# 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



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# **Chapter 1: User Access**

In this chapter, you will learn how to:

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

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

#### Adding New Users

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

Administration Help								
Inventry Reports								
Current Transfers	Manifests Quality A	ssurance					Shor	tcuts
Room Bulk Inventory	y 🗸 Move Items	]				Sefresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA S	Status		
							Products	Rooms
							Strains	Transport Manifest
							Vehicles	Search
							Employees	Vendors
						>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing			O	BP
Create Lot	Convert	Destroy	Sub Lot/Batch	]	Exp	pand All		

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



Administration Help								
Cultivation	>							
Users Current Transfers	Add New User	surance					Shor	tcuts
Room Bulk Inventory	Move Items					S Refresh	15 Day Inventory	Transfer Inventory
Product		Strain Typ	e	Available	QA S	itatus		
							Products	Rooms
							Strains	Transport Manifest
							Vehicles	Search
							600	
							Employees	Vendors
							8	<b>\$</b>
						>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing			O	RP
Create Lot	Convert	Destroy	Sub Lot/Batch	]	Exp	and All		

• This will bring up the New User screen.

		×
Instructions		Email
Here you can add new users to the system. Passwords must be at least 10 characters in length and include one upper case character, one lower case character and	>	Password Confirm Administrator
		Cancel OK

- 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.

-			×
Instructions		Email	a@biotrackthc.com
Here you can add new users to the system. Passwords must be at least 10 characters in		Password	•••••
length and include one upper case character, one lower case character and	~	Comm	Administrator
			Cancel OK

• 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.

Administration Help							
Inven ry Reports							
Current Transfers Ma	nifests Quality A	ssurance				Sho	tcuts
Room Bulk Inventory	✓ Move Items	]			S Ref	resh 15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA Status		
						Products	Rooms
						Strains	Transport Manifest
						Vehicles	Search
						00	
						Employees	Vendors
						8	
						> Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing			B
Create Lot	Convert	Destroy	Sub Lot/Batch		Expand All		

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

Administration Help								
Cultivation	>							
Users Current transfers	Add New User	ssurance					Shor	tcuts
Room Bulk Inventory	/ ✓ Move Items					SRefresh	15 Day Inventory	Transfer Inventory
Product		Strain Typ	e	Available	QA St	atus		
							Products	Rooms
							Strains	Transport Manifest
							Vehicles	Search
							600	
							Employees	Vendors
							8	
						>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing			C	RP
Create Lot	Convert	Destroy	Sub Lot/Batch	]	Expa	and All		

• This will bring up the Modify User screen.



	×
Instructions	Users 🗸
Here you can update users on the system. Passwords must be at least 10 characters in length and	Password
include one upper case character, one lower case character and one number.	Administrator
If a user is created as an	Active
	Cancel OK

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

		×	
Instructions	Users		
Here you can update users on the system. Passwords	Password	a@biotrackthc.com	
must be at least 10 characters in length and	Confirm	patrick.vo@biotrack	cthc.com
include one upper case character, one lower case character and one number.		Administrator	
If a user is created as an		Active	
		Cancel OK	

- You may modify the following:
  - <u>Password</u>. The password associated with the user.
  - <u>Administrator</u>. Checked (unchecked) box indicates the user is able (is not able) to add/modify/delete other users.
  - <u>Active</u>. 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.

Administration Help								
Inventory Reports								
Curre Transfers	Manifests Quality A	ssurance					Shor	tcuts
Room Bulk Inventory	Room Bulk Inventory V Move Items							Transfer Inventory
Product		Strain Ty	ре	Available	QA	Status		
	$\mathbf{N}$						Products	Rooms
							Strains	Transport Manifest
							Vehicles	Search
							Employees	Vendors
<						>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing			C	RA
Create Lot	Convert	Destroy	Sub Lot/Batch			Expand All		

• This will bring up the Employee screen.

			×
Instructions	Existing Employees		~
To create a new employee, enter their details to the right and	Name		
click Save. All employees must be 21 years of age	Employee ID		
or greater.	Birthdate (MM/DD/YYYY)	/	/
To modify an Exisitng Employees, select the Exisitng Employee from	Hire Date		
the drop down, modify the desired fields and then	Clear Save		Delete
			Close



#### Add a New Employee

- From the Employee screen, click on the "Clear" button to clear all fields and enter the following information:
  - <u>Name</u>: Enter the employee's full name.
  - <u>Employee ID</u>: 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.
  - <u>Birth date</u>: Enter the employee's date of birth. Must be in the format of MM/DD/YYYY.
  - <u>Hire Date</u>: Enter the employee's date of hire.
- Click on the "Save" button once all of the required data has been entered.

		×
Instructions	Existing Employees	<b>~</b>
To create a new employee, enter their details to the right and	Name	Alex Krochmal
click Save. All employees must be 21 years of age	Employee ID	12345
or greater.	Birthdate (MM/DD/YYYY)	06 / 22 / 1981
To modify an Exisitng Employees, select the Exisitng Employee from	Hire Date	01/02/2014
the drop down, modify the desired fields and then	Clear Save	Delete
		Close

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





#### Modifying an Existing Employee

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

xisting Employees	
	<b>~</b> ~
ame	John Smith
mplovee ID	Jane Doe
inployee ib	Alex Krochmal
irthdate (MM/DD/YYYY)	Michael Anderson
ire Date	Anthony Rogers
ClearSave	Delete
i i	ime nployee ID tthdate (MM/DD/YYYY) re Date lear Save

- 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).

							-
							×
Instructions	 Existing Employees	Jane	D	oe	_		~
To create a new employee, enter their details to the right and	Name	Jane	Sr	mith			-
click Save. All employees must be 21 years of age	Employee ID	124					
or greater.	Birthdate (MM/DD/YYYY)	12	1	31	7	198	0
To modify an Exisitng Employees, select the Exisitng Employee from	Hire Date	12/2	0/2	2013			
the drop down, modify the desired fields and then click Save	 Clear Save					De	lete
	1					Close	•
	•						

• 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.

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

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

		×
Instructions	Existing Employees	· · · ·
To create a new employee, enter their	Name	John Smith
click Save. All employees	Employee ID	Jane Doe
must be 21 years of age or greater. To modify an Exisitng		Alex Krochmal
	Birthdate (MM/DD/YYYY)	Michael Anderson
Employees, select the Exisiting Employee from	Hire Date	Anthony Rogers
the drop down, modify the desired fields and then		
click Save	Clear Save	Delete
		Close

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

		×
Instructions	Existing Employees	John Smith 🗸
To create a new employee, enter their details to the right and	Name	John Smith
click Save. All employees must be 21 years of age	Employee ID	123
or greater.	Birthdate (MM/DD/YYYY)	01 / 01 / 1982
Io modify an Exisiting Employees, select the Exisiting Employee from	Hire Date	12/23/2013
the drop down, modify the desired fields and then	Clear Save	Delete
		Close

• 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

Administration Help							
Inventory Reports							
Curre Transfers	Manifests Quality A	ssurance				Shor	tcuts
Room Bulk Inventory	Move Items	]			😂 Refresh	15 Day Inventory	Transfer Inventory
Product		Strain Type	e	Available	QA Status		
	$\mathbf{N}$					Products	Rooms
1 <b>11</b> Woster (2)						Strains	Transport Manifest
						Vehicles	Search
1 E Olher Material E 6537 (16535						Employees	Vendors
					>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing		C C	RA
Create Lot	Convert	Destroy	Sub Lot/Batch	]	Expand All		

• This will bring up the Vehicle screen.



ſ		×
Instructions	Existing Vehicles	<b>~</b>
To create a new vehicle, simply click New. Then give	Nickname	
enter the Color, Make, Model, Year, License Plate and VIN of	Color	
the vehicle. Click Save when you have finished.	Make	
	Model	
	Year	
	Plate #	
	VIN #	
	Clear Save	Delete
		Close

#### 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.

		×		
Instructions	Existing Vehicles	~		
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.	Nickname	Truck 1		
	Color	White		
	Make	Ford		
	Model	E250		
	Year	2001		
	Plate #	ABC123		
	VIN #	SAAWA2GB9BLV11111		
	Clear Save	Close		

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



		×
Instructions	Existing Vehicles	~
To create a new vehicle, simply click New. Then give	Nickname	Van 1
the vehicle a nickname and enter the Color, Make, Model,	Color	Truck 1
Year, License Plate and VIN of the vehicle. Click Save when	Color	Van 2
you have finished.	. Make	Company 1
	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	Existing Vehicles	· · ·
To create a new vehicle, simply click New. Then give	Nickname	Van 1
enter the Color, Make, Model,	Color	Truck 1
the vehicle. Click Save when	Make	Van 2
you nave finished.	Make	Company 1
	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).



		×
Instructions	Existing Vehicles	Van 1 🗸
To create a new vehicle, simply click New. Then give	Nickname	Van 1
enter the Color, Make, Model, Year, License Plate and VIN of	Color	Green
the vehicle. Click Save when you have finished.	Make	Chevy
	Model	Astro
	Year	1998
	Plate #	XYZABC
	VIN #	ABCDE1AB2EFG11111
	Clear Save	Delete
		Close

• 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.

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

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



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



• Click on the "Delete" button.



# **Chapter 4: Vendors**

In this chapter, you will learn how to:

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

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

#### **Accessing the Vendor Screen**

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

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

Administration Help							
Cultivation Inventory	Reports						
Current Transfer	Manifests Quality A	ssurance				Shor	tcuts
Room Bulk Inventory	✓ Move Items	]			😂 Refresh	15 Day Inventory	Transfer Inventory
Product		Strain Typ	)e	Available	QA Status		
<ul> <li>Flower (1)</li> <li>Other Material (2</li> <li>Other Material Level</li> <li>Waste (2)</li> </ul>	2) ot (1)			187.00g 1222.00g 765.00g 1987.00g		Products	Rooms
						Strains	Transport Manifest
						Vehicles	Search
						600	
						Employees	Vendors
							<u> </u>
					>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing		Ø	B
Create Lot	Convert	Destroy	Sub Lot/Batch		Expand All		



				X
Instructions				
To add a Vendor to your Vendo To Delete a Vendor from your Vendors drop down and then o	ors List, click on Vendor Vendor List select the V lick on Delete.	List. endor from	the Exisitir	ıg
Existing Vendors				~
Name				
Address 1	Address 2			
City	State	Zip		
Phone	Fax			
Email	Website			
License Number	Contact			
Preferred Vendor Lis	st Type	Produce	r Tier 1	~
Clear				elete
			Clos	se

• This will bring up the Vendor Information screen.

#### Viewing Vendor Information

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

				2	ĸ
Instructions					
To add a Vendor t	o your Vendors List, click	on Vendor	r List.		٦
To Delete a Vendo Vendors drop dow	or from your Vendor List vn and then click on Dele	select the vete.	Vendor from	the exisiting	
Existing Vendors					-
Name	420Steenhout Proc	Proc (Pro	oducer + I	Processor)	
Address 1	Training Processor	(Process	or)		
City		State	Zip		
Phone		Fax			
Email		Website			
License Number		Contact			
Preferr	ed Vendor List	Туре	Produce	r Tier 1	~
Clear				Delet	e
				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.

				×				
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 Exisiting 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 Lis	t Type	Produce	r Tier 1	~				
Clear			Clos	Delete se				

#### Add a Vendor

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

									×
Instructions	Vendor 420					(	Search	Clear	View All
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.	Trade Name	License Type	Address	City	Zip		×	•	
							Cancel		ОК

• Alternatively, you may click "View All" to view the entire population of Licensees.

Vendor	Search Clear	View All

- 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.

				X
Trade Name	License Type	Address	City	Z
420Anderson ProdProc	Producer + Processor	1029 E Wishkah St	Aberdeen	91
OAnderson Retail	Retailer	112 E Wishkah St	Aberdeen	91
420Angell ProdProc				91
🕂 📿 0Angell Retail	Retailer	117 Kirkland Ave	Kirkland	91
420Byron ProdProc	Producer + Processor	316 SE 123rd Ave	Vancouver	91
420Byron Retail	Retailer	3021 NE 72nd Dr	Vancouver	91
420Cox ProdProc	Producer + Processor	372 Roy St	Seattle	91
420Cox Retail	Retailer	2800 1st Ave	Seattle	91
420Farley ProdProc	Producer + Processor	3801 Yakima Ave	Tacoma	91
420Farley Retail	Retailer	757 S 38th St	Tacoma	91
420Frisch ProdProc	Producer + Processor	4418 6th Ave SE	Lacey	91
420Frisch Retail	Retailer	5580 Martin Way E	Lacey	91
420Gabbard ProdProc	Producer + Processor	1618 E Main	Puyallup	91
420Gabbard Retail	Retailer	12702 Meridian E	Puyallup	91
420Goodman ProdProc	Producer + Processor	1540 Cooper Point Rd	Olympia	91
420Goodman ProdProc	Retailer	218 4th Ave W	Olympia	91
420Halstrom ProdProc	Producer + Processor	2303 N Ash St	Spokane	9!
420Halstrom Retail	Retailer	1730 E Sprague Ave	Spokane	9!
420Hanson ProdProc	Producer + Processor	7009 265th St NW	Stanwood	91
420Hanson Retail	Retailer	521 S 2nd St	Mount Vernor	n 9i
420Henry ProdProc	Producer + Processor	7520 W Clearwater	Kennewick	9!
420Henry Retail	Retailer	320 N Kellogg St	Kennewick	9!~
				>
			Cancel O	к

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

Instructions	Vendor 420			Search	Clear	View Al
Instructions will find a list of your unrent Vendors to bie right. and additional Wendors, and additional Wendors, and additional Wendors, fine Vendors a click Search, will match any auroretity censed facility and allow us to add them to your endors List.	Vendør (220 Tade Name 2020Anderson ProdProc 2020Angell ProdProc	Ucene Type Producer + Processor Producer + Processor	Address 1029 E Wishkah St 12026 NE 85th St	Search City Aberdeen Kirkland	Clear Zip 98520 98033	View Al
					$\backslash$	

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



			×
Instructions			
To add a Vendor t	o your Vendors List, cli	ck on Vendor	r List.
To Delete a Vendo Vendors drop dow	or from your Vendor Lis n and then click on De	t select the v lete.	Vendor from the exisiting
Existing Vendors			
Name	420Anderson Pro	dProc (Pro	ducer + Processor)
Address 1	420Angell ProdPr	oc (Produc	er + Processor)
City		State	Zip
Phone		Fax	
Email		Website	
License Number		Contact	
Preferr	ed Vendor List	Туре	Producer Tier 1
Clear			Delete
			Close

#### 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:

Administration Help									
Inventory Custome	ers Reports								
Curre Sales Tra	ansfers Manifests Q	uality Assurance							
Room Bulk Inventor	y 🗸 Move Items	]			2	Refresh	15 Day Inventory	Transfer Inventory	
Product		Strain	Туре	Available	QA Statu	s			
							Products	Rooms	
							Strains	Transport Manifest	
							Vehicles	Search	
							600		
							Employees	Vendors	
								<b>1</b>	
R							Switch Location	QA Labs	
Details	Adjust	Print Barcode	Sample	QA Testing	]		O	B.	
Create Lot	Convert	Destroy	Sub Lot/Batch		Expand	All			

This brings up the vendors screen:



Vendors						
Instructions						
To add a Vendor to	your Vendors List, enter their info	ormation to the right.				
To Delete a Vendor from your Vendor List select the Vendor from the Exisiting Vendors drop down and then click on Delete.						
Existing Vendors		~				
Name						
Address 1	Address 2	2				
City	State	Zip				
Phone	Fax					
Email	Website					
License Number	Contact					
	Туре	Combination ~				
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.

	Vend	ors						×
Instructions								
To add a Vendor t	o your Vendors List, ente	r their infor	matio	n to t	he rig	ht.		
To Delete a Vendor from your Vendor List select the Vendor from the Exisiting Vendors drop down and then click on Delete.								
Existing Vendors								~
Name	BioTrackTHC Vendo	r						
Address 1	123 4th ST	Address 2						
City	City	State	ST	Zip	1234	15		
Phone	555555555	Fax						
Email	Email@email.com	Website						
License Number	123456	Contact						
		Туре	Com	bina	ation			~
Clear Save							Del	ete
						Clo	ose	

#### **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.

Vendors					
Instructions					
To add a Vendor t	o your Vendors List, ente	er their infor	mation to the right.		
To Delete a Vendo Vendors drop dow	To Delete a Vendor from your Vendor List select the Vendor from the Exisiting Vendors drop down and then click on Delete.				
Existing Vendors	Training Vendor (Pr	oducer #	555555)	~	
Name	Training Vendor (Producer #555555)				
Address 1	123 4th St	Address 2			
City	City	State	ST Zip 98502		
Phone	555555555	Fax			
Email		Website			
License Number	555555	Contact			
		Туре	Combination	~	
Clear Save			Del	ete	



## **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.

Administration Help							
Inventory Reports							
Curre Transfers Manifests Quality	Curren Transfers Manifests Quality Assurance Shortcuts						
Room Bulk Inventory	s				Sefresh	15 Day Inventory	Transfer Inventory
Product	Strain 1	īype	Available	QA	Status		
						Products	Rooms
						Strains	Transport Manifest
						Vehicles	Search
						00	
						Employees	Vendors
						8	<u></u>
					>	Switch Location	QA Labs
Details Adjust	Print Barcode	Sample	QA Testing			0	<b>B</b> P
Create Lot Convert	Destroy	Sub Lot/Batch		E	Expand All		

This will bring up the Strains screen.

		×
Instructions	Existing Strains	~
To create a new strain, type the name of the strain to the right.	Name	
To edit an exisiting strain, click the name from the	Clear Save	Delete

#### Add a New Strain

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



• Click on the "Save" button when complete.



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

		🔨 🔨 📉
Instructions	Existing Strains	×
To create a new strain, type the name of the	Name	AK-47
strain to the right.		Blue Dream
To edit an exisiting strain,	Clear Save	Blueberry
		Haze

#### **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").

		× ×
Instructions	Existing Strains	<b>~</b> ~
To create a new strain, type the name of the	Name	AK-47
strain to the right.		Blue Dream
To edit an exisiting strain,	Clear Save	Blueberry
		Haze
		Sour Deisel

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

			×
Instructions	Existing Strains	Sour Deisel	~
To create a new strain, type the name of the strain to the right.	Name	Sour Deisel	
To edit an exisiting strain, click the name from the	Clear Save	Del	ete
		Close	



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

		×
Instructions	Existing Strains	Sour Deisel 🗸
To create a new strain, type the name of the strain to the right.	Name	Sour Dieșel
To edit an exisiting strain, click the name from the	Clear Save	Delete

• 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.

			×. ×
Instructions		Existing Strains	×
To create a new stra type the name of th	ain, ne	Name	AK-47
strain to the right.			Blue Dream
To edit an exisiting	strain,	Clear Save	Blueberry
Click the name tron			Haze
			Sour Diesel

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

		×
Instructions	Existing Strains	Haze 🗸
To create a new strain, type the name of the	Name	Haze
Strain to the right. To edit an exisiting strain, click the name from the	Clear Save	Delete
		Close

• 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.

, 	Products	E	×
Instructions	Existing Products	~	~
To add a new product select the Strain, Type, and Create a Name, then	Strain	~	•
click Save.	Туре	~	•
To modify an Existing Product, select the product from the drop down,	Name		
modify the required fields	Clear Save	Delet	te
		Close	

#### Add a New Product

- From the Product screen, click on the "Clear" button to clear all fields and enter the following information:
  - <u>Strain drop down</u>: Select the product's strain.
  - <u>Type drop down</u>: Select the product's type. All products must fall into one of the following types: Solid Marijuana Infused Edible, Marijuana Infused Edible. Topical, Marijuana Extract for Inhalation, or Liquid Marijuana Infused Edible.
  - <u>Name</u>: 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.

r	Products		×
Instructions	Existing Products		~
To add a new product select the Strain, Type, and Create a Name then	Strain	Northernberry	~
click Save.	Туре	Marijuana Infused <sup>·</sup>	~
To modify an Existing Product, select the product from the drop down.	Name	MJ's Lotion - 6oz	
modify the required fields	Clear Save	Del	ete
		Close	

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



	Products	×
Instructions	Existing Products	~
To add a new product select the Strain, Type,	Strain	MJ's Lotion - 6oz
and Create a Name, then click Save.	Type	MJ's Lotion - 3 oz
To modify on Existing	type	Canna Lotion - 6oz
Product, select the product	Name	Canna Lotion - 2oz
from the drop down, modify the required fields	Clear Save	Delete
		Close

#### Modifying an Existing Product

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

	Products	×
Instructions	Existing Products	~
To add a new product select the Strain, Type,	Strain	MJ's Lotion - 6oz
and Create a Name, then click Save.	Type	MJ's Lotion - 3 oz
To modify an Existing	ijpe	Canna Lotion - 6oz
Product, select the product	Name	Canna Lotion - 2oz
modify the required fields	Clear Save	Delete
		Close

- 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).

[			Products		×
	Instructions		Existing Products	Canna Lotion - 2oz	~
To add a new product select the Strain, Type,		duct	Strain	Northernberry	~
	To modify an Existing Product, select the product		Туре	Marijuana Infused <sup>•</sup>	•
			Name	Canna Lotion - 3 <mark>o</mark> z	
modify the required fields		red fields 🗸	Clear Save	De	lete
			- K	Close	

• Click on the "Save" button when complete.



#### **Deleting an Existing Product**

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

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

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

	Products	×
Instructions	Existing Products	~
To add a new product select the Strain, Type,	Strain	MJ's Lotion - 6oz
and Create a Name, then click Save.	Tupo	MJ's Lotion - 3 oz 🍗
To modify an Existing	Type	Canna Lotion - 6oz 🔨
Product, select the product	Name	Canna Lotion - 3oz
modify the required fields	Clear Save	Delete
		Close

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

	Products	×
Instructions	Existing Products	MJ's Lotion - 3 oz 🗸
To add a new product select the Strain, Type, and Create a Name then	Strain	Northernberry 🗸
click Save.	Туре	Marijuana Infused ' 🗸
To modify an Existing Product, select the product	Name	MJ's Lotion - 3 oz
from the drop down, modify the required fields	Clear Save	Delete
		Close

• Click on the "Delete" button.



# **Chapter 7: Inventory Rooms**

In this chapter, you will learn how to:

- ✓ Add, modify and remove inventory rooms
- $\checkmark$  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.

	Rooms	×
To create a new room, simply type the name of the room to the right. Then click Save.	Existing Rooms Name Quarantine Clear Save	Delete



#### **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.

	Rooms		×
Instructions	Existing Rooms		~
type the name of the room to the right. Then click Save.	Name	Safe	
	Quarantine		
	Clear Save		Delete

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

Administration Help										
Inventory Reports										
Cur	Current Transfers Manifests Quality Assurance							Shortcuts		
Room	Bulk Inventory		Move Items				(	SRefresh	15 Day Inventory	Transfer Inventory
Produ	Bulk Inventory	, T		Strain Typ	e	Available	QA	Status		
	Quarantine Safe		$\overline{\}$						Products	Rooms
									Strains	Transport Manifest
									Vehicles	Search
									00	
									Employees	Vendors
									*	<u></u>
									Switch Location	QA Labs
	Details	Ad	liust	Print Barcode	Sample	OA Testing		>	Q	<b>B</b>
	Create Lot	Cor	nvert	Destroy	Sub Lot/Batch	)	Expa	nd All		

• If the room is to be a Quarantine room, be sure to click on the "Quarantine" check box prior to saving.


	Rooms		×
Instructions	Existing Rooms		~
type the name of the room to the right. Then click Save.	Name	Quarantine 2	
	🗵 Quarantine		
	Clear Save		Delete
			Close

## Modifying an Existing Inventory Room

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

	Rooms	×
Instructions	Existing Rooms	· · · ·
To create a new room, simply type the name of the room to the right. Then click Save.	Name	Quarantine
	Ouarantine	Rename
		Safe
	Clear Save	ToBeDeleted
		Close

- 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.



	Rooms	×
Instructions	Existing Rooms	
To create a new room, simply type the name of the room to	Name	New Room
the right. Then click Save.	Ouarantine	Quarantine
		Safe
	Clear Save	ToBeDeleted
		Close

Admir	istration Help										
Inve	ntory Reports										
Cur	Current Transfers Manifests Quality Assurance										tcuts
Room	Bulk Inventory	~	Move Items						S Refresh	15 Day Inventory	Transfer Inventory
Produ	Bulk Inventory			Strain	Туре		Available	QA	Status		
	New Room Quarantine Safe		$\overline{\ }$							Products	Rooms
	ToBeDeleted									Strains	Transport Manifest
										Vehicles	Search
										Employees	Vendors
										Switch Location	QA Labs
	Details	Ad	ljust	Print Barcode	•	Sample	QA Testing			U U	BAP
	Create Lot	Cor	nvert	Destroy		Sub Lot/Batch	]	E	xpand All		

#### **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.

	Rooms	×
Instructions	Existing Rooms	
To create a new room, simply type the name of the room to the right. Then click Save.	Name	New Room
the right. Then they save.	Quarantine	Quarantine
		Safe
	Clear Save	ToBeDeleted
		Close



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

	Rooms		×
Instructions	Existing Rooms	ToBeDeleted	~
type the name of the room to the right. Then click Save.	Name	ToBeDeleted	
	Quarantine		
	Clear Save		Delete
			Close

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

rair	1	Туре			×itus	No.
ie l			Instructions	Existing Dooms T	aBaDalatas	×
	There is s the room	still inv	ventory remaining in the	selected room. You must f	irst move it before y	ou remove
	e millights Ingan		L	New Save	Close	

 $\circ~$  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.



Administration Help								
Cultivation Inventory	Reports							
Current Transfers M	lanifests						Shor	tcuts
Room Quarantine : 🗸 🕅	Move Items					SRefresh	15 Day Inventory	Transfer Inventory
Produ Bulk Inventory	Strain	Туре	Category	Available	Status		<b></b>	
>         >         Propagation           >         >         f Quarantine           >          Quarantine           >          Room 1           >          F Room 1           >          F Room 1           >          F Room 1           >          F Room 1           >          Bubble Hash (1)           >         Bubble Hash (1)           >         Solid Marijuana Infuse           >          Waste (55)	ed Edible (3)		Brownies Default Category Brownies	10.00g 277.00g 8178.00g 199 1 75 5140.00g 5001.00g 45.00g 210.00g 590 20466.30g			Products	Product Categories
							Search	Employees
Details	Adjust	Print Barcode	Sample				Switch Location	Vendors
Create Lot	Convert	Destroy	Sub Lot/Batch			Expand All	$\mathbf{V}$	<b>*</b>

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.

Administration Help											
Cultivation Inventory	Cultivation Inventory Reports										
Current Transfers M	Current Transfers Manifests										
Room Bulk Inventc 🗸	love Items					😂 Refresh	15 Day Inventory	Transfer Inventory			
Product	Strain	Туре	Category	Available	Status						
▷         Filewer (3)           ▷         Flower (3)           ▷         Other Material (10)           ▷         Seed (3)           ▷         Plant Tissue (1)           ▷         Mature Plant (4)           ▷         Flower Lot (9)           ▷         Other Material Lot (8)           ▷         Bubble Hash (1)           ▷         Hash (2)           ▷         Solid Marijuana Infuse           ▷         Waste (55)	ed Edible (3)		Brownies Default Category Brownies	10.00g 277.00g 8178.00g 199 1 75 5140.00g 5001.00g 45.00g 210.00g 590 20466.30g			Products	Product Categories			
							Search	Employees			
Details	Adjust	Print Barcode	Sample				Switch Location	Vendors			
Create Lot	Convert	Destroy	Sub Lot/Batch			Expand All	$\mathbf{V}$	<b>*</b>			

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;



Administration Help								
Cultivation Inventory	Reports							
Current Transfers M	anifests						Shor	tcuts
Room Bulk Inventc 🗸	love Items					S Refresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Category	Available	Status			
Kief (1)				10.00g			Durdurts	
🔽 🔲 Flower (3)			Brownies	277.00g			Products	Product Categories
<ul> <li>5213 3587 4176 679</li> <li>0144 5721 9288 684</li> </ul>	99 Haze 45 Sour Diesel	Flower Flower		55.00g 222.00g				1
Other Material (10)				8178.00g			Rooms	Strains
<ul> <li>Seed (3)</li> <li>Plant Tissue (1)</li> <li>Mature Plant (4)</li> </ul>				199 1 75			<b>()</b>	
Flower Lot (9)			Default Category	/ 5140.00g			Transport Manifest	Vehicles
<ul> <li>▷ Other Material Lot (8)</li> <li>▷ Bubble Hash (1)</li> <li>▷ Hash (2)</li> </ul>				5001.00g 45.00g 210.00g				co-o
Solid Marijuana ofuse	ed Edible (3)		Brownies	590			Search	Employees
▷ □ Waste (55)				20466.30g				8
Details	Adjust	Print Barcode	Sample				Switch Location	Vendors
Create Lot	Convert	Destroy	Sub Lot/Batch	ı		Expand All	$\mathbf{V}$	<b>*</b>

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

Administration Help									
Cultivation Inventory R	leports								
Current Transfers Man	Current Transfers Manifests Shortcuts								
Room Bulk Inventc 🗸 Mo	boom Bulk Invente V Move Items								
Product	Strain	Туре	Category	Available	Status			<b>V</b>	
Kief (1)				10.00g			Draduate	Deadurt Catagories	
👻 🔲 Flower (3)							Products	Product Categories	
5213 3587 4176 6799 0144 5721 9288 6845	Haze Sour Diesel	Flower Flower		55.00g 222.00g				<b>F</b>	
Other Material (10)				8178.00g			Rooms	Strains	
<ul> <li>See (3)</li> <li>Plant Tissue (1)</li> <li>Mature Plant (4)</li> </ul>				199 1 75			<b>()</b>		
Flower Lot (9)			Default Category	5140.00g			Transport Manifest	Vehicles	
<ul> <li>Other Material Lot (8)</li> <li>Bubble Hash (1)</li> <li>Hash (2)</li> </ul>				5001.00g 45.00g 210.00g				00	
Solid Marijuana Infused	Edible (3)		Brownies	590			Search	Employees	
₽ □ Waste (55)				20466.30g				- 8	
Details	Adjust	Print Barcode	Sample				Switch Location	Vendors	
Create Lot	Convert	Destroy	Sub Lot/Batch			Expand All	Ų	<b>*</b>	

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 M	lanifests						Shor	tcuts
Room Bulk Inventc 🗸	Move Items					Stresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Category	Available	Status			
Kief (1)     Kief (1)     Flower (3)     Other Material (10)     Seed (3)     Plant Tissue (1)     Mature Plant (4)     Flower Lot (9)     Other Material Lot (8)     Bubble Hash (1)     Hash (2)     Solid Marijuana Infus     Waste (55)	) ed Edible (3)		Brownies Default Category Brownies	10.00g 277.00g 8178.00g 199 1 75 5140.00g 5001.00g 45.00g 210.00g 590 20466.30g			Products	Product Categories
Details	Adjust	Print Barcode	Sample				Switch Location	Vendors
Create Lot	Convert	Destroy	Sub Lot/Batch	١		Expand All	Q	

Administration Help								
Cultivation Inventory	Reports							
Current Transfers Ma	nifests						Shor	tcuts
Room Bulk Inventc 🗸 Me	ove Items					Sefresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Category	Available	Status	<u>^</u>		
🛨 🔲 Kief (1)							Developeter	Deadlash Cabasarian
0000 0001 0000 0010	) Northern Ligh	ts Kief		10.00g			Products	Product Categories
▽ 🗌 Flower (3)			Brownies	277.00g				-
5213 3587 4176 6799	) Haze	Flower		55.00g				
0144 5721 9288 6845	5 Sour Diesel	Flower		222.00g			Beams	Strains
				8178.00g			Rooms	Strains
5493 4969 3768 6603	B ChemDawg	Other Material		50.00g				
2915 7812 8128 5943	B ChemDawg	Other Material		3200.00	1			
8832 7188 5541 7894	4 ChemDawg	Other Material		3000.009	3		Transport Manifest	Vehicles
3438 4454 3521 9929	) Haze	Other Material		150.00g				venieres
7877 3549 3379 6778	B Haze	Other Material		55.00g			<b>1</b>	500
2081 5929 1787 9660	) Haze	Other Material		49.00g				
7386 9453 4054 4771	L Haze	Other Material		120.00g			Search	Employees
9474 6231 1282 9729	Northern Ligh	ts Other Material		888.00g				
3724 3343 0650 9840	) Sour Diesel	Other Material		444.00g		V		
Details	Adjust	Print Barcode	Sample				Switch Location	Vendors
Create Lot	Convert	Destroy	Sub Lot/Batch	١		Collapse All	Ų	100 M

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 M	anifests						Shor	tcuts
Room Bulk Inventc 🗸 🖡	love Items					Stresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Category	Available	Status			
▷         Kief (1)           ▷         Flower (3)           ▷         Other Material (10)           ▷         Seed (3)           ▷         Plant Tissue (1)           ▷         Mature Plant (4)           ▷         Flower Lot (9)           ▷         Other Material Lot (8)           ▷         Bubble Hash (1)           ▷         Hash (2)           ▷         Solid Marijuana Infuse           ▷         Waste (55)	td Edible (3)		Brownies Default Category Brownies	10.00g 277.00g 8178.00g 199 1 75 5140.00g 5001.00g 45.00g 210.00g 590 20466.30g			Products	Product Categories
							Switch Location	Vendorr
Details	Adjust	Print Barcode	Sample				Switch Location	veridors
Create Lot	Convert	Destroy	Sub Lot/Batch			Expand All	$\mathbf{V}$	<b>*</b>



# **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.

Administration Help								
Cultivation Inventory	Reports							
Current Transfer	Shor	tcuts						
Room Bulk Inventory	✓ Move Items	]			_	Nefresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA	Statu 🔿		<b>V</b>
▽ □ Clone (2)				197			Products	Booms
0000 0001 000	0 0100	ChemDawg	Clone	197				
🗢 🗆 Other Material (8	3)			3659.00g				
🗆 1616 9191 735	2 5467	Blue Dream	Other Material	1000.000	g	Wet		
0358 3930 388	4 4213	Blue Dream	Other Material	26.00g			Strains	Transport Manifest
🗆 1874 4833 978	4 8537	Blue Dream	Other Material	500.00g		Wet		
🗆 8157 8367 643	9 7776	Blue Dream	Other Material	400.00g		Wet		
5109 3696 481	6 0483	Blue Dream	Other Material	300.00g		Wet	Vehicles	Search
2361 1674 349	1 3090	Blue Dream	Other Material	100.00g		Wet	T	
2436 2914 522	8 7205	Blue Dream	Other Material 1		1111.00g Wet		00	
0 4847 2486 364	1 6849	Blue Dream	Other Material	222.00g			Employees	Vandarr
¬ □ Seed (3)				499			Employees	vendors
0000 0001 000	0 0085	ChemDawg	Seed	200				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
0000 0001 000	0 0094	Northern Lights	Seed	299				
v 🗆 Plant Tissue (1)				30		~	Switch Location	QA Labs
						>		ah
Details	Adjust	Print Barcode	Sample	QA Testing	]			Bally
Create Lot	Convert	Destroy	Sub Lot/Batch		Colla	apse All		

• The following pop-up appears:

×
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"

	×				
I'm expecting an inbound shipment					
I'd like to send an outbound ship	ment				

- 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	AshTek								
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 items button to proceed. Unchecked items or items with a zero (00 quantity will not be received into your inventory.	No. ID	Strain 0 8000 0190 Chewbacca	Product Usable Marijuana	Description a Usable Marijuana	Qty Shipped 95	Qty Receive	d QA Status Passed QA	Inventory Type USable Marijuana	
	Previous Item S Barcode ID Product	Save Item 9000 0080 8000 0190 Usable Marijuana			Item 3 Stra	in C	hewbacca Isable Mariju	ana	View QA Result
	Description Quantity Received	Usable Marijuana			Unit	t Weight 1	.052631578	94737	
									Cancel OK

- 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.

I'd like to receive a rejected shipment
---

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

Shipments Available For Return									
Instructions	The following ships	nents have yet to be accepte	ed and a	re available for r	return, please select one to proceed:				
You can see a list of any	Departure Date	Manifest ID	Stop	Company	Item Count				
shipments that can currently	06/17/2015	3303 7682 7230 2808	1	Dan's Place	2				
be returned to your licensed premesis.	00/17/2015	5222 8651 6622 6443	1	Dan's Place	1				
Select one and click OK to begin the process of transferring ownership of the inventory back to your license.									
					Cancel	к			



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.

Question		×
There are no return shipments available. However, there are unreceived shipments that have ye	et to be accepted or rejec	cted.
Would you like to view those now?	Yes No	



# To partially accept or reject items:

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

Washington State Liquor and Cannabis Board Logout							
		WSLCB Traceability S	System	1			×
Administration Help							
Inventory Customers Reports							
Current Sales Transfers Manifests Quality Assurance						Shor	tcuts
Start: 03/03/2016 End: 03/31/2016 😂 Refresh						15 Day Inventory	Transfer Inventory
Time Strain Direction User	Quantity	Vendor F	Price	ID #		<b>2</b>	
03/14/2016 12:18 PM Foco Sage Inbound	10	Matt Producer Processor 0	0.00	6665 5544 4000 0072			
03/11/2016 1:33 PM Mixed Inbound	5	Matt Producer Processor 0	0.00	6665 5544 4000 0068		Broduct	Roome
03/11/2016 1:33 PM Blue Dream Inbound	5	Matt Producer Processor 0	0.00	6665 5544 4000 0067			Rooms
03/08/2016 5:53 PM Blue Dream Outbound	9	Matt Producer Processor 0	0.00	6665 5544 4000 0037			
03/08/2016 5:53 PM Blue Dream Outbound	4	Matt Producer Processor 0	0.00	6665 5544 4000 0038			
03/08/2016 5:53 PM Mixed Outbound	10	Matt Producer Processor 0	0.00	6665 5544 4000 0034		Strains	Transport Manifest
03/08/2016 5:53 PM Blue Dream Outbound	19	Matt Producer Processor 0	0.00	6665 5544 4000 0035		Sciality	
03/08/2016 5:53 PM Blue Dream Outbound	19	Matt Producer Processor 0	0.00	6665 5544 4000 0036			
						Vehicles	Search
						500	
						Employees	Vendors
						8	
						Switch Location	QA Labs
						Q	BP
Correct Transfer Void Transfer					Expand All		



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

Inventory Transfer Assistance ×
I'm expecting an inbound shipment
I'd like to send an outbound shipment
I'd like to receive a rejected shipment
I'd like to view unreceived shipments

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

	Inbound Shipments								
Instructions	The following shipn	following shipments are currently inbound, please select one to proceed:							
You can see a list of any shipments that can currently	Departure Date 02/19/2016	Manifest ID 9692 2944 4216 2103	Items 1	Status	Company BioTrackTHC ProducerProcessor	1			
premesis.	<b>⊠</b> 03/31/2016	8535 4157 7860 6119	2		Matt Producer				
Select one and click OK to begin the process of transferring ownership of the inventory to your license.									
					Cancel OK				



4. The 'Inventory Transfer for Manifest ID' screen displays.

Matt Produc	er								
No. ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type		
🗖 1 6665 55									
2 6665 55	44 4000 0085 Bruce Banner	r Flower Lot	Flower Lot	2267		Never Tester	d Flower Lot		
Previous Item	Save Item				Ite	m 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 Receiv	ed								
								Cancel	OK

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

Ma	tt Producer	7							
No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type	
	6665 554	4 4000 0086 Bruce Bann							
2	6665 554	4 4000 0085 Bruce Bann	er Flower Lot	Flower Lot	2267		Never Teste	d Flower Lot	
Prev	ious Item	Save Item				Iter	m 1 of 2		View QA Results
Barco	de ID	6665 5544 4000 0086					Strain	Bruce Banner	
Produ	ict	Other Material Lot					nventory Type	Other Material Lot	
Descr	iption	Other Material Lot							
Quant	tity Received	1000					]		
							1		
									Cancel



6. Click the 'Save Item' button.

Matt Produce									
No. ID		Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type	
🗖 1 6665 554									
2 6665 554	4 4000 0085	Bruce Banner	Flower Lot	Flower Lot	2267		Never Teste	d Flower Lot	
	¥								
Previous Item	Save Item					Ite	m 1 of 2		View QA Results
Barcode ID	6665 5544 4	4000 0086					Strain	Bruce Banner	
Product	Other Mater	rial Lot					Inventory Type	Other Material Lot	
Description	Other Mater	rial Lot							
Quantity Received	d 1000								
								Cance	ОК

# 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.

Matt Producer	1								
No. ID	Strain		Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type	
🗖 1 6665 5544	4 4000 0086 Bruce	e Banner							
2 6665 5544	4 4000 0085 Bruce	e Banner	Flower Lot	Flower Lot	2267		Never Tester	d Flower Lot	
Previous Item	Save Item					Ite	m 1 of 2		View QA Results
Barcode ID	6665 5544 4000	0086					Strain	Bruce Banner	\ \
Product	Other Material L	ot					Inventory Type	Other Material Lot	
Description	Other Material L	ot							
Quantity Received	1000								



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.

		Inventor	y Transf	er Receipt Co	nfirmatior	1		×
Please confi	rm that: 1 item(	s) will be fully ac	cepted, 1	1 item(s) will be	e partially a	ccepted, 0	item(s) will be r	ejected.
		1 out o	f 2 item(	s) will be fully a	accepted:			
ID #		Inventory Type	S	itatus	Shipped	d Receive	ed	
6665 554	4 4000 0086	Other Materia	al Lot F	ull Acceptand	ce 1000.0	0 1000.0	00	
				Î				
		1 out of 2	2 item(s)	will be partially	/ accepted:			
ID #		Inventory Type	Status		Shipped	Received	Qty Not Accept	ed
6665 554	4 4000 0085	Flower Lot	Partial	Acceptance	2267.00	454.00	1813.00	
							Cancel	ОК

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 Shipme	nts			×
Instructions	The following shipr	ments are currently inbound,	please se	elect one to	proceed:	
You can see a list of any	Departure Date	Manifest ID	Items	Status	Company	
shipments that can currently	04/27/2015	4243 4674 2926 1598	4	Return	LCB Davison Processor	
premesis.	05/27/2015	0583 4740 6004 6790	2	Return	LCB Davison Processor	
alast and state Of ta	05/27/2015	6225 3824 8308 5829	2		LCB Davison Processor	
belect one and click OK to begin the process of	05/27/2015	4269 1646 7821 4476	1	Return	LCB Davison Processor	
ransferring ownership of the	05/27/2015	0533 4171 8457 4340	2		LCB Davison Processor	
nventory to your license.	06/18/2015	3412 8442 2368 1180	1		LCB Davison Processor	
	■ 06/18/2015	0144 4986 1666 1322		Return	LCB Davison Processor	
	л				Cancel	ОК

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.

	-		inv	entory '	Transf	fer					×
LCB Davisor	n Retailer										
No. ID		Strain	Description	Qty Shi	pped	Qty Acc	epted	Original Price	New Price	Inventory Type	
■ 1 1230 00	)12 7000 0211	Awsome Bud	Usable Marijuana	200.00	)	175.00	)	1000.00	875.00	Usable Marijuana	
2 1230 00	12 7000 0210	Jodi's Stuff	Usable Marijuana	250.00	)	0.00		1250.00	0.00	Usable Marijuana	
	×7										
Previous Item	Save Item			Ite	em 1	of 2					
Barcodo ID	1230 0012 70	00.0211		c	train		AWER	mo Rud			
Barcode ID	1230 0012 70	00 0211		3	train		Awsu	те вий			
Description	Usable Mariju	ana		Ir	nvento	ry Type	Usab	le Marijuana			
Usable	1.00			Q	ty Shi	pped	200.0	00			
Qty Accepted	175.00			C	riginal	l Price	1000	.00			
									* S	uggested new price is	875.00
Qty Returned	25.00			N	lew P	rice	875.0	00			
	* This item was p	artially accepted	. Upon return, a new s	ub-lot wi	ll be g	enerated	d.				
										Cancel	ок

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.



r -						
		Partial Returns				×
Instructions	The following returned product	s have received new ID nur	nbers and m	ust be re-labled v	with the new ID numb	er:
Listed to the right are any	New ID	Previous ID	Product	Strain	Inventory Type	
partial return shipments.	🔲 1230 0012 7000 0213	1230 0012 7000 0211		Awsome Bud		
If you choose not to re-print the appropriate labels now, you may do so at a later time from the Current Inventory screen.						
	Print Barcode					
					Ok	(

#### 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.

Instructions       The following shipments have yet to be accepted, but have not been rejected yet either:         You can see a list of any shipments that have been sent, but have not yet been rejected.       Departure Date       Manifest ID       Stop       Company       Item Count         06/04/2015       9689       3917       6192       3195       BioTrackTHC ProducerProcessor 1       06/04/2015       9999       9999       6000       1363       HYDRO LIGHT       7         06/024/2015       9999       9999       6000       1364       4       4			Unreceived Ship	ments			×
You can see a list of any shipments that have been sent, but have not yet been received or rejected.       Departure Date       Manifest ID       Stop       Company       Item Count         06/04/2015       9689 3917 6192 3195 1       BioTrackTHC ProducerProcessor 1 1       06/04/2015       9999 9999 6000 1363 1       HYDRO LIGHT       7         06/24/2015       9999 9999 6000 1364 1       4       4	Instructions	The following shipn	nents have yet to be accept	ed, but h	ave not been rejected yet either:		
shipments that have been         sent, but have not yet been         received or rejected.         06/04/2015       9999 9999 6000 1363 1         06/04/2015       9999 9999 6000 1363 1         06/04/2015       9999 9999 6000 1364 1         06/04/2015       9999 9999 6000 1364 1         06/04/2015       9999 9999 6000 1364 1         06/04/2015       9999 9999 6000 1364 1         4       4	You can see a list of any	Departure Date	Manifest ID	Stop	Company		Item Count
Self, but have hot yet been received or rejected. 06/04/2015 9999 9999 6000 1363 1 HYDRO LIGHT 7 06/24/2015 9999 9999 6000 1364 1 4	shipments that have been	06/04/2015	9689 3917 6192 3195		BioTrackTHC ProducerProc	cessor	11
06/24/2015 9999 9999 6000 1364 1 4	received or rejected.	06/04/2015	9999 9999 6000 1363	31 👇	HYDRO LIGHT	3	7
		06/24/2015	9999 9999 6000 1364	1			4
				<u>۱</u>			
				1			
					1		
							N N
							$\mathbf{A}$
							$\mathbf{A}$
1/6							ОК





## 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.

			Inv	entory Tra	nsfer					×
LCB Daviso	n Retailer									
No. ID		Strain	Description	Qty Shipp	ed Qty Acc	epted	Original Price	New Price	Inventory Type	
🔲 1 1230 0	012 7000 0211	Awsome Bud	Usable Marijuana	200.00	175.00	)	1000.00	875.00	Usable Marijuana	
2 1230 0	012 7000 0210	Jodi' Stuff	Usable Marijuana	250.00	0.00		1250.00	0.00	Usable Marijuana	
Previous Item	Save Item			Item	2 of 2					
Barcode ID	1230 0012 70	00 0210		Stra	in	Jodi'	s Stuff			
Description	Usable Mariju	ana		Inv	entory Type	Usal	ole Marijuana	3		
Usable	1.00			Qty	Shipped	250.	00			
Qty Accepted	0.00			Orig	inal Price	1250	0.00			
Qty Returned	250.00			Ne	w Price	0.00				
									Cancel O	K

# To view QA results in Transfer Inventory:

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



Washington State					
		WSLCB Traceability Sys	tem		×
Administration Help					
Inventory Customers Reports					
Current Sales				s	hortcuts
tart: 03/03/2016 End. 03/31/2016 😂 Refresh				15 Day Invento	y Transfer Inventory
Time Strain Direction User	Quantity	Vendor Prie	e ID#		
3/14/2016 12:18 PM Foco Sage Inbound	10	Matt Producer Processor 0.0	0 6665 5544 4000 0072		
)3/11/2016 1:33 PM Mixed Inbound	5	Matt Producer Processor 0.0	0 6665 5544 4000 0068	Products	R bs
)3/11/2016 1:33 PM Blue Dream Inbound	5	Matt Producer Processor 0.0	0 6665 5544 4000 0067	- Touces	
03/08/2016 5:53 PM Blue Dream Outbound	9	Matt Producer Processor 0.0	0 6665 5544 4000 0037		
03/08/2016 5:53 PM Blue Dream Outbound	4	Matt Producer Processor 0.0	0 6665 5544 4000 0038		
03/08/2016 5:53 PM Mixed Outbound	10	Matt Producer Processor 0.0	0 6665 5544 4000 0034	Strains	Transport Manifest
J3/08/2016 5:53 PM Blue Dream Outbound	19	Matt Producer Processor 0.0	0 6665 5544 4000 0035		
03/08/2016 5:53 PM Blue Dream Outbound	19	Matt Producer Processor 0.0	0 6665 5544 4000 0036		
				Vehicles	Search
				500	
				Employees	Vendors
					<u></u>
				Switch Locatio	QA Labs
					Gella
Correct Transfer Void Transfer				Expand All	

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

Inventory Transfer Assistance ×
I'm expecting an inbound shipment
I'd like to send an outbound shipment
I'd like to receive a rejected shipment
I'd like to view unreceived shipments

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 Shipme	ents			X
Instructions	The following shipn	nents are currently inbound,	please se	lect one to	proceed:	
You can see a list of any	Departure Date	Manifest ID	Items	Status	Company	
shipments that can currently	04/21/2014	7947 0376 6788 0205			G-7 GROW	
premesis.	06/25/2014	8079 6611 6942 0460	1		GREEN VETERAN	
Select one and click OK to begin the process of transferring ownership of the inventory to your license.	08/25/2014	9987 4987 5073 7279	1		TRICHOMETECHNOLOGIES	
					Cancel	

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

				In	ventory Tran	sfer for Manif	fest ID: 183	4 7436 4817 0208				×
Matt Produc	er											
No. ID		Strain	Product	Description	Oty Shipped	Oty Received	OA Status	Inventory Type				
🔲 1 6665 55												
Previous Item	Save Item							Item 1 of 1			Vie	w QA Results
Barcode ID	6665 5544	4000 0087						Strain	B	ruce Banner		
barcode ib	0005 5544	4000 0007						Juan				
Product	Flower Lot							Inventory Type	FI	lower Lot		
Description	Flower Lot											
Quantity Receiv	ed											
										Ca	ncel	ОК

5. The 'QA Test Results' screen displays.

		QA Test Result	ts	>	ĸ			
Instructions	Historical testing data can be found below:							
You can review the test	Moisture Content Pot	tency Analysis	Foreign Matter Inspection	Microbiological Screening	1			
results to the right.	Moisture Content 10			%	1			
	Result: Pa	ass (<= 15)						
				Close				



# To accept product back when vendor has accepted and returned

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

@)'	Vashingt . <b>iquor</b>	on State Contr	e ol I	Board Lo	ogout						
	WSLCB Traceability System ×										
Admi	nistratior	n Help									
Cult	Cultivation Inventory Reports										
Cu	rent 🗖	ransfer	s T	Manifests Qual	ity Assuranc	e				Shor	tcuts
Start:	b6/15/	2015	En	d: 06/25/2015	Refrest	1				15 Day Inventory	Iransfer Inventory
Time			, 	Strain	Direction	User	Quantity	Vendor	Price	<b>2</b>	<b>S</b>
06/2	5/2015	4:56 F	М	Bubble Gum	Inbound	patrick.vo@biotrackthc.com	1.00	G-7 GROW	0.00	Products	Rooms
06/2	4/2015	6:29 F	М	Blueberry	Outbound	patrick.vo@biotrackthc.com	5.00 g	Green Grower Labs	0.00		NUUIIS
06/2	4/2015	6:29 F	М	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00		
06/2	4/2015	6:29 F	PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00	Strains	Transport Manifest
06/2	4/2015	6:29 F	PM	Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00		
										Vehicles	Search
										600	
										Employees	Vendors
										cilipioyees	Vendors
										<b>*</b>	
<			_						>	Switch Location	QA Labs
Corre	ect Transi	fer Vo	id Tr	ansfer					Expand All	Q	BP

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

Inventory Transfer Assistance ×
I'm expecting an inbound shipment
I'd like to send an outbound shipment
I'd like to receive a rejected shipment
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".

r		Inbound Shipme	ents			×
Instructions	The following shipn	nents are currently inbound,	please sel	ect one to	proceed:	
You can see a list of any	Departure Date	Manifest ID	Items	Status	Company	
shipments that can currently be accepted on your licensed premesis. Select one and click OK to begin the process of transferring ownership of the inventory to your license.	09/27/2016	9165 7265 9825 8479	1	Return	The Cannabis Connection	
					Cancel 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.

		Ir	ventory Transfer for Mani	fest ID: 9165 7265 9825 8479				:
Instructions	The Cannabis	Connection						
To complete the inventory	No. ID	Strain	Product	Description	Qty Shipped	Qty Received Refund	QA Status	Inventory Type
review all of the items to the right and accept only the items physically received.	1 9999 9944	4000 0079 Blackberry Kush	Blackberry Kush 3.5g F	Prepack Blackberry Kush 3.5g	Prepack 50		Passed QA	Usable Marijua
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.								
	<							
	Previous Item S	ave Item		Item 1 of 1		View		
	Barcode ID	9999 9944 4000 0079		Strain	Blackberry Kush			
	Product	Blackberry Kush 3.5g Prepa	ick	Inventory Type	Usable Marijuana			
	Description	Blackberry Kush 3.5g Prepa	ick	Unit Weight	3.6			
	Quantity Received			Refund Amount				
	Total Refund							
							Can	cel OK

- 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'.

Washington State	Logout								
WSLCB Traceability System ×									
Administration Help									
Cultivation Inventory Reports									
Current Transfers Manifests Qua	ality Assurance				Shor	tcuts			
Start: 06/15/2015 End: 06/25/2015	5 🔁 Refresh				15 Day Inventory	Iransfer Inventory			
Time Strain	Direction User	Quantity	Vendor	Price	<b></b>	star (* 1910)			
06/25/2015 4:56 PM Bubble Gum	Inbound patrick.vo@biotrackthc.com	1.00	G-7 GROW	0.00	Products	Booms			
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		U U			
06/24/2015 6:29 PM Blueberry	Outbound patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00	Strains	Transport Manifest			
06/24/2015 6:29 PM Blueberry	Outbound patrick.vo@biotrackthc.com	i 2.00 g	Green Grower Labs	0.00					
	₹J								
					Vehicles	Search			
					00				
					Employees	Vendors			
				>	Switch Location	QA Labs			
Correct Transfer Void Transfer				Expand All	Q	B			

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

Inventory Transfer Assistance ×
I'm expecting an inbound shipment
I'd like to send an outbound shipment
I'd like to receive a rejected shipment
I'd like to view unreceived shipments



- 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".

		Shipments Available F	or Retu	ım	×
Instructions	The following shipn	nents have yet to be accepte	d and ar	re available for return, please sel	lect one to proceed:
You can see a list of any	Departure Date	Manifest ID	Stop	Company	Item Count
shipments that can currently	🖾 07/19/2016	5742 9318 9478 8655	1	BioTrackTHC Retailer 1	1
premesis.	07/21/2016	4296 0411 6640 8849	1	BioTrackTHC Retailer 1	3
Select one and click OK to	08/10/2016	6430 6250 3159 1356	1	BioTrackTHC Processor 1	1
begin the process of	08/10/2016	7313 8628 3936 0066	1		1
transferring ownership of the	08/10/2016	3190 4234 1577 1116	1	BioTrackTHC Retailer 2	1
license.	08/10/2016	7632 7402 3018 8254	1		1
•	08/12/2016	3875 1537 4467 6684	1		1
	08/12/2016	9012 2858 6197 9011	1		1
				[	Cancel 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 T	ransfer					×
BioT	rackTHO	CRetailer 2									
No. I	D		Strain	Description			Qty Shipped	Qty Accepted	Original Price	New Price	Inventory
	8194 48	90 9662 7544	Blackberry Kush	Blackberry	Kush 3.5g	Prepack	1.00	0.00	0	0.00	Usable I
<											>
Previo	us Item	Save Item			Ite	em 1 of 1					
Barcod	e ID	3194 4890 96	62 7544		Si	train	Blackbe	erry Kush			
Descrip	otion	Blackberry Ku	ish 3.5g Prepack		Ir	ventory Ty	pe Usable	Marijuana			
Usable		3.60			Q	ty Shipped	1.00				
Qty Acc	cepted	0.00			0	riginal Price	e 0				
Qty Re	turned	1.00			N	lew Price	0.00				
									•		ОК
	Adjust		Drint Parcada		Sampla		04	Tecting		chock All	

- 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.

	Invento	ry Conversion Assistance	ĺ
Instructions	Based of	n your current inventory, you can create any of th	e following:
Based on what you have	Lot Products	Intermediate Products	End Products
available in your current inventory, you will see a list	Flower Lot	Bubble Hash	Capsule
of end products that can currently be created.	Other Material Lot	CO2 Hash Oil	Liquid Marijuana Infused Edible
Simply click on a button and		Food Grade Solvent Extract	Marijuana Extract for Inhalation
he system will walk you brough the process of		Hash	Marijuana Infused Topicals
electing the items that you		Hydrocarbon Wax	Marijuana Mix Infused
product.		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



• 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**

Administration Help

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.

Cultivation Inventor	ry Reports								
Current Transfer Manifests Quality Assurance							Shortcuts		
Room	/ V Move Items	]				Stresh	15 Day Inventory	Transfer Inventory	
Product	Strain	Туре	Available	QA	Status				
Flower (1) Other Material	(4)		1360.78g 12236 51g				Products	Rooms	
▷ □ Flower Lot (2)	()		4082.33g						
Other Material	Lot (1)		5000.00g				Strains	Transport Manifest	
							Vehicles	Search	
							600		
							Employees	Vendors	
							8		
							Switch Location	QA Labs	
Details	Adust	Print Barcode	Sample		QA Testing		Q	BAP	
Create Lot	Convert	Destroy	Sub Lot/Batch			Expand All			

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



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



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

	Select Items			×
Instructions	Usable Please select one (1) or more I	Marijuana Creatior ots from below to	n Assistance proceed:	
This screen can assist you in choosing items to convert into Usable Marijuana.	Barcode ID 9999 9999 6000 0002	Strain Northernberry	Type Flower Lot	QA Test
Select the lots you wish to convert to the right and click OK to proceed.	000 0006	Blueberry	Flower Lot	~
			Car	ncel 🔁 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	×
Instructions	Usable Marijuana C	reation Tool
Please review the items to	Barcode ID: 9999 9999 6000 0002 (Flower Lot)	
combining all of the the	Amount to Deduct 2267.96	
correct items together. Once you have confirmed your selection, click OK to proceed.		Quantity Available: 2267.96
	Total Deduction Quantity (Calculated Above) 2267.9	96
	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	×
Please review the items to the right to ensure you are combining all of the the correct items tensother. Once	Usable Barcode ID: 9999 9999 6000 0002 (Flowe Amount to Deduct 2267.96	: Marijuana Creation Tool r Lot)
you have confirmed your selection, click OK to proceed.	Total Deduction Quantity (Calculated Above)	Quantity Available: 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	Report	s							
Current Transfers Ma	anifests	Quality Ass	urance					Shortcuts	
Room Bulk Inventory	~	Move Items					😂 Refresh	15 Day Inventory	Transfer Inventory
Product	1	Strain	Туре	Available	QA	Status			<b>V</b>
Flower (1)				1360.78g				Products	Rooms
Other Material (4)				12236.51g					
Flower Lot (1)	(			1814.37g					
Other Material Lot Useble Mariiuane (	(1)			5000.00g				Strains	Transport Manifest
	00071	Vorthernher	ry Usable Mariiuana	640					
	00071	torterenser		040	_				
								Vehicles	Search
								-0-0	
								Employees	Vendors
									\$ <u>\$</u>
									6 h 30
								Switch Location	QA Labs
									1217
Details	Ad	just	Print Barcode	Sample		QA Testing			<b>0</b> 4),
Create Lot	Cor	nvert	Destroy	Sub Lot/Batch	1		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.

Administration Help								
Cultivation Inventory Rep	orts							
Current Transfer Manife	sts Quality A	ssurance					Shor	tcuts
Room Mik Inventory	Move Items	]				Stresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available	QA	Status			
<ul> <li>Flower (1)</li> <li>Other Material (4)</li> <li>Flower Lot (2)</li> <li>Other Material Let (1)</li> </ul>			1360.78g 12236.51g 4082.33g				Products	Rooms
			5000.00g				Strains	Transport Manifest
							Vehicles	Search
	1						Employees	Vendors
							Switch Location	QA Labs
Details	Adulst	Print Barcode	Sample		QA Testing			J Corlly
Create Lot	Convert	Destroy	Sub Lot/Batch			Expand All		

- 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.

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



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

	Conve	ert Inventory A	Assistance			×		
Instructions	]	Sample Jar Creation Assistance						
This screen can assist you in	Please select one (1) or more i	tem(s) from bel	ow to proceed	1:				
choosing items to convert	Barcode ID	Strain	Туре	QA Test				
into Sample Jar.	■ 6665 5544 4000 0013	Blue Dream	Flower Lot	Passed QA				
Select the item(s) you wish	665 5544 4000 0015	Bubba Kush	Flower Lot	Passed QA				
to convert to the right and	6665 5544 4000 0042	Foco Sage	Flower Lot	Passed QA				
click ok to proceed.	6665 5544 4000 0014	Foco Sage	Flower Lot	Passed QA				
		5						
	]							
					Cancel Of	<		

- 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.

0				
		Create Sample	ar	×
Instructions		San	nple Jar Creation Tool	
Please review the items to	🔲 Barcode ID: 6665 5544	4000 0013 (Flower	r Lot)	
the right to ensure you are combining all of the the correct items together. Once	Amount to Deduct	1225.40		
you have confirmed your selection, click OK to proceed.				Quantity Available: 1225.40
	Total Deduction Quantity (	Calculated Above)	1225.40	
	Weight Per Unit (Pre-Packa	iged 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, 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 J	Jar	×
Instructions	]	San	nple Jar Creation Tool	
Please review the items to	🔲 Barcode ID: 6665 5544	4000 0013 (Flower	r Lot)	
the right to ensure you are combining all of the the	Amount to Deduct	7		
you have confirmed your selection, click OK to proceed.			Quantity A	wailable: <b>1225.40</b>
	Total Deduction Quantity (	Calculated Above)	7.00	
	Weight Per Unit (Pre-Packa	ged Weight)	3.50 g	
	Total Units Produced From	Conversion	2	
			Cance	ОК

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

Administration Help								
Cultivation Inventory Reports								
Current Transfers Manifest	Current Transfers Manifests Quality Assurance							
Room 1 Lots Producer Pri 🗸	Move Items							
Product	Strain	Туре	Available	QA	Status			
Flower Lot (5)			7785.05g					
Other Material Lot (5)			3200.00g					
🝷 🔲 Sample Jar (1)			2					
□ 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).

	Invento	ry Conversion Assistance		>					
Instructions	Based on your current inventory, you can create any of the following:								
Based on what you have	Lot Products Intermediate Products		End Products						
available in your current inventory, you will see a list	Flower Lot	Bubble Hash	Capsule						
of end products that can currently be created.	Other Material Lot	CO2 Hash Oil	Liquid Marijuana Infused Edible						
Simply click on a button and		Food Grade Solvent Extract	Marijuana Extract for Inhalation						
the system will walk you		Hash	Marijuana Infused Topicals						
selecting the items that you		Hydrocarbon Wax	Marijuana Mix Infused						
product.		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						



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

	Invento	ory Conversion Assistance							
Instructions	Based on your current inventory, you can create any of the following:								
Based on what you have available in your current inventory, you will see a list	Lot Products	Intermediate Products	End Products						
	Flower Lot	Bubble Hash	Capsule						
of end products that can currently be created.	Other Material Lot	CO2 Hash Oil	Liquid Marijuana Infused Edible						
Simply click on a button and the system will walk you through the process of selecting the items that you		Food Grade Solvent Extract	Marijuana Extract for Inhalation						
		Hash	Marijuana Infused Topicals						
		Hydrocarbon Wax	Marijuana Mix Infused						
product.		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						

- 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 Quantities	×
Please review the items to the right to ensure you are combining all of the the	Food Grade Barcode ID: 9999 9999 6000 0008 (Other Amount to Deduct 2721.55	Solvent Extract Creation Tool Material Lot)
correct items together. Once you have confirmed your selection, click OK to proceed.	Total Deduction Quantity (Calculated Above)	Quantity Available: 2721.55
	Total Weight Produced From Conversion	
	Total Waste From Conversion	Cancel OK

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

	Enter Quantities	×							
Instructions	Food Grade	Food Grade Solvent Extract Creation Tool							
Please review the items to the right to ensure you are combining all of the the	Barcode ID: 9999 9999 6000 0008 (Other Amount to Deduct 2721.55	Material Lot)							
correct items together. Once you have confirmed your selection, click OK to proceed.		Quantity Available: 2721.55							
	Total Deduction Quantity (Calculated Above)	2721.55							
	Total Weight Produced From Conversion	100.00 g							
	Total Waste From Conversion	2621.55 g							
		Cancel OK							

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

Administration Help									
Cultivation Inventory	Reports								
Current Transfers	Manifests Quality A	ssurance						Shor	tcuts
Room Bulk Inventory	✓ Move Items	]				(	Nefresh	15 Day Inventory	Transfer Inventory
Product	St	rain Type		Available	QA	Status			
<ul> <li>Flower (1)</li> <li>Other Material (2)</li> <li>Flower Lot (1)</li> <li>Other Material Loc</li> </ul>	?) pt (2)			1360.78g 7711.07g 1814.37g 6803.89g				Products	Rooms
▼ □ Food Grade Solve	ent Extract (1)			100.00g				Strains	Iransport Manifest
■ 9999 9999 600 ▶ □ Usable Marijuana	0 0010 BI	ueberry Food Gr	ade Solvent Extract	640	-				
								Vehicles	Search
								00	
								Employees	Vendors
								*	<b>*</b>
								Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testin	g	]		Q	BP
Create Lot	Convert	Destroy	Sub Lot/Batch	]		Expa	ind All		

#### **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.

Administration Help										
Cultivation Inventory	Cultivation Inventory Reports									
Current Transfer	Manifests Quality A	ssurance						Shor	tcuts	
Room Julk Inventory	✓ Move Items	]					Refresh	15 Day Inventory	Transfer Inventory	
Product	St	rain Type		Available	QA	Status				
Flower (1)				1360.78g				Products	Rooms	
Other Material (2)	2)			7711.07g						
Flower Lot (1)				1814.37g						
Other Material L	ot (2)			6803.89g				Strains	Transport Manifest	
Food Grade Solv	ent Extract (1)			100.00g				Strums		
	a (1)			640						
								Vehicles	Search	
								600		
								Employees	Vendors	
	1							8	<u> </u>	
								Switch Location	QA Labs	
Details	Adust	Print Barcode	Sample	QA Testir	ng	]		Ų	BAP	
Create Lot	Convert	Destroy	Sub Lot/Batch	]		Exp	and All			



• 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.

r	Inventory	Conversion Assistance	×						
Instructions	Based on your current inventory, you can create any of the following:								
Based on what you have	Lot Products	Intermediate Products	End Products						
available in your current inventory, you will see a list	Flower Lot	Bubble Hash	Capsule						
of end products that can currently be created.	Other Material Lot	CO2 Hash Oil	Liquid Marijuana Infused Edible						
Simply click on a button and		Food Grade Solvent Extract	Marijuana Extract for Inhalation						
the system will walk you	alk you Has		Marijuana Infused Topicals						
selecting the items that you will convert to the end		Hydrocarbon Wax	Marijuana Mix Infused						
product.		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						

• 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).

	Invento	ory Conversion Assistance	د					
Instructions	Based on your current inventory, you can create any of the following:							
Based on what you have	Lot Products	Intermediate Products	End Products					
available in your current inventory, you will see a list	Flower Lot	Bubble Hash	Capsule					
of end products that can currently be created.	Other Material Lot	CO2 Hash Oil	Liquid Marijuana Infused Edible					
Simply click on a button and		Food Grade Solvent Extract	Marijuana Extract for Inhalation					
the system will walk you through the process of		Hash	Marijuana Infused Topicals					
selecting the items that you		Hydrocarbon Wax	Marijuana Mix Infused					
product.		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					

- 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.



	Select Items			×
Instructions	Solid Marijuan Please select one (1) or more b	a Infused Edi atches from	ible Creation Assistance below to proceed:	
This screen can assist you in choosing items to convert into Solid Marijuana Infused Edible. Select the lots you wish to convert to the right and click OK to proceed.	Barcode ID ■ 9999 9999 6000 0010	Strain Blueberry	Type Food Grade Solvent	QA Te Extract
	1		Cancel	ок

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

		Enter Quantities			×
Please review the items to the right to ensure you are combining all of the the correct items together. Once	Barcode ID: 9999 9999 Amount to Deduct	Solid Marijua 6000 0010 (Food C <b>100.00</b>	na Infused Edible Creation Tool Grade Solvent Extract)		
you have confirmed your selection, click OK to proceed.	Total Deduction Quantity (	Calculated Above)	100.00	Quantity Availab	e: <b>100.00</b>
	Total Waste From Conversi New Product Name	ion			~
				Cancel	ОК

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



		Enter Quantities		×
Please review the items to the right to ensure you are combining all of the the correct items together. Once	Barcode ID: 9999 9999 Amount to Deduct	Solid Marijuan 6000 0010 (Food C <b>10.00</b>	na Infused Edible Creation Tool irade Solvent Extract)	
you have confirmed your selection, click OK to proceed.	Total Deduction Quantity (	Calculated Above)	10.00	Quantity Available: 100.00
	Total Units Produced From	Conversion	600	
	Total Waste From Conversi	ion	0.00 g	
	New Product Name		Blueberry Brownie	~
				Cancel OK

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

Administration Uple							
Administration Help							
Cultivation Inventory Reports							
Current Transfers Manifests Quality	ssurance					Shor	tcuts
Room Bulk Inventory   Move Items	;]				Refresh	15 Day Inventory	Transfer Inventory
Product	Strain Type		Available	QA S	itatus		
▷ □ Flower (1)			1360.78g			Products	Booms
Other Material (2)			7711.07g				
Flower Lot (1)			1814.37g				
Other Material Lot (2)			6803.89g				
Food Grade Solvent Extract (1)			90.00g			Strains	Transport Manifest
			600				
🔲 9999 9999 6000 0011	Blueberry Solid	Marijuana Infused Ed	ible 600				
🕨 🗆 Usable Marijuana (1)			640			Vehicles	Search
						(TT)	
						-0-0	
						Employees	Vendors
							<u></u>
							· • • 50
						Switch Location	QA Labs
							ah
Details Adjust	Print Barcode	Sample	QA Testing				G CP
Create Lot Convert	Destroy	Sub Lot/Batch		E	xpand All		

#### **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".



Administration Help									
Training Mode Rules Enforcement	>								
Sale Date Specify	>								
Synchronization	>						2 Refresh	Sł	ortcuts
Inventor	,	Create Non-Mandaton	OA Sample					New Plant	Strains
Flowering		Undo	QA Sumple	Destruction Notificati	on				
Germination	l			Inventory Conversion				4	
Harvosting									
Pro Elowering								Rooms	Collect Waste
Soodling									
Vogl									
Vegi									
vegz								Search	
								Stats Strain	
								Total Plants	271
								Crewing	271
								Growing	250
								Drying	21
								Crowing	
								Growing	
								vegetative	50
								Flowering	)
								Drying	
								Drying	21
Details		Print	Н	arvest/Cure					
Move		Destroy	Mov	e to Inventory		Select A	1		

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

No. D 1 09 2 09	Date 9/01/2016 9/01/2016	New Inventory ID 9999994440000156 9999994440000155	New Inventory Type Marijuana Extract for Inhalation	New Inventory Quantity I 600
	9/01/2016 9/01/2016	99999994440000156 9999994440000155	Marijuana Extract for Inhalation	600
	9/01/2016	9999994440000155		000
<b>X</b> 3 0			Usable Marijuana	324
	8/31/2016	9999994440000153	Flower Lot	2267.00
5 0	8/31/2016	9999994440000152	Other Material Lot	6666.00
6 0	8/31/2016	9999994440000151	Flower Lot	641.00
7 0	8/31/2016	9999994440000150	Flower Lot	2267.00
8 0	8/31/2016	9999994440000149	Flower Lot	2267.00
9 0	8/31/2016	9999994440000148	Flower Lot	2267.00
	5 6 7 8 9 0 9 0	5       08/31/2016         6       08/31/2016         7       08/31/2016         8       08/31/2016         9       08/31/2016	08/31/2016       9999994440000152         6       08/31/2016       9999994440000151         7       08/31/2016       9999994440000149         8       08/31/2016       9999994440000149         9       08/31/2016       9999994440000148	08/31/2016       9999994440000152       Other Material Lot         0       08/31/2016       9999994440000151       Flower Lot         7       08/31/2016       99999994440000150       Flower Lot         8       08/31/2016       9999994440000149       Flower Lot         9       08/31/2016       99999994440000148       Flower Lot

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



Confirm						
Please review you	r data before proceedi	ng.				
🐰 Cancel	Proceed					

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

×
sed.

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

#### **Additional Inventory Conversion Types**

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

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

1. Click the 'Inventory' tab. Click the 'Current' sub-tab.



	WSLCB Traceability System						
Administration Help							
Inventory Reports							
Current Transfers	Manifests Quality Ass	urance					
Room Bulk Inventory	✓ Move Items				🔁 Refresh		
Product	St	train Type	Available				
🕨 🔲 Flower Lot (5)			1951.36g				
👂 🗆 Other Material L	ot (1)		28.34g				
Food Grade Solv	ent Extract (1)		8.00g				
👂 🗆 Solid Marijuana I	nfused Edible (2)		23				
	ß						
					<u> </u>		
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.

Inventory Reports	Inventory Reports					
Current Transfers Manifests Quality	Assurance					
Room Bulk Inventory	ns				🔁 Refresh	
Product	Strain	Туре	Available			
→ 🔲 Flower Lot (5)			1951.36g			
Other Material Lot (1)			28.34g			
Food Grade Solvent Extract (1)	Decode Solvent Extract (1) 8.00g					
▷ 🗅 Solid Marijuana Infused Edible (2) 23						
					>	
Details Adjust	Print	Barcode	Sample	QA Testing	Uncheck All	
Create Lot Convert	De	stroy	Sub Lot/Batch	Adjust Usable	Expand All	

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

	Invento	ry Conversion Assistance	×
Instructions	Based or	n your current inventory, you can create any of the	e following:
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	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
product.		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



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

	Conve	ert Inventory As	sistance			×		
Instructions	Please select one (1) or more it	Marijuana Mix Creation Assistance Please select one (1) or more item(s) from below to proceed:						
choosing items to convert into Marijuana Mix.	Barcode ID 6033 1213 4000 0005	Strain Blueberry	Type Other Material Lot	QA Test N/A				
Select the item(s) you wish to convert to the right and click OK to proceed.	<ul> <li>■ 6032 8508 1000 0005</li> <li>■ 6033 1053 2000 0006</li> <li>■ 6033 2469 4000 0005</li> <li>■ 6033 4068 0000 0004</li> </ul>	Agent Orange Blackberry 1 Thai strawberry	Flower Lot Flower Lot Flower Lot					
					Cancel	ОК		

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

	Cı	reate Mari	ijuana Mix		×
Instructions Please review the items to	Barcode ID: 6032 8508	1000 0005 (	Marijuana Mix Creation Tool (Flower Lot)		
the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed.	Amount to Deduct	77.00		Quantity Avail	able: <b>77.00</b>
	Total Lot Quantity (Calculat	ed Above)	77.00		
				Cancel	ок

6. Click the 'Proceed' button.



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



Question		×
The inventory lot was successfully created. Would you l	like to print the	new barcode?
	Yes	No

# 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.

	WSLCB Traceability System						
Administration Help							
Cultivation Inventory Reports							
Current Transfers Manifests Quality As	surance						
Room Bulk Inventory   Move Items				🔁 Refresh			
Product	Strain	Туре	Available	<b>^</b>			
▷ □ Mature Plant (5)			18				
▷			2442.50g				
CO2 Hash Oil (3)			300.00g				
$rac{\sim}$ 🗆 Marijuana Extract for Inhalation (3)			2				
□ 9999 9999 6000 1389	Blueberry	Marijuana Extract for I	nhalation 2				
▷ 🗆 Waste (20)			561.00g				
🗢 🗆 Usable Marijuana (14)			70				
□ 9999 9999 6000 1375	Blueberry	Usable Marijuana	9				
□ 9999 9999 6000 1376	Blueberry	Usable Marijuana	10				
9999 9999 6000 1377	Blueberry	Usable Marijuana	10				
9999 9999 6000 1378	Blueberry	Usable Marijuana	10				
□ 9999 9999 6000 1379	Blueberry	Usable Marijuana	10				
□ 9999 9999 6000 1380	Blueberry	Usable Marijuana	10				
□ 9999 9999 6000 1381	Blueberry	Usable Marijuana	10				
🗆 1169 3360 0451 3017	Blueberry	Usable Marijuana	1				
				>			
Details Adjust	Print Barcode	Sample	QA Testing	Uncheck All			
Create Lot Convert	Destroy	Sub Lot/Batch	Adjust Usable	Expand All			

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



	Invento	ory Conversion Assistance	>
Instructions	Based o	n your current inventory, you can create any of th	e following:
Based on what you have	Lot Products	Intermediate Products	End Products
available in your current inventory, you will see a list	Flower Lot	Bubble Hash	Capsule
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	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
product.		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

- 4. The 'Convert Inventory Assistance' screen displays. Select the convert item.
- 5. Click the 'OK' button.

Conve	ert Inventor	v Assistance			×
	Marijuana E	tract for Inhalati	on Creation Assistance		
Please select one (1) or more it	tem(s) from t	below to proceed:			
Barcode ID	Strain	Туре	QA Test		
<b>9999 9999 6000 1393</b>	Blueberry	CO2 Hash Oil			
3					
l					
				Cancel	ОК

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
Instructions	Marijuana Extract for Inhalation Creation Tool
Please review the items to	🔟 Barcode ID: 9999 9999 6000 1393 (CO2 Hash Oil)
the right to ensure you are combining all of the the	Amount to Deduct 300.00
you have confirmed your selection, click OK to proceed.	Quantity Available: 300.00
	Total Deduction Quantity (Calculated Above) 300.00
	Weight Per Unit (Pre-Packaged Weight)
	Total Units Produced From Conversion
	Net Weight Per Unit
	New Product Name
	I This product has not undergone any changes and does not require additional QA testing
	Cancel OK

### **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 Invento	ry Reports							
Current Transfers	Manifests Quality A	ssurance					Shor	tcuts
Room Bulk Inventory	/ V Move Items					Sefresh	15 Day Inventory	Transfer Inventory
Product		Strain Type	2	Available	QA S	Status		
▷ □ Flower (1)				1360.78g			Products	Rooms
Other Material	(2)			7711.07g				
Flower Lot (1)				1814.37g				
Other Material	Lot (2)			6803.89g			Chuning	Transact Manifest
🗢 🖾 Food Grade Sol	vent Extract (1)			90.00g			Strains	
9999 9999 60	000 0010	Blueberry Foo	d Grade Solvent Extra	ct 90.00g				
🛛 🖻 Soud Marijuana	Infused Edible (1)			600				
🛛 🖻 Usable Marijuai	na (1)			640			Vehicles	Search
							500	
							Employees	Vendors
							8	<b>*</b>
							Switch Location	QA Labs
							6	ala
Details	Adjust	Print Barcode	Sample	QA Testing				Balle
Create Lot	Convert	Destroy	Sub Lot/Batch		E	xpand All		



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

		F	Room Move			×
Instructions	New Room		~			
Select the Product(s) from the list to the right and select the new Room at the top. Click OK once completed.	New Room Item ▼ Fooc ■ 99	Quarantine Safe 99 9999 6000 0010	Blueberry	Type Food Grade Solver	Available	
	Accounted	For 1			Remaining Cancel	ЭК

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

Administration Help								
Cultivation Inventor	ry Reports							
Current Transfers	Manifests Quality	Assurance					Shor	tcuts
Room Safe	✓ Move Item	s				Sefresh	15 Day Inventory	Transfer Inventory
Product		Strain 1	[ype	Available	QA St	tatus		
	vent Extract (1)			90.00g			Products	Rooms
09999 9999 60	00 0010	Blueberry F	ood Grade Solvent Extract	90.00g				
							Strains	Transport Manifest
							Vehicles	Search
							00	
							Employees	Vendors
							8	<b>\$\$</b>
							Switch Location	QA Labs
							0	ala
Details	Adjust	Print Barcode	Sample	QA Testing				L BUP
Create Lot	Convert	Destroy	Sub Lot/Batch		Ex	pand All		



# **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

Manifest Type	×
Regular Manifest (Your Vehicle/Employee	)
Pick-Up Manifest (Vendor's Vehicle/Employ	ee)
3rd Party Transport Manifest	

<u>Regular Manifest</u> – Your employee and vehicle will be transporting the items



<u>Pickup Manifest</u> – Vendor's employee and vehicle will be transporting the items <u> $3^{rd}$  Party</u> - $3^{rd}$  Party will be transporting the items

			Transportatio	n Manife	st				×
Instructions	Stop 1	)							
To create a new	Departure		Training Producer		02 / 17 / 201	.4 5:29:15	PM	28 🗸	New Stop
manifest log chose the	Arrival			~	02 / 17 / 201	.4 5:59:15	PM	28 🔻	
vendor you are transporting your inventory to from the Arrival drop	Route								Clear
down.	Item	Strain T	ype Available						
If you do not see the Vendor you are transfering to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.									
departure 🗸	Generate	Employee		✓ Ve	hicle		~		💥 Close

• This will bring up the Transportation Manifest screen.

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

		Transportation	n Manifest					×
Instructions	Stop 1							
To create a new manifest log	Departure	Training Producer	02 /	17 / 2014	5:33:59	PM	28 -	New Stop
chose the vendor you are transporting your inventory to from the Arrival drop down. If you do not see the Vendor you are transfering to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.	Arrival Route	1Patrick Producer Patrick Retail Patrick Second Retail Training Processor Training Retail 420Angell ProdProc (Produc 420Angell Retail (Retailer) 420Byron ProdProc (Produc 420Byron Retail (Retailer) 420Farley ProdProc (Produc 420Farley Retail (Retailer) 420Smith Retail (Retailer) 420Steenhout Retail (Retailer)	er + Proces er + Proces er + Proces er + Proces	17/2014 (sor) (sor) (sor)	6:03:59	PM		Clear
Select the departure 🗸	Generate	Employee	✓ Vehicle			~		X Close



• 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.

r		Tra	nsportation Ma	nifes	st				×
Instructions	Stop 1								
To create a 🖳 new	Departure	Training Pr	oducer		02 / 17 / 2014	5 : 33 : 59	PM	28	New Stop
manifest log chose the	Arrival	Training Processor		~	02 / 17 / 2014	5 : 03 : 59	PM	28 -	
vendor you are transporting your inventory to from the Arrival drop	Route	Head north. Turn right to circle, continue straight	ward 4th Ave W to stay on 4th A	. Turi ve W	n right onto 4th Ave /. Turn right onto Fr	e W. At the anklin St S	traffi E	5	Clear
down.	Item		Strain	Тур	e	Available			
If you do not see the Vendor you are transfering to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.	<ul> <li>▼ ■ Flov</li> <li>00</li> <li>00</li> <li>00</li> <li>00</li> <li>00</li> <li>00</li> <li>00</li> <li>00</li> <li>00</li> </ul>	ver Lot 000 0001 0000 0104 000 0001 0000 0097 000 0001 0000 0096 er Material Lot 000 0001 0000 0103 000 0001 0000 0079	Blue Dream Blue Dream Blue Dream Blue Dream Blue Dream	Flor Flor Flor Oth	wer Lot wer Lot wer Lot ner Material Lot ner Material Lot	500.00 210.00 680.00 200.00 765.00			
Select the departure	Generate	Employee	~	Veh	icle		~		🗙 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 (3<sup>rd</sup> Party Manifest only) that will be transporting the inventory.
- Select the expected departure date/time and the expected arrival date/time.



Transportation Manifest											
Instructions	Stop 1										
To create a new manifest log chose the vendor you are transporting your inventory to from the Arrival drop	Departure	Training P	roducer		02 / 17 / 2014	6:38:20	PM	28 🔻	New Stop		
	Arrival	Training Processor		•	02 / 17 / 2014	7 : 08 : 20	PM	28 -			
	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									
down.	Item		Strain	Тур	e	Available	9				
If you do not see the Vendor you are transfering to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.	▼ ■ Flow ○ 00 ▼ ○ 0th ○ 00 ○ 00	ver Lot 100 0001 0000 0104 100 0001 0000 0091 100 0001 0000 0090 100 0001 0000 0090 100 0001 0000 0102 100 0001 0000 0102 100 0001 0000 0079	4 Blue Dream 7 Blue Dream 3 Blue Dream 9 Blue Dream 9 Blue Dream	Flor Flor Oth Oth	wer Lot wer Lot wer Lot ner Material Lo ner Material Lo	500.00 210.00 680.00 t 200.00 t 765.00					
Select the departure	Generate	Employee Michael A	Anderson 🗸	Veh	icle Van 2		×		X Close		

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

r.		Trar	nsportation Ma	nifes	t				×
Instructions	Stop 1								
To create a new manifest log chose the vendor you are transporting your inventory to from the Arrival drop	Departure	Training Pro	oducer		02 / 17 / 2014	6 : 38 : 20	PM	28 -	New Stop
	Arrival	Training Processor		7:08:20	PM	28 🕶			
	Route	ute 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							
down.	Item		Strain	Тур	9	Available			
If you do not see the Vendor you are transfering to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.	▼ Elov ○ 00 ○ 0	ver Lot 100 0001 0000 0104 1000 0001 0000 0097 1000 0001 0000 0096 er Material Lot 1000 0001 0000 0103 1000 0001 0000 0079	Blue Dream Blue Dream Blue Dream Blue Dream	Flov Flov Oth Oth	wer Lot wer Lot wer Lot er Material Lo er Material Lo	500.00 210.00 680.00 t 200.00 t 765.00			
Select the departure	Generate	Employee Michael A	nderson 🗸	Veh	icle Van 2		~		X Close



• 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.

Administration Help						
Cultivation Inventory Reports						
Current Transfers Manifests Quality	Assurance				Shor	tcuts
Room Bulk Inventory   Move Items	;			Sefres	h 15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available	QA Status		
			197		Products	Booms
🗆 0000 0001 0000 0100	ChemDawg	Clone	197		(Troduces	
▽ □ 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		Strains	Transport Manifest
🗆 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	Vehicles	Search
🗆 2361 1674 3491 3090	Blue Dream	Other Material	100.00g	Wet	(III)	
🗆 2436 2914 5228 7205	Blue Dream	Other Material	1111.00g	Wet	500	
0 4847 2486 3641 6849	Blue Dream	Other Material	222.00g		Employees	Vandara
▽ 🗆 Seed (3)			599		Employees	vendors
🗆 0000 0001 0000 0099	Blue Dream	Seed	100			Sec. 1
□ 0000 0001 0000 0085	ChemDawg	Seed	200			***
0000 0001 0000 0094	Northern Light	s Seed	299	(	<ul> <li>Switch Location</li> </ul>	QA Labs
				>		สก
Detail	Print Barcoo	e Sample	QA Testing			JAN JA
🔁 manifest (30).pdf 🔹						Show All

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



Administration Help							
Cultivation Inventor	ry Reports						
Current Transfers	Manifests Quality	Assurance				Shor	tcuts
Room Quarantine	V Move Items	;			😂 Refresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA Status		<b>V</b>
✓ □ Flower Lot (5) □ 0000 0001 00 □ 0000 0001 00	000 0078	Blue Dream Blue Dream	Flower Lot	1010.00g 800.00g 210.00g	<b>Transpo</b> Transpo	Products	Rooms
						Strains	Transport Manifest
						Vehicles	Search
						Employees	Vendors
	Adjust	Print Barcode	Sample	OA Testing	>	Switch Location	QA Labs
Create Lot	Convert	Destroy	Sub Lot/Batch		Collapse All	$\bigcirc$	BP

## 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.

					WSLCE	}					×
Instruction	ns	Stop 1									
To create a new	$\square$	Departure		Training Pro	ducer		02 / 17 / 2014	7:00:5	4 PM	28 -	New Stop
chose the		Arrival	420Ange	ll ProdProc	(Produce	r · 🗸	02 / 17 / 2014	8:17:0	B PM	28 🔻	<b>X</b>
vendor you are transporting your inventory to from the Arrival drop		Route	Turn right or Take the 1st Turn right or Turn left ont Merge onto Keep left at	nto Mall Loop t left toward nto Black Lak to the ramp to US-101 S. the fork. foll	Dr SW. Black Lake E e Blvd SW. o I-5/Seattle ow signs for	8lvd SW /Portlan 1-5 N/O	d. Ivmpia/Seattle_a	nd merae (	onto I-5	^ N. ♥	Clear
down.		Item			Strain		Туре	Av	ailable		
lf you do not see the Vendor you are		<ul> <li>▽ □ Clor</li> <li>□ 00</li> <li>▽ □ See</li> </ul>	ne 100 0001 ( d	0000 0100	ChemDav	vg	Clone	19	7.00		
transfering to, the		■ 00	00 0001 (	000 0099	Blue Drea	m	Seed	10	0.00		
Vendor must		00 🗆	00 0001 0	0000 0085	ChemDav	vg	Seed	20	0.00		
using the Vendors		□ 00 マ □ Plar	000 0001 ( nt Tissue	0000 0094	Northern	Lights	Seed	29	9.00		
below the Transport		□ 00 マ □ Mat	000 0001 ( ure Plant	0000 0101	Northern	Lights	Plant Tissue	30	.00		
Manifest button in the		00	00 0001 0	0000 0084	ChemDav	vg	Mature Plant	12	.00		
Inventory tab.		□ 00 マ □ Flov	000 0001 ( ver Lot	000 0095	Sour Dies	el	Mature Plant	50	.00		~
Select the departure	•	Generate	Employee	Anthony R	ogers	✓ Veł	nicle Truck 1		~		X Close

• 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).

				WSLCB					×
Instructions	Stop 1	Stop 2		-					
To create a 🔊	Departure	420Angell	ProdProc (Prod	ucer + Processor)	02 / 17 / 2014 8	: 15 : 5	54 PM	28 ▼	New Stop
manifest log chose the	Arrival	420Byro	n ProdProc	(Producer - 🗸	02 / 17 / 2014 11	:01:4	48 PM	28 🔻	
vendor you are transporting your inventory to from the Arrival drop	Route	Head west on NE 85th St toward 120th Ave NE. Merge onto I-405 S via the ramp to Renton. Take exit 2A to merge onto WA-167 S toward Kent/Auburn. Take the exit onto WA-18 W toward I-5/Federal Way. Take the Interstate 5 S exit. Werge onto I-5 S							Clear
down.	Item			Strain	Туре		Available	•	
If you do not see the Vendor you are transfering to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.	<ul> <li>▷ Clor</li> <li>▷ See</li> <li>▷ Plar</li> <li>▷ Mat</li> <li>▽ Flov</li> <li>○ 00</li> <li>○ 00</li> <li>▽ 20 Oth</li> <li>○ 00</li> <li>○ 00</li> </ul>	ne d nt Tissue uure Plant ver Lot 000 0001 er Materia 000 0001	0000 0104 0000 0096 al Lot 0000 0103 0000 0079	Blue Dream Blue Dream Blue Dream Blue Dream	Flower Lot Flower Lot Other Materia Other Materia	al Lot al Lot	500.00 680.00 200.00 765.00		
Select the departure	Generate	Employee	Anthony Ro	ogers 🗸 Vehi	cle Truck 1		~		💥 Close

• 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 redownload 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	Sho	rtcuts			
Start: 02/16/2014 End: 02/16/2014 🚭 Refresh				15 Day Inventory	Transfer Inventory
Departure Time Manifest ID Stops	Item Count	Status	Destination		
02/16/2014 6:09 PM 3607 6833 6198 9409 1	1	Quarantine	d Training Processor	Droducto	Baams
02/16/2014 6:36 PM 4039 7753 6226 5817 2	2	Quarantine	d 420Angell ProdProc, 420Byron ProdPr	oc	Rooms
				Strains	Transport Manifest
				Vehicles	Search
				00	
				Employees	Vendors
				8	
				Switch Location	QA Labs
				<b>Q</b>	B
View Manifest			Void Ma	anifest	



## 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 As	surance								
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 PI	M 04/01/2016 2:42 PM	8535 4157 7860 6119	1	2	Shipped	<b>Regular Manifest</b>	Matt Processor			
03/31/2016 2:26 PI	M 04/01/2016 2:56 PM	9518 1125 6304 1469	1	1	Quarantined	Regular Manifest	BioTrackTHC Lab 2			
03/31/2016 2:33 PI										

# 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.

		Void Mani	ifest Item S	election	(	×
Instructions	The foll	owing items are scheduled f	or Manifest 9	541 9031 3288 3934, please choose one:		
You can see a list of the	No.	Inventory ID	Quantity	Description		
manifest stops to the right.	<b>I</b>	9999 9944 4000 0156	600.00	Pineapple Express Shatter 1g (Marijuana	a Extract fo	or l
items, you will be able to void the selected items below.	2	9999 9944 4000 0127	100.00	Usable Marijuana (0.995 g)		
	<					∢
				Cancel	ОК	

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

Ok	×		
The selected manifest items have been voide			
(	ОК		

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.

×
st
st



**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.

		Void Mar	nifest Stop S	election				×
Instructions	The follo	wing stops are scheduled	for Manifest 3	777 7720 7610 85	19, please choo	se one:		
You can see a list of the	Stop	Departure Time	Item Count	Company		License		
manifest stops to the right.	× 1	06/26/2015 1:29 PM		BioTrackTHC	Processor 2	9960004		
After selecting one, you will be able to void that specific stop.				Q		Canc	rel OK	

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

Ok		×	
The selected manifest stop has been voided			
	ОК		

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.



Question					
Are you sure you want to void the entire manife					
Yes No					
	<b>estion</b> to void the e Yes	estion to void the entire manif Yes No			

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

Ok		×		
The manifest has been voided				
	OK			



3. The Manifest has been voided and removed.

Washington State	jout							
		WSLC	B Traceability	System				
Administration Help								
Cultivation Inventory Reports								
Current Transfers Manifests Qualit	y Assurance						Shortcuts	
Start: 06/23/2015 End: 07/03/2015	🔁 Refresh						15 Day Inventory	Transfer Inv
File Time Departure Time	Manifest	t ID Stops	Item Count	Status	Manifest Type	Destination	<b></b>	<b>1</b>
							Products	Room
ß							Strains	Transport M
							Vehicles	Searc
							00	
							Employees	Vendo
							8	
<						>	Switch Location	QA La
View Manifest Modify Manifest						Void Manifest	Q	B

# **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.



Administration Help								
Cultivation Inventory Reports								
Current Transfer Manifests Quality Assurance					Shortcuts			
Room Bulk Inventory	ve Items			Sefresh	15 Day Inventory	Transfer Inventory		
Product	Strain	Туре	Available	QA Statu				
			197		Products	Rooms		
$\Box$ 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		Strains	Transport Manifest		
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	Vehicles	Search		
2361 1674 3491 3090	Blue Dream	Other Material	100.00g	Wet	T			
2436 2914 5228 7205	Blue Dream	Other Material	1111.00g	Wet	500			
🗆 4847 2486 3641 6849	Blue Dream	Other Material	222.00g		Employees	Vandars		
▽ 🗆 Seed (3)			499		Employees	vendors		
0000 0001 0000 0085	ChemDawg	Seed	200			1 St 2		
0000 0001 0000 0094	Northern Lights	s Seed	299					
▽ □ Plant Tissue (1)			30	<ul> <li>Image: A start of the start of</li></ul>	Switch Location	QA Labs		
				>		สโล		
Details Adjust	Print Barcode	Sample	QA Testing			Balle		
Create Lot Conver	t Destroy	Sub Lot/Batch		Collapse All				

• The following pop-up appears:

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



# **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
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.	Listed below are the transportation items. Please provide sale information:
	Total Sale Price (Calculated Above)
	Cancel OK

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

r	Shipments
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.	Listed below are the transportation items. Please provide sale information:  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 72hour 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.

Administration Help							
Cultivation Inventory Reports							
Current Transfers Manifests						Shor	tcuts
Room Bulk Invente  Move Ite	ems				Stresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available	Status			
Kief (1)			10.00g			Dreducte	Draduct Categories
Flower (3)			277.00g			Products	
Other Material (10)			8178.00g				
Seed (3)			198				
Plant Tissue (1)			1			Booms	Strains
Mature Plant (5)			94				
Flower Lot (9)			4963.00g				
Other Material Lot (8)			5001.00g				
Bubble Hash (1)			45.00g			Transport Manifest	Vehicles
			210.00g			( <b>—</b> )	
■ 0000 0001 0000 0043	ChemDawg	Hash	15.00g				500
0001 0000 0045	ChemDawg	Hash	195.00g				
			p 77.00g			Search	Employees
0000 0001 0000 0050	White Widow	CO2 Hash Oil	77.00g				
Solid Marijuana Infused Edible (2)	2)		90				
Waste (55)			20466.30g		×		
Details	Adjust	Print Bricode	Sample			Switch Location	Vendors
Create Lot C	onvert	Destroy	Sub Lot/Ba	tch	Expand All	V	<b>*</b>

• 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".

Administration Help							
Cultivation Inventory Reports							
Current Transfers Manifests Shortcuts							
Room Bulk Inventc 🗸 🕅	love Items				Sefresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available	Status			<b>V</b>
<ul> <li>▷ Kief (1)</li> <li>▷ Flower (3)</li> <li>▷ Other Material (10)</li> <li>▷ Seed (3)</li> <li>▷ Plant Tissue (1)</li> </ul>			10.00g 277.00g 8178.00g 198 1			Products	Product Categories
<ul> <li>▷ Mature Plant (5)</li> <li>▷ Flower Lot (7)</li> <li>▷ Other Material Lot (8)</li> <li>▷ Bubble Hash (1)</li> </ul>			94 4638.00g 5001.00g 45.00g				
▼         Hash (2)           ■         0000 0001 0000 004           ■         0000 0001 0000 004	13 ChemDawg 15 ChemDawg	Hash Hash	210.00g 15.00g 195.00g	Destruction Scheduled For 01/15/2014		Transport Manifest	Vehicles
<ul> <li>CO2 Hash Oil (3)</li> <li>Solid Marijuana Infuse</li> <li>Waste (55)</li> </ul>	d Edible (2)		88.00g 90 20466.30g			Search	Employees
Details	Adjust	Print Barcode	Sample			Switch Location	Vendors
Create Lot	Convert	Destroy	Sub Lot/Ba	tch	Expand All	$\mathbf{V}$	<b>*</b>

## **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".


Administration Help									
Training Mode Rules Enforcen	nent >								
Sale Date Specify	>	wan co						Shor	tcuts
Synchronization	, <b>su</b>	lance						15 Day Inventory	Transfer Inventory
Cultivation	· · · · · · · · · · · · · · · · · · ·	Create New Mandat	ani OA Famala				🔁 Refresh		
Product		Undo	ory QA Sample	Destruction Notification	Indu	aus.			
Waste (26)		ondo		Inventory Conversion	Jour Potency Star				
4909 3001 0561 45	27 F	Blackberry Kush	Waste	1500.00g				Products	Rooms
	14 F	Blue Dream	Waste	500.00g	Des	struction Scho	duled (Now)		
	07 0	Blue Dream	Waste .	50000.000	Des	struction Sche	duled (100w)		
	-07 L	Side Dream	Waste .	10000.00g	Des	struction Sche	duled (72 nours remain		
	-37 C	Ciriuerena 99	Waste	1000.00g	Des	struction Sche	duled (Now)	Strains	Transport Manifest
	4Z L	Durban Poison	Waste .	1000.00g	Des	struction sche	duled (NOW)	(IT)	
	84 0	SIFI SCOUL COOKIES	s waste	2600.00g	D	-town the second second	distant (Marco)		
8277 3494 5691 01	08 1	Mixed	waste .	2233.00g	Des	struction Sche	duled (Now)		
0 4042 4667 6778 92	68 N	Mixed	Waste	L634.00g	Des	struction Sche	duled (Now)	venicies	Search
2340 4720 9679 67	97 N	Mixed	Waste	L802.00g	Des	struction Sche	duled (Now)	Eng	
4101 9585 5254 60	94 N	Mixed	Waste	L000.00g	Des	struction Sche	duled (Now)	~	
0 4227 5842 0029 12	15 N	Mixed	Waste !	500.00g	Des	struction Sche	duled (Now)	Employees	Vendors
5197 5639 1957 74	48 5	Sour Diesel	Waste 4	1000.00g	Des	struction Sche	duled (Now)		
8591 0910 3232 94	57 S	Sour Diesel	Waste !	590.00g	Des	struction Sche	duled (Now)		1 St
🕨 🗆 Marijuana Mix Packag	ged (2)		1						i k 30
								Switch Location	QA Labs
									حآآه
									KIN
									04
							•		
Details	Adjust		Print Barcode	Sample	QA Testir	ng	Uncheck All		
Create Lot	Convert		Destroy	Sub Lot/Batch	Adjust Usa	able	Expand All		

• The following pop-up window appears.



- Select the date of the to-be-undone destruction notification
- $\circ$   $\;$  To view all scheduled destructions for a specific day, click "OK".
- To narrow your results to scheduled destructions of a specific strain, select a strain from the Strain drop down.
- A list of scheduled destructions based on your search parameters from the prior pop-up window appears.
- Click the check box beside the items(s) for which the scheduled destructions(s) is(are) to be undone.
- Click "OK".



		Revers	se Scheduled I	Destruction Proc	ess	×
Instructions	No.	Scheduled On	Strain	Inventory Type	Barcode ID	 
You'll find to the right a list of all inventory that has been scheduled for destruction. Simply select the inventory items you wish to reverse and click OK to proceed.		09/01/2016	Blue Dream	Waste	Barcode ID 1615 9245 9037 3487	
						ОК

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

Please review your data before proceed	ing.
🗶 Cancel 🛛 🦪 Proceed	ł

- 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.

Administration Help							
Cultivation Inventory Reports	5						
Current Transfers Manifests						Shor	tcuts
Room Bulk Invente V Move It	ems				S Refresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available	Status			
▷ □ Kief (1)			10.00g			Draduate	Deaduct Coheneries
Flower (3)			277.00g			Products	Product Categories
Other Material (10)			8178.00g				-
Seed (3)			198				
Plant Tissue (1)			1			Pooms	Strains
Mature Plant (5)			94			Rooms	Strains
Flower Lot (9)			4963.00g				
Other Material Lot (8)			5001.00g				
Bubble Hash (1)			45.00g			Transport Manifest	Vehicles
✓ III Hash (2)			210.00g			<b></b>	
0000 0001 0000 0043	ChemDawg						500
0001 0000 0045	ChemDawg	Hash	195.00g				
			p 77.00g			Search	Employees
0000 0001 0000 0050	White Widow	CO2 Hash Oil	77.00g				
Solid Marijuana Infused Edible	(2)		90				
Waste (55)			20466.30g		~		
Details	Adjust	Print Bicode	Sample			Switch Location	Vendors
Create Lot C	Convert	Destroy	Sub Lot/Bat	tch	Expand All	$\mathbf{V}$	<b>*</b>

- 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.

	×
One of the items you have selected still has approximately 72 hour(s) remaining be destroyed.	before it may
	ОК

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.



Administration Help											
Cultivation Inventory Re	ports										
Current Transfers Manif	ests Quality As	surance								Shor	tcuts
Room Newroom	✓ Move Items								🔁 Refresh	15 Day Inventory	Transfer Inventor
Product		Strain	Туре	Available	QA	Medical Product	Potency	Status		-	
▽ 🖾 Hydrocarbon Wax (1)				1000.00g							
⊠ 9999 9944 4000 01	65	Mixed	Hydrocarbon Wax	1000.00	g					Products	Rooms
										Strains	Transport Manifes
										Vehicles	Search
										600	
										Employees	Vendors
						١				8	<b>6</b>
							1			Switch Location	QA Labs
										Q	BP
Details	Adjus	t	Print Barco	ode		Sample	QA	Testing	Uncheck All		
Create Lot	Conve	rt	Destroy		Sub	Lot/Batch	Adju	ist Usable	Expand All		

3. Click the 'OK' button.

	QA Assistanc	ce X
Instructions	Inventory Type Hydrocarbon	1 Wax 🗸
This screen can assist you in choosing an item to QA test. Select the inventory type you	Select an inventory type above,	then select an eligible item below:
wish to QA test from the drop- down to the right	Barcode ID	Strain
	🖾 9999 9944 4000 0165 I	Mixed
Once you have done this, you will see a list of eligible items in the box below.		
Select one (1) of the items by checking the box to the left of the item. You may then proceed by clicking OK to begin the process of providing the QA details.		
		Cancel OK 。

- 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	Product		Strain	Northernberry	
Please select the lab you will be sending the QA sample to. Once selected, you will also need to enter the quantity of	Barcode	9999 9999 6000 1005	Туре	Flower Lot	
the product that is being	Sample Quantity	1.00 g			
sampled.	Lot Use	Usable Marijuana			~
	QA Lab	Analytical 360, LLC.			~
		Clear			
	QA Tests Red	uired			
	The following te	sts will be required			
	🔲 Moisture C	ontent			
	🔲 🖾 Potency Ar	alysis			
	🔲 🖾 Foreign Ma	tter Inspection			
	🔲 🖾 Microbiolog	gical Screening			
				Cancel	ок

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

Confirm	×
Please review your data before proceed	ling.
🔏 Cancel 🦪 Procee	d

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-test	ting.
OK	

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".

Administration Help											
Cultivation Inventory R	eports										
Current Transfers Man	ifests Quality As	surance								Shor	tcuts
Room Newroom	✓ Move Items								🔁 Refresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA	Medical Product	Potency S	Status			<b>S</b>
🗢 🖾 Hydrocarbon Wax (2	2)			999.00a							
■ 9999 9944 4000 0	)165	Mixed	Hydrocarbon Wax	999.00g	Passed QA					Products	Rooms
										Strains	Transport Manifest
										Vehicles	Search
										600	
										Employees	Vendors
										- 😽 -	<b>**</b>
										Switch Location	QA Labs
										Q	- P
Details	Adjus	t	Print Barco	de	Sample		QA Testing		Uncheck All		
Create Lot	Conve	rt	Destroy		Sub Lot/Batc	:h	Adjust Usable		Expand All		

# 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



	WSLCB	Traceability System
ninistration Help		
aining Mode Rules Enforcement	>	
ale Date Specify	>	
nchronization	>	
tivation	>	
ntory	Create Non-Mandatory QA Sample	
	Undo >	

The following screen will appear:

		Non-Mandatory QA Sample	×
Instructions		Search Sample Type 🗌 Plant 🔲 Inventory	
Please select type of non- mandatory sample to the	Barcode	Inventory Type	
right. Then, search for a specific item to create the sample from.	Sample Quantity	Strain	
	QA Lab		~
		Clear	
		Cancel OK	

- 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.

	Non-Mandatory QA Sample
Instructions	Search Sample Type 🔲 Plant 🗌 Inventory
Please select type of non- mandatory sample to the right. Then, search for a specific item to create the	Br Lookup X
sample from.	Q, Clear
	Clear Cancel OK

- 2. Enter the sample size into the Sample Quantity field.
- 3. Select the 'QA Lab'.

		Non-Mandator	ry QA Sample			×
Instructions	]		Search	Sample Type	🗌 Plant 🔲 Inventory	y
Please select type of non- mandatory sample to the	Barcode	9999 9944 4	000 0165	Inventory Type	Hydrocarbon Wax	<b>(</b>
right. Then, search for a specific item to create the sample from.	Sample Quantity	1.00 g		Strain	Mixed	
	QA Lab	BioTrackTHC	C Test Lab			~
		Clear				
					Cancel	ОК

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



Administration Help										
Cultivation Inventory Repo	orts									
Current Transfers Manife	sts Quality Assu	rance							Shor	tcuts
Room Newroom ~	Move Items							🔁 Refresh	15 Day Inventory	Transfer Inventory
Product	5	Strain	Туре	Available	QA	Medical Product	Potency	Status		
🗢 🖾 Solid Marijuana Infused	d Edible (2)			250					Desiduate	Deeme
9999 9944 4000 012	0 \	Vhite Widow	Solid Marijuana Infused Ed	ible 250					Products	Rooms
1										
									Strains	Transport Manifest
I										
									Vehicles	Search
									600	
									Employees	Vendors
									8	
									Switch Location	QA Labs
									Q	BP
Details	Adjust		Print Barcode	Sample		QA Testing		Uncheck All		
Create Lot	Convert		Destroy	Sub Lot/Batch		Adjust Usable		Expand All		

• This will bring up the Sample screen.

		Sample			×
Instructions	Product		Strain	White Widow	
Please select whether the recipient of the sample will be another vendor or an	Barcode	9999 9944 4000 0120	Туре	Solid Marijuana Infuse	d E
employee. Once selected, you will also need to enter the quantity of the product	Sample Quantity				
that is being sampled.		[			_
	Vendor				~
			or		_
	Employee				~
		Clear		Educational San	nple
				Cancel OK	

- 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)



		Sample		×
Instructions	Product		Strain	White Widow
Please select whether the recipient of the sample will be another vendor or an	Barcode	9999 9944 4000 0120	Туре	Solid Marijuana Infused E
employee. Once selected, you will also need to enter the quantity of the product	Sample Quantity	1		
that is being sampled.	Vendor			~
			or	
	Employee			<b>X</b> ~
		John Doe		
				Cancel OK

• Check the "Educational Sample" checkbox if the sample is designated to a retailer for educational purposes. (Educational Sample)

-		Sample		×
Instructions	Product		Strain	White Widow
Please select whether the recipient of the sample will be another vendor or an	Barcode	9999 9944 4000 0120	Туре	Solid Marijuana Infused E
employee. Once selected, you will also need to enter the quantity of the product	Sample Quantity	1		
that is being sampled.	Vendor			~
			or	
	Employee			~
		Clear		Educational Sample
				Cancel OK

• Click on the "OK" button when complete.

		Sample		×
Instructions	Product		Strain	White Widow
Please select whether the recipient of the sample will be another vendor or an	Barcode	9999 9944 4000 0120	Туре	Solid Marijuana Infused E
employee. Once selected, you will also need to enter	Sample Quantity	1		
that is being sampled.	Vendor			~
			or	
	Employee	John Doe		~
		Clear		Educational Sample
				Cancel OK

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 (Ve	ndor Sample)		
1.00g	Pending QA (Ve	ndor 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



			WSLCB Traceability Sys	stem		
Administration Help	7					_
Current Transfers Manifests	Ouality Assurance					_
Room Bulk Inventory 🗸 I	Move Items				🔁 Refr	resh
Product	Strain	Type	Available	QA	Medical Product	1^
🕨 🗔 Other Material (9)			8265.00g			
Seed (1)			100			11
Mature Plant (19)			8			
Flower Lot (26)			4534.00g			
Other Material Lot (4)			14732.00g			
Bubble Hash (3)			200.00g			
▷ □ Hydrocarbon Wax (2)			601.00g			
▶ □ Food Grade Solvent Extra	ct (3)		1000.00g			
🕨 🗆 Solid Marijuana Infused Ed	dible (2)		250			
🕨 🗆 Liquid Marijuana Infused E	Edible (1)		200			
🗢 🖾 Marijuana Extract for Inha	alation (7)		994			
9999 9944 4000 0078	Blackberr	y Kush Marijuana Extra	ct for Inhalation 993			
🖾 4459 5740 0992 3609	Blackberr	y Kush Marijuana Extra	ct for Inhalation 1	Vendor Sample		
▶ 🗋 📩 🛛 🖓 ♦ Þ			1			
▶ 📑 Vaste (28)			38420.00g			
🕨 🗆 🕻 sable Marijuana (13)			1234			
🕨 🗆 Marijuana Mix (2)			500.00g			
🕨 🗆 Marijuana Mix Packaged (2	(2)		199			
Marijuana Mix Infused (12)	2)		3057			~
						>
Details	Adjust	Print Barcode	Sample	QA Testing	Uncheck All	
Create Lot	Convert	Destroy	Sub Lot/Batch	Adjust Usable	Expand All	

• This will bring up the Sample screen.

		Sample			×
Instructions	Product	Blackberry Kush 0.5g Car	Strain	Blackberry Kush	
Please select a new vendor.	Barcode	4459 5740 0992 3609	Туре	Marijuana Extract for In	nh
	Vendor				~
		Clear			
				Cancel OK	

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

		Sample			×
Instructions	Product	Blackberry Kush 0.5g Car	Strain	Blackberry Kush	
rieuse select a new vendor.	Barcode	4459 5740 0992 3609	Туре	Marijuana Extract for	Inh
	Vendor	BioTrackTHC Retailer 1 (R	etailer	#9970001)	~
		Clear			
				Cancel OK	

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



	Confirm	×
Please review y	our data before proceed	ding.
🐰 Cancel	🦪 Procee	d
		-

• 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.

Туре	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	If inventory loss occurred because of law
Law Enforcement.	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.

Administration Help						
Cultivation Inventory Reports						
Current Transfers Manifests Quality Assurance					Sho	rtcuts
Room Newroom V Move Items				ar Re	resh 15 Day Inventory	Transfer Inventory
Product Strain	Type Available	QA Medic	al Product Potency	Status		
¬  □ Hydrocarbon Wax (2)	999.00g				Draduate	Promo
9999 9944 4000 0165 Mixed	Hydrocarbon Wax 999.0	0g Passed QA			Products	Rooms
					Strains	Transport Manifest
1						
					Vehicles	Search
					600	
					Employees	Vendors
					8	
					Switch Location	QA Labs
					Q	B
Details Adjust	Print Barcode	Sample	QA Testing	Uncheck All		
Create Lot Convert	Destroy	Sub Lot/Batch	Adjust Usabl	e Expand All		

• This will bring up the Inventory Adjustment screen.

		Inventory Adjust			×
Instructions	Product	Hydrocarbon Wax	Strain	Mixed	
adjustment, simply weigh	Barcode	9999 9944 4000 0165	Туре	Hydrocarbon Wax	
amount will be shown to the right. When you are finished,	Current Weight	999.00 g			
click OK.	New Weight				
	Adjustment Type				~
		Comments	;		
				Cancel OK	

- 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	Product	Hydrocarbon Wax	Strain	Mixed
To make an inventory adjustment, simply weigh	Barcode	9999 9944 4000 0165	Туре	Hydrocarbon Wax
amount will be shown to the right. When you are finished,	Current Weight	999.00 g		
click OK.	New Weight	995.00 g		
	Adjustment Type			$\longrightarrow$ $\checkmark$
		Inventory Audit		
		Theft		
		Seizure by Federal, State	, Local	or Tribal Law Enforcemen
		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	Product	Hydrocarbon Wax	Strain	Mixed	
To make an inventory adjustment, simply weigh the inventory and the new	Barcode	9999 9944 4000 0165	Туре	Hydrocarbon Wax	
amount will be shown to the right. When you are finished,	Current Weight	999.00 g			
click OK.	New Weight	995.00 g			
	Adjustment Type	Theft			~
		Comments	;		
	Stolen by emp	oloyee #1234 who was bee	n terr	ninated.	
				Cancel > OK	

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



Administration Help										
Cultivation Inventory Re	ports									
Current Transfers Manif	ests Quality Assura	nce							Shor	tcuts
Room Newroom	✓ Move Items							Sefresh 😂	15 Day Inventory	Transfer Inventory
Product	Stra	ain Type	Available	QA	Medical Product	Potency	Status			
¬  □ Hydrocarbon Wax (2)			995.00g							
■ 9999 9944 4000 01	65 Mix	ed Hydrocarbon W	ax 995.00g	Passed QA					Products	Rooms
									Strains	Transport Manifest
									Vehicles	Search
									600	
									Employees	Vendors
									8	<b>**</b>
									Switch Location	QA Labs
									Q	- P
Details	Adjust	Print Ba	rcode	Sample		QA Testing		Uncheck All		
Create Lot	Convert	Destr	юу	Sub Lot/Bato	ch 🗌	Adjust Usabl	e	Expand All		

# **Chapter 15: Miscellaneous**

In this chapter, you will learn how to:

- $\checkmark$  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.

Administration Help								
Cultivation Inventory	Reports							
Current Transfers M	anifests Quality Ass	surance					Shor	tcuts
Room Newroom	✓ Move Items					🔁 Refresh	15 Day Inventory	Transfer Inventory
Product		Strain Type	Available QA	Medical Product	Potency Sta	itus	<b></b>	
• Wet Flower (1) • 5511 1204 7781	7911	Trainwreck Wet Flower	1111.00g 1111.00g		We	rt	Products Strains Vehicles Employees Switch Location	Rooms
Details	Adjust	Print Barcode	Sample	QA Te	sting	Uncheck All	<b></b>	Grlb
Create Lot	Convert	Destroy	Sub Lot/Batch	Adjust	Usable	Expand All		

• 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.)

Administration Help											
Cultivation Inventory	Reports										
Current Transfers M	anifests Quality As	surance								Shor	tcuts
Room Newroom	✓ Move Items								2 Refresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA	Medical Product	Potency	Status		<b></b>	
✓ Wet Flower (1) ■ 5511 1204 7781	7911	Trainwreck	Wet Flower	1111.00g 1111.00g				Wet		Products	Rooms
T										Strains	Transport Manifest
										Vehicles	Search
										Employees	Vendors
										Switch Location	QA Labs
Details Create Lot	Adjust Convert	Pri	int Barcode Destroy	Sam	ple /Batch	QA T Adjust	esting : Usable	Unche	rck All		

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

		Inventory Details				×
Instructions	Barcode	5511 1204 7781 7911	Product			~
Here you find the Product Details.	Туре	Wet Flower 🗸	Strain	Trainwreck		~
To adjust the amount of	Available	39.189 oz (1111.00 g)	]			
click the Adjust button.	Room	Newroom	Ĵ			
		Print	Adjust	Destroy	Cure Plan	nt
				Cancel	ОК	

• The 'Convert Plant To Inventory Screen' appears:

Convert Plant To Inventory									
Instructions	ID	5511 1204 7781 7911							
Enter the flower weight, other material, waste and then click OK.	Strain	Trainwreck							
The other material and waste are NEW materials collected at the dry point and not dry weights of the previously collected	Flower Other Material Waste								
	-	Cancel OK							

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



Convert Plant To Inventory									
Instructions	ID	5511 1204 7781 7911							
Enter the flower weight, other material, waste and then click OK.	Strain	Trainwreck							
The other material and	Flower	555.00 g							
waste are NEW materials collected at the dry point	Other Material	111.00 g							
and not dry weights of the previously collected v	Waste	55.00 g							
	1	Cancel OK							

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

^
eeding.
ceed

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

Administration Help								
Cultivation Inventory Reports								
Current Transfers Manifests Quality Assurance								tcuts
oom Newroom 🗸 Move Items							15 Day Inventory	Transfer Inventor
Product	Strain	Туре	Available	QA	Medical Product	Potency	<b></b>	<b>V</b>
Flower (8)			555.00g				Products	Rooms
3771 8857 7589 4149	Trainwreck	Flower	555.00g					
Other Material (16)			111.00g					
0711 9569 0696 8236	Trainwreck	Other Material	111.00g				Strains	Transport Manife
Waste (33)	Trainwrock	Masta	55.00g				Sciums	
3200 0107 2030 3442	Irainwreck	waste	55.00g					
							Vehicles	Search
							6	
							Employees	Vendors
							22	
								11. See
							Switch Location	QA Labs
							0	ah
Details Adjus	t Print Ba	arcode	Sample	Qź	Testing	Uncheck All		Gdb.
Create Let. Conve	ut Deet		ub Lot/Patch		et Licable	Expand All		

#### **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 He	lp								
Cultivation Inve	entory Reports								
Current Transfers Manifests Quality Assurance								Shor	tcuts
Room Bulk Inven	tory 🗸 Move Item	s					Refresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре		Available	QA	Status		
🕆 🔲 Flower (5)					1580.00g			Products	Booms
6818 382	8 0981 3239	Blue Dream	Flower		187.00g			(Thoused	
0549 8578	8 1551 3215	Blue Dream	Flower		25.00g				
9266 796	0 0569 2637	Blue Dream	Flower		123.00g				
6682 272	3 4018 5917	Blue Dream	Flower		456.00g			Strains	Transport Manifest
1913 281	8 7202 3609	Blue Dream	Flower		789.00g				
▷ □ Clone (1)					100				
Other Mate	rial (7)				2526.00g			Vehicles	Search
▷ □ Seed (2)					499			( all a	
Mature Plan	nt (2)				62			-0-0	
Other Mate	rial Lot (1)				765.00g			Employees	Vendors
▷ 🗆 Waste (7)					3289.00g				100
								Switch Location	QA Labs
							>		ela
Details	Adjust	Print Barcod	e 📄 📃	Sample	QA Testing				Balle
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

# <u>NOTE: All inventory to be included in a Lot must be of the same strain and same type</u> (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	Shor	tcuts					
Room Bulk Inventory	y 🗸 Move Items	· · · · · · · · · · · · · · · · · · ·			Sefresh	15 Day Inventory	Transfer Inventory
Product		Strain Typ	e	Available	QA Status		
<ul> <li>✓ ☑ Flower (5)</li> <li>○ 6818 3828 09</li> <li>○ 0549 8578 19</li> <li>○ 9266 7960 09</li> </ul>	981 3239 551 3215 569 2637	Blue Dream Flo Blue Dream Flo Blue Dream Flo	wer wer wer	1580.00g 187.00g 25.00g 123.00g		Products	Rooms
6682 2723 40	018 5917	Blue Dream Flo	wer	456.00g		Strains	Transport Manifest
■ 1913 2818 72 Clone (1)	202 3609	Blue Dream Flo	wer	789.00g 100			
<ul> <li>Other Material</li> <li>Seed (2)</li> <li>Mature Plant (2)</li> </ul>	<ul><li>(7)</li><li>2)</li></ul>			2526.00g 499 62		Vehicles	Search
<ul> <li>▷ Other Material</li> <li>▷ □ Waste (7)</li> </ul>	Lot (1)			765.00g 3289.00g		Employees	Vendors
					>	Switch Location	QA Labs
Dénils	Adjust	Print Barcode	Sample	QA Testing			ાગ્ય
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.

		Enter Quantities	×
/ 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: 9266 7960 Amount to Deduct	Blue Dream Flower Lot Creation Tool 0569 2637 123.00	Quantity Available: 123.00
	Amount to Deduct Barcode ID: 1913 2818 Amount to Deduct	4018 5917 456.00 7202 3609 789.00	Quantity Available: <b>456.00</b>
	Total Lot Quantity (Calcula	ted Above) 1368.00	Quantity Available: 789.00 Cancel OK



- 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 G	uantities	×
Instructions		Blue Dream Flower Lot Creation Tool	
Please review the items to the right to ensure you are combining all of the the	Barcode ID: 9266 7960 0569 26	37	
	Amount to Deduct 123.	00	
correct items together. Once you have confirmed your			Quantity Available: 123.00
selection, click OK to proceed.	Barcode ID: 6682 2723 4018 59	17	
	Amount to Deduct <b>456.</b>	00	
			Quantity Available: 456.00
	Barcode ID: 1913 2818 7202 36	09	
	Amount to Deduct 789.	00	
			Quantity Available: 789.00
			<u> </u>
	Total Lot Quantity (Calculated Abo	re) 1368.00	
			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		Shor	tcuts			
Room Bulk Inventory   Move Item	5			🕄 Refresh	15 Day Inventory	Transfer Inventory
Product	Strain Type		Available	QA Status		
<ul> <li>▷ □ Flower (2)</li> <li>▷ □ Clone (1)</li> <li>▷ □ Other Material (7)</li> <li>▷ □ Seed (2)</li> </ul>			212.00g 100 2526.00g 499		Products	Rooms
Mature Plant (2)			62		Strains	Transport Manifest
▽ 🗆 Flower Lot (2)			1368.00q			
	Blue Dream Flowe	er Lot	1368.00	g		
Other Material Lot (1)			765.00g		Vehicles	Search
▶ □ Waste (7)			3289.00g		600	
					Employees	Vendors
					8	
					Switch Location	QA Labs
Details Adjust	Print Barcode	Sample	QA Testing	)	Q	BP
Create Lot Convert	Destroy	Sub Lot/Batch	]	Expand All		



