

## Operative IQ - Special Events

### Start of Shift

- Login/Click Narcotics
- Click My Control Numbers
- Click Pick Up from Safe
- Click Select Safe
- Select Special Events-Units
- Click **NO** CHP/DMO
- Click Select
- Select Special Events Box ID
- Confirm narcotic control number match
- Click Save
- Click Submit tab
- Enter password/pin and witness password/pin
- Click OK

## Operative IQ - Special Events

### End of Shift

- Login/Click Narcotics
- Click My Control Numbers
- Select all Individual Control Numbers
- Click Return tab
- Click Select Safe
- Click **NO** CHP/DMO
- Click Submit tab
- Enter password/pin and witness password/pin
- Click OK
- Confirm no remaining narcotics on My Control Numbers screen
- Logout