



Platform User Guide (also accessible through the
help button in navigation bar)

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Creating a Supply Chain

1. Click the **Supply Chain** tab

Halfmoon Bay Fishery

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Navigation:

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- Sales Channels
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Supply Chains

Create Supply Chain 2

#	Name	Date Created	Last Updated
1	Halfmoon Bay	2016-03-10	View/Edit
2	Halfmoon Bay Supply Chain	2016-03-10	View/Edit

2. Click the **Create Supply Chain** button and give it a name

Supply Chains

Name of Supply Chain

Enter Supply Chain Name Here

Maximum 30 characters.

[Submit](#)

3. Click the **Add** button to add the first intermediary in your supply chain

[Add](#) [Edit](#) [Delete](#) [Link](#) [Unlink](#)

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4. Name your first intermediary, and press the green **OK** button

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Add a Stage

Name of Supply Chain Stage

My Fishery

Maximum 30 characters.

Previous Stage

OK Cancel

5. Repeat steps (3) and (4), and connect intermediaries by using the **Previous Stage** Dropdown

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Add a Stage

Name of Supply Chain Stage

Marketplace

Maximum 30 characters.

Previous Stage

- ✓ My Fishery
- Processor 1
- Processor 2

OK Cancel

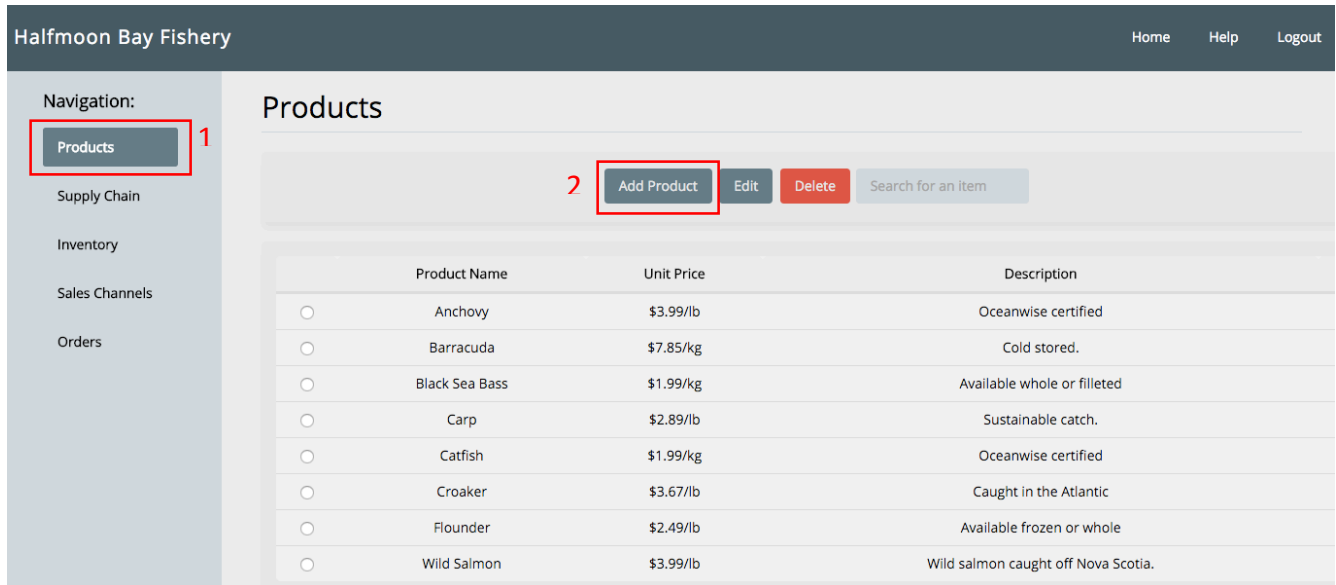
My Fishery → Processor 1

My Fishery → Processor 2

6. Click **Save**

Adding a Product

1. Click the **Products** tab



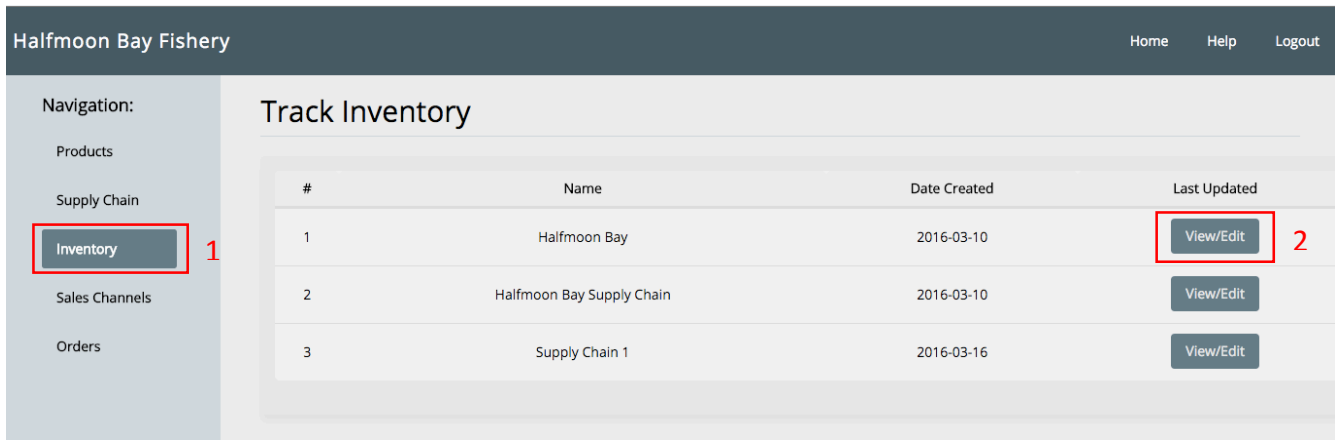
2. Click the **Add Product** button
3. Fill out the info & Click **Submit**

The 'Add a Product' form is displayed. It contains the following fields and controls:

- Product Name:** Text input with placeholder 'ex. Atlantic Cod'. Below it, text reads 'Maximum 20 characters.'
- Unit Price:** Text input with placeholder 'ex. 4.50'. Below it, text reads 'Maximum 3 characters'.
- Units:** A dropdown menu.
- Attach Product Photo:** A file upload control with a 'Choose File' button and the text 'No file chosen'. Below it, text reads 'Attach a picture'.
- Description:** Text input with placeholder 'Enter a short product description'. Below it, text reads 'Maximum 100 characters'.
- Submit/Cancel:** Two buttons at the bottom right, 'Submit' (green) and 'Cancel' (red).

Adding an Inventory Batch

1. Click the **Inventory** tab
2. Choose your desired supply chain by clicking **View/Edit**



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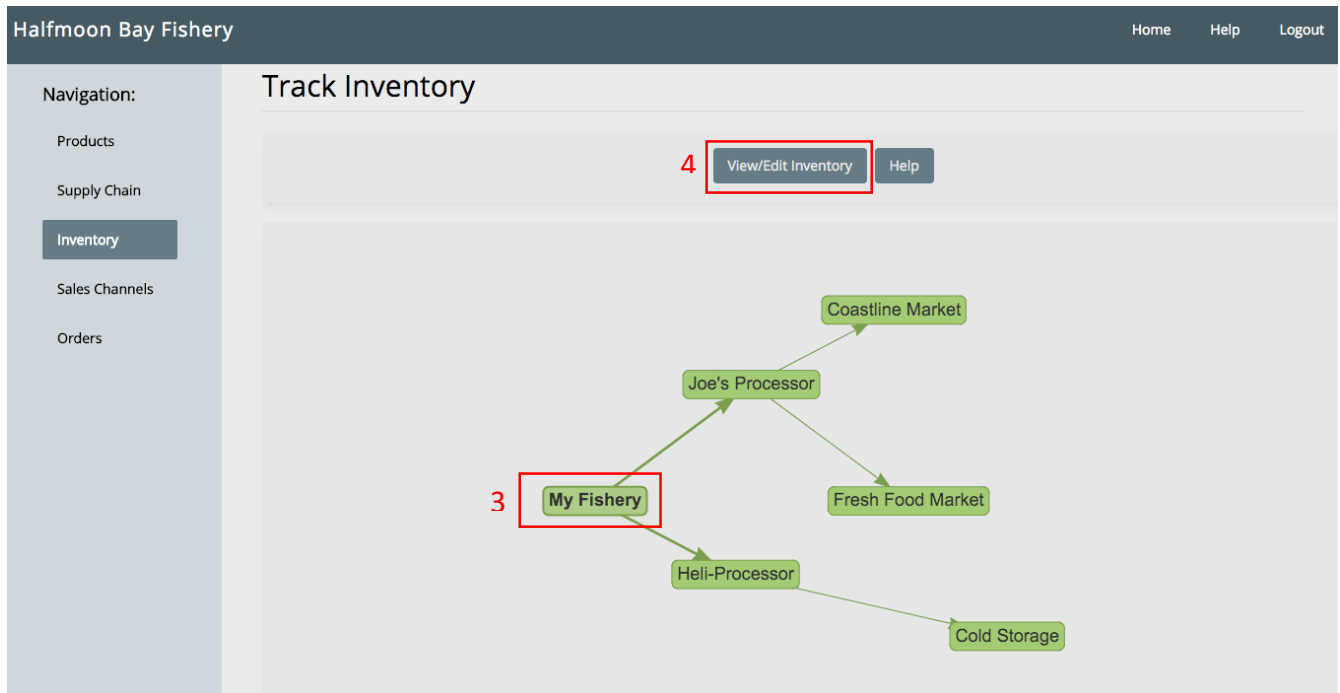
Navigation:

- Products
- Supply Chain
- Inventory** 1
- Sales Channels
- Orders

Track Inventory

#	Name	Date Created	Last Updated
1	Halfmoon Bay	2016-03-10	View/Edit 2
2	Halfmoon Bay Supply Chain	2016-03-10	View/Edit
3	Supply Chain 1	2016-03-16	View/Edit

3. From the visual supply chain, click the intermediary you'd like to add the batch to
4. Once the destination is highlighted, click **View/Edit Inventory**



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Track Inventory

4 **View/Edit Inventory** Help

3 **My Fishery**

```
graph TD; MyFishery[My Fishery] --> JoesProcessor[Joe's Processor]; JoesProcessor --> CoastlineMarket[Coastline Market]; JoesProcessor --> FreshFoodMarket[Fresh Food Market]; JoesProcessor --> HeliProcessor[Heli-Processor]; HeliProcessor --> ColdStorage[Cold Storage];
```

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5. Click the **Add** button

					Move	Move to Sales	Batch Detail	Edit	Add	Delete
#	Product Type	Quantity	Date Created	Select						

6. Fill out the info & Click **OK**

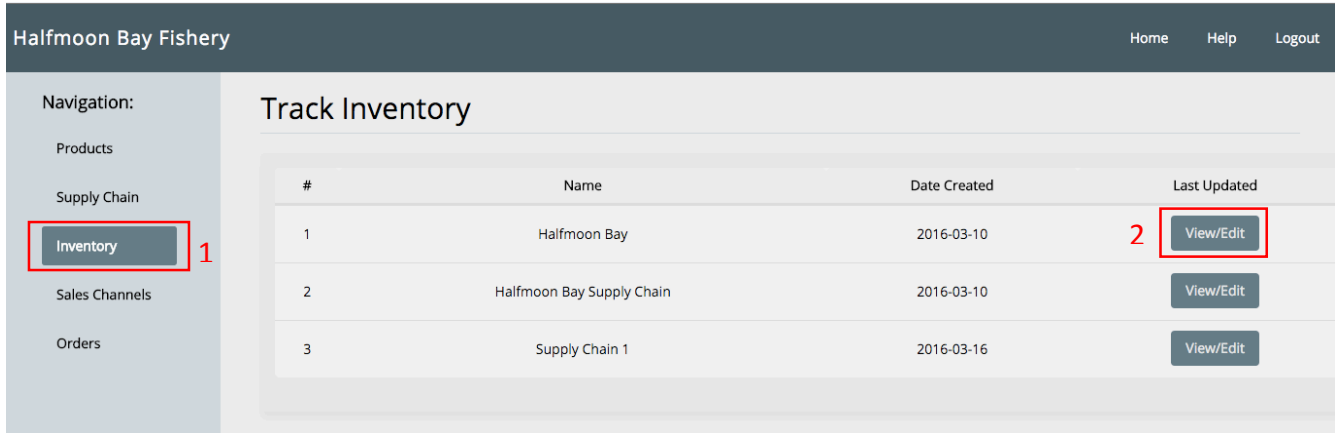
Add Seafood Batch

Product Type Salmon <small>Item must be added under Products tab.</small>	Quantity 50 <small>Please enter a numerical value.</small>
Units Pounds (Lbs.) <small>Please choose between the three options.</small>	Catch Date 5/14/2016 <small>MM/DD/YYYY</small>
Catch Region 48 N, 61.5 S, Gulf of St. Lawrence <small>Latitude, Longitude, Ocean</small>	Caught By Joe Plummer, Joe's Fishery <small>Enter in the fisherman/fishery</small>
Catch Type Gilnetting <small>Enter the method of catching.</small>	Water Depth 500m <small>Enter the water depth.</small>

OKCancel

Moving Your Inventory

1. Click the **Inventory** tab
2. Choose your desired supply chain by clicking **View/Edit**



Halfmoon Bay Fishery

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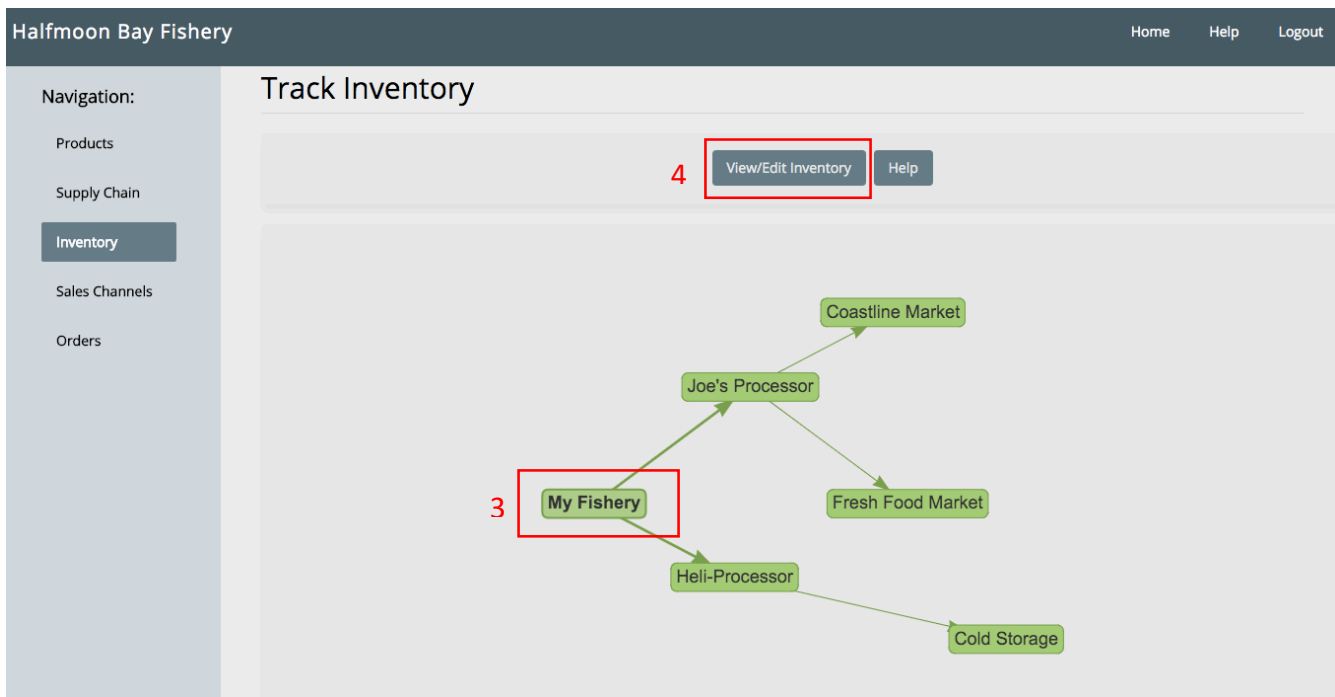
Navigation:

- Products
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- Inventory** 1
- Sales Channels
- Orders

Track Inventory

#	Name	Date Created	Last Updated
1	Halfmoon Bay	2016-03-10	2 View/Edit
2	Halfmoon Bay Supply Chain	2016-03-10	View/Edit
3	Supply Chain 1	2016-03-16	View/Edit

3. From the visual supply chain, click the intermediary that inventory is being moved from
4. Once the target intermediary is highlighted, click **View/Edit Inventory**



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Track Inventory

4 **View/Edit Inventory** Help

3 **My Fishery**

```
graph TD; MyFishery[My Fishery] --> JoeProcessor[Joe's Processor]; MyFishery --> HeliProcessor[Heli-Processor]; JoeProcessor --> CoastlineMarket[Coastline Market]; JoeProcessor --> FreshFoodMarket[Fresh Food Market]; HeliProcessor --> ColdStorage[Cold Storage];
```

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5. Click the inventory batch you wish to move

Inventory in Joe's Processor

6 Move Move to Sales Batch Detail Edit Add Delete

#	Product Type	Quantity	Date Created	Select
1	Wild Salmon	600 lbs	2016-03-10	5 <input checked="" type="radio"/>
2	Barracuda	200 lb	2016-03-16	<input type="radio"/>

Dismiss

6. Click the **Move** button

7. From the **Move to Stage** dropdown, choose the intermediary that inventory is being moved to

Move Inventory Batch

Moving chosen inventory batch to:

- ✓ Stage 1
- Stage 2
- Stage 3

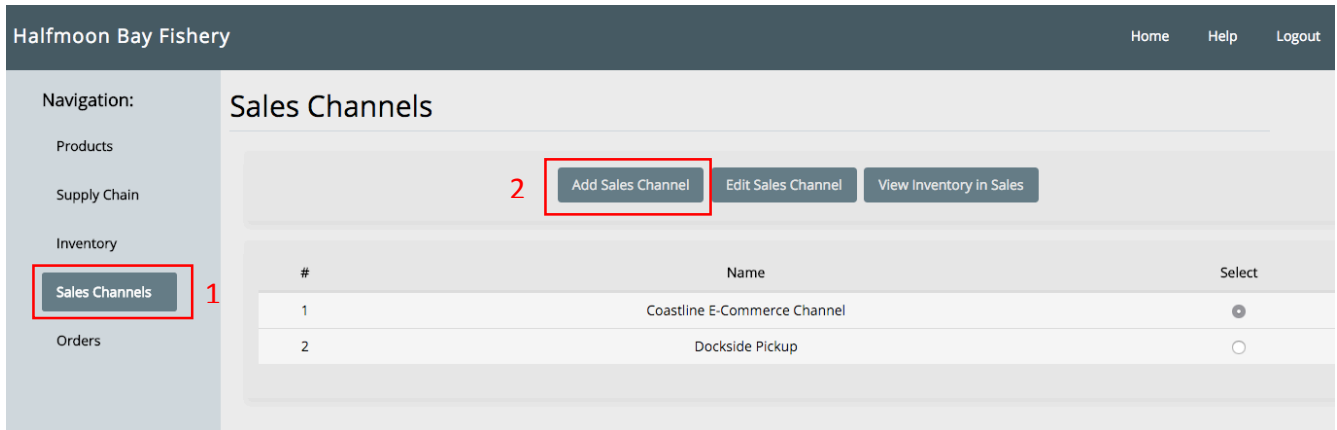
OK Cancel

Dismiss

8. Click the **OK** button

Creating a Selling Point

1. Click the **Sales Channels** tab
2. Click **Add Sales Channel**



3. Enter your desired Selling Point Name

[OPTIONAL]: Check **Sell on e-commerce** to upload product to Coastline Market Shop

The screenshot shows a form titled 'Add a Selling Point'. It has a text input field for 'Name' with the placeholder text 'Name of my selling point!'. Below the input field is a note: 'Maximum 30 characters.' There is a checkbox labeled 'Sell on e-commerce' which is checked. At the bottom right, there are two buttons: 'OK' (green) and 'Cancel' (red).

4. Click the **Ok** button

Traceability from Catch to Consumer

1. Click the **Inventory** tab
2. Choose your desired supply chain by clicking **View/Edit**

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Track Inventory

#	Name	Date Created	Last Updated
1	Halfmoon Bay	2016-03-10	View/Edit 2
2	Halfmoon Bay Supply Chain	2016-03-10	View/Edit
3	Supply Chain 1	2016-03-16	View/Edit

3. From the visual supply chain, click the desired inventory source to track
4. Once the destination is highlighted, click **View/Edit Inventory**

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Track Inventory

View/Edit Inventory 4 Help

```
graph TD; MyFishery[My Fishery] --> JoesProcessor[Joe's Processor]; JoesProcessor --> CoastlineMarket[Coastline Market]; JoesProcessor --> FreshFoodMarket[Fresh Food Market]; JoesProcessor --> HeliProcessor[Heli-Processor]; HeliProcessor --> ColdStorage[Cold Storage];
```

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5. Click the inventory batch you wish to track

Inventory in Joe's Processor

6

Move Move to Sales **Batch Detail** Edit Add Delete

#	Product Type	Quantity	Date Created	Select
1	Wild Salmon	600 lbs	2016-03-10	5 <input checked="" type="radio"/>
2	Barracuda	200 lb	2016-03-16	<input type="radio"/>

Dismiss

6. Click the **Batch Detail** button

7. The new window will display the historical data of the fish, along with its catcher and origin

Inventory Batch Details

Initial Catch Audit

Product Type	Quantity	Catch Date	Catch Region	Caught By	Catch Type	Water Depth
Atlantic Cod	4000 lb	3/16/2016	48°N 55°W, Straight of Georgia	Joe Fisher	Gillnetting	500m

Lot History

Operation	Date	Location	Quantity
move	2016-03-17	Stage 2	4000 lb
create	2016-03-17	Stage 1	4000 lb

Close