How to use the DDS Spreadsheet

# Adding inventory to a new location

1. Go to the Inventory Tab on the DDS Spreadsheet.



1. Click the drop-down menu button in the location column.

A picture containing diagram

Description automatically generated

1. Select the location you want to add.
2. Go to Add to Inventory Logger.

Diagram, table

Description automatically generated

1. Click on the empty cell next to Location and click on the drop-down menu to add a location.
2. Click on the empty cell next to Drugs and click on the drop-down menu to add a drug.
3. Click on the empty cell next to Qty to add in the number of grams you want to add.
4. Click on the Add to Inventory button.

***Note:*** You can change the drugs on the DDS Spreadsheet to whatever you like. Just make sure to change it on all pages. Also, If you don’t see your location or all of the locations then click on the up or down arrows to scroll up or down.

# Adding inventory to an existing location

1. Go to the Inventory Tab on the DDS Spreadsheet.
2. Then Follow steps 4-8 on Adding inventory to a new location.

# Adding a regular order

1. Go to the Orders Tab.



1. Go to the Add to current run logger

Graphical user interface, application

Description automatically generated

1. Click on the empty cell next to Location.
2. Click on the drop-down menu to select your location you want to pull from your inventory.
3. Click on the empty cell next to Drugs to select the drugs you want to have pull from your inventory.
4. Click on the empty cell next to Qty to add the number of grams you want to take out of your inventory.
5. Click on Add to Order button. (This will take out the selected drugs from the selected location in the inventory tab. It will also split out your bags and tell you how you should bag your drugs.)
6. Click on Remove Orders button to clear all data from the regular orders table on the Orders Tab.

# Adding custom orders

1. Go to the Orders Tab.



1. Go to the Custom Bags logger

Diagram

Description automatically generated with medium confidence

1. Click on the empty cell next to Location.
2. Click on the drop-down menu to select your location you want to pull from your inventory.
3. Click on the empty cell next to Drugs to select the drugs you want to have pull from your inventory.
4. Click on the empty cell next to Qty to add the number of grams you want to take out of your inventory.
5. Click on Add to Order button. (This will take out the selected drugs from the selected location. It will also split out your bags and tell you how you should bag your drugs.)
6. Click on Remove Orders button to clear all data from the Custom Bags table on the Orders Tab.

# How to use the Gang Deals calculator

## Cocaine Gang

1. Go to the Gang Deals tab on the DDS Spreadsheet.



1. Go to the Cocaine Gang Logger.

Graphical user interface

Description automatically generated with low confidence

1. Click on the empty cell next to Qty to enter the number of 50-gram bags that the gang ordered.
2. Click on the calculate button. This will tell you the total number of grams that the gang wants.
3. Click the Clear button to clear the data that is in either of the loggers.

Graphical user interface, application

Description automatically generated

***Note:*** This does not reflect your inventory in the inventory tab. This is just a calculator.

## Meth Gang

1. Go to the Gang Deals tab on the DDS Spreadsheet.



1. Go to the Cocaine Gang Logger.

Table

Description automatically generated

1. Click on the empty cell next to Qty to enter the number of 50-gram bags that the gang ordered.
2. Click on the calculate button. This will tell you the total number of grams that the gang wants.
3. Click the Clear button to clear the data that is in either of the loggers.

Graphical user interface, application

Description automatically generated

***Note:*** This does not reflect your inventory in the inventory tab. This is just a calculator.

# How to use the Notes tab

1. Click on the Notes tab on the DDS Spreadsheet.



1. Click anywhere inside the box that comes up where the notes are located.

Text

Description automatically generated

1. Then edit the information you want to edit or add what you need to add.