Volume

6

BIO-TECH MEDICAL SOFTWARE, INC.
BIOTRACKTHC TRACEABILITY SYSTEM
LICENSEE MANUAL - PROCESSORS

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PROCESSORS

BioTrackTHC Traceability System
Licensee Manual - Processors

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Chapter 1: User Access

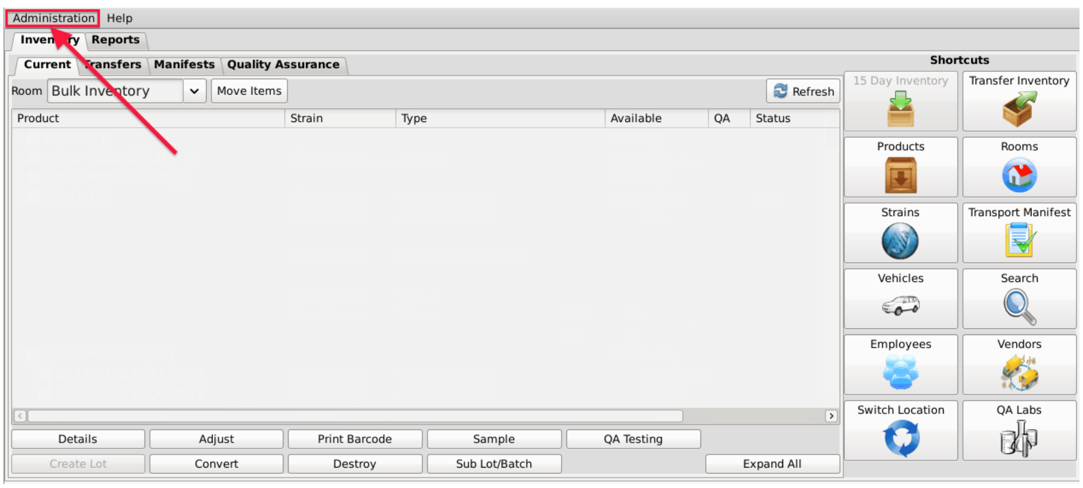
In this chapter, you will learn how to:

✓ Add, modify and remove user access to the Traceability System

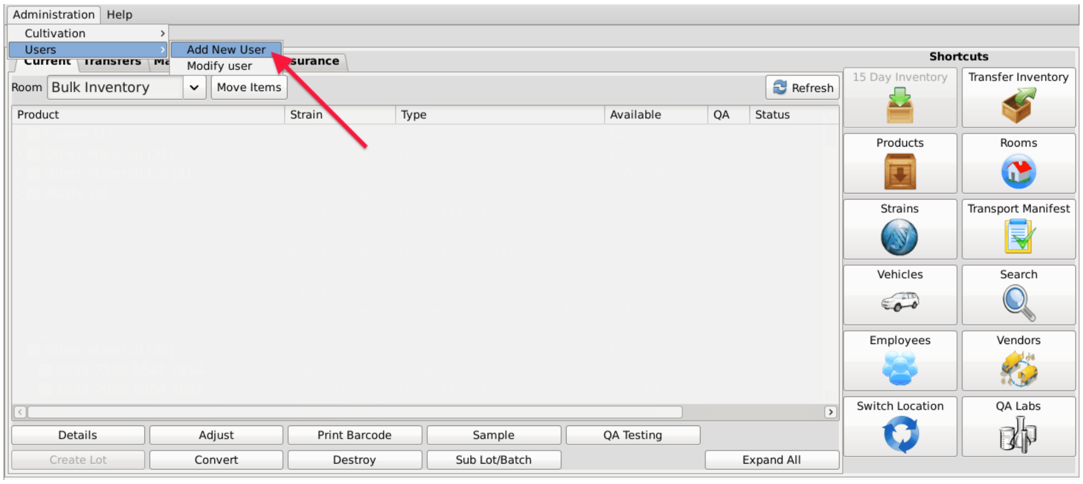
In addition to the login credentials, the Traceability System allows each licensee the ability to grant system access to additional users for data submission on your behalf. Please be aware that this is distinct from employees as defined in Chapter 2: Employees (e.g., not all employees need to be given user access to the Traceability System) and so adding users is not the same as adding employees.

Adding New Users

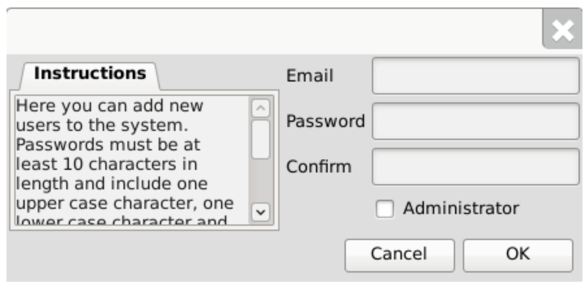
- To add new users into the system, click on the Administration menu near the top left corner of the window.



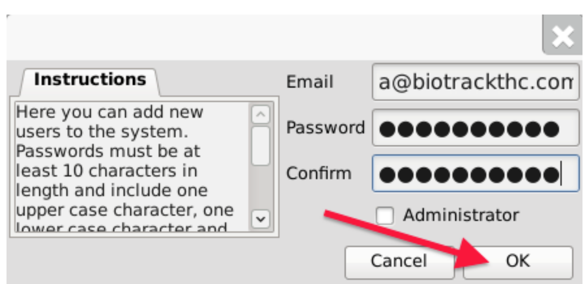
- Hover the cursor over "Users" and then click on "Add New User".



- This will bring up the New User screen.



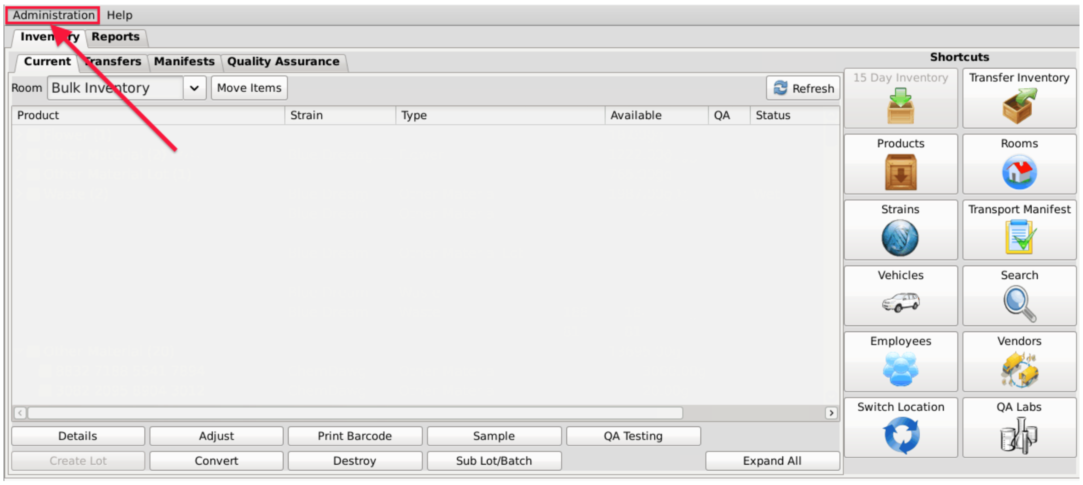
- Within the Email text box, type the email address of the new user being granted access.
- Within the Password text box, enter the new user's initial password.
    - **NOTE: the password must be at least ten (10) characters in length and must include one upper case character, one lower case character, and one number.**
- Click on the Administrator check box if the user is to have the ability to add/modify/delete other users.



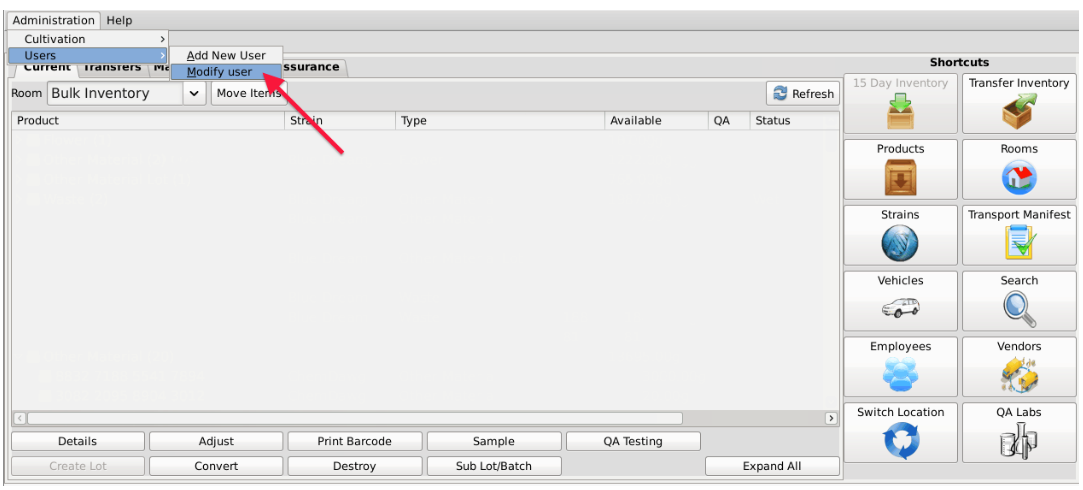
- Click on the "OK" button when complete.

Modifying an Existing user

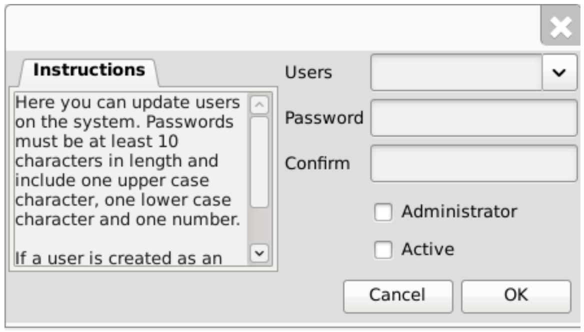
- To modify users previously given access to the system, click on the Administration menu near the top left corner of the window.



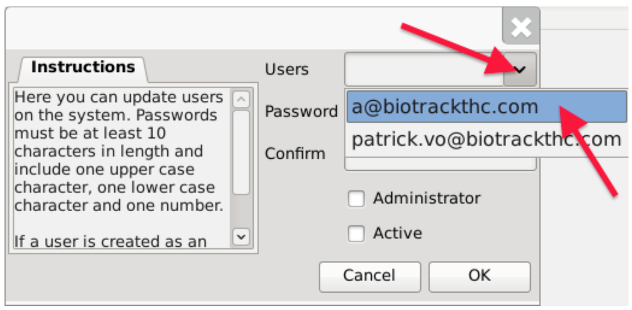
- Hover the cursor over "Users" and then click on "Modify User".



- This will bring up the Modify User screen.



- Select the user to be modified from the Users drop down



- You may modify the following:
    - Password. The password associated with the user.
    - Administrator. Checked (unchecked) box indicates the user is able (is not able) to add/modify/delete other users.
    - Active. Checked (unchecked) box indicates the user's access is on (off). If you are revoking a user's access to the Traceability System, make sure that this is unchecked.
- Click on the "OK" button when complete.

Chapter 2: Employees

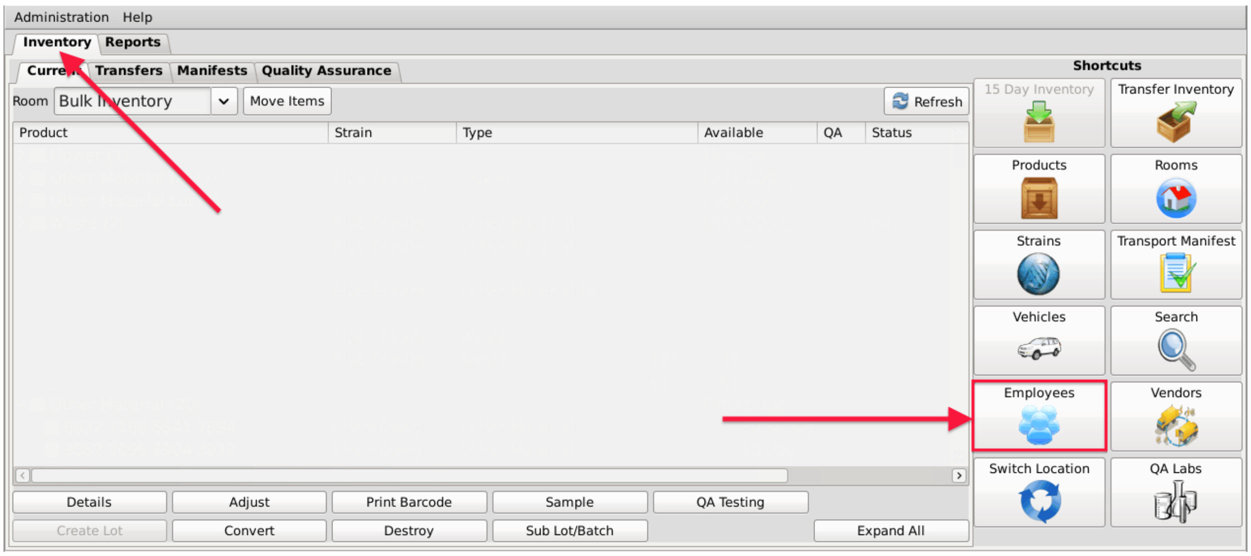
In this chapter, you will learn how to:

- ✓ Add, modify and remove employees

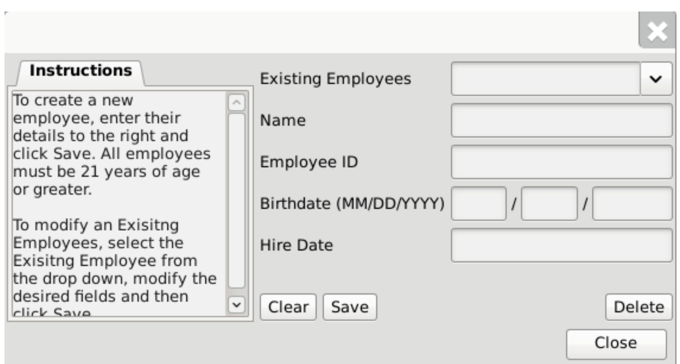
Accessing the Employee Screen

To add new employees, view or change the information of existing employees, or delete employees no longer needed, you will need to access the Employee screen.

- Navigate to the "Inventory" tab found in the top-left corner of the screen, and then click on the "Employees" button located on the right-hand side of the home screen.

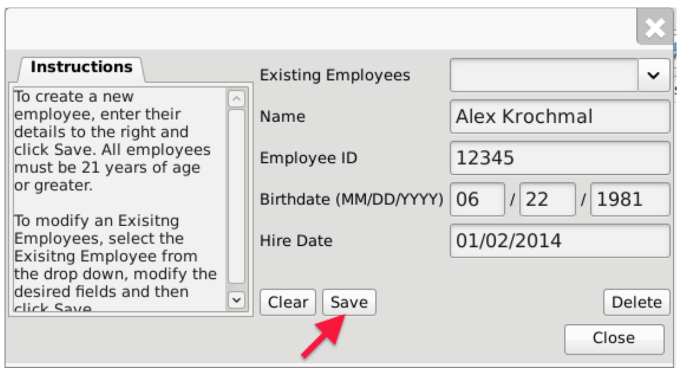


- This will bring up the Employee screen.

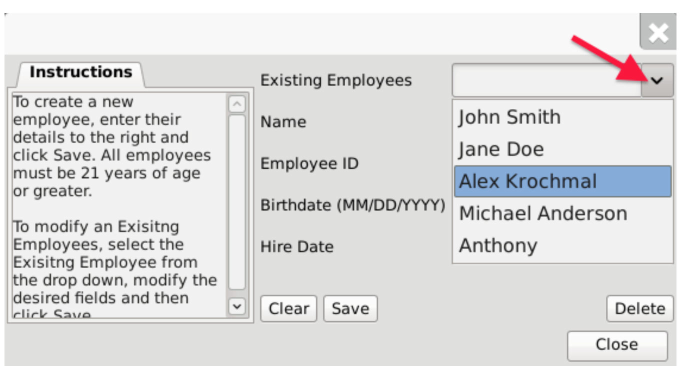


Add a New Employee

- From the Employee screen, click on the "Clear" button to clear all fields and enter the following information:
  - Name: Enter the employee's full name.
  - Employee ID: Enter a unique identification number for the employee. This is not a number assigned by the Traceability System , but is internal to your business. You may use payroll ID, driver license number, or any other numbering system you see fit so long as each employee's number is unique and not to be re-used within your UBI.
  - Birth date: Enter the employee's date of birth. Must be in the format of MM/DD/YYYY.
  - Hire Date: Enter the employee's date of hire.
- Click on the "Save" button once all of the required data has been entered.

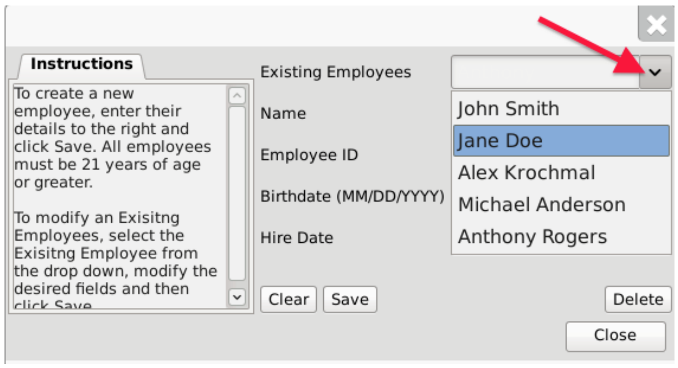


- The new employee will now appear within the Existing Employees drop down for selection.

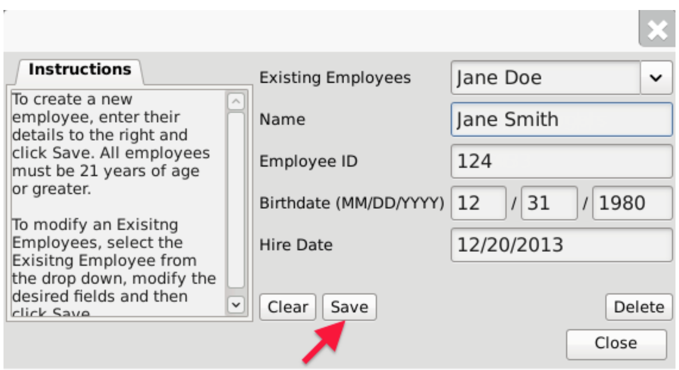


Modifying an Existing Employee

- From the Employee screen, select the employee to be modified from the Existing Employees drop down.



- Once selected, the employee's information will automatically appear within their respective fields.
- Modify the necessary field/s (in the example below, Jane Doe changed her last name to Jane Smith).



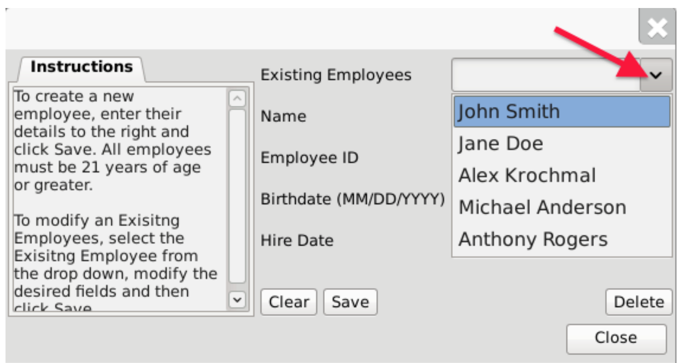
- Click on the "Save" button when complete.

Deleting an Existing Employee

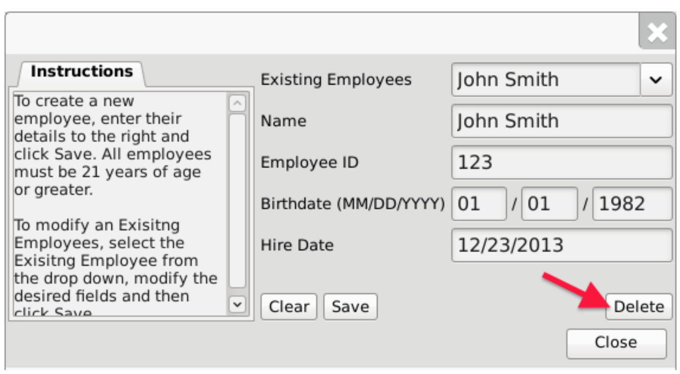
If you find that an existing employee is no longer needed (e.g., employee is terminated, employee record was created in error, etc...) you may delete the employee record.

NOTE: Removing an employee does not delete any of the already submitted Traceability System data associated with that employee record. It simply removes the employee record from use moving forward.

- From the Employee screen, select the employee to be deleted from the Existing Employee drop down.



- Once selected, the employee's information will automatically appear within their respective fields.



- Click on the "Delete" button.

Chapter 3: Vehicles

In this chapter, you will learn how to:

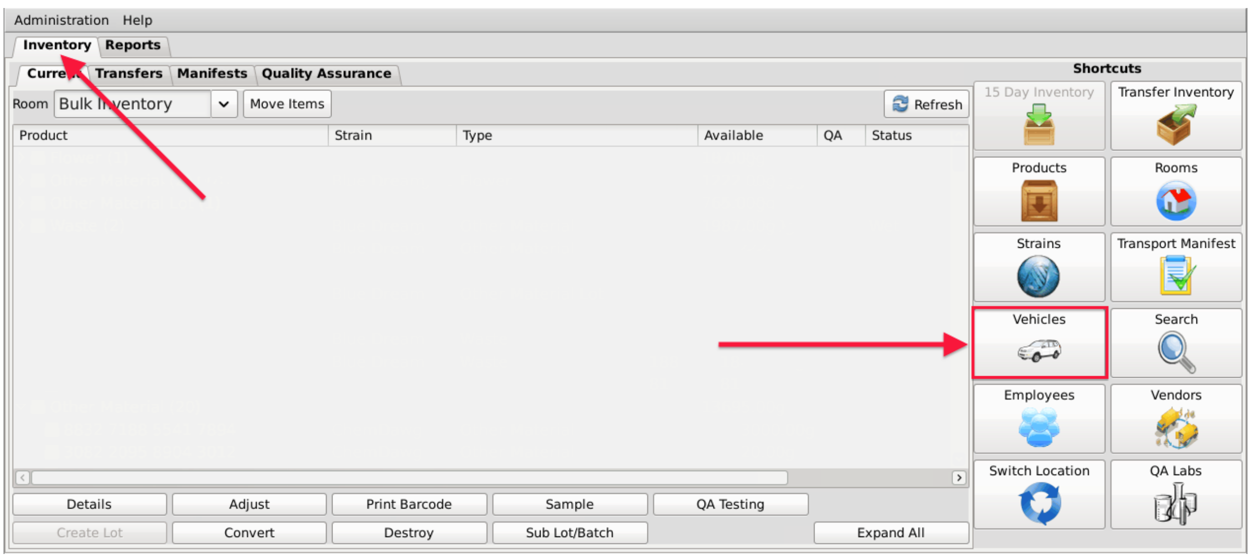
- ✓ Add, modify and remove company vehicles

The Traceability System requires that you record accurate information regarding the company vehicles that will be transporting marijuana or marijuana product because this information will be required for the completion of Transportation Manifests.

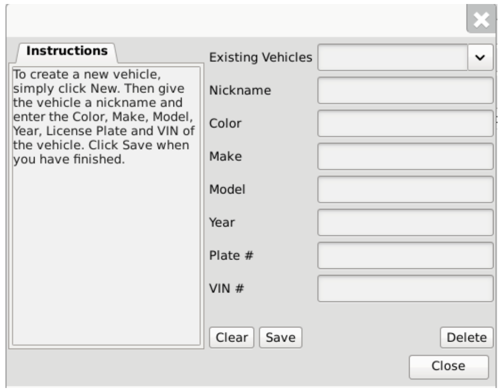
Accessing the Vehicle Screen

To add new vehicles, view or change the information of existing vehicles, or delete vehicles no longer needed, you will need to access the Vehicle screen.

- Navigate to the “Inventory” tab found in the top-left corner of the screen, and then click on the “Vehicles” button located on the right-hand side of the home screen

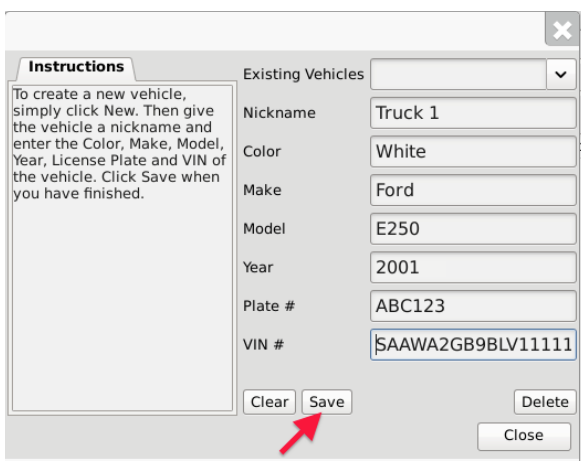


- This will bring up the Vehicle screen.

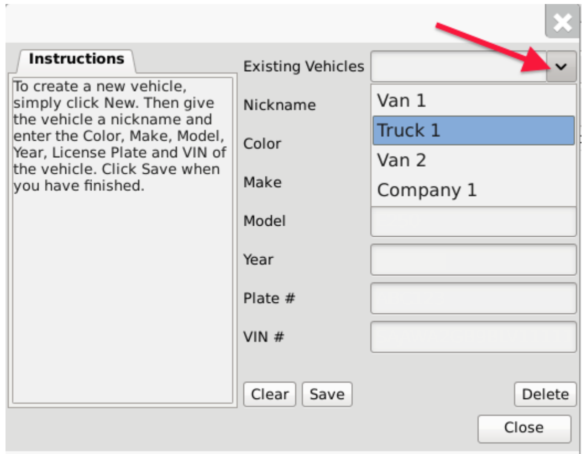


Add a New Vehicle

- From the Vehicle screen, click on the "Clear" button to clear all fields and enter the following information:
  - Nickname: Enter a unique nickname with which you may easily identify the vehicle within the system
  - Color: Enter the vehicle's color
  - Make: Enter the vehicle's make
  - Model: Enter the vehicle's model
  - Year: Enter the vehicle's year
  - Plate #: Enter the vehicle's license plate number
  - VIN #: Enter the vehicle's VIN. Note that VINs are 17 digits for all vehicles post-1981. Prior to 1981, the VIN can be between 10 and 17 digits.
- Click on the "Save" button once all of the required data has been entered.

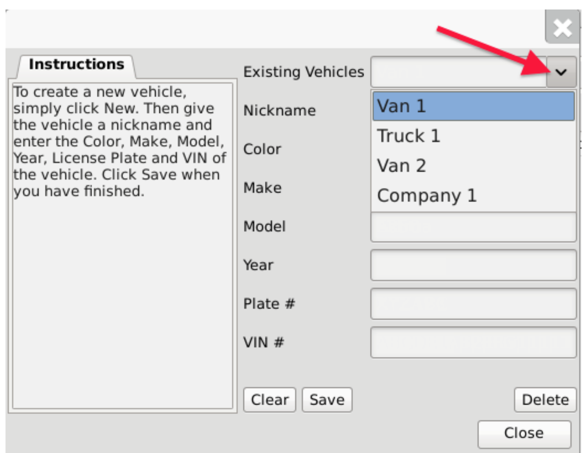


- The new vehicle will now appear within the Existing Vehicles drop down for selection.

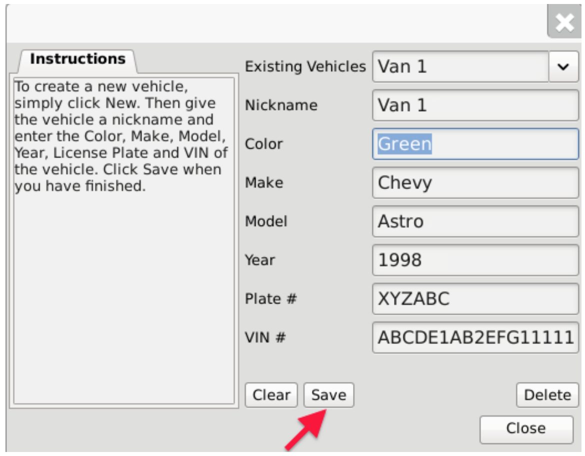


Modifying an Existing Vehicle

- From the Vehicle screen, select the vehicle to be modified from the Existing Vehicles drop down.



- Once selected, the vehicle's information will automatically appear within their respective fields.
- Modify the necessary fields (in the example below, Van 1 changed color from White to Green).



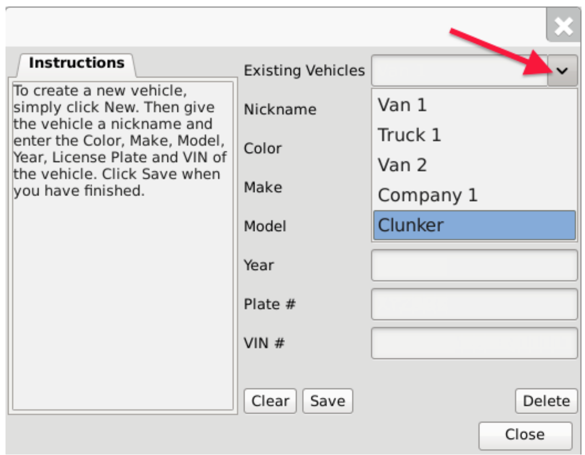
- Click on the "Save" button when complete.

Deleting an Existing Vehicle

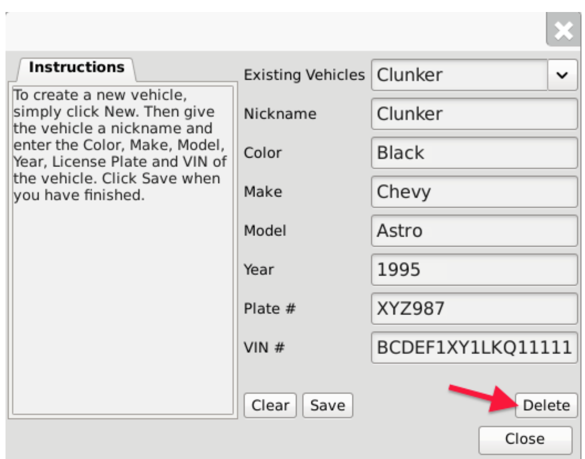
If you find that an existing vehicle is no longer needed (e.g., vehicle is sold, vehicle record was created in error, etc…) you may delete the vehicle record.

NOTE: Removing a vehicle does not delete any of the already submitted Traceability System data associated with that vehicle record. It simply removes the vehicle record from use moving forward.

- From the Vehicle screen, select the vehicle to be removed from the Existing Vehicles drop down



- Once selected, the vehicle's information will automatically appear within their respective fields.



- Click on the "Delete" button.

Chapter 4: Vendors

In this chapter, you will learn how to:

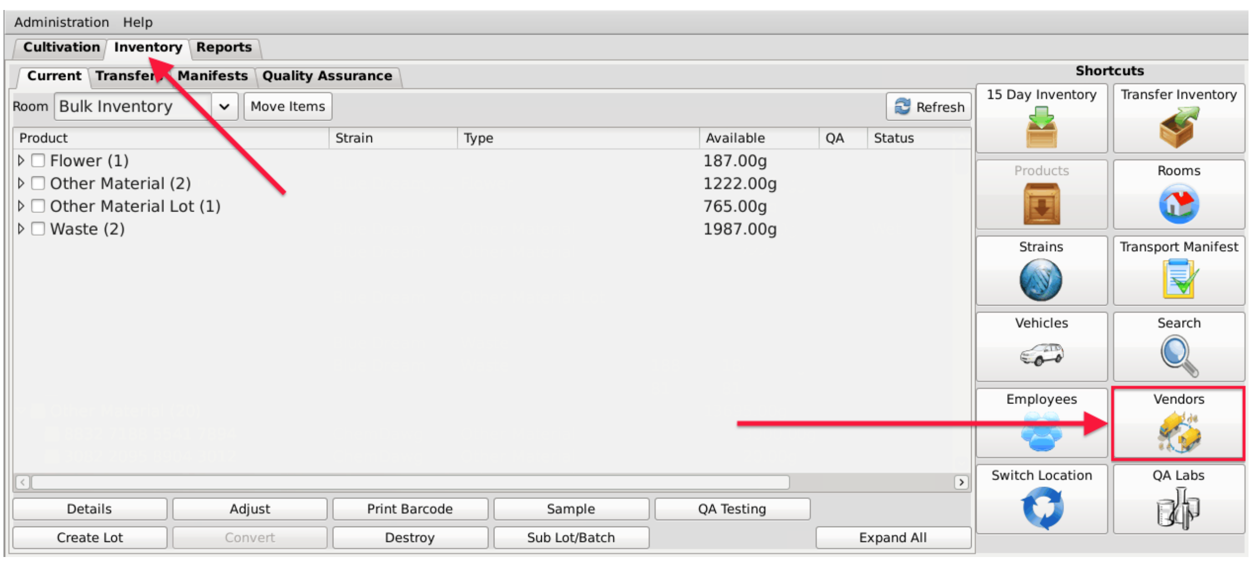
- ✓ View Preferred Vendor List
- ✓ Search for and Add Vendors to Preferred Vendor List
- ✓ Remove Vendors from Preferred Vendor List
- ✓ Add Vendors manually (only available in systems without a preferred list)
- ✓ Remove Vendors from a Manual Vendor List

Within the Traceability System, vendors are Licensees outside of your own that you can either wholesale to or make wholesale purchases from. You must add vendors to your Preferred Vendor List in order to receive inbound shipments, to make outbound shipments, and to account for samples given to negotiate a sale. In certain systems there is no preferred list (there will be no button for preferred vendor list under the preferred list in these systems) so vendors will need to be added manually in these systems.

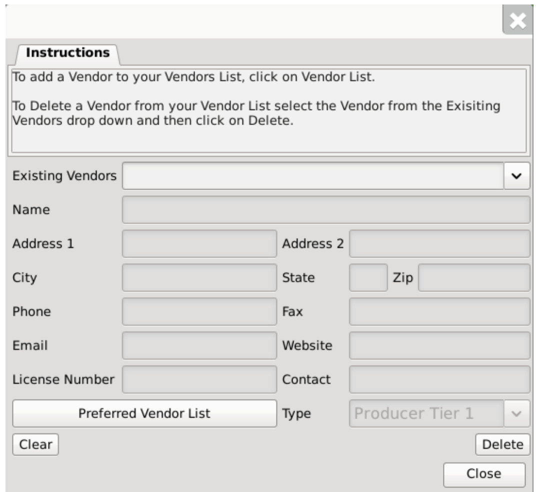
Accessing the Vendor Screen

To view all possible vendors, add vendors to your Preferred Vendor List, or remove vendors from your Preferred Vendor List, you will need to access the Vendor screen.

- Navigate to the "Inventory" tab found in the top-left corner of the screen, and then click on the "Vendors" button located on the right-hand side of the home screen

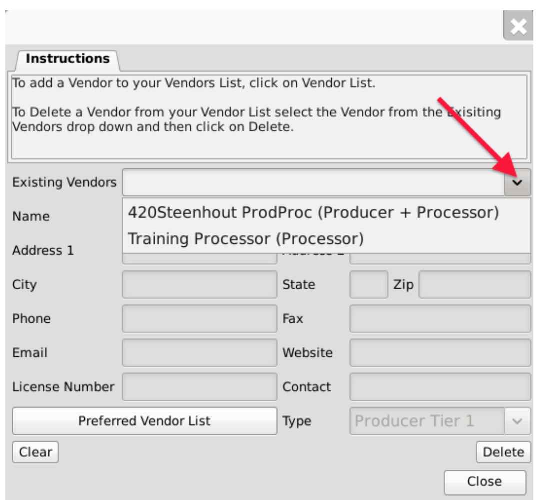


- This will bring up the Vendor Information screen.



Viewing Vendor Information

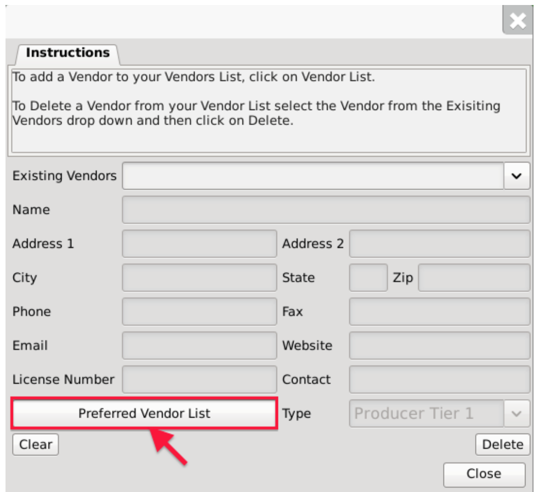
- The detailed information of Licensees that are on your Preferred Vendors List (i.e., those you have indicated that you do business with) may be found in the Existing Vendors drop down. Be aware that the drop down will start empty and you will need to add vendors per the instructions below.



- Once selected, the vendor's information will automatically appear within their respective fields.

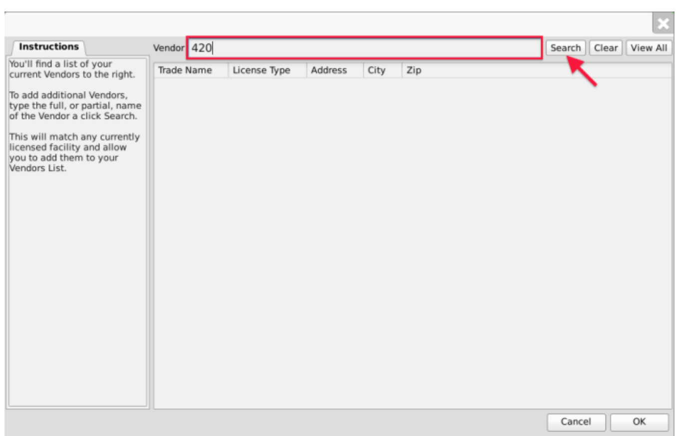
Accessing the Preferred Vendor List

- From the Vendor Screen, click on the “Preferred Vendor List” button to add or remove other Licensees that you do business with.



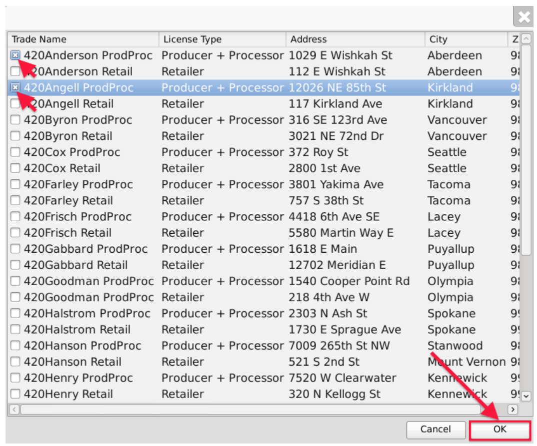
Add a Vendor

- From the Preferred Vendor List, enter the full or partial business name into the search bar and click the “Search” button.

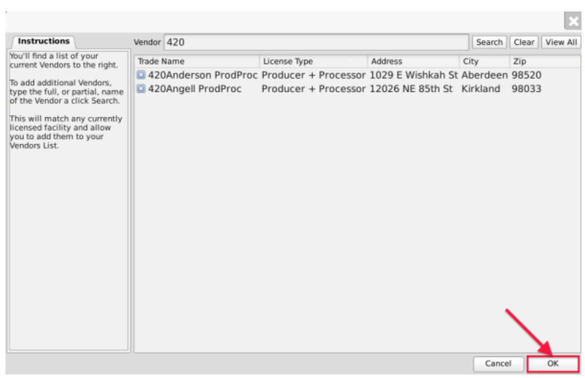


- Alternatively, you may click “View All” to view the entire population of Licensees.

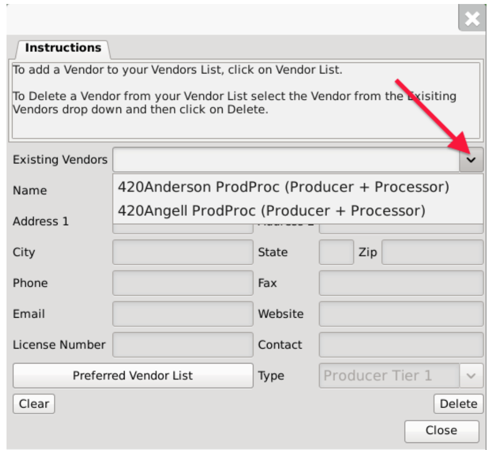
- A list of all Licensees that match the search criteria will appear in a pop up.
- Click the check box(s) of the Licensee(s) to add to your Preferred Vendor List.
- Click "OK" when complete.



- Your Preferred Vendor List is now updated with the selections.

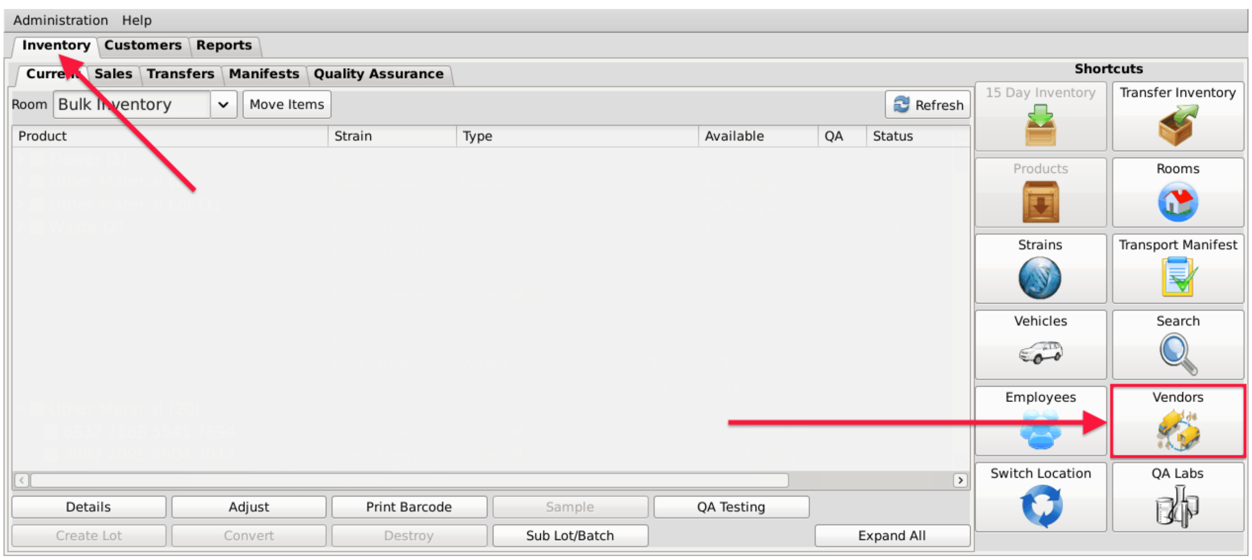


- Click "OK" when complete.
- The Vendors may now be selected from the "Existing Vendors" drop down.

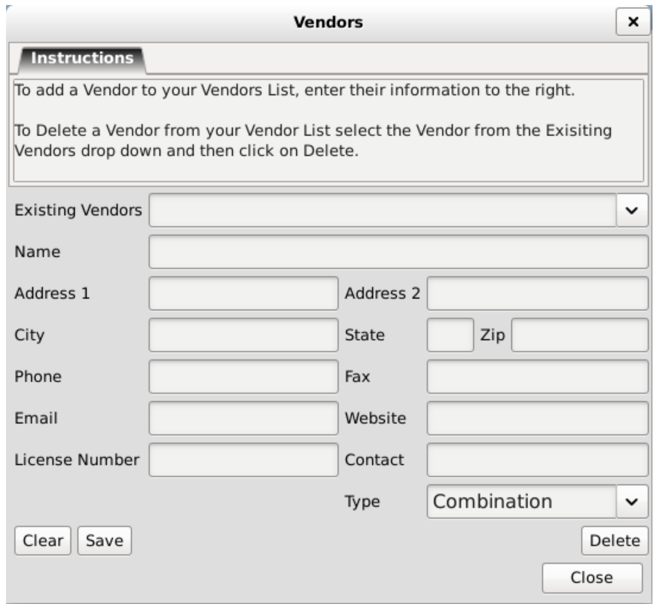


Manually Add a Vendor

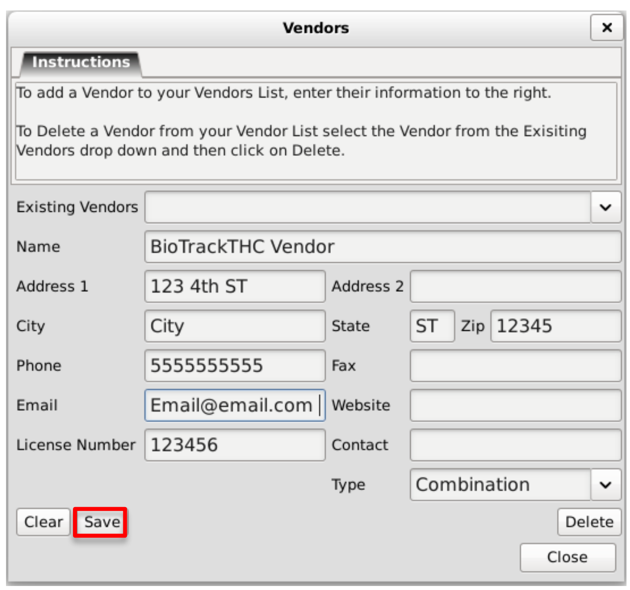
On systems without a preferred vendor list, vendors will need to be added manually. First navigate to the vendors screen by clicking the Vendors shortcut indicated here:



This brings up the vendors screen:



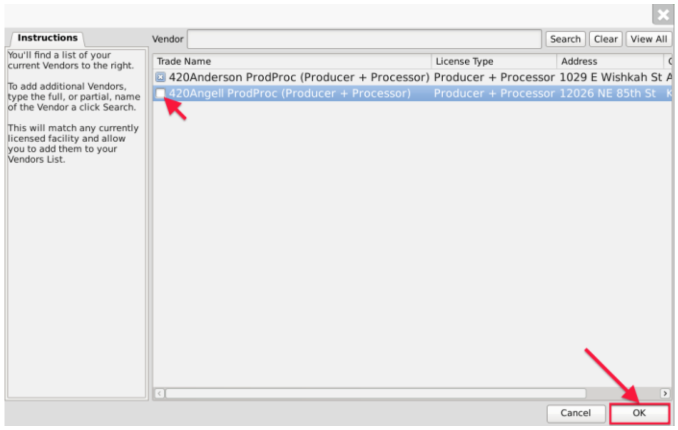
Input the Vendor's business information into the provided fields and select the vendor Type before clicking "Save" to add the vendor into the system.



Removing a Preferred Vendor

If you find that you no longer do business with a vendor that is on your Preferred Vendor List, you may remove the vendor from your Preferred Vendor List.

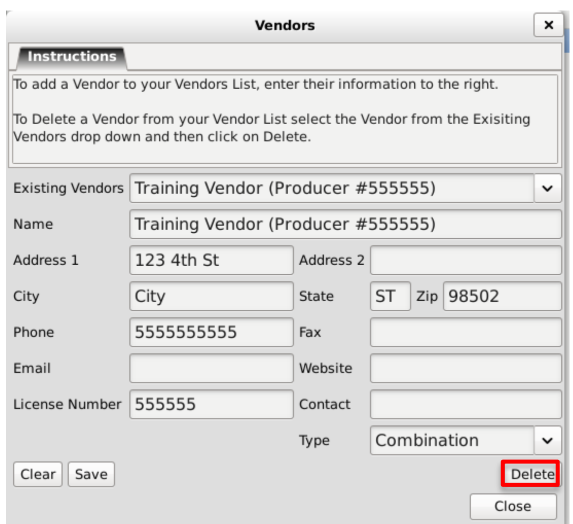
- From the Preferred Vendor List, uncheck the check box to the left of the vendor to be removed.



- Click"OK" when complete.

Removing a Manually added Vendor

If you find that you no longer do business with a vendor that is on your manual Vendor List, you may remove the vendor from your list by selecting the vendor from the existing list and clicking the "Delete" button.



Chapter 5: Strains

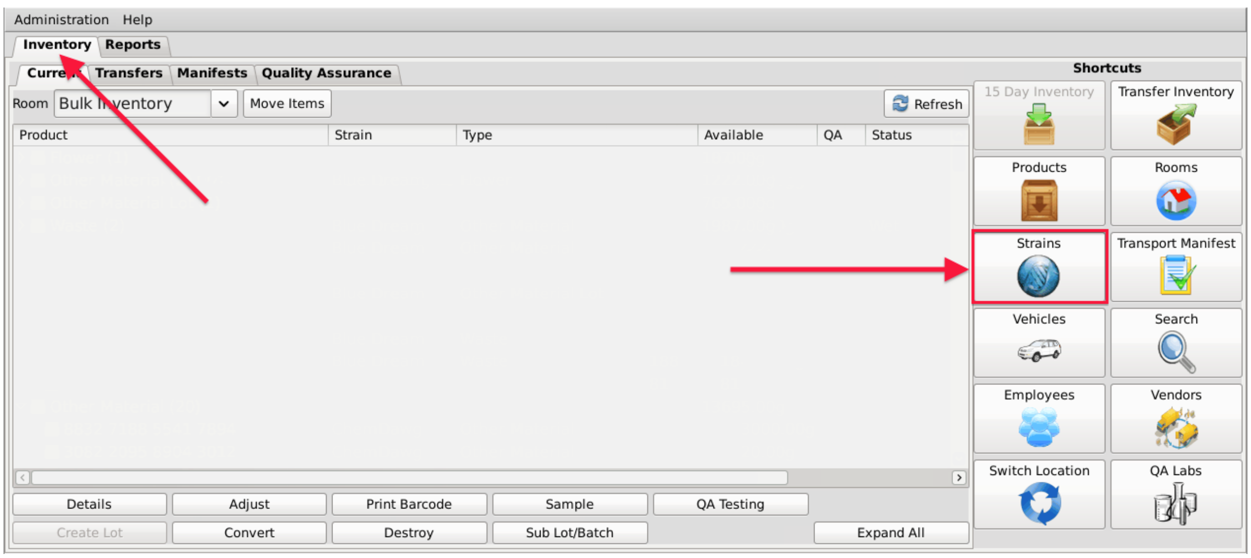
In this chapter, you will learn how to:

✓ Add, modify, and remove strains

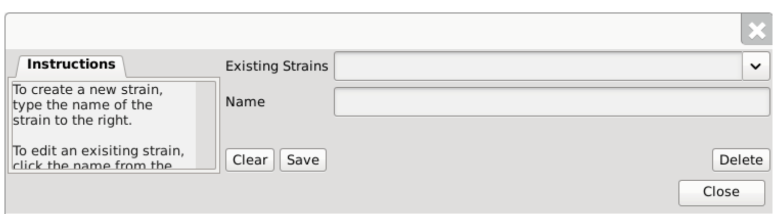
Accessing the Strains Screen

To add new strains, view or change the names of existing strains, or delete strains you no longer use, you will need to access the Strains screen.

- Navigate to the "Inventory" tab found in the top-left corner of the screen, and then click on the "Strains" button located on the right-hand side of the home screen.



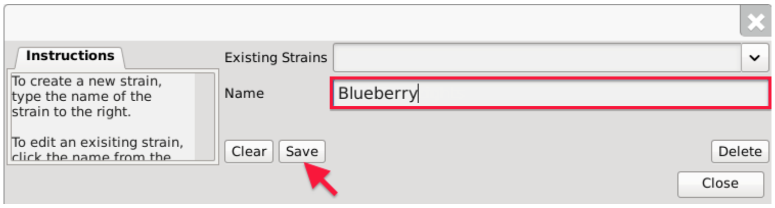
This will bring up the Strains screen.



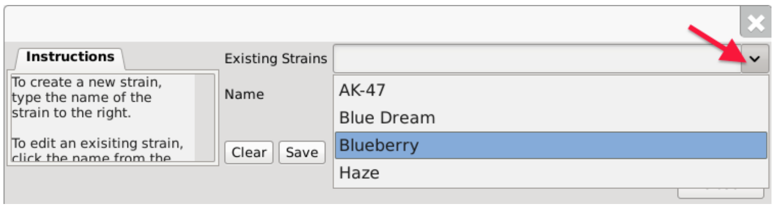
Add a New Strain

- From the Strains screen, click on the "Clear" button to clear all fields.
- Within the Name text box, type the name of the new Strain (e.g., Blueberry, AK-47, Sour Diesel, etc…).

- Click on the “Save” button when complete.

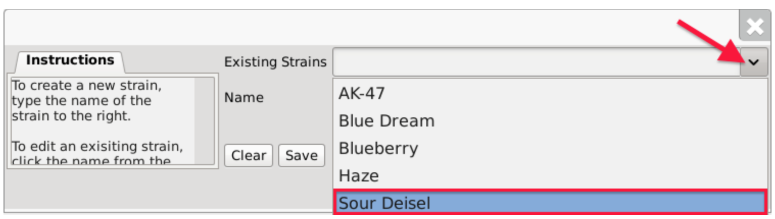


- The new strain will now appear within the Existing Strains drop down list.



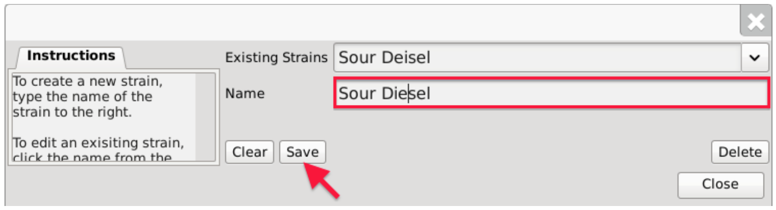
Modifying an Existing Strain

- From the Strains screen, select the strain to be modified from the Existing Strains drop down (in the example, Sour Diesel is misspelled as “Sour Diesel”).



- Once selected, the strain’s name will automatically appear within the Name text box.

- Within the Name text box, rename the strain as desired (in the example, "Sour Diesel" is to be spelled correctly to "Sour Diesel").



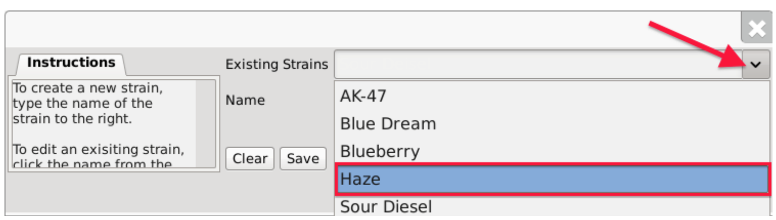
- Click on the "Save" button when complete.

Deleting an Existing Strain

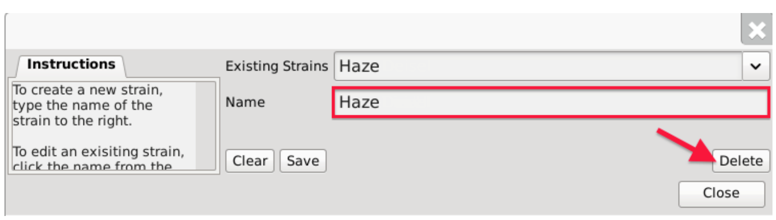
If you find that an existing strain is no longer needed (e.g., you no longer grow that strain), you may delete the strain.

<u>NOTE: Removing a strain does not delete any of the already submitted Traceability System data associated with that strain. It simply removes the strain from use moving forward.</u>

- From the Strains screen, select the strain to be deleted from the Existing Strain drop down.



- Once selected, the strain's name will automatically appear within the Name text box.



- Click on the "Delete" button.

Chapter 6: Marijuana-Infused Products

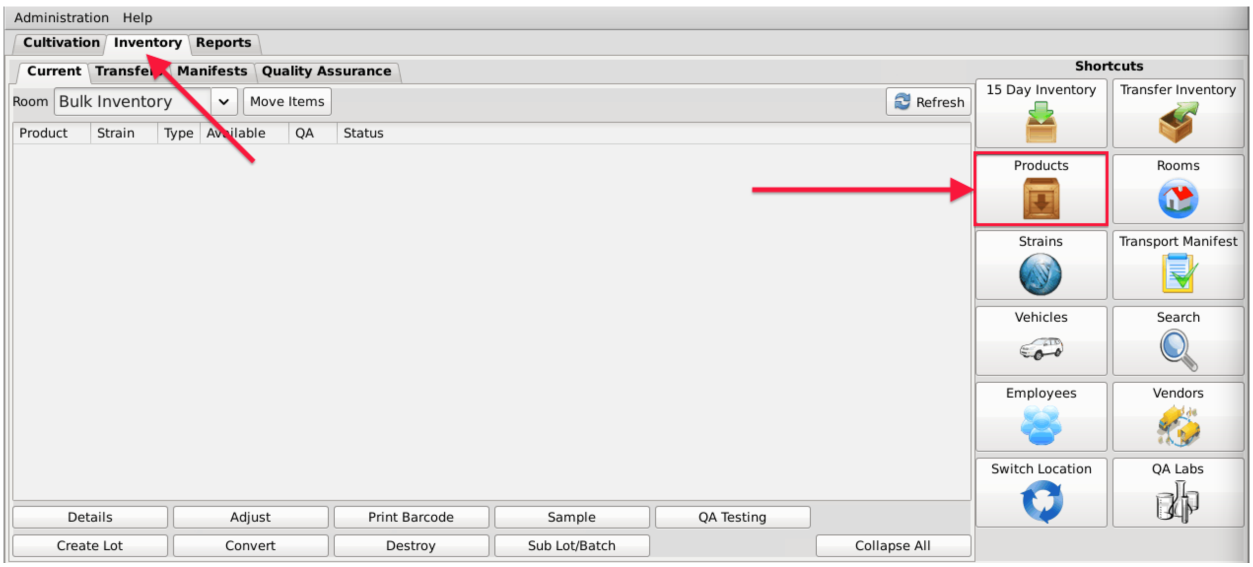
In this chapter, you will learn how to:

✓ Add, modify and remove marijuana-infused products (henceforth, “products”)

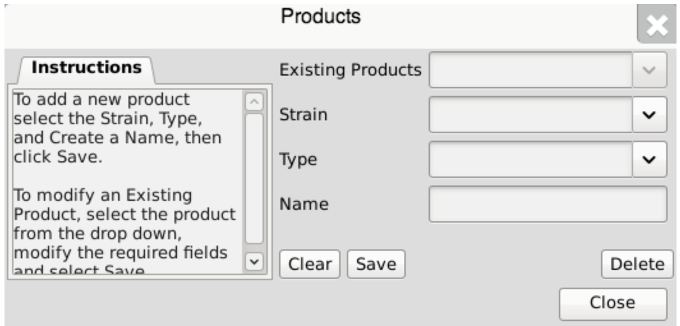
Accessing the Products Screen

To add new products, view or change the information of existing products, or delete products no longer needed, you will need to access the Products screen.

- **NOTE: This chapter only applies to marijuana-infused products. Pre-packaged usable marijuana is already built into the system. Please see Chapter 9: Processor Inventory Conversions regarding pre-packaged usable marijuana.**
- Navigate to the “Inventory” tab found in the top-left corner of the screen, and then click on the “Products” button located on the right-hand side of the home screen.

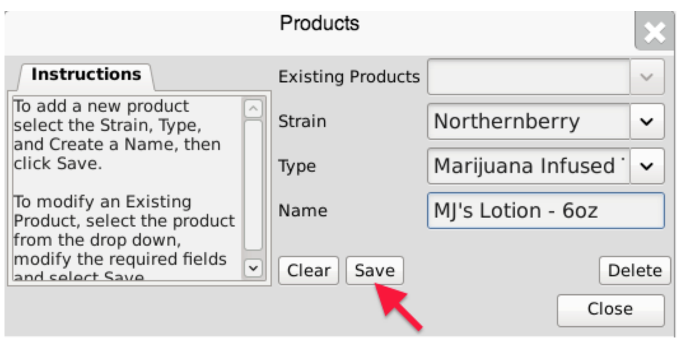


- This will bring up the Products screen.

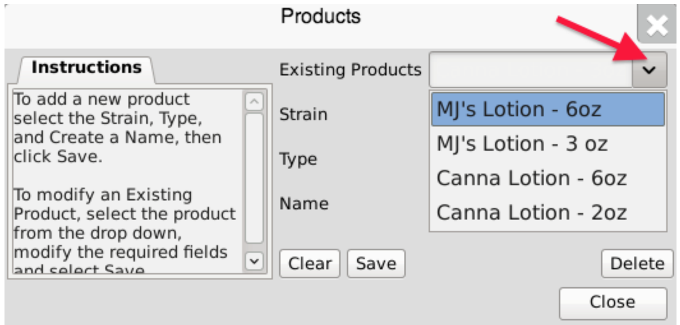


Add a New Product

- From the Product screen, click on the "Clear" button to clear all fields and enter the following information:
  - Strain drop down: Select the product's strain.
  - Type drop down: Select the product's type. All products must fall into one of the following types: Solid Marijuana Infused Edible, Marijuana Infused Topical, Marijuana Extract for Inhalation, or Liquid Marijuana Infused Edible.
  - Name: Type the name of the product. Enough detail must be used to distinguish products from one another (e.g., Arnica Cannabis Cream 9oz, Arnica Cannabis Cream 3oz, Lavender Cannabis Cream 9oz, etc…).
- Click on the "Save" button once all of the required data has been entered.

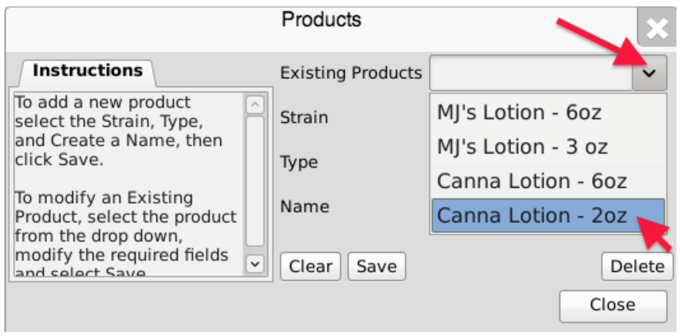


- The new product will now appear within the Existing Products drop down for selection.

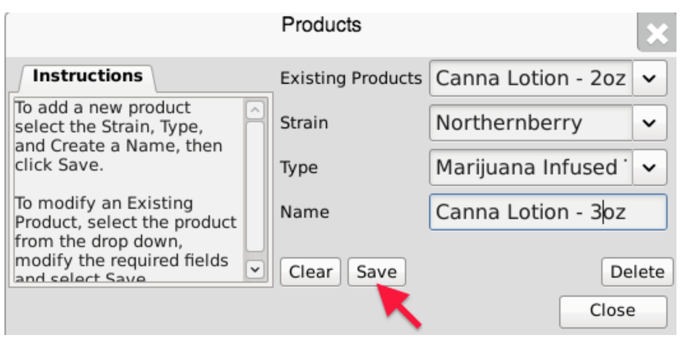


Modifying an Existing Product

- From the Product screen, select the product to be modified from the Existing Products drop down.



- Once selected, the product's information will automatically appear within their respective fields.
- Modify the necessary field(s) (in the example below, Canna Lotion changed names from 2oz to 3oz and changed strains from Blueberry to Northern berry).



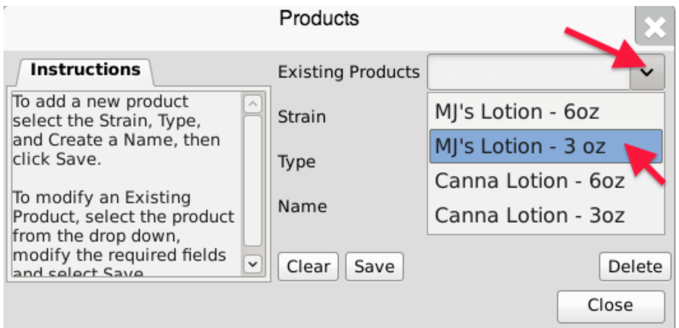
- Click on the "Save" button when complete.

Deleting an Existing Product

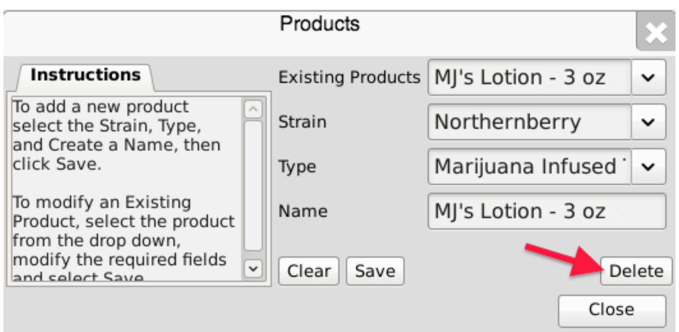
If you find that an existing product is no longer needed (e.g., product line is terminated, product record was created in error, etc…) you may delete the product record.

<u>NOTE: Removing an product does not delete any of the already submitted Traceability System data associated with that product. It simply removes the product from use moving forward.</u>

- From the Product screen, select the product to be deleted from the Existing Product drop down.



- Once selected, the product's information will automatically appear within their respective fields.



- Click on the "Delete" button.

Chapter 7: Inventory Rooms

In this chapter, you will learn how to:

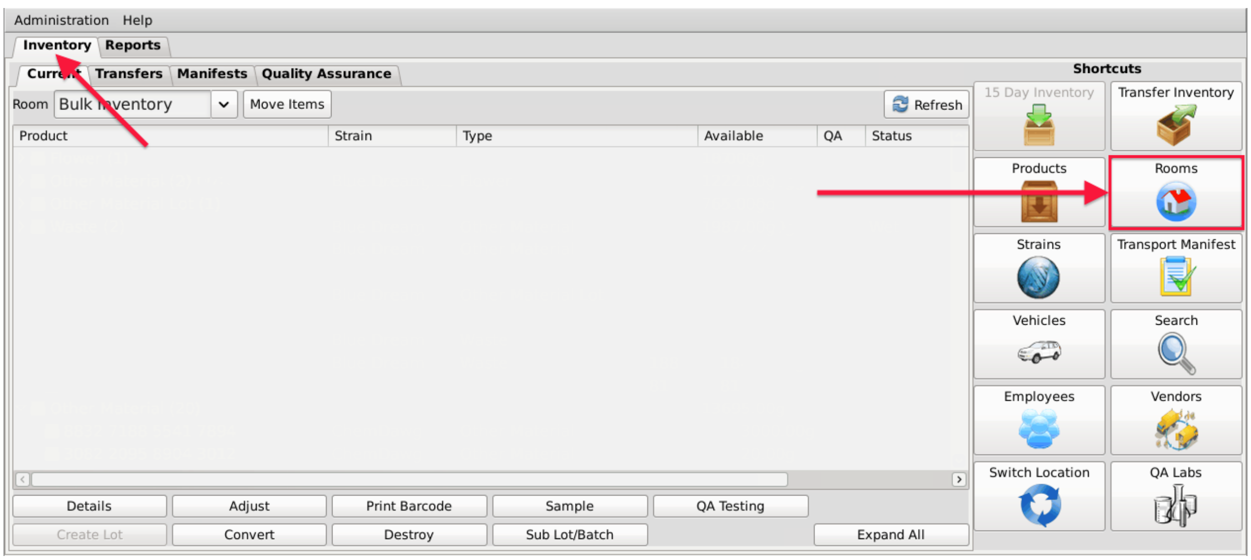
- ✓ Add, modify and remove inventory rooms
- ✓ Navigate the inventory rooms and screens

Inventory rooms represent a way to logically segregate inventory items. You begin with one room named "Bulk Inventory" and one room named "Quarantine".

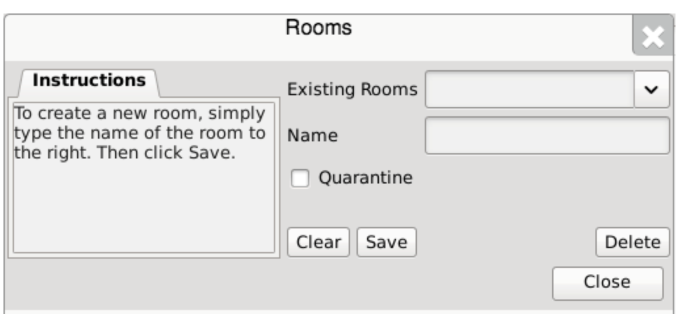
Accessing the Rooms Screen

To add new inventory rooms, change the names of existing inventory rooms, or delete inventory rooms you no longer use, you will need to access the Rooms screen.

- Navigate to the "Inventory" tab found in the top-left corner of the screen, and then click on the "Rooms" button located on the right-hand side of the home screen.

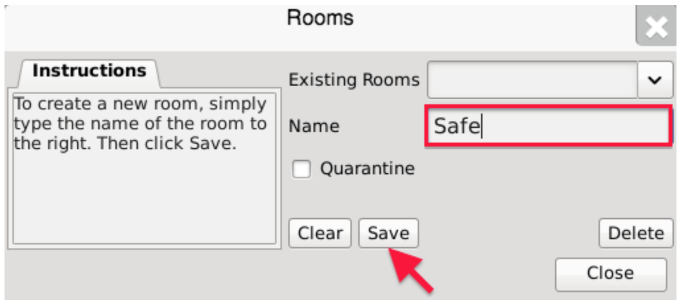


- This will bring up the Rooms screen.

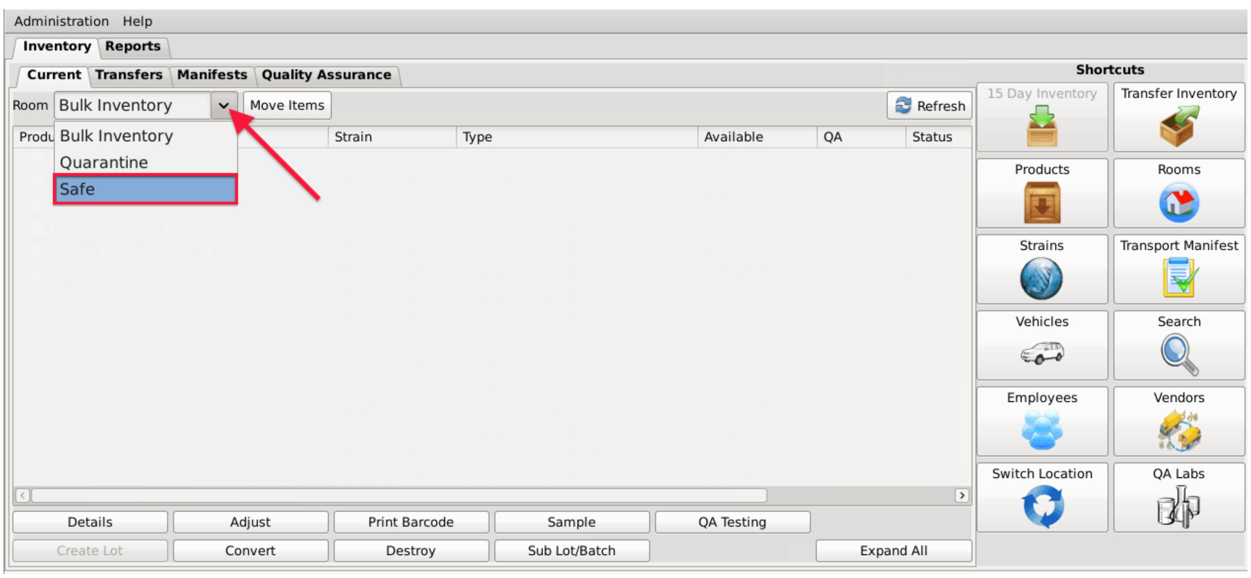


Creating a New Inventory Room

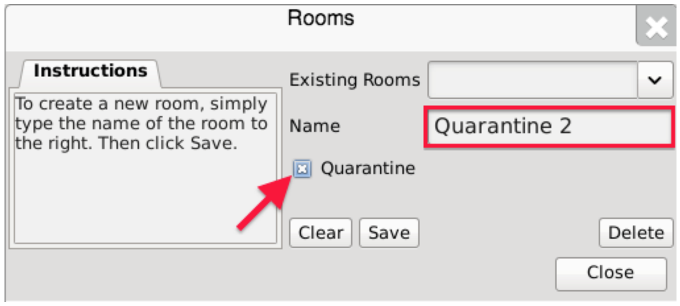
- From the Rooms screen, click on the “Clear” button to clear all fields.
- Within the Name text box, type the name of the new Room (e.g., Safe, Extra Room etc.).
- Click on the “Save” button when complete.



- The new room will now appear within the Rooms drop down for selection.

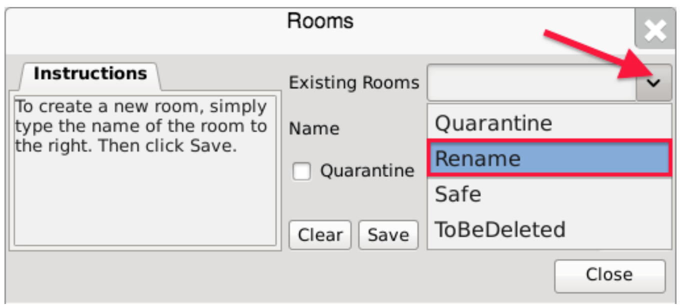


- If the room is to be a Quarantine room, be sure to click on the “Quarantine” check box prior to saving.

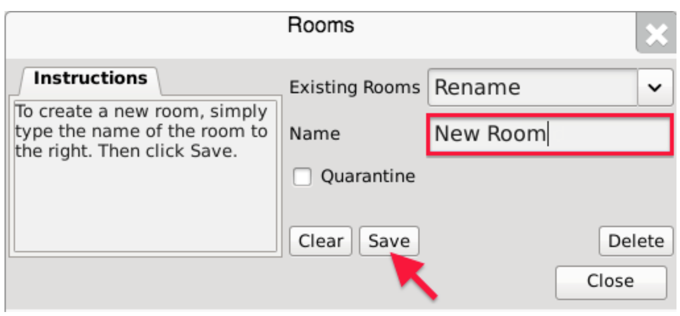


Modifying an Existing Inventory Room

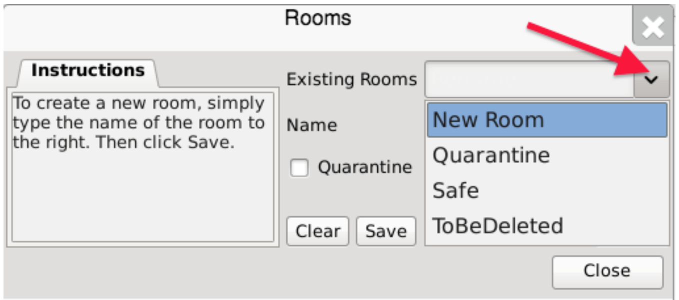
- From the Rooms screen, select the room to be modified from the Existing Rooms drop down.

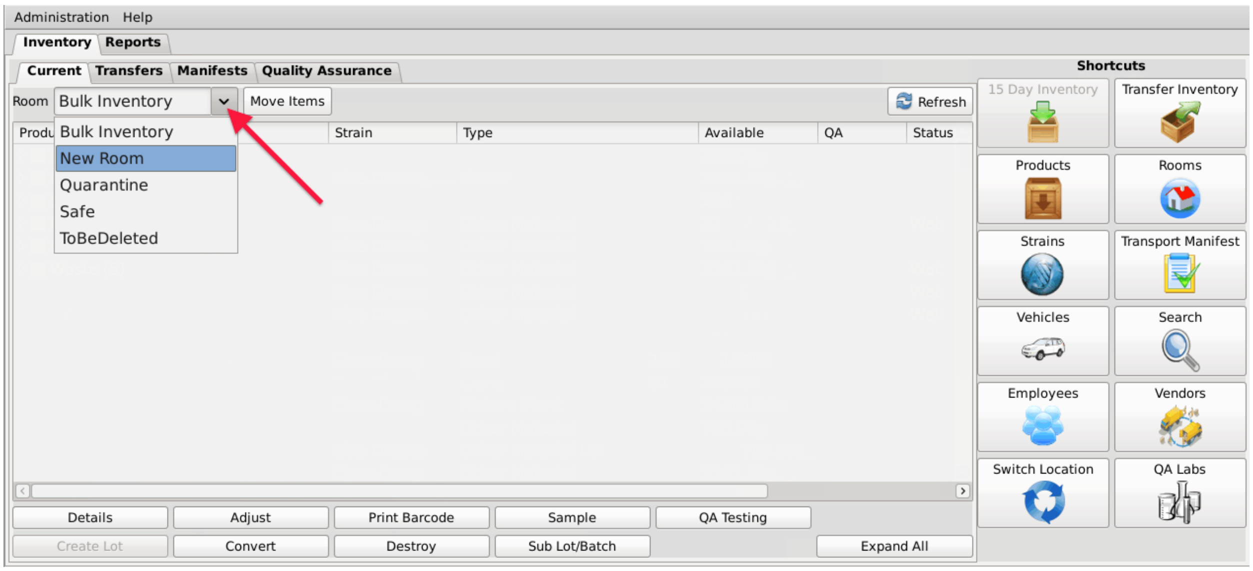


- Once selected, the room's name will automatically appear within the Name text box.
- Within the Name text box, rename the room as desired.



- Click on the "Save" button when complete
- The renamed room will now appear within the Rooms drop down for selection.



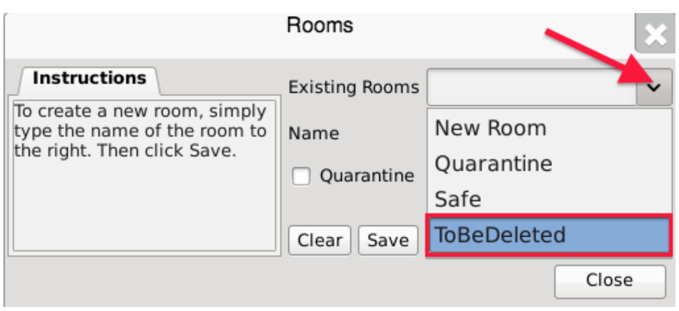


Deleting an Inventory Room

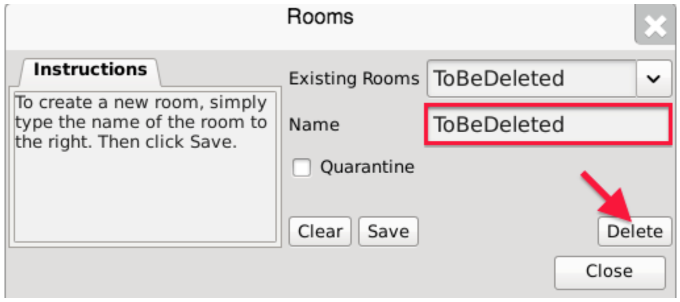
If you find that an existing inventory room is no longer needed, you may delete the room.

<u>NOTE: Removing a room does not delete any of that room's already submitted Traceability System data. It simply removes the room from use moving forward.</u>

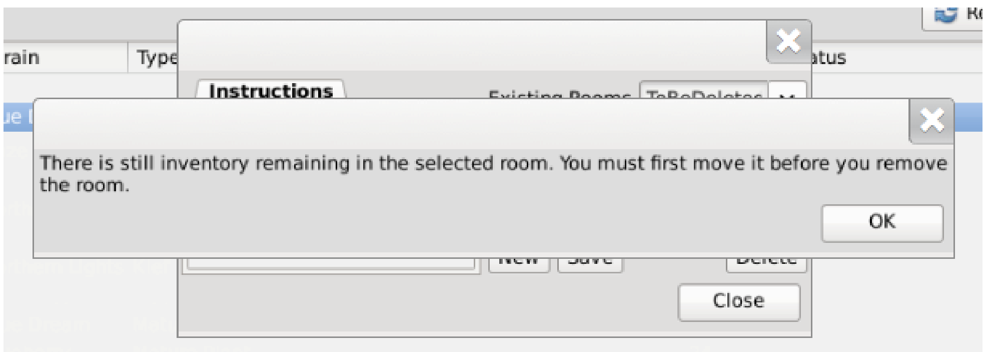
- From the Rooms screen, select the room to be removed from the Existing Rooms drop down.



- Once selected, the room's name will automatically appear within the Name text box.



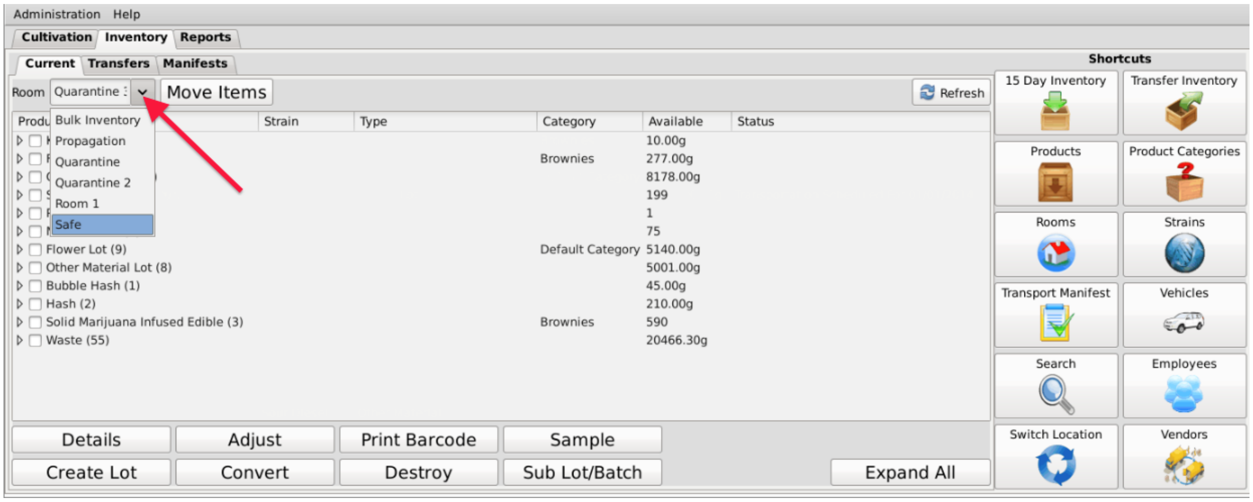
- Click on the "Delete" button.
  - If there is still inventory in the room, the following will appear:



  - If there is no longer any inventory still in the room, the Traceability System will allow removal of the room

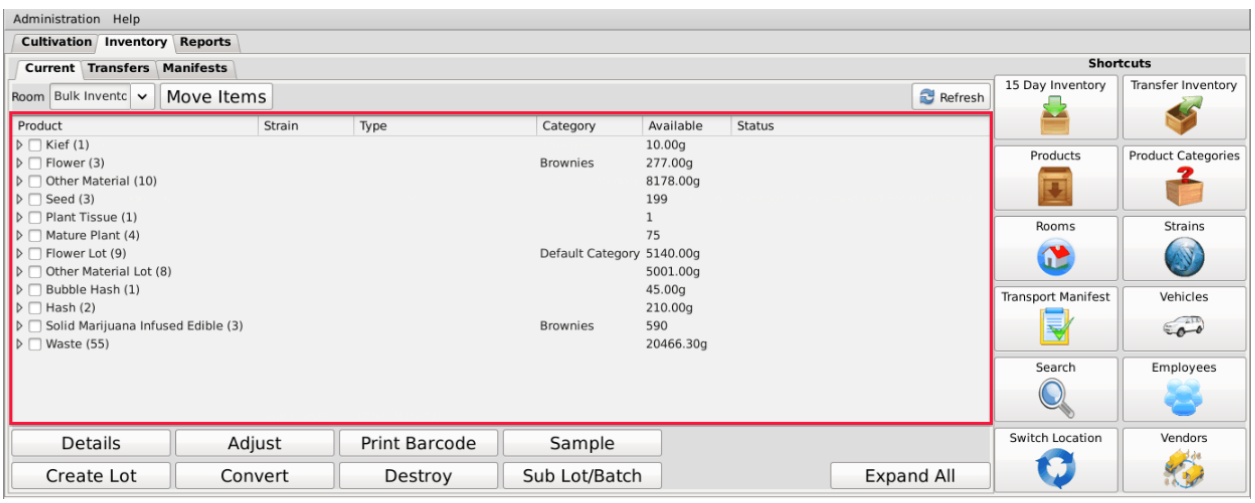
Navigating Inventory Rooms

When in the "Inventory" tab, all of the existing rooms are listed within the Room drop down in alphabetical order.



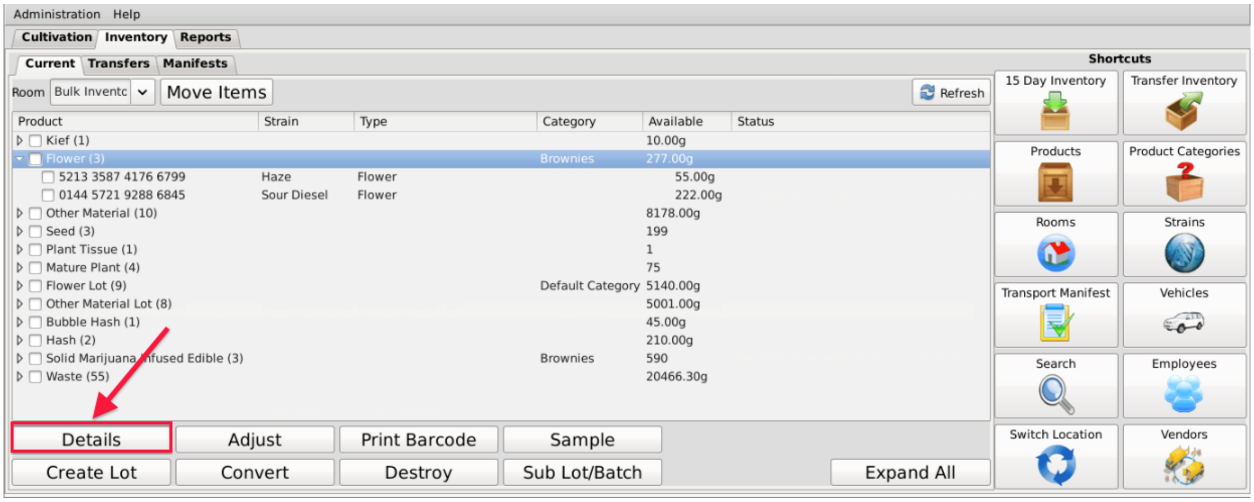
Click on a room to view its contents.

The primary window lists the contents of the selected room. Inventory items are grouped by product type. The number in parentheses that appears to the right of the product type indicates how many Traceability Identifiers are grouped within it, if more than one.

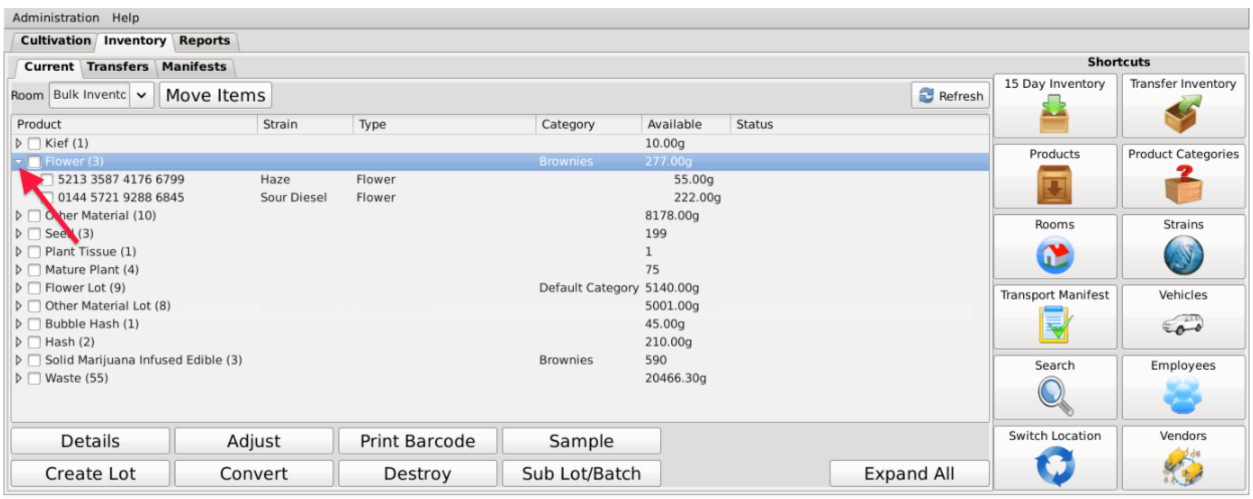


To view the individual inventory items contained within a group you can perform either of the following three actions:

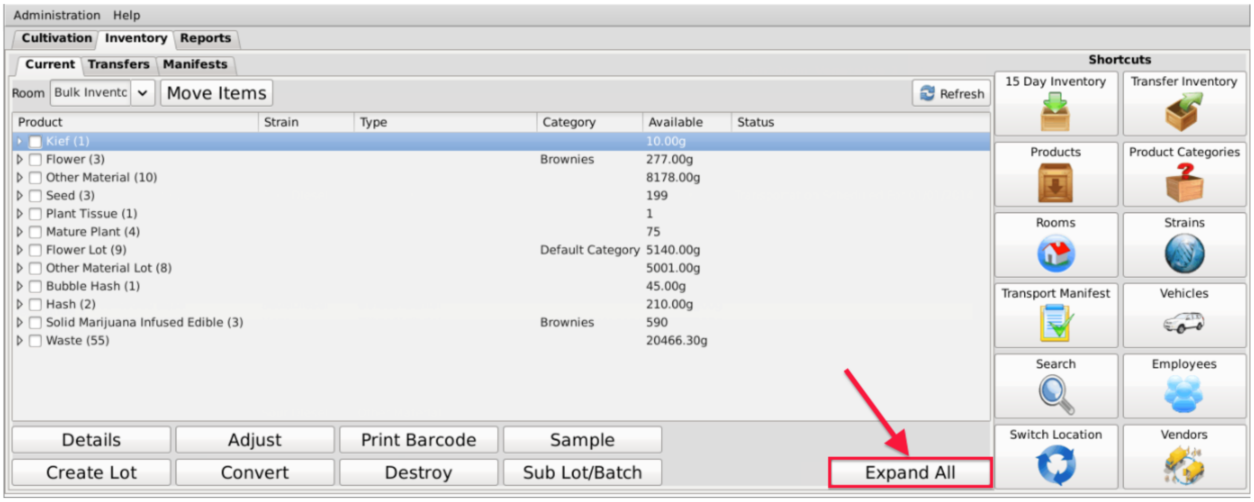
- Double-click on a group;
- Single-click on a group to highlight it, and then click the "Details" button found in the bottom-left corner of the screen;

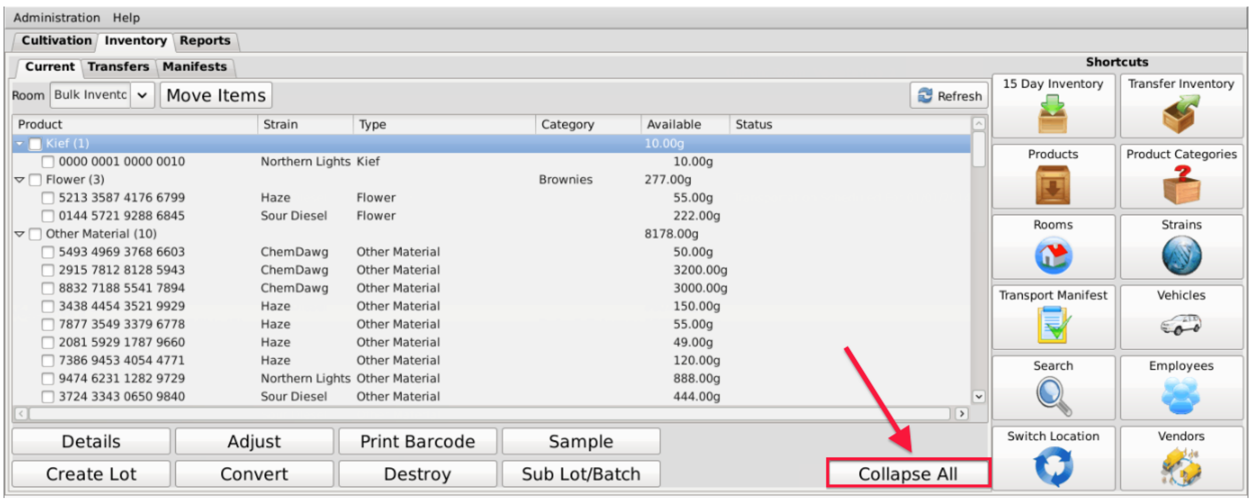


- Single-click on the Expand/Collapse arrow to the left of the product type.

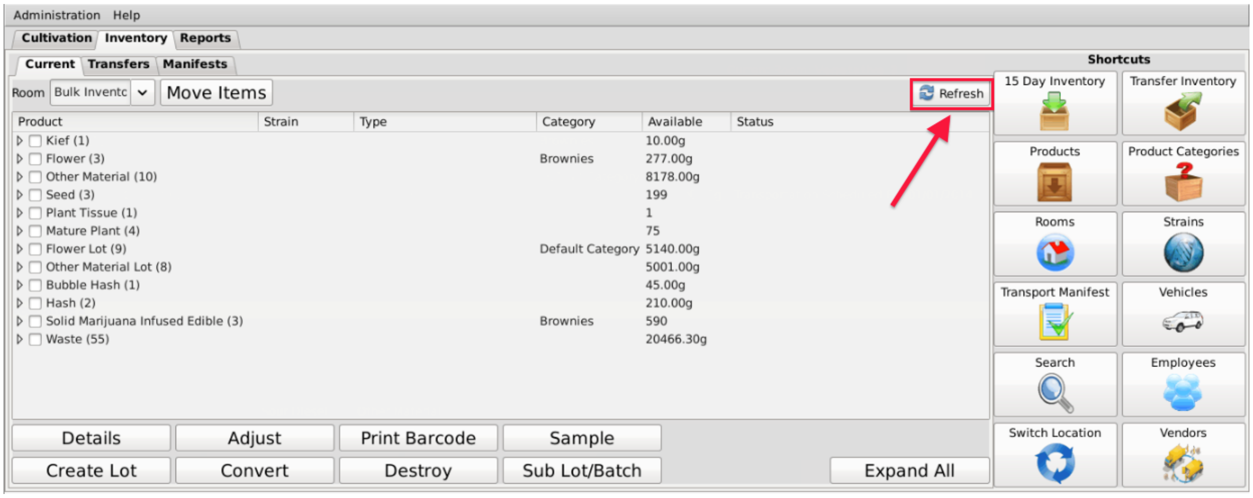


In addition to expanding/collapsing groups individually, you may expand/collapse all groups at once by clicking on the "Expand All" / "Collapse All" button located in the lower-right corner of the screen. The button alternates from "Expand All" to "Collapse All" and back every click.





If at any time you perform an action in the Traceability System and it appears that the Traceability System did not update, try clicking on the "Refresh" button found in the upper-right corner of the screen.


Administration Help
Cultivation
Inventory
Reports
Current
Transfers
Manifests
Room
Bulk Inventc
Move Items
Refresh
Product
Strain
Type
Category
Available
Status
Kief (1)
10.00g
Flower (3)
Brownies
277.00g
Other Material (10)
8178.00g
Seed (3)
199
Plant Tissue (1)
1
Mature Plant (4)
75
Flower Lot (9)
Default Category
5140.00g
Other Material Lot (8)
5001.00g
Bubble Hash (1)
45.00g
Hash (2)
210.00g
Solid Marijuana Infused Edible (3)
Brownies
590
Waste (55)
20466.30g
Details
Adjust
Print Barcode
Sample
Create Lot
Convert
Destroy
Sub Lot/Batch
Expand All
Shortcuts
15 Day Inventory
Transfer Inventory
Products
Product Categories
Rooms
Strains
Transport Manifest
Vehicles
Search
Employees
Switch Location
Vendors

Chapter 8: Wholesale Inventory Transfers - Inbound

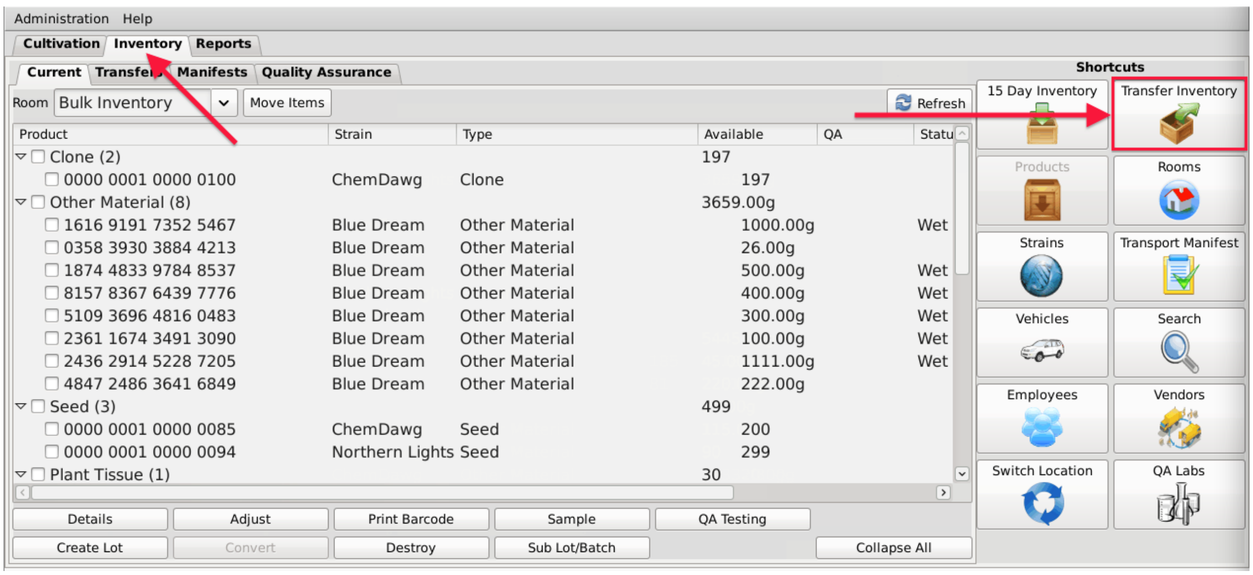
In this chapter, you will learn how to:

✓ Complete an inbound inventory transfer

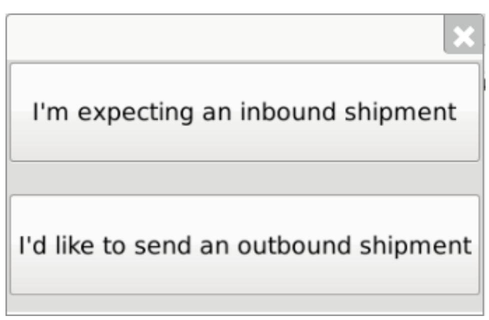
Initiating an Inventory Transfer

To receive inbound shipments and send outbound shipments in the Traceability System, you will need to

- Navigate to the "Inventory" tab found in the top-left corner of the screen, and then click on the "Transfer Inventory" button located on the right-hand side of the screen.



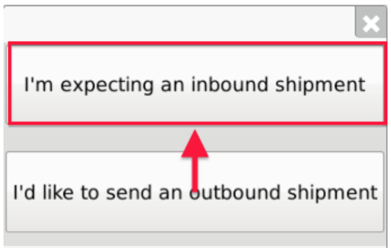
- The following pop-up appears:



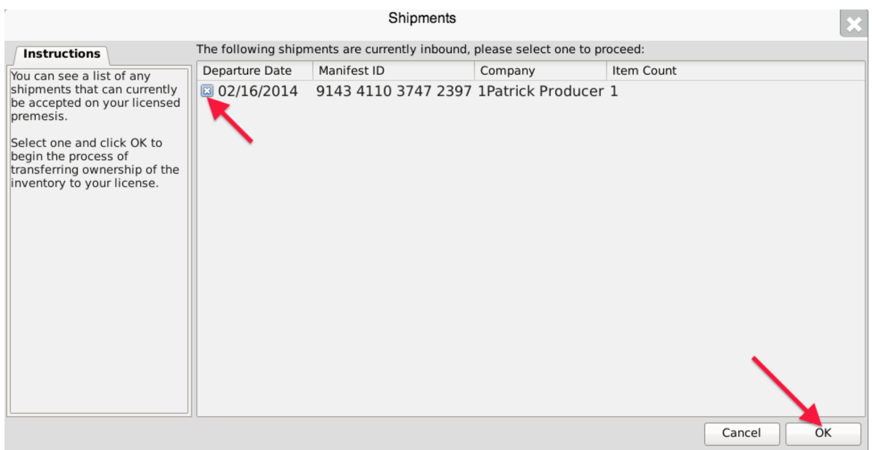
Inbound Shipment

To receive an inbound shipment,

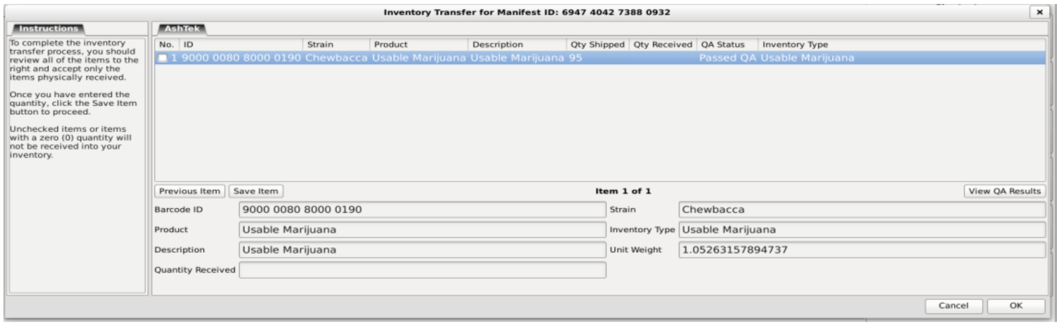
- Click on "I'm expecting an inbound shipment"



- A list of all currently filed but not-yet-received inbound manifests from vendors appears.
- Click on the check box to the left of the manifest being received.
- Click "OK".



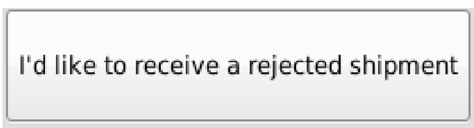
- The Inventory Transfer for Manifest ID screen, which lists the inventory associated with the manifest, appears. Note that though the example illustrates only one item, multiple items may be associated with the manifest and each item will have its own Line.



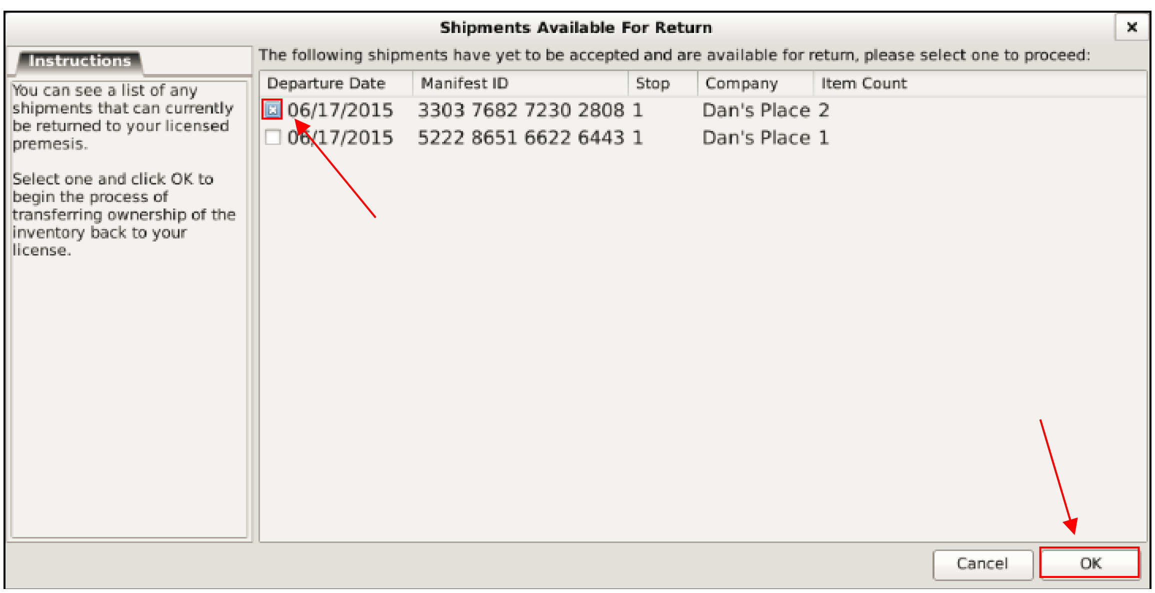
- Enter the Quantity Received for each item that is on the manifest.
- Click the “OK” button after all quantities received are entered.
- The Traceability System automatically moves the inventory on the manifest into the Bulk Inventory room.

To receive a rejected shipment

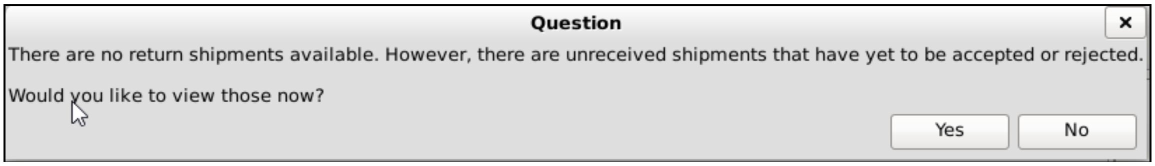
Click to retrieve inventory from a shipment that has been partially accepted or rejected.



1. Check the box of the rejected shipment you want to view. Click the ‘OK’ button.

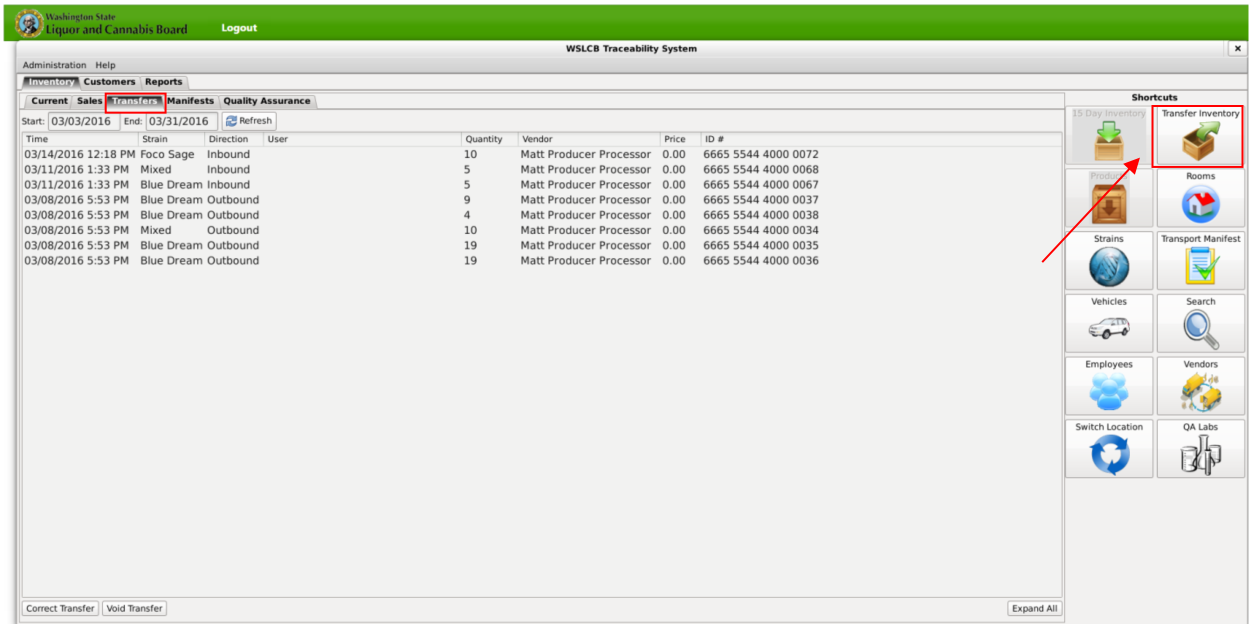


Note: If there are no rejected shipments available, the 'Question' screen will appear. It will give you the option to view shipments that haven't been accepted or rejected.

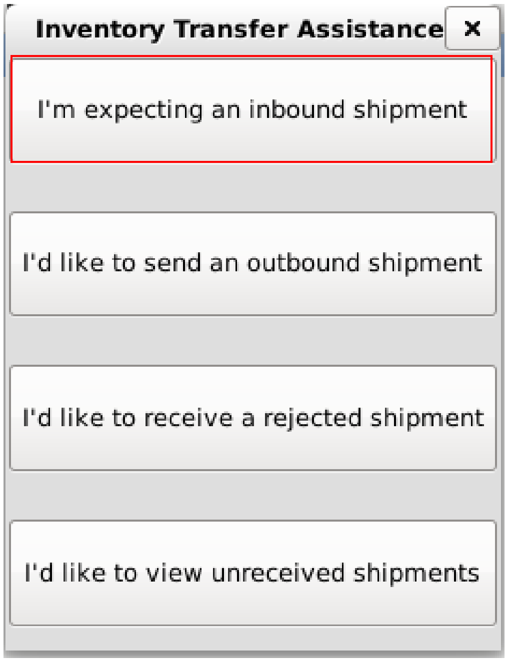


To partially accept or reject items:

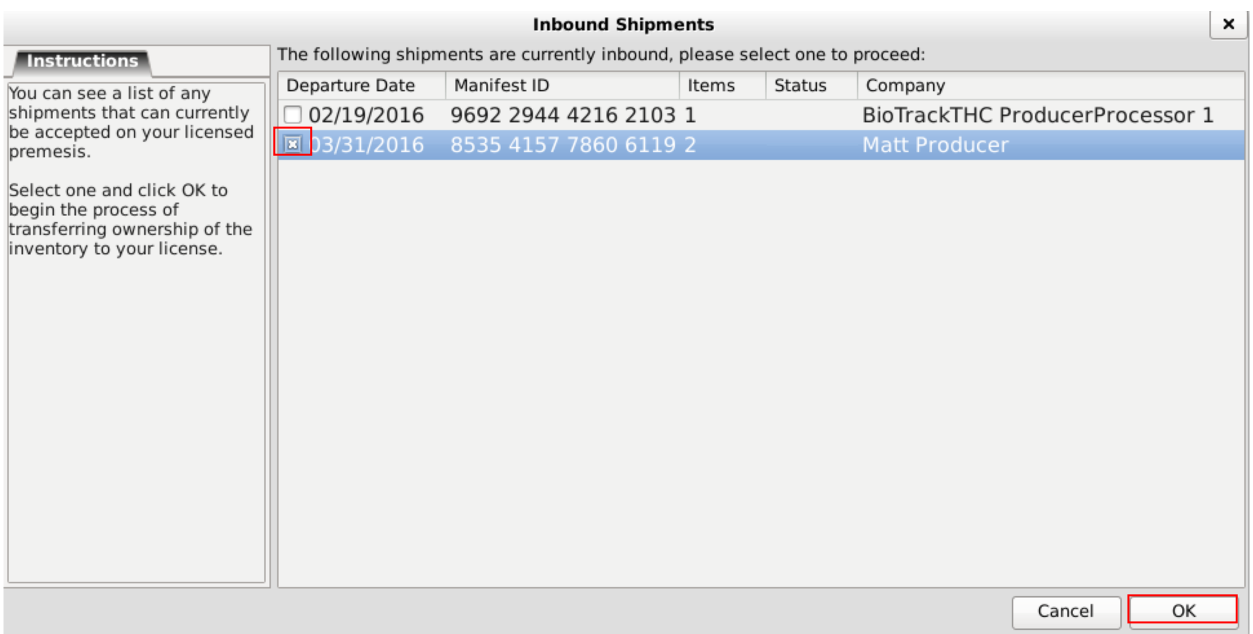
1. From the 'Inventory Transfer' screen, click 'Transfer Inventory'.



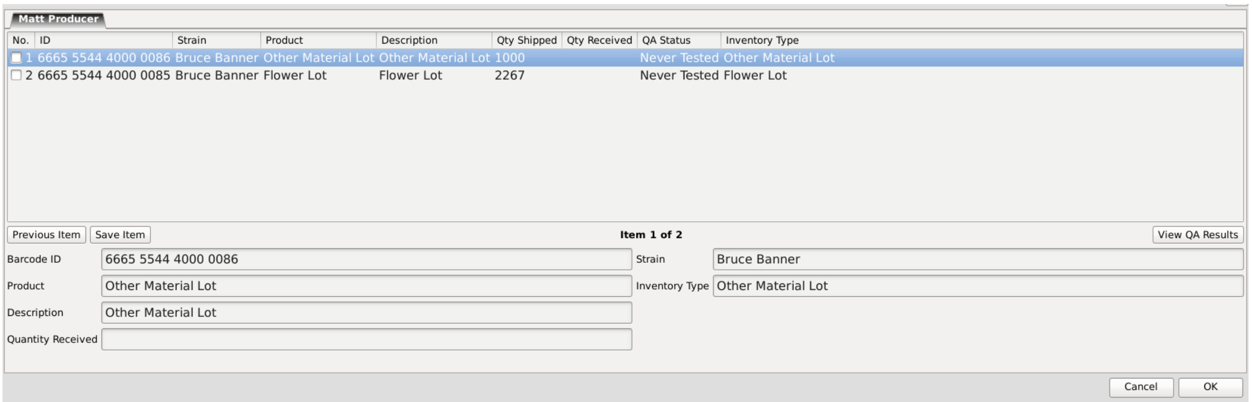
2. Click ‘I’m expecting an inbound shipment’.



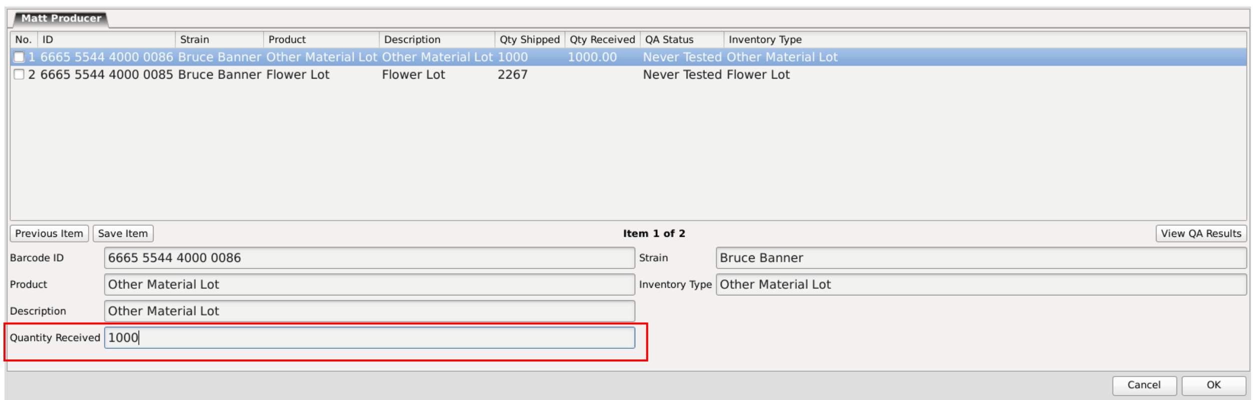
3. Select the shipment you want to partially accept or reject. Check the appropriate box in the Departure Date column. Click the ‘OK’ button.



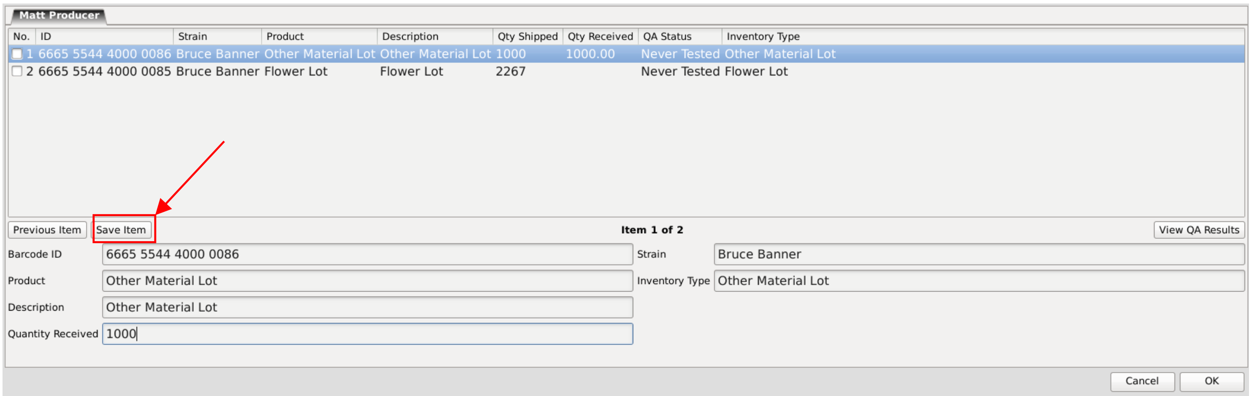
4. The ‘Inventory Transfer for Manifest ID’ screen displays.



5. Select the item you would like to receive and enter the quantity received.

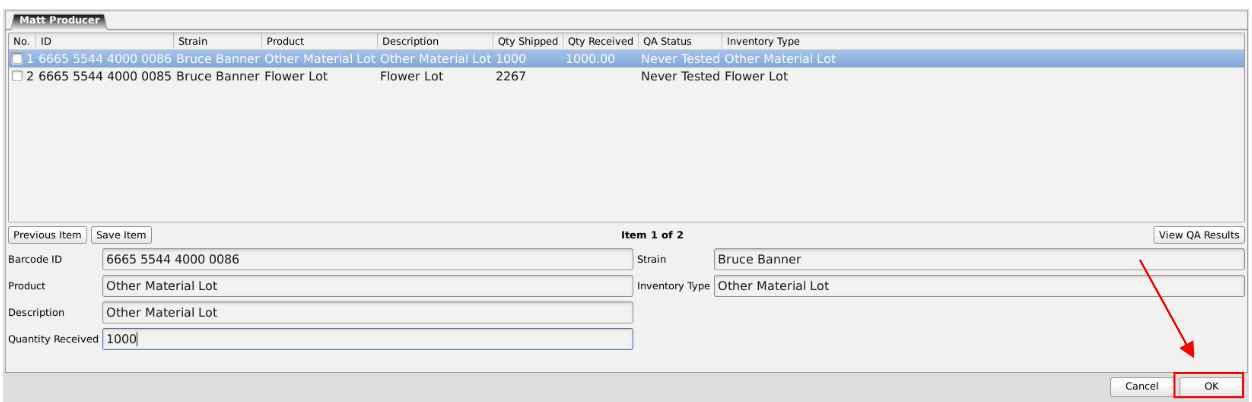


6. Click the ‘Save Item’ button.

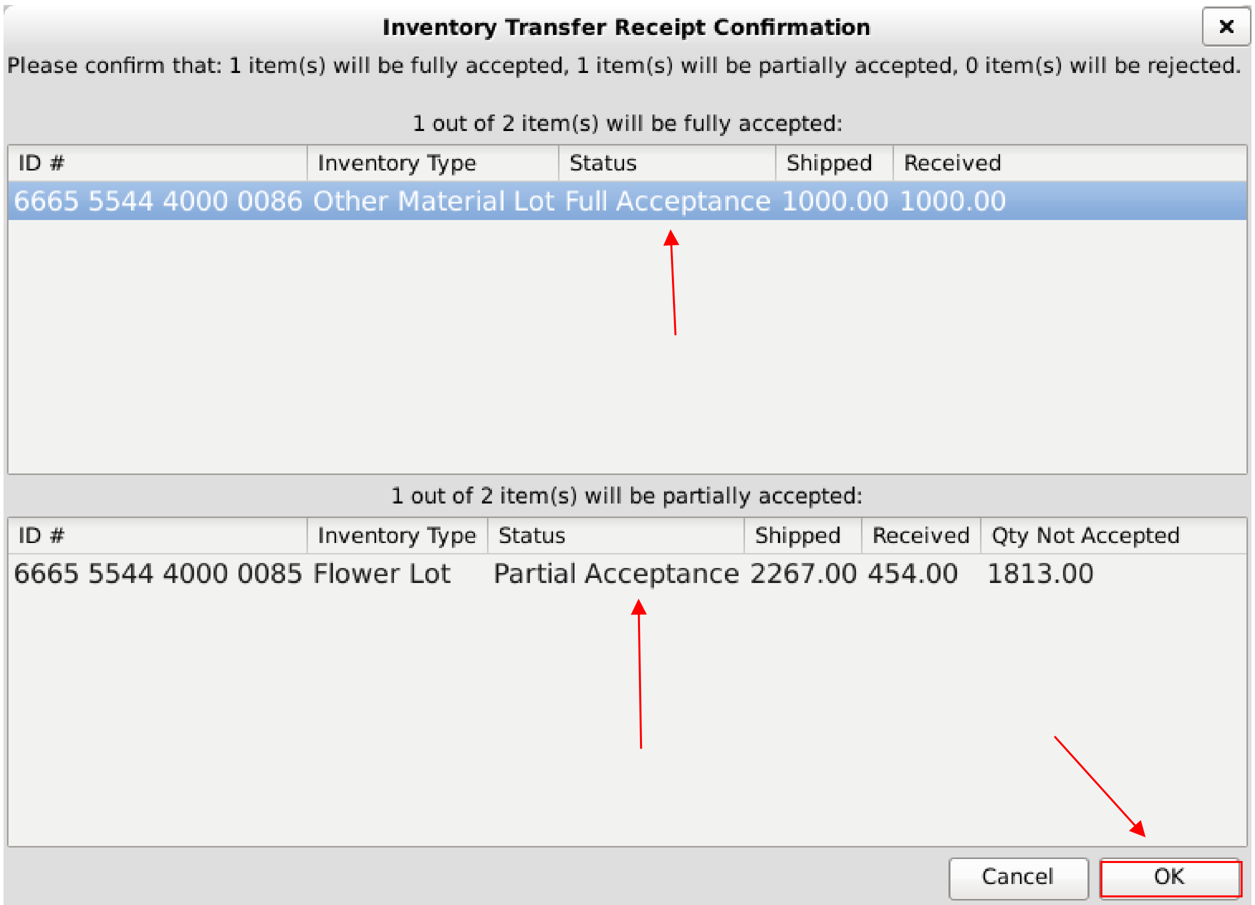


Note: Repeat the process until all items have been received. Items that are not processed will automatically be rejected.

7. Click the ‘OK’ button on the bottom right corner of the screen.

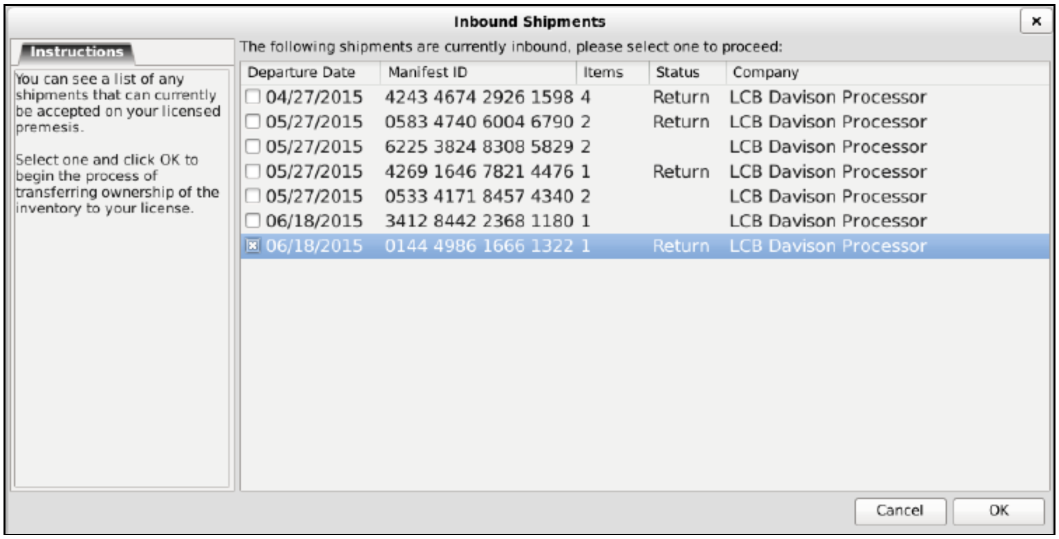


8. The ‘Inventory Transfer Receipt Confirmation’ screen displays. Here, you can view items that will be fully accepted, partially accepted and rejected. Review and confirm receipt of inventory.

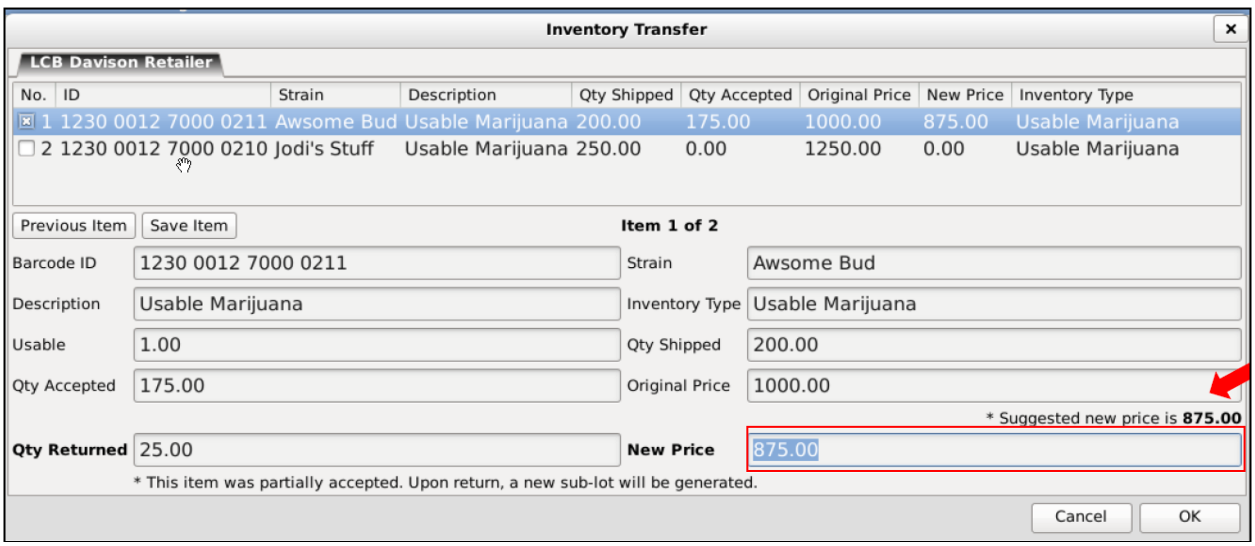


9. Click the ‘OK’ button to continue. Click the ‘Cancel’ button to go back and make changes.

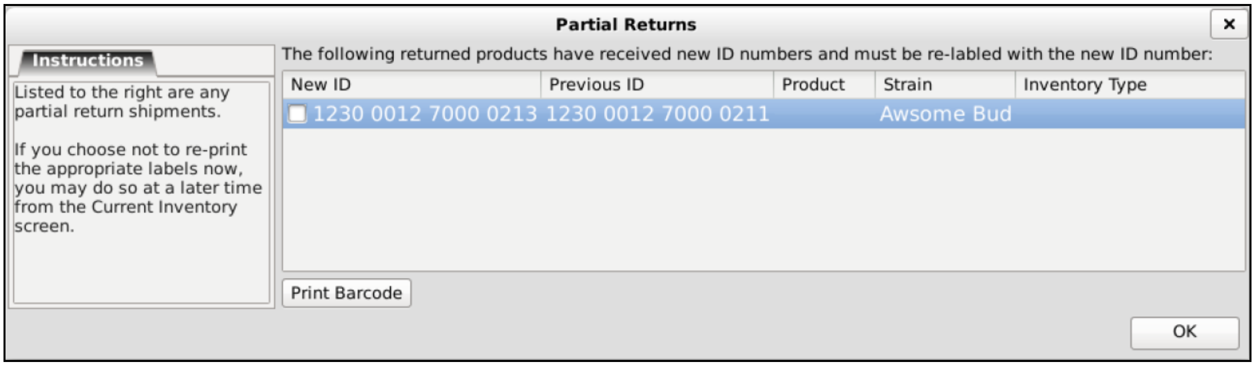
Note: Items that are rejected will be available in the inventory transfer screen until the licensee who shipped the inventory receives the rejected items back into their inventory.



Note: The user can add a new price for partially accepted items. In the 'Inventory Transfer' screen, the system generates a suggested price based on the unit price.



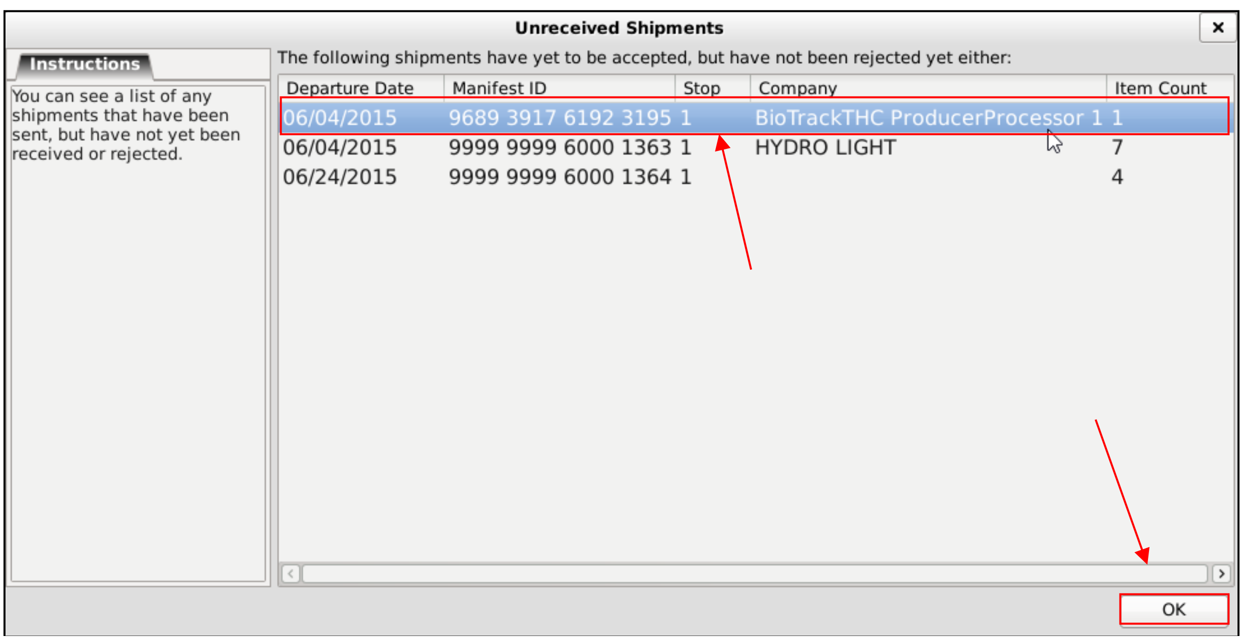
Note: Rejected items retain the original Inventory ID number. Partially received items will automatically receive a new Inventory ID number. These items will need to be relabeled with the new Inventory ID number immediately.



To view unreceived shipments

Click to view shipments you have transferred out, but have not been processed by the recipient.

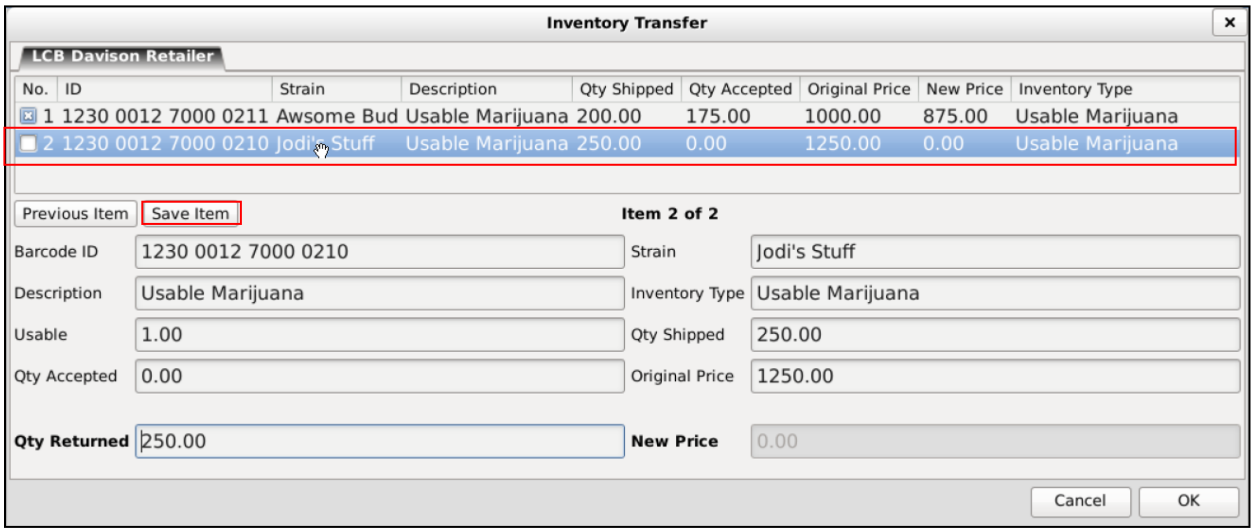
1. Click the unreceived shipment that you want to view. Click the 'OK' button to close the screen.
   Note: Unreceived shipments are considered outstanding invoices.



To re-accept a rejected item:

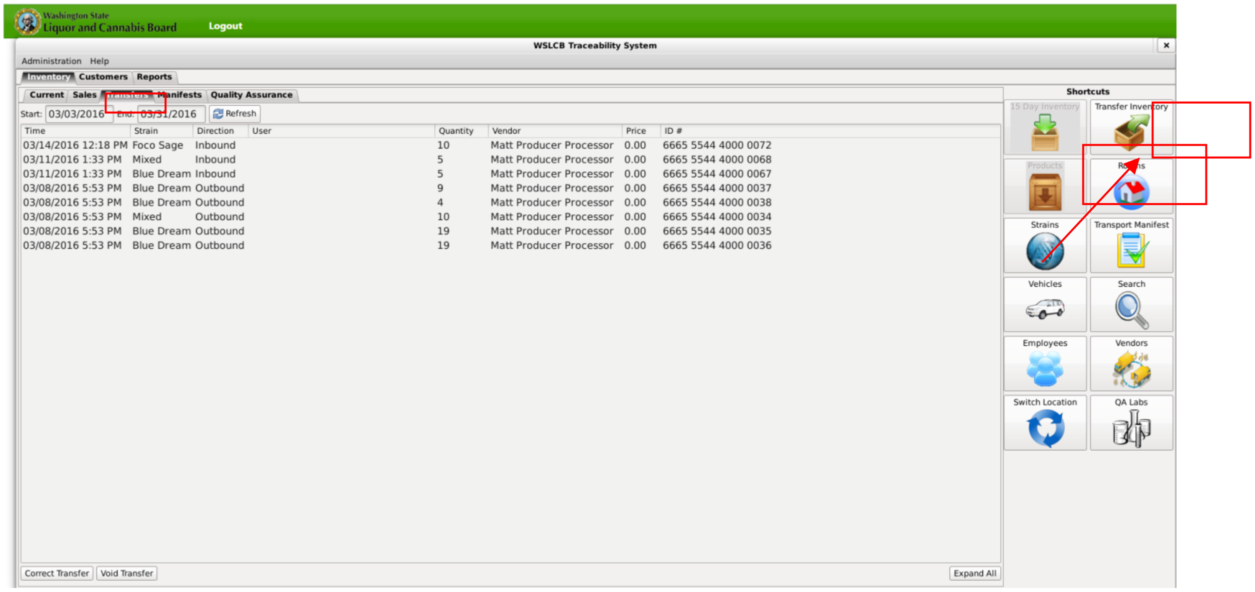
1. From the “Inventory Transfer’ screen, select the item you want to accept back into inventory and click the “Save Item” button.

Note: A new price of $0.00 is automatically entered for the item.

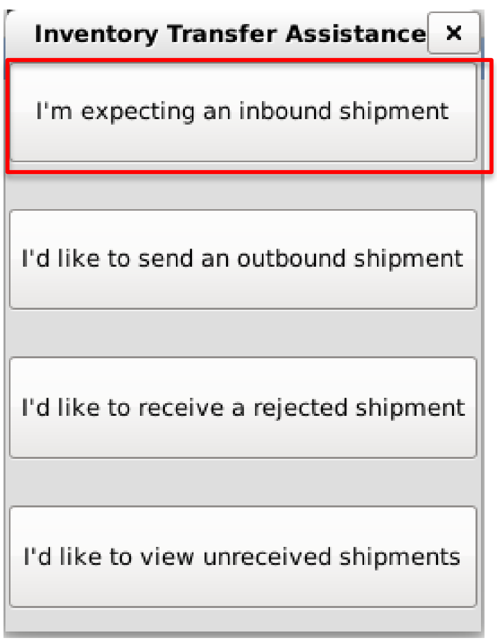


To view QA results in Transfer Inventory:

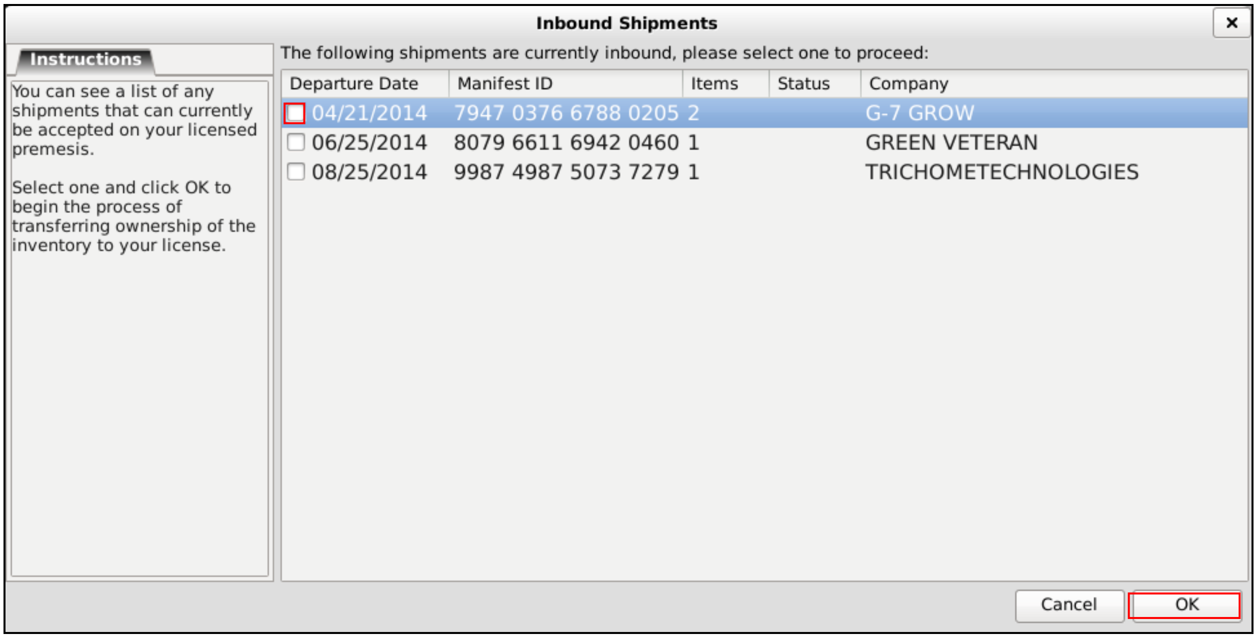
1. From the ‘Inventory Transfer’ screen, click ‘Transfer Inventory’.



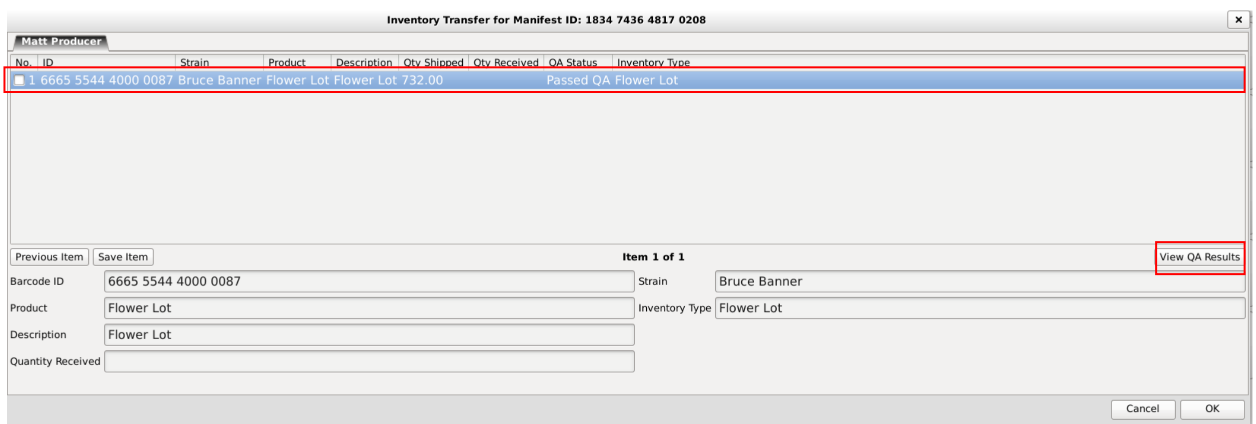
2. Click ‘I’m expecting an inbound shipment’.



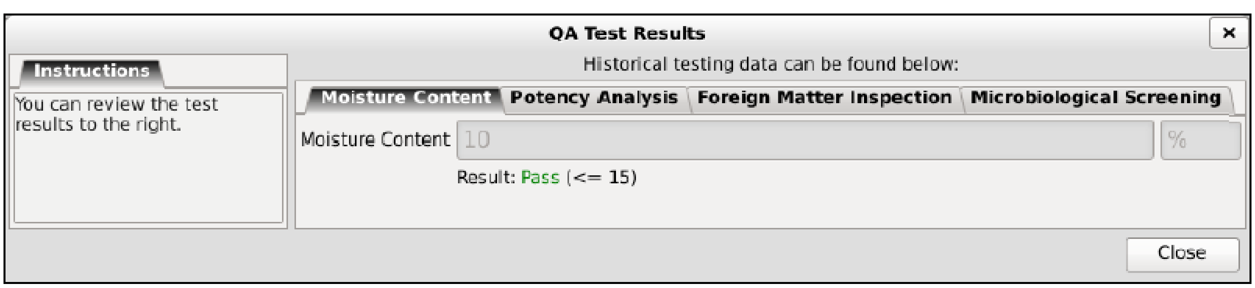
3. Select the shipment you want to view QA results for. Check the appropriate box in the Departure Date column. Click the ‘OK’ button.



4. The 'Inventory Transfer for Manifest ID' screen displays. Select the manifest. Click the 'View QA Results' button.

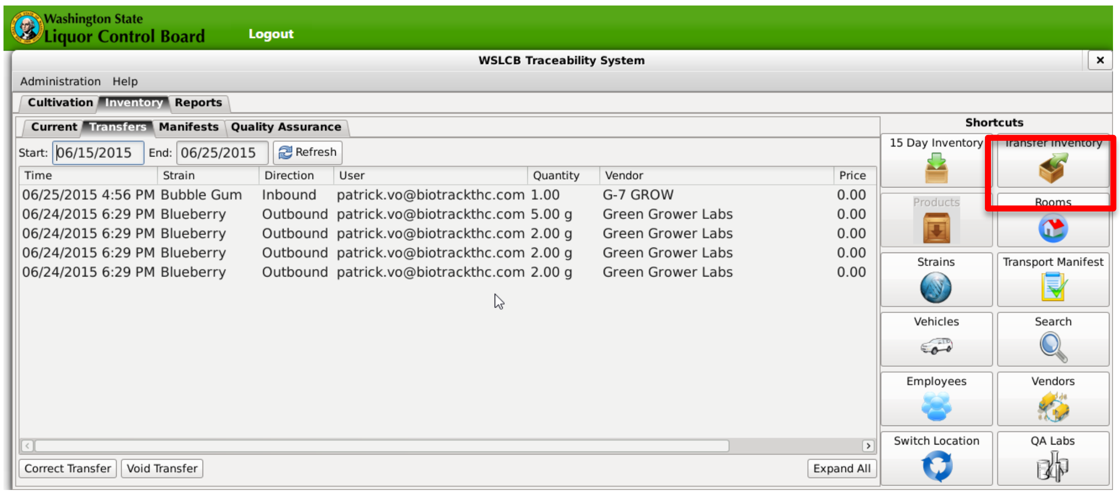


5. The 'QA Test Results' screen displays.

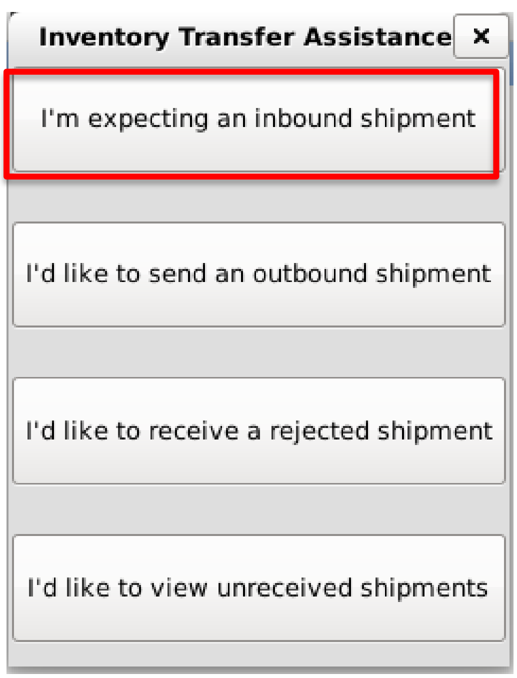


To accept product back when vendor has accepted and returned

1. From the 'Inventory Transfer' screen, click 'Transfer Inventory'.

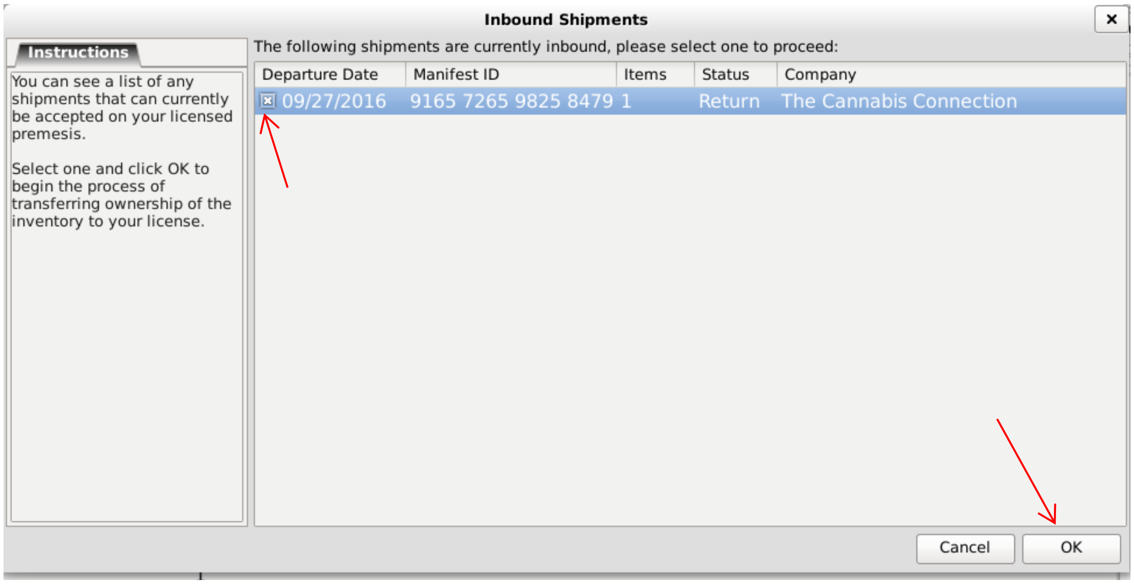


2. Click 'I'm expecting an inbound shipment'.

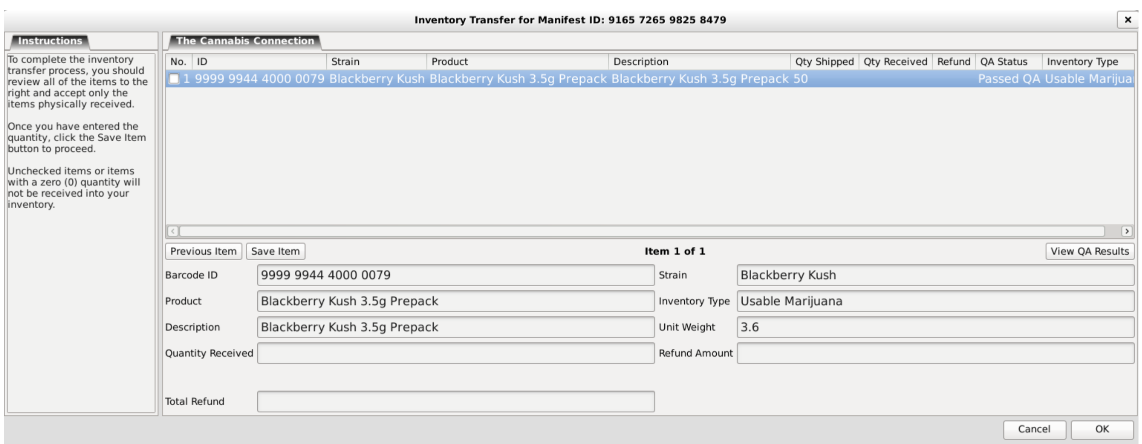


- A list of all currently filed inbound manifests from vendors appears.

- Click on the check box to the left of the manifest being received.
- Click “OK”.



- The Inventory Transfer for Manifest ID screen, which lists the inventory associated with the manifest, appears. Note that though the example illustrates only one item, multiple items may be associated with the manifest and each item will have its own Line.

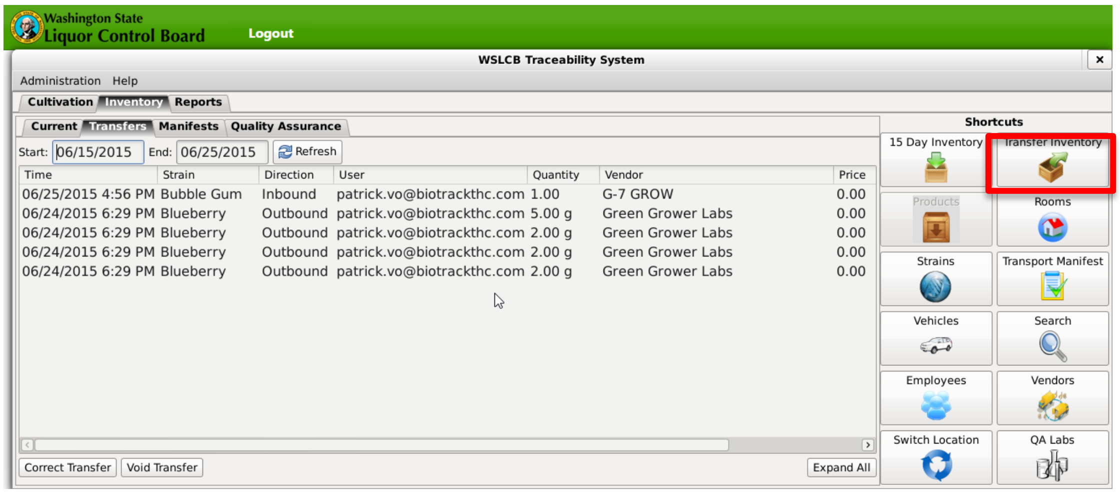


- Enter the Quantity Received, refund amount, and click ‘Save Item” for each item that is on the manifest. The total refund will automatically update as refund amounts are saved.
- Click the “OK” button after all quantities received are entered.

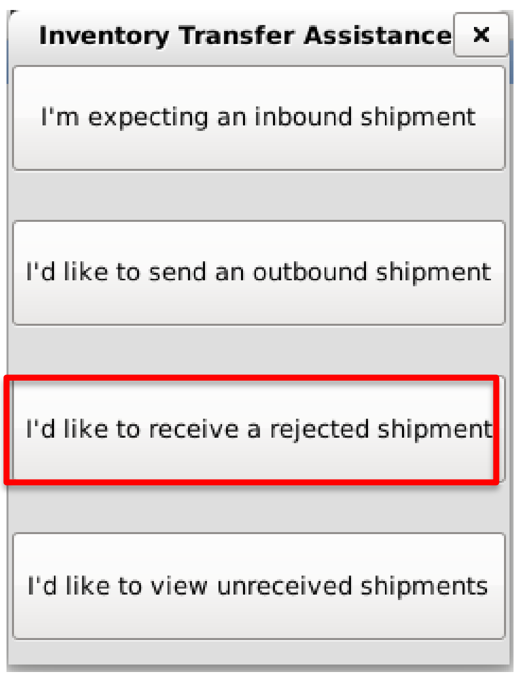
- The Traceability System automatically moves the inventory on the manifest into the Bulk Inventory room.

To bring product back before it has been accepted or rejected by the intended recipient.

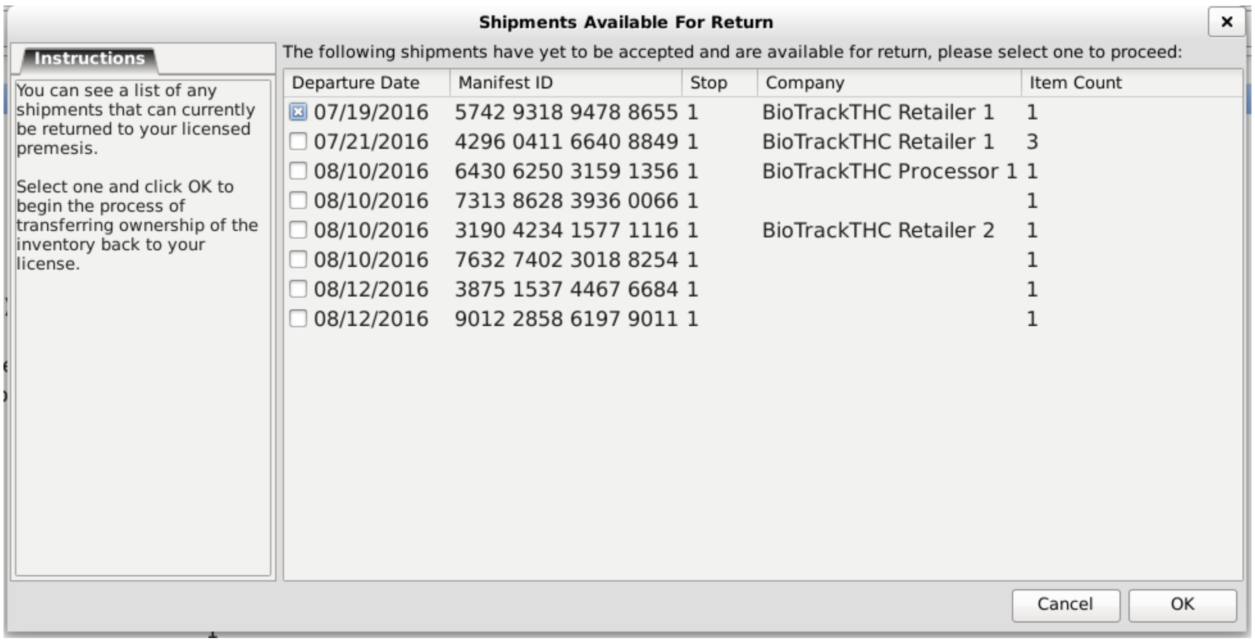
1. From the 'Inventory Transfer' screen, click 'Transfer Inventory'.



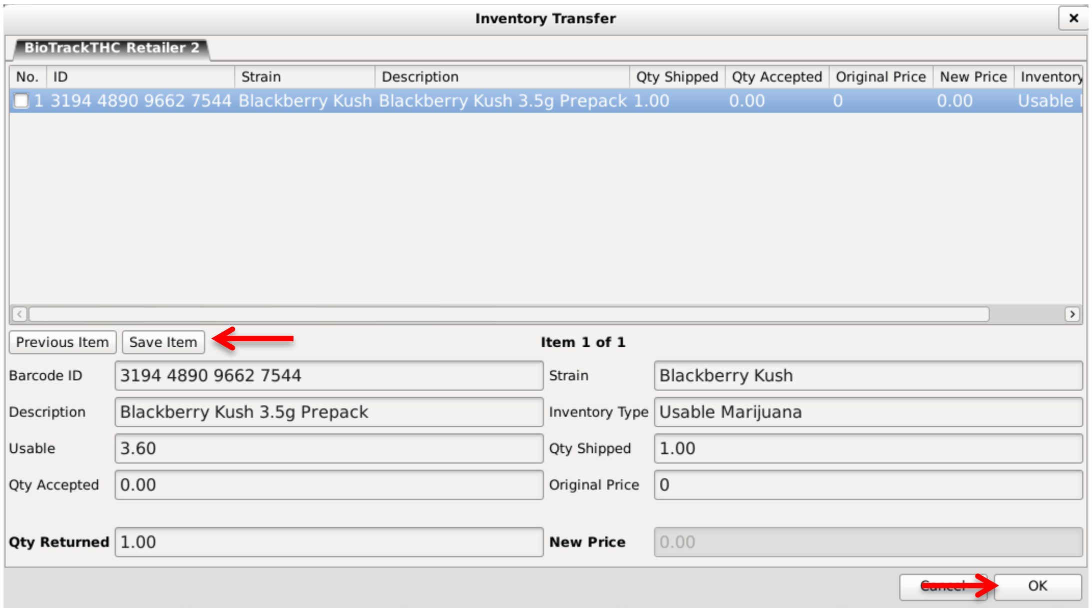
2. Click 'I'd like to receive a rejected shipment'



- A list of all currently filed unaccepted outbound manifests appears.
- Click on the check box to the left of the manifest being returned.
- Click “OK”.



- The Inventory Transfer screen, which lists the inventory associated with the manifest, appears. Note that though the example illustrates only one item, multiple items may be associated with the manifest and each item will have its own Line.



- Click 'Save Item" for each item that is on the manifest.
- Click the "OK" button after all quantities received are entered.

Chapter 9: Processor Inventory Conversions

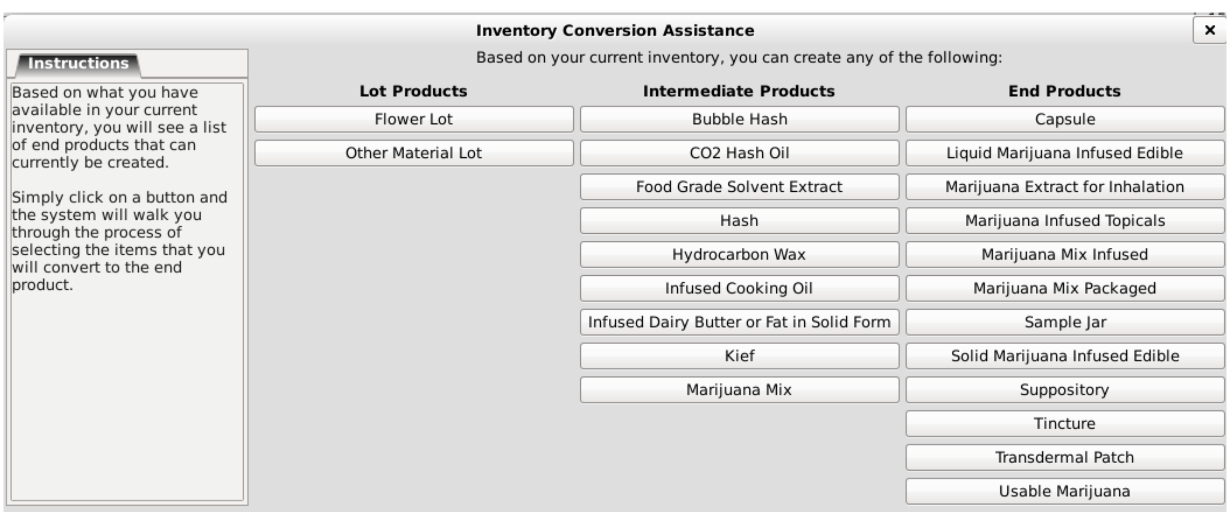
In this chapter, you will learn how to:

- ✓ Convert a Flower Lot into Useable Marijuana
- ✓ Convert a Flower Lot or Other Material Lot into Marijuana Extract
- ✓ Convert Marijuana Extract into Marijuana-Infused Product
- ✓ Undo certain inventory conversions
- ✓ Move inventory between inventory rooms

Traceability Logic – Inventory Conversions

The system has many controls in place to reduce the potential for errors and to ensure that the product work flow is consistent with regulations. With respect to the Inventory Conversion menu—which will be discussed throughout this chapter—the menu will only display conversion options that are possible with the inventory you currently have on hand within the room selected.

- A Flower Lot is required to produce Usable Marijuana.
- A Lot of either Flower or Other Material is required to produce an Extract.
- An Extract is required to produce Liquid Marijuana Infused Edible, Marijuana Extract for Inhalation, Marijuana Infused Topicals, and Solid Marijuana Infused Edible.
- The menu in its entirety will only display should the room selected contain all of the precursors for each product type. The left-side displays all Intermediate Products that are required for some of the End Products displayed on the right-side.

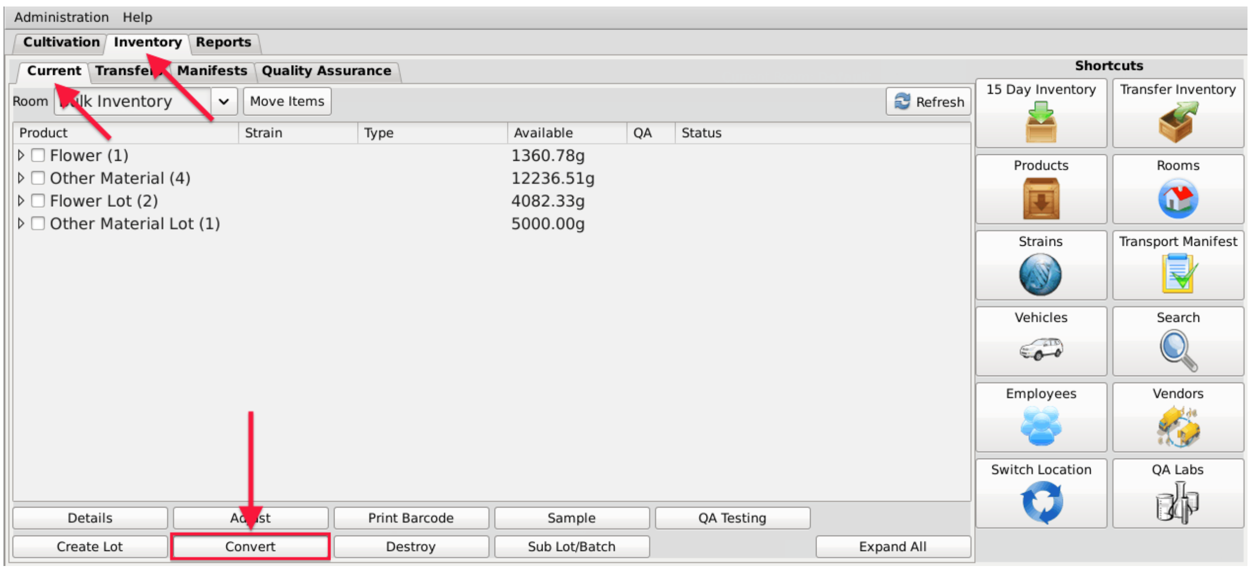


- Otherwise, should the system detect that the precursor for a particular inventory type is not present in the room selected, then the system will remove that option from the menu until it is present.

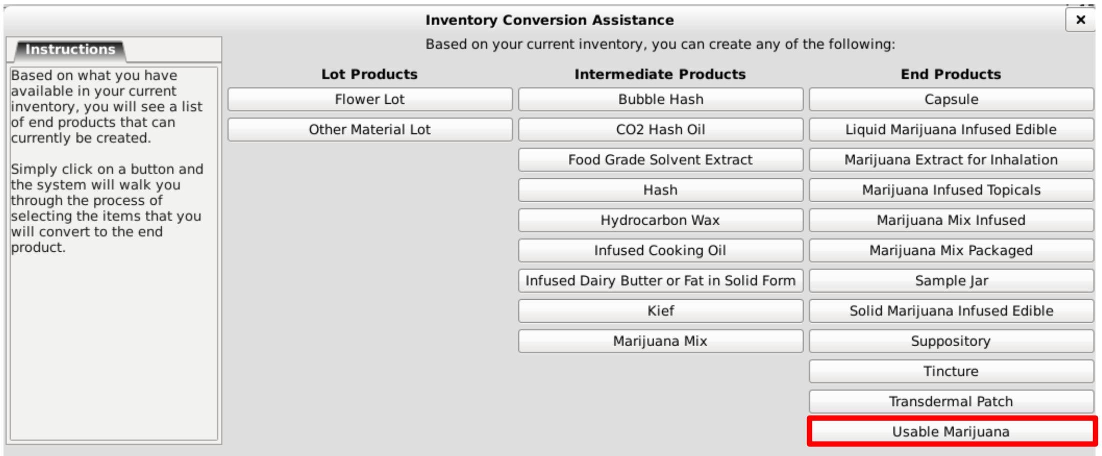
Convert Flower Lot to Usable Marijuana

This function will notify the Traceability System of the creation of a usable marijuana from a flower lot.

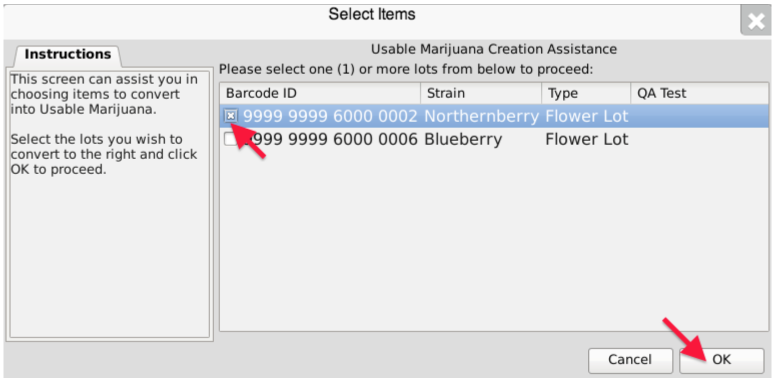
- Navigate to the Inventory Room within which the flower lot inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the "Convert" button at the bottom of the screen.



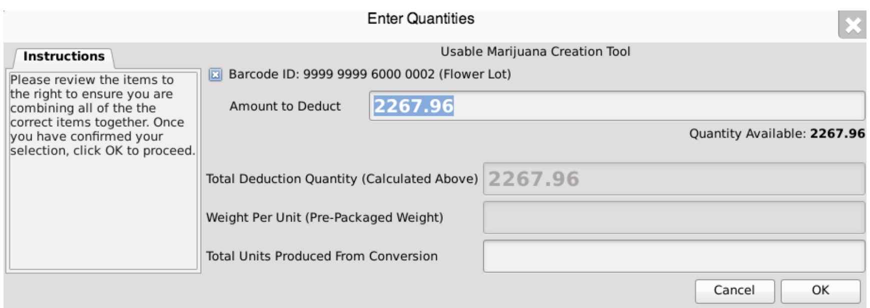
- The Inventory Conversion menu then appears. This menu lists all of the possible inventory types that can be created.
- Click on "Usable Marijuana" button.


Inventory Conversion Assistance
Instructions
Based on what you have available in your current inventory, you will see a list of end products that can currently be created.
Simply click on a button and the system will walk you through the process of selecting the items that you will convert to the end product.
Based on your current inventory, you can create any of the following:
Lot Products
Flower Lot
Other Material Lot
Intermediate Products
Bubble Hash
CO2 Hash Oil
Food Grade Solvent Extract
Hash
Hydrocarbon Wax
Infused Cooking Oil
Infused Dairy Butter or Fat in Solid Form
Kief
Marijuana Mix
End Products
Capsule
Liquid Marijuana Infused Edible
Marijuana Extract for Inhalation
Marijuana Infused Topicals
Marijuana Mix Infused
Marijuana Mix Packaged
Sample Jar
Solid Marijuana Infused Edible
Suppository
Tincture
Transdermal Patch
Usable Marijuana

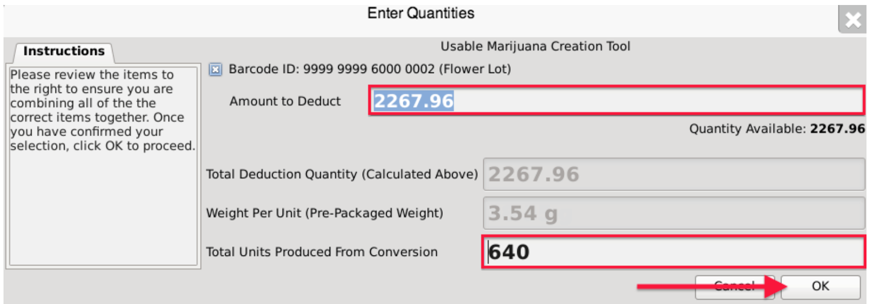
- Select an item from the list of available inventory appropriate for creating Usable Marijuana.



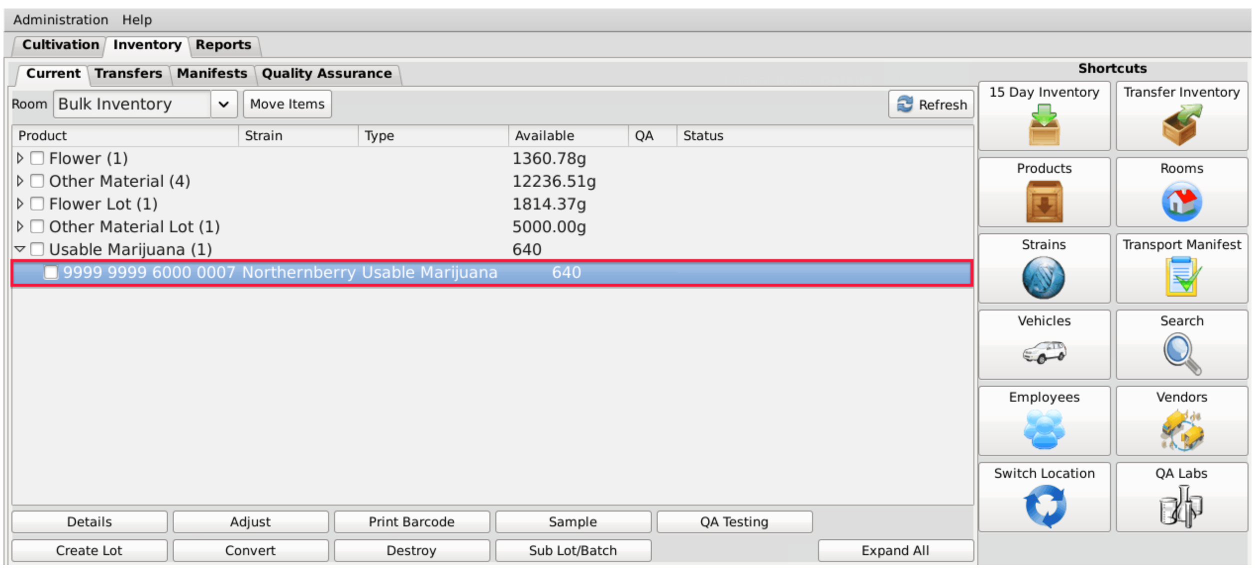
- Click on “OK”.
- The Usable Marijuana Creation Tool then appears. This screen summarizes all of the relevant information for the conversion, including: the Traceability Identifier of the source inventory item, the Quantity Available for use from the source item, the Amount to Deduct from the source item that is going into the end product, and the total Units Produced from Conversion. The Traceability System defaults to fully using the source item in the conversion.



- Adjust the amount within the “Amount to Deduct” field (if necessary) and input the “Total Units Produced from Conversion” fields so that Traceability System numbers matches how much is being converted and the resulting product. (In the example below, a five pound flower lot is being converted in its entirety into 640 pre-packs of one-eighth ounce [3.54 g] each.)
- Click “OK” when complete.



- The newly created Usable Marijuana may now be found within the same room.

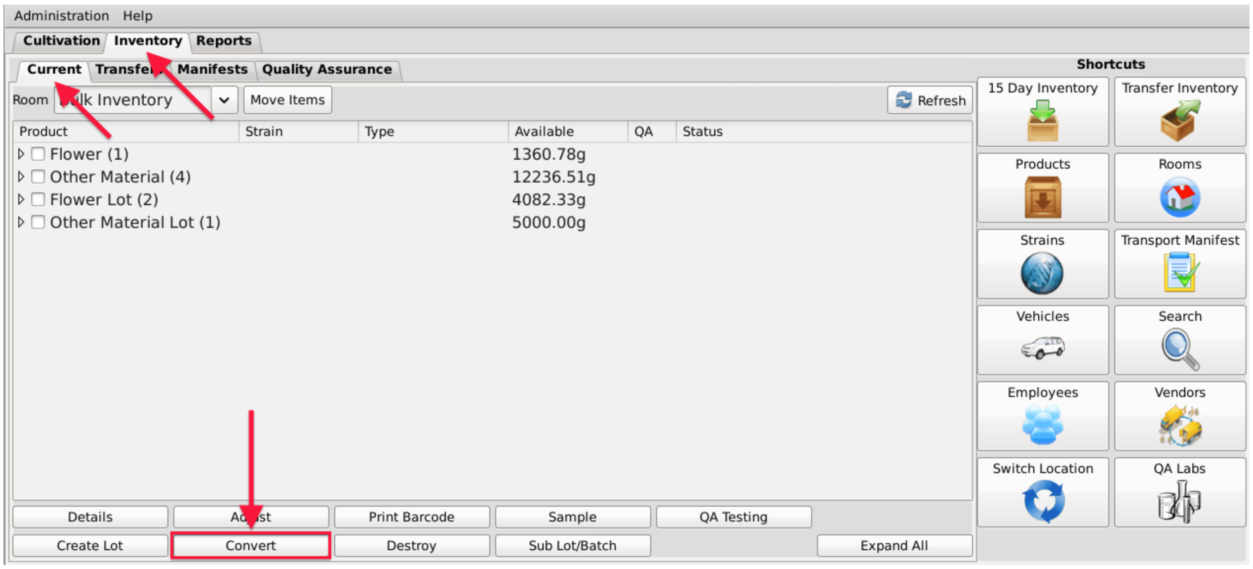


Convert Flower Lot to Sample Jar

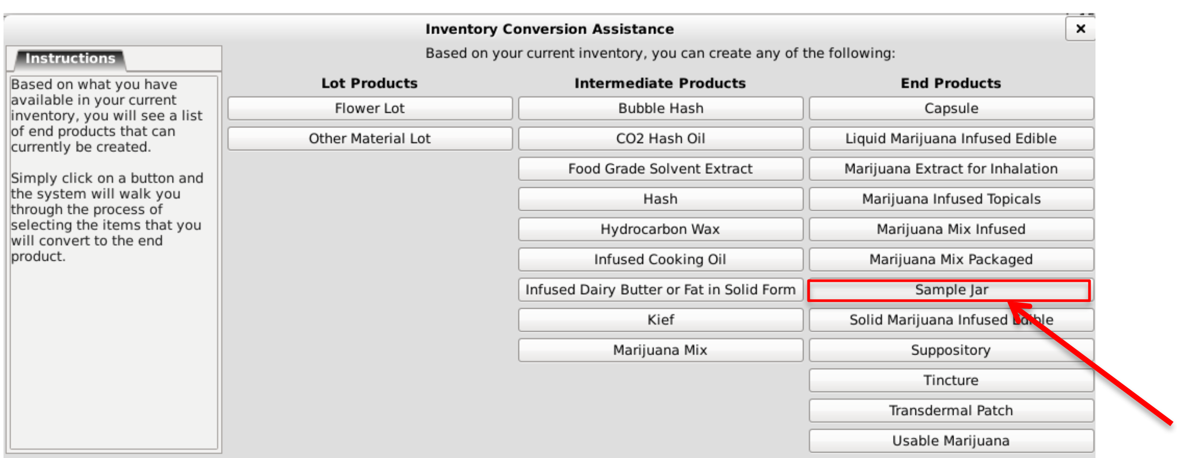
Sample Jars are used by the retail customer to view and smell your product. Sample Jars need to be manifested and transferred like all inventory with the exception that they are not sold to the retailer. Sample Jars are to be returned to the originating Processor. You do not enter a price for Sample Jars when transferring.

This function will notify the Traceability System of the creation of a Sample Jar from a flower lot.

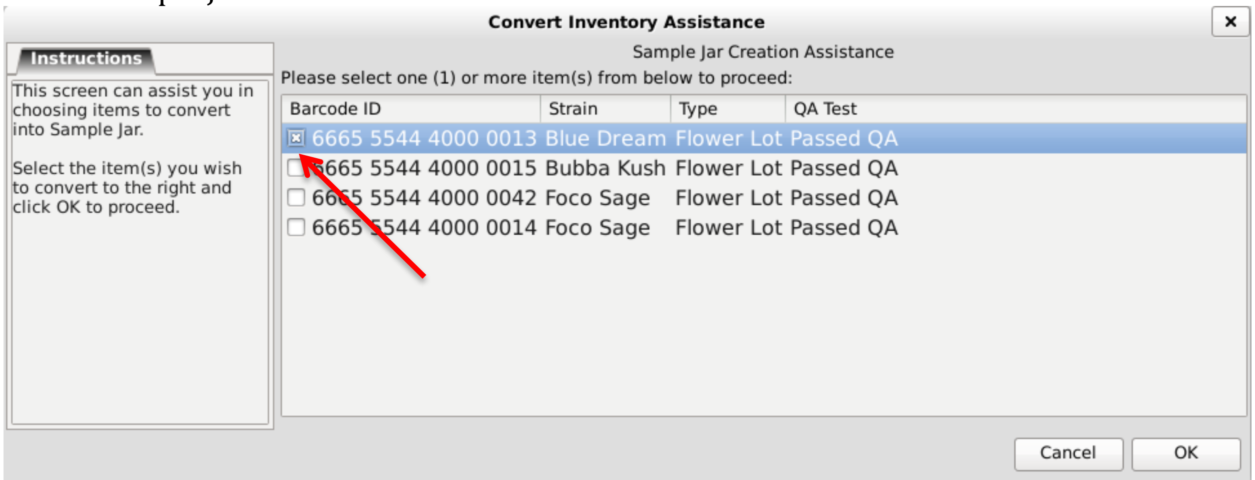
- Navigate to the Inventory Room within which the flower lot inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the "Convert" button at the bottom of the screen.



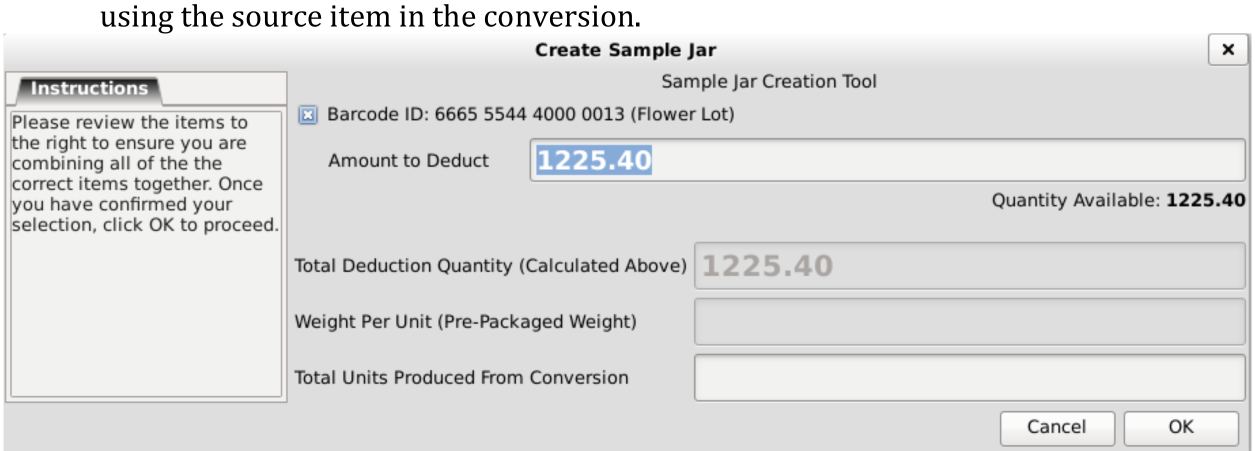
- The Inventory Conversion menu then appears. This menu lists all of the possible inventory types that can be created. Since there are no extracts in inventory for this example, the only End Products available are Sample Jars and Usable Marijuana.
- Click on "Sample Jar" button.



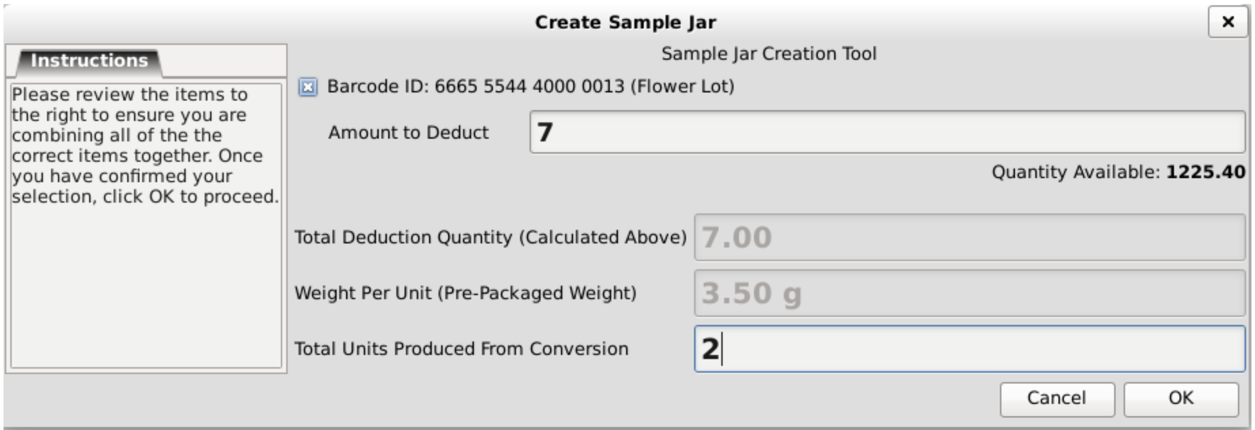
- Select an item from the list of available inventory appropriate for creating the Sample Jar.



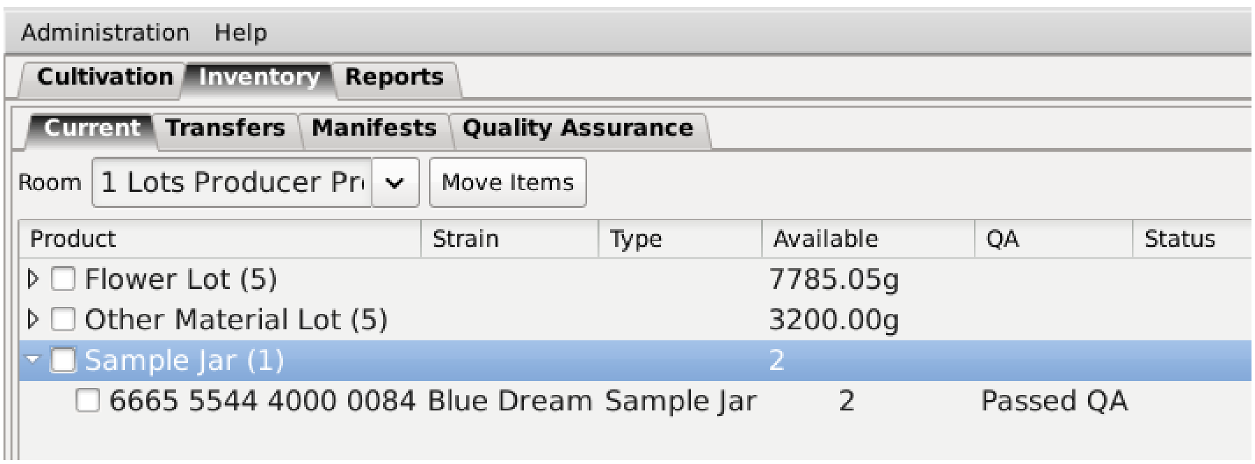
- Click on "OK".
- The Create Sample Jar Creation Tool then appears. This screen summarizes all of the relevant information for the conversion, including: the Traceability Identifier of the source inventory item, the Quantity Available for use from the source item, the Amount to Deduct from the source item that is going into the end product, and the total Units Produced from Conversion. The Traceability System defaults to fully using the source item in the conversion.



- Adjust the amount within the "Amount to Deduct" field (if necessary) and input the "Total Units Produced from Conversion" fields so that Traceability System numbers matches how much is being converted and the resulting product. (In the example below, we are using 7 grams of 1225.4 gram flower lot and it is being converted in to 2 units of one-eighth ounce [3.5 g] each.)



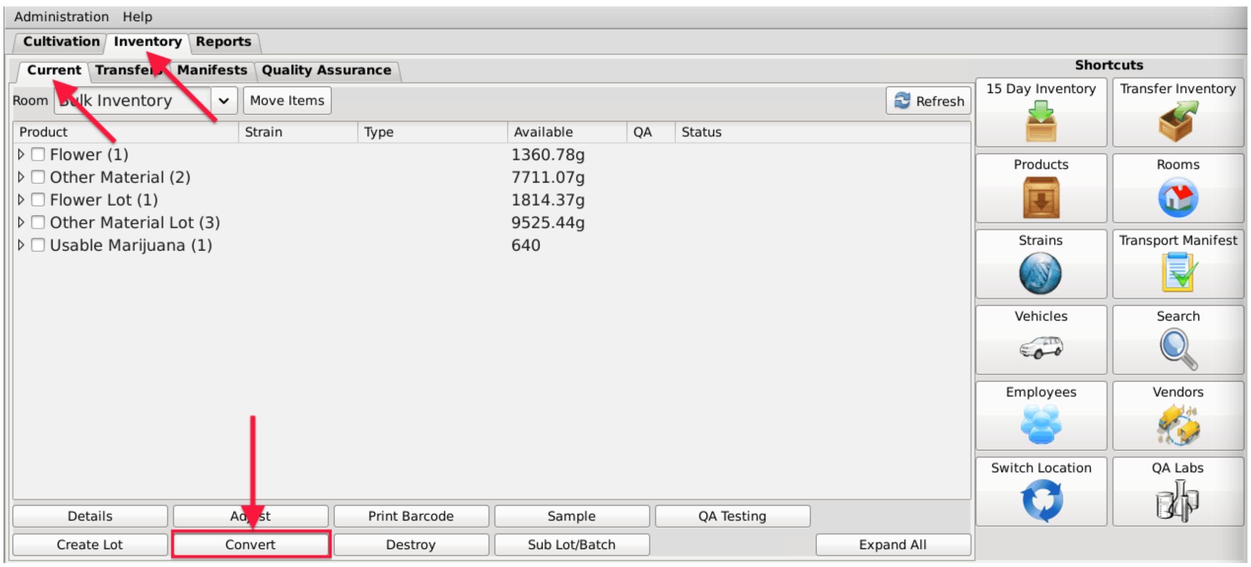
- Click "OK" when complete.
- The newly created Sample Jars may now be found within the same room.



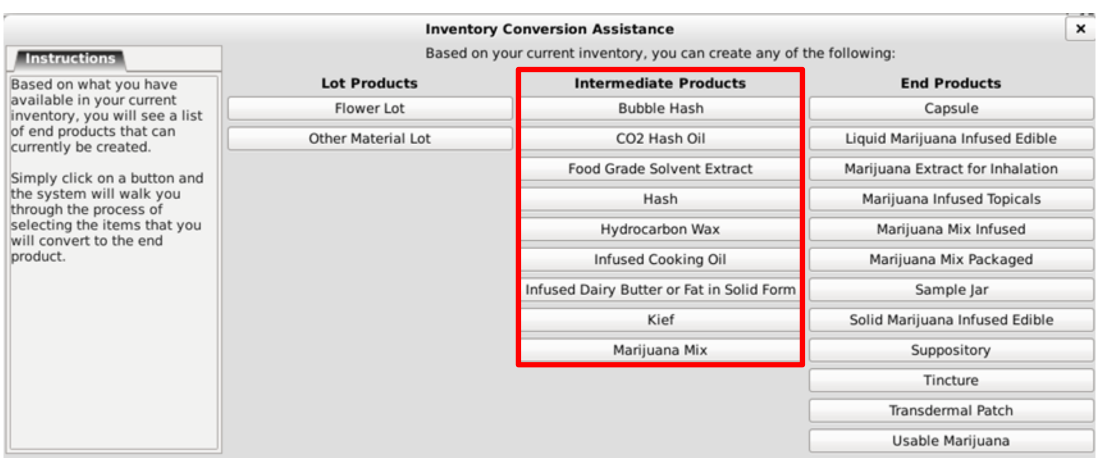
Convert Lot into a Marijuana Extract

This function will notify the Traceability System of the creation of a marijuana extract from a flower lot or other material lot.

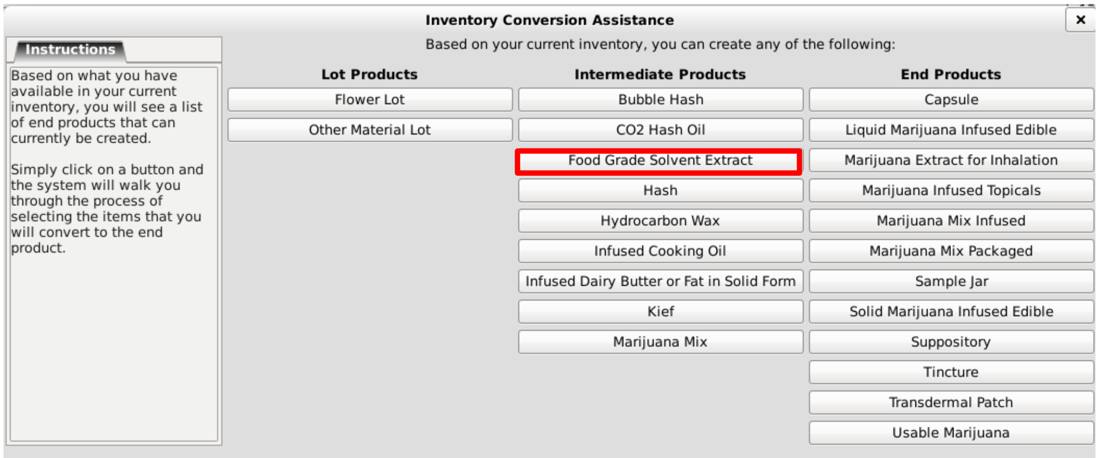
- Navigate to the Inventory Room within which the inventory lot is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the “Convert” button at the bottom of the screen.



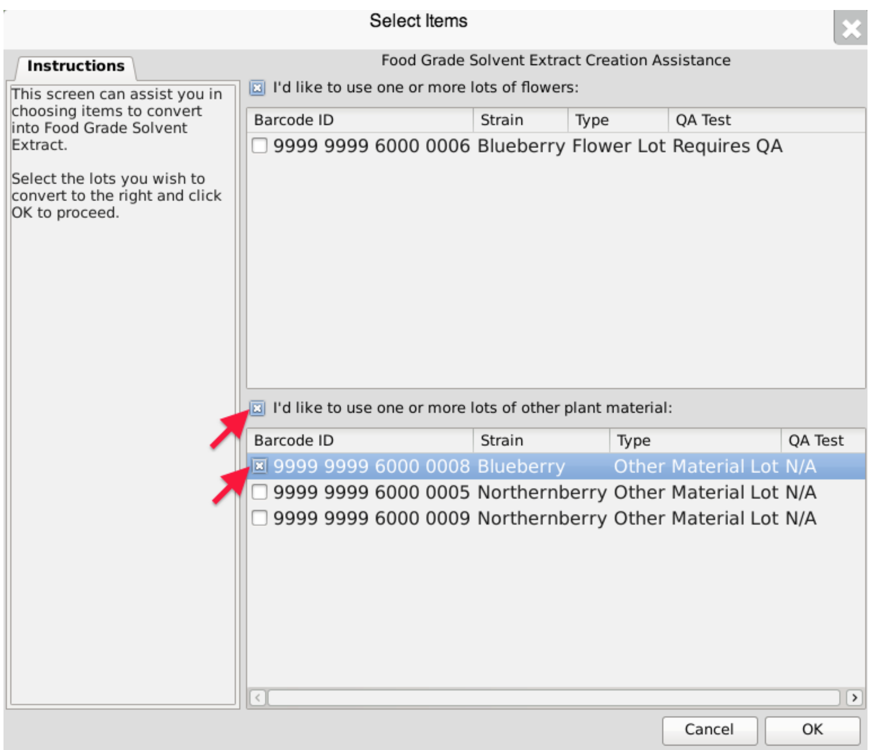
- The Inventory Conversion menu then appears. This menu lists all of the possible inventory types that can be created.
- The middle column of options is all of the categories of extracts per regulation (Intermediate Products).



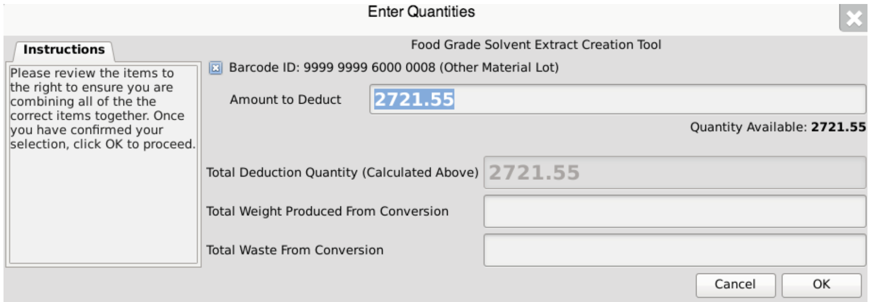
- For this example, we will select "Food Grade Solvent Extract" though any of the options on the middle column of the menu are applicable.



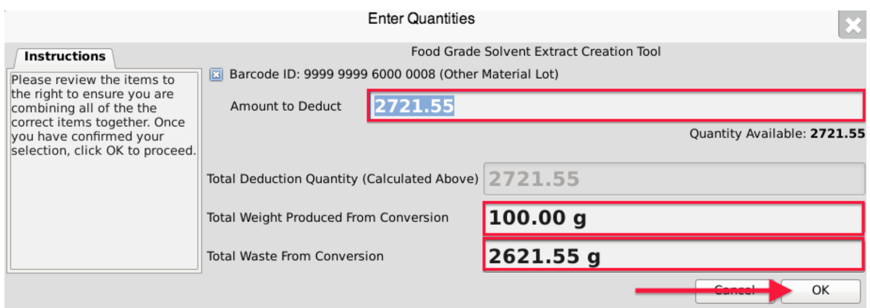
- Upon selecting an extract option from the Inventory Conversion menu, the Extract Creation Assistance tool appears. This tool lists all available inventory items that are allowed for the creation of the extract.
- Select one or more lots from the two lists, flower lot or other material lot.
- Click "OK" when complete.



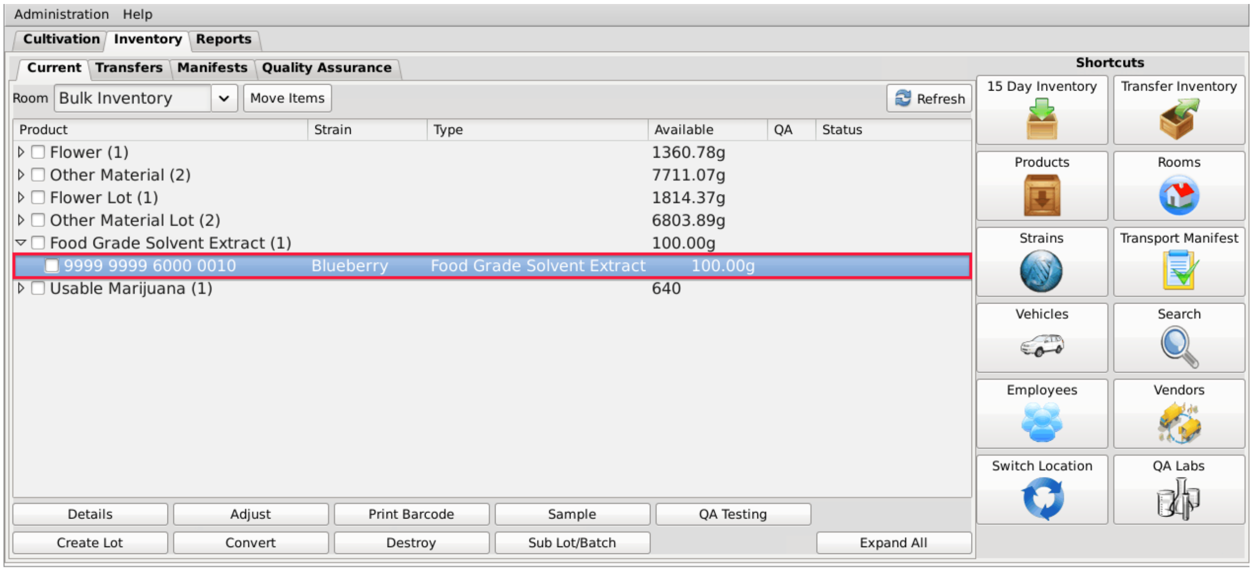
- The Extract Creation Tool then appears. This screen summarizes all of the relevant information for the conversion, including: the Traceability Identifier of the source inventory item(s), the Quantity Available for use from the source item(s), the Amount to Deduct from the source item(s) going into the end product, total Units Produced and Total Waste from Conversion. The Traceability System defaults to fully using the source item(s) in the conversion.



- Enter in the following,
    - <u>Amount to Deduct</u>: weight of Lot material that went into the conversion process.
    - <u>Total Weight Produced</u>: weight of the extract produced.
    - <u>Total Waste</u>: weight of the waste generated from the conversion process
- Click "OK" when complete.



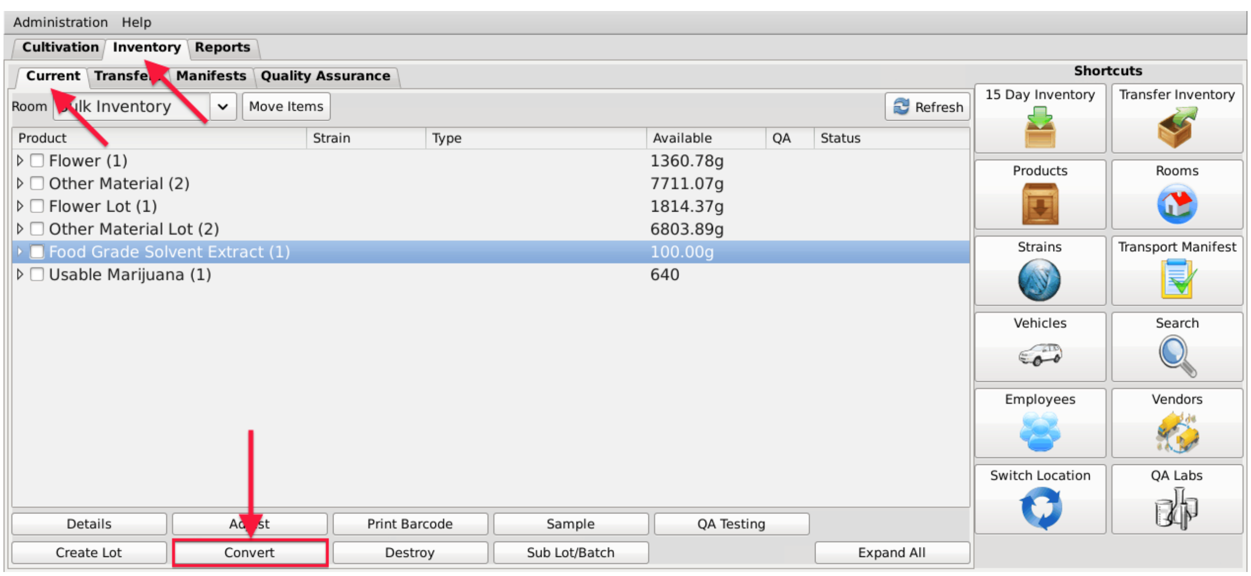
- The newly created extract may now be found within inventory.



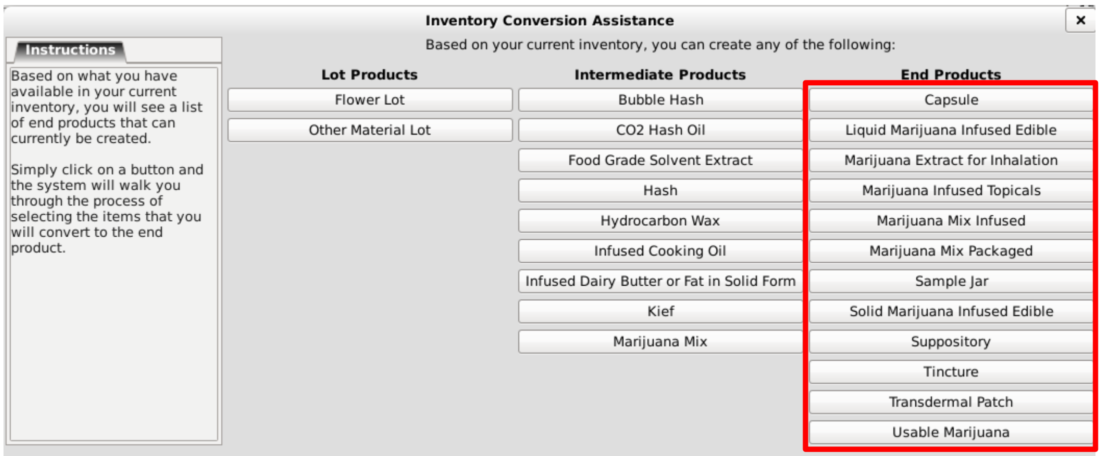
Convert Marijuana Extract into Marijuana-Infused Product

This function will notify the Traceability System of the creation of a marijuana-infused product from a marijuana extract.

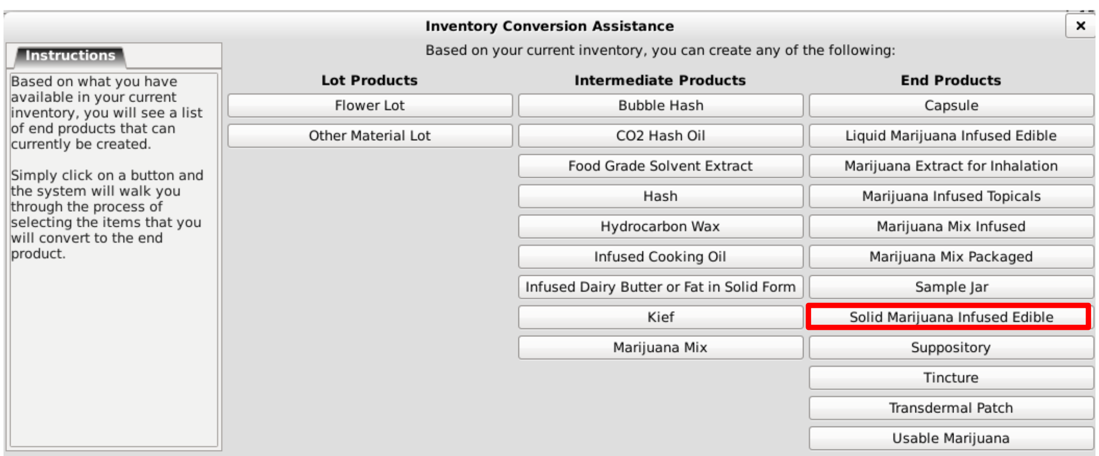
- Navigate to the Inventory Room within which the inventory lot is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the “Convert” button at the bottom of the screen.



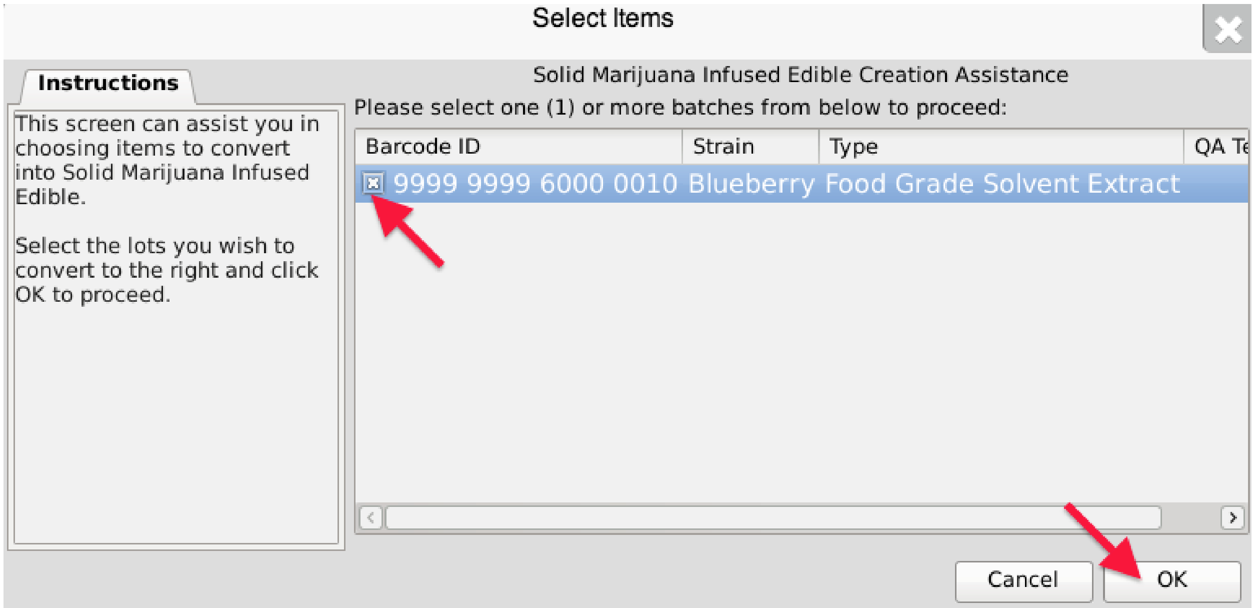
- The Inventory Conversion menu then appears. This menu lists all of the possible inventory types that can be created. Since there are extracts in inventory for this example, all categories of End Products are available in the right column.



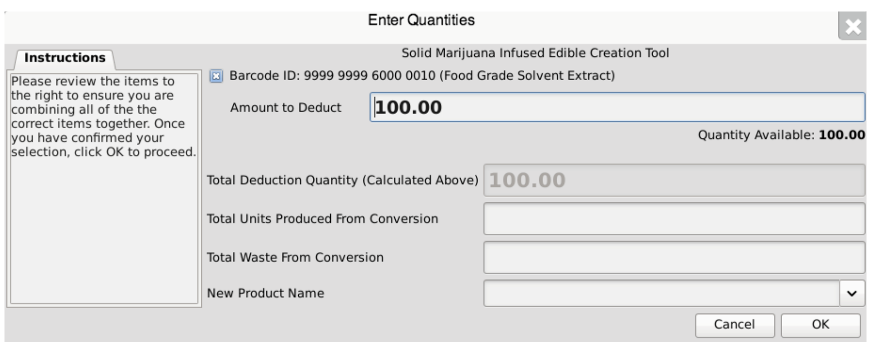
- For this example, we will select "Solid Marijuana Infused Edible" though any of the option on the right-side of the menu are applicable (except Usable Marijuana and Sample Jar).



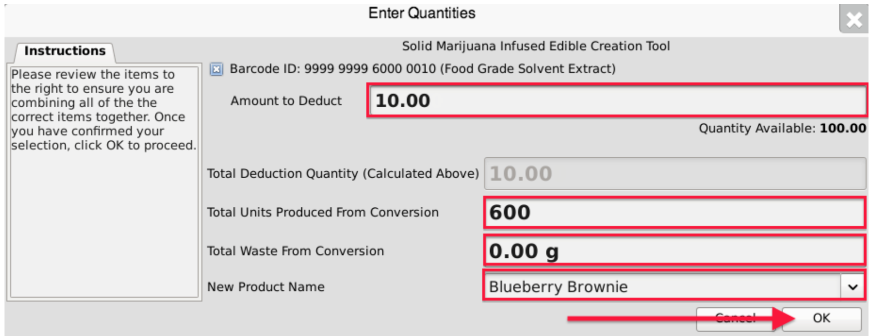
- Upon selecting an end-product option from the Conversion Menu, the Product Creation Assistance tool appears. This tool lists all available inventory items (extracts) that are allowed for the creation of the product.
- Select one or more batches of extract.
- Click "OK" when complete.



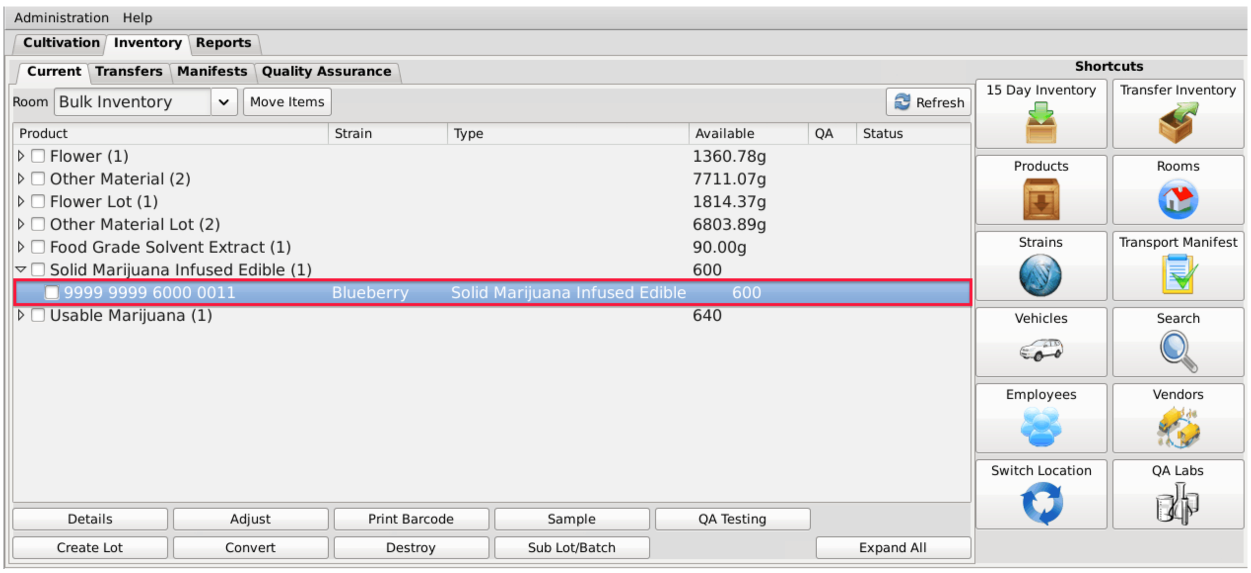
- The Product Creation Tool then appears. This screen summarizes all of the relevent information for the conversion, including: the Traceability Identifier of the source inventory item(s), the Quantity Available for use from the source item(s), the Amount to Deduct from the source item(s) going into the end product, total Units Produced and Total Waste from Conversion. The Traceability System defaults to fully using the source item(s) in the conversion.



- Enter in the following,
    - <u>Amount to Deduct</u>: weight of extract that went into the conversion process.
    - <u>Total Units Produced From Conversion</u>: whole number units of product made
    - <u>Total Waste</u>: weight of the waste generated from the conversion process.
    - <u>New Product Name</u>: Select one of the Products from the drop down menu.
- Click “OK” when complete.



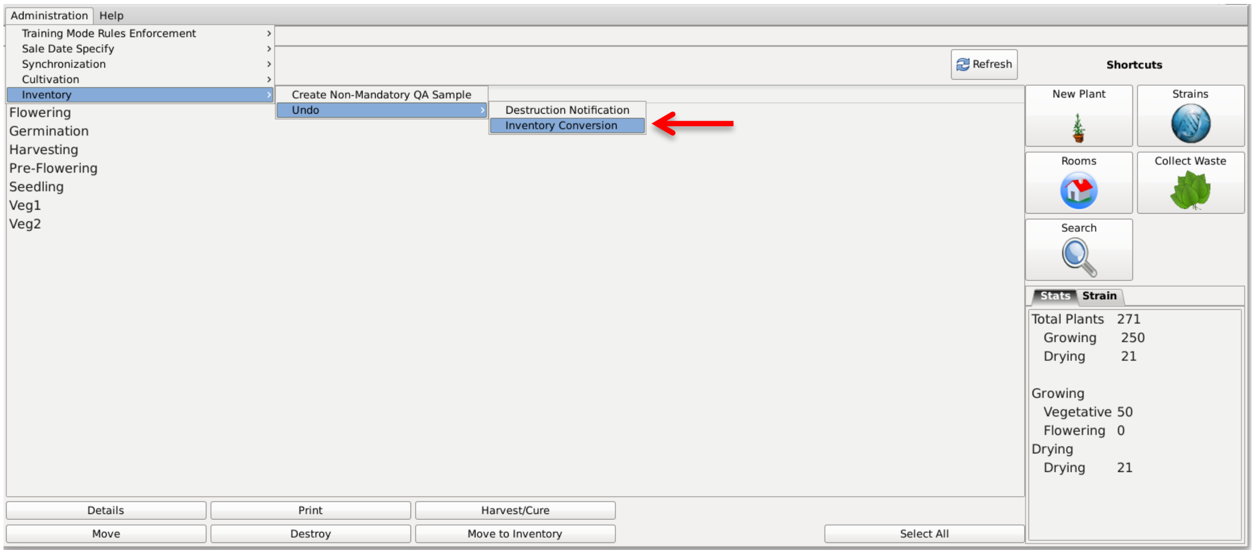
- The newly created product may now be found within inventory.



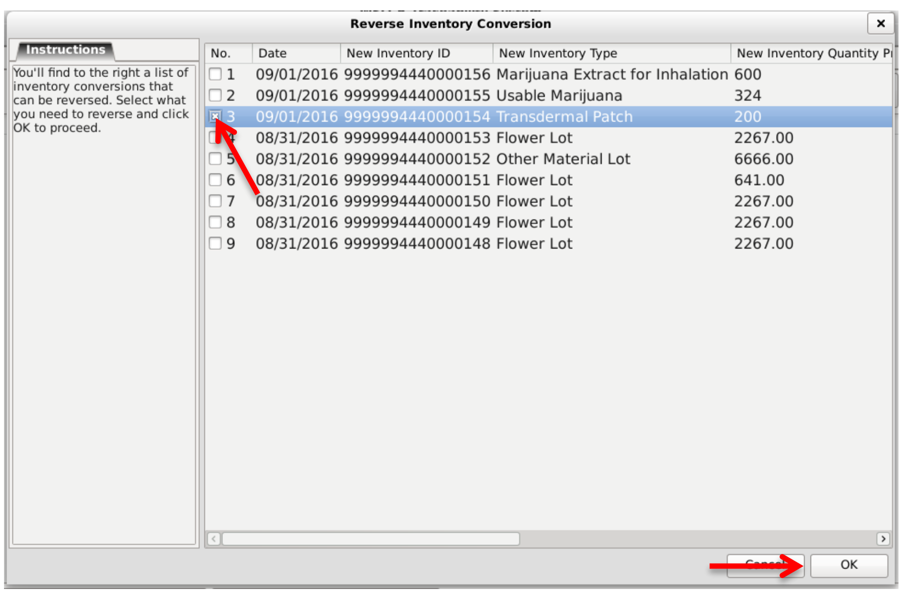
Undo Inventory Conversions

An “Administrator” user may undo certain inventory conversions should it be necessary (e.g., the conversion action was used on an incorrect item).

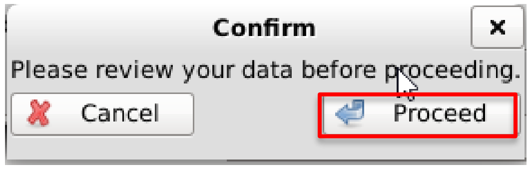
- Click on the Administration menu near the top left corner of the window.
- Hover the cursor over “Inventory”, “Undo”, and then click on “Inventory Conversion”.



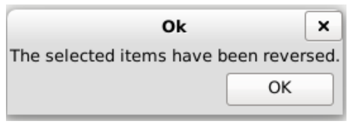
- A list of recent conversions appears
- Click the check box beside the conversion that is to be undone.
- Click "OK".



- The 'Confirm' screen displays. Click the 'Proceed' button.



- The conversion has been reversed when the following window appears:



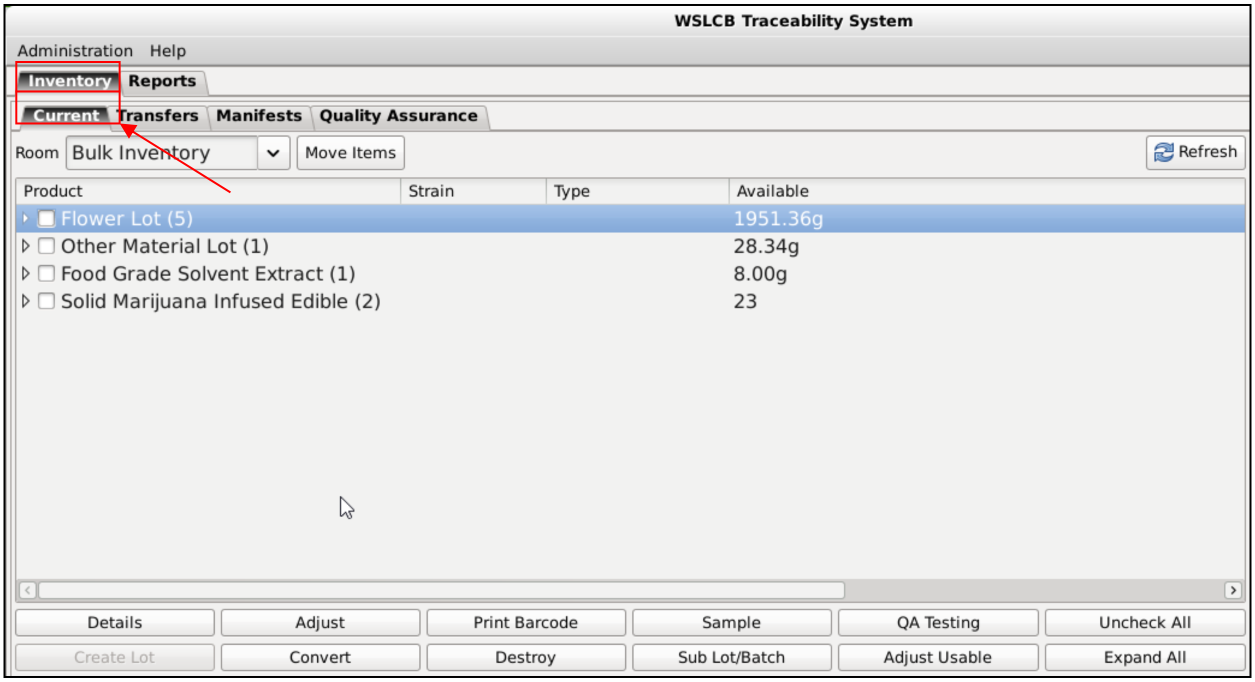
- If the conversion cannot be reversed the following error window will appear:

Additional Inventory Conversion Types

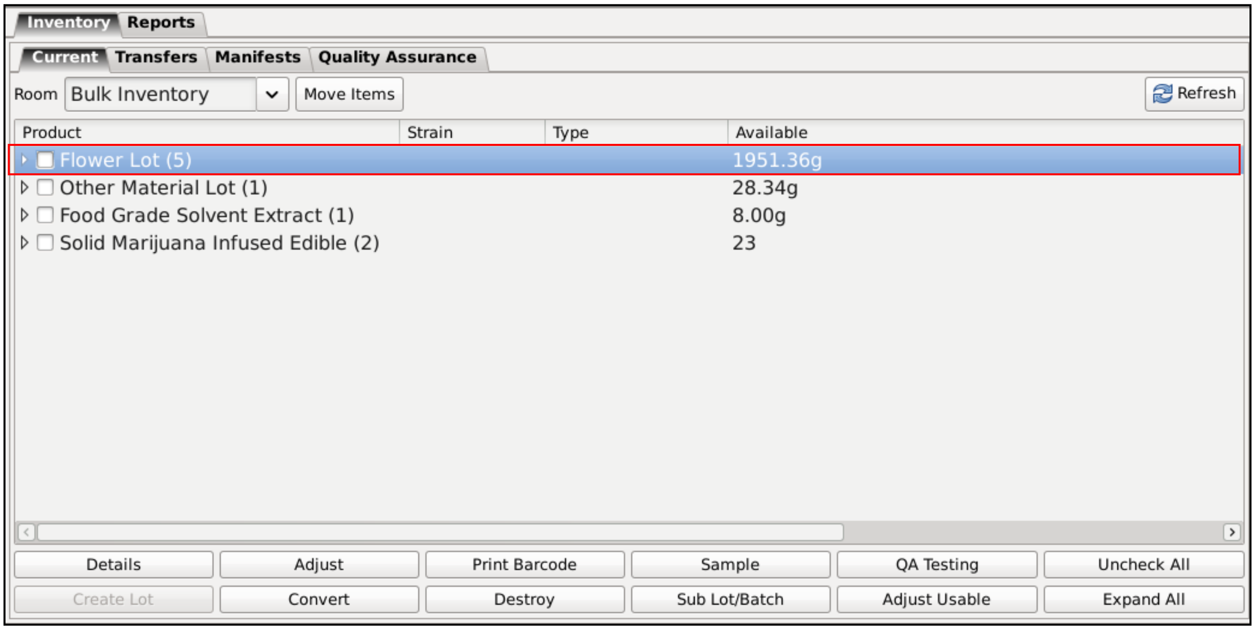
The additional inventory conversion types are Marijuana Mix I(Intermediate Product), Marijuana Mix Packaged and Marijuana Mixed Infused (both End Products). The additional inventory conversion types allow for more accurate pathways for product hybrids such as caviar, etc.

The conversion process for the new inventory conversion types are the same as the any other conversion be that Intermediate Product or End Product conversions.

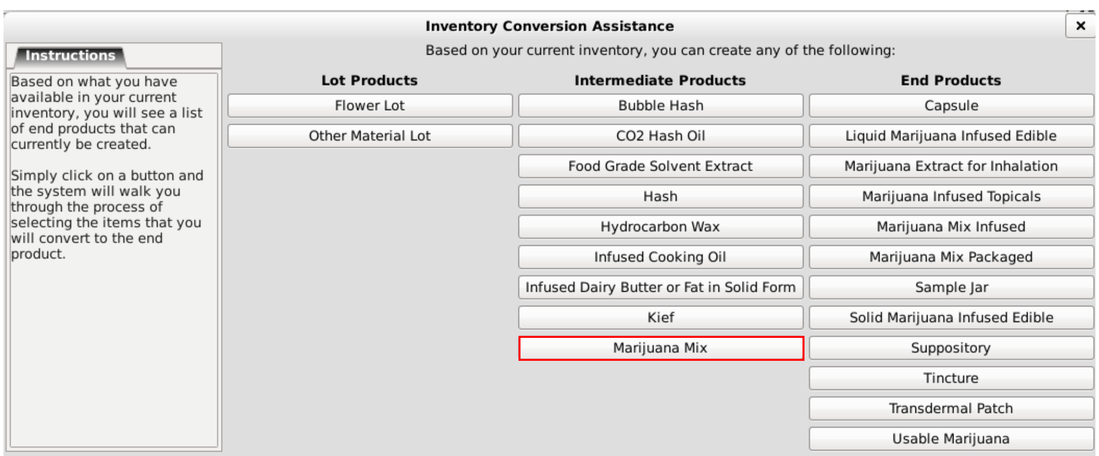
1. Click the ‘Inventory’ tab. Click the ‘Current’ sub-tab.


WSLCB Traceability System
Administration Help
Inventory Reports
Current Transfers Manifests Quality Assurance
Room Bulk Inventory
Move Items
Refresh
Product Strain Type Available
Flower Lot (5) 1951.36g
Other Material Lot (1) 28.34g
Food Grade Solvent Extract (1) 8.00g
Solid Marijuana Infused Edible (2) 23
Details Adjust Print Barcode Sample QA Testing Uncheck All
Create Lot Convert Destroy Sub Lot/Batch Adjust Usable Expand All

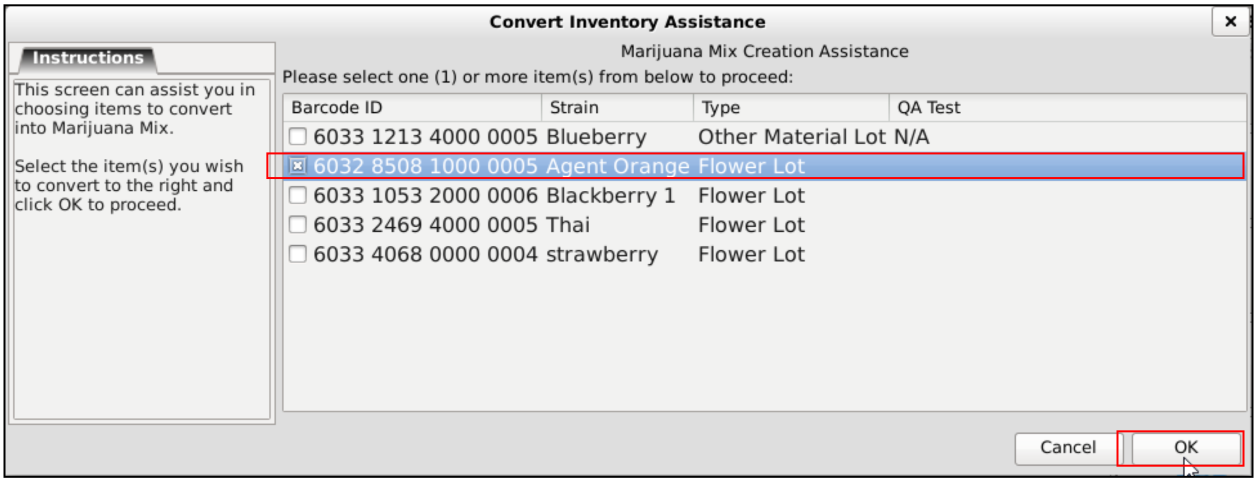
2. Select the Inventory Product and click the ‘Convert’ button.



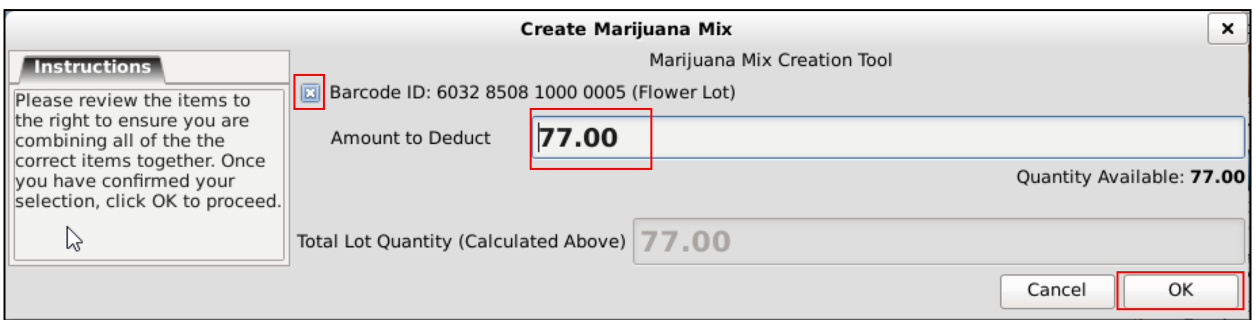
3. The ‘Inventory Conversion Assistance’ screen displays with the new inventory type options. Select the inventory type to create; for example ‘Marijuana Mix’.



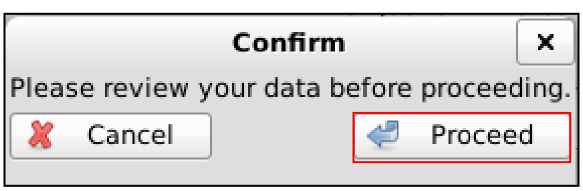
4. The ‘Marijuana Mix Creation Assistance’ screen displays. Select the item to convert and click the ‘OK’ button.



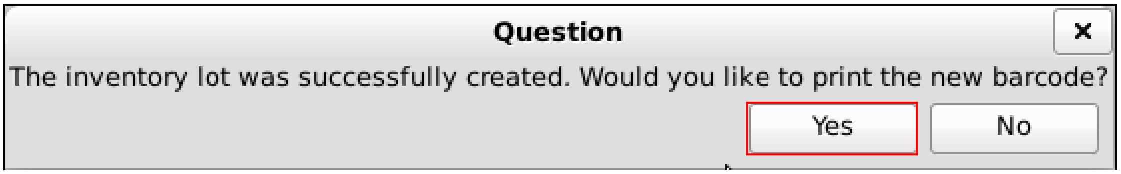
5. The ‘Create Marijuana Mix’ screen displays. Click the barcode ID check box. Enter the amount of product to convert from the total lot quantity. Click the ‘OK’ button.



6. Click the ‘Proceed’ button.



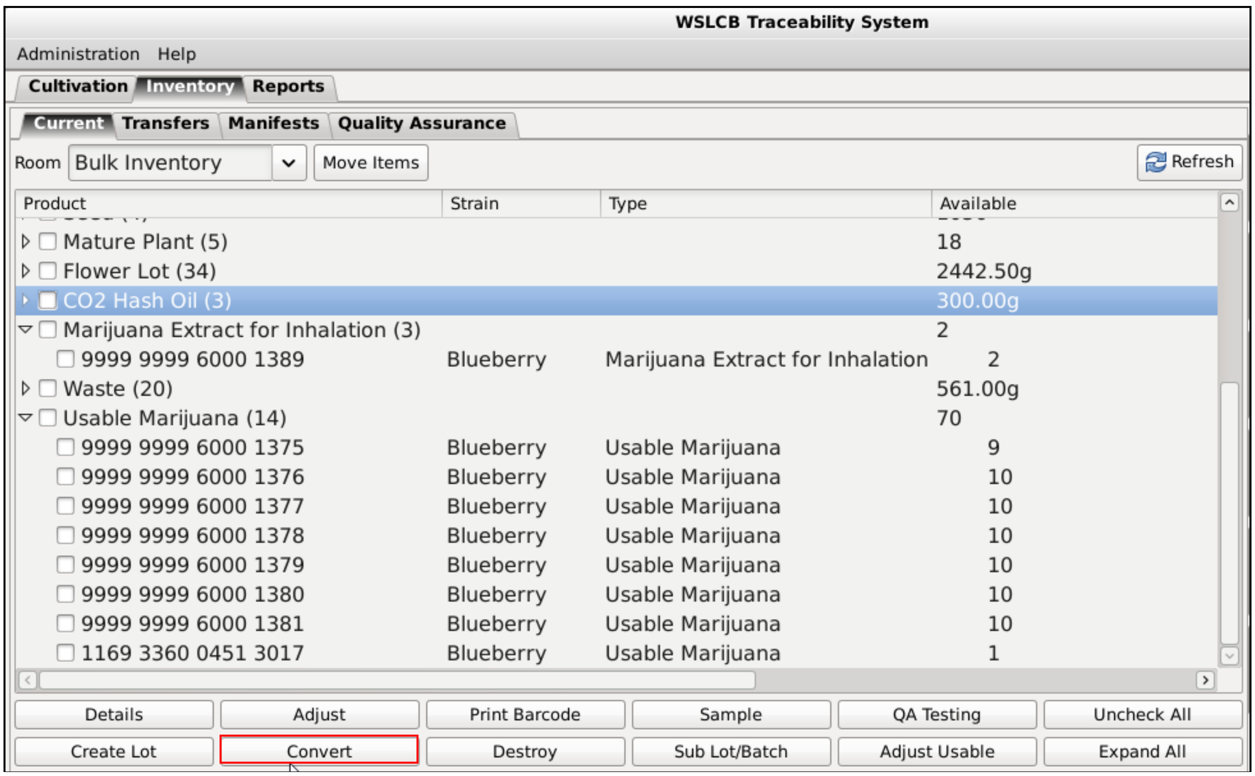
7. The ‘Question’ screen displays to confirm that the inventory lot was successfully created. Click the ‘Yes’ button to print the new barcode.



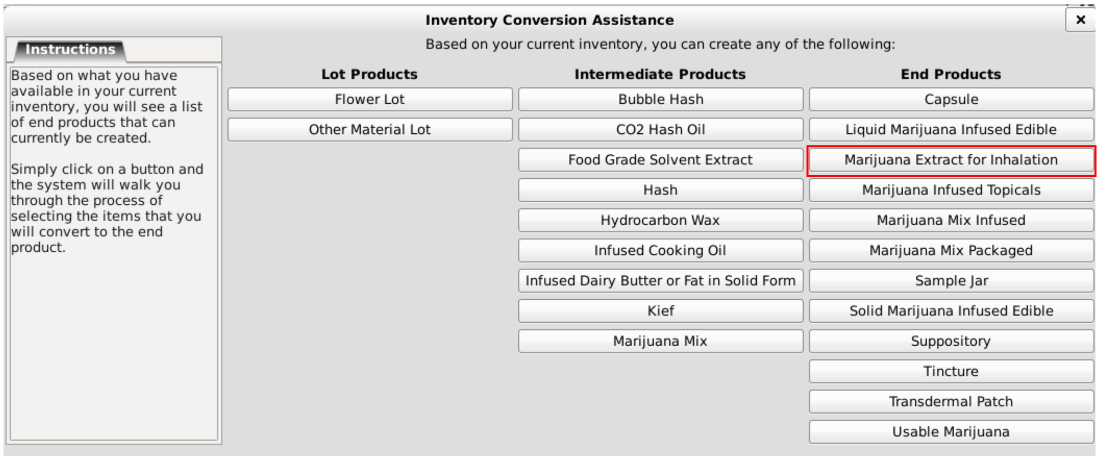
Bypassing QA Testing for intermediate product that have already passed a QA test

1. Select the intermediate product you wish to convert. This is a product that shouldn't require any more testing.

2. Click the 'Convert' button.

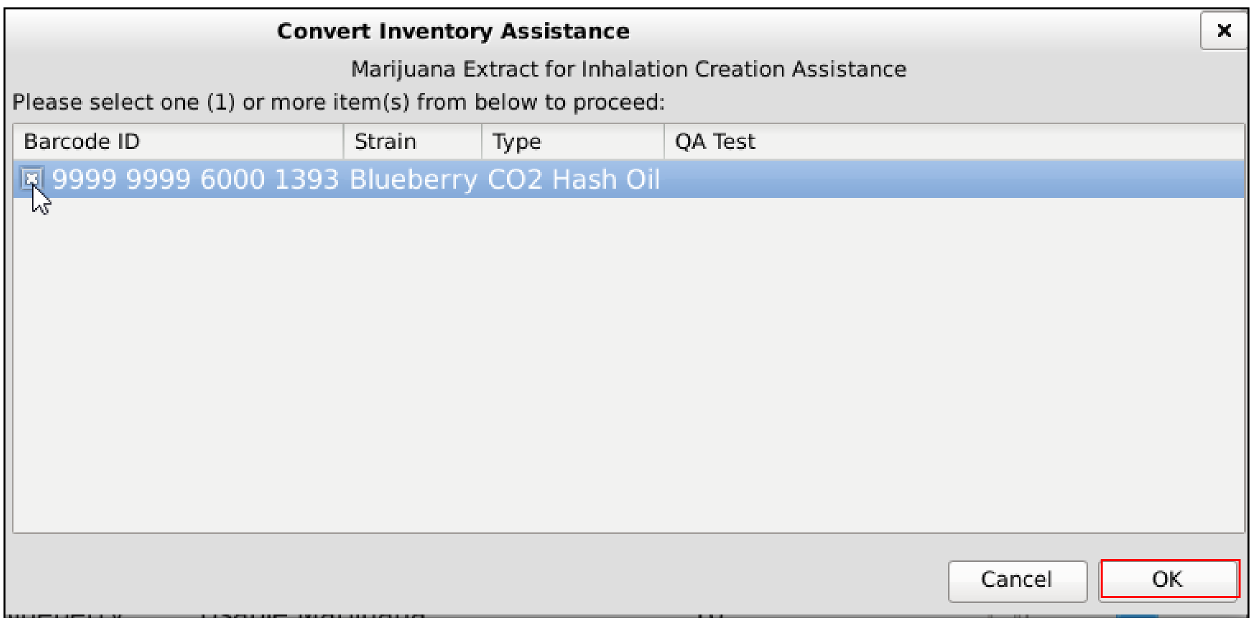


3. The 'Inventory Conversion Assistance' screen displays. Click on the end product that you want to create, for example, Marijuana Extract for Inhalation.



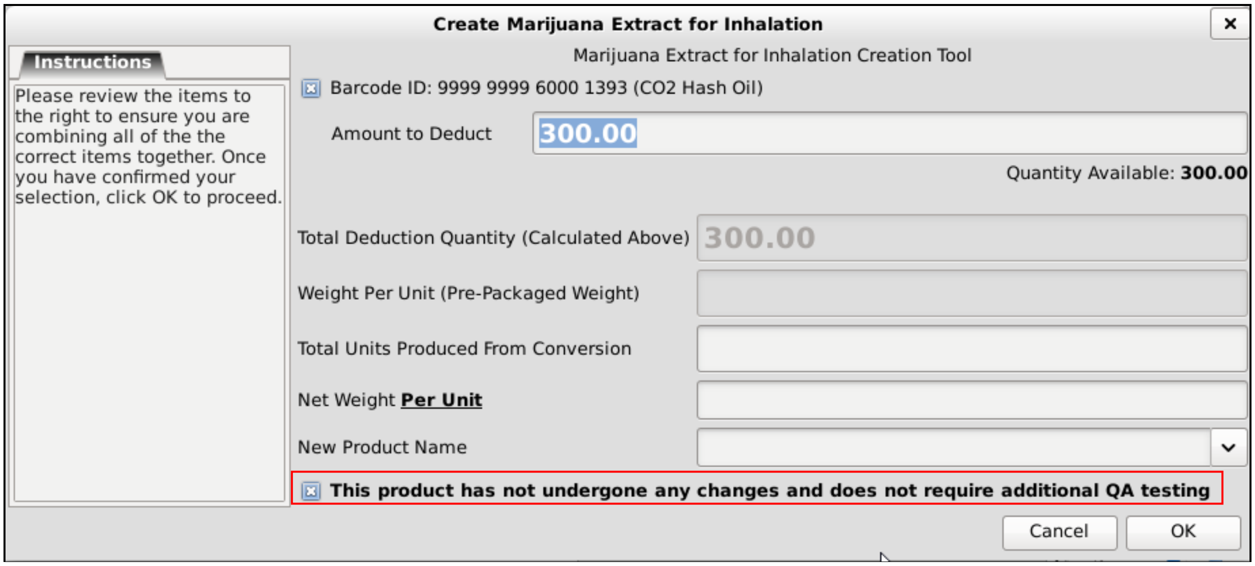
4. The 'Convert Inventory Assistance' screen displays. Select the convert item.

5. Click the 'OK' button.



6. The 'Create Marijuana Extract for Inhalation' screen displays. Check the box at the bottom if the product hasn't changed and doesn't require additional QA testing.

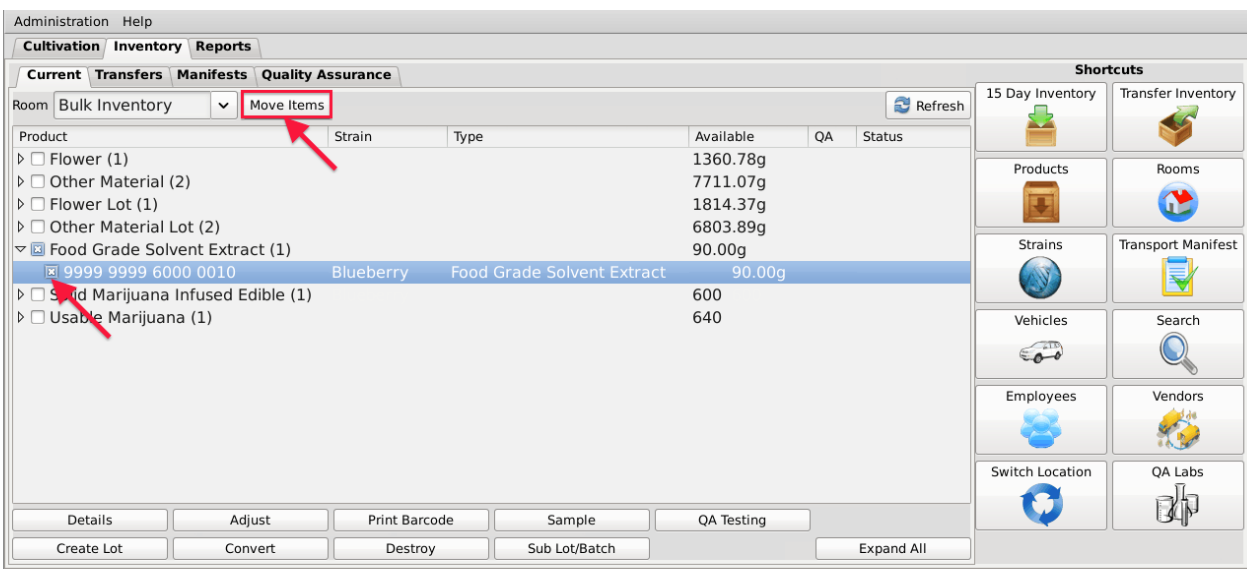
   Note: The Net weight (net volume) of the end product is tracked in the 'Net Weight Per Unit' field.



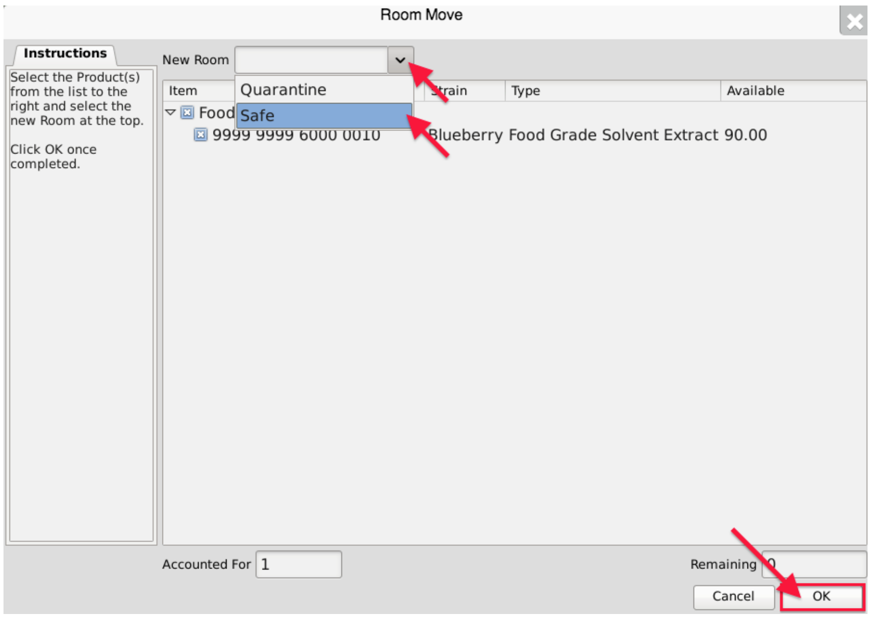
Move Inventory

You may move inventory from one inventory room to another using the following method:

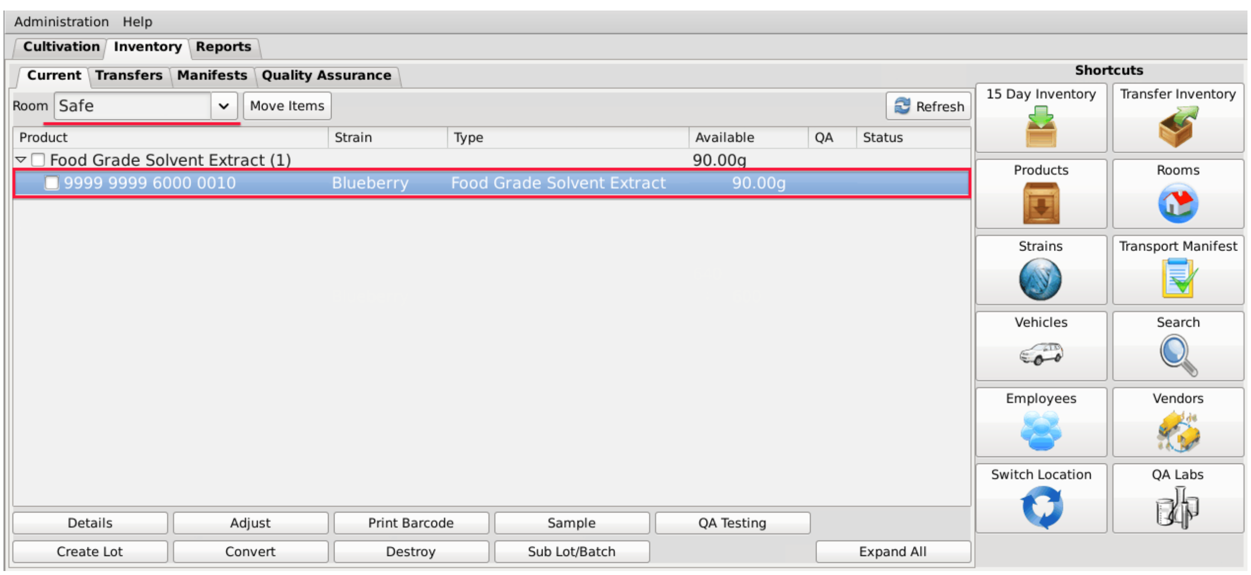
- Navigate to the Inventory Room within which the inventory is presently located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the check box to left of the inventory item.
- Click on the "Move Items" button



- When the Move Inventory pop up appears, select the destination room from the "New Room" drop down.
- Click "OK" when complete.



- You will now find that the inventory has been moved to the room selected.



Chapter 10: Transportation Manifests

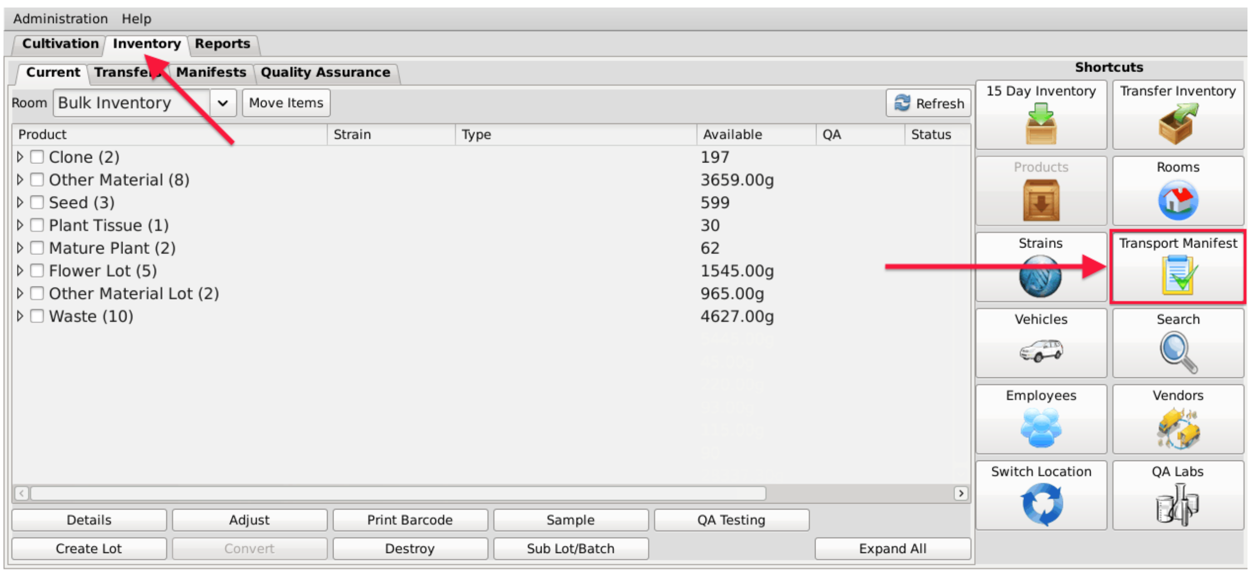
In this chapter, you will learn how to:

- ✓ Generate a Transportation Manifest
- ✓ Modify a Transportation Manifest

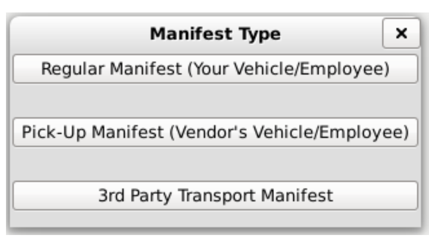
Create a Transportation Manifest

To create the standardized Marijuana Transportation Manifest for outbound shipments, you will need to access the Transportation Manifest screen.

- Navigate to the “Inventory” tab found in the top-left corner of the screen, and then click on the “Transportation Manifest” button located on the right-hand side of the screen.



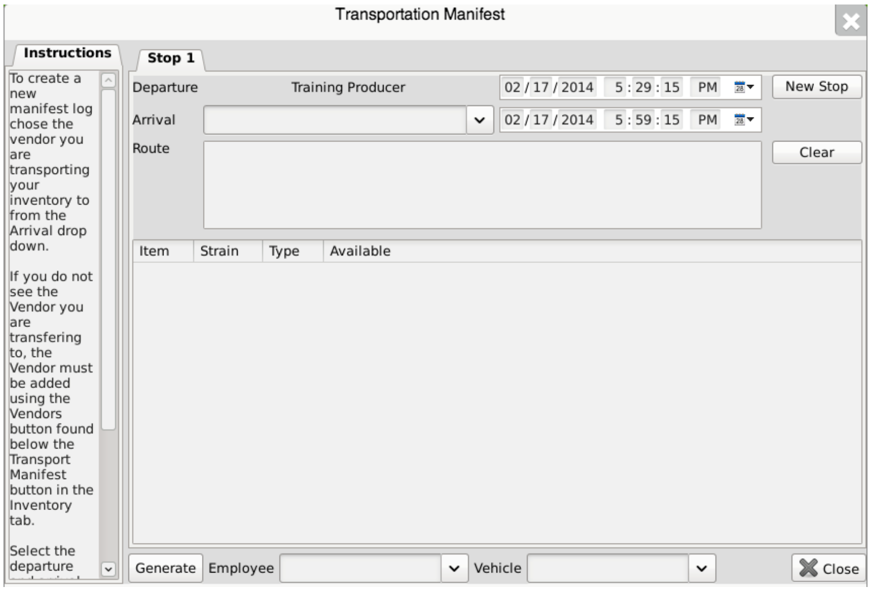
- Click on the appropriate Transport Manifest Type



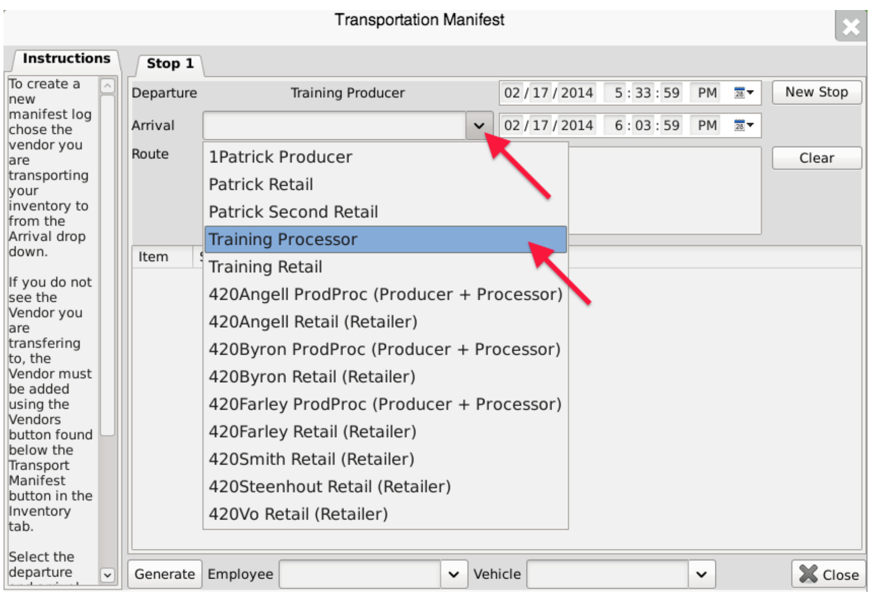
Regular Manifest – Your employee and vehicle will be transporting the items

Pickup Manifest – Vendor's employee and vehicle will be transporting the items
3rd Party -3rd Party will be transporting the items

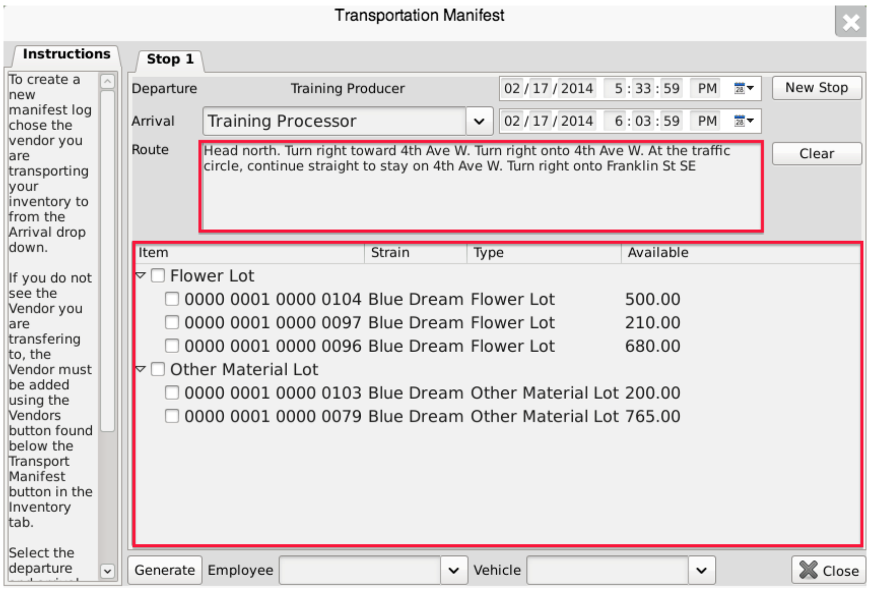
- This will bring up the Transportation Manifest screen.



- Select the destination Licensee from the "Arrival" drop down. If the intended recipient is not found within the drop down, you will need to add the recipient to your Preferred Vendor List as described in Chapter 4: Vendors.

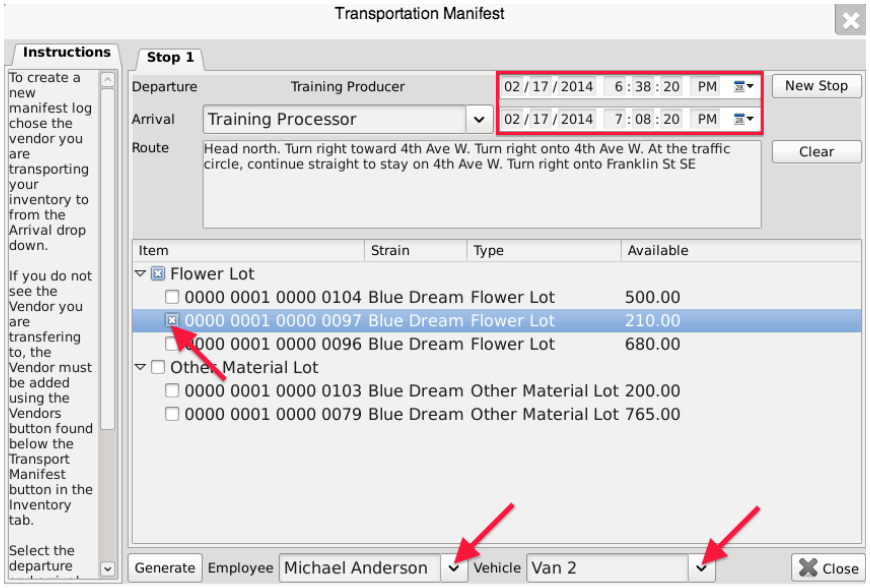


- Once “Arrival” is selected, the system automatically completes a default driving “Route” and lists all of the available inventory items that can be included on the manifest.

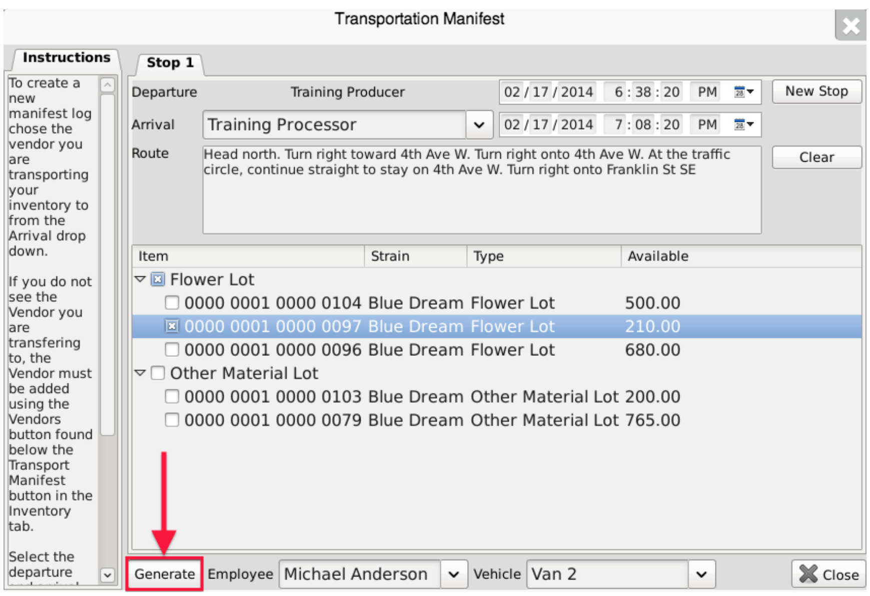


- If the receiving Licensee is another Processor, Flower Lots and Other Material Lots, and intermediate products will be available for selection.
- If the receiving Licensee is a Retailer, only End Products with a status of "Passed QA" will be available for selection.
- Within the inventory section, select the item(s) to be included on this manifest.
- Select the Employee and Vehicle or Transport Company (3rd Party Manifest only) that will be transporting the inventory.

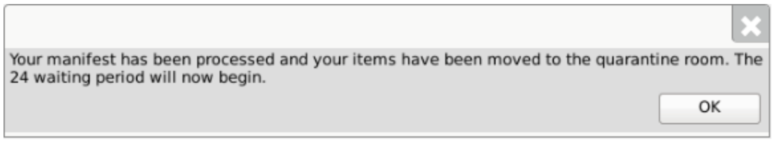
- Select the expected departure date/time and the expected arrival date/time.



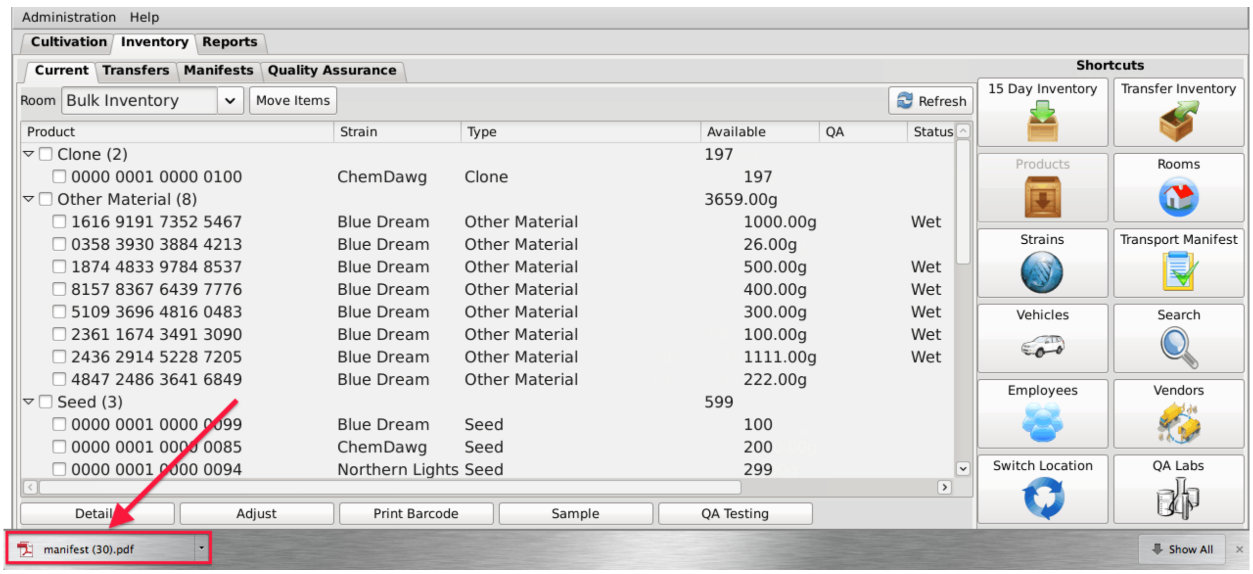
- Click "Generate" when all of the manifest components have been completed.



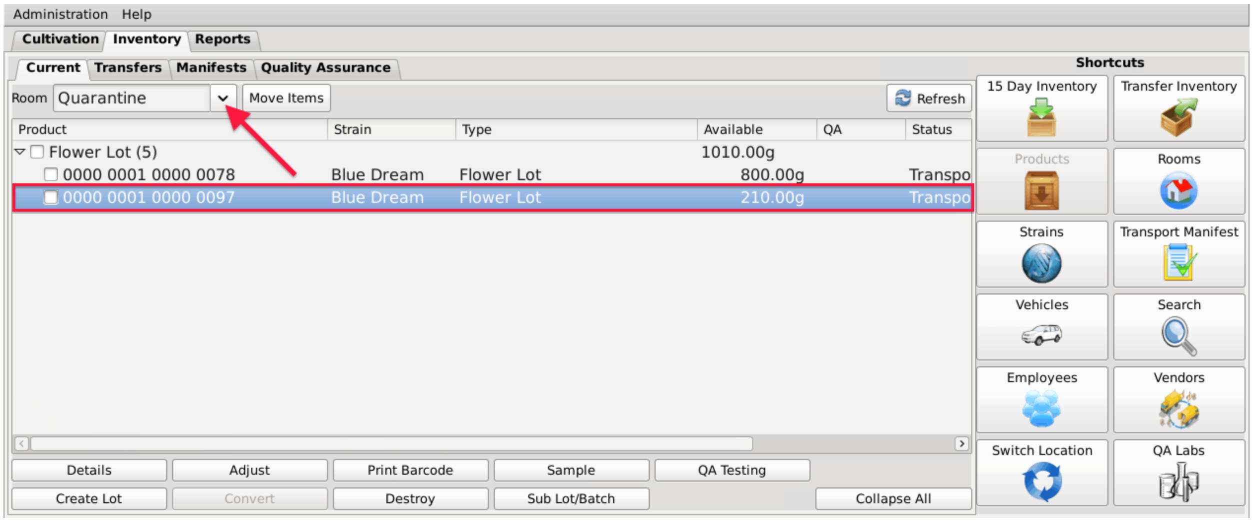
- The following notice confirms (1) the Traceability System's receipt of the digital copy of the manifest, (2) the to-be-shipped items movement to the quarantine room within the Traceability System, and (3) the start of the 24-hour waiting period.



- Depending on your internet browser and your settings, your computer may automatically begin downloading a .pdf version of the manifest, or may prompt you to allow, keep, or accept the file.



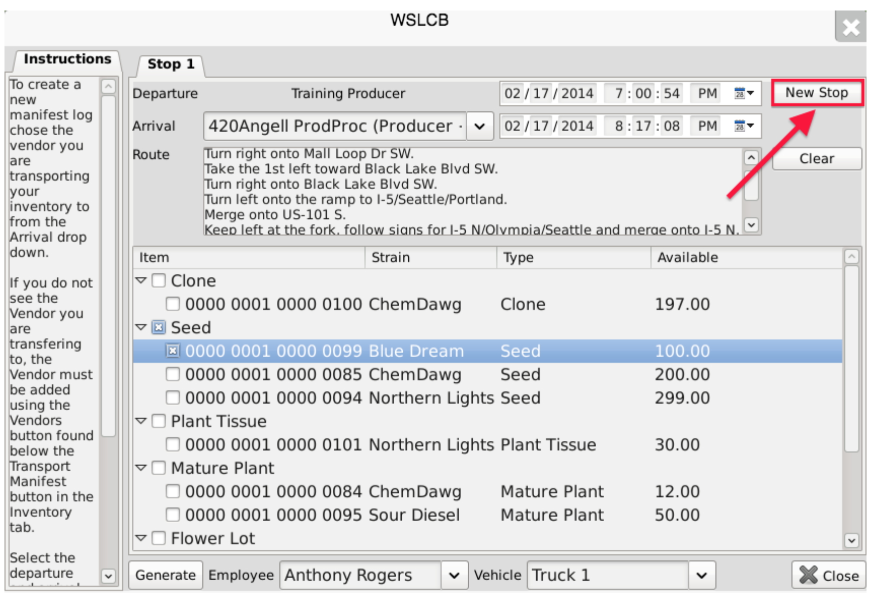
- The inventory will automatically be moved to the Quarantine room for the mandatory 24-hour waiting period.



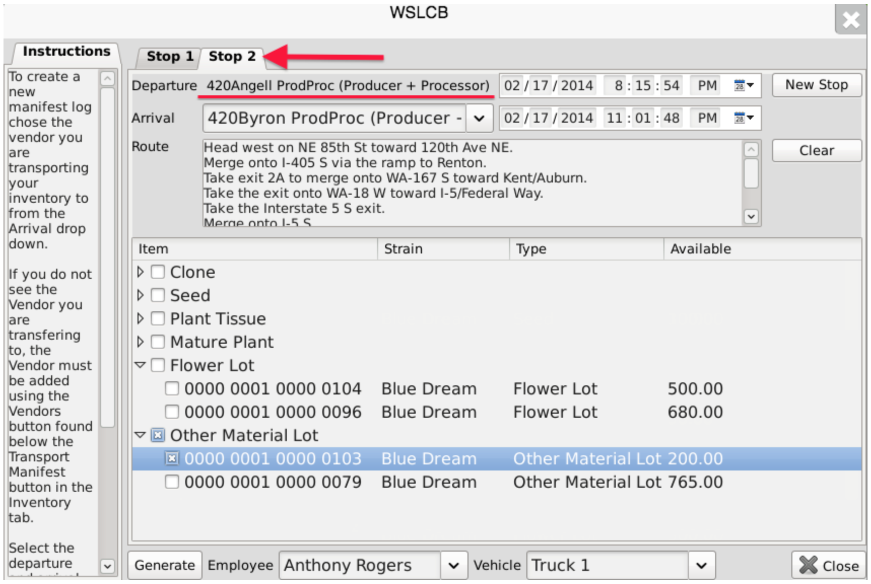
Multi-Stop Transportation Manifests

Perform the following steps to create a transportation manifest with multiple delivery stops.

- After completing the first stop on the manifest, click on the “New Stop” button.



- A tab for a subsequent stop will appear with the Departure location pre-populated with the Arrival location of the previous stop (e.g., if Licensee 123 is the destination of the first delivery, then License 123 will be the starting point for the second delivery).

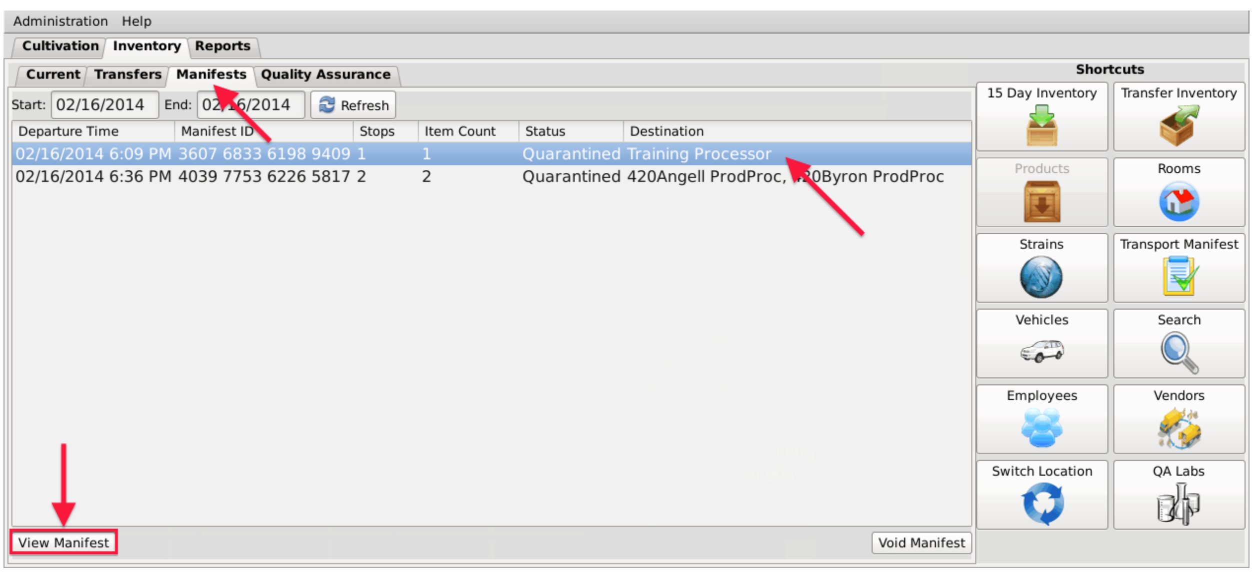


- Click on the "Generate" button when all stops have been created.

View Manifests

Once a transportation manifest has been entered into the Traceability System, you may re-download it at any time by navigating to the Manifests tab.

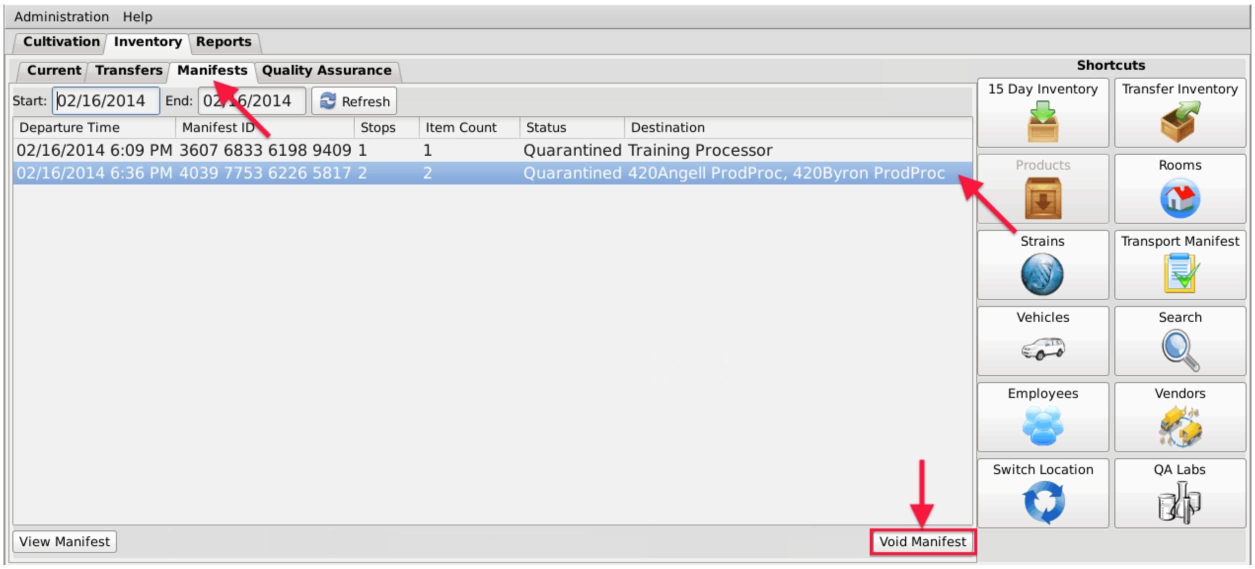
- Narrow the results by selecting a start-date and an end-date.
- Select the desired manifest and then click on the "View Manifest" button.



Void a Manifest

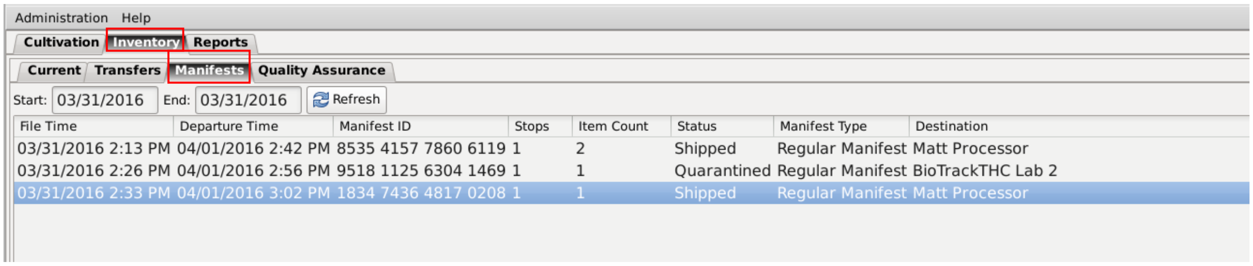
You may void a transportation manifest should it be necessary (e.g., the sale is canceled or the manifest needs to be changed), but only if the manifest's status is still "Quarantined".

- Navigate to the Manifests tab.
- Narrow the results by selecting a start-date and an end-date.
- Select the to-be-voided manifest and then click on the "Void Manifest" button.

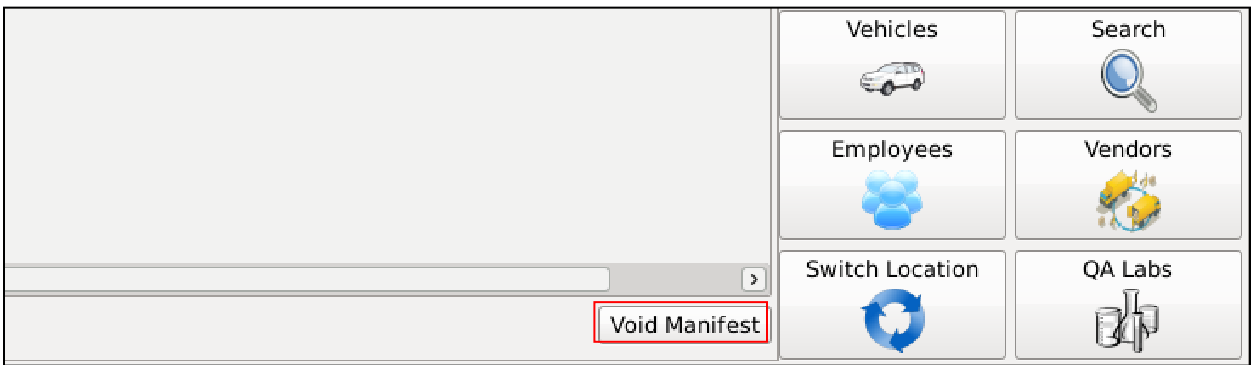


To void a partial manifest:

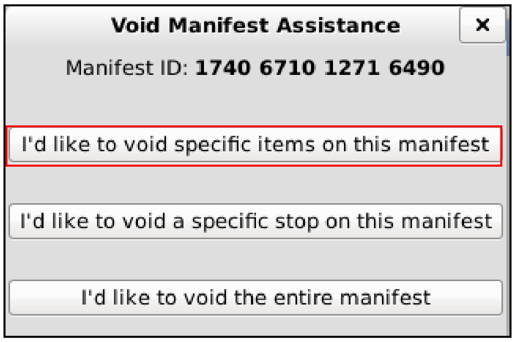
1. Click the Manifest tab and select the scheduled manifest you want to void.



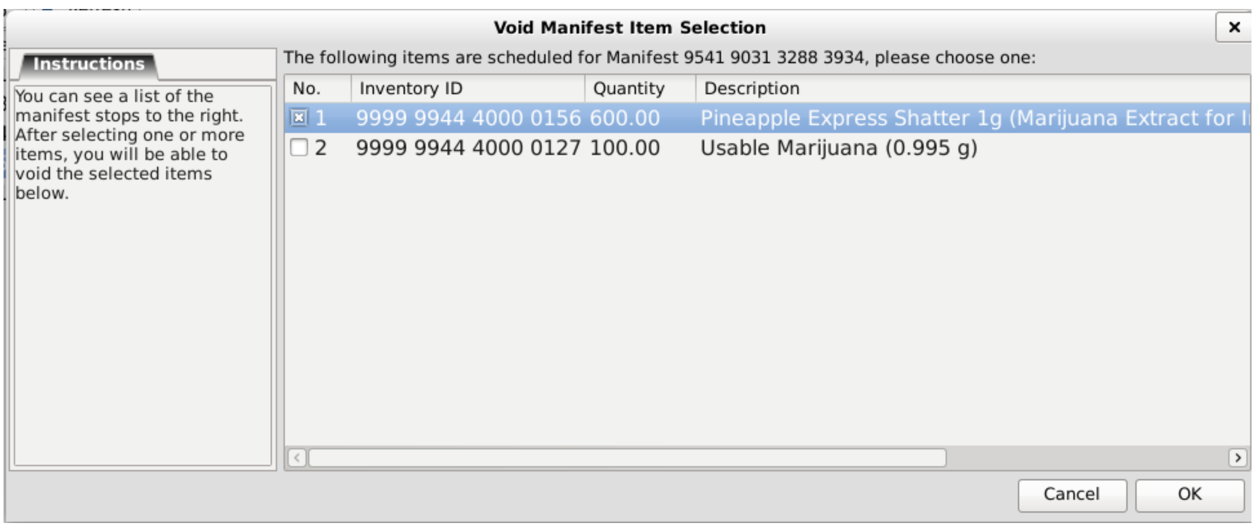
2. Click the 'Void Manifest' button.



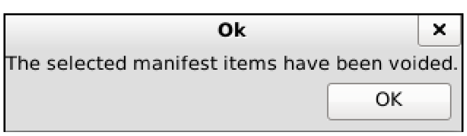
3. The ‘Void Manifest Assistance’ screen displays. Click the desired button. Here, we will click the ‘I’d like to void specific items on this manifest’ button.



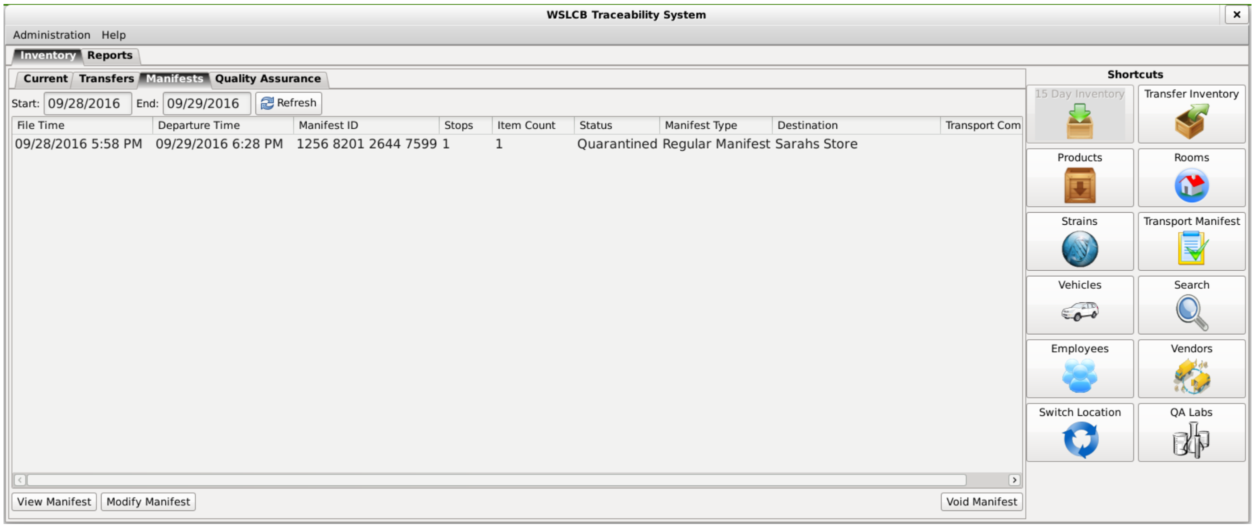
4. In the ‘Void Manifest Item Selection’ screen, select the item you want to void and click the OK button.



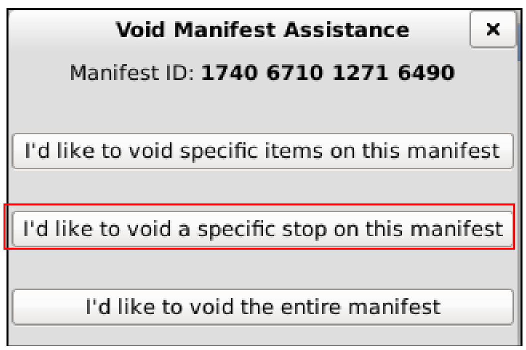
5. The ‘OK’ screen displays to confirm that the manifest\item has been voided. Click the ‘OK’ button.



6. The item has been voided and removed from the manifest.

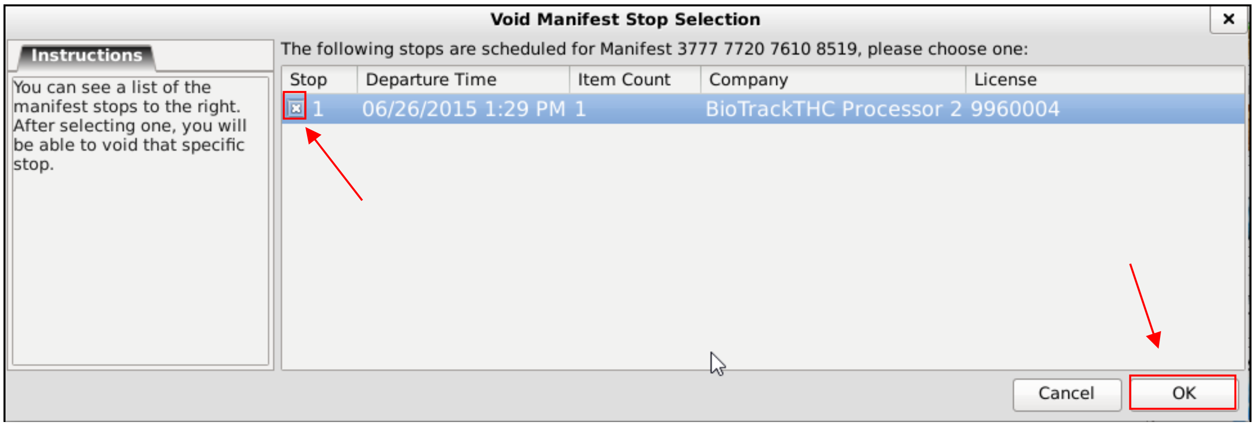


By clicking ‘I’d like to void a specific stop on this manifest’ on the ‘Void Manifest Assistance’ screen, the ‘Void Manifest Stop Selection’ screen displays.

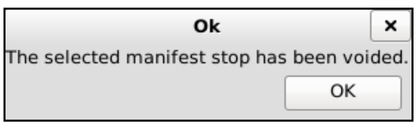


1. Select the 'Manifest Stop' you want to void and click the 'OK' button.

Note: click the check box under the Stop column to select the item.

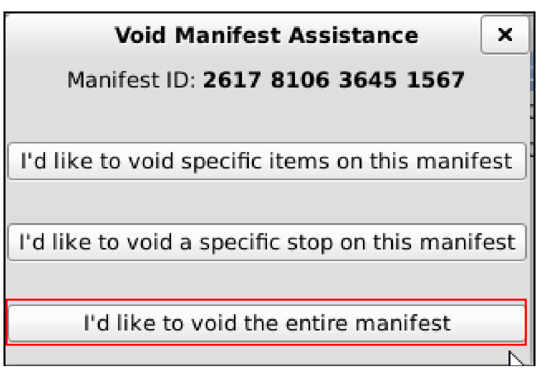


2. The 'OK' screen displays to confirm that the manifest\item has been voided. Click the 'OK' button.

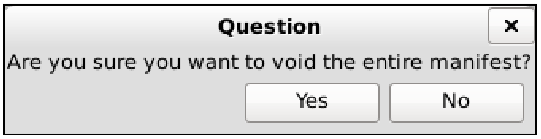


3. The Manifest Stop has been voided and removed.

By clicking 'I'd like to void the entire manifest' on the Void Manifest Assistance screen, the 'Question' screen displays.

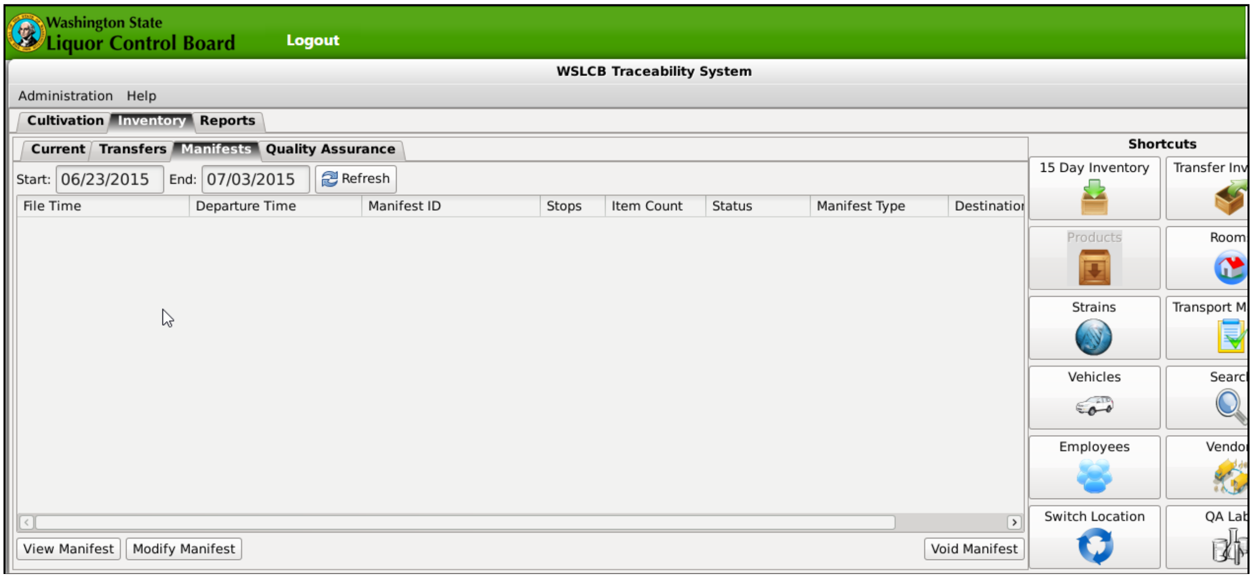


1. Click the 'Yes' button to confirm that you want to void the entire manifest.



2. The 'OK' screen displays to confirm that the manifest has been voided. Click the OK button.

3. The Manifest has been voided and removed.



Chapter 11: Wholesale Inventory Transfers Outbound

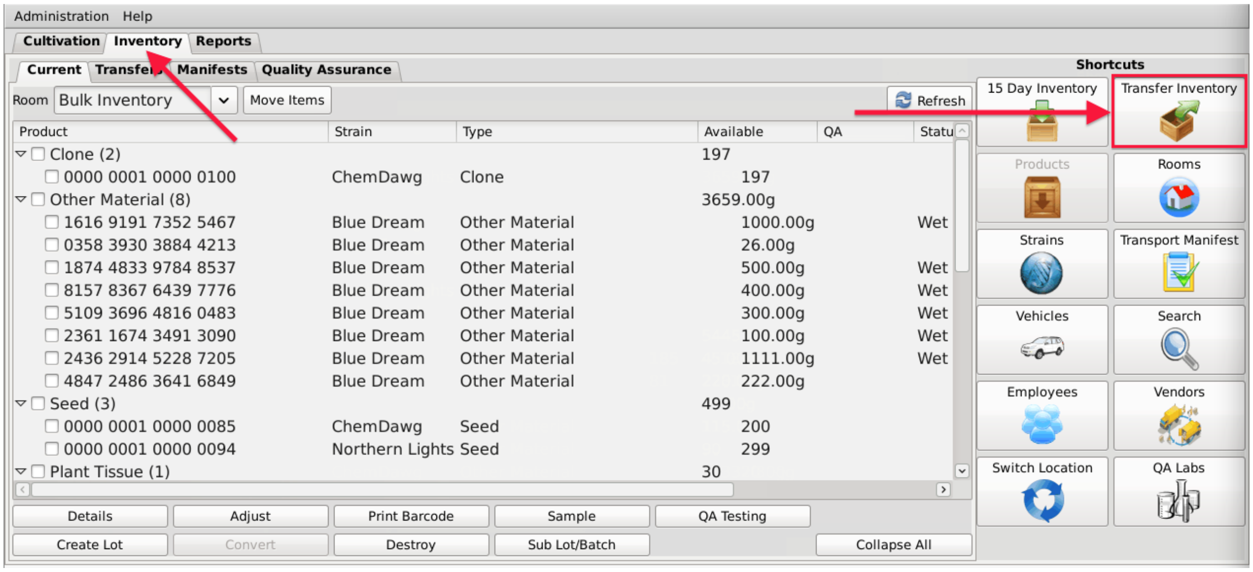
In this chapter, you will learn how to:

✓ Complete an outbound inventory transfer

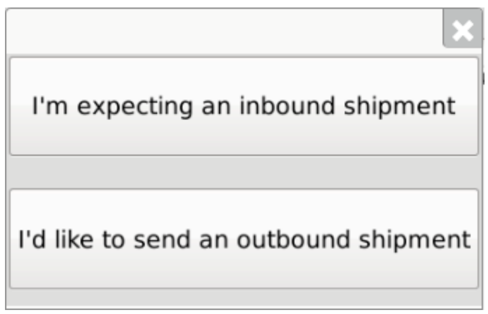
Initiating an Inventory Transfer

To receive inbound shipments and send outbound shipments in the Traceability System, you will need to

- Navigate to the “Inventory” tab found in the top-left corner of the screen, and then click on the “Transfer Inventory” button located on the right-hand side of the screen.



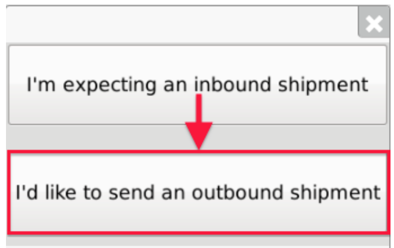
- The following pop-up appears:



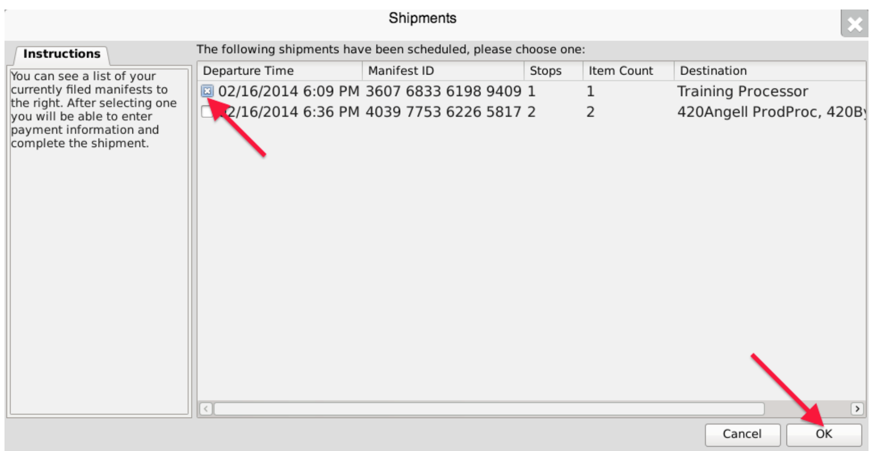
Outbound Shipment

To send an outbound shipment,

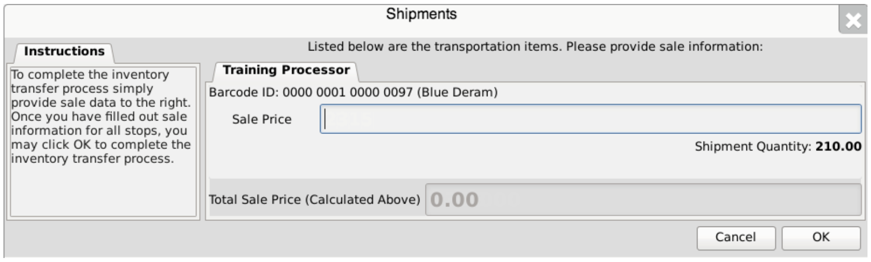
- Click on "I'd like to send an outbound shipment"



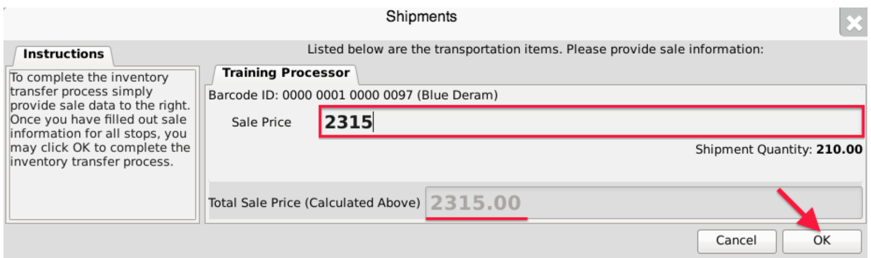
- A list of all currently filed but yet to be Transferred outbound Manifests to Vendors appears.
- Click on the check box to the left of the manifest being shipped.
- Click "OK".



- The Sales Price screen, which lists the inventory associated with the manifest, appears. Note that though the example illustrates only one item, multiple items may be associated with the manifest and each item will have its own line accordingly.



- Click "OK" after all sales prices are entered (the total sales price is automatically computed within the grayed-out box).



- The Traceability System automatically moves the inventory on the manifest out of the Quarantine room.

Chapter 12: Destruction Events

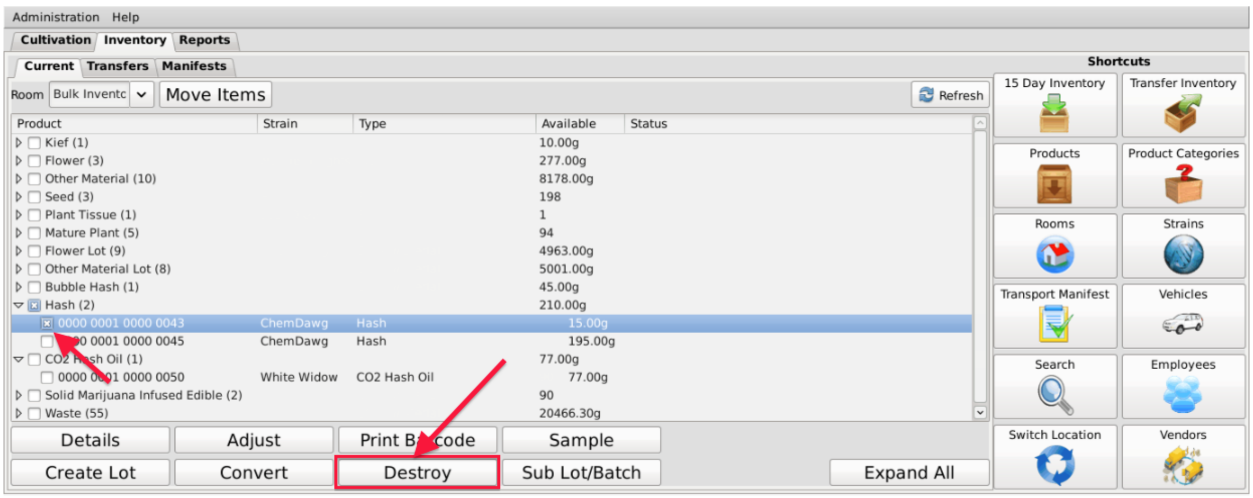
In this chapter, you will learn how to:

- ✓ Schedule inventory for destruction
- ✓ Undo scheduled destruction
- ✓ Destroy inventory

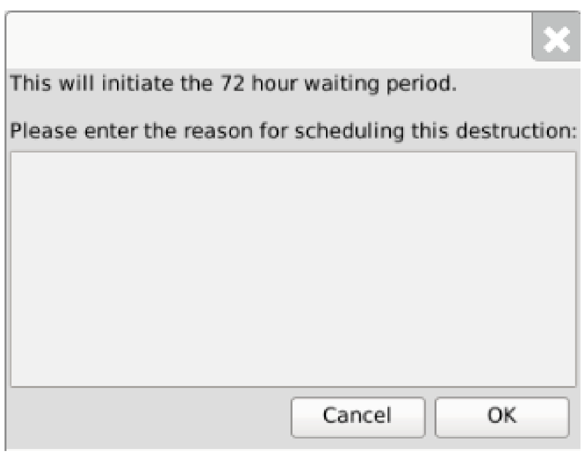
Schedule Inventory Destruction

This function allows you to schedule inventory for destruction. This event begins the 72-hour waiting period before the Destroy Inventory function may be called on the inventory item.

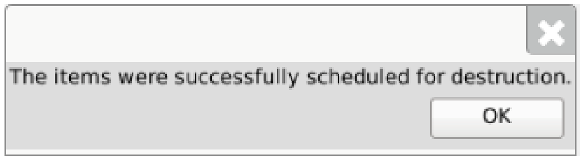
- Navigate to the Inventory Room within which the to-be-destroyed inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the check box to the left of the item to be destroyed.
- Click on the "Destroy" button at the bottom of the screen.



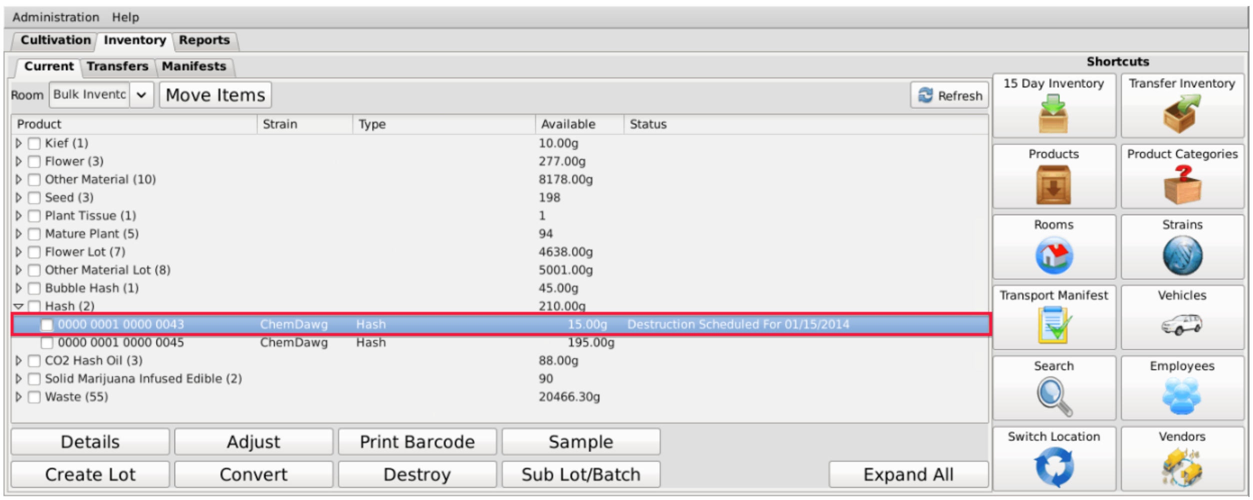
- A pop-up window appears wherein you type the reason the item is being destroyed. Click "OK" when completed.



- Another pop-up window appears notifying you that the Traceability System has accepted the scheduled destruction.



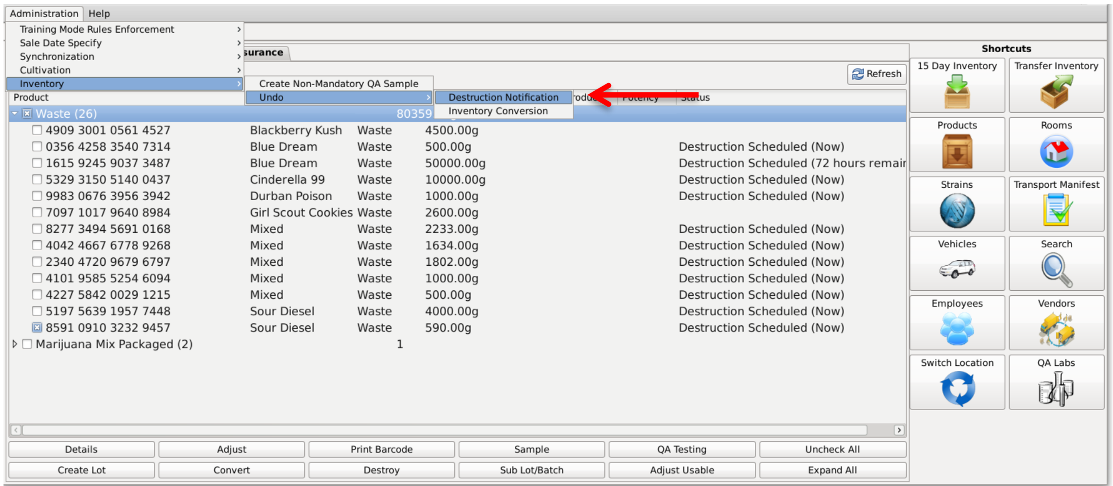
- Note that the inventory item's Status is updated to "Destruction Scheduled for MM/DD/YYYY".



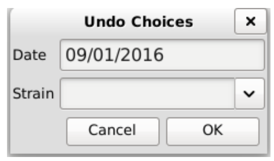
Undo Destruction Notification - Inventory

An "Administrator" user may remove the "Destruction Scheduled" status of an inventory item should it be necessary (e.g., the destruction action was committed to an incorrect item).

- Click on the Administration menu near the top left corner of the window.
- Hover the cursor over "Inventory", "Undo", and then click on "Destruction Notification".

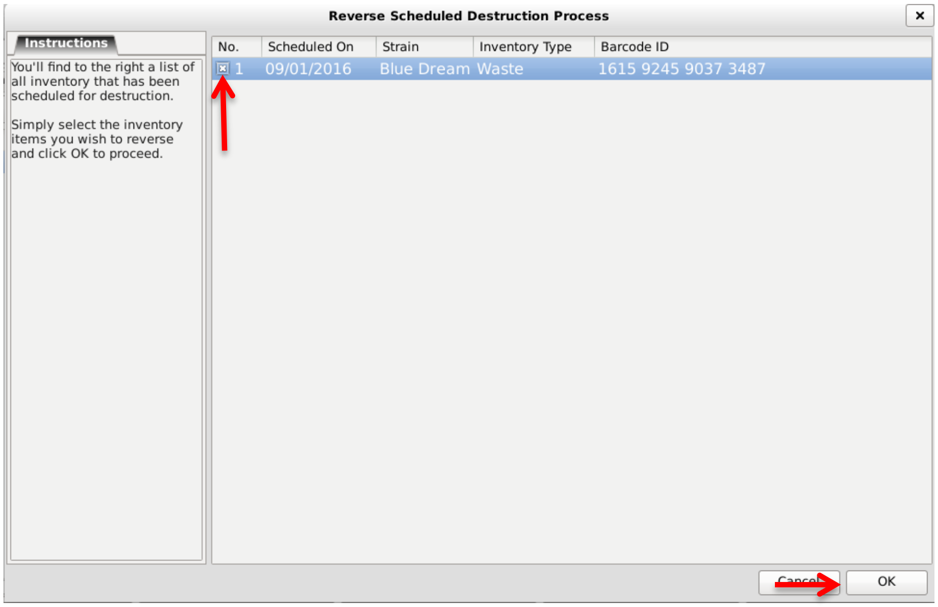


- The following pop-up window appears.

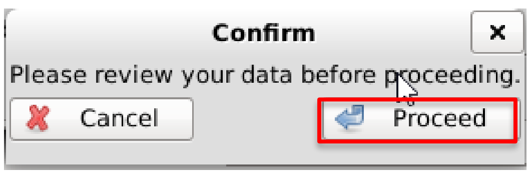


  - Select the date of the to-be-undone destruction notification
  - To view all scheduled destructions for a specific day, click “OK”.
  - To narrow your results to scheduled destructions of a specific strain, select a strain from the Strain drop down.

- A list of scheduled destructions based on your search parameters from the prior pop-up window appears.
- Click the check box beside the items(s) for which the scheduled destructions(s) is(are) to be undone.
- Click “OK”.



- The ‘Confirm’ screen displays. Click the ‘Proceed’ button.

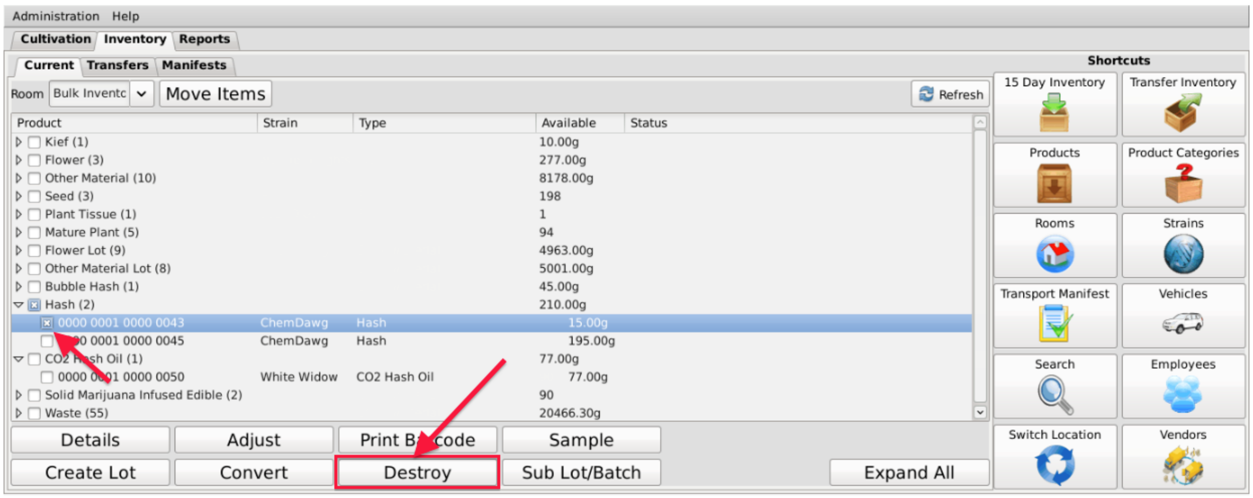


- The “Destruction Scheduled” status of the selected items will be removed.
- NOTE: If the item’s status is not immediately adjusted, click on the “Refresh” button found in the upper-right hand corner

Destroy Inventory

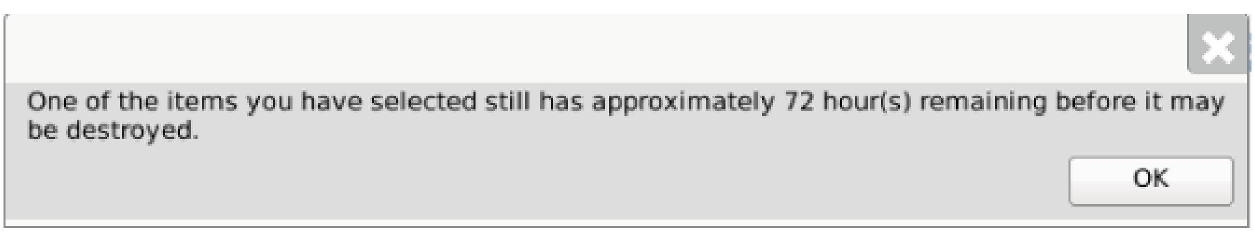
This function allows you to destroy an inventory item. Inventory may only be destroyed after the waiting period has expired.

- Navigate to the Inventory Room within which the inventory scheduled for destruction is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the check box to the left of the item scheduled for destruction.
- Click on the "Destroy" button at the bottom of the screen.



- If the item's 72-hour waiting period has elapsed, then the item is destroyed in the Traceability System.

- Should you attempt to destroy the inventory item prior to the 72-hour waiting period expiring, a pop-up window appears to inform you how many hours remain in the waiting period before that item may be destroyed.



NOTE: Destroying an Inventory Item does not delete any of that item's already submitted Traceability System data. It simply removes the inventory from use moving forward and that inventory will be identified as having been destroyed.

Chapter 13: Samples

In this chapter, you will learn how to:

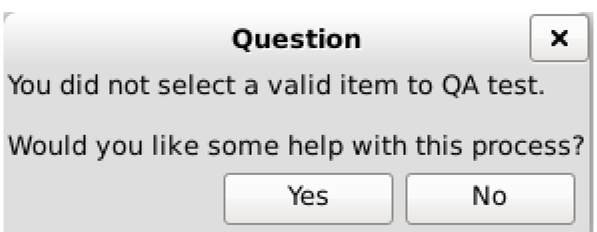
- ✓ Account for inventory deductions resulting from QA test samples. (QA Sample)
- ✓ Account for inventory deductions resulting from Non-Mandatory QA test samples. (Non-Mandatory QA Sample)
- ✓ Account for inventory deductions resulting from samples for negotiating a sale. (Vendor Sample)
- ✓ Account for inventory deductions resulting from samples for retail budtenders. (Educational Sample)
- ✓ Account for inventory deductions resulting from internal sampling. (Employee Sample)
- ✓ Reassign samples to another vendor
- ✓ Receive and assign samples for employees

Certain regions do not allow for samples, so the "Sample" button will be grayed out in these versions of the traceability system.

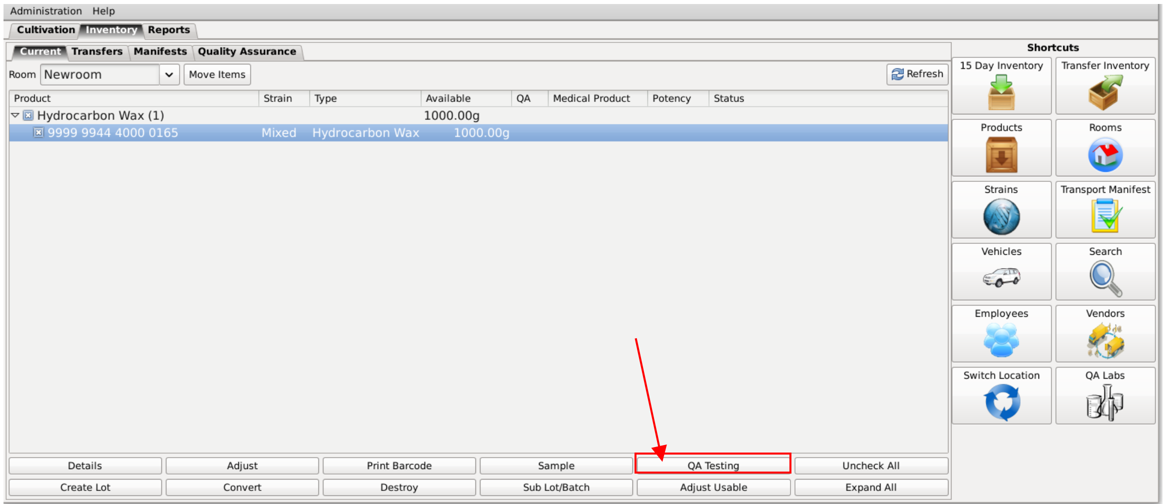
QA Testing Sample

From the Current Inventory screen, click the 'QA Testing' button.

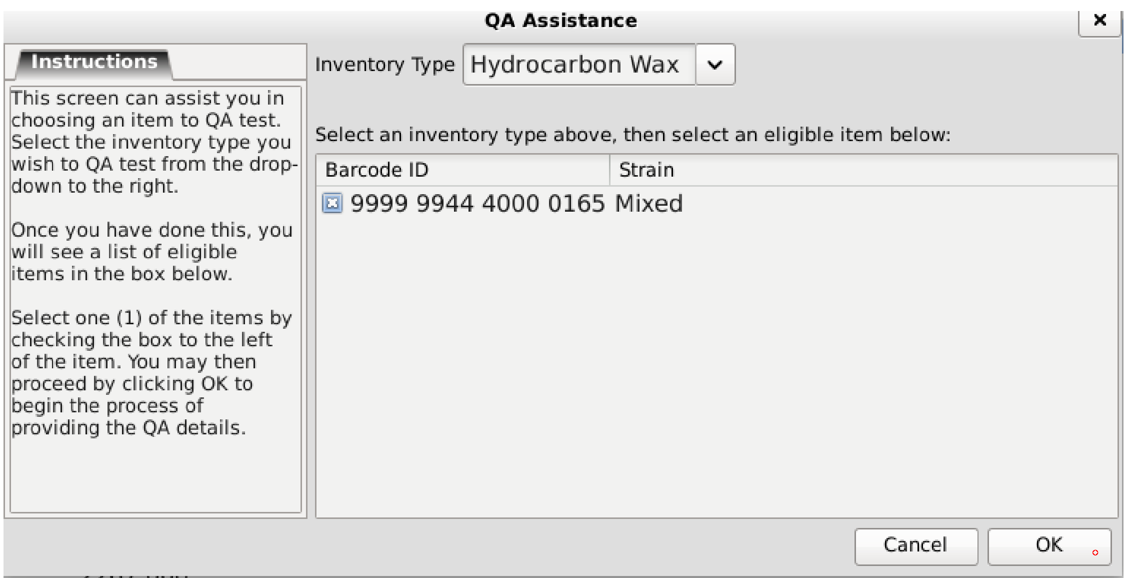
1. The 'Question' screen displays. Click the 'Yes' button to view valid items.



2. Select the 'Inventory Type' and eligible item.



3. Click the 'OK' button.

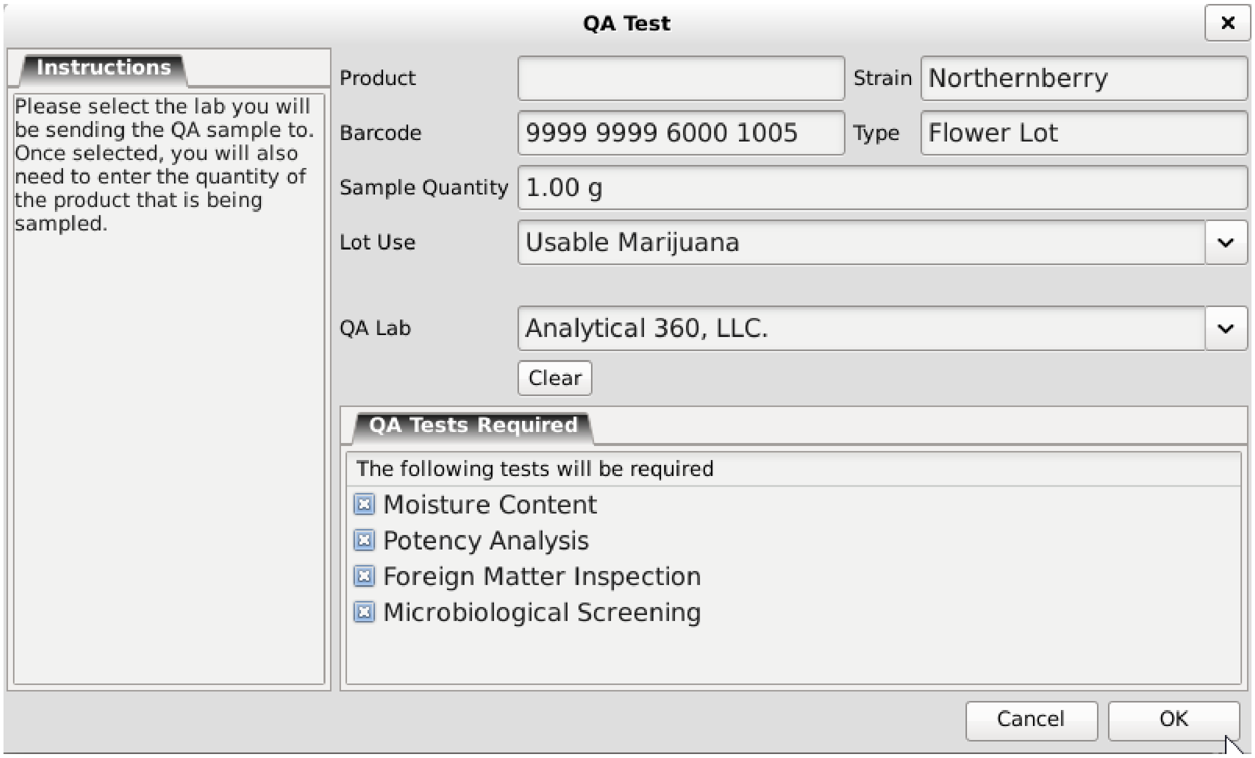


4. The 'QA Test' screen displays. Enter the 'Sample Quantity'.

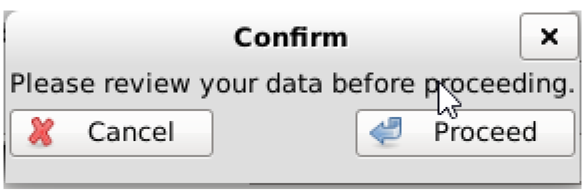
5. Select the 'Lot Use'.

6. Select the 'QA Lab'.

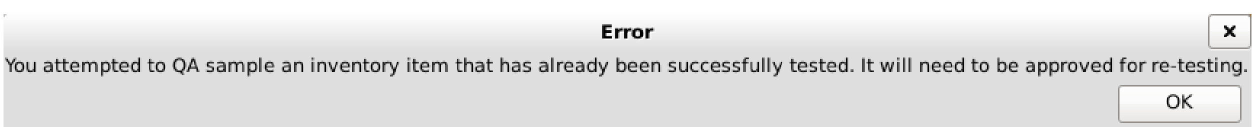
7. Click the 'OK' button.



8. The 'Confirm' screen displays. Click the 'Proceed' button.



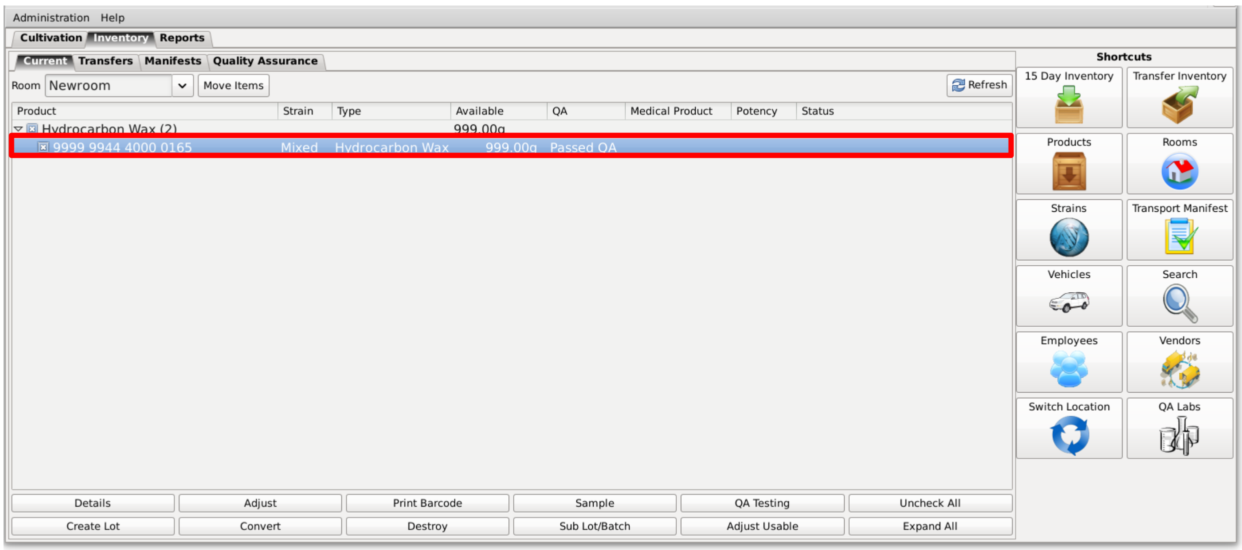
Note: Once a valid item has been QA Sampled, if the same item needs additional retesting it will require approval. You will get an error message if this is the case.



QA Samples **MUST** be Manifested and Transferred to the lab the QA Sample was created for.

NOTE: QA Samples DO NOT have to wait the quarantine period before being Transferred. QA Samples can be created and then immediately Manifested and Transferred to the selected lab.

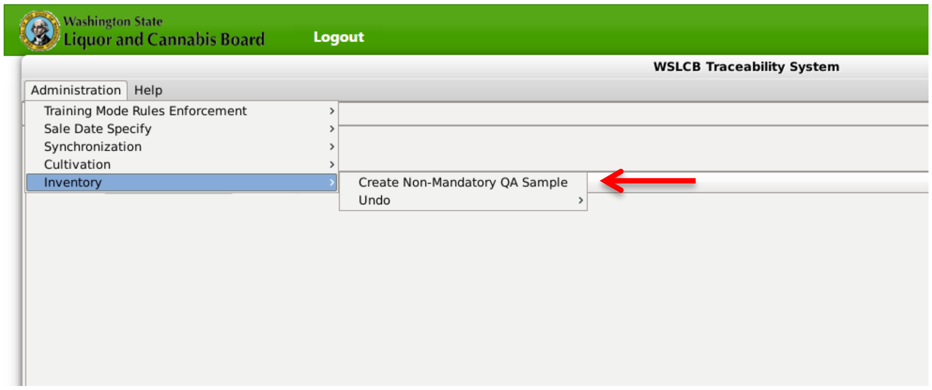
Once the Lab has received the sample they will test it and upload the test results to the Traceability System. The information in the QA column will change from “Pending” to “Passed” or “Failed”.



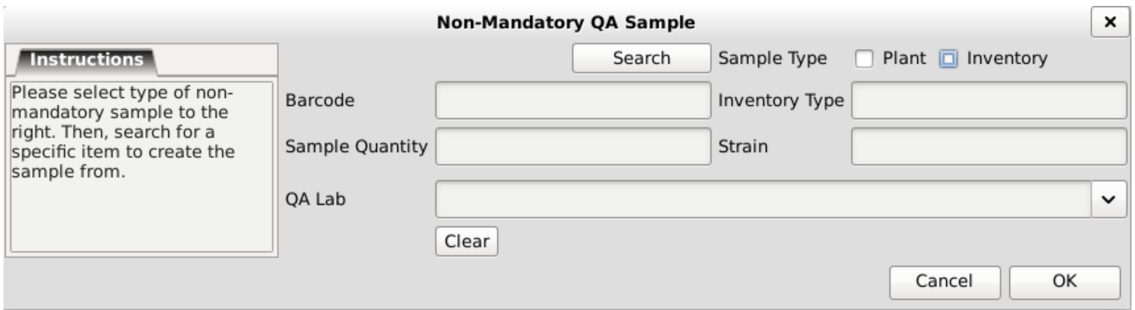
Create Non-Mandatory QA Testing Sample

This function will create a sample in the Traceability System of plant or inventory material designated to a QA lab for optional testing.

1. Navigate to Administration> Inventory> Create Non-Mandatory QA Sample

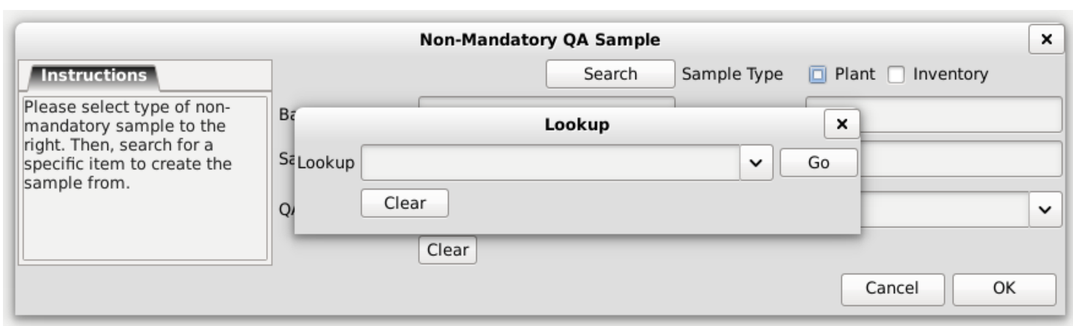


The following screen will appear:



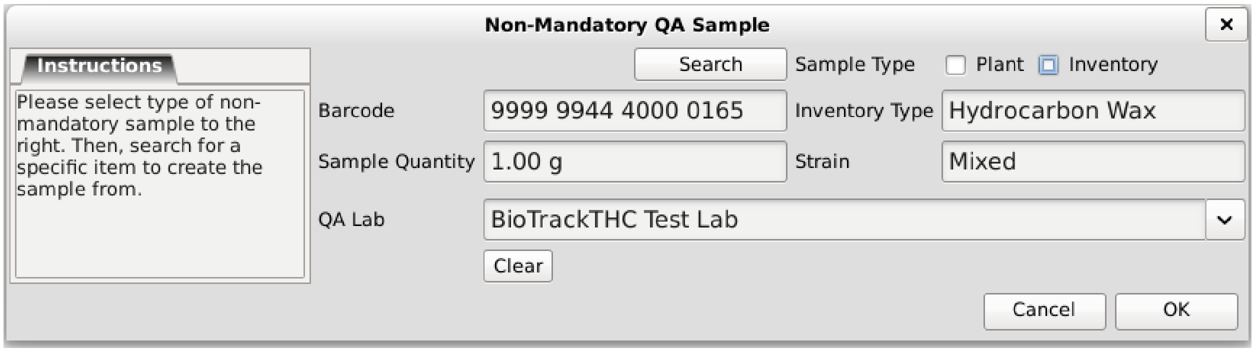
1. Select the inventory checkbox.

1. Click Search, enter the barcode of the item on the lookup screen and click go. Inventory Type and Strain will automatically populate from the item you selected.



2. Enter the sample size into the Sample Quantity field.

3. Select the 'QA Lab'.



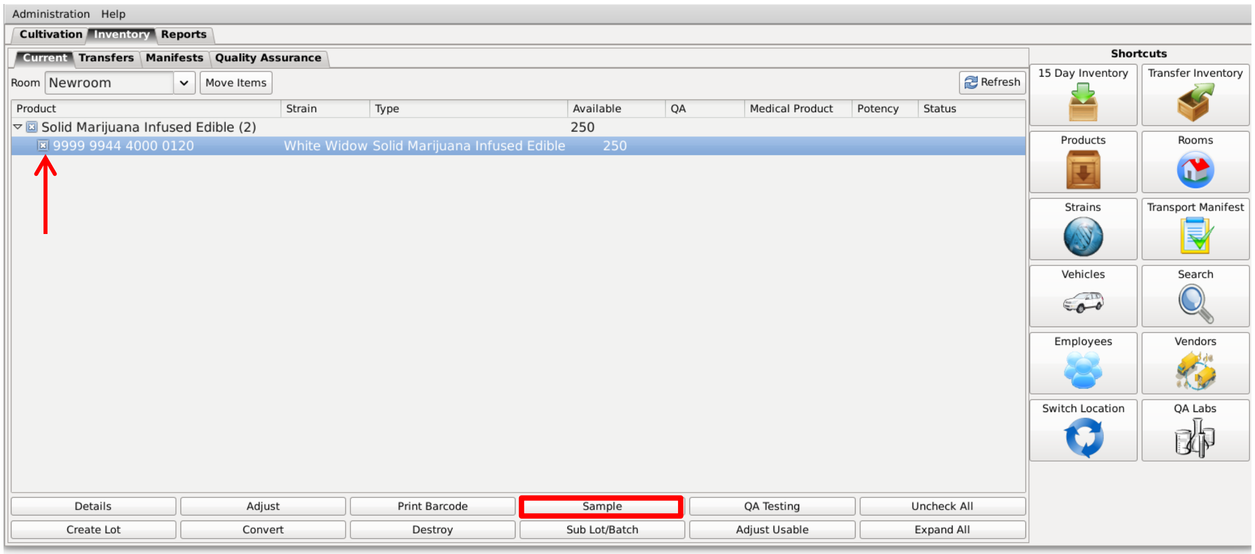
4. Click the 'OK' button.
   Note: Non- Mandatory QA Samples **MUST** be Manifested and Transferred to the lab the QA Sample was created for.

Account for Free Sample to Employees or Vendors

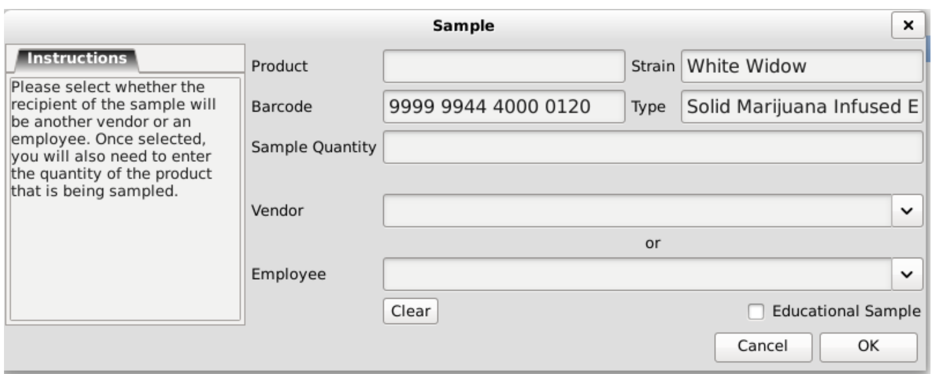
This function will notify the Traceability System of inventory deductions resulting from free samples provided to another licensee for purposes of negotiating a sale, educational samples, and samples provided to Employee for internal quality sampling.

Note: Though the example screen shots illustrate the accounting for internal sampling (Employee Sample), samples for negotiating a sale (Vendor Sample) follows the same path.

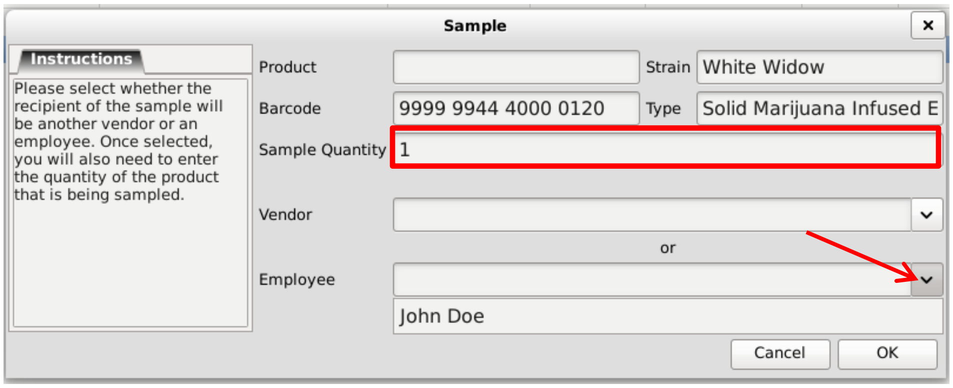
- Navigate to the Inventory Room within which the to-be-sampled inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- If the product groups are collapsed, click on the expand arrow to view all of the available inventory.
- Click on the check box to left of the item to be sampled.
- Click on the "Sample" button at the bottom of the screen



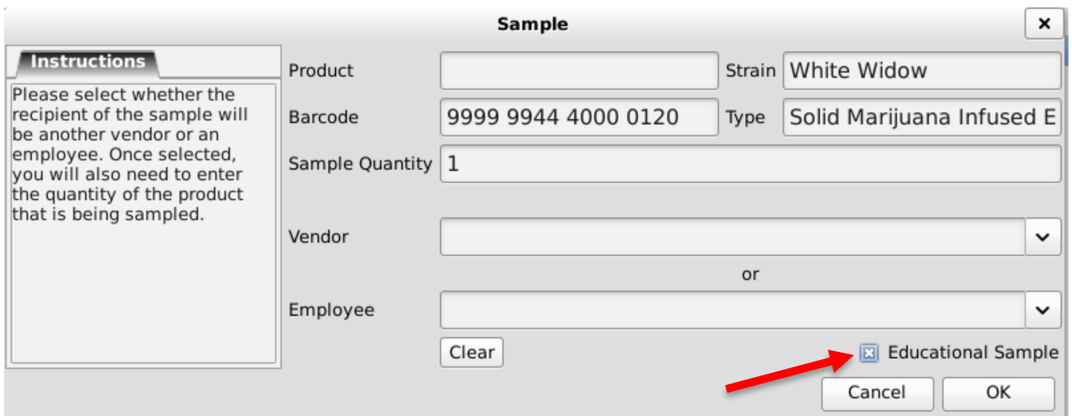
- This will bring up the Sample screen.



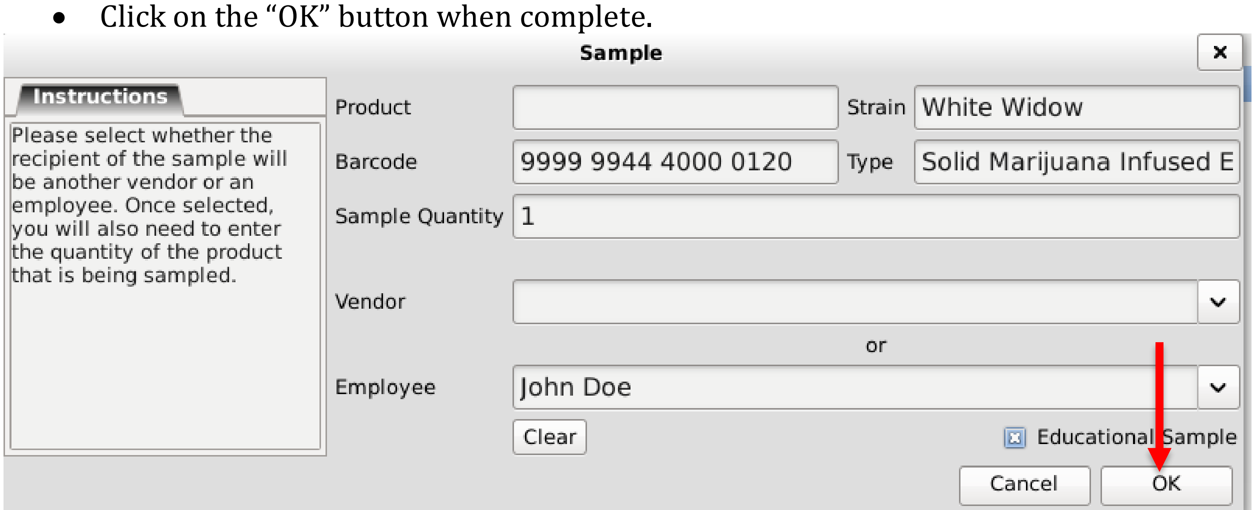
- From the Sample screen,
  - Enter the Sample Quantity, and
  - Select the recipient of the sample from either
    - Vendor drop down if for negotiating a sale. (Vendor Sample)
    - Employee drop down if internal sampling. (Employee Sample)



- Check the “Educational Sample” checkbox if the sample is designated to a retailer for educational purposes. (Educational Sample)

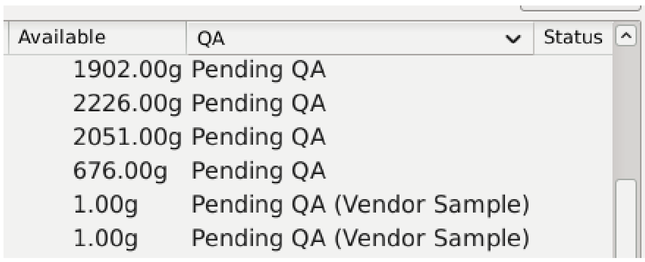


- Click on the “OK” button when complete.



Note: All samples receive a newly generated barcode/inventory ID number for the transportation manifest.

Note: All Vendor samples when correctly created will display "Passed QA (Vendor Sample)" or "Pending QA (Vendor Sample)" in the QA column. Educational samples will display "Passed QA (Educational Sample)" or "Pending QA (Educational Sample)" in the QA column. You will need to wait until QA testing has passed before sending samples to a Vendor. All Vendor sample need to be Manifested and pass the Quarantine period before being Transferred to a Vendor.

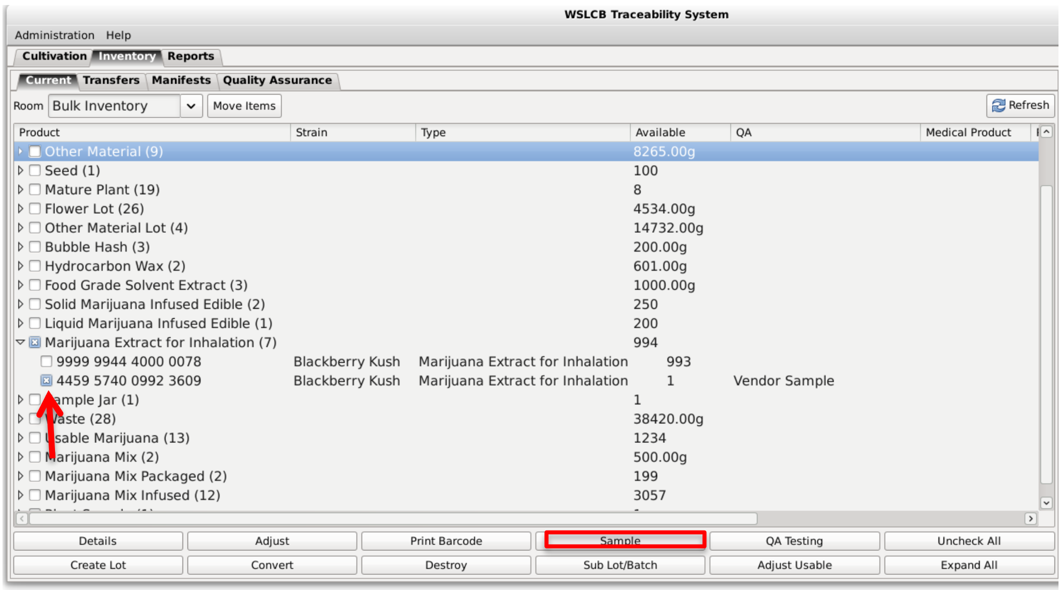


- The Traceability System automatically deducts Employee samples from inventory once the sampling action is complete. The Employee samples DO NOT need to Manifested and Transferred to the employee.
- Vendor and Educational Samples must be Manifested and Transferred in the same manner as any other shipment to a Vendor. When transferring a properly created Vendor Sample the price section for that line item will be grayed out so you can transfer it as a free sample.
- Vendor Samples are allocated to that Vendor and cannot be given to a different Vendor.

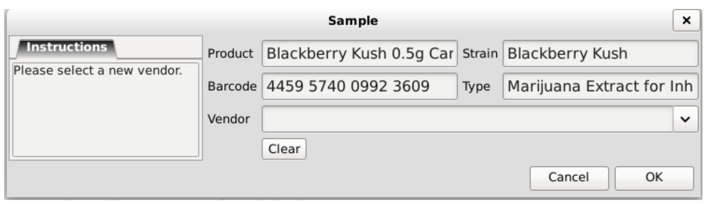
Reassign Vendor Sample

This function will reassign a sample designated for one vendor to a different vendor.

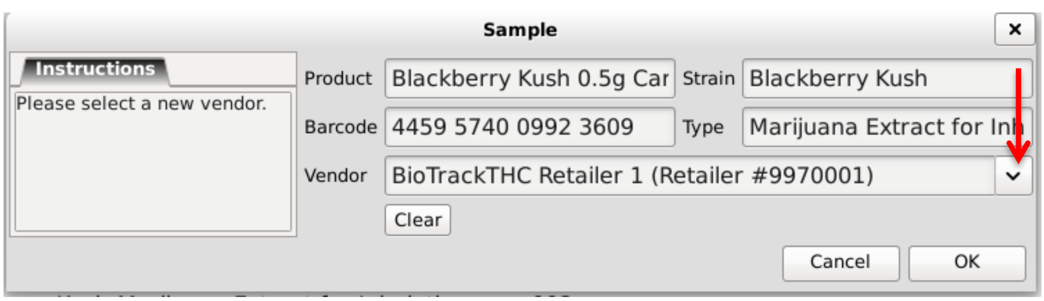
- Navigate to the Inventory Room within which the vendor sample is located (make sure that you are within the Inventory tab and the Current sub-tab).
- If the product groups are collapsed, click on the expand arrow to view the entire available inventory.
- Click on the check box to left of the vendor sample.
- Click on the "Sample" button at the bottom of the screen



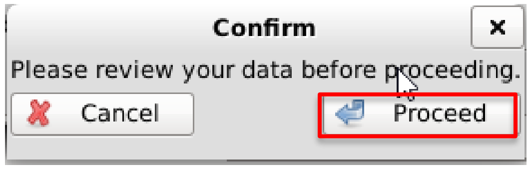
- This will bring up the Sample screen.



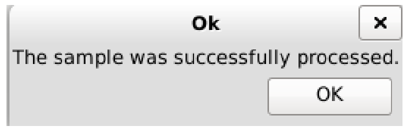
- Select the Vendor from the dropdown menu and click 'OK' when complete.



- The 'Confirm' screen displays. Click the 'Proceed' button.



- The following screen will appear indicating the sample was successfully reassigned



Receiving Samples

Samples from Producers are received in via the Transfer button in the same manner as any other inventory item. Once a Vendor Sample has been transferred into inventory, simply select it and follow the above steps to dispense that sample to an Employee.

Chapter 14: Inventory Adjustments

In this chapter, you will learn how to:

- ✓ Adjust Inventory

Inventory Adjustments

This function will notify the Traceability System of inventory deductions that are not attributable to sales, samples, or destruction. The four types of adjustments are: Inventory Audit; Theft; Seizure by Federal, State, Local, or Tribal Law Enforcement; and Mistake. The following paragraph provides some guidelines with respect to when each type should be used.

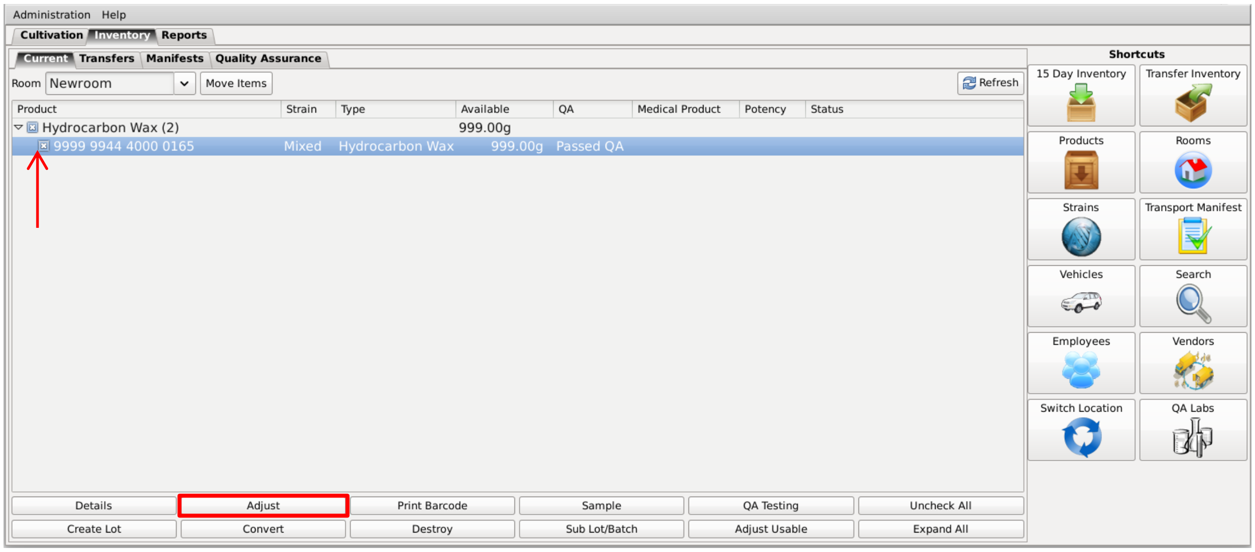
Type	Explanation
Inventory Audit	If after performing an inventory audit you find that actual inventory quantities do not match quantities as reported in the Traceability System, and you are unable to determine an explanation for the difference.
Theft.	If inventory loss is determined to be due to theft.
Seizure by Federal, State, Local, or Tribal Law Enforcement.	If inventory loss occurred because of law enforcement seizure.
Mistake	If it is determined that prior data submitted to the Traceability System was keyed incorrectly. (This is the only type of adjustment that could result in an inventory increase).
Moisture Loss	If Other Material with a status of "Wet" (wet weight resulting from a harvest event) is subsequently dried.

Although the following example screen shots illustrate an inventory adjustment due to theft, all of the inventory adjustment types follow the same path.

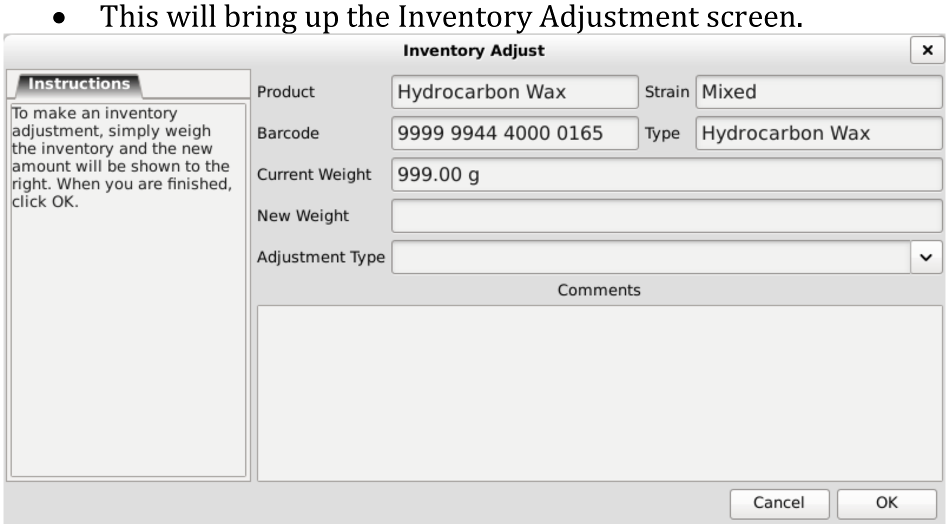
Accessing the Inventory Adjustment Screen

- Navigate to the Inventory Room within which the to-be-adjusted inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the check box to the left of the item to be adjusted.

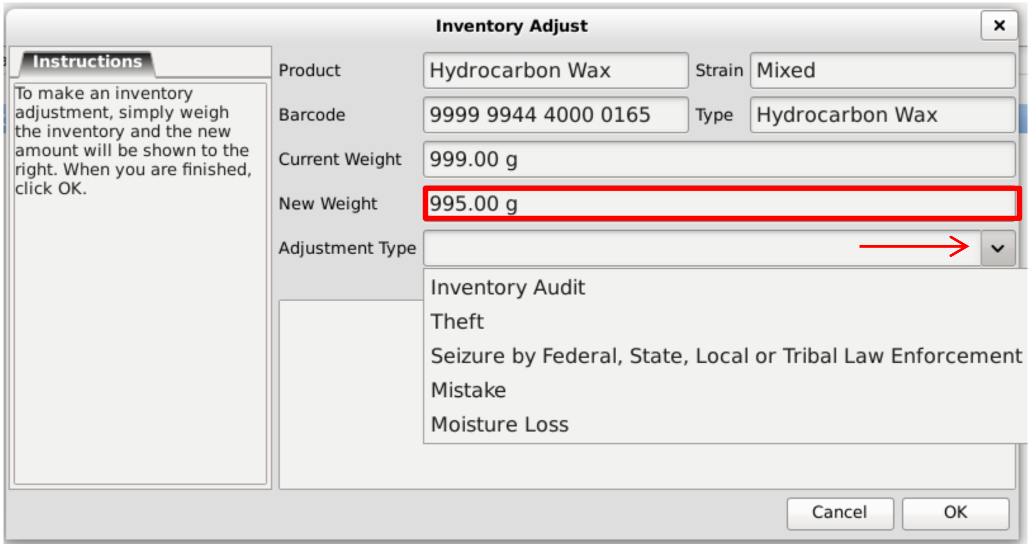
- Click on the "Adjust" button at the bottom of the screen.



- This will bring up the Inventory Adjustment screen.

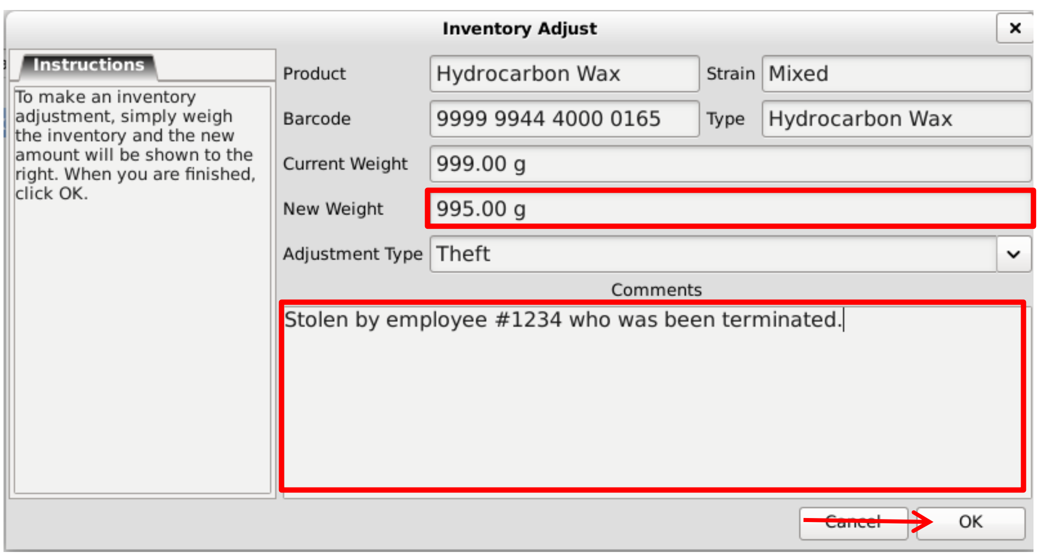


- From the Inventory Adjustment screen,
  - Enter the New Weight (current actual weight that needs to be reflected in the Traceability System), and
  - Select the Adjustment Type via the drop down.

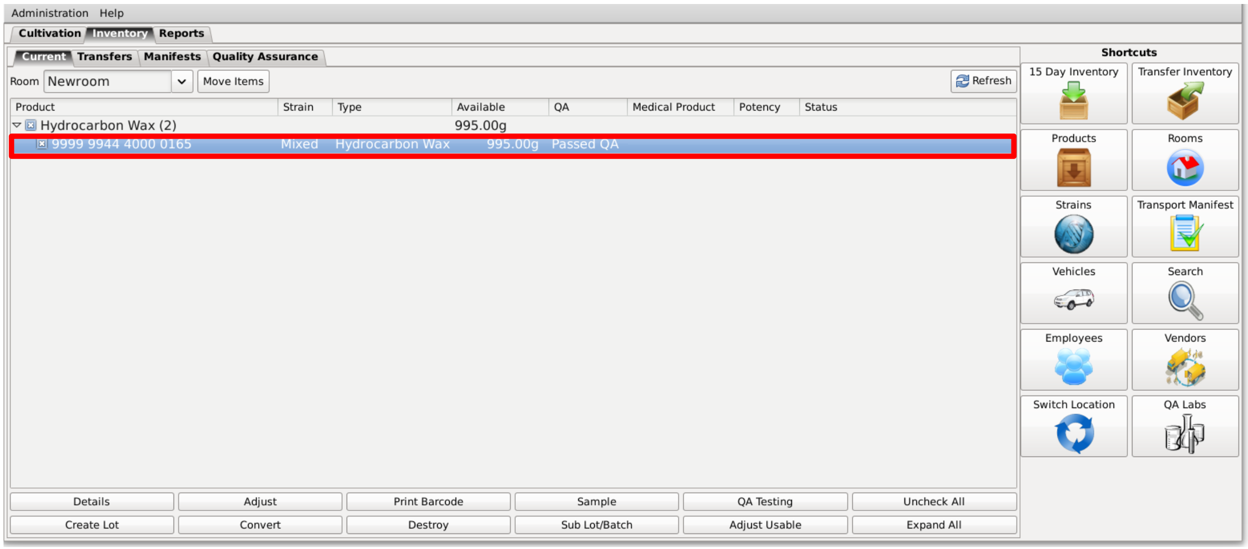


- Type in a detailed explanation for the inventory adjustment within the Comments box.

- Click the "OK" button when complete.



- The item now reflects the actual weight and the reason for the discrepancy has been submitted.



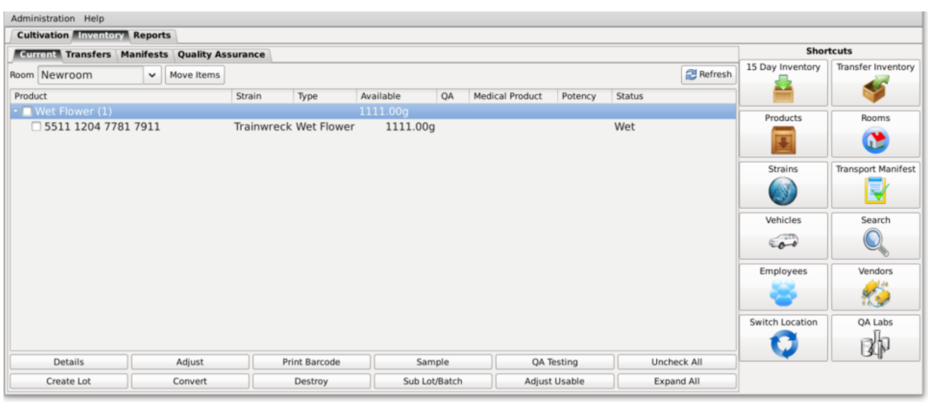
Chapter 15: Miscellaneous

In this chapter, you will learn how to:

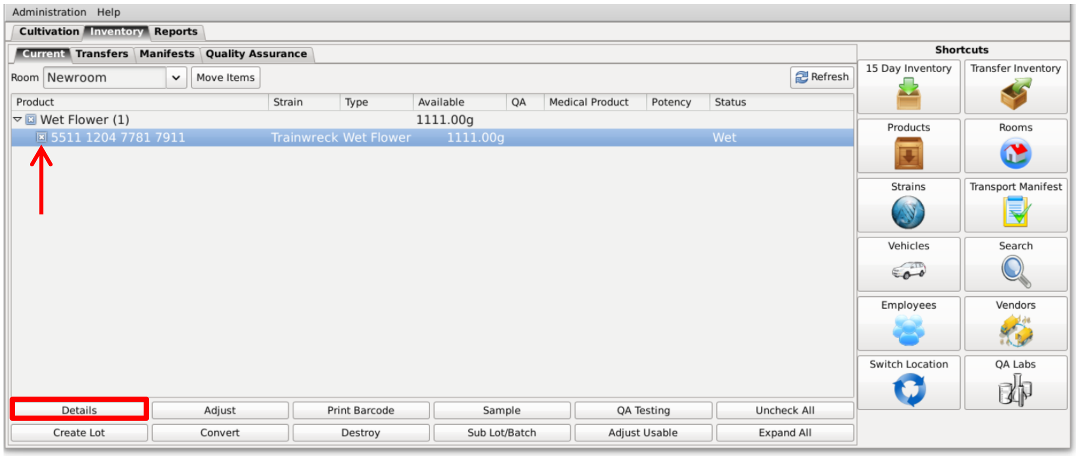
- ✓ Cure wet flower that has been transferred in
- ✓ Create lot out of flower or other material

Cure wet flower that has been transferred in

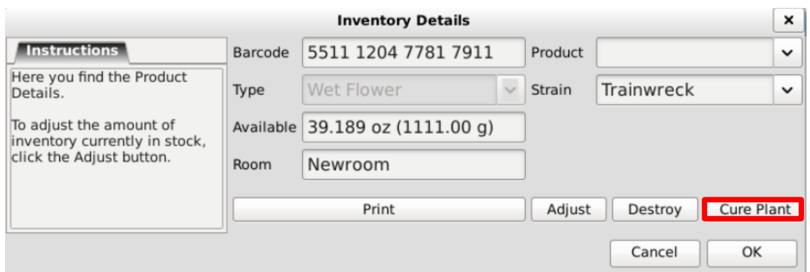
Once flower has been transferred in it will appear in inventory under the 'Wet Flower' category.



- To cure wet flower, check the box next to the inventory item and click on 'details' at the bottom of the screen (or double click on the item to bring up details.)

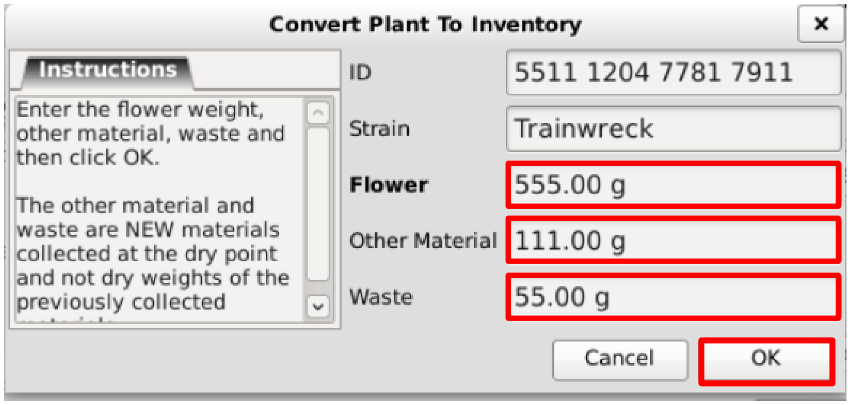


- The 'Inventory Details' screen appears. Click on the 'Cure Plant' button.

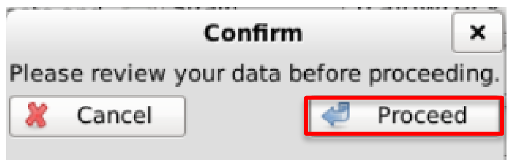


- The 'Convert Plant To Inventory Screen' appears:

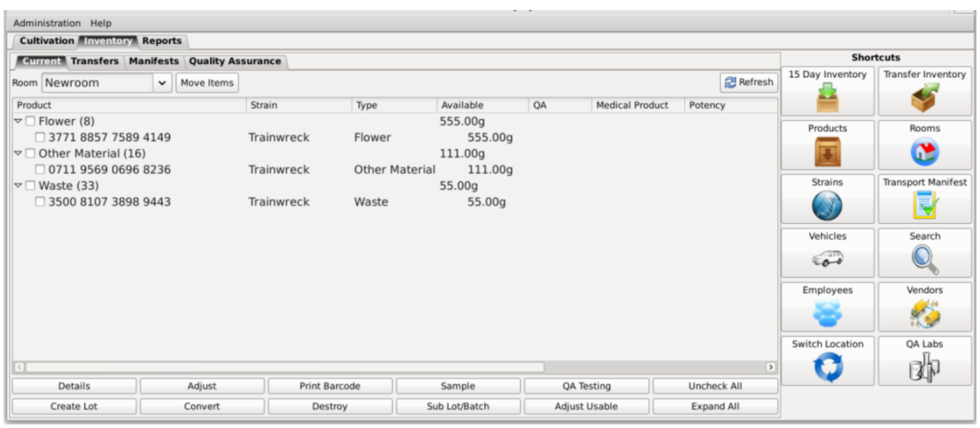
- Enter the Flower, Other Material and waste weights and click 'OK'.



- The ‘Confirm’ screen displays. Click the ‘Proceed’ button.



- The flower, other material, and waste entered appear in inventory.

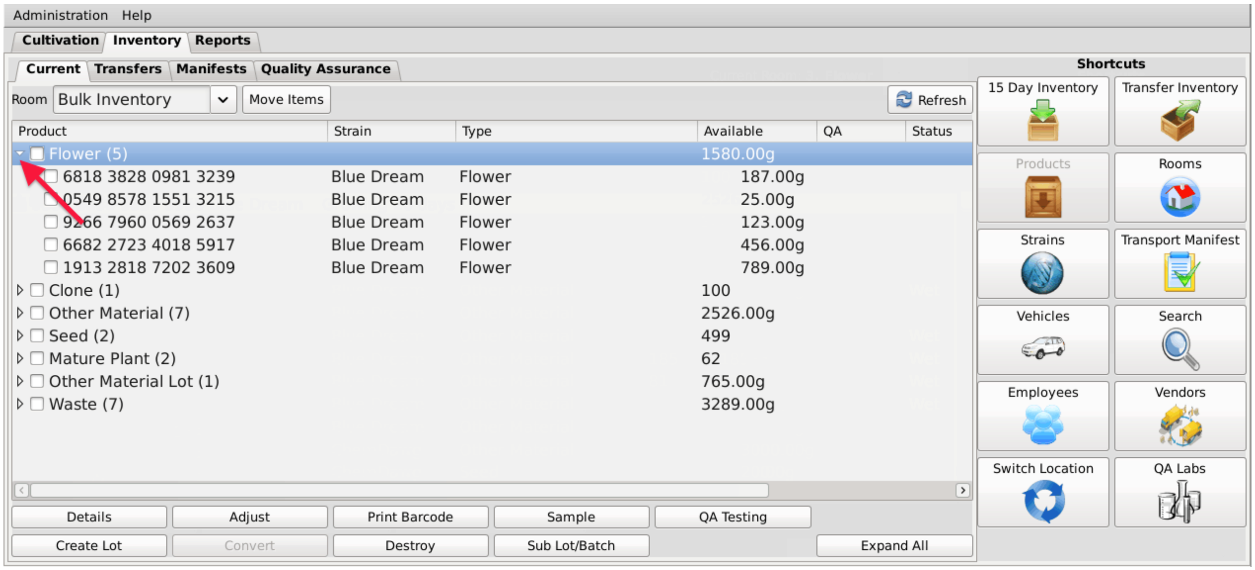


Create Lot

This function will notify the Traceability System of the creation of a flower lot from cured flower or an other material lot from cured other material. **Though the example screen shots illustrate the creation of a flower lot, creation of an other material lot follows the same path.**

- Navigate to the Inventory Room within which the post-harvest/cure inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).

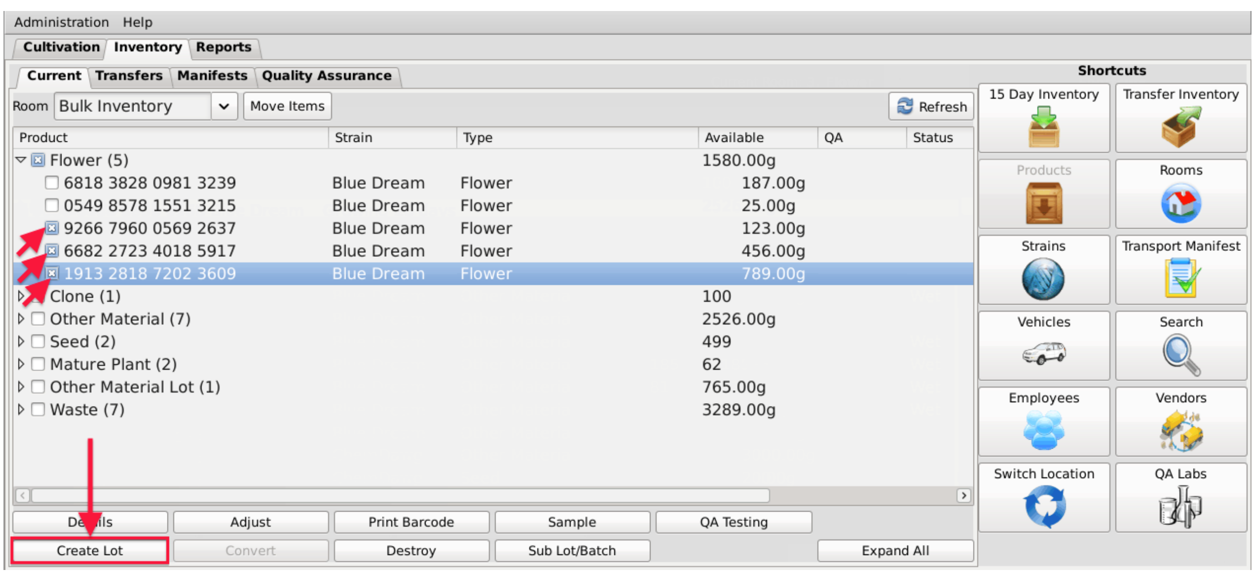
- If the product groups are collapsed, click on the expand arrow to view the entire available inventory.



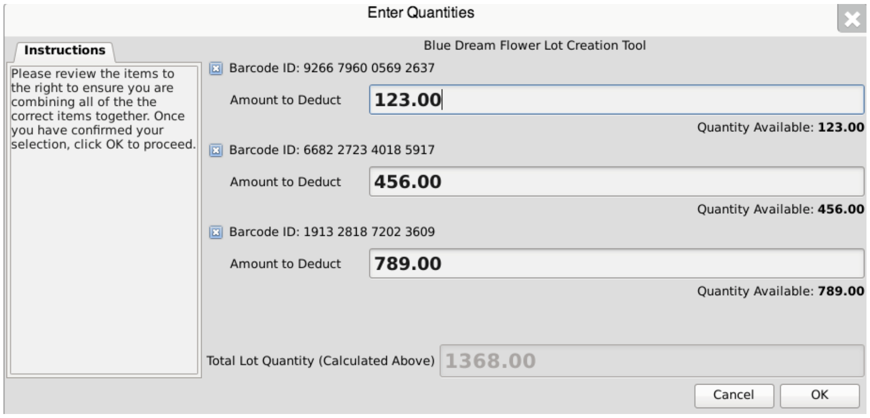
- Click on the check box(es) to left of the item(s) to be made into a Lot

<u>NOTE: All inventory to be included in a Lot must be of the same strain and same type (flower or other material).</u>

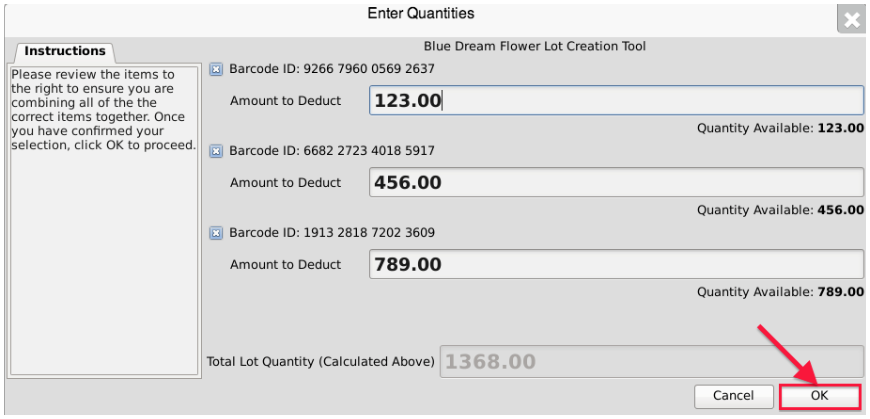
- Once all of the cured inventory to be included in the Lot have been selected, click on the "Create Lot" button at the bottom of the screen.



- The Lot Creation Tool then appears. This screen summarizes all of the relevant information for the to-be-created Lot, including: the Traceability Identifier of each inventory item, the Quantity Available for use from each item, the Amount to Deduct from each item that is going into the Lot, and the Total Lot Quantity which will be the final weight of the Lot. By default, the Traceability System assumes that you are fully combining each item into the Lot.



- If necessary, adjust the amounts within the Amount to Deduct fields so that Traceability System numbers match what is actually being combined into the Lot.
- When complete, click “OK”.



- The newly created Lot may now be found within the same room under the “Flower Lot” or the “Other Material Lot” group, whichever is applicable.