screen.



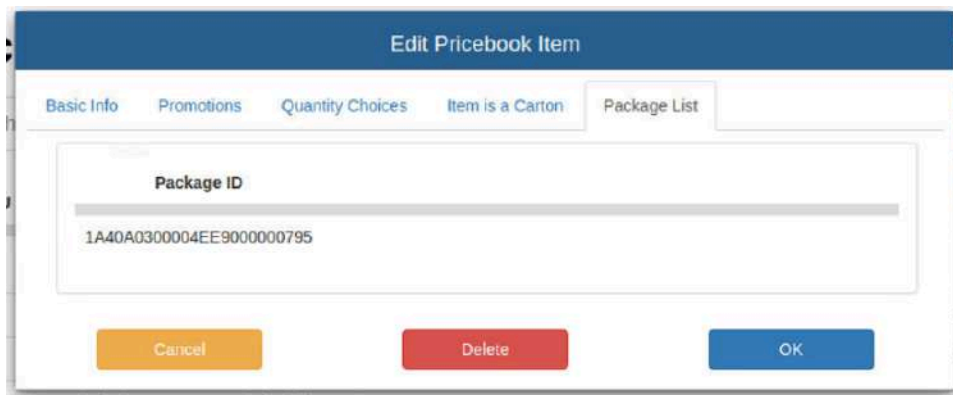
TROUBLESHOOTING

Failure to checkout cannabis items

There are three reasons why the checkout might fail:

- 1) The patient license ID # was entered incorrectly.
- 2) The patient license is not active. You can find the page on OMMA's website where the license is checked [here](#).⁴ If the patient license is not active MyBud will not allow the sale of cannabis items to proceed.
- 3) The cannabis item does not have a package ID.

Note: To see which package IDs are associated with a particular cannabis item, go to Pricebook > Click on the item > Package List



Package ID mistakes

If for any reason you associate a package ID with the wrong item, this is easy to fix.

In Proteus, go to the transfer (see above) that associated the package with the wrong item. Find the package in which the error has occurred. Select the Undo button.

Package Name	name	Date	name	Dir	name	Item Name	name	Status	Product	Prod Lic #	name	Category	Lookup	Divide By Weight	Import
Gummielz Sweet Blue Raspberry Fruit Cheesecake THC 100mg Smokiez Already Imported									LookUp					Undo	
Gummielz Sour Green Apple Fruit Cheesecake THC 100mg Smokiez Already Imported									LookUp					Undo	
Gummielz Sweet Raspberry Fruit Cheesecake THC 100mg Smokiez Already Imported									LookUp					Undo	
Gummielz Sour Tropical Fruit Cheesecake THC 100mg Smokiez Already Imported									LookUp					Undo	
Gummielz Sweet Blue Raspberry Fruit Cheesecake THC 250mg Smokiez Already Imported									LookUp					Undo	
Gummielz Sweet Berry Apple Fruit Cheesecake THC 250mg Smokiez Already Imported									LookUp					Undo	
Gummielz Sweet Raspberry Fruit Cheesecake THC 250mg Smokiez Already Imported									LookUp					Undo	
Gummielz Sweet Lemmyberry Fruit Cheesecake THC 100mg Smokiez Already Imported									LookUp					Undo	
Gummielz Sour Peach Fruit Cheesecake THC 100mg Smokiez Already Imported									LookUp					Undo	

On the item name, select the pencil, and select the correct item name.



⁴ <https://omma.us.thentiacloud.net/webs/omma/register/#/>



After selecting the correct item name, click the import button to the right of the item.

Then click the import button on the bottom.

A screenshot of a web interface. At the top, there is a label 'Import Packages into Case:' followed by a dropdown menu showing 'default' and a downward arrow. Below this, there is a green button with the word 'Import' in white text.

Item is in Proteus 420 but not in MyBud

All items must be created in MyBud, not Proteus 420. Any cannabis item should then automatically port from MyBud into Proteus 420. Non-cannabis items will only be in MyBud.

If you associate an item you created in Proteus 420 with a Metrc package ID, you must change the association to an item created in MyBud using the steps above.

