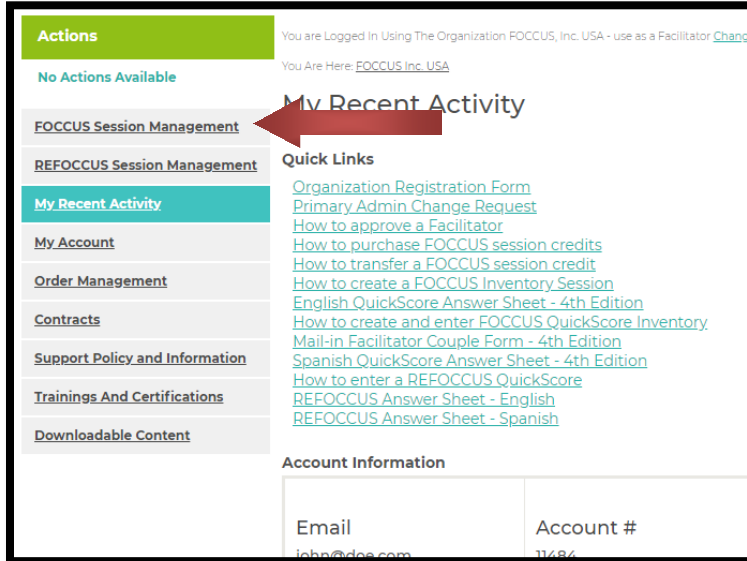



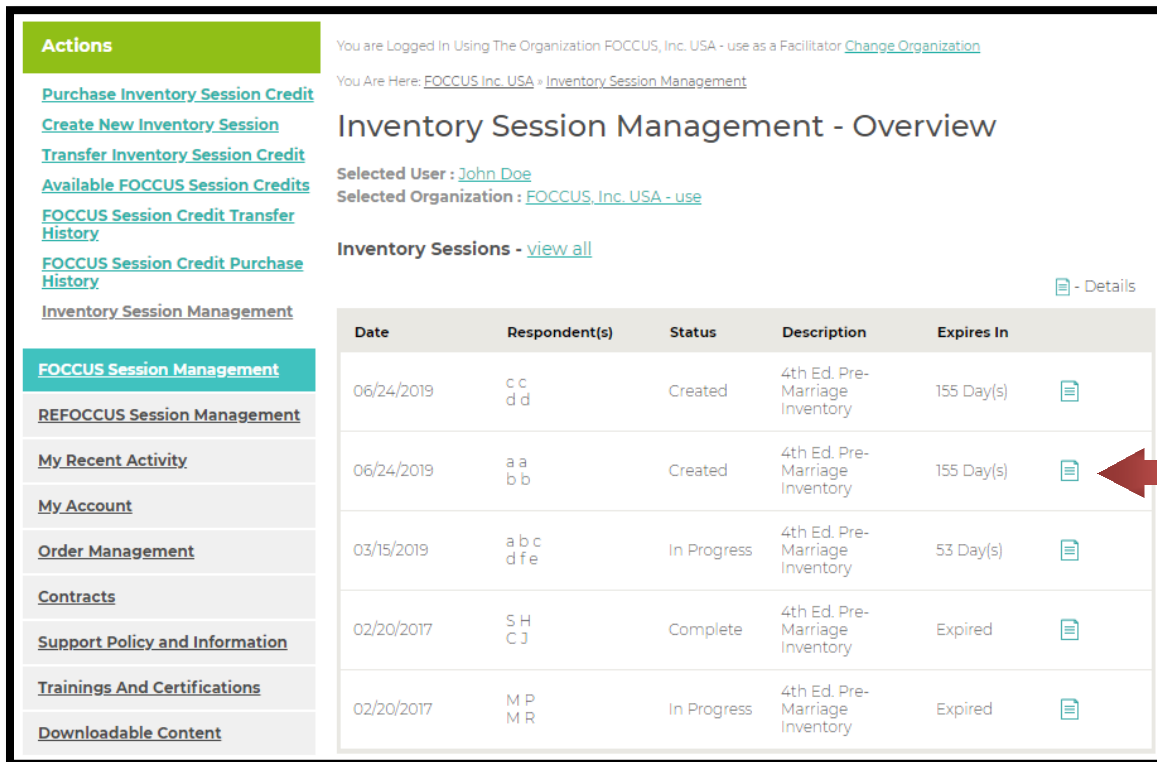
## Transfer FOCCUS Inventory Sessions

Step 1: Click on “Foccus Session Management”








The screenshot shows the user dashboard with a navigation menu on the left. The menu items are: Actions, No Actions Available, **FOCCUS Session Management** (highlighted with a red arrow), REFOCCUS Session Management, My Recent Activity, My Account, Order Management, Contracts, Support Policy and Information, Trainings And Certifications, and Downloadable Content. The main content area shows 'My Recent Activity' and 'Quick Links' with various resource links.

Step 2: Click on Details icon  of the couple inventory you want to transfer



The screenshot shows the 'Inventory Session Management - Overview' page. The page title is 'Inventory Session Management - Overview'. Below the title, it shows 'Selected User : John.Doe' and 'Selected Organization : FOCCUS, Inc. USA - use'. There is a link for 'Inventory Sessions - view all' and a '- Details' link. A table lists the inventory sessions:

Date	Respondent(s)	Status	Description	Expires In	
06/24/2019	c c d d	Created	4th Ed. Pre-Marriage Inventory	155 Day(s)	
06/24/2019	a a b b	Created	4th Ed. Pre-Marriage Inventory	155 Day(s)	 (highlighted with a red arrow)
03/15/2019	a b c d f e	In Progress	4th Ed. Pre-Marriage Inventory	53 Day(s)	
02/20/2017	S H C J	Complete	4th Ed. Pre-Marriage Inventory	Expired	
02/20/2017	M P M R	In Progress	4th Ed. Pre-Marriage Inventory	Expired	

Step 3: Click on "Transfer Inventory Session"

The screenshot shows a web interface with a green header bar containing the word "Actions". Below this, there is a list of links: "Purchase Inventory Session Credit", "Create New Inventory Session", "Transfer Inventory Session Credit", "Available FOCCUS Session Credits", "FOCCUS Session Credit Transfer History", "FOCCUS Session Credit Purchase History", "Inventory Session Management", and "Transfer Inventory Session". A red arrow points to the "Transfer Inventory Session" link. To the right of the links, there is a breadcrumb trail: "You Are Here: FOCCUS Inc. USA » Inventory Session Management". Below the breadcrumb, it says "Selected User : John Doe" and "Selected Organization : FOCCUS". Further down, there are sections for "Inventory Session Method" and "Inventory Session Details".

Step 4: Select the Organization Facilitator to Transfer Session To

The screenshot shows a dialog box titled "Transfer Inventory Session" with a close button (X) in the top right corner. The main heading is "Inventory Session Management - Transfer Inventory Session" followed by the text "You are about to transfer an Inventory Session." Below this, there is a section titled "Inventory Session Details" containing the following information: "Session ID: MQS.4f-412930", "Currently Assigned To: John Doe", and "Organization to transfer to: Internal Transfer". Below the organization dropdown, there is a label "Select Organization Facilitator to Transfer Session To" and a dropdown menu. The dropdown menu is open, showing a list of names: "Max R Allen", "Francesca Dyke", "Michael J. Koley", "Murphy Lierley", "Catherine McGuire", "Paige Mintum", and "Sheila Simpson". A red arrow points to the "Max R Allen" option, which is highlighted in blue. At the bottom left of the dialog, there is a checkbox labeled "By checking this box I have discussed this transfer of Inventory Session with the appropriate parties." and a button labeled "TRANSFER INVENTORY SESSION".

Step 5: Check the box “By checking this box...” and click on “Transfer Inventory Session”

**Transfer Inventory Session**

Inventory Session Management - Transfer Inventory Session

You are about to transfer an Inventory Session.

**Inventory Session Details**

Session ID: MQS.4f-412930

Currently Assigned To: John Doe

Organization to transfer to: Internal Transfer

Select Organization Facilitator to Transfer Session To: Max R Allen

By checking this box and selecting Submit below, I acknowledge that I have discussed this transfer of Inventory Session information with the couple and they have agree to this disclosure.

TRANSFER INVENTORY SESSION CANCEL