

Volume

6

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



LICENSEE MANUAL
PROCESSORS

BioTrackTHC Traceability System Licensee Manual - Processors

© 2014 Bio-Tech Medical Software, Inc.
Fort Lauderdale, FL
Phone 800.797.4711
support@biotrackthc.com

Table of Contents

CHAPTER 1: USER ACCESS	6
ADDING NEW USERS	6
MODIFYING AN EXISTING USER	9
CHAPTER 2: EMPLOYEES	11
ACCESSING THE EMPLOYEE SCREEN	12
ADD A NEW EMPLOYEE	13
MODIFYING AN EXISTING EMPLOYEE	14
DELETING AN EXISTING EMPLOYEE	15
CHAPTER 3: VEHICLES	16
ACCESSING THE VEHICLE SCREEN	16
ADD A NEW VEHICLE	17
MODIFYING AN EXISTING VEHICLE	18
DELETING AN EXISTING VEHICLE	20
CHAPTER 4: VENDORS	21
ACCESSING THE VENDOR SCREEN	21
VIEWING VENDOR INFORMATION	22
ACCESSING THE PREFERRED VENDOR LIST	23
ADD A VENDOR	23
MANUALLY ADD A VENDOR	25
REMOVING A PREFERRED VENDOR	26
REMOVING A MANUALLY ADDED VENDOR	27
CHAPTER 5: STRAINS	28
ACCESSING THE STRAINS SCREEN	28
ADD A NEW STRAIN	28
MODIFYING AN EXISTING STRAIN	29
DELETING AN EXISTING STRAIN	30
CHAPTER 6: MARIJUANA-INFUSED PRODUCTS	31
ACCESSING THE PRODUCTS SCREEN	31
ADD A NEW PRODUCT	32
MODIFYING AN EXISTING PRODUCT	33
DELETING AN EXISTING PRODUCT	34
CHAPTER 7: INVENTORY ROOMS	35
ACCESSING THE ROOMS SCREEN	35
CREATING A NEW INVENTORY ROOM	36
MODIFYING AN EXISTING INVENTORY ROOM	37
DELETING AN INVENTORY ROOM	38

NAVIGATING INVENTORY ROOMS	39
CHAPTER 8: WHOLESALE INVENTORY TRANSFERS - INBOUND	44
INITIATING AN INVENTORY TRANSFER	44
INBOUND SHIPMENT	45
TO RECEIVE A REJECTED SHIPMENT	46
TO PARTIALLY ACCEPT OR REJECT ITEMS:	48
TO VIEW UNRECEIVED SHIPMENTS	54
TO RE-ACCEPT A REJECTED ITEM:	56
TO VIEW QA RESULTS IN TRANSFER INVENTORY:	56
TO ACCEPT PRODUCT BACK WHEN VENDOR HAS ACCEPTED AND RETURNED	59
CHAPTER 9: PROCESSOR INVENTORY CONVERSIONS	65
TRACEABILITY LOGIC – INVENTORY CONVERSIONS	65
CONVERT FLOWER LOT TO USABLE MARIJUANA	66
CONVERT FLOWER LOT TO SAMPLE JAR	69
CONVERT LOT INTO A MARIJUANA EXTRACT	73
CONVERT MARIJUANA EXTRACT INTO MARIJUANA-INFUSED PRODUCT	76
UNDO INVENTORY CONVERSIONS	79
ADDITIONAL INVENTORY CONVERSION TYPES	81
BYPASSING QA TESTING FOR INTERMEDIATE PRODUCT THAT HAVE ALREADY PASSED A QA TEST	85
MOVE INVENTORY	87
CHAPTER 10: TRANSPORTATION MANIFESTS	89
CREATE A TRANSPORTATION MANIFEST	89
MULTI-STOP TRANSPORTATION MANIFESTS	94
VIEW MANIFESTS	95
VOID A MANIFEST	96
TO VOID A PARTIAL MANIFEST:	97
CHAPTER 11: WHOLESALE INVENTORY TRANSFERS OUTBOUND	102
INITIATING AN INVENTORY TRANSFER	102
OUTBOUND SHIPMENT	104
CHAPTER 12: DESTRUCTION EVENTS	106
SCHEDULE INVENTORY DESTRUCTION	107
UNDO DESTRUCTION NOTIFICATION - INVENTORY	108
DESTROY INVENTORY	111
CHAPTER 13: SAMPLES	112
CREATE NON-MANDATORY QA TESTING SAMPLE	115
ACCOUNT FOR FREE SAMPLE TO EMPLOYEES OR VENDORS	117
REASSIGN VENDOR SAMPLE	120
RECEIVING SAMPLES	122

CHAPTER 14: INVENTORY ADJUSTMENTS	123
INVENTORY ADJUSTMENTS	123
ACCESSING THE INVENTORY ADJUSTMENT SCREEN	123
CHAPTER 15: MISCELLANEOUS	126
CURE WET FLOWER THAT HAS BEEN TRANSFERRED IN	126
CREATE LOT	128

Chapter 1: User Access

In this chapter, you will learn how to:

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

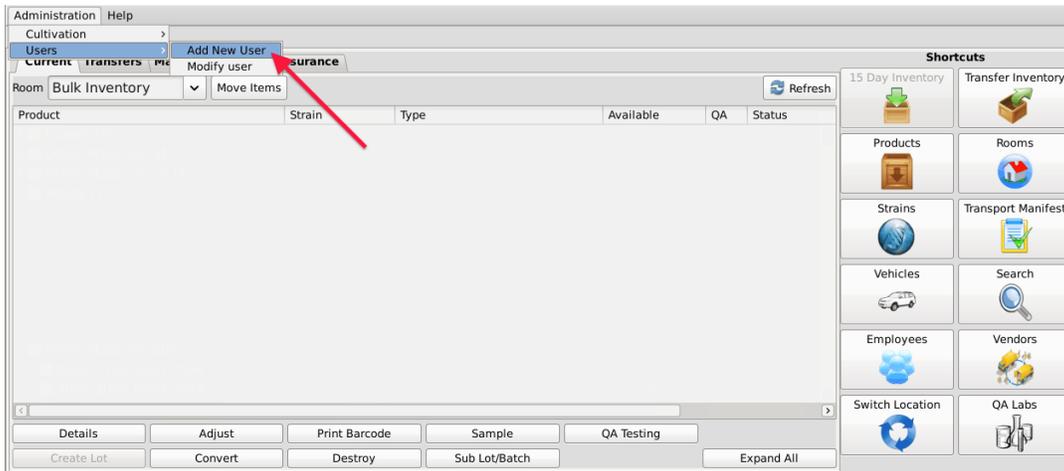
In addition to the login credentials, the Traceability System allows each licensee the ability to grant system access to additional users for data submission on your behalf. Please be aware that this is distinct from employees as defined in Chapter 2: Employees (e.g., not all employees need to be given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

Adding New Users

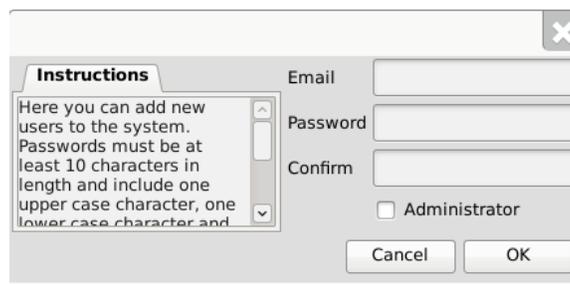
- To add new users into the system, click on the Administration menu near the top left corner of the window.



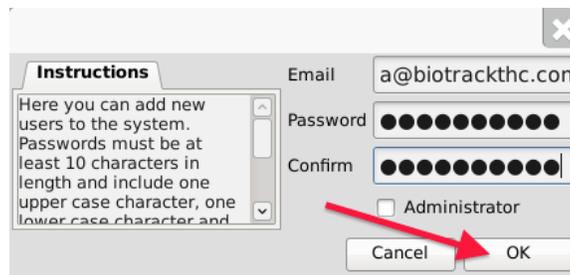
- Hover the cursor over “Users” and then click on “Add New User”.



- 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.



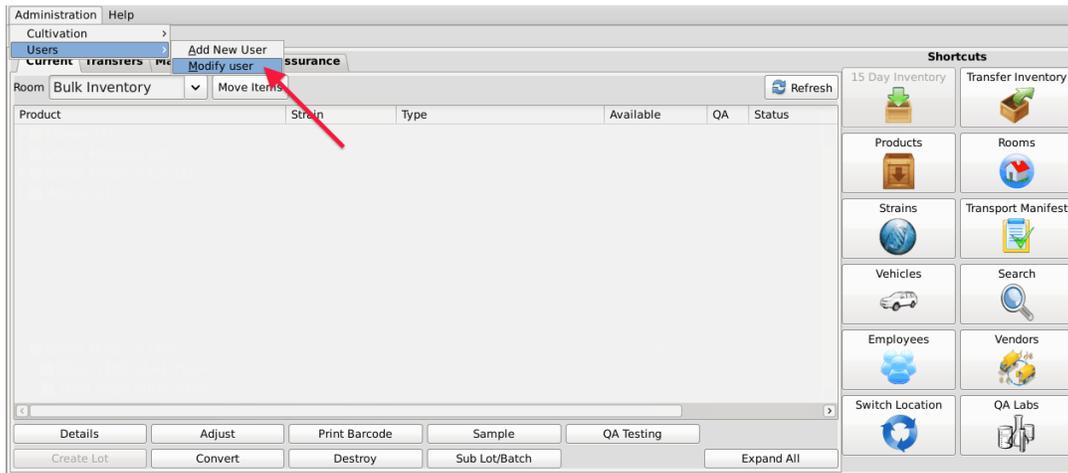
- Click on the "OK" button when complete.

Modifying an Existing user

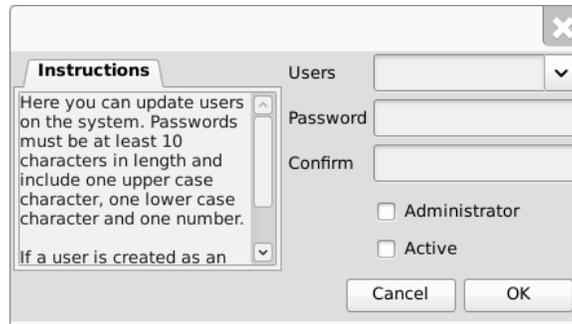
- To modify users previously given access to the system, click on the Administration menu near the top left corner of the window.



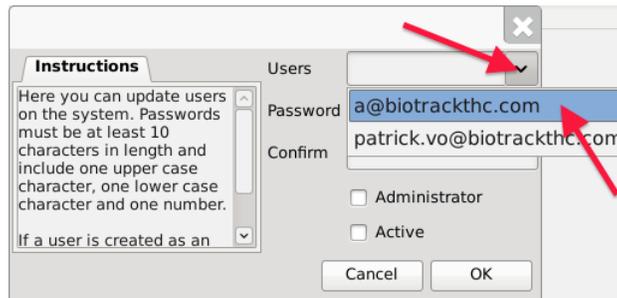
- Hover the cursor over “Users” and then click on “Modify User”.



- 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

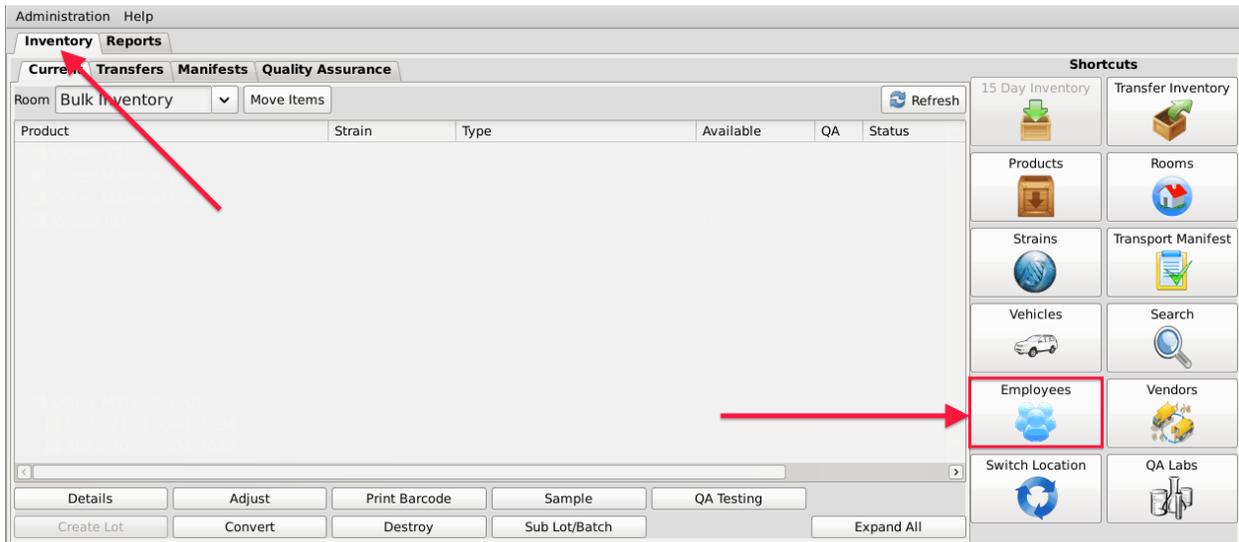
In this chapter, you will learn how to:

- ✓ 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.

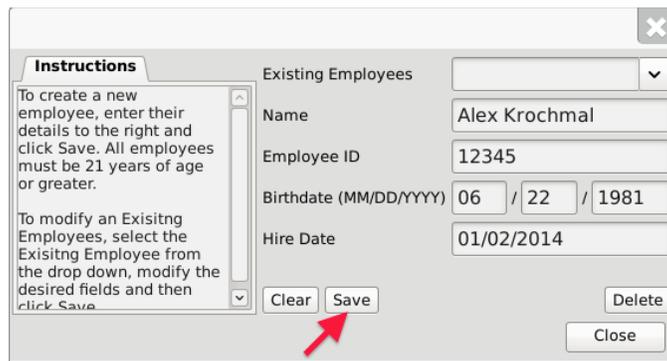


- This will bring up the Employee screen.

The screenshot shows the 'Employee' screen. It features an 'Instructions' panel on the left with the following text: 'To create a new employee, enter their details to the right and click Save. All employees must be 21 years of age or greater. To modify an Existing Employee, select the Existing Employee from the drop down, modify the desired fields and then click Save.' To the right of the instructions is a form with the following fields: 'Existing Employees' (a dropdown menu), 'Name' (a text input field), 'Employee ID' (a text input field), 'Birthdate (MM/DD/YYYY)' (three separate input fields for month, day, and year), and 'Hire Date' (a text input field). At the bottom of the form are four buttons: 'Clear', 'Save', 'Delete', and 'Close'.

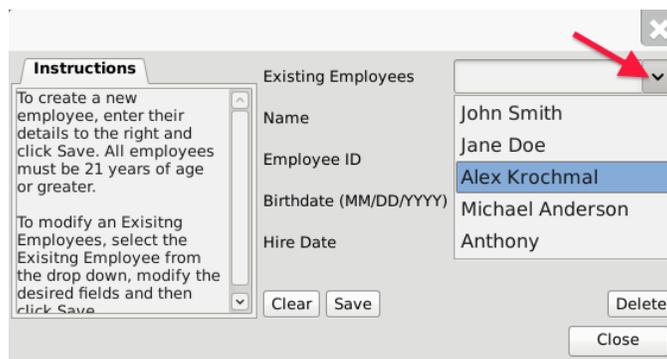
Add a New Employee

- 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 screenshot shows a software window for adding a new employee. On the left, there is an 'Instructions' panel with two sections: 'To create a new employee, enter their details to the right and click Save. All employees must be 21 years of age or greater.' and 'To modify an Existing Employee, select the Existing Employee from the drop down, modify the desired fields and then click Save.' The main form area has an 'Existing Employees' dropdown menu. Below it are input fields for 'Name' (Alex Krochmal), 'Employee ID' (12345), 'Birthdate (MM/DD/YYYY)' (06 / 22 / 1981), and 'Hire Date' (01/02/2014). At the bottom, there are 'Clear', 'Save', 'Delete', and 'Close' buttons. A red arrow points to the 'Save' button.

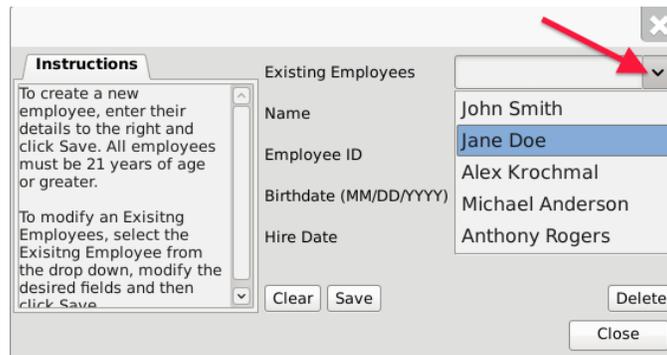
- The new employee will now appear within the Existing Employees drop down for selection.



This screenshot shows the same software window as the previous one, but with the 'Existing Employees' dropdown menu open. The dropdown list displays the names of existing employees: John Smith, Jane Doe, Alex Krochmal, Michael Anderson, and Anthony. A red arrow points to the dropdown arrow icon in the top right corner of the dropdown menu.

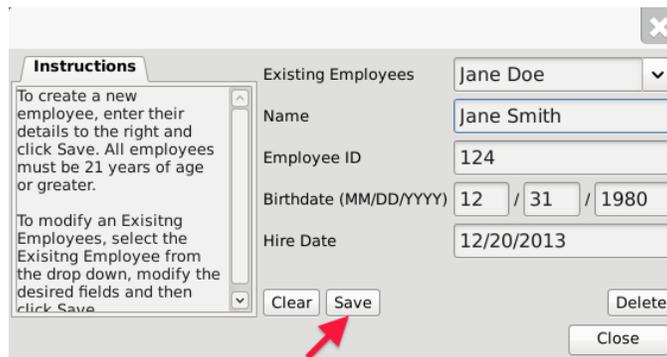
Modifying an Existing Employee

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



The screenshot shows a dialog box titled "Existing Employees" with a close button (X) in the top right. On the left, there is an "Instructions" section with two paragraphs of text. The main area contains a dropdown menu labeled "Existing Employees" with a list of names: John Smith, Jane Doe (highlighted in blue), Alex Krochmal, Michael Anderson, and Anthony Rogers. A red arrow points to the dropdown arrow. Below the list are fields for Name, Employee ID, Birthdate (MM/DD/YYYY), and Hire Date, all of which are currently empty. At the bottom, there are buttons for "Clear", "Save", "Delete", and "Close".

- 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).



The screenshot shows the same dialog box, but now the "Existing Employees" dropdown menu displays "Jane Doe". The "Name" field contains "Jane Smith", "Employee ID" contains "124", "Birthdate (MM/DD/YYYY)" contains "12 / 31 / 1980", and "Hire Date" contains "12/20/2013". A red arrow points to the "Save" button at the bottom.

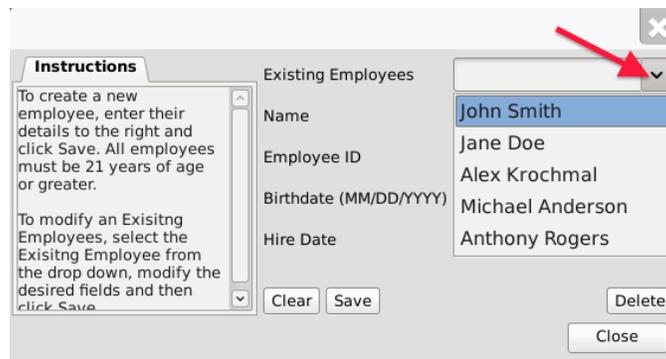
- Click on the "Save" button when complete.

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.

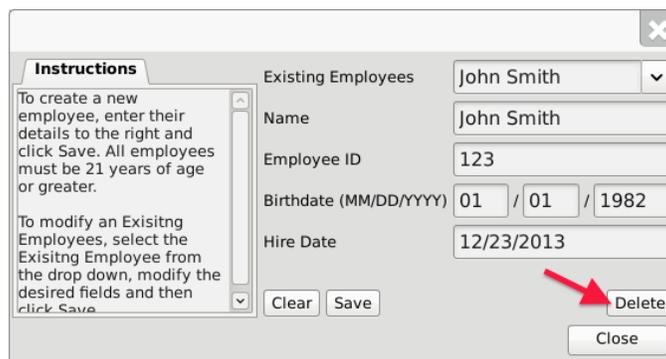
NOTE: Removing an employee does not delete any of the already submitted Traceability System data associated with that employee record. It simply removes the employee record from use moving forward.

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



The screenshot shows a software interface for managing employees. On the left, there is an 'Instructions' panel with two sections: 'To create a new employee, enter their details to the right and click Save. All employees must be 21 years of age or greater.' and 'To modify an Existing Employees, select the Existing Employee from the drop down, modify the desired fields and then click Save.' The main area is titled 'Existing Employees' and contains a dropdown menu. The dropdown is open, showing a list of names: 'John Smith', 'Jane Doe', 'Alex Krochmal', 'Michael Anderson', and 'Anthony Rogers'. 'John Smith' is selected and highlighted. A red arrow points to the dropdown arrow icon. Below the dropdown are fields for 'Name', 'Employee ID', 'Birthdate (MM/DD/YYYY)', and 'Hire Date'. At the bottom are 'Clear', 'Save', 'Delete', and 'Close' buttons.

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



The screenshot shows the same software interface as the previous one, but now the employee's information is populated in the form fields. The 'Existing Employees' dropdown now shows 'John Smith'. The 'Name' field contains 'John Smith', 'Employee ID' contains '123', 'Birthdate (MM/DD/YYYY)' contains '01 / 01 / 1982', and 'Hire Date' contains '12/23/2013'. A red arrow points to the 'Delete' button at the bottom right.

- Click on the "Delete" button.

Chapter 3: Vehicles

In this chapter, you will learn how to:

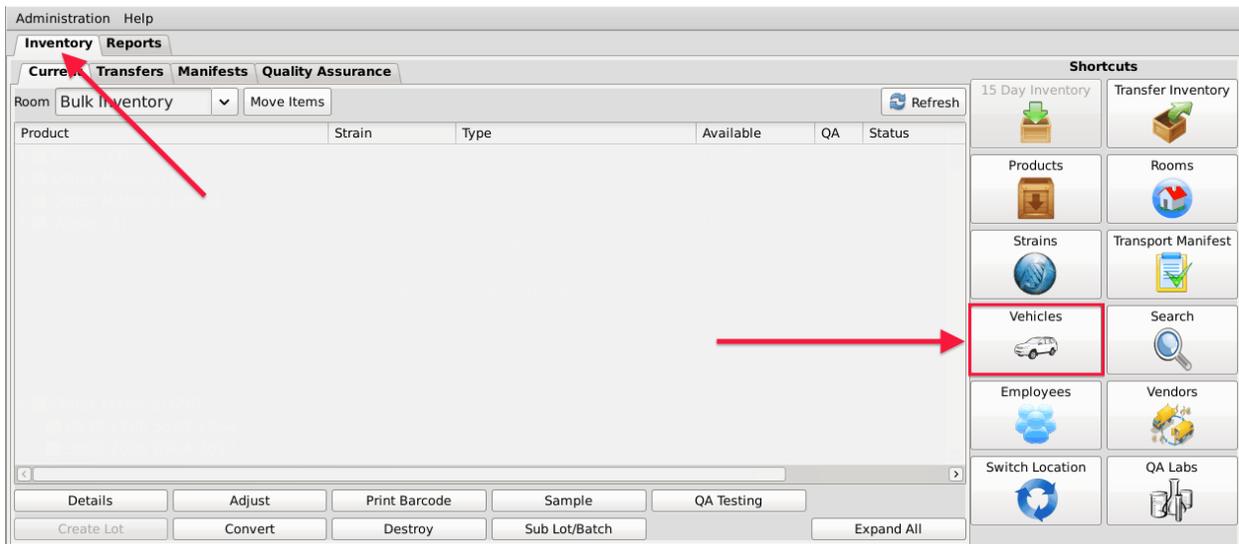
- ✓ Add, modify and remove company vehicles

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.

Instructions
To create a new vehicle, simply click New. Then give the vehicle a nickname and enter the Color, Make, Model, Year, License Plate and VIN of the vehicle. Click Save when you have finished.

Existing Vehicles 

Nickname

Color

Make

Model

Year

Plate #

VIN #

Clear Save Delete Close

Modifying an Existing Vehicle

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

Instructions
To create a new vehicle, simply click New. Then give the vehicle a nickname and enter the Color, Make, Model, Year, License Plate and VIN of the vehicle. Click Save when you have finished.

Existing Vehicles 

Nickname

Color

Make

Model

Year

Plate #

VIN #

Clear Save Delete Close

- 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).

The screenshot shows a software interface for adding a new vehicle. On the left, an 'Instructions' box contains the text: 'To create a new vehicle, simply click New. Then give the vehicle a nickname and enter the Color, Make, Model, Year, License Plate and VIN of the vehicle. Click Save when you have finished.' The main form area has the following fields: 'Existing Vehicles' (dropdown menu showing 'Van 1'), 'Nickname' (text box with 'Van 1'), 'Color' (text box with 'Green'), 'Make' (text box with 'Chevy'), 'Model' (text box with 'Astro'), 'Year' (text box with '1998'), 'Plate #' (text box with 'XYZABC'), and 'VIN #' (text box with 'ABCDE1AB2EFG11111'). At the bottom of the form are four buttons: 'Clear', 'Save', 'Delete', and 'Close'. A red arrow points to the 'Save' button.

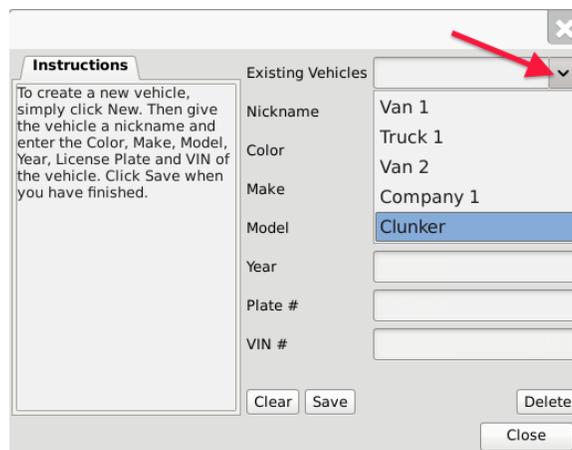
- Click on the “Save” button when complete.

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.

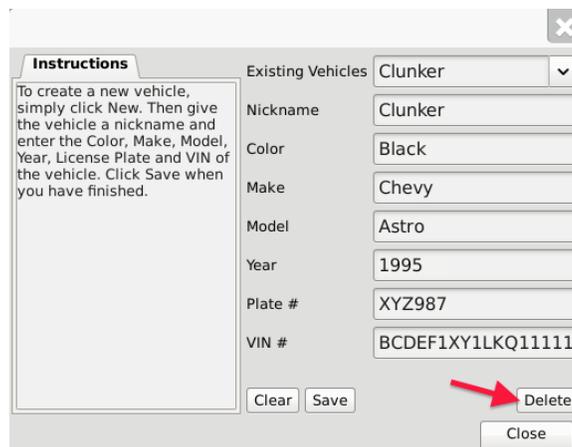
NOTE: Removing a vehicle does not delete any of the already submitted Traceability System data associated with that vehicle record. It simply removes the vehicle record from use moving forward.

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



The screenshot shows a web form for creating a new vehicle. On the left is an 'Instructions' box. The main form has an 'Existing Vehicles' dropdown menu which is open, showing a list of options: 'Van 1', 'Truck 1', 'Van 2', 'Company 1', and 'Clunker'. A red arrow points to the dropdown arrow. Below the dropdown are input fields for 'Nickname', 'Color', 'Make', 'Model', 'Year', 'Plate #', and 'VIN #'. The 'Model' field is currently filled with 'Clunker'. At the bottom are 'Clear', 'Save', 'Delete', and 'Close' buttons.

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



The screenshot shows the same web form as above, but now the 'Existing Vehicles' dropdown is set to 'Clunker'. The form fields are populated with the following information: 'Nickname' is 'Clunker', 'Color' is 'Black', 'Make' is 'Chevy', 'Model' is 'Astro', 'Year' is '1995', 'Plate #' is 'XYZ987', and 'VIN #' is 'BCDEF1XY1LKQ11111'. A red arrow points to the 'Delete' button at the bottom right.

- Click on the "Delete" button.

Chapter 4: Vendors

In this chapter, you will learn how to:

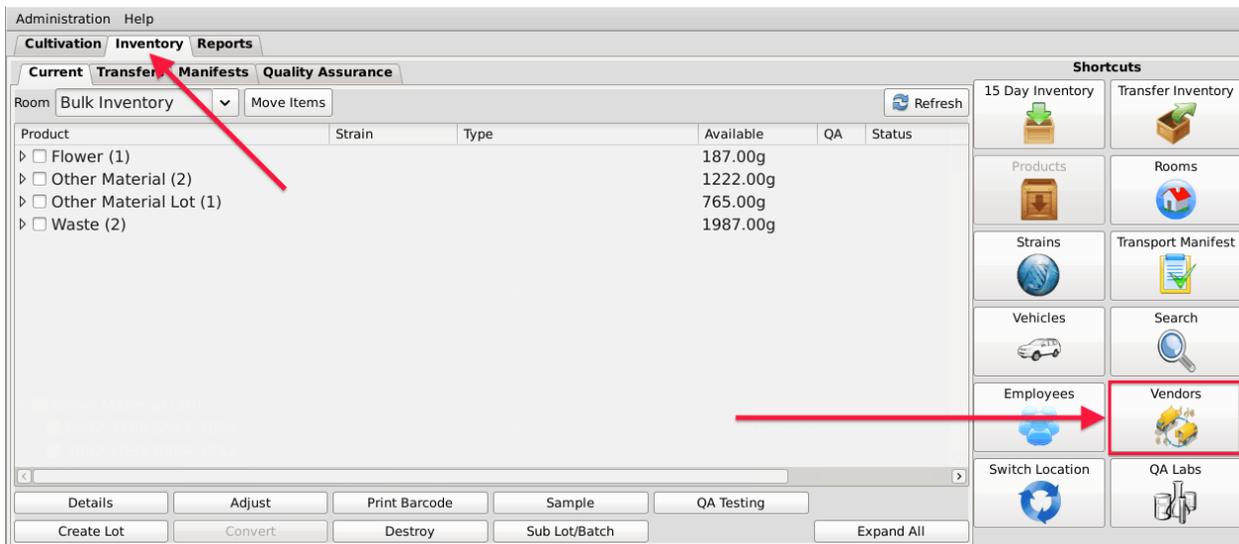
- ✓ View Preferred Vendor List
- ✓ Search for and Add Vendors to Preferred Vendor List
- ✓ Remove Vendors from Preferred Vendor List
- ✓ Add Vendors manually (only available in systems without a preferred list)
- ✓ Remove Vendors from a Manual Vendor List

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.

Instructions

To add a Vendor to your Vendors List, click on Vendor List.

To Delete a Vendor from your Vendor List select the Vendor from the Existing Vendors drop down and then click on Delete.

Existing Vendors

Name

Address 1 Address 2

City State Zip

Phone Fax

Email Website

License Number Contact

Preferred Vendor List Type

Clear Delete Close

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.

Instructions

To add a Vendor to your Vendors List, click on Vendor List.

To Delete a Vendor from your Vendor List select the Vendor from the Existing Vendors drop down and then click on Delete.

Existing Vendors

Name 420Steenhout ProdProc (Producer + Processor)
Training Processor (Processor)

Address 1

City State Zip

Phone Fax

Email Website

License Number Contact

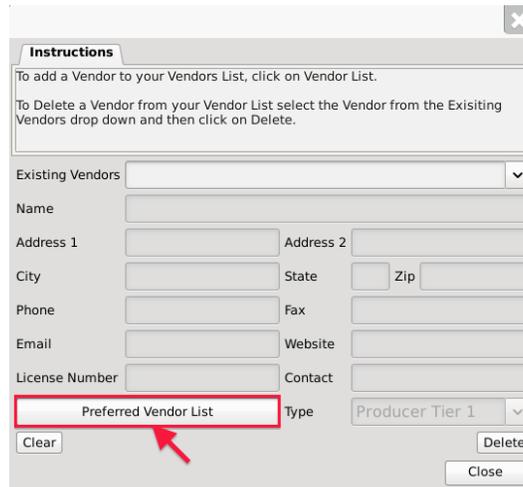
Preferred Vendor List Type

Clear Delete Close

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

Accessing the Preferred Vendor List

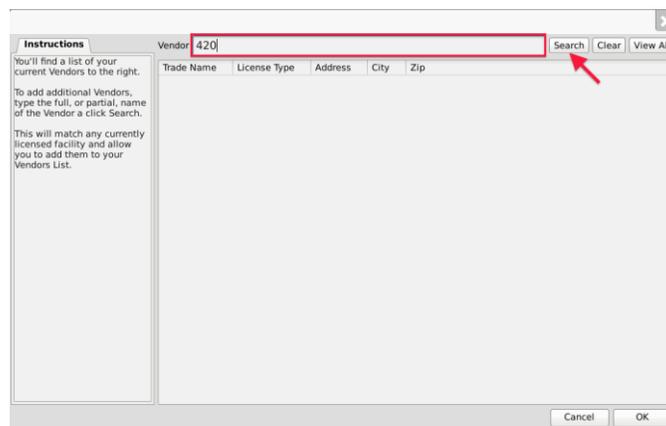
- From the Vendor Screen, click on the “Preferred Vendor List” button to add or remove other Licensees that you do business with.



The screenshot shows a dialog box titled "Instructions" with a close button (X) in the top right corner. The instructions text reads: "To add a Vendor to your Vendors List, click on Vendor List. To Delete a Vendor from your Vendor List select the Vendor from the Existing Vendors drop down and then click on Delete." Below the instructions is a form with the following fields: "Existing Vendors" (a dropdown menu), "Name" (text input), "Address 1" and "Address 2" (text inputs), "City" (text input), "State" (dropdown menu), "Zip" (text input), "Phone" (text input), "Fax" (text input), "Email" (text input), "Website" (text input), "License Number" (text input), "Contact" (text input), "Preferred Vendor List" (a button highlighted with a red box and a red arrow), "Type" (dropdown menu with "Producer Tier 1" selected), "Clear" (button), "Delete" (button), and "Close" (button).

Add a Vendor

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

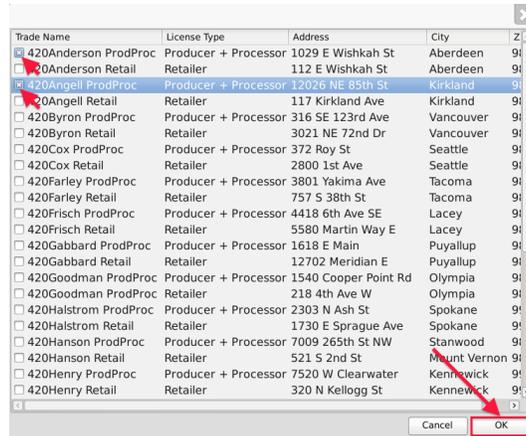


The screenshot shows a dialog box titled "Instructions" with a close button (X) in the top right corner. The instructions text reads: "You'll find a list of your current Vendors to the right. To add additional Vendors, type the full, or partial, name of the Vendor a click Search. This will match any currently licensed facility and allow you to add them to your Vendors List." Below the instructions is a search bar containing the text "420" (highlighted with a red box) and buttons for "Search", "Clear", and "View All" (the "Search" button is highlighted with a red arrow). Below the search bar is a table with columns: "Trade Name", "License Type", "Address", "City", and "Zip". The table is currently empty. At the bottom of the dialog box are "Cancel" and "OK" buttons.

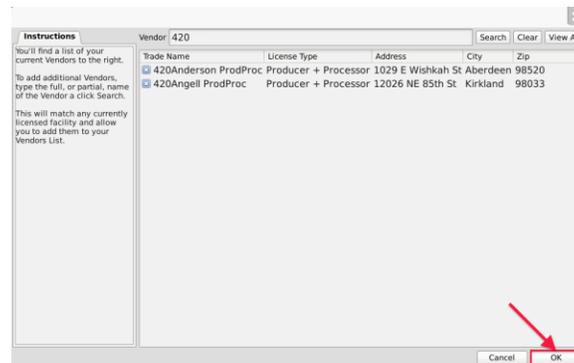
- Alternatively, you may click “View All” to view the entire population of Licensees.



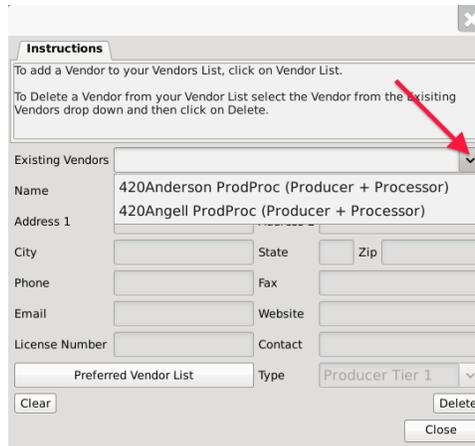
- A list of all Licensees that match the search criteria will appear in a pop up.
- Click the check box(s) of the Licensee(s) to add to your Preferred Vendor List.
- Click “OK” when complete.



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

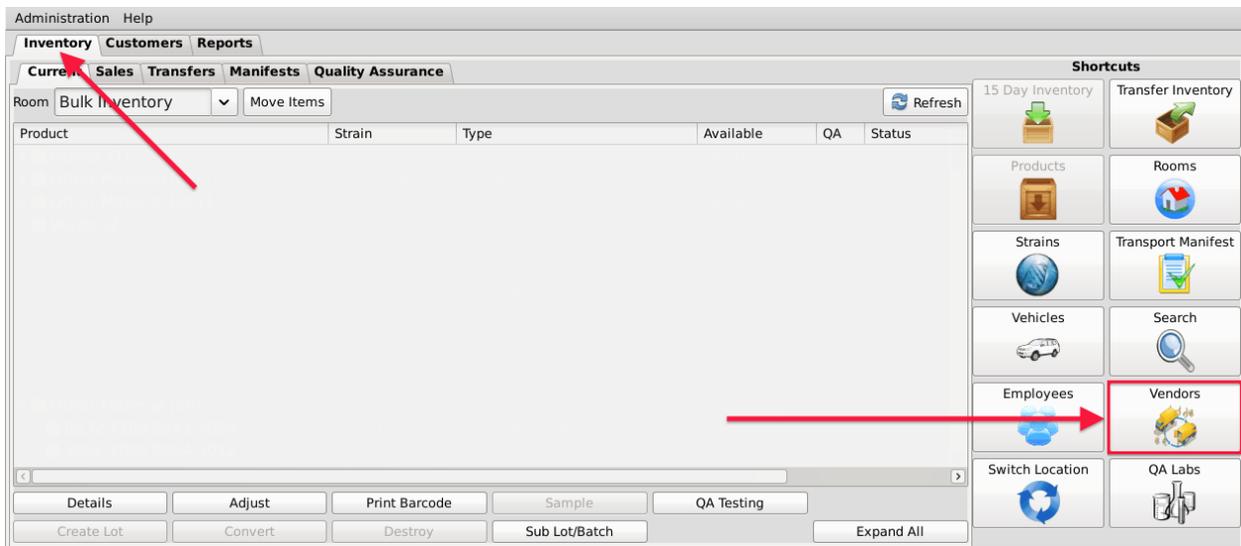


- Click “OK” when complete.
- The Vendors may now be selected from the “Existing Vendors” drop down.



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:

Vendors [X]

Instructions

To add a Vendor to your Vendors List, enter their information to the right.

To Delete a Vendor from your Vendor List select the Vendor from the Existing Vendors drop down and then click on Delete.

Existing Vendors []

Name []

Address 1 [] Address 2 []

City [] State [] Zip []

Phone [] Fax []

Email [] Website []

License Number [] Contact []

Type [Combination] [v]

[Clear] [Save] [Delete] [Close]

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.

Vendors [X]

Instructions

To add a Vendor to your Vendors List, enter their information to the right.

To Delete a Vendor from your Vendor List select the Vendor from the Existing Vendors drop down and then click on Delete.

Existing Vendors []

Name BioTrackTHC Vendor

Address 1 123 4th ST Address 2 []

City City State ST Zip 12345

Phone 5555555555 Fax []

Email Email@email.com Website []

License Number 123456 Contact []

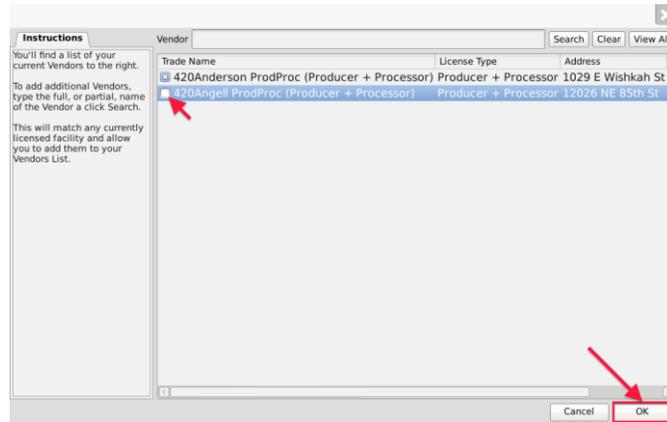
Type [Combination] [v]

[Clear] **[Save]** [Delete] [Close]

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.

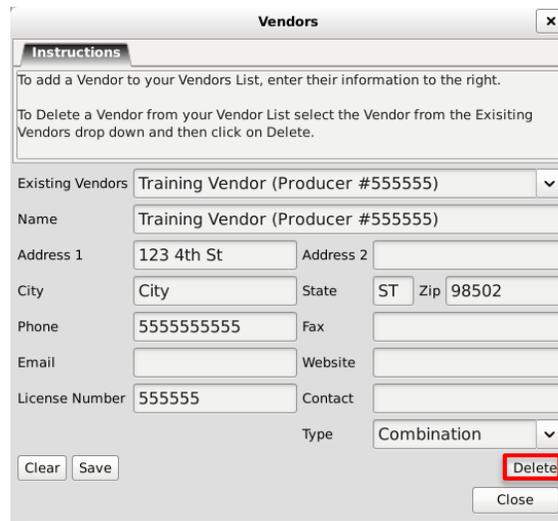
- From the Preferred Vendor List, uncheck the check box to the left of the vendor to be removed.



- 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

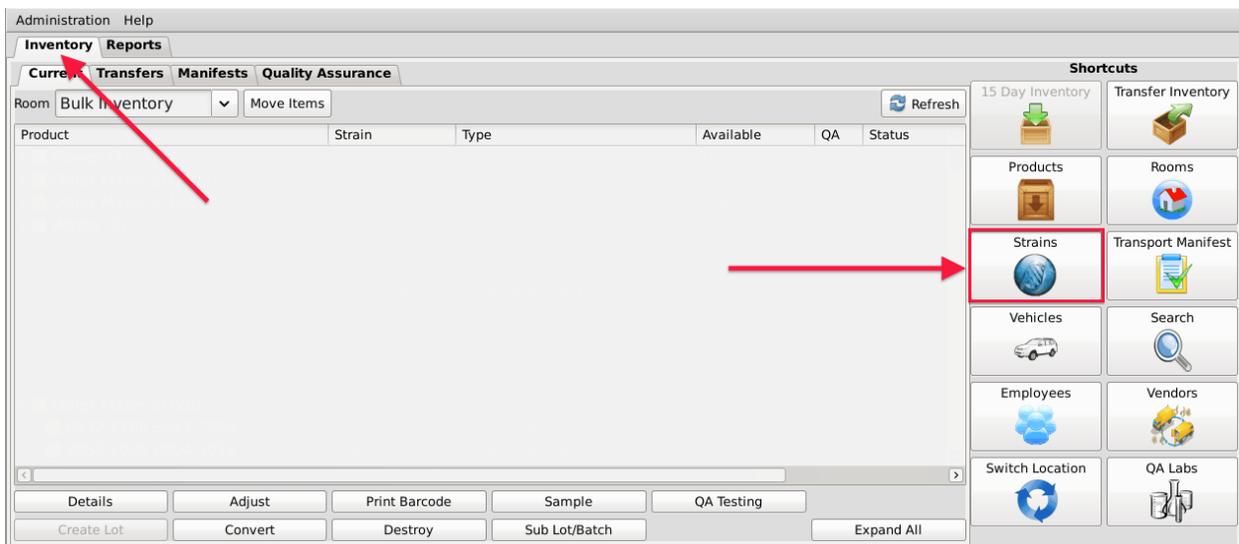
In this chapter, you will learn how to:

- ✓ Add, modify, and remove strains

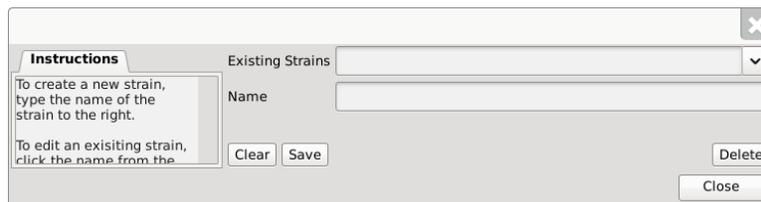
Accessing the Strains Screen

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.



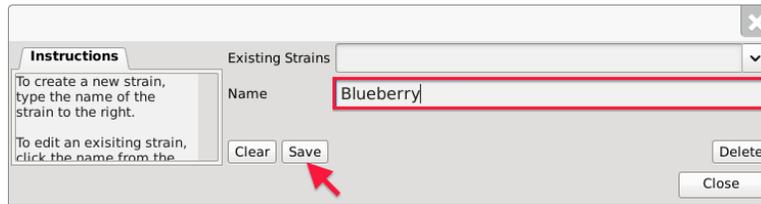
This will bring up the Strains screen.

A screenshot of a dialog box titled 'Instructions' with a close button (X) in the top right corner. The dialog box contains the following text: 'To create a new strain, type the name of the strain to the right.' and 'To edit an existing strain, click the name from the'. There is a dropdown menu labeled 'Existing Strains' and a text input field labeled 'Name'. Below the text input field are 'Clear' and 'Save' buttons. To the right of the text input field is a 'Delete' button. At the bottom right of the dialog box is a 'Close' button.

Add a New Strain

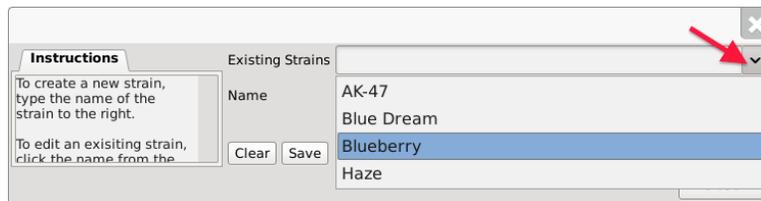
- From the Strains screen, click on the “Clear” button to clear all fields.
- Within the Name text box, type the name of the new Strain (e.g., Blueberry, AK-47, Sour Diesel, etc...).

- Click on the “Save” button when complete.



The screenshot shows a dialog box titled "Existing Strains" with a close button (X) in the top right. On the left, there is an "Instructions" section with two paragraphs: "To create a new strain, type the name of the strain to the right." and "To edit an existing strain, click the name from the". In the center, there is a "Name" text box containing the text "Blueberry". Below the text box are "Clear" and "Save" buttons. To the right of the "Name" box is a dropdown menu labeled "Existing Strains" which currently shows "Blueberry". Further right are "Delete" and "Close" buttons. A red arrow points to the "Save" button.

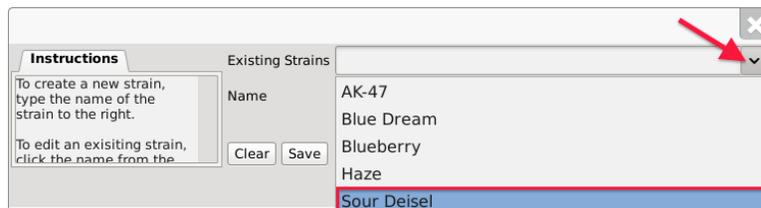
- The new strain will now appear within the Existing Strains drop down list.



The screenshot shows the same dialog box as before, but the "Existing Strains" dropdown menu is now open, displaying a list of strains: "AK-47", "Blue Dream", "Blueberry", and "Haze". The "Blueberry" option is highlighted in blue. A red arrow points to the dropdown arrow icon in the top right corner of the "Existing Strains" field.

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”).



The screenshot shows the dialog box with the "Existing Strains" dropdown menu open. The list of strains now includes "Sour Deisel" at the bottom, which is highlighted in blue. A red arrow points to the dropdown arrow icon in the top right corner of the "Existing Strains" field.

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



The screenshot shows the dialog box where the "Existing Strains" dropdown menu is now closed and the text "Sour Deisel" is displayed in the "Name" text box. The "Existing Strains" dropdown menu also shows "Sour Deisel" as the selected option. The "Save" button is visible below the 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”).



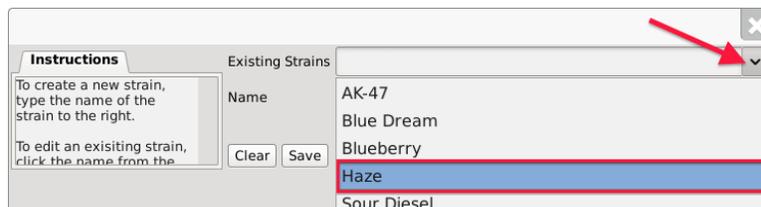
- Click on the “Save” button when complete.

Deleting an Existing Strain

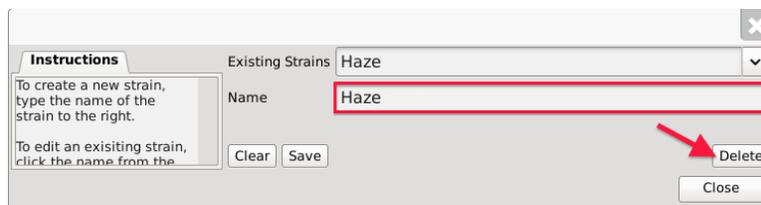
If you find that an existing strain is no longer needed (e.g., you no longer grow that strain), you may delete the strain.

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.

- 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

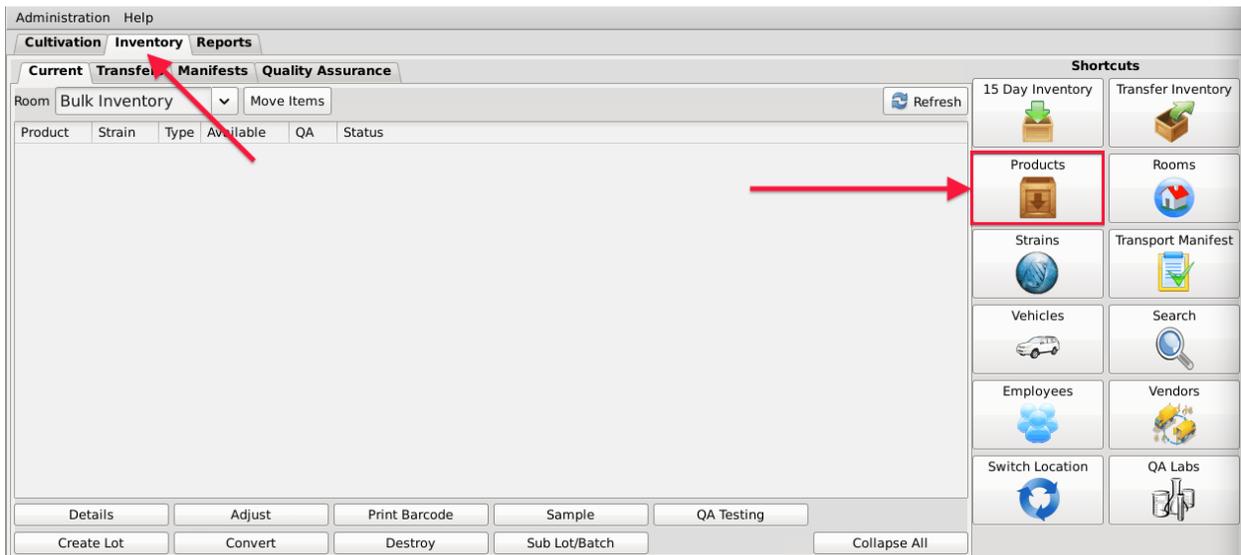
In this chapter, you will learn how to:

- ✓ 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.

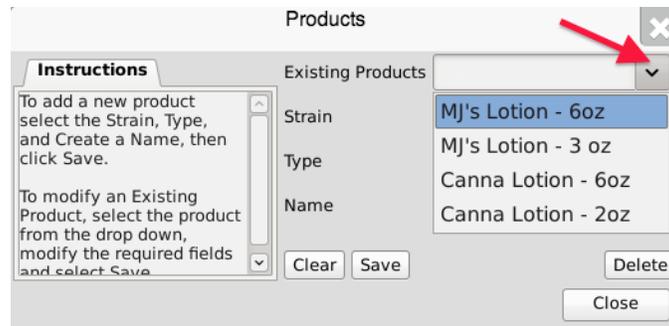


- This will bring up the Products screen.

Add a New Product

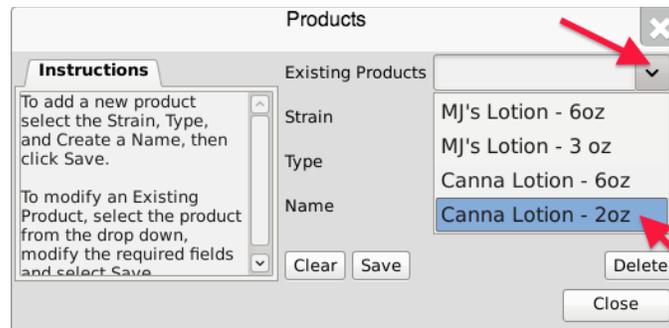
- From the Product screen, click on the “Clear” button to clear all fields and enter the following information:
 - Strain drop down: Select the product’s strain.
 - Type drop down: Select the product’s type. All products must fall into one of the following types: Solid Marijuana Infused Edible, Marijuana 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.

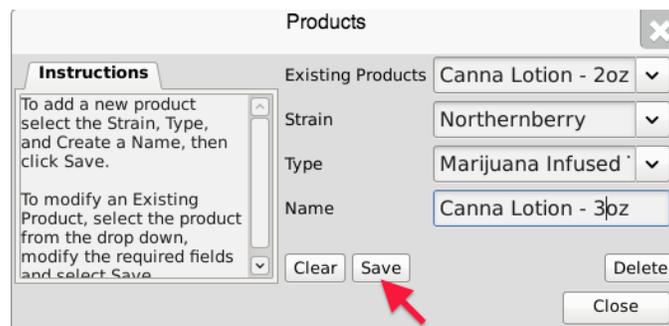


Modifying an Existing Product

- 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).



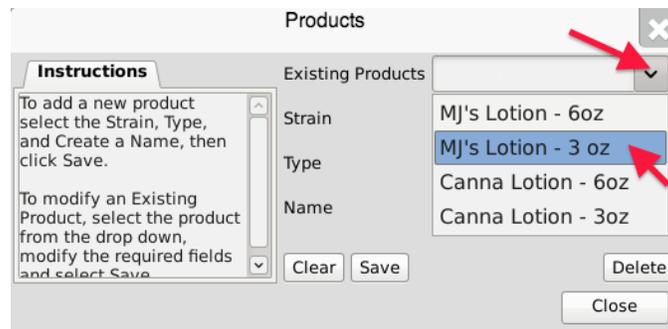
- Click on the "Save" button when complete.

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.

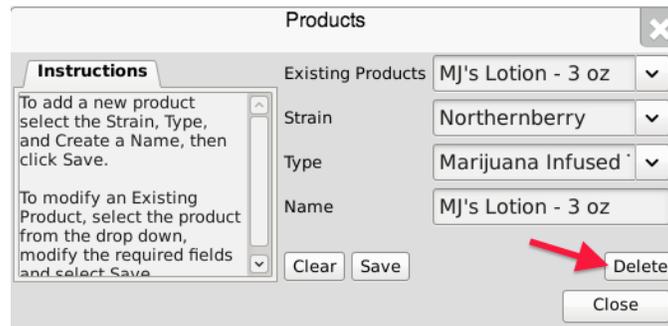
NOTE: Removing an product does not delete any of the already submitted Traceability System data associated with that product. It simply removes the product from use moving forward.

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



The screenshot shows the 'Products' form with the 'Existing Products' dropdown menu open. The menu lists four options: 'MJ's Lotion - 6oz', 'MJ's Lotion - 3 oz', 'Canna Lotion - 6oz', and 'Canna Lotion - 3oz'. The 'MJ's Lotion - 3 oz' option is highlighted in blue. A red arrow points to the dropdown arrow, and another red arrow points to the selected option. The form also includes an 'Instructions' panel, 'Clear', 'Save', and 'Delete' buttons, and a 'Close' button at the bottom.

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



The screenshot shows the 'Products' form with the product information populated. The 'Existing Products' dropdown is now closed and shows 'MJ's Lotion - 3 oz'. The 'Strain' field is 'Northernberry', the 'Type' field is 'Marijuana Infused', and the 'Name' field is 'MJ's Lotion - 3 oz'. A red arrow points to the 'Delete' button. The form also includes an 'Instructions' panel, 'Clear', 'Save', and 'Delete' buttons, and a 'Close' button at the bottom.

- Click on the "Delete" button.

Chapter 7: Inventory Rooms

In this chapter, you will learn how to:

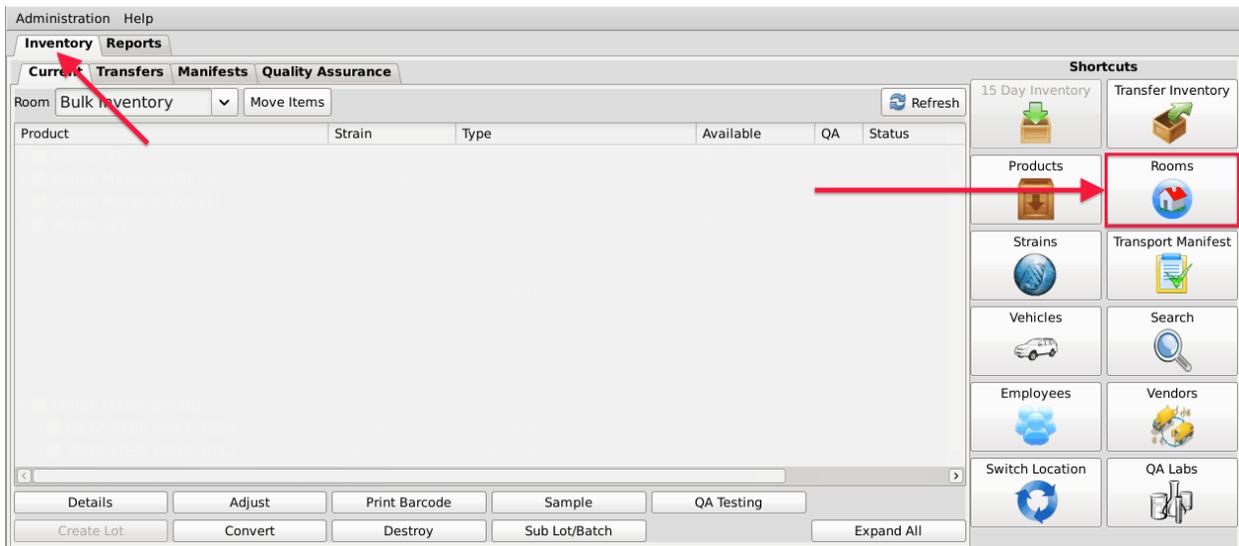
- ✓ Add, modify and remove inventory rooms
- ✓ Navigate the inventory rooms and screens

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

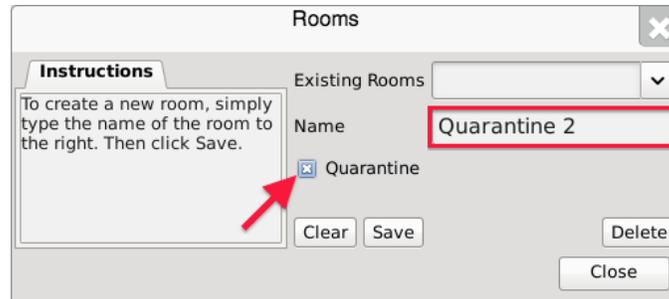
- From the Rooms screen, click on the “Clear” button to clear all fields.
- Within the Name text box, type the name of the new Room (e.g., Safe, Extra Room etc.).
- Click on the “Save” button when complete.

The screenshot shows a 'Rooms' dialog box. It has a title bar with 'Rooms' and a close button. On the left, there is an 'Instructions' box with the text: 'To create a new room, simply type the name of the room to the right. Then click Save.' To the right of the instructions, there is a dropdown menu for 'Existing Rooms', a text input field for 'Name' containing the word 'Safe', a checkbox for 'Quarantine', and buttons for 'Clear', 'Save', 'Delete', and 'Close'. A red box highlights the 'Name' field, and a red arrow points to the 'Save' button.

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

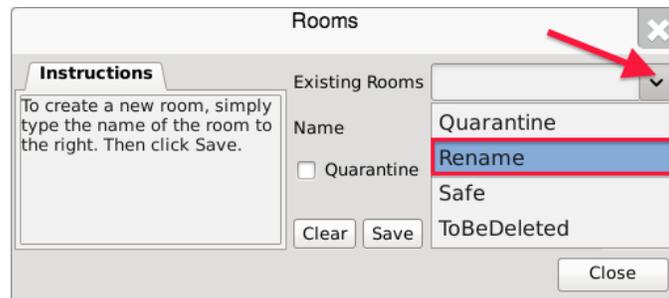
The screenshot shows the main application interface. The 'Room' dropdown menu is open, showing 'Bulk Inventory', 'Quarantine', and 'Safe'. A red arrow points to the 'Safe' option. The interface includes a top menu bar with 'Administration' and 'Help', a main menu with 'Inventory' and 'Reports', and a 'Shortcuts' panel on the right with various icons like '15 Day Inventory', 'Transfer Inventory', 'Products', 'Rooms', 'Strains', 'Transport Manifest', 'Vehicles', 'Search', 'Employees', 'Vendors', 'Switch Location', and 'QA Labs'. A bottom toolbar contains buttons for 'Details', 'Adjust', 'Print Barcode', 'Sample', 'QA Testing', 'Create Lot', 'Convert', 'Destroy', 'Sub Lot/Batch', and 'Expand All'.

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

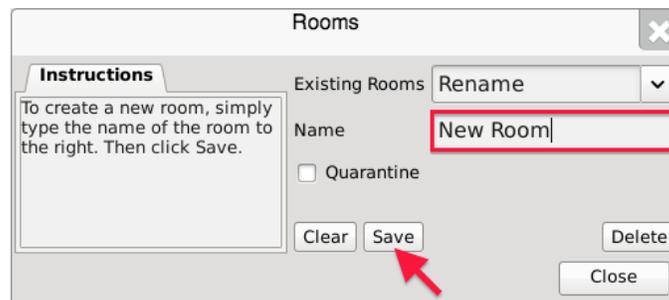


Modifying an Existing Inventory Room

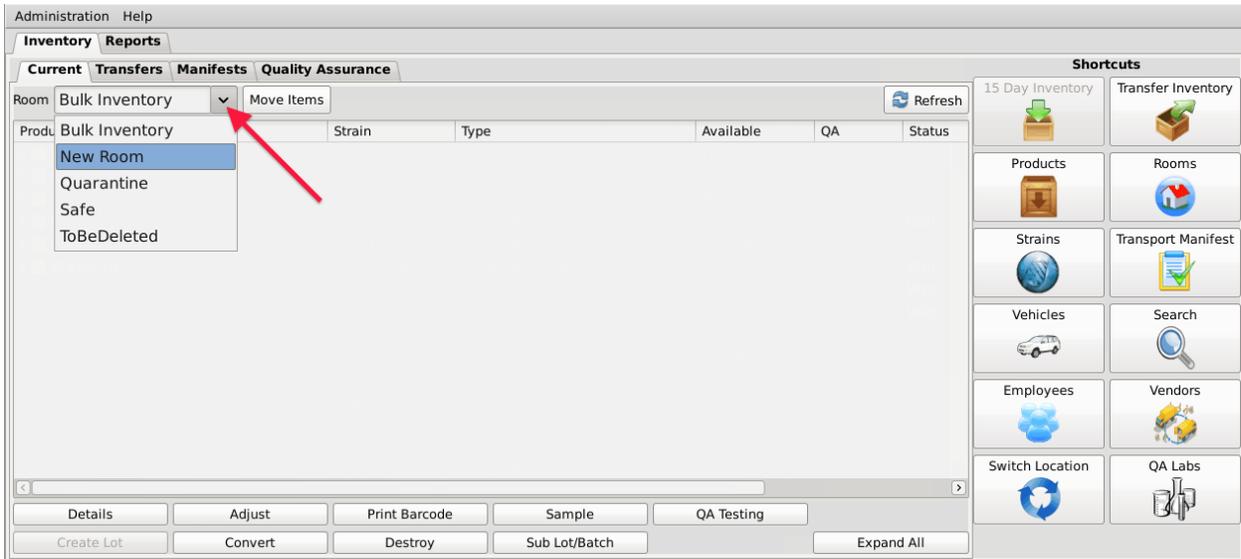
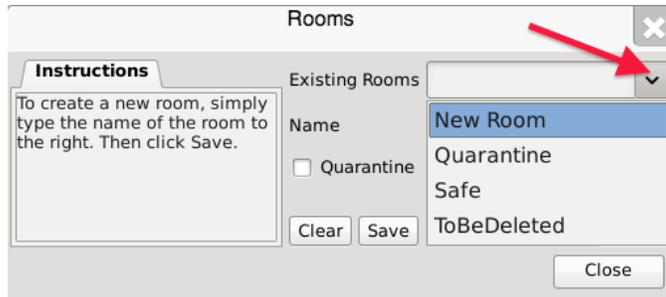
- From the Rooms screen, select the room to be modified from the Existing Rooms drop down.



- 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.

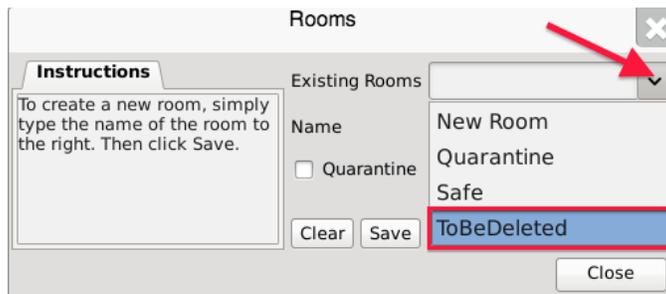


Deleting an Inventory Room

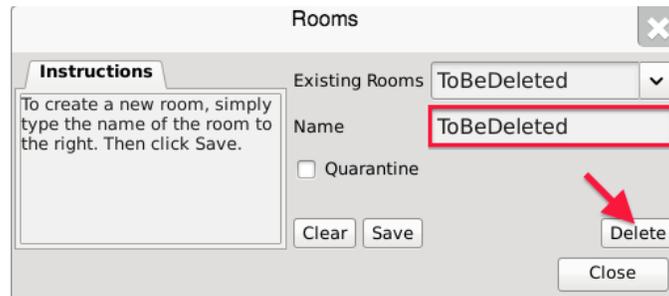
If you find that an existing inventory room is no longer needed, you may delete the room.

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.

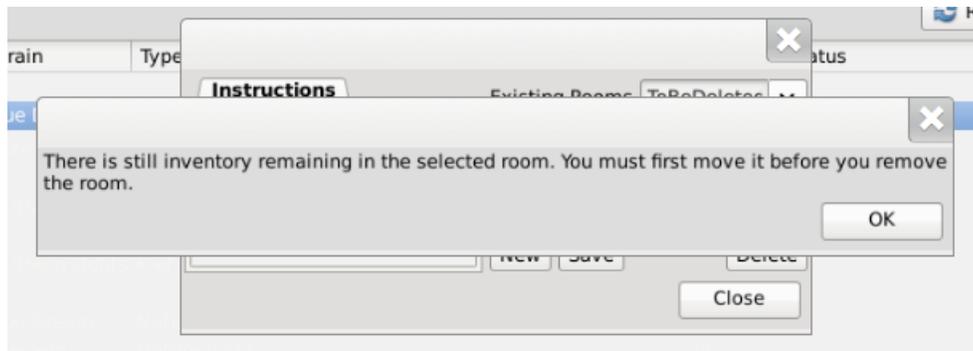
- From the Rooms screen, select the room to be removed from the Existing Rooms drop down.



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



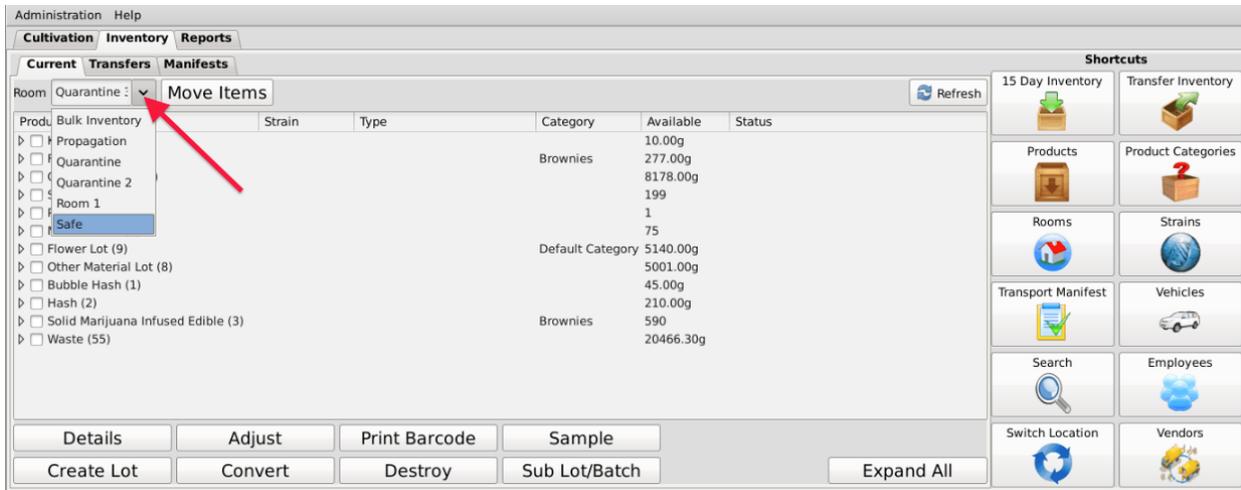
- Click on the “Delete” button.
 - If there is still inventory in the room, the following will appear:



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

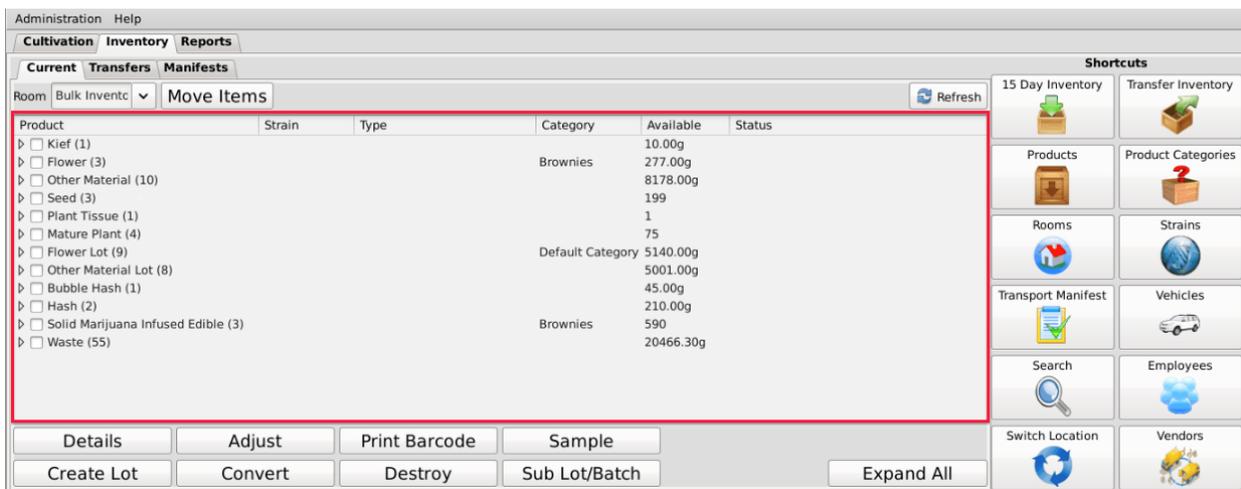
Navigating Inventory Rooms

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



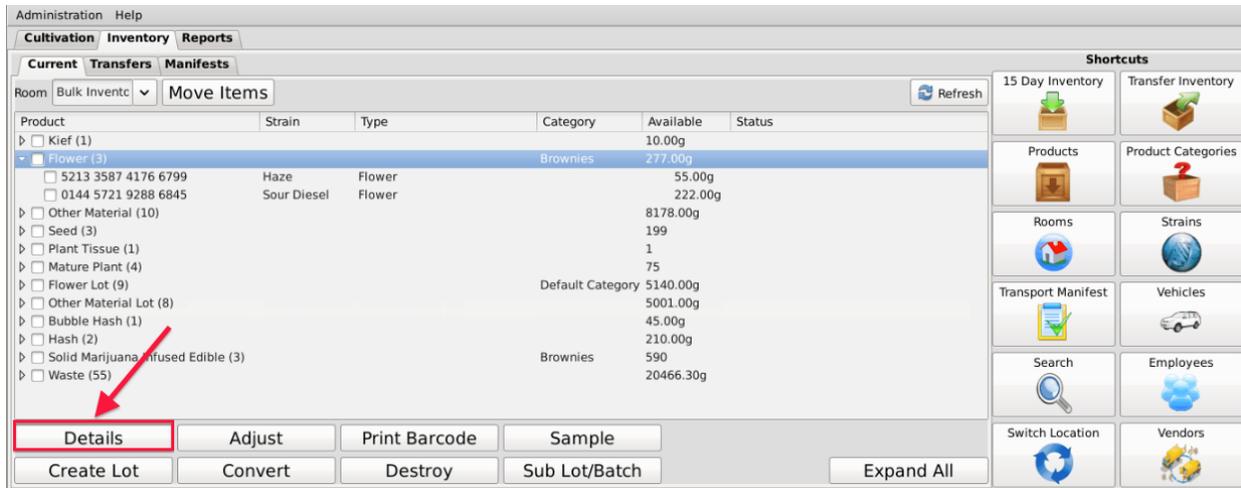
Click on a room to view its contents.

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.

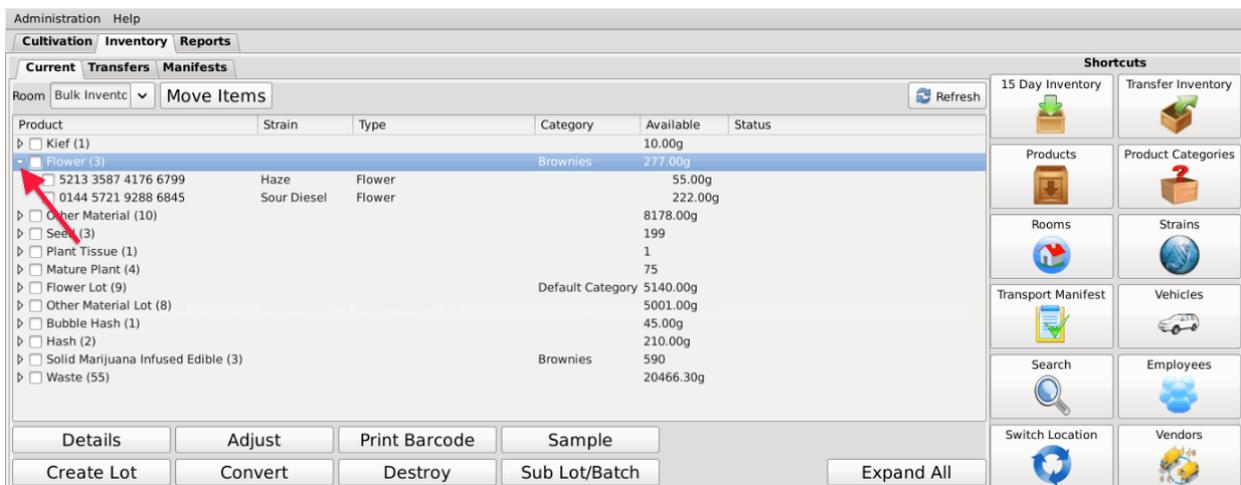


To view the individual inventory items contained within a group you can perform either of the following three actions:

- 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.

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

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests

Room Bulk Inventc Move Items Refresh

Product	Strain	Type	Category	Available	Status
▾ Kief (1)				10.00g	
▾ 0000 0001 0000 0010	Northern Lights	Kief		10.00g	
▾ Flower (3)			Brownies	277.00g	
▾ 5213 3587 4176 6799	Haze	Flower		55.00g	
▾ 0144 5721 9288 6845	Sour Diesel	Flower		222.00g	
▾ Other Material (10)				8178.00g	
▾ 5493 4969 3768 6603	ChemDawg	Other Material		50.00g	
▾ 2915 7812 8128 5943	ChemDawg	Other Material		3200.00g	
▾ 8832 7188 5541 7894	ChemDawg	Other Material		3000.00g	
▾ 3438 4454 3521 9929	Haze	Other Material		150.00g	
▾ 7877 3549 3379 6778	Haze	Other Material		55.00g	
▾ 2081 5929 1787 9660	Haze	Other Material		49.00g	
▾ 7386 9453 4054 4771	Haze	Other Material		120.00g	
▾ 9474 6231 1282 9729	Northern Lights	Other Material		888.00g	
▾ 3724 3343 0650 9840	Sour Diesel	Other Material		444.00g	

Details Adjust Print Barcode Sample

Create Lot Convert Destroy Sub Lot/Batch

Collapse All

Shortcuts

- 15 Day Inventory
- Transfer Inventory
- Products
- Product Categories
- Rooms
- Strains
- Transport Manifest
- Vehicles
- Search
- Employees
- Switch Location
- Vendors

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
<input type="checkbox"/> Kief (1)				10.00g	
<input type="checkbox"/> Flower (3)			Brownies	277.00g	
<input type="checkbox"/> Other Material (10)				8178.00g	
<input type="checkbox"/> Seed (3)				199	
<input type="checkbox"/> Plant Tissue (1)				1	
<input type="checkbox"/> Mature Plant (4)				75	
<input type="checkbox"/> Flower Lot (9)			Default Category	5140.00g	
<input type="checkbox"/> Other Material Lot (8)				5001.00g	
<input type="checkbox"/> Bubble Hash (1)				45.00g	
<input type="checkbox"/> Hash (2)				210.00g	
<input type="checkbox"/> Solid Marijuana Infused Edible (3)			Brownies	590	
<input type="checkbox"/> Waste (55)				20466.30g	

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 screenshot shows the Traceability System interface. At the top, there are tabs for "Cultivation", "Inventory", and "Reports". The "Inventory" tab is selected. Below it, there are sub-tabs for "Current", "Transfer", "Manifests", and "Quality Assurance". The "Current" sub-tab is active, and the "Room" dropdown is set to "Bulk Inventory". A table lists inventory items with columns for Product, Strain, Type, Available, QA, and Status. A red arrow points to the "Inventory" tab, and another red arrow points to the "Transfer Inventory" button in the "Shortcuts" panel on the right. The "Shortcuts" panel includes buttons for "15 Day Inventory", "Transfer Inventory", "Products", "Rooms", "Strains", "Transport Manifest", "Vehicles", "Search", "Employees", "Vendors", "Switch Location", and "QA Labs".

Product	Strain	Type	Available	QA	Status
☐ Clone (2)			197		
☐ 0000 0001 0000 0100	ChemDawg	Clone	197		
☐ Other Material (8)			3659.00g		
☐ 1616 9191 7352 5467	Blue Dream	Other Material	1000.00g		Wet
☐ 0358 3930 3884 4213	Blue Dream	Other Material	26.00g		
☐ 1874 4833 9784 8537	Blue Dream	Other Material	500.00g		Wet
☐ 8157 8367 6439 7776	Blue Dream	Other Material	400.00g		Wet
☐ 5109 3696 4816 0483	Blue Dream	Other Material	300.00g		Wet
☐ 2361 1674 3491 3090	Blue Dream	Other Material	100.00g		Wet
☐ 2436 2914 5228 7205	Blue Dream	Other Material	1111.00g		Wet
☐ 4847 2486 3641 6849	Blue Dream	Other Material	222.00g		
☐ Seed (3)			499		
☐ 0000 0001 0000 0085	ChemDawg	Seed	200		
☐ 0000 0001 0000 0094	Northern Lights	Seed	299		
☐ Plant Tissue (1)			30		

- The following pop-up appears:

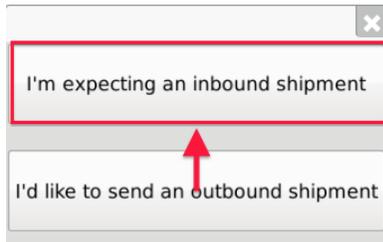
The pop-up dialog box has a close button (X) in the top right corner. It contains two radio button options:

- I'm expecting an inbound shipment
- I'd like to send an outbound shipment

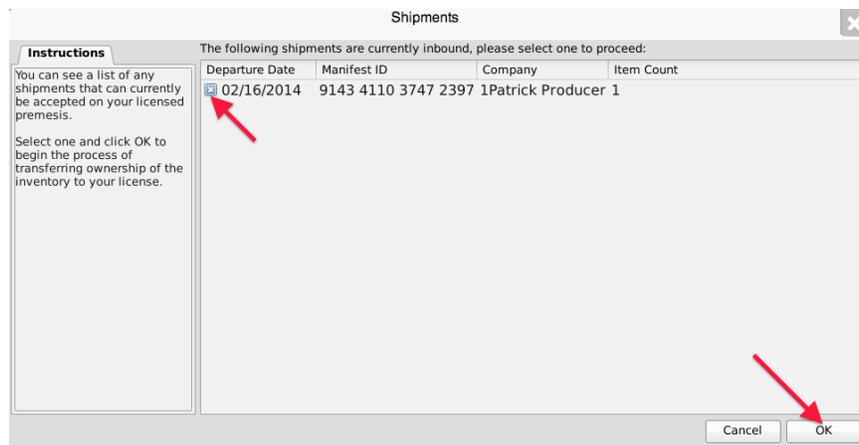
Inbound Shipment

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.

Inventory Transfer for Manifest ID: 6947 4042 7388 0932

Instructions

To complete the inventory transfer process, you should review all of the items to the right and accept only the items physically received.

Once you have entered the quantity, click the Save Item button to proceed.

Unchecked items or items with a zero (0) quantity will not be received into your inventory.

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
1	9000 0080 8000 0190	Chewbacca	Usable Marijuana	Usable Marijuana 95			Passed QA	Usable Marijuana

Previous Item: Item 1 of 1

Barcode ID: Strain:

Product: Inventory Type:

Description: Unit Weight:

Quantity Received:

- 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.

Shipments Available For Return

Instructions

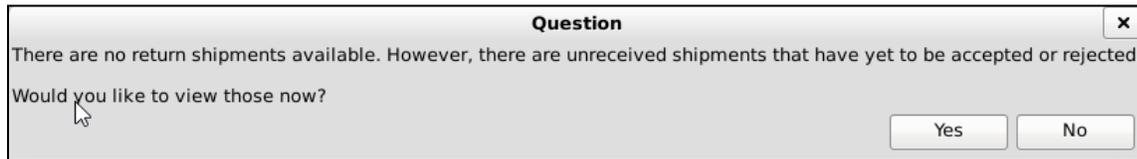
You can see a list of any shipments that can currently be returned to your licensed premises.

Select one and click OK to begin the process of transferring ownership of the inventory back to your license.

The following shipments have yet to be accepted and are available for return, please select one to proceed:

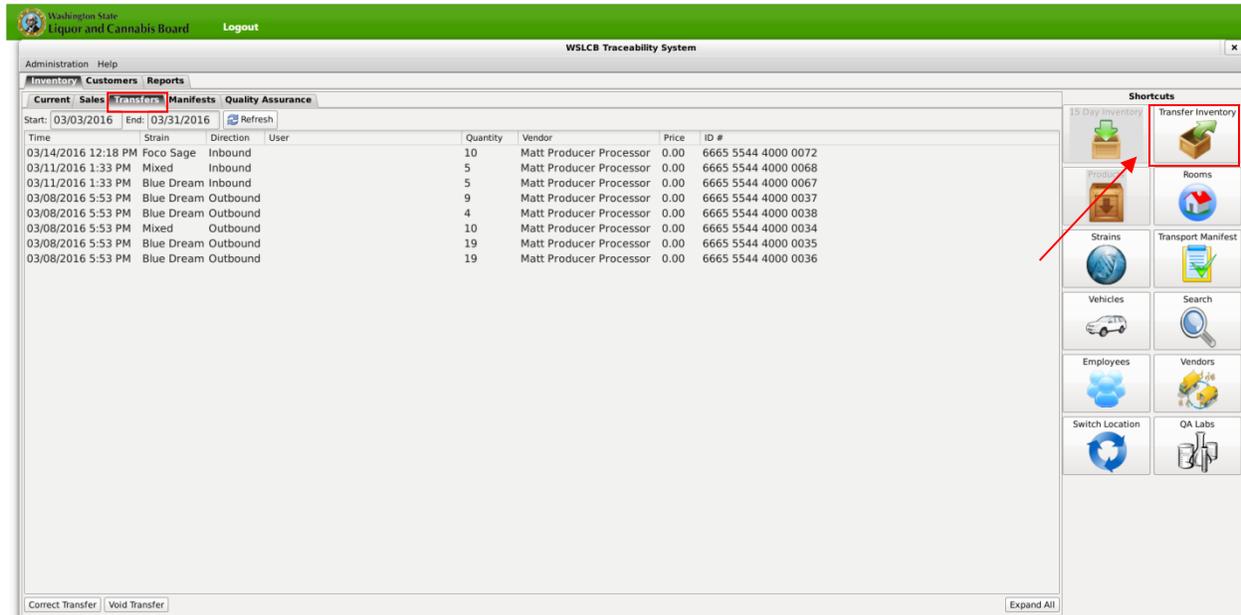
	Departure Date	Manifest ID	Stop	Company	Item Count
<input checked="" type="checkbox"/>	06/17/2015	3303 7682 7230 2808	1	Dan's Place 2	
<input type="checkbox"/>	06/17/2015	5222 8651 6622 6443	1	Dan's Place 1	

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:

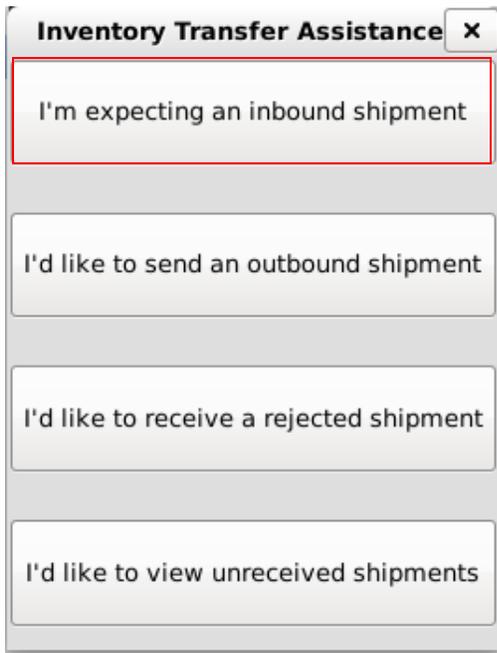
1. From the 'Inventory Transfer' screen, click 'Transfer Inventory'.



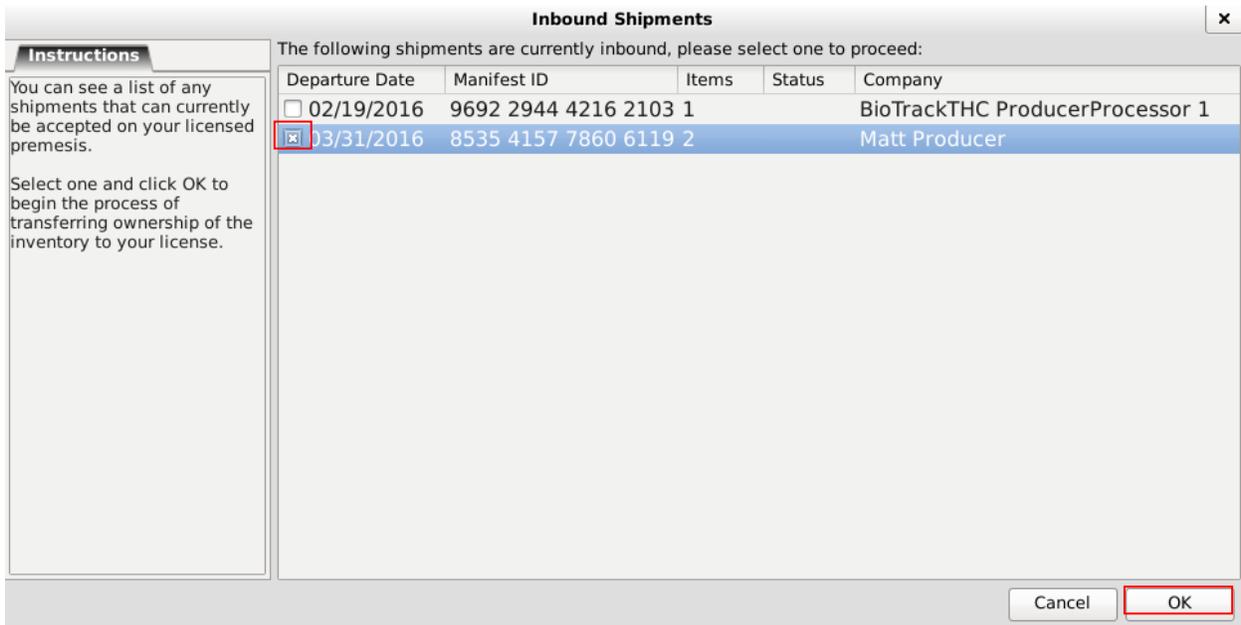
The screenshot displays the WSLCB Traceability System interface. At the top, there is a green header with the Washington State Liquor and Cannabis Board logo and a 'Logout' button. Below the header, the main navigation bar includes 'Administration', 'Help', 'Inventory', 'Customers', and 'Reports'. The 'Transfers' tab is selected and highlighted with a red box. The main content area shows a table of transfer records with columns for Time, Strain, Direction, User, Quantity, Vendor, Price, and ID #. The table contains 10 rows of data. On the right side, there is a 'Shortcuts' panel with various icons. The 'Transfer Inventory' icon, which shows a box with a green arrow, is highlighted with a red box. A red arrow points from the 'Transfer Inventory' icon to the 'Transfers' tab.

Time	Strain	Direction	User	Quantity	Vendor	Price	ID #
03/14/2016 12:18 PM	Foco Sage	Inbound		10	Matt Producer Processor	0.00	6665 5544 4000 0072
03/11/2016 1:33 PM	Mixed	Inbound		5	Matt Producer Processor	0.00	6665 5544 4000 0068
03/11/2016 1:33 PM	Blue Dream	Inbound		5	Matt Producer Processor	0.00	6665 5544 4000 0067
03/08/2016 5:53 PM	Blue Dream	Outbound		9	Matt Producer Processor	0.00	6665 5544 4000 0037
03/08/2016 5:53 PM	Blue Dream	Outbound		4	Matt Producer Processor	0.00	6665 5544 4000 0038
03/08/2016 5:53 PM	Mixed	Outbound		10	Matt Producer Processor	0.00	6665 5544 4000 0034
03/08/2016 5:53 PM	Blue Dream	Outbound		19	Matt Producer Processor	0.00	6665 5544 4000 0035
03/08/2016 5:53 PM	Blue Dream	Outbound		19	Matt Producer Processor	0.00	6665 5544 4000 0036

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.

The screenshot shows a window titled "Matt Producer" with a table and a form below it. The table has columns: No., ID, Strain, Product, Description, Qty Shipped, Qty Received, QA Status, and Inventory Type. Item 1 is selected.

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
<input checked="" type="checkbox"/>	1	6665 5544 4000 0086	Bruce Banner Other Material Lot	Other Material Lot 1000			Never Tested	Other Material Lot
<input type="checkbox"/>	2	6665 5544 4000 0085	Bruce Banner Flower Lot	Flower Lot	2267		Never Tested	Flower Lot

Form fields below the table:

- Previous Item: [] Save Item: [] Item 1 of 2 View QA Results: []
- Barcode ID: 6665 5544 4000 0086 Strain: Bruce Banner
- Product: Other Material Lot Inventory Type: Other Material Lot
- Description: Other Material Lot
- Quantity Received: []

Buttons: Cancel OK

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

This screenshot is identical to the previous one, but the "Quantity Received" field in the form is highlighted with a red box and contains the value "1000".

Quantity Received: 1000

6. Click the 'Save Item' button.

The screenshot shows the 'Matt Producer' application interface. At the top, there is a table with columns: No., ID, Strain, Product, Description, Qty Shipped, Qty Received, QA Status, and Inventory Type. The table contains two rows: Row 1 is selected and highlighted in blue, showing '1 6665 5544 4000 0086 Bruce Banner Other Material Lot Other Material Lot 1000 1000.00 Never Tested Other Material Lot'. Row 2 is '2 6665 5544 4000 0085 Bruce Banner Flower Lot Flower Lot 2267 Never Tested Flower Lot'. Below the table, there is a 'Previous Item' button and a 'Save Item' button, with the latter highlighted by a red box and a red arrow pointing to it. To the right of the 'Save Item' button, it says 'Item 1 of 2' and 'View QA Results'. Below this, there are input fields for Barcode ID (6665 5544 4000 0086), Strain (Bruce Banner), Product (Other Material Lot), Inventory Type (Other Material Lot), Description (Other Material Lot), and Quantity Received (1000). At the bottom right, there are 'Cancel' and 'OK' buttons.

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.

This screenshot is identical to the previous one, showing the 'Matt Producer' application. In this view, the 'OK' button at the bottom right corner is highlighted with a red box, and a red arrow points to it from the right side of the screen. All other elements, including the table, buttons, and input fields, remain the same as in the previous screenshot.

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.

Inventory Transfer Receipt Confirmation ✕

Please confirm that: 1 item(s) will be fully accepted, 1 item(s) will be partially accepted, 0 item(s) will be rejected.

1 out of 2 item(s) will be fully accepted:

ID #	Inventory Type	Status	Shipped	Received
6665 5544 4000 0086	Other Material Lot	Full Acceptance	1000.00	1000.00

1 out of 2 item(s) will be partially accepted:

ID #	Inventory Type	Status	Shipped	Received	Qty Not Accepted
6665 5544 4000 0085	Flower Lot	Partial Acceptance	2267.00	454.00	1813.00

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.

Inbound Shipments

Instructions
 You can see a list of any shipments that can currently be accepted on your licensed premises.
 Select one and click OK to begin the process of transferring ownership of the inventory to your license.

The following shipments are currently inbound, please select one to proceed:

Departure Date	Manifest ID	Items	Status	Company
<input type="checkbox"/> 04/27/2015	4243 4674 2926 1598 4		Return	LCB Davison Processor
<input type="checkbox"/> 05/27/2015	0583 4740 6004 6790 2		Return	LCB Davison Processor
<input type="checkbox"/> 05/27/2015	6225 3824 8308 5829 2			LCB Davison Processor
<input type="checkbox"/> 05/27/2015	4269 1646 7821 4476 1		Return	LCB Davison Processor
<input type="checkbox"/> 05/27/2015	0533 4171 8457 4340 2			LCB Davison Processor
<input type="checkbox"/> 06/18/2015	3412 8442 2368 1180 1			LCB Davison Processor
<input checked="" type="checkbox"/> 06/18/2015	0144 4986 1666 1322 1		Return	LCB Davison Processor

Cancel OK

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.

Inventory Transfer

LCB Davison Retailer

No.	ID	Strain	Description	Qty Shipped	Qty Accepted	Original Price	New Price	Inventory Type
<input checked="" type="checkbox"/> 1	1230 0012 7000 0211	Awsome Bud	Usable Marijuana	200.00	175.00	1000.00	875.00	Usable Marijuana
<input type="checkbox"/> 2	1230 0012 7000 0210	Jodi's Stuff	Usable Marijuana	250.00	0.00	1250.00	0.00	Usable Marijuana

Previous Item Save Item **Item 1 of 2**

Barcode ID: 1230 0012 7000 0211 Strain: Awsome Bud

Description: Usable Marijuana Inventory Type: Usable Marijuana

Usable: 1.00 Qty Shipped: 200.00

Qty Accepted: 175.00 Original Price: 1000.00

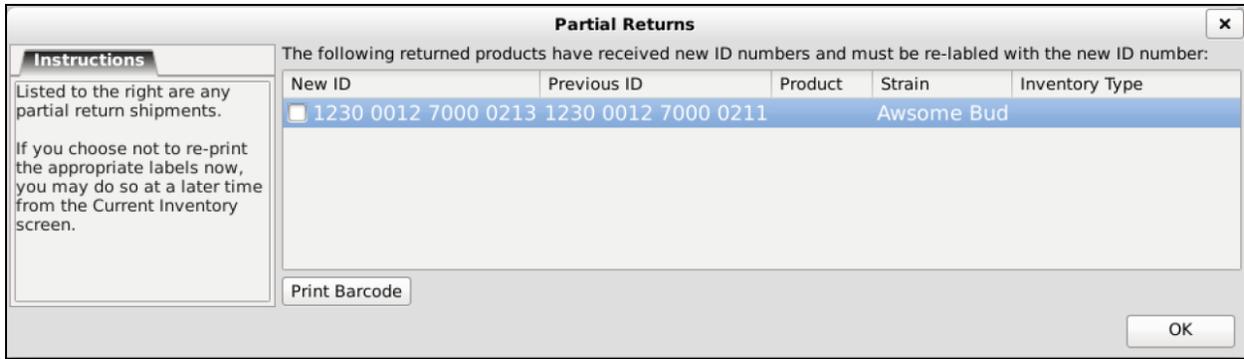
Qty Returned: 25.00 New Price: 875.00

* Suggested new price is 875.00

* This item was partially accepted. Upon return, a new sub-lot will be generated.

Cancel OK

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.



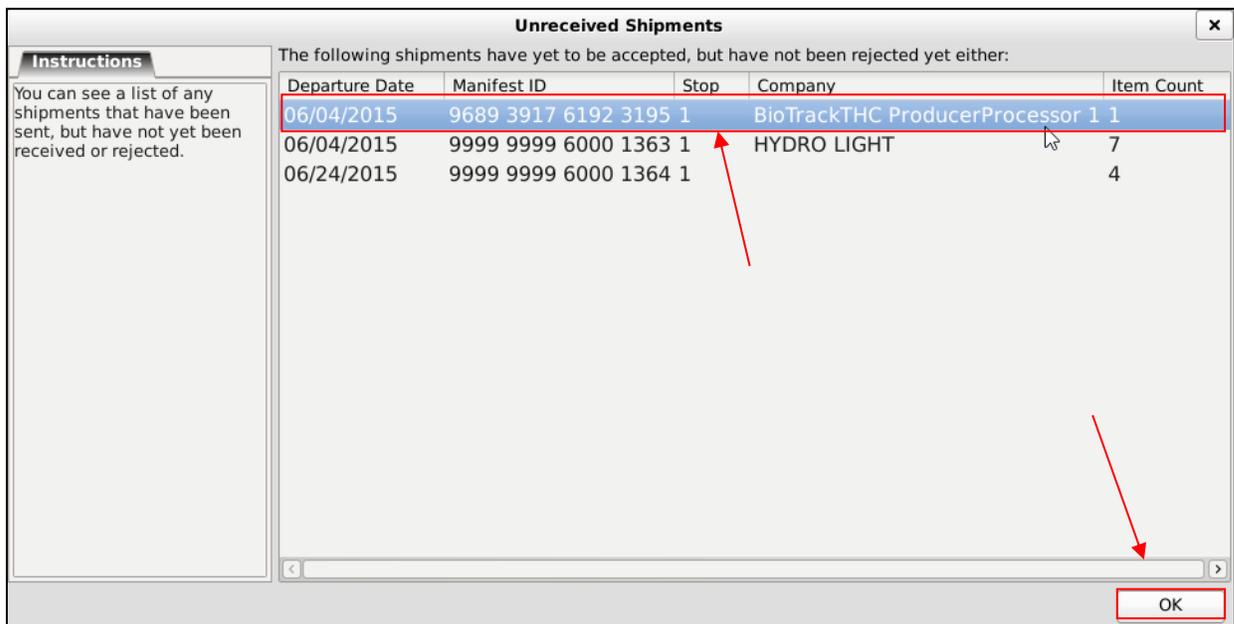
To view unreceived shipments

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.

No.	ID	Strain	Description	Qty Shipped	Qty Accepted	Original Price	New Price	Inventory Type
1	1230 0012 7000 0211	Awsome Bud	Usable Marijuana	200.00	175.00	1000.00	875.00	Usable Marijuana
2	1230 0012 7000 0210	Jodi's Stuff	Usable Marijuana	250.00	0.00	1250.00	0.00	Usable Marijuana

Previous Item **Item 2 of 2**

Barcode ID: 1230 0012 7000 0210 Strain: Jodi's Stuff

Description: Usable Marijuana Inventory Type: Usable Marijuana

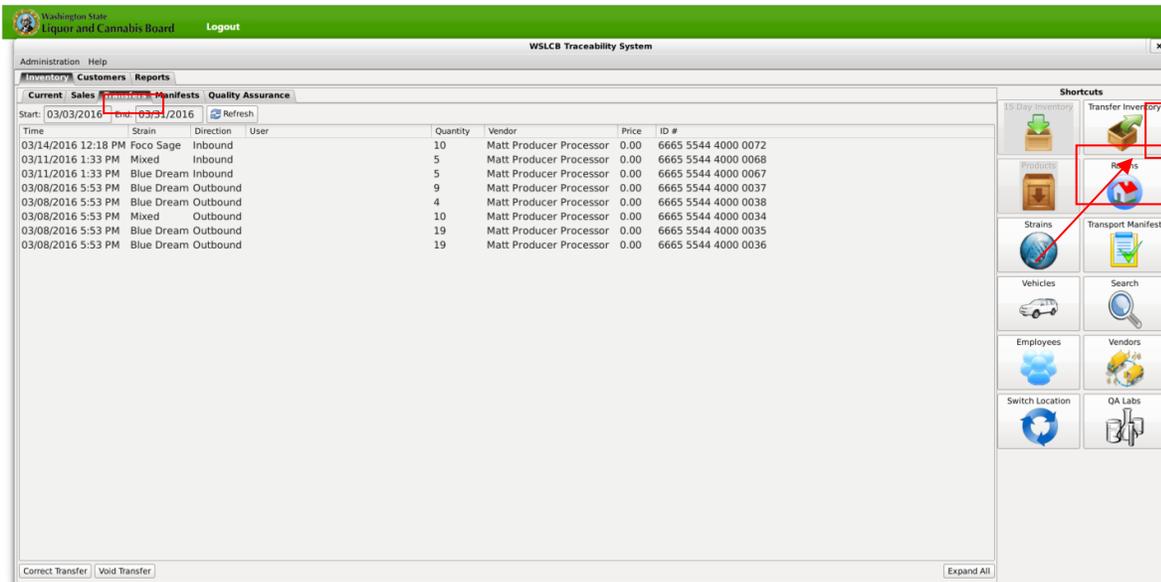
Usable: 1.00 Qty Shipped: 250.00

Qty Accepted: 0.00 Original Price: 1250.00

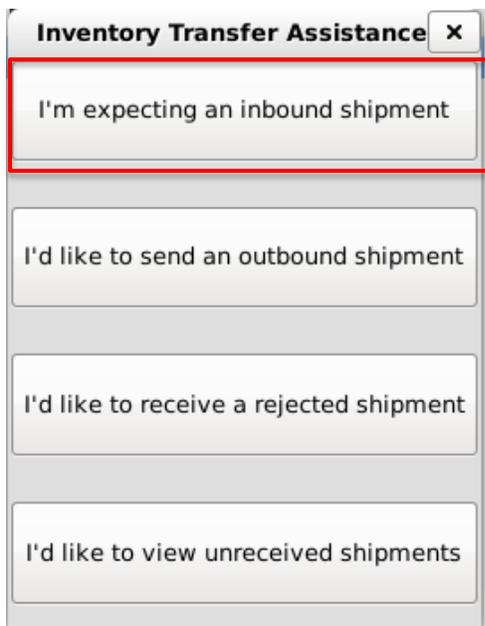
Qty Returned: 250.00 New Price: 0.00

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.

Inbound Shipments

The following shipments are currently inbound, please select one to proceed:

Departure Date	Manifest ID	Items	Status	Company
<input checked="" type="checkbox"/> 04/21/2014	7947 0376 6788 0205	2		G-7 GROW
<input type="checkbox"/> 06/25/2014	8079 6611 6942 0460	1		GREEN VETERAN
<input type="checkbox"/> 08/25/2014	9987 4987 5073 7279	1		TRICHOMETECHNOLOGIES

Instructions
You can see a list of any shipments that can currently be accepted on your licensed premises.
Select one and click OK to begin the process of transferring ownership of the inventory to your license.

Cancel

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

Inventory Transfer for Manifest ID: 1834 7436 4817 0208

Matt Producer

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
1	6665 5544 4000 0087	Bruce Banner	Flower Lot	Flower Lot	732.00		Passed QA	Flower Lot

Previous Item | Save Item | **Item 1 of 1** |

Barcode ID: 6665 5544 4000 0087 | Strain: Bruce Banner
 Product: Flower Lot | Inventory Type: Flower Lot
 Description: Flower Lot
 Quantity Received:

Cancel

- The 'QA Test Results' screen displays.

QA Test Results

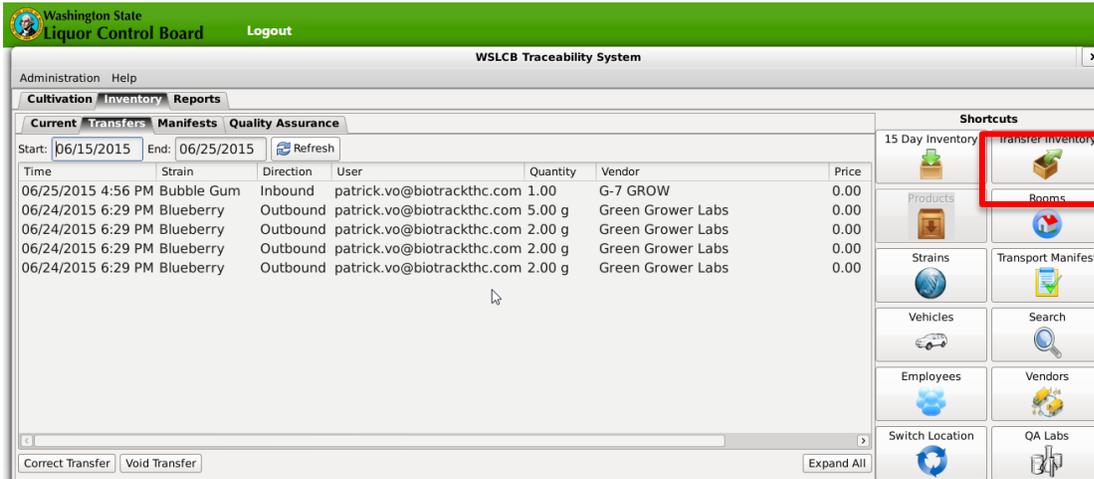
Historical testing data can be found below:

Moisture Content | Potency Analysis | Foreign Matter Inspection | Microbiological Screening

Moisture Content: %
 Result: Pass (<= 15)

To accept product back when vendor has accepted and returned

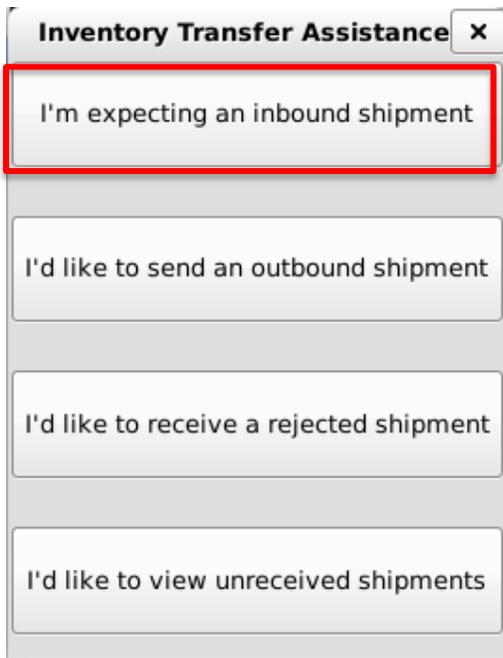
1. From the 'Inventory Transfer' screen, click 'Transfer Inventory'.



The screenshot shows the 'Washington State Liquor Control Board' logo and 'Logout' button at the top. Below is the 'WSLCB Traceability System' header. The main interface has tabs for 'Cultivation', 'Inventory', and 'Reports'. Under 'Inventory', there are sub-tabs for 'Current', 'Transfers', 'Manifests', and 'Quality Assurance'. A date range filter is set to 'Start: 06/15/2015' and 'End: 06/25/2015'. A table displays transfer records with columns for Time, Strain, Direction, User, Quantity, Vendor, and Price. On the right side, there is a 'Shortcuts' panel with icons for '15 Day Inventory', 'Transfer Inventory' (highlighted with a red box), 'Products', 'Rooms', 'Strains', 'Transport Manifest', 'Vehicles', 'Search', 'Employees', 'Vendors', 'Switch Location', and 'QA Labs'. At the bottom, there are buttons for 'Correct Transfer', 'Void Transfer', and 'Expand All'.

Time	Strain	Direction	User	Quantity	Vendor	Price
06/25/2015 4:56 PM	Bubble Gum	Inbound	patrick.vo@biotrackthc.com	1.00	G-7 GROW	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	5.00 g	Green Grower Labs	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00
06/24/2015 6:29 PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00

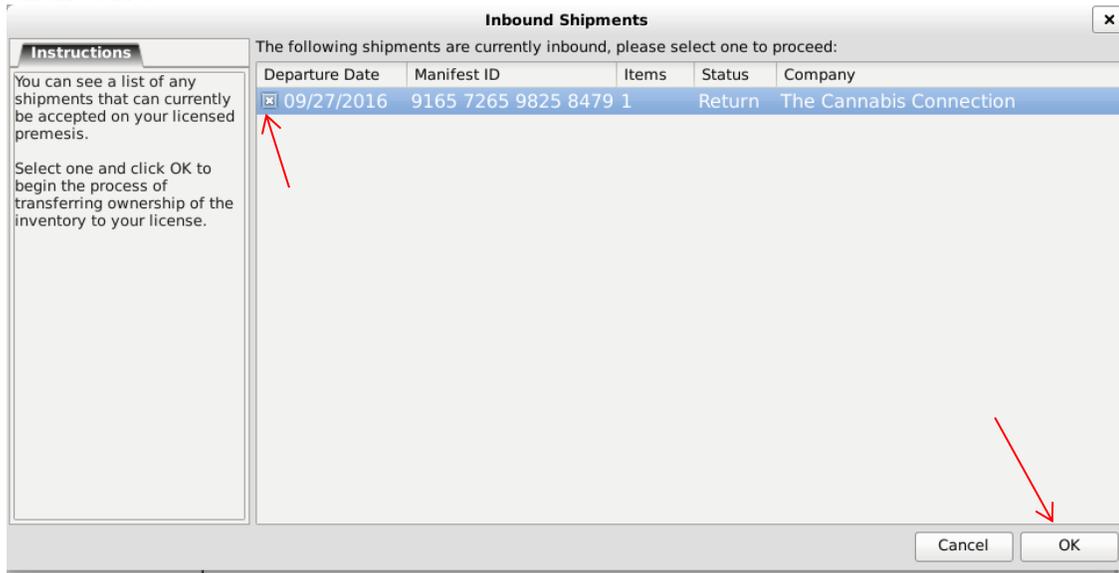
2. Click 'I'm expecting an inbound shipment'.



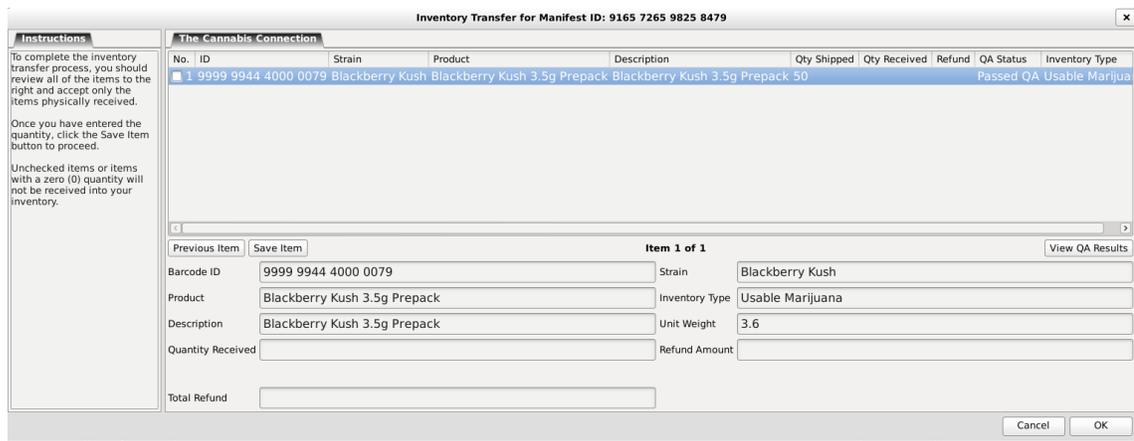
The screenshot shows a dialog box titled 'Inventory Transfer Assistance' with a close button (X). It contains four buttons: 'I'm expecting an inbound shipment' (highlighted with a red box), 'I'd like to send an outbound shipment', 'I'd like to receive a rejected shipment', and 'I'd like to view unreceived shipments'.

- 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.

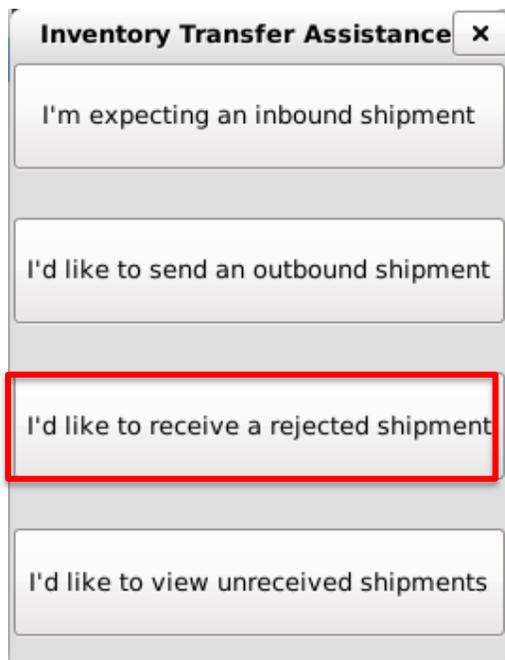
- The Traceability System automatically moves the inventory on the manifest into the Bulk Inventory room.

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

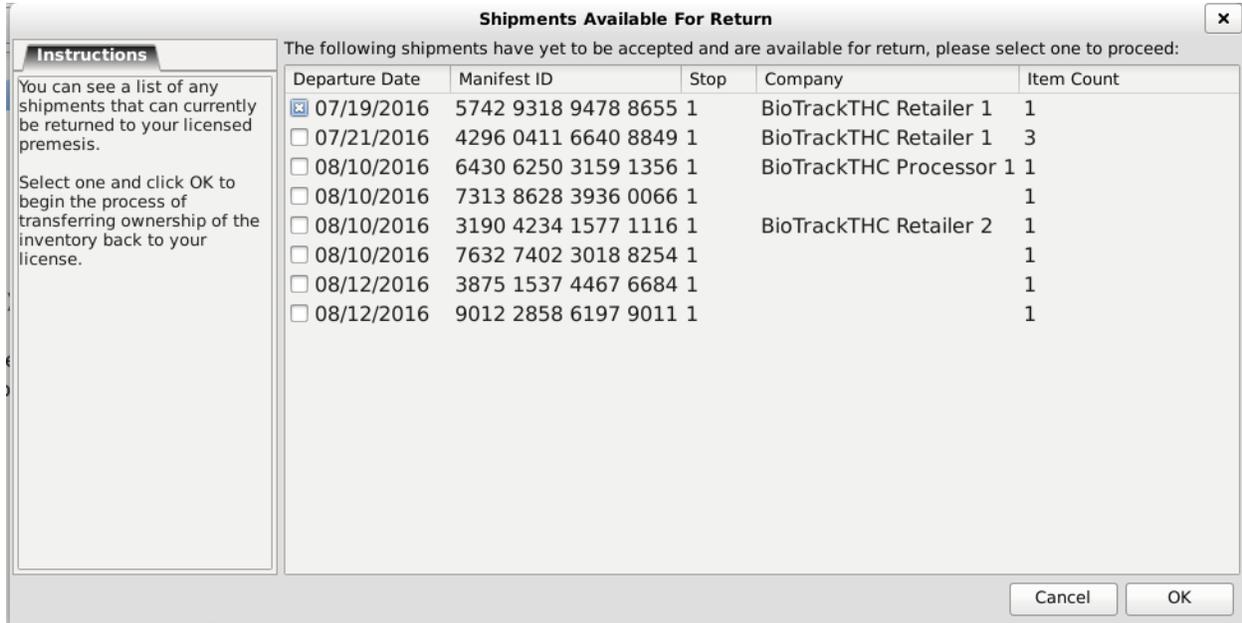
1. From the 'Inventory Transfer' screen, click 'Transfer Inventory'.



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.

Inventory Transfer

BioTrackTHC Retailer 2

No.	ID	Strain	Description	Qty Shipped	Qty Accepted	Original Price	New Price	Inventory
1	3194 4890 9662 7544	Blackberry Kush	Blackberry Kush 3.5g Prepack	1.00	0.00	0	0.00	Usable

Previous Item **Save Item** **Item 1 of 1**

Barcode ID: 3194 4890 9662 7544 Strain: Blackberry Kush

Description: Blackberry Kush 3.5g Prepack Inventory Type: Usable Marijuana

Usable: 3.60 Qty Shipped: 1.00

Qty Accepted: 0.00 Original Price: 0

Qty Returned: 1.00 New Price: 0.00

~~Cancel~~ OK

- 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

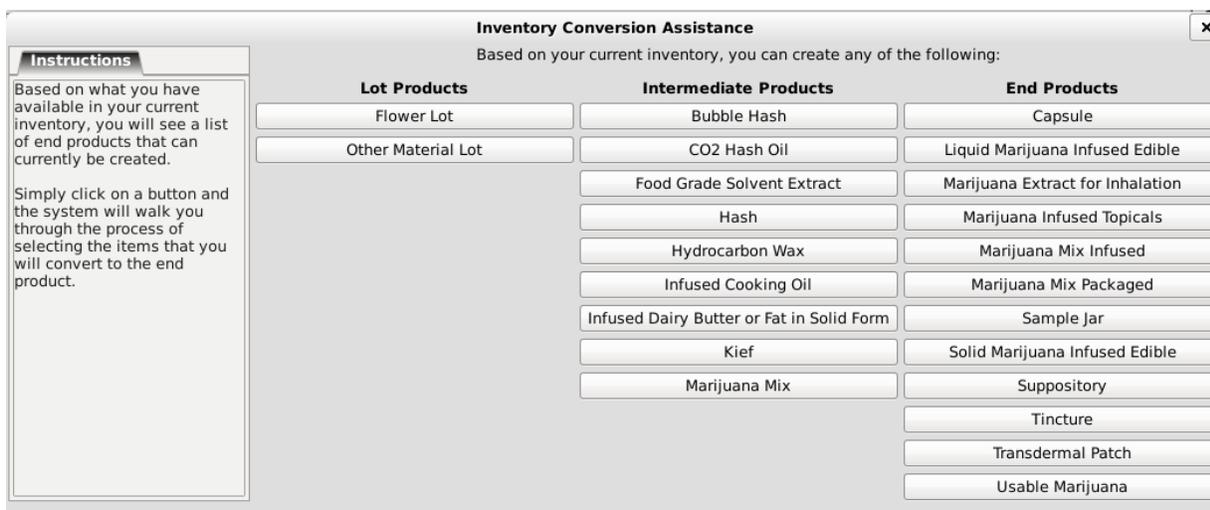
In this chapter, you will learn how to:

- ✓ 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.

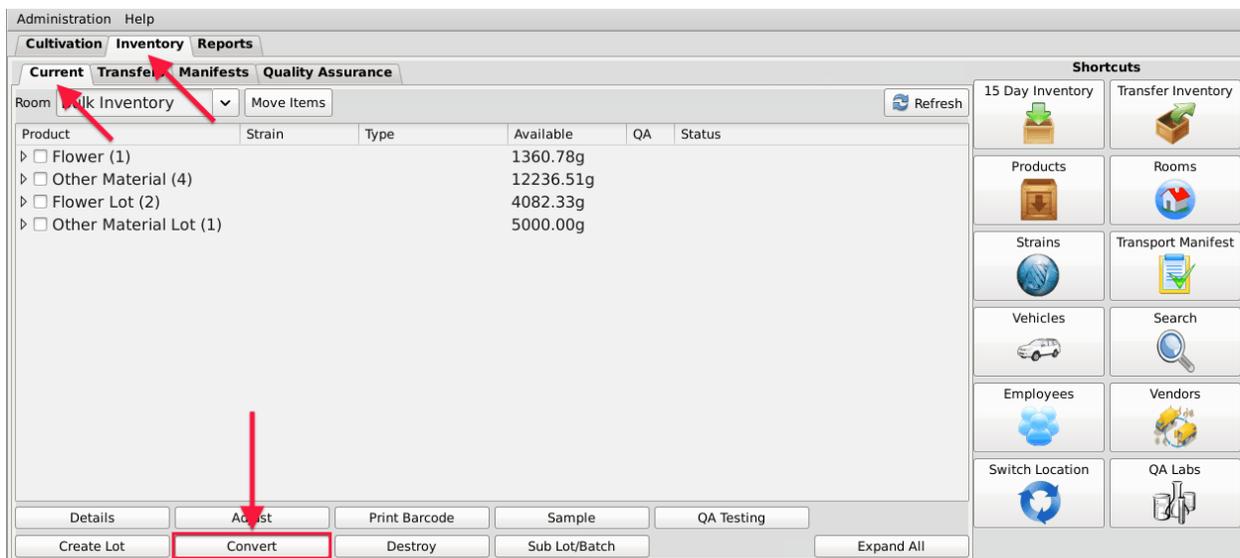


- Otherwise, should the system detect that the precursor for a particular inventory type is not present in the room selected, then the system will remove that option from the menu until it is present.

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 x

Based on your current inventory, you can create any of the following:

Lot Products	Intermediate Products	End Products
Flower Lot	Bubble Hash	Capsule
Other Material Lot	CO2 Hash Oil	Liquid Marijuana Infused Edible
	Food Grade Solvent Extract	Marijuana Extract for Inhalation
	Hash	Marijuana Infused Topicals
	Hydrocarbon Wax	Marijuana Mix Infused
	Infused Cooking Oil	Marijuana Mix Packaged
	Infused Dairy Butter or Fat in Solid Form	Sample Jar
	Kief	Solid Marijuana Infused Edible
	Marijuana Mix	Suppository
		Tincture
		Transdermal Patch
		Usable Marijuana

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.

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

Select Items

Usable Marijuana Creation Assistance

Please select one (1) or more lots from below to proceed:

Barcode ID	Strain	Type	QA Test
<input checked="" type="checkbox"/> 9999 9999 6000 0002	Northernberry	Flower Lot	
<input type="checkbox"/> 9999 9999 6000 0006	Blueberry	Flower Lot	

Cancel OK

- 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.

Enter Quantities

Usable Marijuana Creation Tool

Barcode ID: 9999 9999 6000 0002 (Flower Lot)

Amount to Deduct:

Quantity Available: **2267.96**

Total Deduction Quantity (Calculated Above):

Weight Per Unit (Pre-Packaged Weight):

Total Units Produced From Conversion:

Cancel OK

- 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.

Enter Quantities

Usable Marijuana Creation Tool

Barcode ID: 9999 9999 6000 0002 (Flower Lot)

Amount to Deduct: **2267.96** Quantity Available: **2267.96**

Total Deduction Quantity (Calculated Above): **2267.96**

Weight Per Unit (Pre-Packaged Weight): **3.54 g**

Total Units Produced From Conversion: **640**

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

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room: Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	Status
Flower (1)			1360.78g		
Other Material (4)			12236.51g		
Flower Lot (1)			1814.37g		
Other Material Lot (1)			5000.00g		
Usable Marijuana (1)			640		
9999 9999 6000 0007 Northernberry Usable Marijuana			640		

Shortcuts: 15 Day Inventory, Transfer Inventory, Products, Rooms, Strains, Transport Manifest, Vehicles, Search, Employees, Vendors, Switch Location, QA Labs

Details Adjust Print Barcode Sample QA Testing

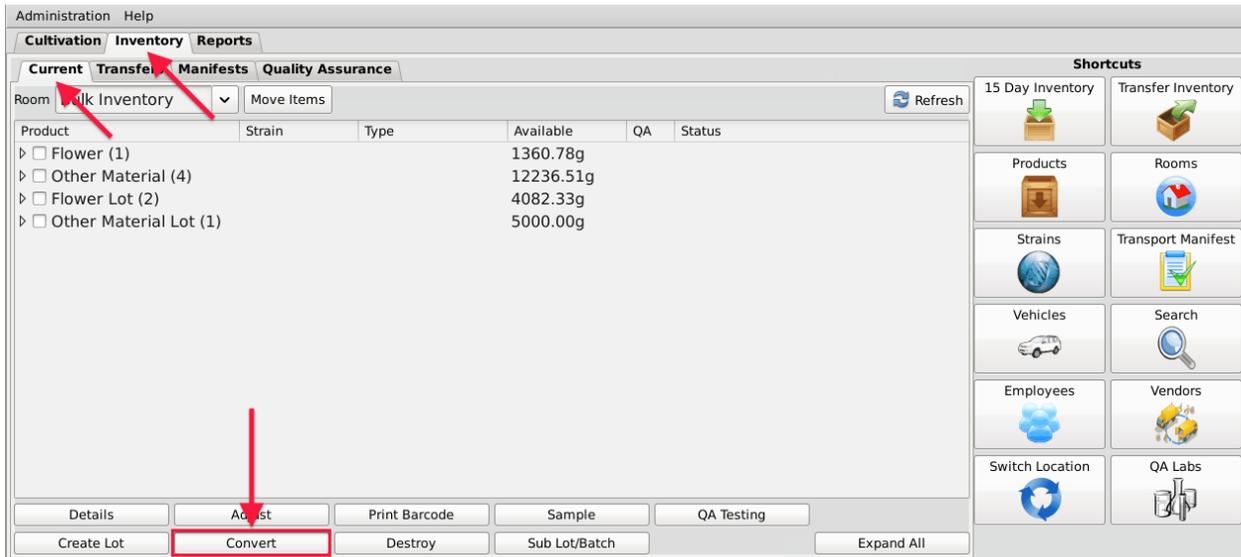
Create Lot Convert Destroy Sub Lot/Batch Expand All

Convert Flower Lot to Sample Jar

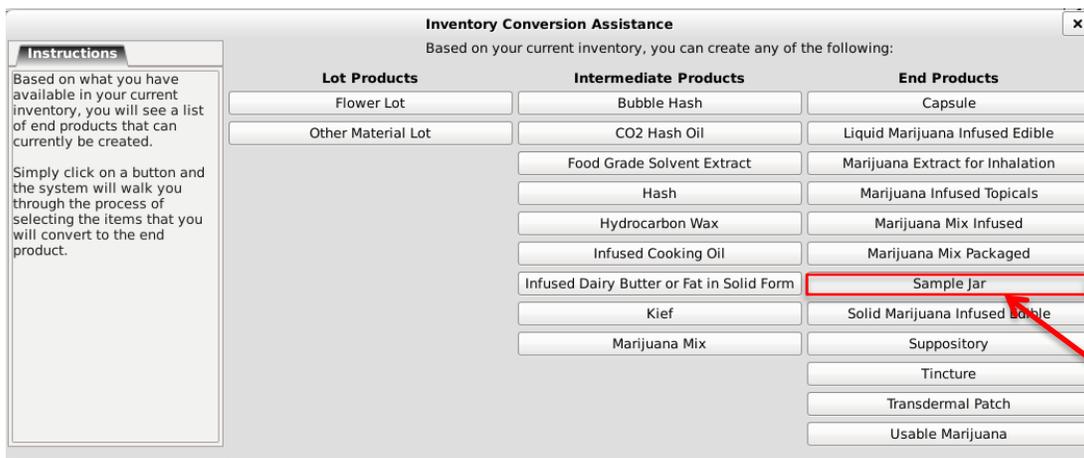
Sample Jars are used by the retail customer to view and smell your product. Sample Jars need to be manifested and transferred like all inventory with the exception that they are not sold to the retailer. Sample Jars are to be returned to the originating Processor. You do not enter a price for Sample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

Create Sample Jar x

Sample Jar Creation Tool

Instructions

Please review the items to the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed.

Barcode ID: 6665 5544 4000 0013 (Flower Lot)

Amount to Deduct Quantity Available: **1225.40**

Total Deduction Quantity (Calculated Above)

Weight Per Unit (Pre-Packaged Weight)

Total Units Produced From Conversion

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

Administration Help

Cultivation **Inventory** **Reports**

Current **Transfers** **Manifests** **Quality Assurance**

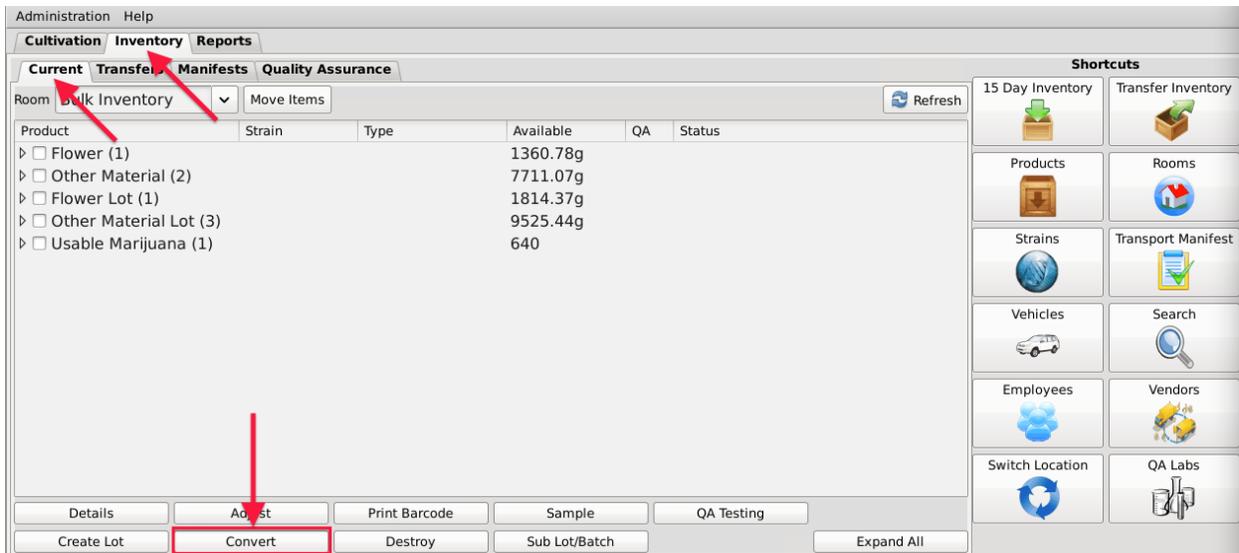
Room

Product	Strain	Type	Available	QA	Status
▶ <input type="checkbox"/> Flower Lot (5)			7785.05g		
▶ <input type="checkbox"/> Other Material Lot (5)			3200.00g		
▼ <input type="checkbox"/> Sample Jar (1)			2		
<input type="checkbox"/> 6665 5544 4000 0084 Blue Dream Sample Jar			2	Passed QA	

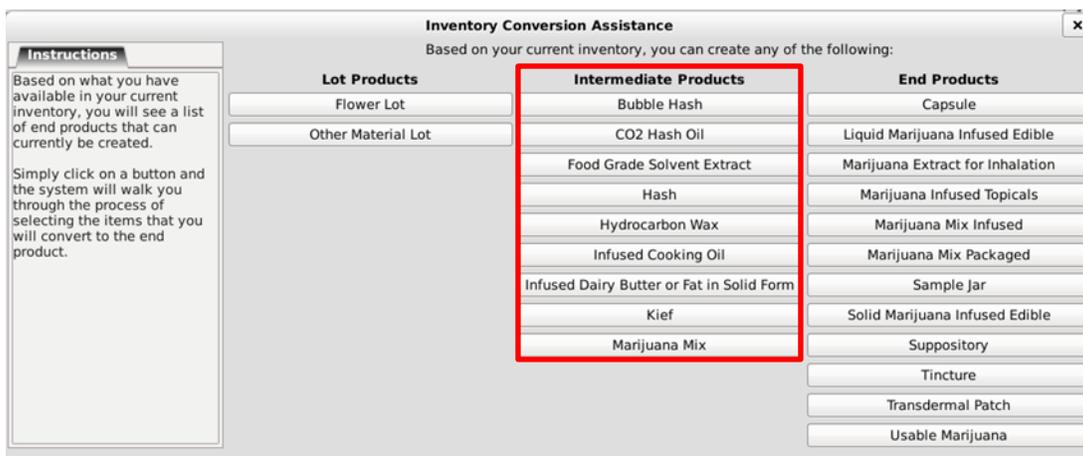
Convert Lot into a Marijuana Extract

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

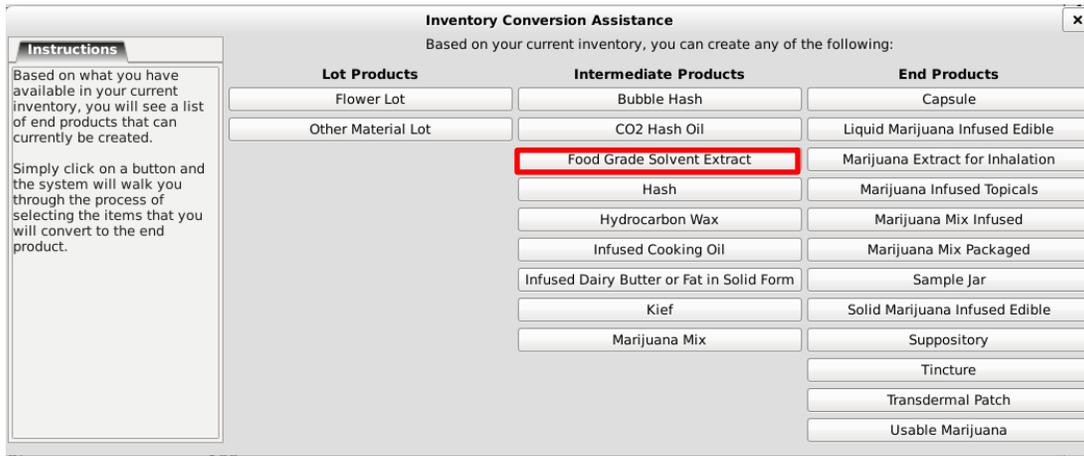
- Navigate to the Inventory Room within which the inventory lot is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the “Convert” button at the bottom of the screen.



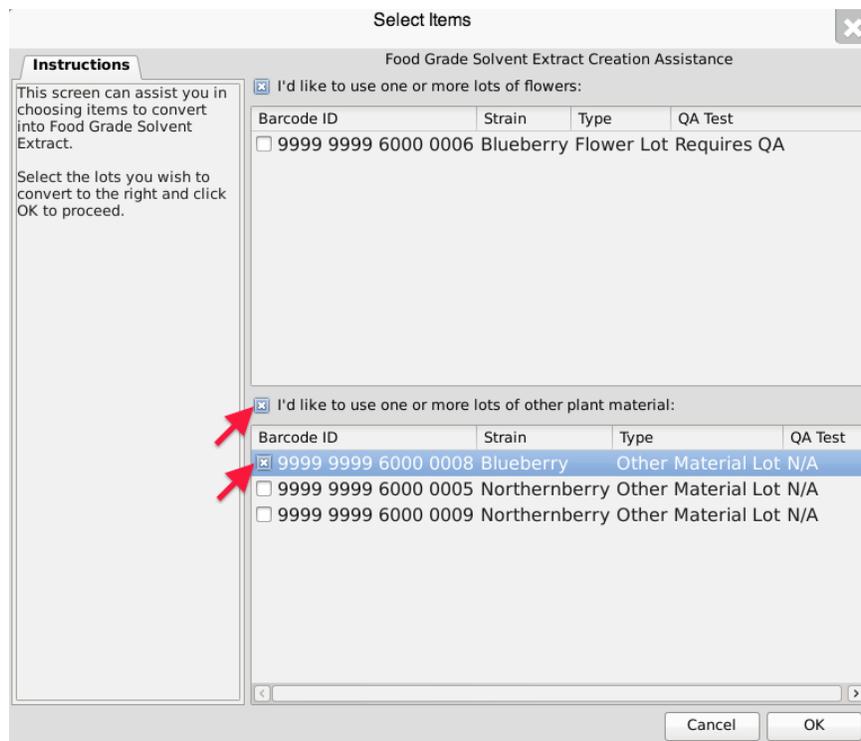
- The Inventory Conversion menu then appears. This menu lists all of the possible inventory types that can be created.
- The middle column of options is all of the categories of extracts per regulation (Intermediate Products).



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



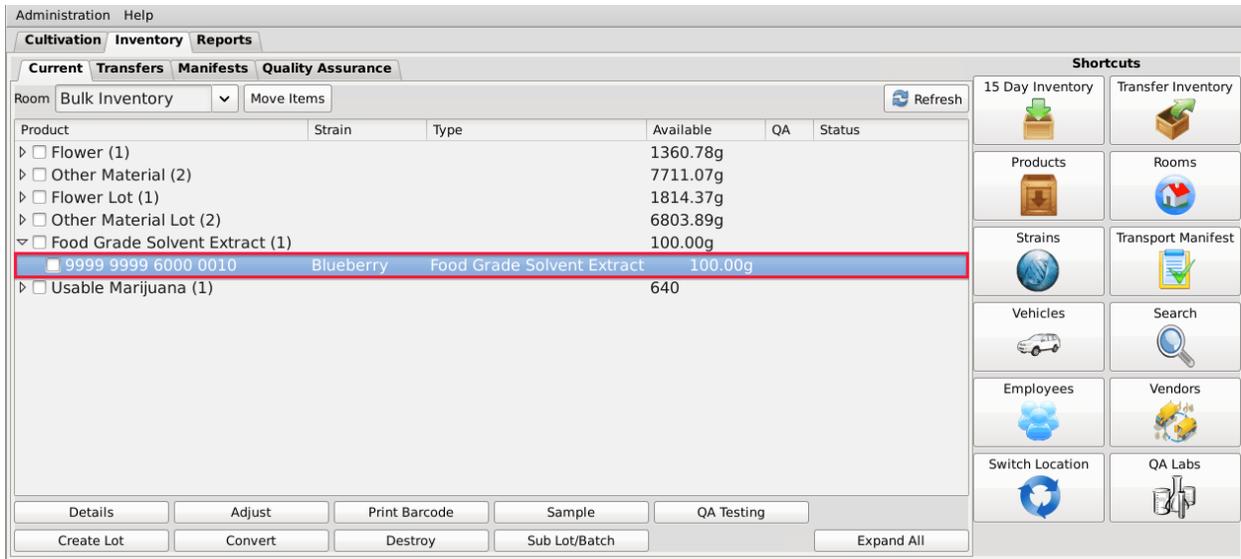
- Upon selecting an extract option from the Inventory Conversion menu, the Extract Creation Assistance tool appears. This tool lists all available inventory items that are allowed for the creation of the extract.
- Select one or more lots from the two lists, flower lot or other material lot.
- Click “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,
 - Amount to Deduct: weight of Lot material that went into the conversion process.
 - Total Weight Produced: weight of the extract produced.
 - Total Waste: weight of the waste generated from the conversion process
- Click “OK” when complete.

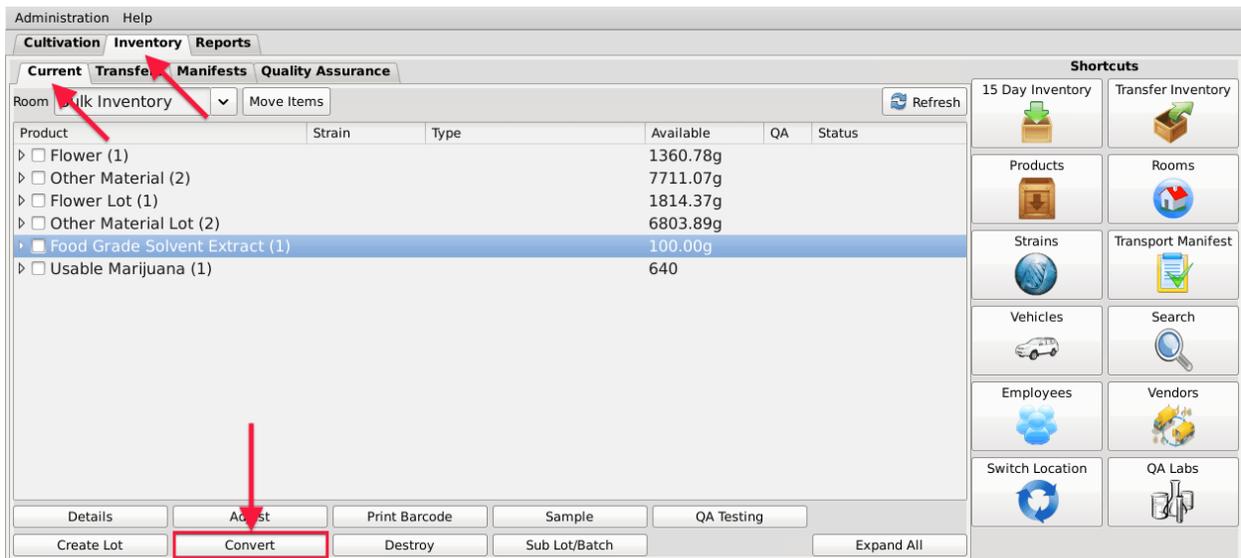
- The newly created extract may now be found within inventory.



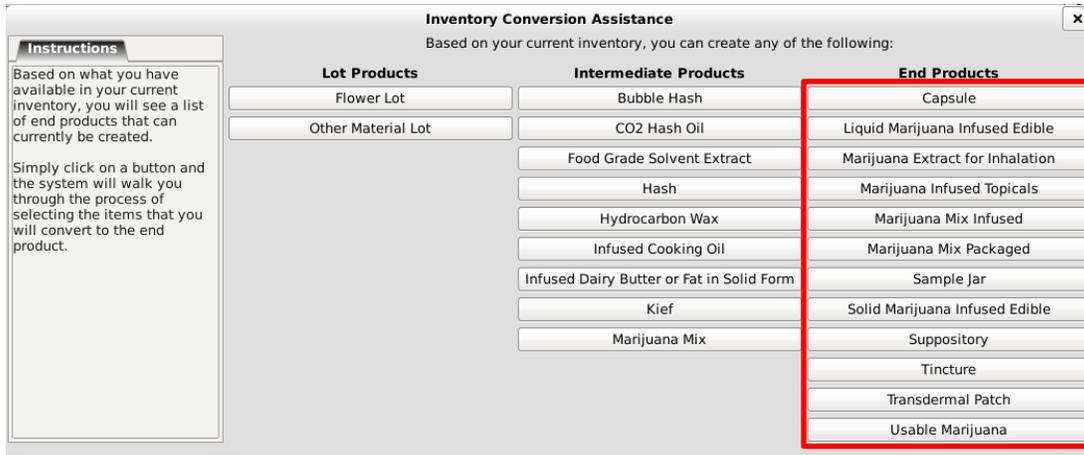
Convert Marijuana Extract into Marijuana-Infused Product

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

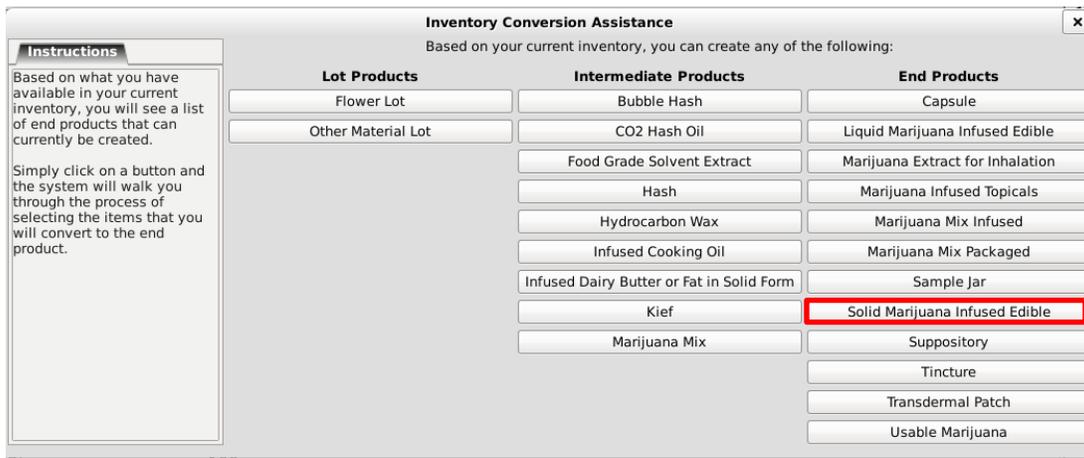
- Navigate to the Inventory Room within which the inventory lot is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the “Convert” button at the bottom of the screen.



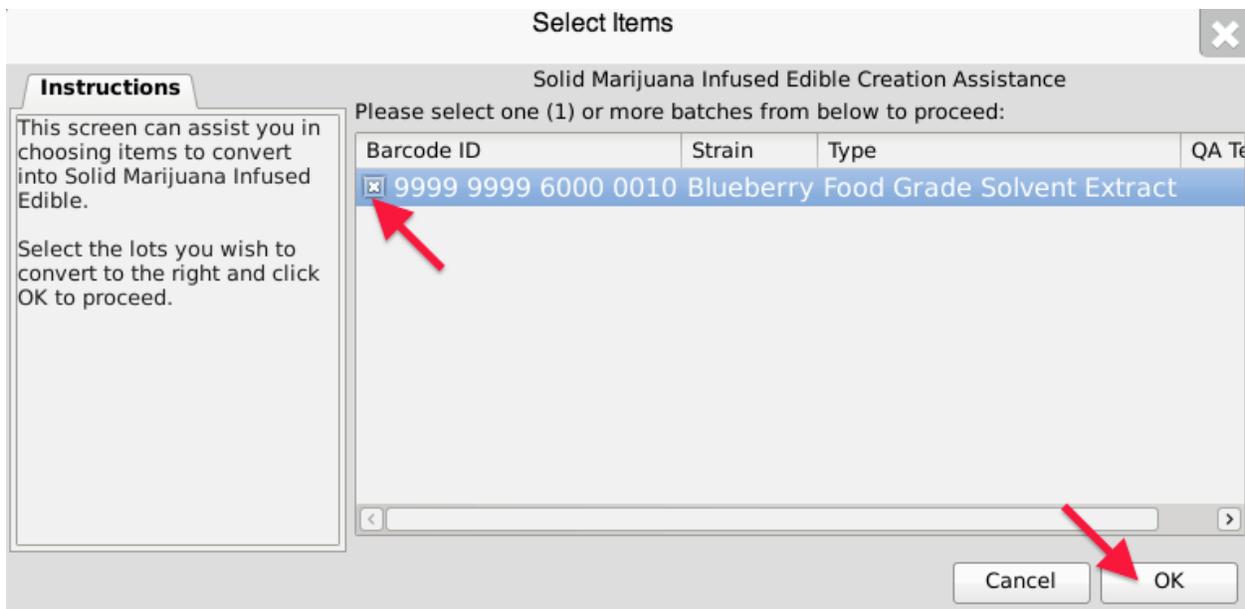
- The Inventory Conversion menu then appears. This menu lists all of the possible inventory types that can be created. Since there are extracts in inventory for this example, all categories of End Products are available in the right column.



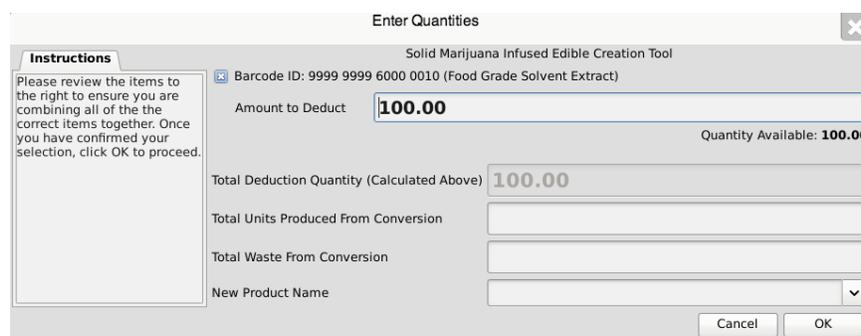
- For this example, we will select “Solid Marijuana Infused Edible” though any of the option on the right-side of the menu are applicable (except Usable Marijuana and Sample Jar).



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

Enter Quantities ✕

Solid Marijuana Infused Edible Creation Tool

Instructions

Please review the items to the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed.

Barcode ID: 9999 9999 6000 0010 (Food Grade Solvent Extract)

Amount to Deduct: Quantity Available: **100.00**

Total Deduction Quantity (Calculated Above):

Total Units Produced From Conversion:

Total Waste From Conversion:

New Product Name: ▼

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

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room:

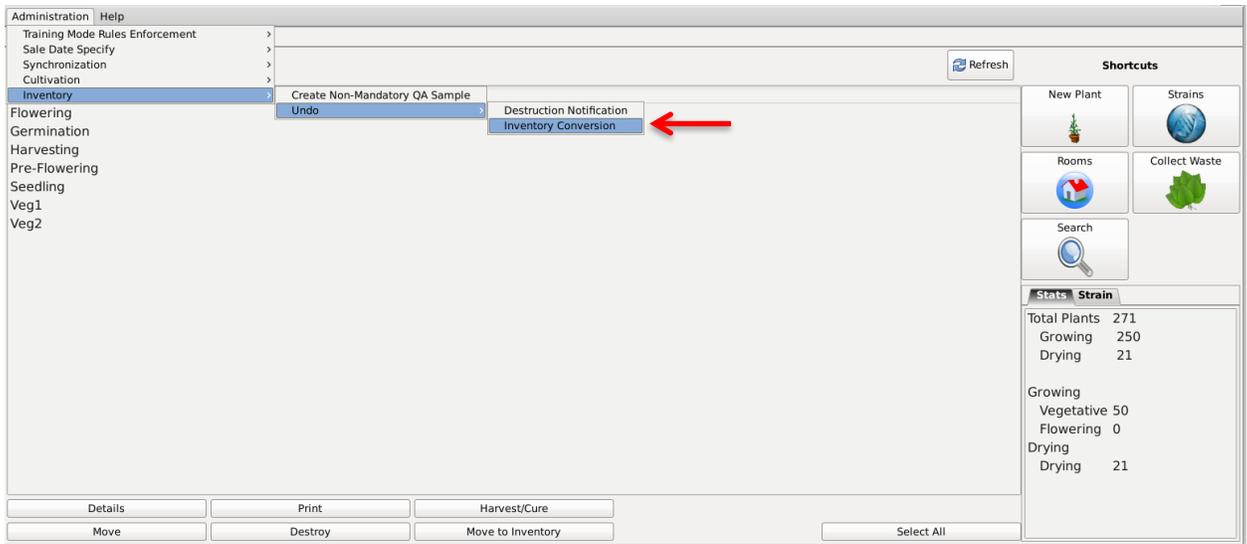
Product	Strain	Type	Available	QA	Status
▶ <input type="checkbox"/> Flower (1)			1360.78g		
▶ <input type="checkbox"/> Other Material (2)			7711.07g		
▶ <input type="checkbox"/> Flower Lot (1)			1814.37g		
▶ <input type="checkbox"/> Other Material Lot (2)			6803.89g		
▶ <input type="checkbox"/> Food Grade Solvent Extract (1)			90.00g		
▶ <input type="checkbox"/> Solid Marijuana Infused Edible (1)			600		
■ <input checked="" type="checkbox"/> 9999 9999 6000 0011	Blueberry	Solid Marijuana Infused Edible	600		
▶ <input type="checkbox"/> Usable Marijuana (1)			640		

Shortcuts

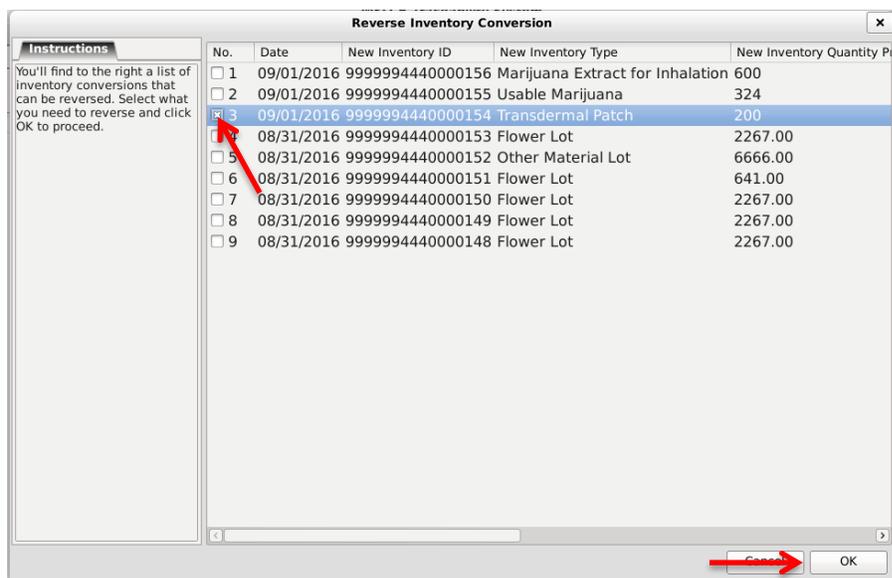
Undo Inventory Conversions

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

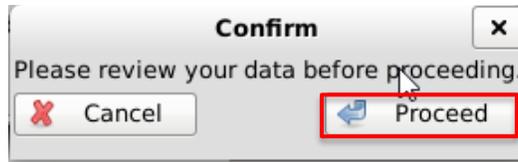
- Click on the Administration menu near the top left corner of the window.
- Hover the cursor over “Inventory”, “Undo”, and then click on “Inventory Conversion”.



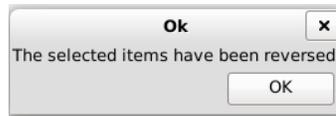
- A list of recent conversions appears
- Click the check box beside the conversion that is to be undone.
- Click "OK".



- 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.

Administration Help

Inventory Reports

Current Transfers Manifests Quality Assurance

Room Bulk Inventory Move Items Refresh

Product	Strain	Type	Available
▶ <input type="checkbox"/> Flower Lot (5)			1951.36g
▶ <input type="checkbox"/> Other Material Lot (1)			28.34g
▶ <input type="checkbox"/> Food Grade Solvent Extract (1)			8.00g
▶ <input type="checkbox"/> 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.

The screenshot shows the 'Inventory Reports' window with the 'Current' tab selected. The 'Room' is set to 'Bulk Inventory'. A table lists the following products and their available quantities:

Product	Strain	Type	Available
<input checked="" type="checkbox"/> Flower Lot (5)			1951.36g
<input type="checkbox"/> Other Material Lot (1)			28.34g
<input type="checkbox"/> Food Grade Solvent Extract (1)			8.00g
<input type="checkbox"/> Solid Marijuana Infused Edible (2)			23

Below the table, the 'Convert' button is highlighted in a red box.

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

The screenshot shows the 'Inventory Conversion Assistance' window. It provides instructions and a grid of product options:

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	Intermediate Products	End Products
Flower Lot	Bubble Hash	Capsule
Other Material Lot	CO2 Hash Oil	Liquid Marijuana Infused Edible
	Food Grade Solvent Extract	Marijuana Extract for Inhalation
	Hash	Marijuana Infused Topicals
	Hydrocarbon Wax	Marijuana Mix Infused
	Infused Cooking Oil	Marijuana Mix Packaged
	Infused Dairy Butter or Fat in Solid Form	Sample Jar
	Kief	Solid Marijuana Infused Edible
	Marijuana Mix	Suppository
		Tincture
		Transdermal Patch
		Usable Marijuana

The 'Marijuana Mix' button in the Intermediate Products column is highlighted with a red border.

- The 'Marijuana Mix Creation Assistance' screen displays. Select the item to convert and click the 'OK' button.

Barcode ID	Strain	Type	QA Test
<input type="checkbox"/> 6033 1213 4000 0005	Blueberry	Other Material Lot	N/A
<input checked="" type="checkbox"/> 6032 8508 1000 0005	Agent Orange	Flower Lot	
<input type="checkbox"/> 6033 1053 2000 0006	Blackberry 1	Flower Lot	
<input type="checkbox"/> 6033 2469 4000 0005	Thai	Flower Lot	
<input type="checkbox"/> 6033 4068 0000 0004	strawberry	Flower Lot	

- 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.

Barcode ID: 6032 8508 1000 0005 (Flower Lot)

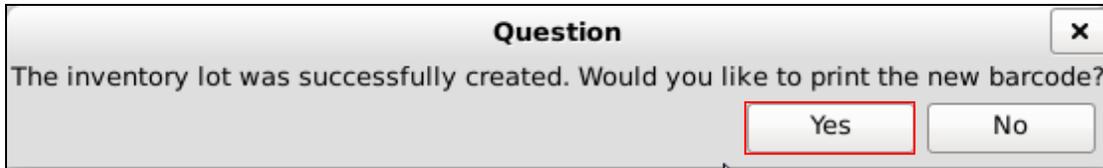
Amount to Deduct:

Quantity Available: 77.00

Total Lot Quantity (Calculated Above):

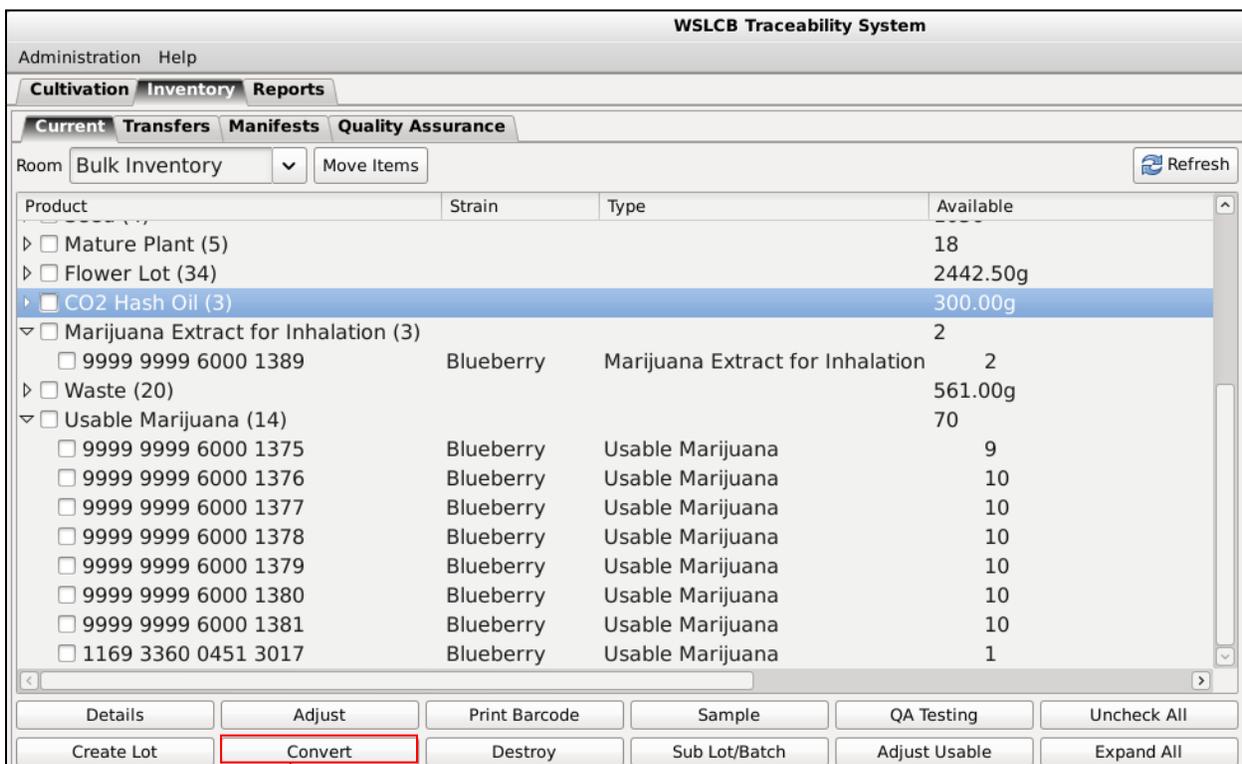
- Click the 'Proceed' button.

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

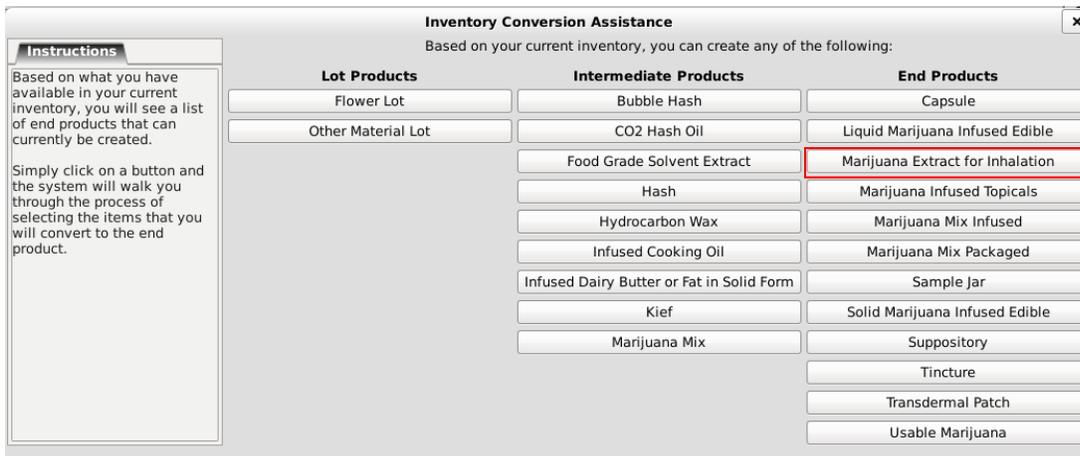


Bypassing QA Testing for intermediate product that have already passed a QA test

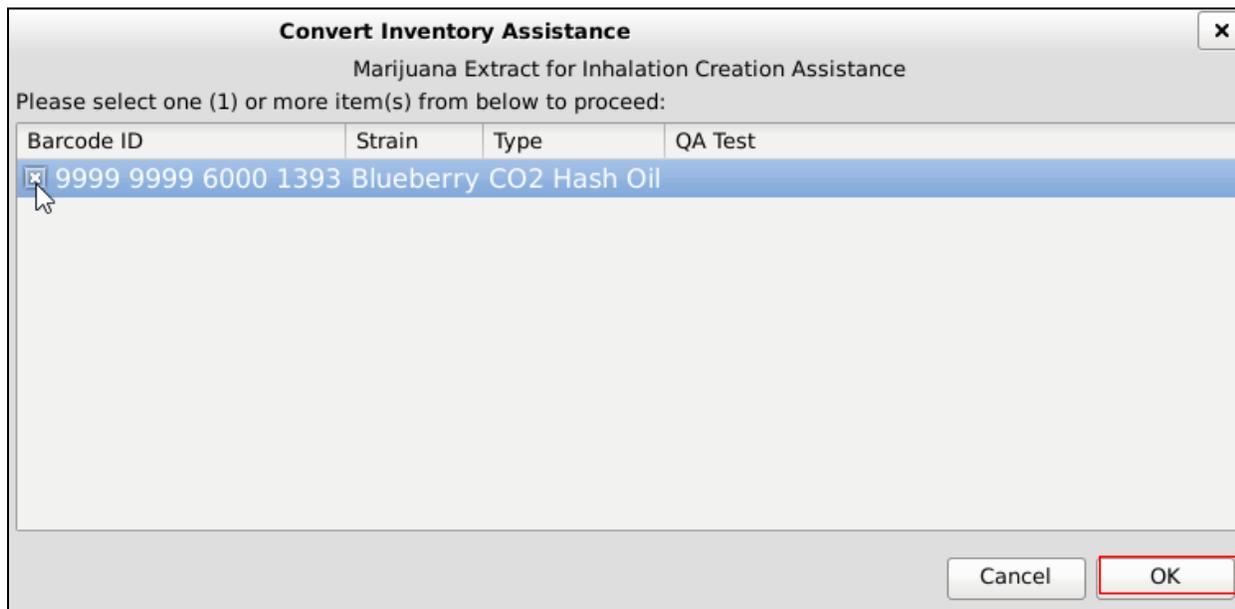
1. Select the intermediate product you wish to convert. This is a product that shouldn't require any more testing.
2. Click the 'Convert' button.



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.

Create Marijuana Extract for Inhalation X

Marijuana Extract for Inhalation Creation Tool

Instructions

Please review the items to the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed.

Barcode ID: 9999 9999 6000 1393 (CO2 Hash Oil)

Amount to Deduct Quantity Available: **300.00**

Total Deduction Quantity (Calculated Above)

Weight Per Unit (Pre-Packaged Weight)

Total Units Produced From Conversion

Net Weight **Per Unit**

New Product Name

This product has not undergone any changes and does not require additional QA testing

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

Administration Help

Cultivation **Inventory** **Reports**

Current **Transfers** **Manifests** **Quality Assurance**

Room: Bulk Inventory Refresh

Move Items

Product	Strain	Type	Available	QA	Status
<input type="checkbox"/> Flower (1)			1360.78g		
<input type="checkbox"/> Other Material (2)			7711.07g		
<input type="checkbox"/> Flower Lot (1)			1814.37g		
<input type="checkbox"/> Other Material Lot (2)			6803.89g		
<input checked="" type="checkbox"/> Food Grade Solvent Extract (1)			90.00g		
<input checked="" type="checkbox"/> 9999 9999 6000 0010	Blueberry	Food Grade Solvent Extract	90.00g		
<input type="checkbox"/> Solid Marijuana Infused Edible (1)			600		
<input type="checkbox"/> Usable Marijuana (1)			640		

Details Adjust Print Barcode Sample QA Testing

Create Lot Convert Destroy Sub Lot/Batch Expand All

Shortcuts

15 Day Inventory Transfer Inventory

Products Rooms

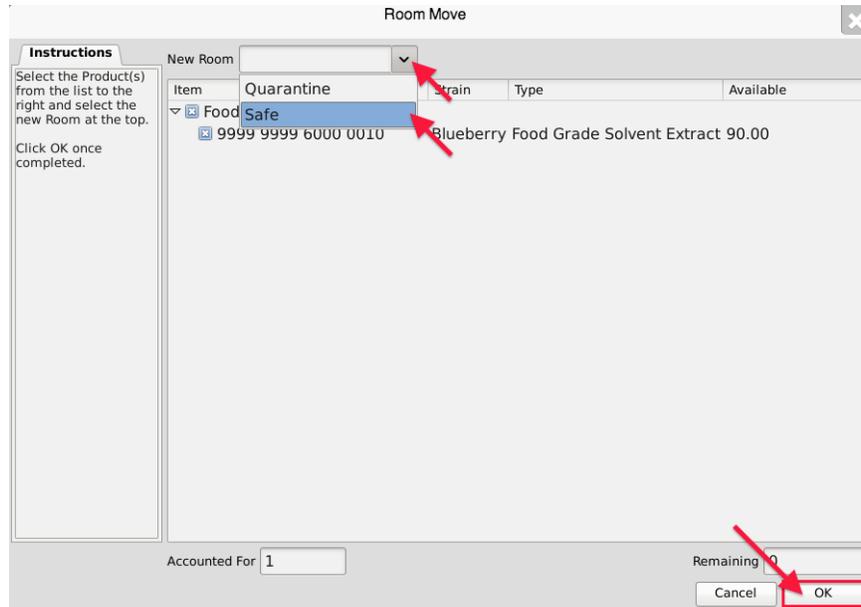
Strains Transport Manifest

Vehicles Search

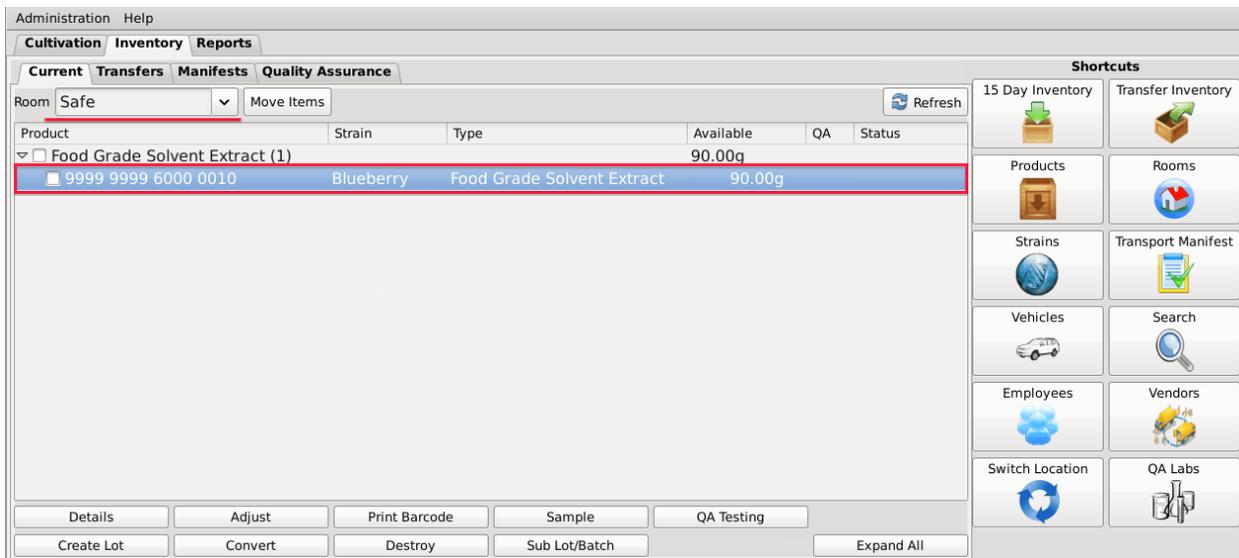
Employees Vendors

Switch Location QA Labs

- 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

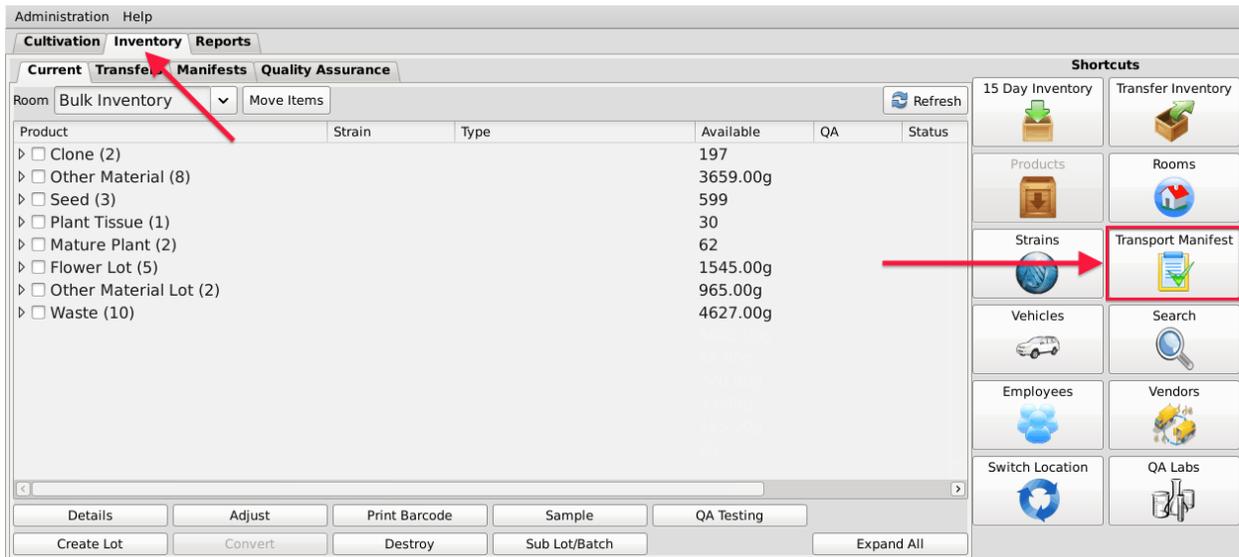
In this chapter, you will learn how to:

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

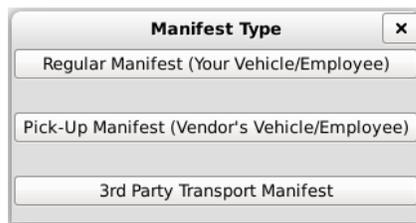
Create a Transportation Manifest

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.

The screenshot shows the 'Transportation Manifest' window. On the left, there are instructions for creating a new manifest. The main area is titled 'Stop 1' and contains fields for 'Departure' (Training Producer, 02/17/2014 5:29:15 PM), 'Arrival' (empty dropdown), and 'Route' (empty text box). Below these is a table with columns 'Item', 'Strain', 'Type', and 'Available'. At the bottom, there are buttons for 'Generate', 'Employee' (dropdown), 'Vehicle' (dropdown), and 'Close'.

- 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.

The screenshot shows the 'Transportation Manifest' window with the 'Arrival' dropdown menu open. The dropdown list contains the following items: '1Patrick Producer', 'Patrick Retail', 'Patrick Second Retail', 'Training Processor' (highlighted), 'Training Retail', '420Angell ProdProc (Producer + Processor)', '420Angell Retail (Retailer)', '420Byron ProdProc (Producer + Processor)', '420Byron Retail (Retailer)', '420Farley ProdProc (Producer + Processor)', '420Farley Retail (Retailer)', '420Smith Retail (Retailer)', '420Steenhout Retail (Retailer)', and '420Vo Retail (Retailer)'. Red arrows point to the dropdown arrow and the highlighted 'Training Processor' item.

- 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.

Transportation Manifest

Instructions

To create a new manifest log chose the vendor you are transporting your inventory to from the Arrival drop down. If you do not see the Vendor you are transferring to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab. Select the departure

Step 1

Departure Training Processor 02 / 17 / 2014 5 : 33 : 59 PM New Stop

Arrival Training Processor 02 / 17 / 2014 6 : 03 : 59 PM

Route Head north. Turn right toward 4th Ave W. Turn right onto 4th Ave W. At the traffic circle, continue straight to stay on 4th Ave W. Turn right onto Franklin St SE Clear

Item	Strain	Type	Available
<input type="checkbox"/> Flower Lot			
<input type="checkbox"/> 0000 0001 0000 0104	Blue Dream	Flower Lot	500.00
<input type="checkbox"/> 0000 0001 0000 0097	Blue Dream	Flower Lot	210.00
<input type="checkbox"/> 0000 0001 0000 0096	Blue Dream	Flower Lot	680.00
<input type="checkbox"/> Other Material Lot			
<input type="checkbox"/> 0000 0001 0000 0103	Blue Dream	Other Material Lot	200.00
<input type="checkbox"/> 0000 0001 0000 0079	Blue Dream	Other Material Lot	765.00

Generate Employee Vehicle Close

- 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.

Transportation Manifest

Instructions

To create a new manifest log chose the vendor you are transporting your inventory to from the Arrival drop down.

If you do not see the Vendor you are transferring to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.

Select the departure

Stop 1

Departure Training Producer 02 / 17 / 2014 6 : 38 : 20 PM

Arrival Training Processor 02 / 17 / 2014 7 : 08 : 20 PM

Route Head north. Turn right toward 4th Ave W. Turn right onto 4th Ave W. At the traffic circle, continue straight to stay on 4th Ave W. Turn right onto Franklin St SE

Item	Strain	Type	Available
<input checked="" type="checkbox"/> Flower Lot			
<input type="checkbox"/> 0000 0001 0000 0104	Blue Dream	Flower Lot	500.00
<input checked="" type="checkbox"/> 0000 0001 0000 0097	Blue Dream	Flower Lot	210.00
<input type="checkbox"/> 0000 0001 0000 0096	Blue Dream	Flower Lot	680.00
<input type="checkbox"/> Other Material Lot			
<input type="checkbox"/> 0000 0001 0000 0103	Blue Dream	Other Material Lot	200.00
<input type="checkbox"/> 0000 0001 0000 0079	Blue Dream	Other Material Lot	765.00

Employee Michael Anderson Van 2

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

Transportation Manifest

Instructions

To create a new manifest log chose the vendor you are transporting your inventory to from the Arrival drop down.

If you do not see the Vendor you are transferring to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.

Select the departure

Stop 1

Departure Training Producer 02 / 17 / 2014 6 : 38 : 20 PM

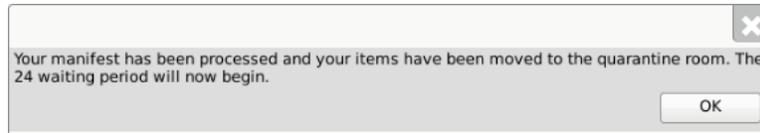
Arrival Training Processor 02 / 17 / 2014 7 : 08 : 20 PM

Route Head north. Turn right toward 4th Ave W. Turn right onto 4th Ave W. At the traffic circle, continue straight to stay on 4th Ave W. Turn right onto Franklin St SE

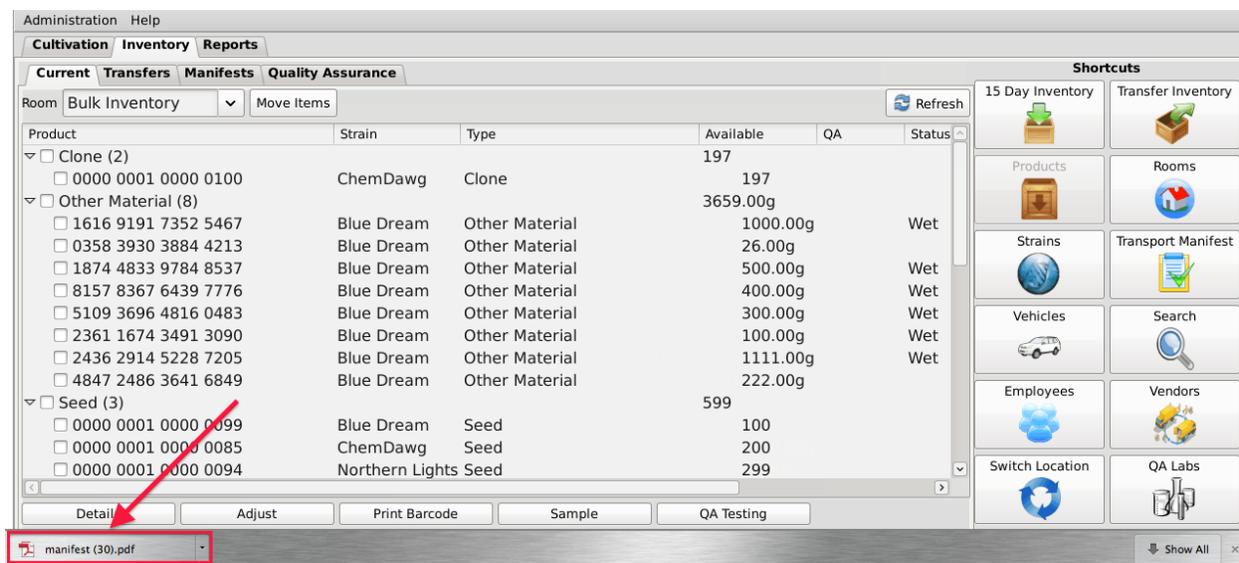
Item	Strain	Type	Available
<input checked="" type="checkbox"/> Flower Lot			
<input type="checkbox"/> 0000 0001 0000 0104	Blue Dream	Flower Lot	500.00
<input checked="" type="checkbox"/> 0000 0001 0000 0097	Blue Dream	Flower Lot	210.00
<input type="checkbox"/> 0000 0001 0000 0096	Blue Dream	Flower Lot	680.00
<input type="checkbox"/> Other Material Lot			
<input type="checkbox"/> 0000 0001 0000 0103	Blue Dream	Other Material Lot	200.00
<input type="checkbox"/> 0000 0001 0000 0079	Blue Dream	Other Material Lot	765.00

Employee Michael Anderson Van 2

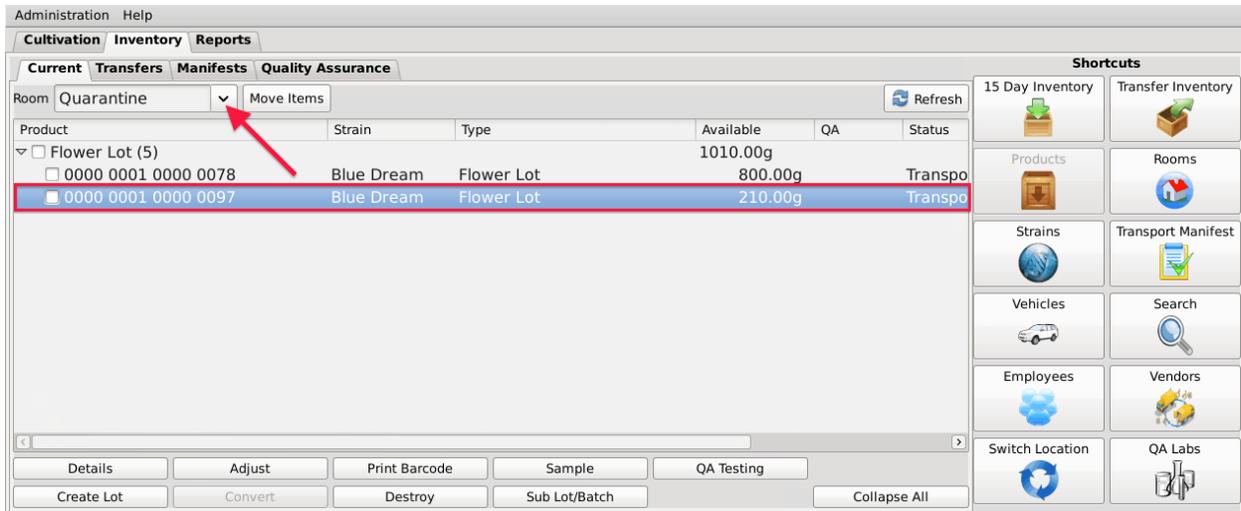
- The following notice confirms (1) the Traceability System's receipt of the digital copy of the manifest, (2) the to-be-shipped items movement to the quarantine room within the Traceability System, and (3) the start of the 24-hour waiting period.



- 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.



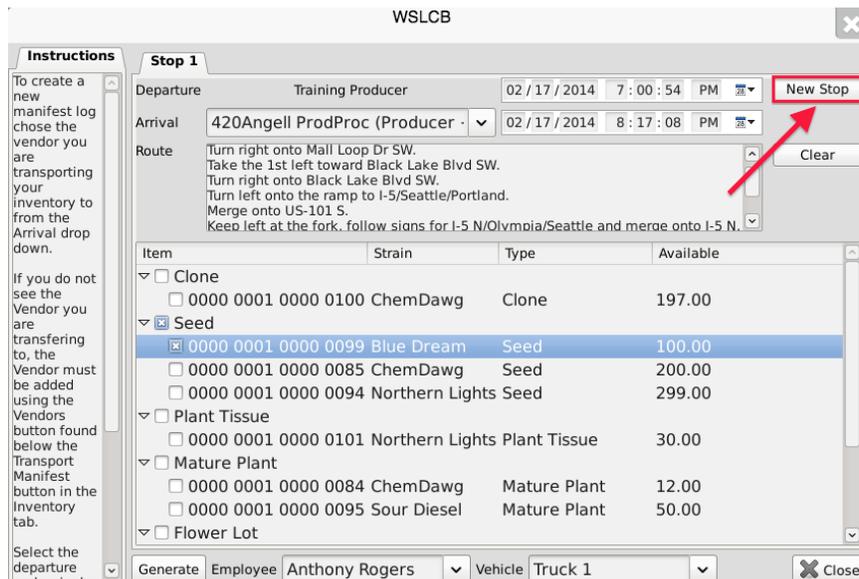
- The inventory will automatically be moved to the Quarantine room for the mandatory 24-hour waiting period.



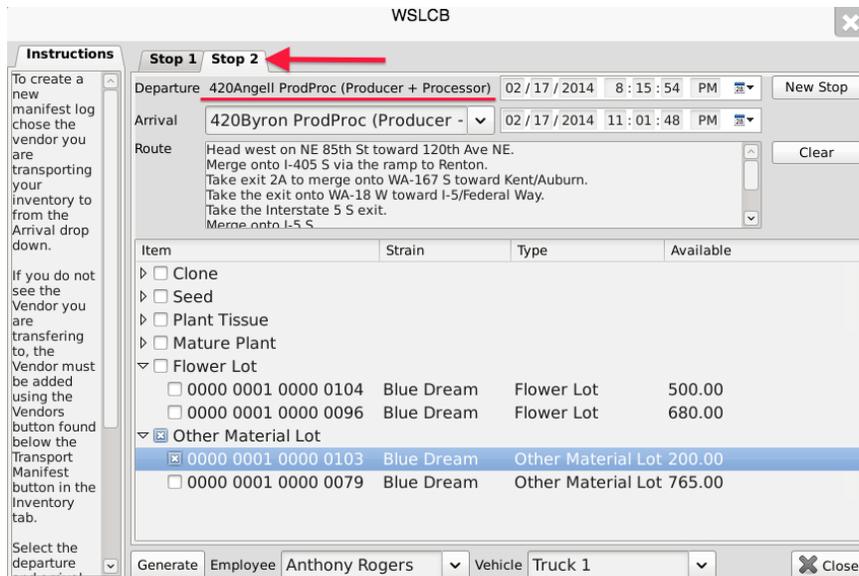
Multi-Stop Transportation Manifests

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).

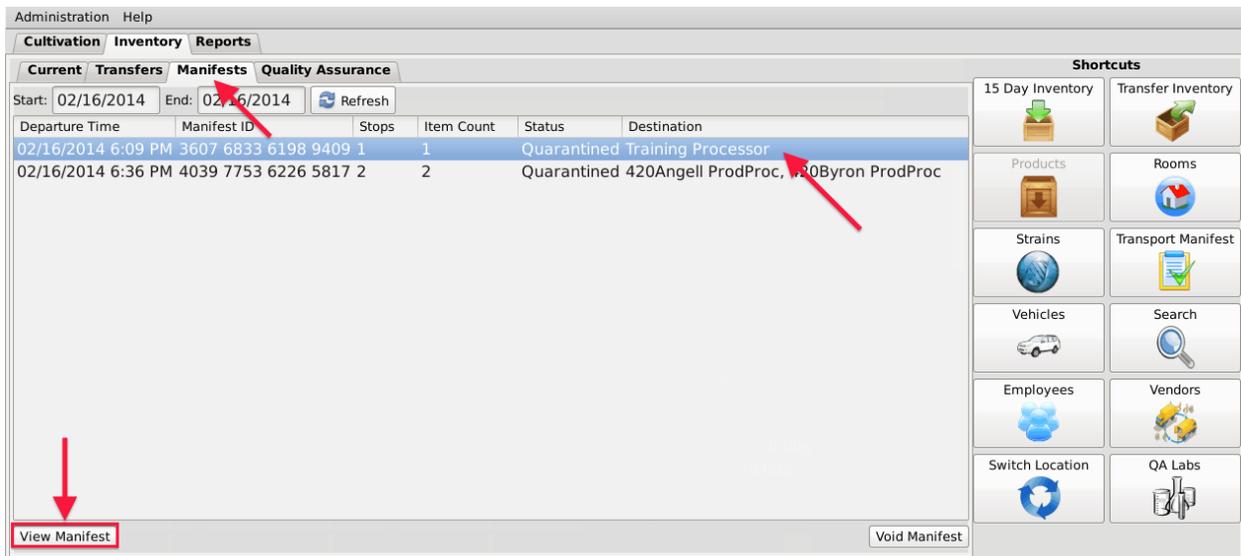


- Click on the “Generate” button when all stops have been created.

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.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Start: 02/16/2014 End: 02/16/2014 Refresh

Departure Time	Manifest ID	Stops	Item Count	Status	Destination
02/16/2014 6:09 PM	3607 6833 6198 9409	1	1	Quarantined	Training Processor
02/16/2014 6:36 PM	4039 7753 6226 5817	2	2	Quarantined	420Angell ProdProc, 420Byron ProdProc

Shortcuts

- 15 Day Inventory
- Transfer Inventory
- Products
- Rooms
- Strains
- Transport Manifest
- Vehicles
- Search
- Employees
- Vendors
- Switch Location
- QA Labs

View Manifest Void Manifest

To void a partial manifest:

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

Administration Help

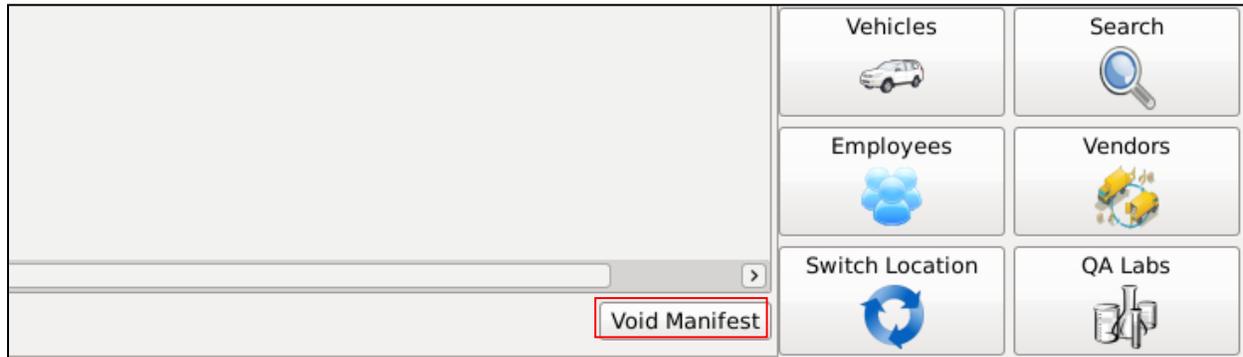
Cultivation **Inventory** Reports

Current Transfers **Manifests** Quality Assurance

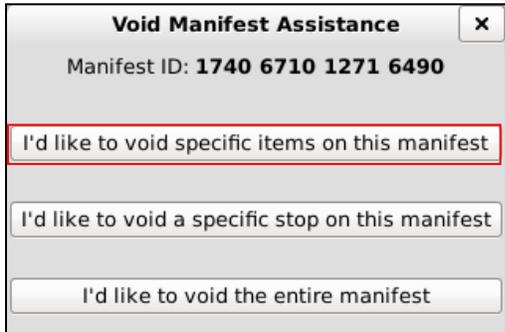
Start: 03/31/2016 End: 03/31/2016 Refresh

File Time	Departure Time	Manifest ID	Stops	Item Count	Status	Manifest Type	Destination
03/31/2016 2:13 PM	04/01/2016 2:42 PM	8535 4157 7860 6119	1	2	Shipped	Regular Manifest	Matt Processor
03/31/2016 2:26 PM	04/01/2016 2:56 PM	9518 1125 6304 1469	1	1	Quarantined	Regular Manifest	BioTrackTHC Lab 2
03/31/2016 2:33 PM	04/01/2016 3:02 PM	1834 7436 4817 0208	1	1	Shipped	Regular Manifest	Matt Processor

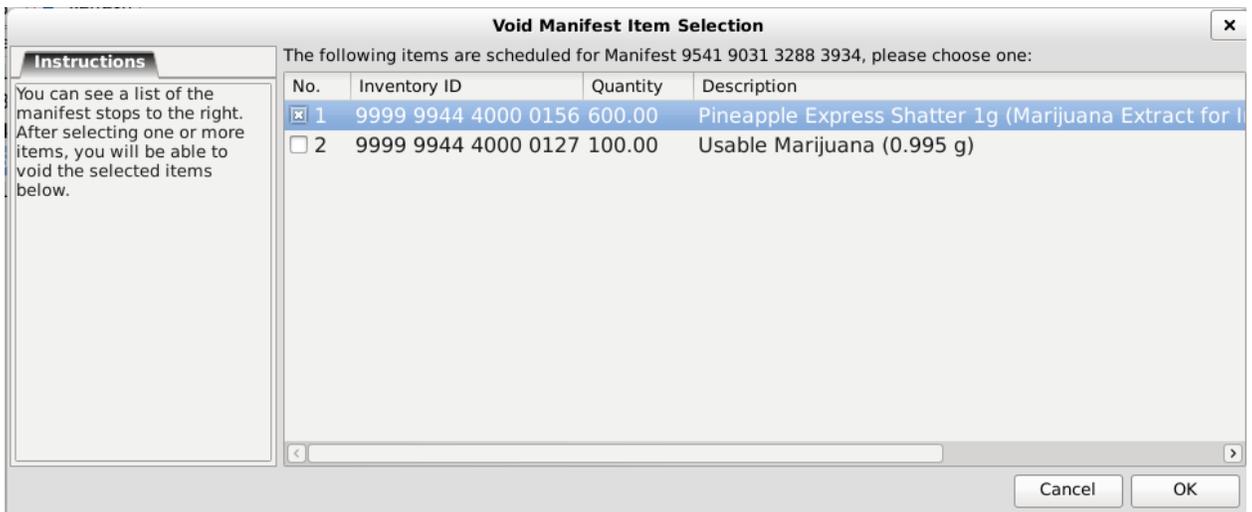
2. Click the 'Void Manifest' button.



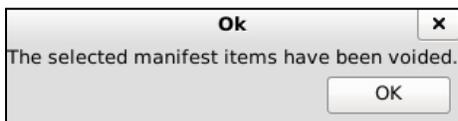
3. The 'Void Manifest Assistance' screen displays. Click the desired button. Here, we will click the 'I'd like to void specific items on this manifest' button.



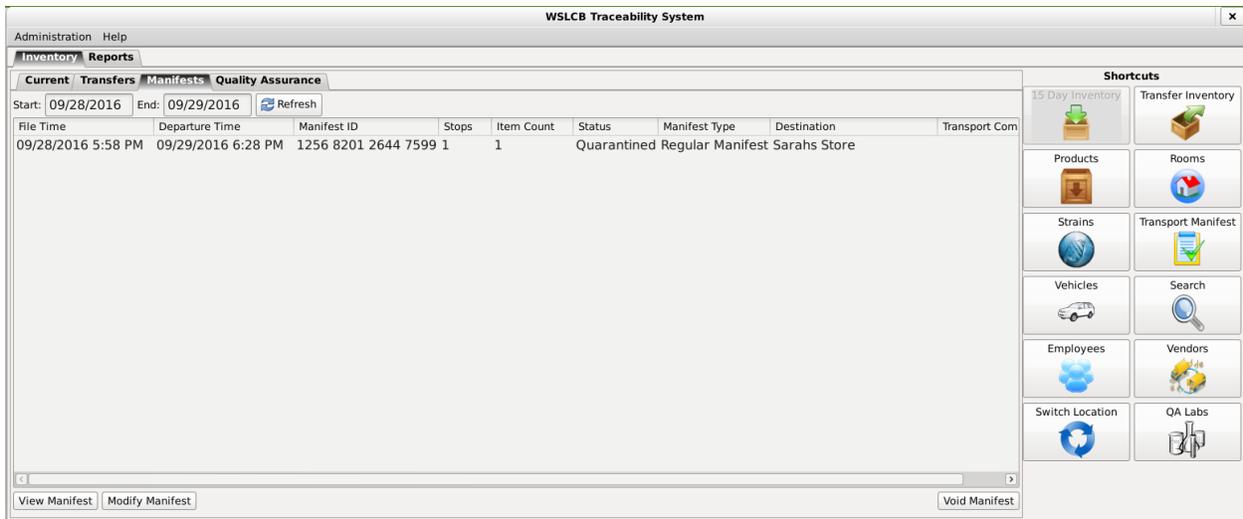
4. In the 'Void Manifest Item Selection' screen, select the item you want to void and click the OK button.



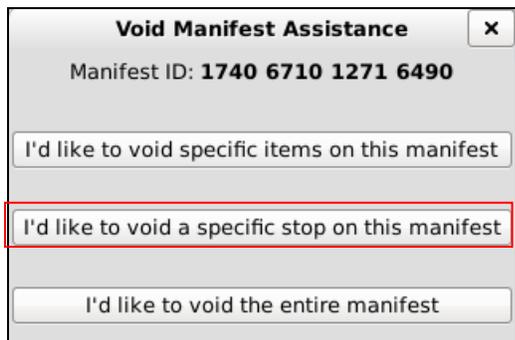
5. The 'OK' screen displays to confirm that the manifest\item has been voided. Click the 'OK' button.



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

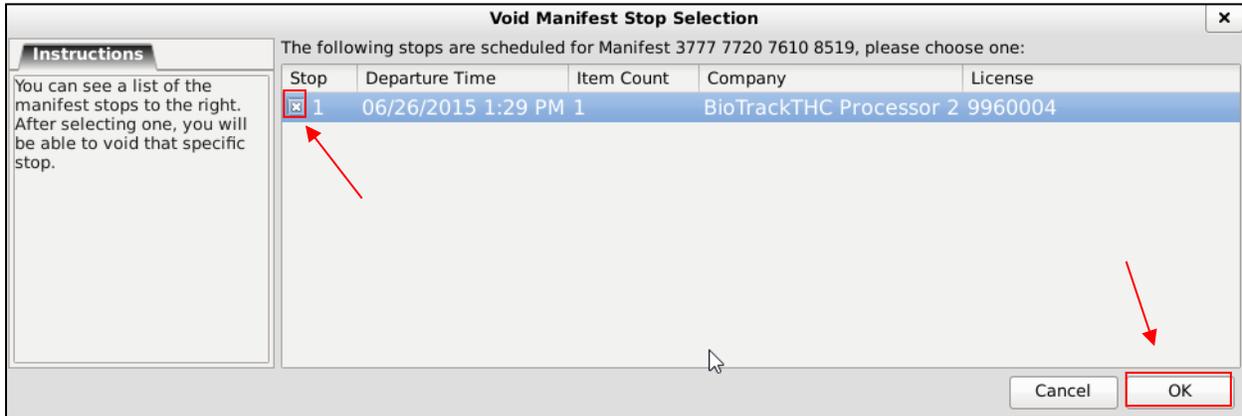


By clicking 'I'd like to void a specific stop on this manifest' on the 'Void Manifest Assistance' screen, the 'Void Manifest Stop Selection' screen displays.



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.

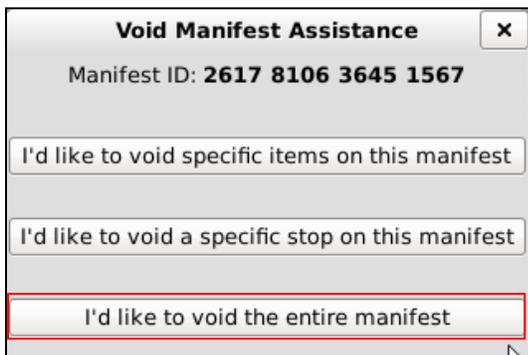


2. The 'OK' screen displays to confirm that the manifest\item has been voided. Click the 'OK' button.

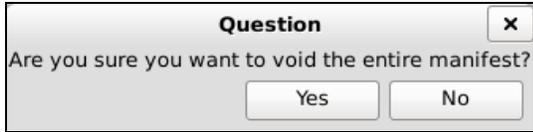


3. The Manifest Stop has been voided and removed.

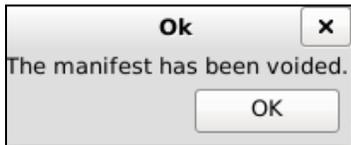
By clicking 'I'd like to void the entire manifest' on the Void Manifest Assistance screen, the 'Question' screen displays.



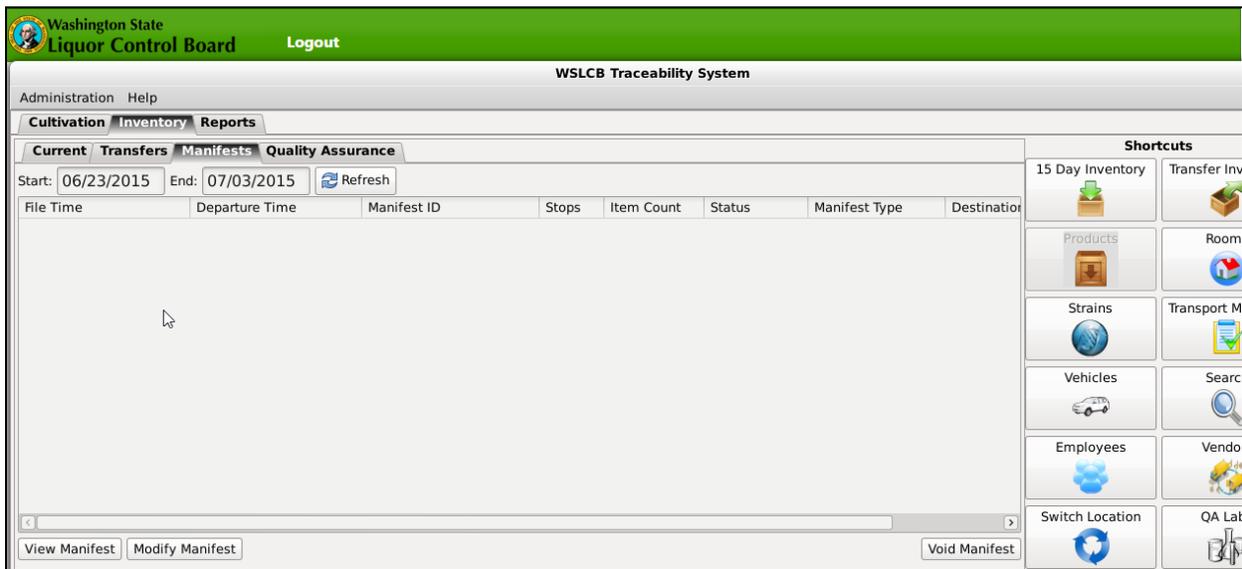
1. Click the 'Yes' button to confirm that you want to void the entire manifest.



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

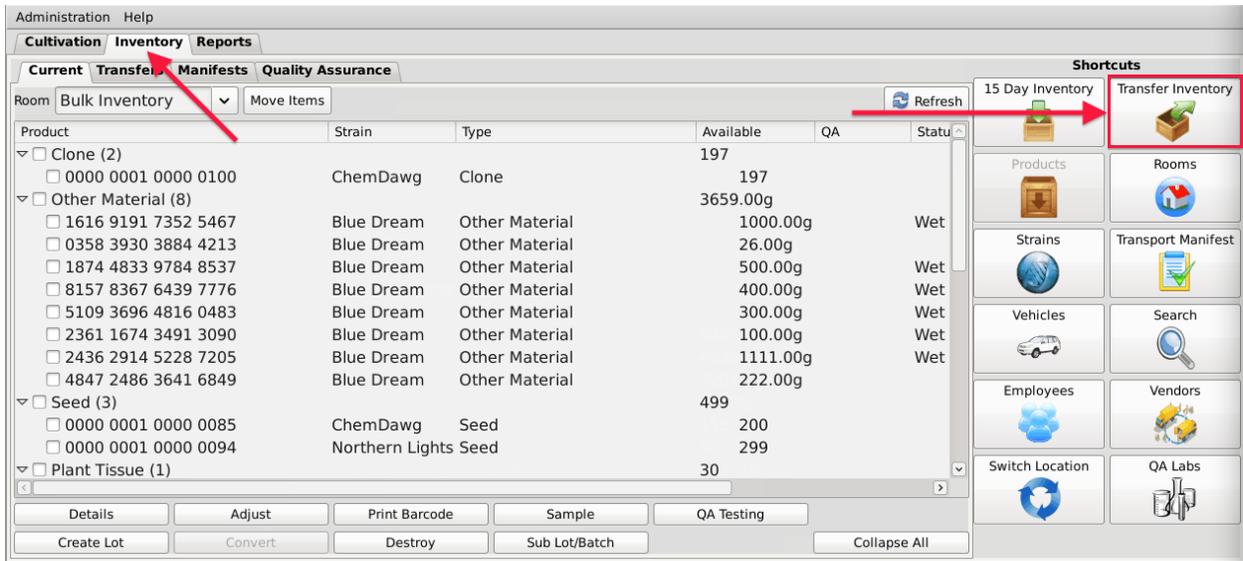
In this chapter, you will learn how to:

- ✓ Complete an outbound inventory transfer

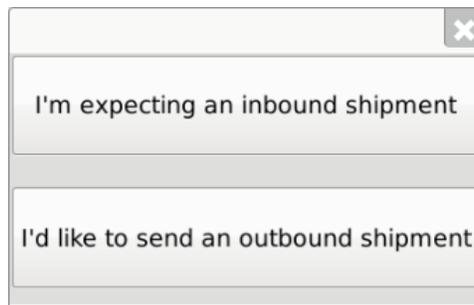
Initiating an Inventory Transfer

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.



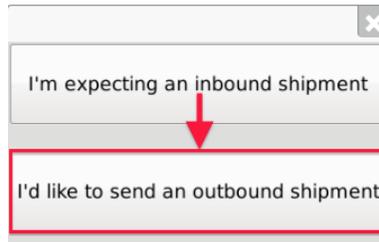
- The following pop-up appears:



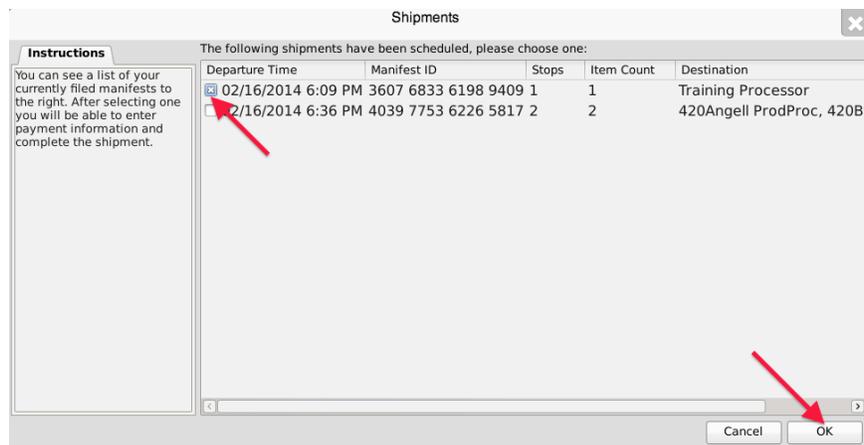
Outbound Shipment

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.

Shipments

Listed below are the transportation items. Please provide sale information:

Instructions
To complete the inventory transfer process simply provide sale data to the right. Once you have filled out sale information for all stops, you may click OK to complete the inventory transfer process.

Training Processor
Barcode ID: 0000 0001 0000 0097 (Blue Deram)
Sale Price:
Shipment Quantity: **210.00**
Total Sale Price (Calculated Above) **0.00**

Cancel OK

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

Shipments

Listed below are the transportation items. Please provide sale information:

Instructions
To complete the inventory transfer process simply provide sale data to the right. Once you have filled out sale information for all stops, you may click OK to complete the inventory transfer process.

Training Processor
Barcode ID: 0000 0001 0000 0097 (Blue Deram)
Sale Price: **2315**
Shipment Quantity: **210.00**
Total Sale Price (Calculated Above) **2315.00**

Cancel OK

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

Chapter 12: Destruction Events

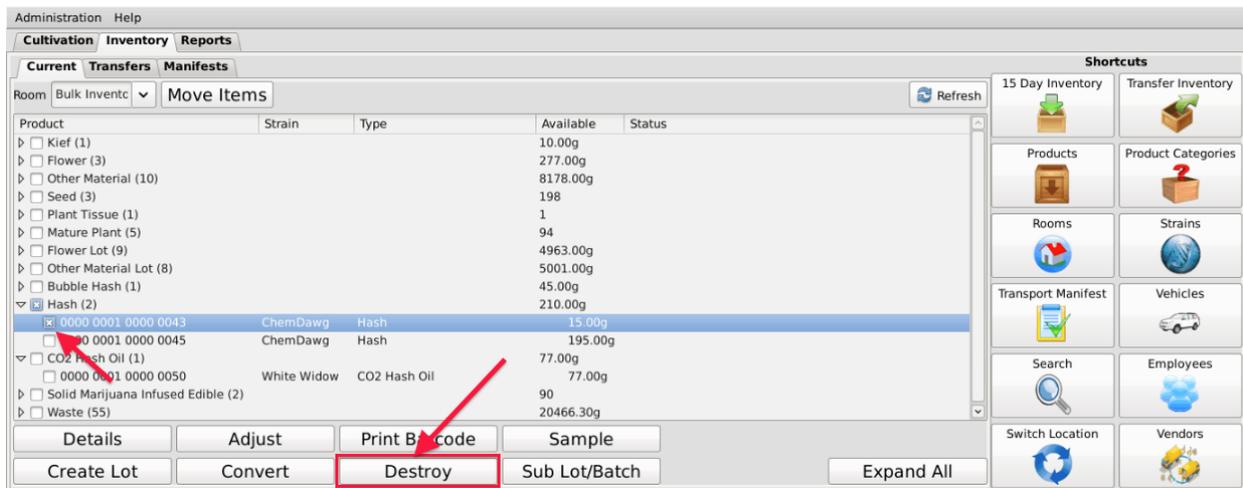
In this chapter, you will learn how to:

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

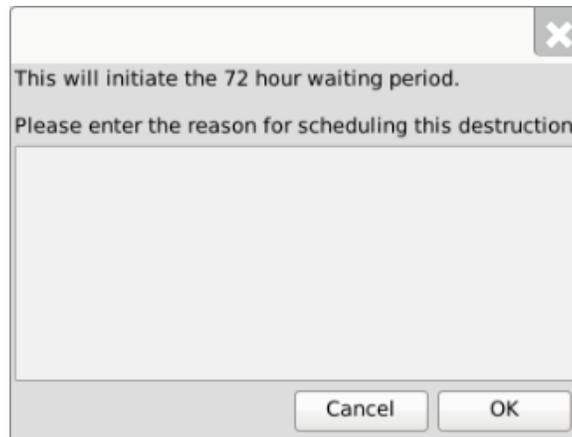
Schedule Inventory Destruction

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.

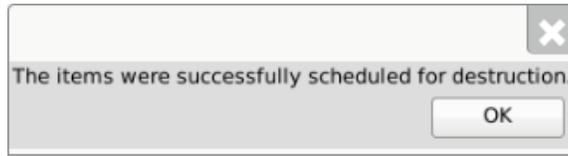
- Navigate to the Inventory Room within which the to-be-destroyed inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the check box to the left of the item to be destroyed.
- Click on the “Destroy” button at the bottom of the screen.



- 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.



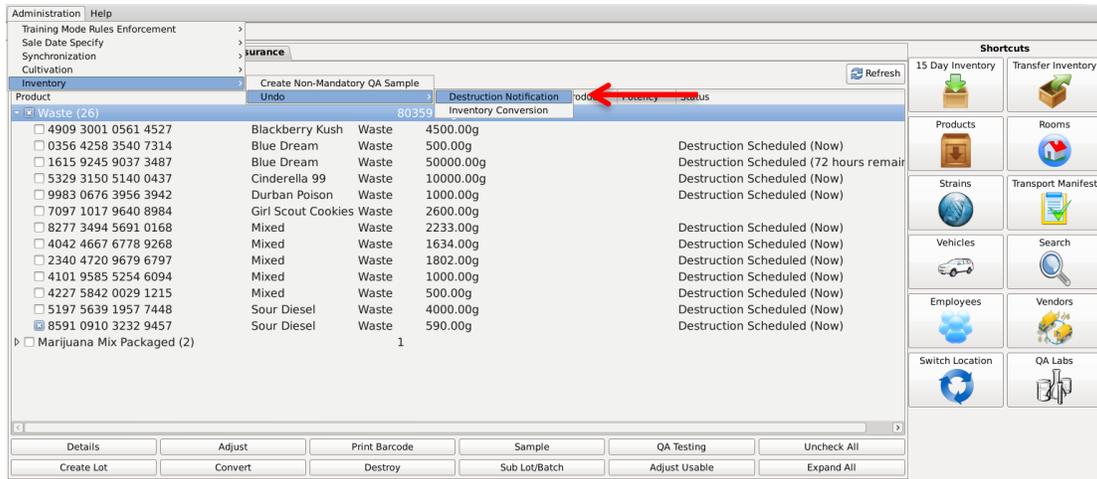
- Note that the inventory item's Status is updated to "Destruction Scheduled for MM/DD/YYYY".

Product	Strain	Type	Available	Status
<input type="checkbox"/> Kief (1)			10.00g	
<input type="checkbox"/> Flower (3)			277.00g	
<input type="checkbox"/> Other Material (10)			8178.00g	
<input type="checkbox"/> Seed (3)			198	
<input type="checkbox"/> Plant Tissue (1)			1	
<input type="checkbox"/> Mature Plant (5)			94	
<input type="checkbox"/> Flower Lot (7)			4638.00g	
<input type="checkbox"/> Other Material Lot (8)			5001.00g	
<input type="checkbox"/> Bubble Hash (1)			45.00g	
<input checked="" type="checkbox"/> Hash (2)			210.00g	
<input checked="" type="checkbox"/> 0000 0001 0000 0043	ChemDawg	Hash	15.00g	Destruction Scheduled For 01/15/2014
<input type="checkbox"/> 0000 0001 0000 0045	ChemDawg	Hash	195.00g	
<input type="checkbox"/> CO2 Hash Oil (3)			88.00g	
<input type="checkbox"/> Solid Marijuana Infused Edible (2)			90	
<input type="checkbox"/> Waste (55)			20466.30g	

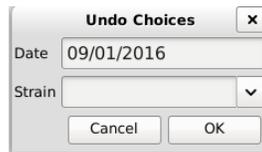
Undo Destruction Notification - Inventory

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).

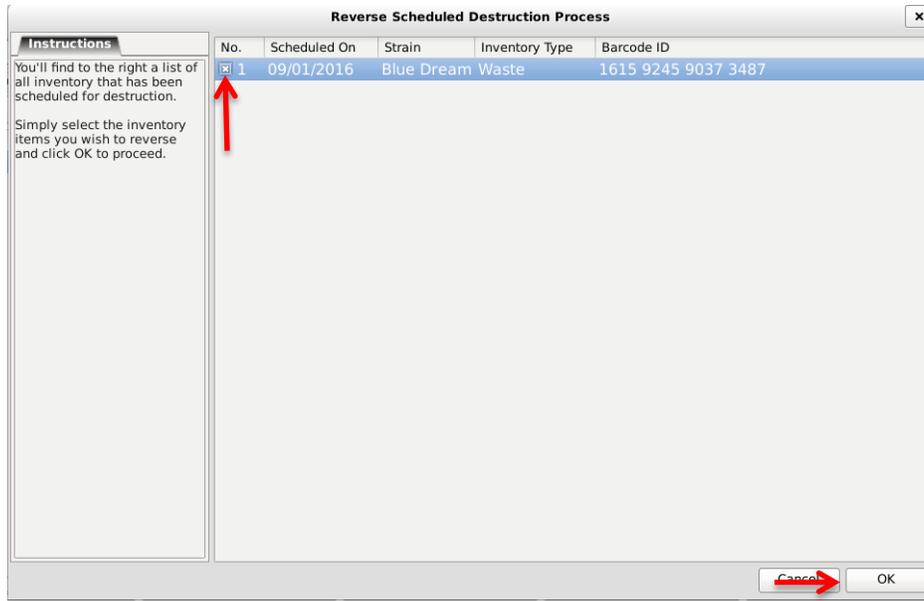
- Click on the Administration menu near the top left corner of the window.
- Hover the cursor over "Inventory", "Undo", and then click on "Destruction Notification".



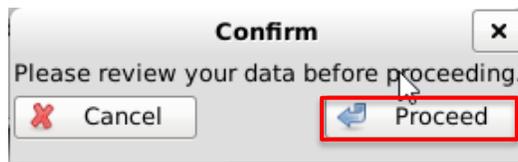
- The following pop-up window appears.



- 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 item(s) for which the scheduled destruction(s) is(are) to be undone.
- Click "OK".



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

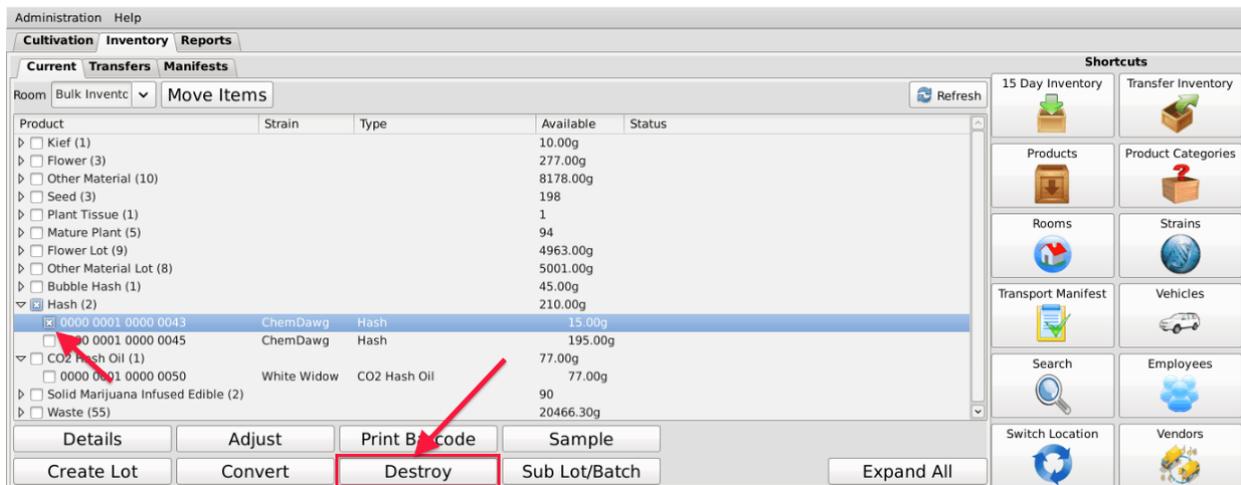


- The "Destruction Scheduled" status of the selected items will be removed.
- NOTE: If the item's status is not immediately adjusted, click on the "Refresh" button found in the upper-right hand corner

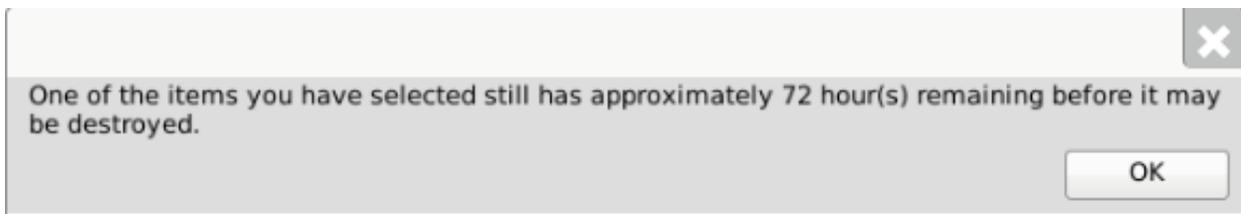
Destroy Inventory

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:

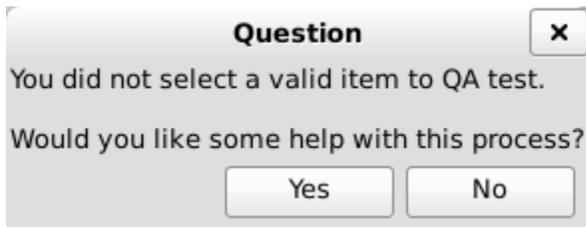
- ✓ Account for inventory deductions resulting from QA test samples. (QA Sample)
- ✓ Account for inventory deductions resulting from Non-Mandatory QA test samples. (Non-Mandatory QA Sample)
- ✓ Account for inventory deductions resulting from samples for negotiating a sale. (Vendor Sample)
- ✓ Account 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.

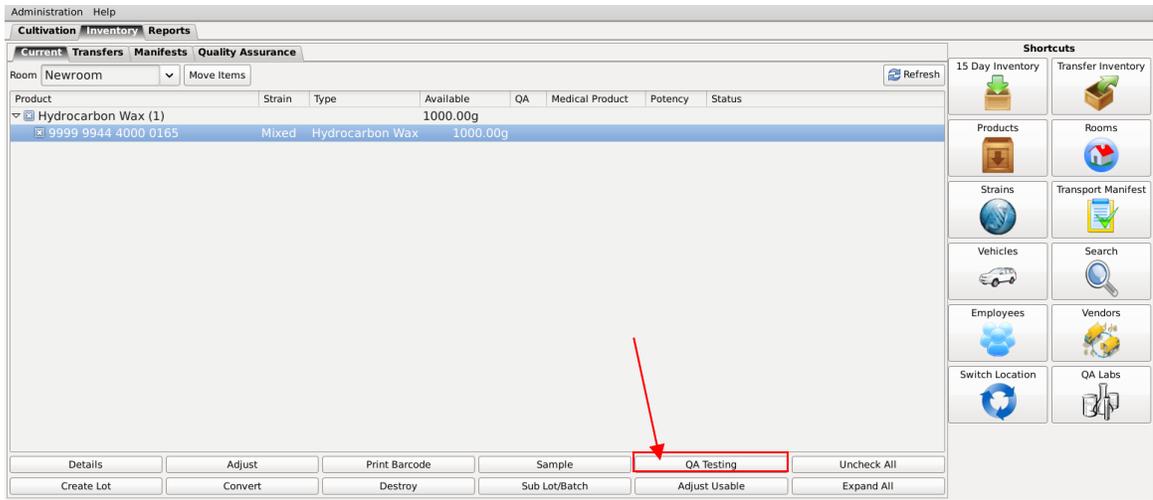
QA Testing Sample

From the Current Inventory screen, click the ‘QA Testing’ button.

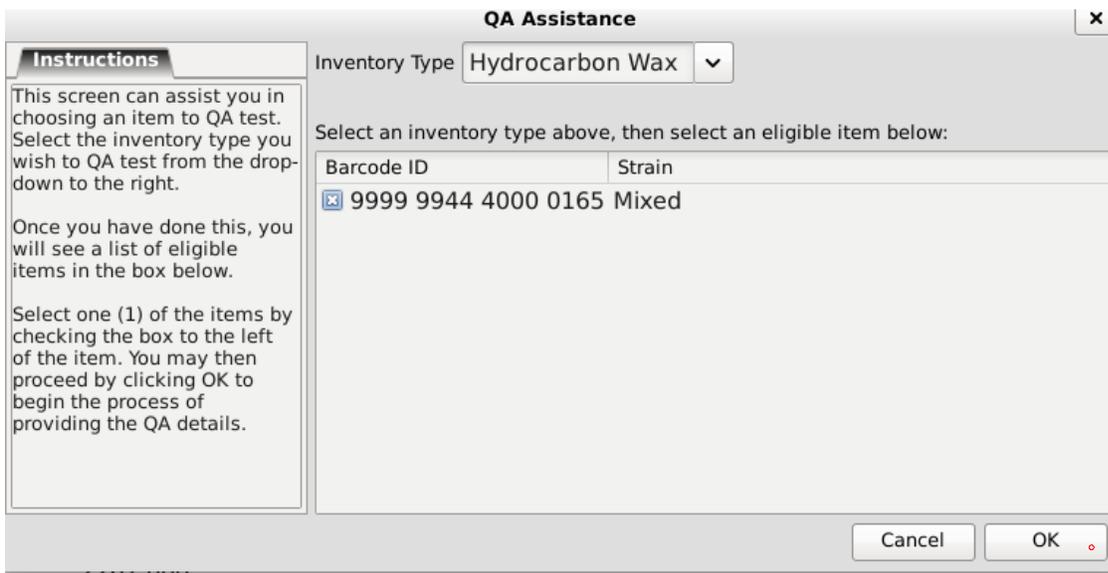
1. The ‘Question’ screen displays. Click the ‘Yes’ button to view valid items.



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.

QA Test ✕

Instructions

Please select the lab you will be sending the QA sample to. Once selected, you will also need to enter the quantity of the product that is being sampled.

Product	<input type="text"/>	Strain	<input type="text" value="Northernberry"/>
Barcode	<input type="text" value="9999 9999 6000 1005"/>	Type	<input type="text" value="Flower Lot"/>
Sample Quantity	<input type="text" value="1.00 g"/>		
Lot Use	<input type="text" value="Usable Marijuana"/> ▼		
QA Lab	<input type="text" value="Analytical 360, LLC."/> ▼		
<input type="button" value="Clear"/>			

QA Tests Required

The following tests will be required

- Moisture Content
- Potency Analysis
- Foreign Matter Inspection
- Microbiological Screening

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

Confirm ✕

Please review your data before proceeding.

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.

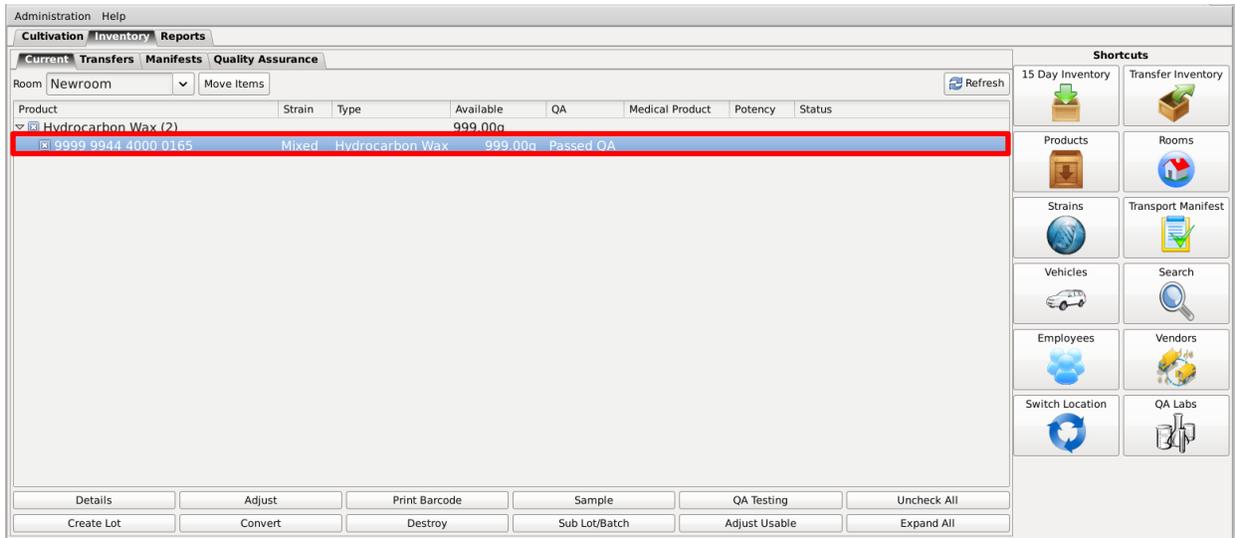
Error ✕

You attempted to QA sample an inventory item that has already been successfully tested. It will need to be approved for re-testing.

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.

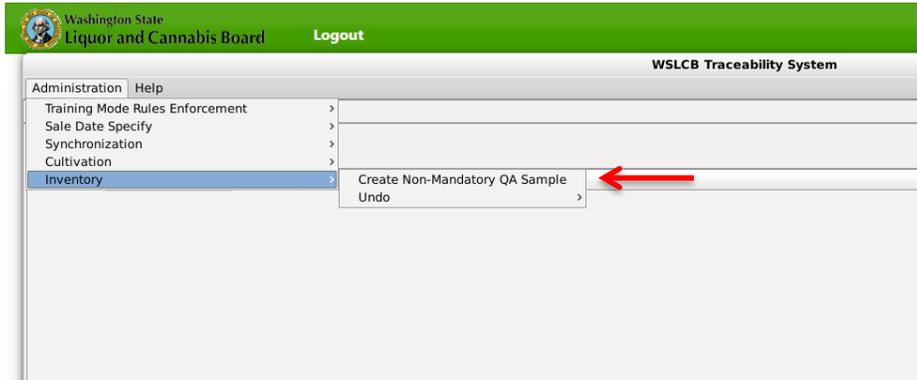
Once the Lab has received the sample they will test it and upload the test results to the Traceability System. The information in the QA column will change from “Pending” to “Passed” or “Failed”.



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.

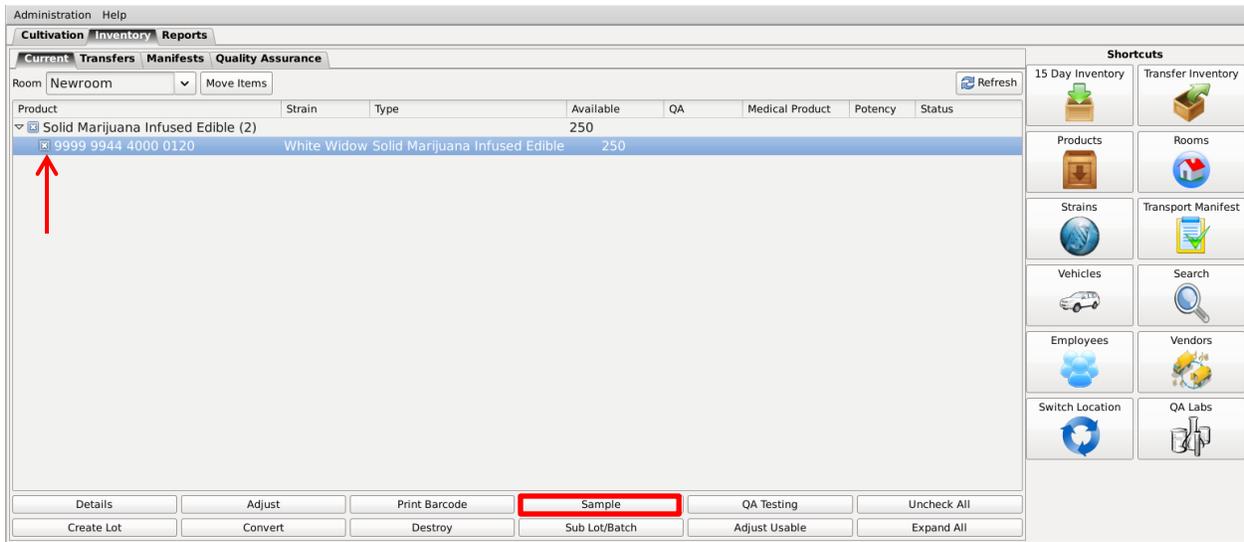
Note: Non- Mandatory QA Samples **MUST be Manifested and Transferred to the lab the QA Sample was created for.**

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.

The 'Sample' dialog box is shown with the following fields and options:

- Instructions:** Please select whether the recipient of the sample will be another vendor or an employee. Once selected, you will also need to enter the quantity of the product that is being sampled.
- Product:** [Text Field]
- Strain:** White Widow
- Barcode:** 9999 9944 4000 0120
- Type:** Solid Marijuana Infused E
- Sample Quantity:** [Text Field]
- Vendor:** [Dropdown Menu]
- or**
- Employee:** [Dropdown Menu]
- Clear:** [Button]
- Educational Sample
- Cancel** [Button] **OK** [Button]

- 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)

The screenshot shows the 'Sample' form with the following fields: Product (empty), Strain (White Widow), Barcode (9999 9944 4000 0120), Type (Solid Marijuana Infused E), Sample Quantity (1, highlighted with a red box), Vendor (empty dropdown), Employee (John Doe). A red arrow points to the Employee dropdown arrow.

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

The screenshot shows the 'Sample' form with the 'Educational Sample' checkbox checked and highlighted by a red arrow. The Employee field is now empty.

- Click on the “OK” button when complete.

The screenshot shows the 'Sample' form with the 'OK' button highlighted by a red arrow. The 'Educational Sample' checkbox remains checked.

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.

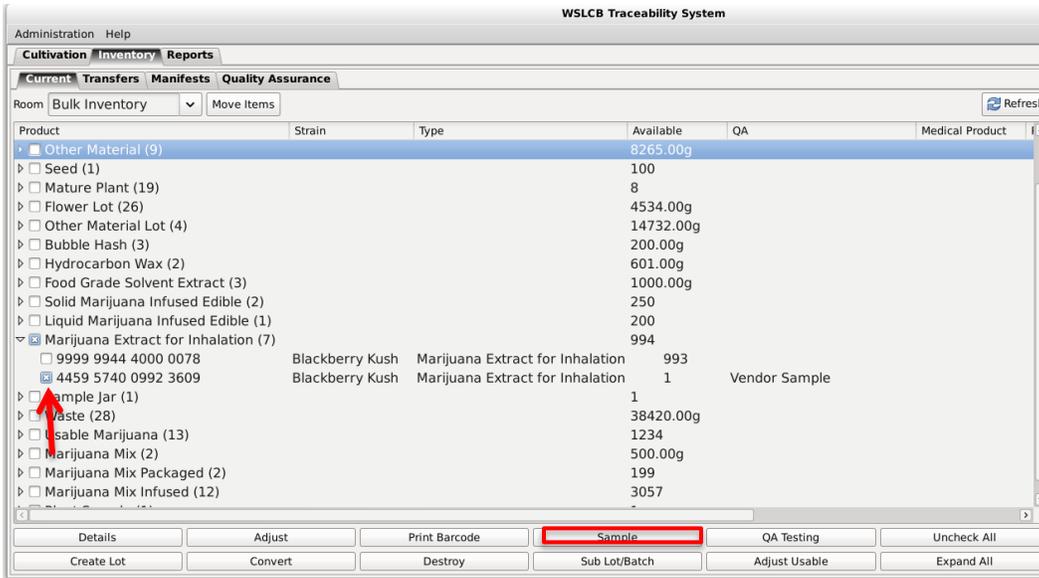
Available	QA	Status
1902.00g	Pending QA	
2226.00g	Pending QA	
2051.00g	Pending QA	
676.00g	Pending QA	
1.00g	Pending QA (Vendor Sample)	
1.00g	Pending QA (Vendor Sample)	

- 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.

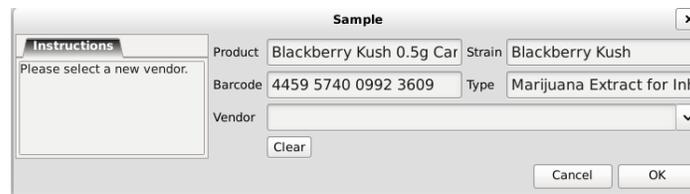
Reassign Vendor Sample

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

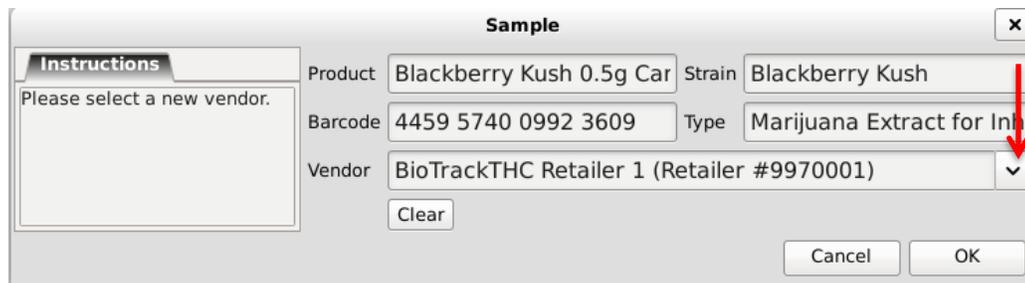
- Navigate to the Inventory Room within which the vendor sample is located (make sure that you are within the Inventory tab and the Current sub-tab).
- If the product groups are collapsed, click on the expand arrow to view the entire available inventory.
- Click on the check box to left of the vendor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



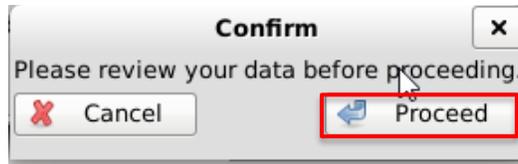
- This will bring up the Sample screen.



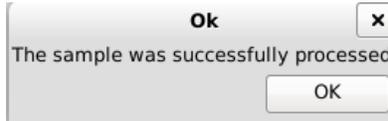
- Select the Vendor from the dropdown menu and click 'OK' when complete.



- 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.

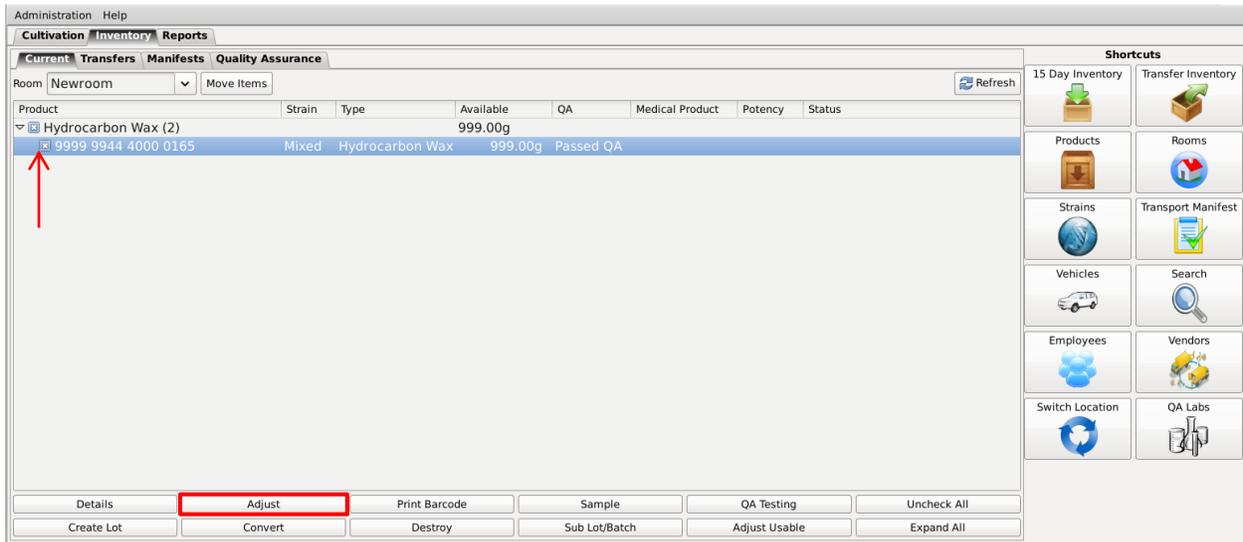
Type	Explanation
Inventory Audit	If after performing an inventory audit you find that actual inventory quantities do not match quantities as reported in the Traceability System, and you are unable to determine an explanation for the difference.
Theft.	If inventory loss is determined to be due to theft.
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.

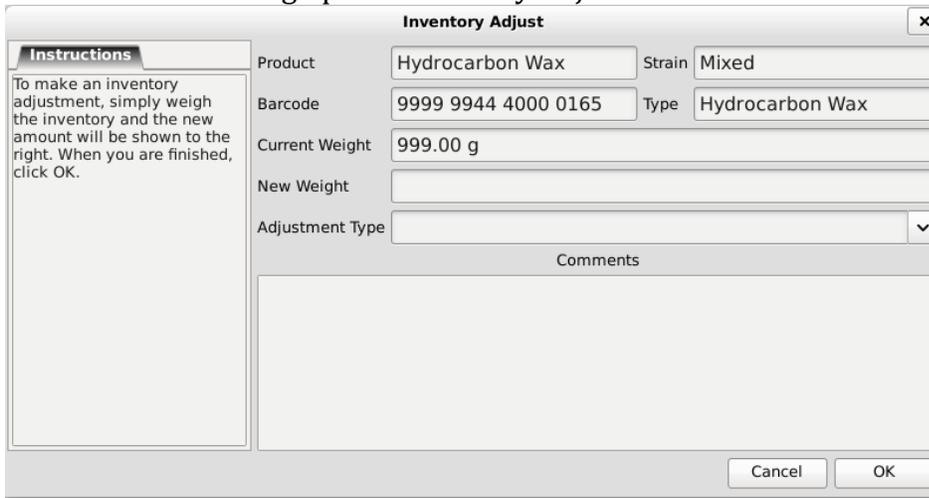
Accessing the Inventory Adjustment Screen

- 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.

Inventory Adjust

Instructions
To make an inventory adjustment, simply weigh the inventory and the new amount will be shown to the right. When you are finished, click OK.

Product: Hydrocarbon Wax Strain: Mixed
 Barcode: 9999 9944 4000 0165 Type: Hydrocarbon Wax
 Current Weight: 999.00 g
 New Weight: 995.00 g
 Adjustment Type: [Dropdown Menu]

Inventory Audit
 Theft
 Seizure by Federal, State, Local or Tribal Law Enforcement
 Mistake
 Moisture Loss

Cancel OK

- Type in a detailed explanation for the inventory adjustment within the Comments box.
- Click the “OK” button when complete.

Inventory Adjust

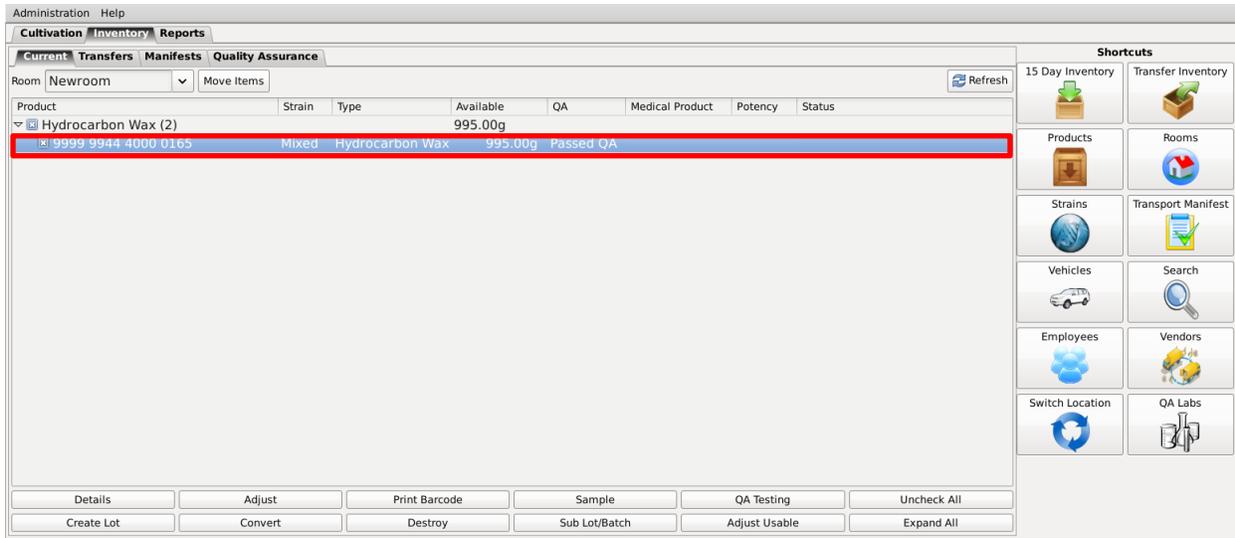
Instructions
To make an inventory adjustment, simply weigh the inventory and the new amount will be shown to the right. When you are finished, click OK.

Product: Hydrocarbon Wax Strain: Mixed
 Barcode: 9999 9944 4000 0165 Type: Hydrocarbon Wax
 Current Weight: 999.00 g
 New Weight: 995.00 g
 Adjustment Type: Theft

Comments
 Stolen by employee #1234 who was been terminated,|

~~Cancel~~ OK

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



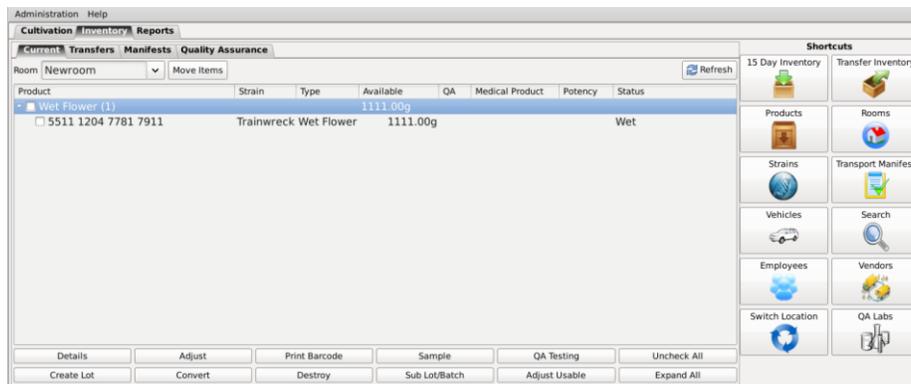
Chapter 15: Miscellaneous

In this chapter, you will learn how to:

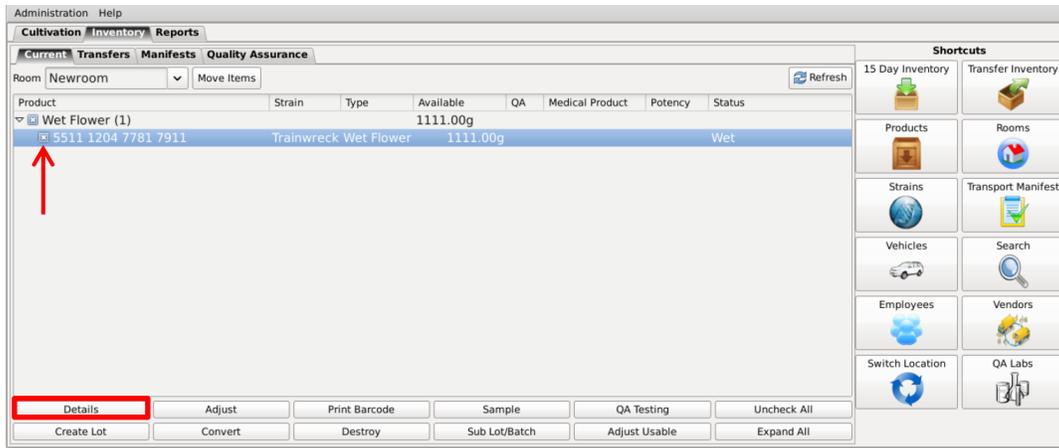
- ✓ Cure wet flower that has been transferred in
- ✓ Create lot out of flower or other material

Cure wet flower that has been transferred in

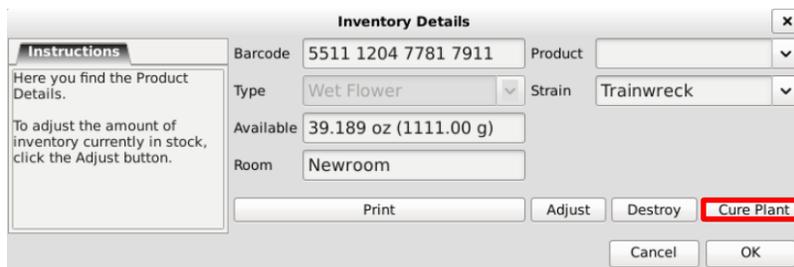
Once flower has been transferred in it will appear in inventory under the 'Wet Flower' category.



- 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.)



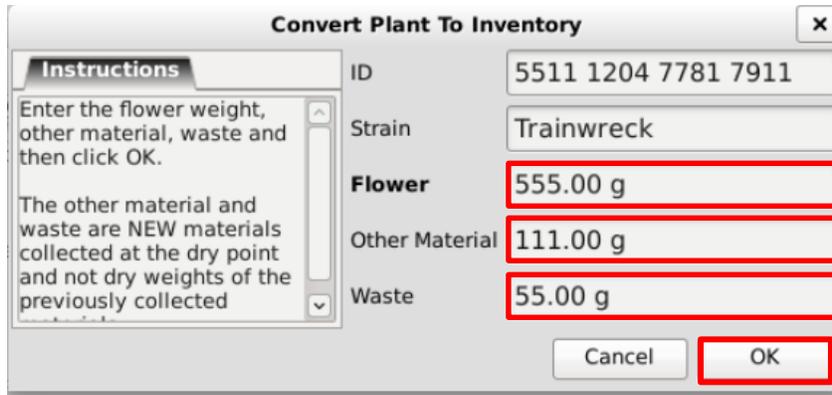
- The 'Inventory Details' screen appears. Click on the 'Cure Plant' button.



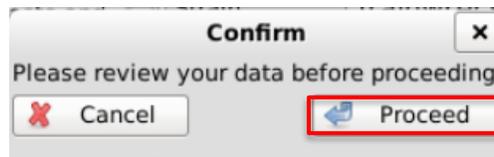
- The 'Convert Plant To Inventory Screen' appears:



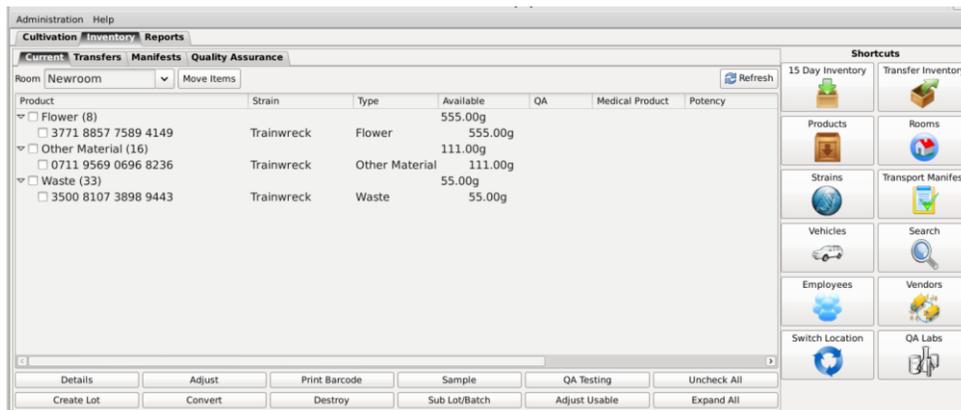
- Enter the Flower, Other Material and waste weights and click 'OK'.



- 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.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	Status
Flower (5)			1580.00g		
<input type="checkbox"/> 6818 3828 0981 3239	Blue Dream	Flower	187.00g		
<input type="checkbox"/> 0549 8578 1551 3215	Blue Dream	Flower	25.00g		
<input type="checkbox"/> 9266 7960 0569 2637	Blue Dream	Flower	123.00g		
<input type="checkbox"/> 6682 2723 4018 5917	Blue Dream	Flower	456.00g		
<input type="checkbox"/> 1913 2818 7202 3609	Blue Dream	Flower	789.00g		
Clone (1)			100		
Other Material (7)			2526.00g		
Seed (2)			499		
Mature Plant (2)			62		
Other Material Lot (1)			765.00g		
Waste (7)			3289.00g		

Shortcuts: 15 Day Inventory, Transfer Inventory, Products, Rooms, Strains, Transport Manifest, Vehicles, Search, Employees, Vendors, Switch Location, QA Labs

Buttons: Details, Adjust, Print Barcode, Sample, QA Testing, Create Lot, Convert, Destroy, Sub Lot/Batch, Expand All

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

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

- 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.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	Status
Flower (5)			1580.00g		
<input checked="" type="checkbox"/> 6818 3828 0981 3239	Blue Dream	Flower	187.00g		
<input checked="" type="checkbox"/> 0549 8578 1551 3215	Blue Dream	Flower	25.00g		
<input checked="" type="checkbox"/> 9266 7960 0569 2637	Blue Dream	Flower	123.00g		
<input checked="" type="checkbox"/> 6682 2723 4018 5917	Blue Dream	Flower	456.00g		
<input checked="" type="checkbox"/> 1913 2818 7202 3609	Blue Dream	Flower	789.00g		
Clone (1)			100		
Other Material (7)			2526.00g		
Seed (2)			499		
Mature Plant (2)			62		
Other Material Lot (1)			765.00g		
Waste (7)			3289.00g		

Shortcuts: 15 Day Inventory, Transfer Inventory, Products, Rooms, Strains, Transport Manifest, Vehicles, Search, Employees, Vendors, Switch Location, QA Labs

Buttons: Details, Adjust, Print Barcode, Sample, QA Testing, **Create Lot**, Convert, Destroy, Sub Lot/Batch, Expand All

- 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.

The screenshot shows a dialog box titled "Enter Quantities" with a close button (X) in the top right corner. The main title is "Blue Dream Flower Lot Creation Tool". On the left, there is an "Instructions" section with a text box containing the following text: "Please review the items to the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed." To the right of the instructions, there are three rows of data, each with a checked checkbox, a barcode ID, an "Amount to Deduct" field, and a "Quantity Available" field. The first row has Barcode ID: 9266 7960 0569 2637, Amount to Deduct: 123.00, and Quantity Available: 123.00. The second row has Barcode ID: 6682 2723 4018 5917, Amount to Deduct: 456.00, and Quantity Available: 456.00. The third row has Barcode ID: 1913 2818 7202 3609, Amount to Deduct: 789.00, and Quantity Available: 789.00. At the bottom, there is a "Total Lot Quantity (Calculated Above)" field with the value 1368.00. At the bottom right, there are "Cancel" and "OK" buttons.

Barcode ID	Amount to Deduct	Quantity Available
9266 7960 0569 2637	123.00	123.00
6682 2723 4018 5917	456.00	456.00
1913 2818 7202 3609	789.00	789.00
Total Lot Quantity (Calculated Above)		1368.00

- 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”.

Enter Quantities (Blue Dream Flower Lot Creation Tool)

Instructions: Please review the items to the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed.

Barcode ID	Amount to Deduct	Quantity Available
9266 7960 0569 2637	123.00	123.00
6682 2723 4018 5917	456.00	456.00
1913 2818 7202 3609	789.00	789.00

Total Lot Quantity (Calculated Above): 1368.00

Buttons: Cancel, 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.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room: Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	Status
Flower (2)			212.00g		
Clone (1)			100		
Other Material (7)			2526.00g		
Seed (2)			499		
Mature Plant (2)			62		
Flower Lot (2)			1368.00g		
0000 0001 0000 0096	Blue Dream	Flower Lot	1368.00g		
Other Material Lot (1)			765.00g		
Waste (7)			3289.00g		

Shortcuts: 15 Day Inventory, Transfer Inventory, Products, Rooms, Strains, Transport Manifest, Vehicles, Search, Employees, Vendors, Switch Location, QA Labs

Buttons: Details, Adjust, Print Barcode, Sample, QA Testing, Create Lot, Convert, Destroy, Sub Lot/Batch, Expand All

