Volume 5

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



LICENSEE MANUAL PRODUCERS

BIO-TECH MEDICAL SOFTWARE, INC.

BioTrackTHC Traceability System Licensee Manual for Producers

© 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						
Cultiva n Inventory Rep	ports					
Rooms				😂 Refresh	Short	cuts
Room					New Plant	Strains
Drying Drying 1					4	
Drying 2						
Duplicate					Rooms	Collect Waste
Flower 1						
Flower 2					U U U	
Flowering					Count	
Mother Boom					Search	
Vegetative Vegetative 1						
Vegetative 2					Stats Strain	
Vegetative 4					Total Plants 52	<u> </u>
regetative i					Growing 29	
					Drying 6	
					Growing	
Details	Print	Harvest/Cure			Vegetative 26	L
Move	Destroy	Transfer to Inventory	Sel	ect All	Flowering 3	~
		· · · · · · · · · · · · · · · · · · ·				

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



Administration Help					
Cultivation >	Reports				
Users	Add New User				
C Rooms	Modify user		S Refr	esh Shor	tcuts
Room				New Plant	Strains
Drying					
Drying 1				*	
Drying 2					
Duplicate				Rooms	Collect Waste
Flower 1					
Flower 2					
Germinating				Search	
Mother Room				Search	
Vegetative					
Vegetative 1				- 10	
Vegetative 2				Stats Strain	
Vegetative 3				Total Plants 52	
vegetative 4				Growing 29	Π
				Drying 6	
				Carrier	
				Growing	
Details	Print	Harvest/Cure		Vegetative 26	
Move	Destroy	Transfer to Inventory	Soloct All	Flowering 3	
MOVE	Destroy	inalister to inventory	Select All	Drvina	•

• 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 length and include one	Password Confirm	••••••••
upper case character, one		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.



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

Administration Help						
Cultivation >	Reports					
Users >	Add New User					
C Rooms	Modify user		2	Refresh	Shor	cuts
Room					New Plant	Strains
Drying						
Drying 1					<u>å</u>	
Drying 2					-	
Duplicate					Rooms	Collect Waste
Flower 2						
Flowering				ļ	V	
Germinating				i i	Search	
Mother Room						
Vegetative						
Vegetative 1						
Vegetative 3					Stats Strain	
Vegetative 4					Total Plants 52	
					Growing 29	
					Drying 6	
					Growing	
					Vegetative 36	
Details	Print	Harvest/Cure			vegetative 26	
Μονο	Destroy	Transfer to Inventory	Select Al		Flowering 3	
HOVE	Destroy	inansier to inventory	Jelect Al	"	Drvina	Ľ

• 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 include one upper case character, one lower case character and one number.	Password Confirm Administrator
	Cancel OK

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



- 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.



• 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		
desired fields and then	Clear Save	De	elete
		Clos	e



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.
 - $\circ~$ Birth date: 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	~
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 click Save	Clear Save	Delete
	— — —	Close

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

		×
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.	Linployee ib	Alex Krochmal
To modify an Existing	Birthdate (MM/DD/YYYY)	Michael Anderson
Employees, select the	Hire Date	Anthony
the drop down, modify the		
desired fields and then	Clear Save	Delete
		Close



Modifying an Existing Employee

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

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

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

		×
Instructions	Existing Employees	Jane Doe 🗸
employee, enter their details to the right and	Name	Jane Smith
click Save. All employees must be 21 years of age	Employee ID	124
or greater.	Birthdate (MM/DD/YYYY)	12 / 31 / 1980
Employees, select the	Hire Date	12/20/2013
the drop down, modify the desired fields and then	Clear Save	Delete
	7	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
details to the right and click Save. All employees	Employee ID	Jane Doe
must be 21 years of age or greater.		Alex Krochmal
To modify an Exisitng	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	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
To modify an Exisitng Employees, select the Exisitng 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



• This will bring up the Vehicle screen.



		×
Instructions	Existing Vehicles	~
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 #	
	Class Caus	Delete
	Clear Save	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	Nickname	Truck 1		
enter the Color, Make, Model, Year, License Plate and VIN of	Color	White		
the vehicle. Click Save when you have finished.	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	

Modifying an Existing Vehicle

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

r		×
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		Van 2
you have 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.

		E	×
Instructions	Existing Vehicles	Clunker	~
To create a new vehicle, simply click New. Then give the vehicle a nickname and	Nickname	Clunker	
enter the Color, Make, Model, Year, License Plate and VIN of	Color	Black	
the vehicle. Click Save when you have finished.	Make	Chevy	
	Model	Astro	
	Year	1995	
	Plate #	XYZ987	
	VIN #	BCDEF1XY1LKQ1111	1
	Clear Save	Delet	te
		Close	

• 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	Assurance				Shor	tcuts
Room Bulk Inventory Move Items	3			S Refresh	15 Day Inventory	Transfer Inventory
Product	Strain T	уре	Available	QA Status		
▷ □ Flower (1) ▷ □ Other Material (2)			187.00g		Products	Rooms
 Other Material Lot (1) □ Other Material Lot (1) 			765.00g			
Vaste (2)			1987.00g		Strains	Transport Manifest
					Vehicles	Search
					600	
V B Other Material (20)					Employees	Vendors
						6
				>	Switch Location	QA Labs
Details Adjust	Print Barcode	Sample	QA Testing		O	RP
Create Lot Convert	Destroy	Sub Lot/Batch		Expand All		



• This will bring up the Vendor Information screen.

						×				
Instructions										
To add a Vendor to your Vendors List, click on Vendor List. To Delete a Vendor from your Vendor List select the Vendor from the 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 List	Туре		uce	r Tier	1	~				
Clear					De	lete				

Viewing Vendor Information

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

				×
Instructions				
To add a Vendor t	o your Vendors List, clicl	k on Vendor	List.	
To Delete a Vendo Vendors drop dow	or from your Vendor List In and then click on Dele	select the \ ete.	endor from	the exisiting
Existing Vendors				~
Name	420Steenhout Proc	lProc (Pro	ducer +	Processor)
Address 1	Training Processor	(Processo	or)	
City		State	Zip	
Phone		Fax		
Email		Website		
License Number		Contact		
Preferr	ed Vendor List	Туре	Produce	r Tier 1 🗸 🗸
Clear				Delete
				Close

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

Accessing the Preferred Vendor List

• From the Vendor Screen, click on the "Preferred Vendor List" button to add or remove other approved Licensees that you do business with.

			×
Instructions			
To add a Vendor to your Vendor	rs List, click on Vendor	List.	
To Delete a Vendor from your V Vendors drop down and then cl	endor List select the V ick on Delete.	endor from	the Exisiting
Existing Vendors			~
Name			
Address 1	Address 2		
City	State	Zip	
Phone	Fax		
Email	Website		
License Number	Contact		
Preferred Vendor List	t Туре	Produce	r Tier 1 🗸 🗸
Clear			Delete
			Close

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, Topper the full, or partial, name of the Vendor a click Search. The will match any currently you to add them to your Vendors List.	Trade Name	License Type	Address	City	Zip	
						Cancel OK

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





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

Trade Name License Type Address 420Anderson ProdProc Producer + Processor 1029 E Wishkah St CQOAnderson Retail Retailer 112 E Wishkah St 420Angell ProdProc Producer + Processor 12026 NE 85th St CQOAndgell Retail Retailer 117 Kirkland Ave 420Byron ProdProc 420Byron ProdProc Producer + Processor 316 SE 123rd Ave 420Byron Retail Retailer 3021 NE 72nd Dr		Ľ
420Anderson ProdProc Producer + Processor 1029 E Wishkah St CoAnderson Retail Retailer 112 E Wishkah St 12420Angel ProBProc Producer + Processor 12020 NE 85h St 0 Angell Retail Retailer 117 Kirkland Ave 420Byron ProdProc Producer + Processor 316 SE 1237 Ave 420Byron Retail Retailer 3021 NE 72nd Dr	City	z
AdAnderson Retail Retailer 112 E Wishkah St AdAAndel Prodrozer Producer + Processor 12020 K B Sth St AdAngell Retail Retailer 117 Kirkland Ave AdStrongen Retail Retailer 1212 Strongen AdStrongen Retail Retailer 127 Kirkland Ave Ad20Byron ProdProc Producer + Processor 316 SE 123rd Ave Ad20Byron Retail Retailer 3021 NE 72nd Dr	t Aberdeen S	91
Image: Produces Producer + Processor 12026 NE 85th St Odangell Retail Retailer 117 Kirkland Ave 4208yron ProdUccer + Producer + Processor 316 SE 52 L 324 Ave 4208yron Retail Retailer 3021 NE 72nd Dr	Aberdeen 9	91
QAngell Retail Retailer 117 Kirkland Ave 420Byron ProdProc Producer + Processor 316 SE 123rd Ave 420Byron Retail Retailer 3021 NE 72nd Dr		91
420Byron ProdProc Producer + Processor 316 SE 123rd Ave 420Byron Retail Retailer 3021 NE 72nd Dr	Kirkland 9	91
420Byron Retail Retailer 3021 NE 72nd Dr	Vancouver 9	Э
	Vancouver 9	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 9	91
420Farley Retail Retailer 757 S 38th St	Tacoma 9	91
420Frisch ProdProc Producer + Processor 4418 6th Ave SE	Lacey 9	91
420Frisch Retail Retailer 5580 Martin Way I	E Lacey 9	91
420Gabbard ProdProc Producer + Processor 1618 E Main	Puyallup 9	91
420Gabbard Retail Retailer 12702 Meridian E	Puyallup 9	91
420Goodman ProdProc Producer + Processor 1540 Cooper Point	t Rd Olympia 9	91
420Goodman ProdProc Retailer 218 4th Ave W	Olympia 9	91
420Halstrom ProdProc Producer + Processor 2303 N Ash St	Spokane	9!
420Halstrom Retail Retailer 1730 E Sprague A	ve Spokane 9	9!
420Hanson ProdProc Producer + Processor 7009 265th St NW	Stanwood 9	91
420Hanson Retail Retailer 521 S 2nd St	Mount Vernon 9	91
420Henry ProdProc Producer + Processor 7520 W Clearwate	er Kennewick 9	9!
420Henry Retail Retailer 320 N Kellogg St	Kennewick 9	9! •
4		Ð

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

Instructions	Vendor	420			Search	Clear	View A
fou'll find a list of your current Vendors to the right.	Trade	Name	License Type	Address	City	Zip	
Is add addillional Vendors, byge the full, or partial, name of the Vendor a Click Search. The Will match any currently licensed facility and allow real to addi them byour Kendora List.	 42i 42i 42i 	JAnderson ProdProc	Producer + Processor Producer + Processor	1029 E Wishkah St 12026 NE 85th St	Aberdeen Kirkland	98520	8

- 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,	click on Vendor	· List.	
To Delete a Vendo Vendors drop dow	or from your Vendor in and then click on	List select the V Delete.	/endor from th	ne exisiting
Existing Vendors				~
Name	420Anderson Pr	odProc (Pro	ducer + Pro	ocessor)
Address 1	420Angell Prod	Proc (Produc	er + Proce	ssor)
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	rs Reports						
Curren Sales Transfers Manifests Quality Assurance							tcuts
Room Bulk Inventory	/ V Move Items]			🕄 Refresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA Status		
						Products	Rooms
						Strains	Transport Manifest
						Vehicles	Search
						600	
						Employees	Vendors
							*
					>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing			Rh
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 Vendo Vendors drop dow	r from your Vendor List select the n and then click on Delete.	Vendor from the Exisiting						
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 to your Vendors List, enter their information to the right.									
To Delete a Vendo Vendors drop dow	or from your Vendor List on and then click on Dele	select the V te.	endor	from	the E	xisit	ing		
Existing Vendors								~	
Name	BioTrackTHC Vendo	r							
Address 1	123 4th ST	Address 2							
City	City	State	ST	Zip	1234	45			
Phone	555555555	Fax							
Email	Email@email.com	Website							
License Number	123456	Contact							
		Туре	Com	bina	ation			~	
Clear Save							Del	ete	
						CI	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 to your Vendors List, enter their information 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 Training Vendor (Producer #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 either the "Cultivation" tab or the "Inventory" tab found in the topleft corner of the screen, and then click on the "Strains" button located on the righthand side of the home screen.

Administration Help						
Cultivation Inventory Re	ports					
Rooms			2	Refresh	Short	cuts
Room				^	New Plant	Strains
Vegetative 2						
Germinating					*	
Flower 2				ĺ	Rooms	Collect Waste
Flower 1						
Duplicate Drving 2						
Drying 1				i i	Search	
					Stats Strain	
					Total Plants 30	
					Growing 25	
					Drying 5	
					Growing	
Details	Print	Harvest/Cure			🛓 Vegetative 22	
Decuis		narrest/cure			🛓 Flowering 3	
Move	Destroy	Transfer to Inventory	Select Al	I	Drving	~

This will bring up the Strains screen.

		2	3
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	Delet	e
		Close	

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.



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

• 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	* *
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



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



• Click on the "Save" button when complete.

Deleting an Existing Strain

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

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

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

		×
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
		Sour Diesel

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

		l	X
Instructions	Existing Strains	Haze	~
To create a new strain, type the name of the	Name	Haze	
To edit an exisiting strain, click the name from the	Clear Save	Dele	ete
		Close	

• Click on the "Delete" button.



Chapter 6: Traceability Logic – Rooms, Inventory, and Plants

In this chapter, you will learn:

- ✓ The inventory types your licensee-type may track within the Traceability System
- ✓ Distinguish Plant Rooms from Inventory Rooms

About Rooms, Inventory, and Plants

Within the Traceability System, rooms represent a way to logically segregate inventory. This allows for a representation not only of the overall on-hand amount of a specific item at the Licensee location, but also the amount within a specific area of the facility.

With one exception, all of the following inventory items are to be assigned to and found within an inventory room (found under the Inventory tab) for Producers:

- Flower (cured)
- Flower Lot
- Other Plant Material
- Other Plant Material Lot
- Seeds
- Plant Tissue
- Clones (marijuana plants measuring less than eight [8] inches)

The one exception for Producers are "Plants", which are defined as marijuana plants measuring eight (8) inches or greater in height or width. (8 inches is common regulation size but may vary by jurisdiction). Though all plants are inventory items, the Traceability System distinguishes a

- Mature Plant: a plant assigned to and found within an inventory room because it was recently purchased but not yet planted or because it is to be sold to another Producer.
- Plant: a plant assigned to and found within a plant room (found under the Cultivation tab) because it is within the vegetation/flowering/harvesting production area.

In other words, *plant rooms* (found under the Cultivation tab) *contain plants that are in production*, while *inventory rooms* (found under the Inventory tab) *contain all other inventory types, including mature plants that are not in production* because they were either recently purchased and have yet to be planted or they are ready for sale to another Producer.



Chapter 7: Plant Rooms

In this chapter, you will learn how to:

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

About Plant Rooms

Plant rooms represent a way to logically segregate plants that are in production (vegetation/flowering/harvesting). These can include actual rooms inside of an indoor facility or fields in an outdoor facility. You begin with one room named, "Default".

<u>NOTE: Please be sure to read Chapter 6: Traceability Logic – Rooms, Inventory, and</u> <u>Plants prior to reading this chapter.</u>

Accessing the Rooms Screen

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

• Navigate to the "Cultivation" 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.



		×
Instructions	Existing Rooms	~
To create a new room, type the name of the room to the right.	Name	
Then click Save.	✓ Clear Save	Delete
		Close

Creating a New Plant 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 plant room (e.g., Vegetation, Flower, etc...).
- Click on the "Save" button when complete.

		×
Instructions	Existing Rooms	~
To create a new room, type the name of the room to the right.	Name 6. Drying	
Then click Save.	▼ Clear Save	Delete
	— K	Close

• The new plant room will now appear within the Plant Rooms area.

Administration Help					
Cultivation Inventory	Reports				
Rooms			Stresh	Shor	tcuts
Room				New Plant	Strains
1. Vegetative				4	
2. Vegetative				—	
3. Flower				Rooms	Collect Waste
4. Flower					
6 Drying					
o. Drying				Search	
				Stats Strain	
				Total Plants	99 🖸
				Growing	96
				Drying	3
				Growing	
				Vegetative	96
Details	Print	Harvest/Cure			
Move	Destroy	Move to Inventory	Select All	Flowering	U 💌



Modifying an Existing Plant Room

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



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

r	Rooms		×
Instructions	Existing Rooms	3. Flour	~
To create a new room, type the name of the room to the right.	Name	3. Flour	
Then click Save.	Clear Save		Delete
			Close

- Within the Name text box, rename the room as desired (in the example, "3. Flour" is being changed to "3. Flower").
- Click on the "Save" button when complete.





Deleting a Plant Room

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

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

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



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

	Rooms	×
Instructions	Existing Rooms	0. Duplicate 🗸
To create a new room, type the name of the room to the right.	Name	0. Duplicate
Then click Save.	Clear Save	Delete
	_	Close

- Click on the "Delete" button.
 - If there are still plants in the room, the following pop-up will appear:



 $\circ~$ If there are no longer any plants still in the room, the Traceability System will allow deletion of the room.



Navigating Plant Rooms

When in the "Cultivation" tab, all of the existing rooms are listed within the main window. Additionally, total plant count by phase and by strain for the licensed location may be viewed within the "Stats" and "Strains" tabs respectively.



Rooms may be sorted, by name in either alphabetical order or reverse-alphabetical order, by clicking on the Room header bar.



Double-click on a room to view its contents. Alternatively, you may single-click the room to highlight it, and then click the "Details" button found in the bottom-left corner of the screen



Administration Help						
Cultivation Inventory	Reports					
Rooms				Shortcuts		
Room					New Plant	Strains
1. Vegetative					k.	
2. Vegetative						
3. Flower					Rooms	Collect Waste
4. Flower						
5. Drying						
0. Drying					Search]
					Stats Strain	
					Total Plants	99
					Growing	96
					Drying	3
					Growing	
					👔 Vegetative	96
Details	Print	Harvest/Cure			Flowering	0
Move	Destroy	Move to Inventory		Select All	Dentine	· ·

The primary window now lists the contents of the selected room. Note that for ease of reference, the room's name is specified near the top-right of the primary window, just to the left of the "Refresh" button.

Administration Help											
Cultivation Inventory Reports											
Rooms			Curr		Room: 1. Vegetative		Shortcuts				
Barcode	Strain	Phase Ag	ge Status				New Plant	Strains			
 0426 2169 3981 4327 0539 2236 9880 1667 	Blue Dream Blue Dream	Growing 1 Growing 1	day day				-				
0582 4841 9483 5724 0837 6427 9798 8796	Blue Dream Blue Dream	Growing 1 Growing 1	day day				Rooms	Collect Waste			
0958 9813 1393 1988 0975 4736 6122 4617 1015 0538 7226 5151	Blue Dream Blue Dream Blue Dream	Growing 1 Growing 1 Growing 1	day day day Destruction Sched	uled			Search				
 1247 4788 1561 8932 0877 3223 0837 7802 	Blue Dream ChemDawg	Growing 1 Growing 0	day Destruction Sched days	uled							
2010 5059 5210 2452	ChemDawg	Growing 0	days				Stats Strain				
 3357 8029 2648 4340 3794 5072 7344 2498 3950 0397 6735 2752 6493 8158 9999 4806 	ChemDawg ChemDawg ChemDawg ChemDawg	Growing 0 Growing 0 Growing 0 Growing 0	days days days days				Total Plants Growing Drying	16 16 0			
6622 1506 6081 5339 8790 8184 8294 5993	ChemDawg ChemDawg	Growing 0 Growing 0	days days				Growing	16			
Details Move	Print	/	Harvest/Cure Move to Inventory		Sele	ct All	Flowering	0			

In this view, plant information includes Traceability Identifier, Strain, Phase, Age, and Status as is recorded in the Traceability System. Additionally, plant count by phase and by strain for the selected room may be viewed within the "Stats" and "Strains" tabs respectively.

Double-click on a plant to view the Plant Information screen for that plant. Alternatively, you may single-click the plant to highlight it, and then click the "Details" button found in the bottom-left corner of the screen.


ſ							×
Instructions	Strain	Blue Dream	~	Age	1 day		Harvest
In this window you can transfer, destroy, move rooms, or harvest/cure.	Room	1. Vegetative	~	O Mother	Plant		N. C.
	Barcode	0426 2169 3981 4327]			
	Transfer	Print		Destroy			
						Cancel	ОК

Additional detail regarding the use of the Plant Information screen may be found within Chapter 10: Plant Basics.

The "Rooms" button in the top-left corner of the screen may be used at any time to return to the main screen where all of the rooms are listed.

Administration Help										
Cultivation Inventory	Reports									
Rooms						Current Room: 1. Ve	egetative	Stresh 🕄	Sho	ortcuts
Barcode	Strain	Phase	Age	Status					New Plant	Strains
0426 2169 3981 432	7 Blue Dream	Growing	1 day						k	
0539 2236 9880 166	7 Blue Dream	Growing	1 day						*	
0582 4841 9483 572	4 Blue Dream	Growing	1 day						Rooms	Collect Waste
0837 6427 9798 879	6 Blue Dream	Growing	1 day							
0958 9813 1393 198	8 Blue Dream	Growing	1 day							
0975 4736 6122 461	7 Blue Dream	Growing	1 day						Search]
1015 0538 7226 515	1 Blue Dream	Growing	1 day	Destruction Schee	duled				Search	
1247 4788 1561 8932	2 Blue Dream	Growing	1 day	Destruction Schee	duled					
0877 3223 0837 780	2 ChemDawg	Growing	0 days							
2010 5059 5210 2452	2 ChemDawg	Growing	0 days						Stats Strain	
3357 8029 2648 434	0 ChemDawg	Growing	0 days						Total Plants	16
3794 5072 7344 2498	8 ChemDawg	Growing	0 days						Growing	16
	2 ChemDawg	Growing	0 days						Drying	0
6493 8158 9999 480	5 ChemDawg	Growing	0 days							
6622 1506 6081 533	9 ChemDawg	Growing	0 days						Growing	
8790 8184 8294 599	3 ChemDawg	Growing	0 days						¥ Vegetative	16
Details	Print			Harvest/Cure					Elowering	0
Move	Destro	у	Mo	ove to Inventory			Seleo	ct All	Bring	v ~

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	5					
Rooms			Current Room: 1. Vegetative	SRefresh	Shor	tcuts
Barcode Strain	n Phase	Age Status			New Plant	Strains
🗆 0426 2169 3981 4327 Blue	Dream Growing 1	l day			k	
0539 2236 9880 1667 Blue	Dream Growing 1	1 day		_	ä	
0582 4841 9483 5724 Blue	Dream Growing 1	1 day			Rooms	Collect Waste
0837 6427 9798 8796 Blue	Dream Growing 1	l day				
0958 9813 1393 1988 Blue	Dream Growing 1	1 day			<u> </u>	
0975 4736 6122 4617 Blue	Dream Growing 1	1 day			Search	
1015 0538 7226 5151 Blue	Dream Growing 1	1 day Destruction Schedu	led		Search	
1247 4788 1561 8932 Blue	Dream Growing 1	1 day Destruction Schedu	led			
0877 3223 0837 7802 Chen	nDawg Growing (0 days				
2010 5059 5210 2452 Chen	mDawg Growing (0 days			Stats Strain	
3357 8029 2648 4340 Chen	mDawg Growing (J days			Total Plants	16 🔄
3794 5072 7344 2498 Chen	mDawg Growing (J days			Growing	16
3950 0397 6735 2752 Chen	mDawg Growing (J days			Drying	0
6493 8158 9999 4806 Chen	nDawg Growing (J days				
0622 1506 6081 5339 Chem	nDawg Growing (Didays			Growing	
1 8790 8184 8294 5993 Chen	nDawg Growing (Jays			Vegetative	16
Details	Print	Harvest/Cure			Flowering	0
Move	Destroy	Move to Inventory	Sele	ct All	Den din en	~



Chapter 8: Inventory Rooms

In this chapter, you will learn how to:

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

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

<u>NOTE: Please be sure to read Chapter 6: Traceability Logic – Rooms, Inventory, and</u> <u>Plants prior to reading this chapter.</u>

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	Delete Close

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, etc.).
- Click on the "Save" button when complete.

r	Rooms		×
Instructions	Existing Rooms		~
type the name of the room to	Name	Safe	
	Quarantine		
	Clear Save		Delete
			Close

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

Administration Help						
Cultivation Inventory Reports						
Current Transfers Manifests Quality	Assurance				Shor	tcuts
Room Bulk Inventory Move Item	s			Sefresh	15 Day Inventory	Transfer Inventory
Produ Bulk Inventory	Strain Type	2	Available	QA Status		
▷ □ I Quarantine			187.00g		Products	Booms
🕑 🗆 Safe			2422.00g			
			200			
▷ □ Mature Plant (1)			12		Strains	Transport Manifest
Varte (5)			765.00g			
Vaste (5)			5187.00g			
					Vehicles	Search
					(TD)	
					00	
					Employees	Vendors
						<u></u>
						1
					Switch Location	QA Labs
				>		ala
Details Adjust	Print Barcode	Sample	QA Testing]		J.P
Create Lot Convert	Destroy	Sub Lot/Batch]	Expand All		



• If the room is to be an additional 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	Name	Quarantine		
the right. Then click Save.	Quarantine	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.

	Rooms		×
Instructions	Existing Rooms	Rename	~
To create a new room, simply type the name of the room to the right. Then click Save.	Name	New Room	
	Quarantine		
	Clear Save		Delete
	x		Close

- 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.	Quarantine	Quarantine		
		Safe		
	Clear Save	ToBeDeleted		
			Close	

Administration Help								
Cultivation Inventory Re	eports							
Current Transfers Man	ifests Quality A	ssurance					Shor	tcuts
Room Bulk Inventory	✓ Move Items]			😂 Re	efresh	15 Day Inventory	Transfer Inventory
Produ Bulk Inventory		Strain Type	2	Available	QA Sta	atus		
New Room				187.00g			Products	Rooms
Quarantine				200				
ToBeDeleted				12 765.00g			Strains	Transport Manifest
▶ □ Waste (5)				3187.00g				
							Vehicles	Search
							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	1		

Deleting an Inventory Room

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

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

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

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



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



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

aiı	ı	Туре	E Contraction of the second	Natus Na
ie l			Instructions Existing Booms TaBoDolotos	
	There is s the room.	still in [.]	ventory remaining in the selected room. You must first move it b	efore you remove
			Close	

 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 dropdown in alphabetical order.



Administra	ation Help													
Cultivati	ion Inventory	Reports												
Current	Current Transfers Manifests Quality Assurance Shortcuts													
Room Bul	lk Inventory	✓ Move Items]			Sefresh	15 Day Inventory	Transfer Inventory						
Produ Bul	lk Inventory		Strain Ty	pe	Available	QA Status		V V V						
P□ Clo	one Room				197		Products	Rooms						
Nev	w Room				2859.00g 499									
Qui	arantine				30									
⊳ □ I Saf	fe				92		Strains	Transport Manifest						
▶ □ Flow	ver Lot (3)				1324.00g									
Dithe Othe	er Material Lot	(2)			765.00g									
Vast	ste (10)				4627.00g		Vehicles	Search						
							600							
							Employees	Vendors						
							8							
							Switch Location	QA Labs						
De	etails	Adjust	Print Barcode	Sample	QA Testing)	Q	BP						
Crea	ate Lot	Convert	Destroy	Sub Lot/Batch]	Expand All								

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	Reports											
Current Transfers Ma	Current Transfers Manifests Quality Assurance Shortcuts											
Room Bulk Inventory	✓ Move It	ems			😂 Refresh	15 Day Inventory	Transfer Inventory					
Product		Strain Typ	e	Available	QA Status							
 ▷ Clone (2) ▷ Other Material (8) ▷ Seed (3) ▷ Plant Tissue (1) ▷ Mature Plant (3) ▷ Flower Lot (3) ▷ Other Material Lot ▷ Waste (10) 	(2)			197 2859.00g 499 30 92 1324.00g 765.00g 4627.00g		Products Strains Vehicles	Rooms					
					0	Employees Switch Location	Vendors QA Labs					
Details	Adjust	Print Barcode	Sample	QA Testing			ાના					
Create Lot	Convert	Destroy	Sub Lot/Batch]	Expand All							

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

- Double-click on the group;
- Single-click on the Expand/Collapse arrow to the left of the product type;



• 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 Manifests Quality Assurance Shortcuts													
Room Bulk Inventory Move Item	s		Sefresh	15 Day Inventory	Transfer Inventory								
Product	Strain	Туре	Available	QA Status									
▶ 🗆 Clone (2)			197		Products	Rooms							
Other Material (8)			2859.00g										
▶ □ Seed (3)			499										
Plant Tissue (1)			30		Strains	Transport Manifost							
Mature Plant (3)			92		Strains								
0000 0001 0000 0024	Blueberry	Mature Plant	30.00										
	ChemDawg	Mature Plant	12										
	Sour Diesel	Mature Plant	50		Vehicles	Search							
 Flower Lot (3) Other Material Lot (2) 			1324.00g 765.00g		600								
▷ □ Waste (10)			4627.00g		Employees	Vendors							
					8								
					Switch Location	QA Labs							
				>		eh							
Details Adjust	Print Barcode	e Sample	QA Testing			BUP							
Create Lot Convert	Destroy	Sub Lot/Batch		Expand All									

In this view, plant information includes Traceability Identifier, Strain, Inventory Type, Quantity Available, QA Status (if applicable), and Status as is recorded in the Traceability System.



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



Administration Help													
Cultivation Inventory Reports													
Current Transfers Manifests Qua	ality Assurance				Shor	tcuts							
Room Bulk Inventory	Items		S Refresh	15 Day Inventory	Transfer Inventory								
Product	Strain Ty	pe	Available	QA Statu 🔿									
			197		Products	Booms							
□ 0000 0001 0000 0100	ChemDawg Cl	one	197		- Todacts								
▽ □ Other Material (8)			2859.00g										
🗆 1616 9191 7352 5467	Blue Dream Ot	her Material	200.00g										
0358 3930 3884 4213	Blue Dream Ot	her Material	26.00g		Strains	Transport Manifest							
🗆 1874 4833 9784 8537	Blue Dream Ot	her Material	500.00g	Wet 🗌									
🗆 8157 8367 6439 7776	Blue Dream Ot	her Material	400.00g	Wet									
5109 3696 4816 0483	Blue Dream Ot	her Material	Wet	Vehicles	Search								
2361 1674 3491 3090	Blue Dream Ot	her Material	100.00g	Wet	C TTO								
2436 2914 5228 7205	Blue Dream Ot	her Material	1111.00g	Wet	00								
4847 2486 3641 6849	Blue Dream Ot	her Material	222.00g		Employees	Vendors							
▽ 🗆 Seed (3)			499			vendors							
0000 0001 0000 0085	ChemDawg Se	ed	200			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
0000 0001 0000 0094	Northern Lights Se	ed	299			***							
▽ 🗆 Plant Tissue (1)			30	~	Switch Location	QA Labs							
				>	6	E A							
Details Adjust	Print Barcode	Sample	QA Testing			Bella							
Create Lot Convert	Destroy	Sub Lot/Batch]	Collapse All									



Double-click on an inventory item to view the Inventory Details screen for that item. Alternatively, you may single-click the item to highlight it, and then click the "Details" button found in the bottom-left corner of the screen.

		Inventory Details						×
Instructions	Barcode	1616 9191 7352 5467		Product				~
Here you find the Product Details.	Туре	Other Material	~	Strain	Blue [Drear		~
To adjust the amount of	Available	7.055 oz (200.00 g)						
click the Adjust button.	Room	Bulk Inventory						
		Print		Ad	just		Destroy	
L <u></u>					Car	cel	ОК	

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 R	Cultivation Inventory Reports													
Current Transfers Manifests Quality Assurance Shortcuts														
Room Bulk Inventory	✓ Move Items]			Sefresh	15 Day Inventory	Transfer Inventory							
Product		Strain	Туре	Available	QA tatu 🔿									
⊂ 🗆 Clone (2)				197		Products	Booms							
	0100	ChemDawg	Clone	197	· · · ·									
🗢 🗆 Other Material (8)				2859.00g										
🗆 1616 9191 7352 5	5467	Blue Dream	Other Material	200.00g										
0358 3930 3884 4	1213	Blue Dream	Other Material	26.00g		Strains	Transport Manifest							
🗆 1874 4833 9784 8	3537	Blue Dream	Other Material	500.00g	Wet									
🗆 8157 8367 6439 7	7776	Blue Dream	Other Material	400.00g	Wet									
🗆 5109 3696 4816 0)483	Blue Dream	Other Material	Wet	Vehicles	Search								
2361 1674 3491 3	3090	Blue Dream	Other Material	100.00g	Wet	600								
2436 2914 5228 7	7205	Blue Dream	Other Material	1111.00g	Wet									
🗆 4847 2486 3641 6	5849	Blue Dream	Other Material	222.00g		Employees	Vendors							
▽ 🗆 Seed (3)				499		Chipioyees	wendors							
🗆 0000 0001 0000 0	0085	ChemDawg	Seed	200			1 4 C							
🗆 0000 0001 0000 0	0094	Northern Lights	Seed	299										
🗢 🗆 Plant Tissue (1)				30	~	Switch Location	QA Labs							
					>		n n							
Details	Adjust	Print Barcode	Sample	QA Testing			Bdb							
Create Lot	Convert	Destroy	Sub Lot/Batch		Collapse All									



Chapter 9: Start-up Inventory (15 Day Window)

In this chapter, you will learn how to:

✓ Add 15-day start-up inventory into the Traceability System

Accessing the 15 Day Inventory Screen

To add new start up inventory to the Traceability System, you will need to access the 15 Day Inventory screen. <u>THIS BUTTON WILL AUTOMATICALLY DEACTIVATE ONCE YOUR</u> <u>15 DAY WINDOW HAS EXPIRED.</u>

• Navigate to the "Inventory" tab found in the top-left corner of the screen, and then click on the "15 Day Inventory" button located on the right-hand side of the screen.





• This will bring up the 15 Day Inventory screen.

								×
Instructions	# Bar	ode	Product	Strain	Туре	Quantity		
Here you can enter your 15 day inventory.								
Select the strain, type,								
quantity and then select add.	Vendor	15	day win	dow	~	Strain		~
Once you have added the desired inventory select create in the lower left.	Quantity					Туре		~
			Add			🔲 🗌 This item r	equires weighing	I
Create Clear								
							Close	:

Recording 15 Day Start up Inventory

- From the 15 Day Inventory screen, enter the following information:
 - <u>Strain drop down</u>: select the strain of the inventory being added. If the applicable strain does not appear within the drop down, you will first need to add the strain as detailed in the section titled Add a New Strain.
 - <u>Type drop down</u>: select the type of start up inventory being added. The only available options are seeds, clones, mature plants, and plant tissue.
 - <u>Quantity</u>: key in the quantity of start up inventory being added.

<u>NOTE: The 15 day window is only available during the designated 15 day period, and will be replaced by the new inventory shortcut.</u>

• When the fields have been completed, click the "Add" button.

								×
Instructions	# Ba	rcode	Product	Strain	Туре	Quanti	ity	
Here you can enter your 15 day inventory.								
Select the strain, type,								
quantity and then select add.	Vendor	15	day win	dow	~	Strain	ChemDawg	~
Once you have added the desired inventory select create in the lower left.	Quantit	y 10	0			Туре	Seed	~
			Add	-			is item requires wei	
Create Clear				1				
								Close

• The inventory as entered now appears within the list of items to be created. You may add multiple items to the list if you desire.

<u>NOTE: Clicking the "Add" button does NOT commit the item to the Traceability</u> <u>System. If you close out the window before clicking the "Create" button as detailed</u> <u>below, you will lose any information entered.</u>



								×
Instructions	# E	Barcode	Product	Strain		Туре	Quantity	
Here you can enter your 15 day inventory.	🖾 1		ChemDawg	g Chen	۱Dawg	Seed	100	
Select the strain, type, quantity and then select add.	Vendor	15 d	ay window	~	Strain			~
desired inventory select create in the lower left.	Quantit	у			Туре			~
			Add				requires we	
Create Clear								
								Close

- If upon review you realize that the information was entered incorrectly,
 - Click on the item and the fields will auto-populate with the item's current information. This may also be done if multiple items are within the list.



 Make whatever adjustments necessary for the information to be accurate (in the example, quantity is changed from 100 to 200). Click "Update" when complete.

Instructions	#	Barcode	Product	Strain		Туре	Quantity	
Here you can enter your 15 day inventory.	≥ 1		ChemDawg	Chen	nDawg	Seed	100	
Select the strain, type, quantity and then select add.	Vendo	r 15 d	av window	~	Strain	Chem	Dawg	~
Once you have added the desired inventory select create in the lower left.	Quant	ity 200			Туре	Seed	-Dung	~
			Update				requires we	
Create Clear			×					
								Close

• Once all items are completed and correct, click "Create".

		V	VSLCB					×
Instructions	# Ba	rcode	Product	Strain		Туре	Quantity	
Here you can enter your 15 day inventory.	□ 1		ChemDawg	Cherr	Dawg	Seed	200	
Select the strain, type,								
quantity and then select add.	Vendor	15 d	ay window	~	Strain			~
Once you have added the desired inventory select create in the lower left.	Quantity				Туре			~
			Add				requires wei	
Create Clear								
								Close



• The window now updates to show the Traceability Identifier assigned to the newly created inventory.

							×
Instructions	# B	arcode	P	roduct	Strain	Туре	Qu
Here you can enter your 15 day inventory.	□ 1 0	000 0001 000	0 0085 C	hemDawo	g ChemDawg	Seed	20
Select the strain, type,	<						>
quantity and then select add.	Vendor	15 day wind	low	Strain			~
Once you have added the desired inventory select create in the lower left.	Quantity	·		Туре			~
		Add					
Create Clear							
						Close	

• You may now find the newly created inventory under the "Inventory" tab and within the "Bulk Inventory" room under its respective heading (i.e., seed, clone, mature plant, or plant tissue).

Administration Help						
Cultivation Inventory Reports						
Current Transfers Manifests Quality	Shor	tcuts				
Room Bulk Inventory - Move Item	15			😂 Refresh	15 Day Inventory	Transfer Inventory
Product	Strain Typ	e	Available	QA Status		
▷ □ Flower (1)			187.00g		Products	Rooms
Other Material (5)			2422.00g			
▼ □ Seed (1)			200			
0000 0001 0000 0085	ChemDawg See	ed	200		Strains	Transport Manifest
Mature Plant (1) Other Material Let (1)			12			
$V \square Other Material Lot (1)$			765.00g 3187.00g			
			5107.00g		Vahislas	Search
					venicies	Search
					600	
					Employees	Vendors
					22	
						T. 50
				>	Switch Location	QA Labs
Details Adjust	Print Barcode	Sample	QA Testing		0	ph -
Create Lot Convert	Destroy	Sub Lot/Batch]	Expand All		

Adding plants and seeds to inventory after the 15-day period

When pulling small clones and seeds from a mother plant you may add them using the new plant shortcut. This shortcut will appear in lieu of the 15 day inventory shortcut after the allotted range has expired. However the process is almost identical. The primary difference being that instead of pulling from a vendor of 15 day window, it will provide a source search queue. Once you press the source button, you may choose from any of your eligible sources (i.e. Mother plants). The only variation in applicable type is that you will no longer be able to choose *mature plant* and must choose either *plant tissue, seed* or *clone*. The nominal change can be seen below.



			Make a Selection
			Strain
			1912 0055 Arghan Diesel
			4183 8656 6711 Afghan Diesel
			1996 8756 0421 4358 Afghan Diesel
			1618 5582 5646 Afghan Diesel
			1648 8515 0516 Berry White
	WSLCB	×	1601 7442 Berry White
			1075 2771 8882 Berry White
Instructions	# Barcode Product Strain Type Quant	tity Source	6329 4506 6395 Blue Dream
Here you can enter your		-	9543 5897 2374 Blue Dream
nventory that is from an			2736 0910 3805 Blue Dream
existing mother plant.			391 5259 0139 Blue Dream
Select the strain type			1724 3663 0428 Blueberry
quantity and then select	Source ID 0628 6964 7512 06 Strain	Afghan Diesel 🗸	1848 7851 3692 Blueberry
he source mother plant.			5522 0168 2169 Blueberry
Once you have added the	Quantity Type	~	6832 6834 7985 Blueberry
desired inventory select		Clana	9137 9491 4919 Blueberry
ana aka in kha lauran lafk	Add	CIONE	5703 5800 Blueborn
Create Clear		Plant Tissue	5051 0794 Blueberry
		Seed	1998 8349 9061 3004 Blueberry
		Seed	Canal .

Adding Plants to Cultivation

It is important to note that importing plants into Bulk Inventory is only the first step in accounting for plants in the Traceability System. As detailed in Chapter 6: Traceability Logic – Rooms, Inventory, and Plants, "*plant rooms* (found under the Cultivation tab) *contain plants that are in production,* while *inventory rooms* (found under the Inventory tab) *contain all other inventory types, including mature plants that are not in production* because they were either recently purchased and have yet to be planted or they are ready for sale to another Producer."

You must continue on to the next chapter (Chapter 10: Plant Basics) to add plants into the Cultivation area.

Chapter 10: Plant Basics

In this chapter, you will learn how to:

- ✓ Create a new plant via seed, clone, or plant tissue
- ✓ Undo new plant creation
- ✓ Look up a plant
- ✓ Move a plant between plant rooms

Create a New Plant

To create new plants via seed, clone, or plant tissue, you will need to access the New Plant screen.

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



Administration Help					
Cultivation Inventory	Reports				
Rooms			Stresh	Sh	ortcuts
Room				New Plant	Strains
1. Vegetative			\rightarrow	ł.	
2. Vegetative				Ť	
3. Flower				Rooms	Collect Waste
4. Flower					
6 Drying					
o. Drying				Search	
				Stats Strain	
				Total Plants	.07
				Growing	104
				Drying	3
				Creation	
				Vogotativo	04
				Elowering)
Details	Print	Harvest/Cure		Drving	,
Move	Destroy	Move to Inventory	Select All	Drvina	3

• This will bring up the New Plant screen.

New Plant									
Please select the Source ID,	Quantity	8							
quantity, and room	Room	1. Vegetative	~						
	Source ID								
		Mother Plant							
		Print Barcode							
		Cancel OI	<						



- Within the New Plant screen, enter the following information:
 - Quantity: the number "1" is entered by default, but you may create up to 1,000 plants at one time.
 - Room drop down: select the room in which the new plant(s) is(are) located.
 - If you clicked on the "New Plant" button while within a specific plant room, the system will default to that room.
 - If you clicked on the "New Plant" button while not within a specific plant room, the system will default to the first plant room in alphabetical order
 - Source ID: Click on the "Source ID" button to view a list of all available sources for new plant propagation.

				Make	a Selection		×
ID #				Remaining	Strain	Туре	
0000	0001	0000	0093	100	Blue Dream	Clone	
0000	0001	0000	0085	200	ChemDawg	Seed	
0000	0001	0000	0094	300	Northern Lights	Seed	
0000	0001	0000	0084	12	ChemDawg	Mature Plant	
0000	0001	0000	0095	50	Sour Diesel	Mature Plant	
	_						
						Cancel OK	

• Select the seed, clone, mature plant, or plant tissue from which the new plant(s) is(are) being propagated. The system will automatically determine the strain of the new plant(s) based on the Source ID.



New Plant						
Please select the Source ID,	Quantity	1				
quantity, and room.	Room	1. Vegetative				
	Source ID	0000 0001 0000 0094				
		Mother Plant				
		Print Barcode				
		Cancel OK				

- Click on the "OK" button once all of the required data has been entered.
- The created plant(s) may now be found within the room designated.

Administration Help								
Cultivation Inventory R	eports							
Rooms					Current Room: 1. Vegetative	S Refresh	si	nortcuts
Barcode	Strain	Phase	Age	Status			New Plant	Strains
0958 9813 1393 1988	Blue Dream	Growing	19 days				*	
0975 4736 6122 4617	Blue Dream	Growing	19 days					
1015 0538 7226 5151	Blue Dream	Growing	19 days	Destruction Scheduled			Rooms	Collect Waste
1247 4788 1561 8932	Blue Dream	Growing	19 days	Destruction Scheduled				
	ChemDawg	Growing	17 days					
	ChemDawg	Growing	17 days				Search	
	ChemDawg	Growing	17 days					
	Northorn Lights	Growing	0 days					
		Growing	0 uays				Stats Strain	
							Total Plants	9
							Growing	9
							Drying	0
							Growing	
							Vegetative	9
Details	Print		Har	vest/Cure			Flowering	0
Decails	Princ			te les seten			Drying	• U
Move	Destroy		Move	to Inventory	Sel	ect All	Drvina	0



Undo New Plant

An "Administrator" user may undo a new plant should it be necessary (e.g., the new plant action was committed to an incorrect clone).

- Click on the Administration menu near the top left corner of the window.
- Hover the cursor over "Cultivation", "Undo", and then click on "New Plant".

Administration Help						
Training Mode Rules Enforcement	>					
Sale Date Specify	>					
Synchronization	>		Currer	nt Room: Germination 😂 Refresh	Shor	tcuts
Cultivation	Undo	Cure Plant			1	
Inventory	> Yield Data Correction	Destruction Notification			New Plant	Strains
🗖 0076 4993 7594 0640 Cinex		Harvest Notification			1	
2485 7920 2693 1330 Cinex	Drying 106 days	Harvest Plant			*	
🗆 2604 4494 5943 3461 Cinex	Drving 106 days	New Plant	_			
2614 1578 9145 5454 Cinex	Drving 106 days				Rooms	Collect Waste
	5. jg 100 days					
					Search	
					Stats Strain	
					Total Plants 4	
					Growing 0	
					Drving 4	
					Growing	
					Vegetative	
					vegetative 0	
					Flowering 0	
					Drying	
					Drying 4	
Details	Print	Harvest/Cure				
Move	Destroy	Move to Inventory		Select All		

• The following pop-up window appears.

	Undo Choices	×
Date	09/01/2016	
Strain		~
	Cancel OK	

- Select the date of the to-be-undone plant.
- To view all new plant(s) for a specific day, click "OK".
- To narrow your results to new plant(s) of a specific strain, select a strain from the Strain drop down.



- A list of new plant(s) based on your search parameters from the prior pop-up window appears.
- Click the check box beside the plant(s) to be undone.
- Click "OK".

		Reverse	New Plant Pro	cess	(×
Instructions	No.	Birthdate	Strain	Barcode ID		
You'll find to the right a list of	🔳 1	09/01/2016 11:10 AM	Lemon Haze	6332 8992 3433 4709		11
all plants that have been created recently.	🗵 2	09/01/2016 11:10 AM	Lemon Haze	7050 9677 8633 1300		
Select the plants you wish to	🖾 3	09/01/2016 11:10 AM	Lemon Haze	5259 1481 9713 4895		
reverse and click OK to	🗳 4	09/01/2016 11:10 AM	Lemon Haze	3273 9363 9688 6780		
proceed.	⊠ 5	09/01/2016 11:10 AM	Lemon Haze	5054 8126 5684 0644		
	16	09/01/2016 11:10 AM	Lemon Haze	8004 9077 1349 5766		
	7	09/01/2016 11:10 AM	Lemon Haze	5347 7350 2061 3973		
	8 🗋	09/01/2016 11:10 AM	Lemon Haze	8330 4342 4195 1999		
	9	09/01/2016 11:10 AM	Lemon Haze	4502 8440 8140 0008		
	10	09/01/2016 11:10 AM	Lemon Haze	8579 5123 5367 8621		
		09/01/2016 11:10 AM	Lemon Haze	6300 7210 9537 7276		
	12	09/01/2016 11:10 AM	Lemon Haze	3472 1018 7624 0524		
	13	09/01/2016 11:10 AM	Lemon Haze	0738 6715 4596 8692		
	14	09/01/2016 11:10 AM	Lemon Haze	3645 6915 3884 5231		
	15	09/01/2016 11:10 AM	Lemon Haze	7223 3700 5824 9954		
	16	09/01/2016 11:10 AM	Lemon Haze	151/855/25/09/29		
		09/01/2016 11:10 AM	Lemon Haze	3529 1763 3095 6291		
	18	09/01/2016 11:10 AM	Lemon Haze	2816 0736 0585 5070		
	19	09/01/2016 11:10 AM	Lemon Haze	7487 4092 7103 7792		
	20	09/01/2016 11:10 AM	Lemon Haze	5827 7345 5891 2007		
		09/01/2016 11:10 AM	Lemon Haze	5459 8846 1790 7142 0160 5116 2410 0710		
		09/01/2016 11:10 AM	Lemon Haze	0100 3110 2418 0718 5137 0848 7037 3484		
	Calast	09/01/2010 11:10 AM	Lemon Haze	512/ 0040 /92/ 3464	Calast Na	4
	Select	All			Select No	ne
					ОК	

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



- The selected plants will be restored to the original inventory barcode and removed from the growhouse
- NOTE: If the inventory does not immediately reflect the change, click on the "Refresh" button found in the upper-right hand corner



Looking up a Plant

To look up a specific plant,

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

Administration Help							
Cultivation Inventory	Reports						
Rooms				Sefresh	s	hortcu	ts
Room					New Plant		Strains
1. Vegetative 2. Vegetative					-		
3. Flower					Rooms		Collect Waste
5. Drying	•						
6. Drying			_		Search		
					Stats Strain	ר	
					Total Plants Growing	107 104	
					Drying	3	
					Growing	104	
					Eloworing	104	
Details	Print	Harvest/Cure			Drving	0	
Move	Destroy	Move to Inventory		Select All	Drvina	3	~

• This will bring up the Plant Lookup screen.

			×
Lookup		~	Go
	Clear		

- Within the Lookup field, type in either the plant's 16-digit Traceability Identifier, or the plant's strain. The Traceability Identifier may be typed with or without spaces. If searching by strain, you must spell the strain's name correctly (not case sensitive).
- Click "Go"
 - If the Traceability Identifier entered is not correct or is not associated with your License, the following message will appear:



	×		×
Lookup	There were no matches found.	~	Go
	ОК		



• If the Plant Identifier entered is correct and associated with your License, the Plant Information screen appears.

		WSLCB					×
Instructions	Strain	Northern Lights	~	Age	0 days		Harvest
In this window you can transfer, destroy, move rooms, or harvest/cure.	Room	1. Vegetative	~	O Mother	Plant		₩ [™]
	Barcode	0814 0399 6294 6571]			
	Transfer	Print		Destroy			
	_					Cancel	ОК

• If searching by Strain, then a list of all plants associated with your License that are of that strain will appear in a list. Double-click on any plant and the Plant Information screen for that specific plant will appear:

	Make a	Selection		×
ID #	Strain	Room		
8790 8184 8294 5993	ChemDawg	1. Vegetative		
6622 1506 6081 5339	ChemDawg	1. Vegetative		
3950 0397 6735 2752	ChemDawg	 Vegetative 		
6493 8158 9999 4806	ChemDawg	 Vegetative 		
0877 3223 0837 7802	ChemDawg	Vegetative		
2010 5059 5210 2452	ChemDawg	2. Vegetative		
3357 8029 2648 4340	ChemDawg	2. Vegetative		
3794 5072 7344 2498	ChemDawg	2. Vegetative		
			Cancel	ОК



Moving Plants

You may move plant inventory from one plant room to another using either of two methods:

<u>Method 1</u>

- Bring up the Plant Information screen for the plant to be moved, either by doubleclicking the plant within its room or by using the Plant Lookup function described earlier.
- Select the destination room from the "Room" drop down

		WSLCB					×
Instructions	Strain	Northern Lights	~	Age	0 days		Harvest
In this window you can transfer, destroy, move	Room	1. Vegetative	~	Mother	Plant		1
rooms, or narvest/cure.	Barcode	1. Vegetative		K I			
		2. Vegetative					
	Transfer	3. Flower		Destroy			<u> </u>
		4. Flower				Cancel	ОК
		5 Drving					

• Click "OK" when complete.

Administration Help									
Cultivation Inventory F	Reports								
Rooms				Current Room: 2. V	Vegetative	🕄 Refresh	S	ihortcuts	
Barcode	Strain Phase	Age	Status				New Plant		Strains
0 8378 2914 9198 9676	Blue Dream Growi	ng 19 days					k		
8397 1200 2714 8825	Blue Dream Growi	ng 19 days							
8659 0441 1985 2617	Blue Dream Growi	ng 19 days					Rooms	Co	ollect Waste
	ChemDawg Growi	ng 17 days							
	ChemDawg Growi	ng 17 days							
	ChemDawg Growi	ng 17 days					Search		
	Northorn Lights Crowi	ig 17 days							
0014 0399 0294 0371	. Northern Lights Growi	ig 0 uays							
							Stats Strain	n	
							Total Plants	8	
							Growing	8	
							Drying	0	
							, , ,		
							Growing		
							Vegetative	8	
Detaile	Delet	1					Flowering	0	
Details	Print	Har	vest/cure				Drying		
Move	Destroy	Move	to Inventory		Selec	t All	Drvina	0	~

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

<u>Method 2</u>

- Enter the room in which the plant(s) is(are) presently located.
- Click on the check box(es) to left of the plant identifier(s).
- Click on the "Move" button located at the bottom of the screen.



Administration Help								
Cultivation Inventory	Reports							
Rooms				Current Room: 2. V	Vegetative	Stresh 🕄	s	hortcuts
Barcode	Strain Phas	e Age	Status				New Plant	Strains
8378 2914 9198 967	5 Blue Dream Gro	wing 19 days					1	
8397 1200 2714 882	5 Blue Dream Gro	wing 19 days						
8659 0441 1985 261	7 Blue Dream Gro	wing 19 days					Rooms	Collect Waste
0877 3223 0837 780	2 ChemDawg Gro	wing 17 days						
	2 ChemDawg Gro	wing 17 days					U U U	
3357 8029 2648 434	D ChemDawg Gro	wing 17 days					Search	
3794 5072 7344 249	s ChemDawg Gro	wing 17 days						
× 0814 0399 6294 657	L Northern Lights Gro	wing 0 days						
							Chata Church	
							Stats Strail	n \
							Total Plants	8
							Growing	8
							Drying	0
							Growing	
							vegetative	8
Denils	Print	Ha	vest/Cure				Flowering	0
Моуе	Destroy	Move	to Inventory		Seler	-+ ΔII	Drying	0
Move	Destroy	Move	to inventory		Selec	LL AII	Drvina	0

• When the Move Plant screen appears, select the destination room from the "New Room" drop down. Click "OK" when complete.

		Move Plants		×
Instructions Here you can move plants from one room to another by selecting the new room to the right.	New Room	2. Vegetative 1. Vegetative 2. Vegetative 3. Flower 4. Flower 5. Drying 6. Drying	Room rn Lights 2. Vegetative	
	Select All		Cancel	OK



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

Administration	n <u>H</u> elp										
Cultivation	Inventory	Reports									
Rooms						Current Room: 1. Vege	tative	😂 Refresh		Short	cuts
Barcode		Strain	Phase	Age	Status				New Plant		Strains
 0958 981 0975 473 	3 1393 198 6 6122 461	8 Blue Dream 7 Blue Dream	Growing Growing	19 days 19 days					4		
01015 053	8 7226 515	1 Blue Dream	Growing	19 days	Destruction Schedule	ł			Rooms		Collect Waste
	8 1561 893	2 Blue Dream	Growing	19 days	Destruction Schedule	ł					
	8 9999 480	5 ChemDawg	Growing	17 days							
6622 150	6 6081 533	9 ChemDawg	Growing	17 days					Search		
0 8790 818	4 8294 5993	3 ChemDawg	Growing	17 days							
0814 039	9 6294 657	1 Northern Lights	Growing	0 days					- 10	_	
									Stats Strai	n	
									Total Plants	9	
									Growing	9	
									Drying	0	
									Growing		
									Vegetative	9	
Deta	aile	Print		Han	vost/Curo				Flowering	0	
Deta	3115	Print		наг	vesucure				Drying		
Mov	ve	Destroy		Move	to Inventory		Selec	t All	Drvina	0	~

Chapter 11: Plant Harvesting and Curing

In this chapter, you will learn how to:

- ✓ Harvest plants
- ✓ Undo Harvest
- ✓ Schedule Harvest
- ✓ Undo Harvest Notification
- ✓ Cure plants
- ✓ Undo Cure

Plant Harvest

This function will notify the Traceability System of the intent to begin harvesting a plant. You may perform this action using either of two methods:

<u>Method 1</u>

- Bring up the Plant Information screen for the plant to be harvested, either by double-clicking the plant within its room or by using the Plant Lookup function described earlier.
- Click on the "Harvest" button.



		WSLCB				×
Instructions	Strain	Blue Dream	~	Age	19 days	Harvest
In this window you can transfer, destroy, move	Room	4. Flower	~	Mother	Plant	1 Here
looms, of narvest, care.	Barcode	7076 9538 5862 5980]		
	Transfer	Print		Destroy		
					Cancel	ОК

<u>Method 2</u>

• From the Room screen, select the plant(s) to be harvested and click on the "Harvest/Cure" button found at the bottom of the screen.

Administration Help										
Cultivation Inventory	Reports									
Rooms					Current Ro	om: 4. Flower	Sefresh	S	hortc	uts
Barcode	Strain	Phase	Age	Status			^	New Plant		Strains
🔳 7076 9538 5862 598	0 Blue Dream	Growing	19 days					1		
394 5113 9594 322	0 Blue Dream	Growing	19 days							
🗆 7446 7103 9713 177	2 Blue Dream	Growing	19 days					Rooms		Collect Waste
7456 6699 6200 380	7 Blue Dream	Growing	19 days							100
0 7716 8628 0535 419	7 Blue Dream	Growing	19 days							
7832 9650 2880 095	2 Blue Dream	Growing	19 days					Search	=	
7965 5497 0315 873	6 Blue Dream	Growing	19 days					Search		
	2 Blue Dream	Growing	19 days							
8035 7330 2808 691	.8 Blue Dream	Growing	19 days					N		
8200 4251 3028 338	1 Blue Dream	Growing	19 days					Stats Strai	n	
8708 1041 7434 867	4 Blue Dream	Growing	19 days					Total Plants	22	
	0 Blue Dream	Growing	19 days					Growing	22	
	.8 Blue Dream	Growing	19 days	1				Drying	0	
	88 Blue Dream	Growing	19 days							
0 8934 2323 6374 629	I Blue Dream	Growing	19 days					Growing		
	D Blue Dream	Growing	19 days	+			~	Vegetative	22	
Details	Print	Growing		an vost/Curo				Flowering	0	
Details	JPrinc			arvesucure				Drying		
Move	Destro	У	Mov	e to Inventory		Sele	ct All	Drvina	0	×

Note: Multiple plants of the same strain may be harvested together by checking the boxes next to each plant.

<u>Plant Harvest</u>

- Regardless of which method you use, a pop-up window will appear asking you to confirm the harvest for that plant
- Once confirmed, the Harvest Weight screen appears:



ſ		Wet Weight		×
Instructions		ID	7076 9538 5862 5980	
Enter the flower weight, other material, waste and then click OK.	ght, other then	Strain	Blue Dream	
		Flower Wet Weight		
		Other Material		
		Waste		
		Additional Collecti	ons	
		X Cancel	🥏 Finis	h

- <u>Flower Wet Weight</u>: Enter the harvest weight of the plant's flower.
- <u>Other Material</u>: Enter the harvest weight of the plant's non-flower matter (trim, leaves, or other plant matter).
- <u>Waste</u>: Enter in the harvest weight of the plant's harvest-specific waste.
- <u>Additional Collections</u>: If the plant is being fully harvested, leave this box unchecked. If this is a partial harvest and you intend on collecting additional material from this plant at a later date, make sure to check this box.
- Once the weights have been entered, click "Finish". The Traceability System will automatically change the Phase of the plant to "Drying".

Administration Help										
Cultivation Inventory	Reports									
Rooms					Current Ro	om: 4. Flower	Stresh	S	hortc	uts
Barcode	Strain	Phase	Age	Status			<u>^</u>	New Plant		Strains
🔲 7076 9538 5862 5980) Blue Dream	Drying	19 days					*		
7394 5113 9594 3220) Blue Dream	Growing	19 days							
🗆 7446 7103 9713 1772	2 Blue Dream	Growing	19 days					Rooms		Collect Waste
7456 6699 6200 380	7 Blue Dream	Growing	19 days							-
7716 8628 0535 419	7 Blue Dream	Growing	19 days							
7832 9650 2880 0952	2 Blue Dream	Growing	19 days					Casarah		- K.
7965 5497 0315 8736	5 Blue Dream	Growing	19 days					Search		
7995 1649 7180 9282	2 Blue Dream	Growing	19 days							
8035 7330 2808 6918	3 Blue Dream	Growing	19 days					@		
8200 4251 3028 338	L Blue Dream	Growing	19 days					Stats Strain	1	
8708 1041 7434 8674	1 Blue Dream	Growing	19 days					Total Plants	22	
8800 3200 6651 1450) Blue Dream	Growing	19 days				L	Growing	21	
8850 9236 6753 2218	3 Blue Dream	Growing	19 days					Drying	1	
8916 4381 9808 5088	3 Blue Dream	Growing	19 days							
8934 2323 6374 6293	L Blue Dream	Growing	19 days					Growing		
9203 9401 1817 6330) Blue Dream	Growing	19 days				_	Vegetative	21	
9261 8029 6498 128	2 Blue Dream	Growina	19 davs					Flowering	0	
Details	Print		н	arvest/Cure				Drying		
Move	Destro	y	Mov	e to Inventory		Sele	ct All	Drvina	1	~

• NOTE: Wet flower material remains under the "Cultivation" tab until a dry weight is taken, at which point it will be moved to the "Inventory" tab and may be treated as any other inventory item. "If wet flower is to be transferred to a Processor, check "Dry in another licensed facility" and wet flower will be moved into the inventory for transfer



Harvest Plant												
Instructions	Strain	Romulan	#	Barcode	Strain							
Enter the flower weight, other material, waste and then click OK.	Flower Wet Weight Other Material		☑ 1 ☑ 2 ☑ 3	1953 3666 2844 0379 3270 2947 0559 1722 4152 9603 8879 1875	Romulan Romulan Romulan							
	Additional Collections Cancel	Dry in my other licensed facility				*	Finish					

- The Traceability System will, however, automatically account for each of the other two components (Other Material, and Waste) as separate inventory items, generate new Traceability Identifiers for each, and move those items to the "Inventory" tab under their respective product groupings.
- NOTE: If the inventory items are not immediately locatable within the Inventory tab, click on the "Refresh" button found in the upper-right hand corner.

Administration Help						
Cultivation Inventory Reports						
Current Transfers Manifests Quality A	ssurance				Shor	tcuts
Room Bulk Inventory Move Items				Sefresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available QA	Status ^		
0358 3930 3884 4213	Blue Dream	Other Material	222.00g		Droducto	Boome
🗆 1874 4833 9784 8537	Blue Dream	Other Material	500.00g	Wet		
🗆 8157 8367 6439 7776	Blue Dream	Other Material	400.00g	Wet		
5109 3696 4816 0483	Blue Dream	Other Material	300.00g	Wet		
2361 1674 3491 3090	Blue Dream	Other Material	100.00g	Wet	Strains	Transport Manifest
▶			499			
🕨 🗆 Mature Plant (2)			62			
Other Material Lot (1)			765.00g		Vehicles	Search
▽ 🗆 Waste (6)			3287.00g		210	
🗆 1245 9904 7390 8253	Blue Dream	Waste	1000.00g		00	
2060 4721 7143 0787	Blue Dream	Waste	987.00g		E	
0772 0931 6349 2774	Blue Dream	Waste	500.00g		Employees	vendors
6824 8464 0659 9217	Blue Dream	Waste	400.00g			Sec. 2
3604 6439 3568 0400	Blue Dream	Waste	300.00g			4 A 300
0315 6434 3377 6761	Blue Dream	Waste	100.00g		Switch Location	QA Labs
				>		ala
Details Adjust	Print Barcod	e Sample	QA Testing			B
Create Lot Convert	Destroy	Sub Lot/Batch	E	xpand All		

Undo Plant Harvest

An "Administrator" user may undo the Harvest status of a plant should it be necessary (e.g., the harvest action was committed to an incorrect plant).

- Click on the Administration menu near the top left corner of the window.
- Hover the cursor over "Cultivation", "Undo", and then click on "Harvest Plant".



Administration Help							
Training Mode Rules Enforcement	>						
Sale Date Specify	>				.		
Synchronization	> Lindo	Cure Plant	Currer	it Room: Germination	2 Refresh	Sho	ortcuts
Inventory	Yield Data Correction	Destruction Notification				New Plant	Strains
0076 4993 7594 0640 Cinex	Drving 106 days	Harvest Notification					
2485 7920 2693 1330 Cinex	Drying 106 days	Harvest Plant New Plant					
2604 4494 5943 3461 Cinex	Drying 106 days					Rooms	Collect Waste
						Search	
						Stats Strain	
						Total Plants 4	
						Growing ()
						Drying 4	L .
						Growing	
						Vegetative 0	
						Flowering 0	
						Drying	
						Drying 4	
						_	
Details	Print	Harvest/Cure					
Move	Destroy	Move to Inventory		Select All			

• The following pop-up window appears.

	Undo Choices	×
Date	09/01/2016	
Strain		~
	Cancel OK	

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





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

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

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

Plant Harvest (Schedule Only)

If you are scheduling the harvest but are not ready to enter the harvest weights, clicking the "Cancel" button within the Harvest Weight pop up will change the Status of the plant to "Harvest Scheduled".



	Wet Weight		×
Instructions	ID	7394 5113 9594 3220	
Enter the flower weight, other material, waste and then	Strain	Blue Dream	
click ok.	Flower Wet Weight		
	Waste		
	Other Material		
	Additional Collect	ions	
2	💥 Cancel	🔶 Finis	h

Administration Help										
Cultivation Inventory R	eports									
Rooms					Current Room	m: 4. Flower	Stresh	S	hortc	uts
Barcode	Strain	Phase	Age	Status			<u>_</u>	New Plant		Strains
🗆 7076 9538 5862 5980	Blue Dream	Drying	19 days					*		(IT)
🔲 7394 5113 9594 3220	Blue Dream	Growing	19 days	Harvest Schedul	led					
7446 7103 9713 1772	Blue Dream	Growing	19 days					Rooms		Collect Waste
7456 6699 6200 3807	Blue Dream	Growing	19 days							
7716 8628 0535 4197	Blue Dream	Growing	19 days					U U U		
	Blue Dream	Growing	19 days					Search	=	
	Blue Dream	Growing	19 days							
	Blue Dream	Growing	19 days							
	Blue Dream	Growing	19 days							
	Blue Dream	Growing	19 days					Stats Strai	n	
	Blue Dream	Growing	19 days					Total Plants	22	
	Blue Dream	Growing	19 days					Growing	21	
	Blue Dream	Growing	19 days					Drying	1	
	Blue Dream	Growing	19 days							
	Blue Dream	Growing	10 days					Growing		
9261 8029 6498 1282	Blue Dream	Growing	19 days				~	Vegetative	21	
Details	Print		Н	arvest/Cure				Flowering	0	
Move	Destro	y	Mov	e to Inventory		Sele	ct All	Drying	1	

• Whenever you are ready to enter the harvest weights into the Traceability System, simply select the plant and go through the harvest process as described in the above Plant Harvest section.

Undo Plant Harvest Schedule

An "Administrator" user may remove the "Harvest Scheduled" status of a plant should it be necessary (e.g., the harvest action was committed to an incorrect plant).

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



Cultivation V Undo V Harvest Notification	
Inventory > Yield Data Correction Destruction Notification	
Users > Current Room: 4. Flower Shortcuts	
Barcode Strain Phase Age Status	Strains
7394 5113 9594 3220 Blue Dream Growing 20 days Harvest Scheduled	
7446 7103 9713 1772 Blue Dream Growing 20 days	
7456 6699 6200 3807 Blue Dream Growing 20 days	lloct Wasto
7716 8628 0535 4197 Blue Dream Growing 20 days	
🗆 7832 9650 2880 0952 Blue Dream Growing 20 days	
0 7965 5497 0315 8736 Blue Dream Growing 20 days	
7995 1649 7180 9282 Blue Dream Growing 20 days	
8035 7330 2808 6918 Blue Dream Growing 20 days	
8200 4251 3028 3381 Blue Dream Growing 20 days	
8708 1041 7434 8674 Blue Dream Growing 20 days Stats Strain	
8800 3200 6651 1450 Blue Dream Growing 20 days Total Plants 21	<u>^</u>
8850 9236 6753 2218 Blue Dream Growing 20 days Growing 21	
8916 4381 9808 5088 Blue Dream Growing 20 days Drying 0	
8934 2323 6374 6291 Blue Dream Growing 20 days	
9203 9401 1817 6330 Blue Dream Growing 20 days Growing	
9261 8029 6498 1282 Blue Dream Growing 20 days Vegetative 21	
9282 7415 2135 1686 Blue Dream Growing 20 days Flowering 0	
Details Print Harvest/Cure Drying	
Move Destroy Move to Inventory Select All Drving 0	~

• The following pop-up window appears.

	Select a Date	×
Date	02/11/2014	
Strain		~
	Cancel OK	

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



		Ur	ndo Events		×
Instructions	No.	Date	Strain	Barcode ID	
You'll find to the right a list of all plants that have been scheduled to be harvested.		02/11/2014 10:40 PM	Blue Dream	n 7394 5113 9594 3220	
Select the plants you wish to reverse and click OK to proceed.					
· /				Cancel	ОК

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

Plant Cure

This function will notify the Traceability System of the completed curing a plant. You may perform this action using either of two methods:

<u>Method 1</u>

- Bring up the Plant Information screen for the plant scheduled for cure, either by double-clicking the plant within its room or by using the Plant Lookup function described earlier.
- Click on "Cure". Note that the plant's phase must be "Drying" in order for the plant to be cured.



		WSLCB					×
Instructions	Strain	Blue Dream	~	Age	19 days		Cure
In this window you can transfer, destroy, move rooms, or harvest/cure.	Room	4. Flower	~]		↗	
	Barcode	7076 9538 5862 5980)]			
		Print		Destroy			
					Cancel		ок

Method 2

• From the Room screen, select the plant to be cured and click on the "Harvest/Cure" button found at the bottom of the screen. Note that the plant's phase must be "Drying" in order for the plant to be cured.

Administration Help										
Cultivation Inventory Reports										
Rooms					Current Roon	m: 4. Flower	🔁 Refresh	S	hortc	uts
Barcode	Strain	Phase	Age	Status			^	New Plant		Strains
7076 9538 5862 5980) Blue Dream	Drying	19 days					*		
394 5113 9594 3220) Blue Dream	Growing	19 days							
0 7446 7103 9713 1772	2 Blue Dream	Growing	19 days					Rooms		Collect Waste
7456 6699 6200 3807	Blue Dream	Growing	19 days							
7716 8628 0535 4197	Blue Dream	Growing	19 days							
7832 9650 2880 0952	2 Blue Dream	Growing	19 days					Fearch	=	
7965 5497 0315 8736	6 Blue Dream	Growing	19 days					Search		
	2 Blue Dream	Growing	19 days							
	Blue Dream	Growing	19 days							
	Blue Dream	Growing	19 days					Stats Strain	n	
8708 1041 7434 8674	Blue Dream	Growing	19 days					Total Plants	22	
) Blue Dream	Growing	19 days				L	Growing	21	
	Blue Dream	Growing	19 days	- I				Drying	1	
	Blue Dream	Growing	19 days							
8934 2323 6374 629	Blue Dream	Growing	19 days					Growing		
9203 9401 1817 6330	Blue Dream	Growing	19 days	+				Vegetative	21	
9261 8029 6498 1282	Blue Dream	Growing	19 davs					Flowering	0	
Details	Print		н	arvest/Cure				Drying		
Move	Destro	у	Mov	e to Inventory		Selec	t All	Drvina	1	~


<u>Plant Cure</u>

- Regardless of which method you use, a pop-up window will appear asking you to confirm the cure for that plant.
- Once confirmed, the Dry Weight window appears.

	Dry Weight		×
Instructions	ID	7076 9538 5862 5980	
Enter the flower weight, other material, waste and then click OK.	Strain	Blue Dream	
The other material and waste	Flower		
are NEW materials collected at the dry point and not dry	Waste		
collected materials.	Other Material		
	Additional	Collections	
	X Cancel	🔶 Finis	h

- <u>Flower:</u> Enter the dry weight of the flower.
- <u>Other Material</u>: Enter the weight of any *additional* non-flower matter (trim, leaves, or other plant matter) attributable to the curing process, if applicable.
- <u>Waste</u>: Enter the weight of *additional* waste attributable to the curing process, if applicable.
- Once the weights have been entered, click "Finish".
- Once the dry weights have been submitted, the Traceability System will automatically account for each of the three components (Flower, Other Material, and Waste) as separate inventory items, generate new Traceability Identifiers for each, and move the items to the "Inventory" tab under their respective product groupings.
- NOTE: If the inventory items are not immediately locatable within the Inventory tab, click on the "Refresh" button found in the upper-right hand corner.



Administration Help						
Cultivation Inventory Reports						
Current Transfers Manifests Qu	ality Assurance				Shor	tcuts
Room Bulk Inventory	e Items			🕄 Refresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available	QA Status		
			212.00g		Products	Booms
6818 3828 0981 3239	Blue Dream	Flower	187.00g			
🔲 0549 8578 1551 3215	Blue Dream	Flower	25.00g			
▷ □ Clone (1)			100			
🗢 🗆 Other Material (7)			2526.00g		Strains	Transport Manifest
🗆 1616 9191 7352 5467	Blue Dream	Other Material	1000.00g	Wet		
0358 3930 3884 4213	Blue Dream	Other Material	222.00g			
1874 4833 9784 8537	Blue Dream	Other Material	500.00g	Wet	Vehicles	Search
🗆 8157 8367 6439 7776	Blue Dream	Other Material	400.00g	Wet	and a	
5109 3696 4816 0483	Blue Dream	Other Material	300.00g	Wet	00	
2361 1674 3491 3090	Blue Dream	Other Material	100.00g	Wet	Employees	Vendors
2493 4399 9545 8415	Blue Dream	Other Material	4.00g			
▶			499			State 1997
Mature Plant (2)			62			
Other Material Lot (1)			765.00g	 Image: A start of the start of	Switch Location	QA Labs
				>		a ta
Details Adjust	Print Barcod	e Sample	QA Testing			Bally
Create Lot Convert	Destroy	Sub Lot/Batch		Expand All		

Undo Cure Plant

An "Administrator" user may undo curing a plant should it be necessary (e.g., the incorrect cure weight was entered incorrectly).

- Click on the Administration menu near the top left corner of the window.
- Hover the cursor over "Cultivation", "Undo", and then click on "Cure Plant".

Training Mode Rules Enforcement > Sale Date Specify > Cutivation > Cutivation > Inventory > Yield Data Correction Destruction Notification Harvest Notification Harvest Notification Harvesting Pre-Flowering Seedling Veg1 Veg1 Veg2 Veg2 Details Print Marvest/Cure Move to Inventory Move Destroy	Administration Help			
Selectify > Synchronization > Cutivation > Inventory > Flowering Ostruction Notification Germination Harvest Notification Harvest Notification Harvest Notification Pre-Flowering Seeding Veg1 Veg1 Veg2 Veg2 Details Print Move Destroy Move to Inventory Select All	Training Mode Rules Enforcement	>		
Synchronization Cultivation Cultivation Cultivation Inventory Strield Data Correction Harvest Notification Harvest Notification Harvest Plant New Plant Pre-Flowering Seedling Veg1 Veg2 Details Print Harvest/Cure Move Destroy Move to Inventory Select All	Sale Date Specify	>		
Cutre Plant Inventory > Yield Data Correction Destruction Notification Harvest Notification Harvest Notification Harvest Notification Harvest Plant New Plant New Plant Veg1 Veg1 Veg2 Veg1 Details Print Harvest/Cure Move to Inventory Move Destroy	Synchronization	>		🔁 Refresh
Inventory > Yield Data Correction Destruction Nation Flowering Harvest Notification Harvest Plant New Plant Veg1 Veg1 Veg2 Veg2 Details Print Harvest/Cure Move Destroy	Cultivation	Undo	Cure Plant	
Details Print Harvest/Cure Move Destroy Move to inventory Select All	Flowering Germination Harvesting Pre-Flowering Seedling Veg1 Veg2	7 Theid Data Correctio	Harvest Plant New Plant	
Move Destroy Move to Inventory Select All	Details	Print	Harvest/Cure	
	Move	Destroy	Move to Inventory	Select All

• The following pop-up window appears.



	Undo Choices	×
Date	09/01/2016	
Strain		~
	Cancel OK	

- Select the date of the to-be-undone plant cure.
- To view all cured plants for a specific day, click "OK".
- To narrow your results to cured plants of a specific strain, select a strain from the Strain drop down.
- The selected plants will be restored and the inventory resulting from the cure removed.
- NOTE: If the plant's status is not immediately adjusted, click on the "Refresh" button found in the upper-right hand corner
- A list of recent cure processes based on your search parameters from the prior popup window appears.
- Click the check box beside the plant(s) for which the scheduled cure(s) is(are) to be undone.
- Click "OK".



			Reverse	Cure Pro	cess				×
Instructions	No.	Date	Plant Count	Strain	Room	Flower Weight	Other Weight	Waste We	ight
You'll find to the right a list of	1	08/31/2016		Cinex		3000.0		0.0	
all plants that have been recently cured. Select the plant collections you wish to reverse and click OK to proceed.	1								
							Cana		ок

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

Confirm							
Please review your data before proce	eding.						
💥 Cancel 🛃 🖓 Proc	eed						

- The selected plants will be restored and the inventory produced from the cure removed.
- NOTE: If the plant's do not immediately reappear, click on the "Refresh" button found in the upper-right hand corner

Inventory Items Resulting from Harvesting and Curing

After both the harvesting and curing processes are complete, the following items may be found within the "Inventory" tab:

- <u>Other Material</u>: Non-flower material collected during the *harvest* process. Entered as a wet weight.
- <u>Waste</u>: Waste material collected during the harvest process. Entered as a wet weight.



- <u>Other Material</u>: Additional non-flower material collected during the *curing* process, if applicable. Entered as a dry weight.
- <u>Waste</u>: Additional waste material collected during the *curing* process, if applicable.
- <u>Flower</u>: Entered as a dry weight.



Chapter 12: Producer Inventory Basics

In this chapter, you will learn how to:

- ✓ Create a Flower Lot or Other Material Lot
- ✓ Create a Flower Lot Designated as Medical Product
- ✓ Create a Flower Sub-Lot or Other Material Sub-Lot
- ✓ Move inventory between inventory rooms

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 all of the available inventory.

Administration Help						
Cultivation Inventory Reports						
Current Transfers Manifests Quality A		Shor	tcuts			
Room Bulk Inventory Move Items]			Stresh	15 Day Inventory	Transfer Inventory
Product	Strain Typ	e	Available Q	A Status		
- 🗖 Flower (5)			1580.00g		Products	Rooms
K 6818 3828 0981 3239	Blue Dream Flor	wer	187.00g			
0549 8578 1551 3215	Blue Dream Flor	wer	25.00g			
9266 7960 0569 2637	Blue Dream Flor	wer	123.00g			
🗆 6682 2723 4018 5917	Blue Dream Flor	wer	456.00g		Strains	Transport Manifest
1913 2818 7202 3609	Blue Dream Flor	wer	789.00g			
▶			100			
Other Material (7)			2526.00g		Vehicles	Search
▷			499		E TR	
▷ 🗆 Mature Plant (2)			62		200	
Other Material Lot (1)			765.00g		Employees	Vendors
▷ □ Waste (7)			3289.00g			and the second s
						* 6
					Switch Location	QA Labs
				>		ala
Details Adjust	Print Barcode	Sample	QA Testing			B AP
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 F	leports							
Current Transfers Mar	nifests Quality A	ssurance					Sho	tcuts
Room Bulk Inventory	✓ Move Items]				Sefre:	sh 15 Day Inventory	Transfer Inventory
Product		Strain	Туре		Available	QA Status		
 ▼ IF Flower (5) 6818 3828 0981 3 0549 8578 1551 3 9266 7960 0569 2 	3239 3215 2637	Blue Dream Blue Dream Blue Dream	Flower Flower Flower		1580.00g 187.00g 25.00g 123.00g		Products	Rooms
6682 2723 4018 5	5917	Blue Dream	Flower		456.00g		Strains	Transport Manifest
■ 1913 2818 7202 3 Clone (1)	8609	Blue Dream	Flower		789.00g 100			
 Other Material (7) Seed (2) Mature Plant (2) 					2526.00g 499 62		Vehicles	Search
 Other Material Lot (Waste (7) 	1)				765.00g 3289.00g		Employees	Vendors
	Adjust	Print Barcode		Sample	OA Testing		Switch Location	QA Labs
Create Lot	Convert	Destroy	Su	b Lot/Batch	QA leading	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	🔲 Barcode ID: 9266 7960	Blue Dream Flower Lot Creation Tool 0569 2637	
the right to ensure you are combining all of the the correct items together. Once	Amount to Deduct	123.00	
you have confirmed your selection, click OK to proceed.	Barcode ID: 6682 2723	4018 5917	Quantity Available: 123.00
	Amount to Deduct	456.00	
	Barcode ID: 1913 2818	7202 3609	Quantity Available: 456.00
	Amount to Deduct	789.00	
	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 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.	Blue Dream Flower Lot 0	Creation Tool
	Barcode ID: 6682 2723 4018 5917 Amount to Deduct 456.00	Quantity Available: 123.00 Quantity Available: 456.00
	Barcode ID: 1913 2818 7202 3609 Amount to Deduct 789.00	
	Total Lot Quantity (Calculated Above) 1368.00	Quantity Available: 789.00
		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	s			Sefres	15 Day Inventory	Transfer Inventory
Product	Strain Typ	e	Available	QA Status		
 ▷ □ Flower (2) ▷ □ Clone (1) ▷ □ Other Material (7) ▷ □ Seed (2) 			212.00g 100 2526.00g 499		Products	Rooms
Mature Plant (2)			62		Strains	Transport Manifest
▽ 🗆 Flower Lot (2)			1368.00g			
🗖 0000 0001 0000 0096				g		
Other Material Lot (1)			765.00g		Vehicles	Search
▶ □ Waste (7)			3289.00g		600	
					Employees	Vendors
					8	6
					Switch Location	QA Labs
Details Adjust	Print Barcode	Sample	QA Testing	(BP
Create Lot Convert	Destroy	Sub Lot/Batch		Expand All		



Create Medically Compliant Lot

This function will notify the Traceability System of the creation of a flower lot from cured flower designated for medical purposes. Flower to be designated as medical must be tested for heavy metals and pesticides **before** lot creation.

- Navigate to the Inventory Room within which the post-harvest/cure inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- If the product groups are collapsed, click on the expand arrow to view the entire available inventory.
- Click on the check box(es) to left of the item(s) to be made into a Lot
- Once the entire cured inventory to be included in the Lot has been selected, click on the "Create Lot" button at the bottom of the screen.

Administration Help	WSLCB Traceability System							
Cultivation Inventory Reports	s							
Current Transfers Manifests	Quality Assurance							
Room Bulk Inventory	Move Items						(🔁 Refresh
Product	Strain	Туре	Available	QA	Medical Product	Potency	Status	<u>^</u>
 ▷ Clief (3) ▷ Clower (7) ○ 1769 1097 9767 4198 ○ 2707 6397 3676 8661 	Blackber Blue Drea	ry Kush Flower am Flower	250.00g 19493.00g 1233.00g 5534.00g					
1894 8289 4147 7041	Cinderell	Flower	1466.00g					
7952 0648 1054 0549 3699 0608 7904 8326 4135 7123 2896 6455 b ⊂ Clone (11) b ⊂ Other Material (9) b ⊂ Material (9)	Cinex Girl Scou Girl Scou	Flower : Cookies Flower : Cookies Flower	3000.00g 2733.00g 2500.00g 5 8265.00g 100 8					
 Flower Lot (26) Other Material Lot (4) Bubble Hash (3) Hydrocarbon Wax (2) Good Grade Solvent Extra Solid Marijuana Infused E 	act (3) idible (2)		15769.00g 14732.00g 200.00g 601.00g 1000.00g 250					
Liquid Marijuana Infused	Edible (1)		200					~
Details Create Lot	Adjust Convert	Print Barcode Destroy	Sam	ple /Batch	QA Test Adjust Us	able	Uncheck A	AII II

NOTE: All inventory to be included in a Lot must be of the same strain

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



- If necessary, adjust the amounts within the Amount to Deduct field(s) so that Traceability System numbers match what is actually being combined into the Lot.
- Check the box for "Designate as Medical Compliant Product"
- When complete, click "OK".

		Create Flower Lot	×
Instructions	Deves de ID: 1020.0000	Flower Lot Creation Tool	
Please review the items to the right to ensure you are combining all of the the	Amount to Deduct	2267	
Once you have confirmed			Quantity Available: 3027.00
	Total Lot Quantity (Calculat	ted Above) 2267.00	
	🔟 Designate as Medica	I Compliant Product	
\rightarrow			Cancel OK

• The following warning will appear. If your flower meets the requirements click 'OK'



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



• The newly created Lot may now be found within the same room under the "Flower Lot" group and will now be designated as Medical under the 'Medical Product' column.



			WSLCB Traceability Sy	/stem	
Administration Help					
Cultivation Inventory Reports					
Current Transfers Manifests Quality	Assurance				
Room Bulk Inventory V Move Item	15				🔁 Refresh
Product	Strain	Type A	vailable QA	Medical Product Potence	y ^
▷ □ Seed (1)		1	00		
Mature Plant (19)		8			
🗢 🖾 Flower Lot (26)		4	534.00g		_
9999 9944 4000 0148	Cinderella 99	Flower Lot	2267.00g		
9999 9944 4000 0153					
Other Material Lot (4)		1	4732.00g		
Bubble Hash (3)		2	00.00g		
Hydrocarbon Wax (2)		6	01.00g		
Food Grade Solvent Extract (3)		1	000.00g		
Solid Marijuana Infused Edible (2)		2	50		
Liquid Marijuana Infused Edible (1)	2	00		
Marijuana Extract for Inhalation (6)	5)	3	992		
Sample Jar (1)		1			
▶ 🗆 Waste (28)		3	8420.00g		
Usable Marijuana (13)		1	234		
👂 🗆 Marijuana Mix (2)		5	00.00g		
Marijuana Mix Packaged (2)		1	99		
Marijuana Mix Infused (12)		3	057		
Plant Sample (1)		1			
3					>

Create Sub-Lot

This function will notify the Traceability System of the creation of a flower sub-lot from a flower lot or an other material sub-lot from an other material lot. This may be appropriate when a Producer sells a partial lot to a Processor. Though the example screen shots illustrate the creation of a flower sub-lot, creation of an other material sub-lot follows the same path.

- Navigate to the Inventory Room within which the Lot 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.

Administration Help									
Cultivation Inventory	Reports								
Current Transfers M	anifests Qua	lity Assurance						Shor	tcuts
Room Bulk Inventory	✓ Move I	tems		🕄 Refresh	15 Day Inventory	Transfer Inventory			
Product		Strain	Туре		Available	QA	Status		
Clone (1)					100			Products	Booms
Other Material (7))				2526.00g				
Seed (2)					499				
Mature Plant (2)					62			Ctrains	Transport Manifest
Flower Lot (3)					1580.00g			Strains	
0000 0001 0000	0 0096	Blue Dream	Flower Lot		1368.000	g			
	0 0097	Blue Dream	Flower Lot		212.00g				
Other Material Lo	ot (1)				765.00g			Vehicles Search	Search
▷ □ Waste (7)					3289.00g			End	
								Employees	Vendors
									7.50
								Switch Location	QA Labs
							>		ah
Details	Adjust	Print Barcod	e Samı	le	QA Testing				B
Create Lot	Convert	Destroy	Sub Lot/	Batch		Expa	nd All		

- Click on the check box to the left of the Lot to be made into a Sub-Lot.
- Click on the "Sub Lot/Batch" button at the bottom of the screen.



Administration Help							
Cultivation Inventor	y Reports						
Current Transfers	Manifests Quality	Assurance				Sho	rtcuts
Room Bulk Inventory	✓ Move Items	;			S Refr	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA Statu	; 📫	
 Clone (1) Other Material (Seed (2) 	(7)			100 2526.00g 499		Products	Rooms
 ▷ Mature Plant (2 ▽ I Flower Lot (3) ■ 0000 0001 00) 00 0096	Blue Dream	Flower Lot	62 1580.00g 1368.00g		Strains	Transport Manifest
○ 000 0001 00	00 0097 Lot (1)	Blue Dream	Flower Lot	212.00g 765.00g 3289.00g		Vehicles	Search
			1			Employees	Vendors
Details	Adjust	Print Barcode	Sal ole	OA Testing		Switch Location	QA Labs
Create Lot	Convert	Destroy	Sub Lot/Batch		Expand All		

• The Sub-Lot Creation Tool then appears. This screen summarizes all of the relevant information for the to-be-created Sub-Lot, including: the Traceability Identifier of source Lot, the Quantity Available for use from the source Lot, the Amount to Deduct from the source Lot that is going into the Sub-Lot, and the Total Sub-Lot Quantity which will be the final weight of the Sub-Lot.

	Enter Quantities	×
You may use this screen to create sub-lots or sub- batches for transferring out	Flower Lot Sub-Lot Creation Tool Barcode ID: 0000 0001 0000 0096 Amount to Deduct	
partial amounts of product at a time.	Total Sub-Lot Quantity (Calculated Above)	Quantity Available: 1368.00
		Cancel OK

- Enter the appropriate amount within the Amount to Deduct field.
- When complete, click "OK".

	Enter Quantities	s 🗙
Instructions	Flowe Barcode ID: 0000 0001 0000 0096	er Lot Sub-Lot Creation Tool
create sub-lots or sub- batches for transferring out	Amount to Deduct 162	
partial amounts of product at a time.		Quantity Available: 1368.00
partial amounts of product at a time.	Total Sub-Lot Quantity (Calculated Above)	Quantity Available: 1368.00

• The newly created Sub-Lot may now be found within the same room under the same group (either "Flower Lot" or "Other Material Lot") as the source Lot.



Administration Help						
Cultivation Inventory Reports						
Current Transfers Manifests Quality	Shor	tcuts				
Room Bulk Inventory Move Item	s			S Refresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available QA	Status		
 ▷ □ Clone (1) ▷ ○ Other Material (7) ▷ □ Seed (2) ▷ □ Mature Plant (2) 			100 2526.00g 499 62		Products	Rooms
▼ □ Flower Lot (4)			1580.00g		Strains	Transport Manifest
0000 0001 0000 0096	Blue Dream Blue Dream	Flower Lot Flower Lot	1206.00g 212.00g			
	Blue Dream	Flower Lot	162.00g		Vehicles	Search
 Other Material Lot (1) Waste (7) 			765.00g 3289.00g		600	
					Employees	Vendors
				>	Switch Location	QA Labs
Details Adjust	Print Barcode	e Sample	QA Testing			BAP
Create Lot Convert	Destroy	Sub Lot/Batch		Expand All		

Move Inventory

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

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





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

			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.	item ♥ € Clonv € 000	Clone Room New Room Quarantine Safe	2 Dream	Type	Available 100.00	
	Accounted I	For 1				Remaining 0 Cancel OK



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

Administration Help										
Cultivation Inventor	y Reports									
Current Transfers	Manifests	Quality As	surance						Shor	tcuts
Room Clone Room	• 1	Move Items						Sefresh	15 Day Inventory	Transfer Inventory
Product			Strain	Туре		Available	QA	Status		
						100			Products	Rooms
	00 0093		Blue Dream	Clone		100				
									Strains	Transport Manifest
									Vehicles	Search
									En o	
									Employees	Vendors
									Switch Location	QA Labs
								>	0	ala
Details	Adju	ust	Print Barcode		Sample	QA Testing				Balls
Create Lot	Conv	/ert	Destroy		Sub Lot/Batch)	Ex	pand All		





Chapter 13: Lab Testing

In this chapter, you will learn how to:

- ✓ Account for samples provided to independent testing labs for quality assurance
- Account for samples provided to independent testing labs for heavy metal and pesticide testing for medical product
- ✓ Retrieve quality assurance test results if submitted by the independent testing lab
- ✓ Manually input quality assurance test results if necessary

QA Testing

This function will notify the Traceability System of inventory deductions resulting from samples provided to independent testing labs for the purpose of quality assurance testing. Though the example screen shots illustrate the accounting for flower lot testing samples, accounting for other material lot testing samples follows the same path.

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

Administration Help									
Cultivation Inventor	Cultivation Inventory Reports								
Current Transfers	Sho	tcuts							
Room Bulk Inventory	✓ Move Items]			😂 Refresh	15 Day Inventory	Transfer Inventory		
Product		Strain Typ	e	Available	QA Status				
 ▷ Other Material (▷ Seed (2) ▷ Mature Plant (2) ▽ ☑ Flower Lot (4) 	7)			2526.00g 499 62 1580.00g		Products	Rooms		
0000 0001 000	00 0096	Blue Dream Flo	wer Lot	1206.00g		Strains	Transport Manifest		
	00 0097 00 0098	Blue Dream Flor Blue Dream Flor	wer Lot wer Lot	212.00g 162.00g	Wet				
Other Material L	_ot (1)			765.00g		Vehicles	Search		
▶ 🗆 Waste (7)				3289.00g					
						Employees	Vendors		
				1.1			6		
						Switch Location	QA Labs		
Details	Adjust	Print Barcode	Sample	QA Testing	>	Q	- A		
Create Lot	Convert	Destroy	Sub Lot/Batch		Expand All				

• This will bring up the QA Sample screen.



		QA Sample		×
Instructions	Product	Blue Deram	Strain	Blue Dream
Please select the lab you will be sending the QA sample to. Once selected, you will also peed to enter the quantity of	Barcode	0000 0001 0000 0096	Туре	Flower Lot
the product that is being	Sample Quantity			
sampled.	Lot Use	Usable Marijuana		~
	QA Lab			~
		Clear		
	QA Tests Red	quired		
	The following to	ests will be required		
	🖾 Moisture C	Content		
	🛛 Potency Ar	nalysis		
	🗵 Foreign Ma	atter Inspection		
	🔲 Microbiolo	gical Screening		
				Cancel OK



- From the QA Sample screen,
 - Enter the Sample Quantity, and
 - Select the receiving QA Lab from the QA Lab drop down.

r		QA Sample			×
Instructions Please select the lab you will be sending the QA sample to. Once selected, you will also need to enter the quantity of the product that is being	Product	Blue Deram	Strain	Blue Dream	
	Barcode	0000 0001 0000 0096	Туре	Flower Lot	
	Sample Quantity	6.00 g			
sampled.	Lot Use	Usable Marijuana			~
	QA Lab				
	×	XYZ Labs			
	QA Tests Rec	quired			
	The following te	ests will be required			
	🔲 Moisture C	Content			
	🔲 Potency Ar	nalysis			
	🔲 Foreign Ma	atter Inspection			
	🖾 Microbiolo	gical Screening			
				Cancel	ОК

• Click on the "OK" button when complete.

		QA Sample				×			
Instructions	Product	Blue Deram	Strain	Blue Dream					
be sending the QA sample to. Once selected, you will also	Barcode	0000 0001 0000 0096	Туре	Flower Lot					
need to enter the quantity of the product that is being	Sample Quantity	6.00 g							
sampled.	Lot Use	Usable Marijuana				~			
	QA Lab	XYZ Labs				~			
		Clear							
	QA Tests Rec	uired							
	The following te	sts will be required							
	🔲 Moisture C	ontent							
	🖾 Potency Ar	alysis							
	🖾 Foreign Ma	tter Inspection							
	🛛 🖾 Microbiolo	gical Screening							
				Cancel	ОК				



• The Traceability System automatically deducts the sample quantity from inventory and the inventory item's status is updated to read "Pending QA".

Administration Help									
Cultivation Inventory Reports									
Current Transfers Manifests Quality	ssurance					Shortcuts			
Room Bulk Inventory Move Item				2 R	efresh	15 Day Inventory	Transfer Inventory		
Product	Strain	Туре	Available	QA S	itatus				
 ▷ Other Material (7) ▷ Seed (2) ▷ Mature Plant (2) ▽ Flower Lot (4) 			2526.00g 499 62 1574.00g			Products	Rooms		
	Blue Dream	Flower Lot	1200.00g	Pending QA		Strains	Transport Manifest		
 0000 0001 0000 0097 0000 0001 0000 0098 	Blue Dream Blue Dream	Flower Lot Flower Lot	212.00g 162.00g						
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	- BA		
Create Lot Convert	Destroy	Sub Lot/Batch]	Expand All	1				

- You will also find a list of all outstanding submitted samples by navigating to the "Quality Assurance" tab within the "Inventory" tab.
- Note: You may need to click the "Refresh" button to update your view.

Adminis	tration Help									
Cultiv	ation Inventory Reports									
Curre	nt Transfels Manifests	Quality Ass	urance						Shor	tcuts
Start: 0	2/12/2014 End: 02/12/	2014	Refresh						15 Day Inventory	Transfer Inventory
	Sample Time	Barcode ID	Circon	Strain	Product Type	Product Name	Statuc			
XYZ La	abs 02/12/2014 1.48 AM		0000 0096	Blue Dream	Flower Lot	Blue Deram	Pending OA			
	199 02/12/2014 1.40 AN		. 0000 0030	Blue Bream		blue beruin	r chung QA		Products	Rooms
									Strains	Transport Manifest
									Vehicles	Search
									600	
									Employees	Vendors
									8	<u> </u>
									Switch Location	QA Labs
									Ģ	B
View Re	esults Manually Add Result	s Retrieve R	lesults					Void Sample		



QA Testing – Heavy Metals/Pesticides

Flower that is to be designated as medical product must be tested for heavy metals and pesticides **before** lot creation. This function will notify the Traceability System of inventory deductions resulting from samples provided to independent testing labs for the purpose of heavy metal and pesticide testing.

- Navigate to the Inventory Room within which the to-be-tested 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 tested.
- Click on the "QA Testing" button at the bottom of the screen.

			WSI	CB Traceability S	ystem			
Administration Help								
Cultivation Inventory Reports								
Current Transfers Manifests Quality As	surance							
Room Bulk Inventory								🔁 Refres
Product	Strain	Туре	Available	QA Med	lical Product	Potency	Status	[
▶ 🗆 Kief (3)			250.00g					
▽ 🖾 Flower (7)			19502.00g					
🗆 1769 1097 9767 4198	Blackberry Kus	h Flower	1233.00g					
2707 6397 3676 8661	Blue Dream	Flower	5534.00g					
🗆 1894 8289 4147 7041	Cinderella 99	Flower	1466.00g					
■ 1029 8686 2582 7066	Cinex	Flower	3036.00g					
7952 0648 1054 0549	Cinex	Flower	3000.00g					
1 3699 0608 7904 8326	Girl Scout Cool	kies Flower	2733.00g					
4135 7123 2896 6455	Girl Scout Cool	kies Flower	2500.00g					
▶ 🗆 Clone (11)			5					
Other Material (9)			14931.00g					
▶ 🗆 Seed (1)			100					
Mature Plant (19)			8					
Flower Lot (26)			15769.00g					
Other Material Lot (3)			8066.00g					
D Bubble Hash (3)			200.00g					
Image: Provide the second s			601.00g					
Food Grade Solvent Extract (3)			1000.00g					
Solid Marijuana Infused Edible (2)			250					(
			~~~			•		>
Details Adjus	st	Print Barcode	e	Sample		QA Testing		Uncheck All
Create Lot Conve	ert	Destroy		Sub Lot/Batch	Ac	ljust Usable		Expand All

• This will bring up the QA Sample screen.



		QA Test			×
Instructions Please select the lab you will	Product		Strain	Cinex	
be sending the QA sample to. Once selected, you will also	Barcode	1029 8686 2582 7066	Туре	Flower	]
the product that is being sampled.	Sample Quantity				]
	QA Lab				~
		Clear			
	QA Tests Rec	uired			
	The following te	ests will be required			
	B Heavy Met	al			
	incury net				
				Cancel	ОК

- From the QA Sample screen,
  - Enter the Sample Quantity, and
  - Select the receiving QA Lab from the QA Lab drop down.

r		QA Test			×
Instructions	Product		Strain	Cinex	
Please select the lab you will be sending the QA sample to.	Barcode	1029 8686 2582 7066	Туре	Flower	
need to enter the quantity of the product that is being sampled.	Sample Quantity	4.00 g	_		
	QA Lab	BioTrackTHC Test Lab			~
		Clear			1
	QA Tests Rec	juired			
	The following te	ests will be required			
	Pesticide R	esidue			
	Heavy Met	al			
				Cancel	OK

Note: The minimum sample size is automatically determined based on the amount of flower being tested. If the following error appears the sample quantity must be adjusted to meet or exceed the minimum requirement.

Error	×
The minimum sample size is 9 grams, but you have only selected a sample size of 4.00 gra	ams.
ОК	



Click on the "OK" button when complete

		QA Test			×
Instructions	Product		Strain	Cinex	
Please select the lab you will be sending the QA sample to.	Barcode	1029 8686 2582 7066	Туре	Flower	
need to enter the quantity of the product that is being sampled.	Sample Quantity	4.00 g			
	QA Lab	BioTrackTHC Test Lab			~
		Clear			
	QA Tests Rec	uired			
	The following te	ests will be required			
	Pesticide R Heavy Met	esidue al			
				Cancel	ОК
firm' screen displ	ays. Click 1	the 'Proceed' butt	on.		
_					

- Confirm
   ×

   Please review your data before proceeding.

   X
   Cancel
- The Traceability System automatically deducts the sample quantity from inventory

#### **Retrieve Results**

If the independent testing lab submitted the quality assurance testing results directly to the Traceability System, you may retrieve those results.

• Navigate to the "Quality Assurance" tab within the "Inventory" tab.



Administra	tion Help									
Cultivati	on Inventory Reports									
Current	Transfer Manifests	Quality Assurance					Shor	Shortcuts		
Start: 02/	12/2014 End: 02/12/	2014					15 Day Inventory	Transfer Inventory		
QA Lab	Sample Time	Barcode ID	Strain	Product Type	Product Name	Status				
XYZ Lab	s 02/12/2014 1:48 AM	0000 0001 0000 0096	5 Blue Dream	Flower Lot	Blue Deram	Pending QA	Draduata	Deama		
								Rooms		
							Strains	Transport Manifest		
							Vehicles	Search		
							600			
							Employees	Vendors		
							8			
							Switch Location	QA Labs		
							Q	<b>B</b>		
View Resu	Its Manually Add Results	Retrieve Results				Void Sample				

- Samples for which results have not been entered into the Traceability System have a status of "Pending QA".
- Select the sample for which you would like to retrieve testing results.
- Click on the "Retrieve Results" button at the bottom of the screen.

Administration Help								
Cultivation Inventory Reports								
Current Transfers Manifests	Quality Assurance						Shor	tcuts
Start: 02/12/2014 End: 02/12/	2014 😂 Refresh						15 Day Inventory	Transfer Inventory
QA Lab Sample Time	Barcode ID	Strain	Product Type	Product Name	Status			
XYZ Labs 02/12/2014 1:48 AM	0000 0001 0000 0096	Blue Dream	Flower Lot	Blue Deram	Pending QA		Draduate	Desma
						~		()
							Strains	Transport Manifest
							Vehicles	Search
							600	
							Employees	Vendors
							*	<u></u>
							Switch Location	QA Labs
	<b>↓</b>						Q	B
View Results Manually Add Results	Retrieve Results					Void Sample		

• Once the results have been retrieved, the "Status" of the sample will update to either "Passed QA" or "Failed QA".

#### **View Results**

Once the quality assurance test results for a sample have been entered into the Traceability System, you may view the results at any time by navigating to the Quality Assurance tab.

• Narrow the results by selecting a start-date and an end-date.



• Select the desired sample and then click on the "View Results" button.

Administration Help	
Cultivation Inventory Reports	
Current Transfers Manifests Quality Assurance	Shortcuts
Start: 02/12/2014 End: 02/12/2014	15 Day Inventory Transfer Inventory
QA Lab Sample Time Barcode ID Strain Product Type Product Name Status	
XYZ Labs 02/12/2014 1:48 AM 0000 0001 0000 0096 Blue Dream Flower Lot Blue Deram Passed QA	
XYZ Labs 02/12/2014 2:15 AM 0000 0001 0000 0098 Blue Dream Flower Lot Blue Deram Passed QA	A Products Rooms
	Strains Transport Manifes
	Vehicles Search
	Employees Vendors
	Switch Location QA Labs
	<b>O</b>
View Results Manually Add Results Retrieve Results	Void Sample

### Void a Sample

You may void a quality assurance testing sample should it be necessary (e.g., sample is actually from a different Lot), but only if the sample's status is "Pending QA".

- Navigate to the Quality Assurance tab.
- Narrow the results by selecting a start-date and an end-date.
- Select the to-be-voided sample and then click on the "Void Sample" button.

Administ	ration	Help													
Cultiva	tion	Invento	ry	Reports											
Currer	nt / Tr	ansfers	Ma	nifests	Qualit	ty Ass	urance	• )						Shor	tcuts
Start: 02	2/12/2	2014	End:	02/16/2	2014		<b>R</b> ofresh	]						15 Day Inventory	Transfer Inventory
QA Lab	Sa	mple Tin	ne		Barcoo	de ID		,	Strain	Product Type	Product Name	Status			
XYZ La	bs 02	2/12/201	14 1	:48 AM	0000	0001	0000	0096	Blue Dream	Flower Lot	Blue Deram	Passed QA			
XYZ La	bs 02	2/12/202	14 2	:15 AM	0000	0001	0000	0098	Blue Dream	Flower Lot	Blue Deram	Passed QA		Products	Rooms
XYZ La	bs 02	2/14/201	14 1	:51 PM	0000	0001	0000	0102	Blue Dream	Flower Lot	Blue Deram	Passed QA			
XYZ La	bs 02	2/16/201	14 7	:42 PM	0000	0001	0000	0104	Blue Dream	Flower Lot	Blue Deram	Pending QA			
														Strains	Transport Manifest
														Vehicles	Search
														600	
														Employees	Vendors
														8	
														Switch Location	QA Labs
														Q	0
View Re	sults	Manual	ly Ad	d Results	Retr	ieve R	esults						Void Sample		



# **Chapter 14: 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 X
Regular Manifest (Your Vehicle/Employee)
Pick-Up Manifest (Vendor's Vehicle/Employee)
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>3rd Party</u> -3rd Party will be transporting the items



• This will bring up the Transportation Manifest screen.

✓ Instructions To create a D new D manifest log chose the vendor you are transporting vour	Stop 1 Departure Arrival Route		Train	ing Producer		(	02 / 17 / 2014	5 : 29 : 15	PM	23 ▼	New Stop
To create a new manifest log chose the vendor you are transporting your	Departure Arrival Route		Train	ing Producer		C	02 / 17 / 2014	5:29:15	PM	28 🔻	New Stop
manifest log chose the A vendor you are R transporting your	Arrival Route										
vendor you are R transporting	Route					~ 0	02 / 17 / 2014	5:59:15	PM	28 -	
transporting											Clear
your											
from the											
down.	Item	Strain Ty	ype	Available							
If you do not see the Vendor you are transfering to, the Wendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.											
Select the	Conorato	Employee			1	Vahia					Class

• 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 M	anife	st				×
Instructions	Stop 1							
To create a 🔊	Departure	Training Producer		02 / 17 / 2014	5:33:59	PM	28 🔻	New Stop
manifest log chose the	Arrival		~	02 / 17 / 2014	6:03:59	PM	28 -	
are	Route	1Patrick Producer						Clear
transporting your		Patrick Retail						
inventory to from the		Patrick Second Retail						
Arrival drop down.	Itom	Training Processor						
If you do not	item .	Training Retail						
see the		420Angell ProdProc (Producer	+ Pr	rocessor) 📏				
are		420Angell Retail (Retailer)						
transfering to, the		420Byron ProdProc (Producer	+ Pr	ocessor)				
Vendor must be added		420Byron Retail (Retailer)						
using the Vendors		420Farley ProdProc (Producer	+ Pr	ocessor)				
button found		420Farley Retail (Retailer)						
Transport		420Smith Retail (Retailer)						
Manifest button in the		420Steenhout Retail (Retailer)						
Inventory tab.		420Vo Retail (Retailer)						
Select the departure	Generate	Employee	Ve	hicle		~		💥 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.

Transportation Manifest									
Instructions	Stop 1								
To create a new	Departure	Training Pro	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	. Turr ve W	n right onto 4th Avo I. Turn right onto Fr	e W. At the anklin St S	traffic E		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>✓ Flow</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	Flov Flov Flov Oth	wer Lot wer Lot wer Lot her Material Lot her Material Lot	500.00 210.00 680.00 200.00 765.00			
Select the departure	Generate	Employee	~	Veh	icle		~		X Close

- If the receiving Licensee is a Producer, only Seeds, Clones, Mature Plants, and Plant Tissue will be available for selection.
- If the receiving Licensee is a Processor, only Flower Lots and Other Material Lots, and Wet Flower will be available for selection.
- Within the inventory section, select the item(s) to be included on this manifest.
- Select the Employee and Vehicle or Transport Company (3rd Party Manifest only) that will be transporting the inventory.
- Select the expected departure date/time and the expected arrival date/time.



			Trar	nsportation Ma	nifes	st				×
Instructions	Stop 1	)								
To create a new	Departure		Training Pro	oducer		02 / 17 / 2014	6 : 38 : 20	PM	28 🔻	New Stop
manifest log chose the	Arrival	Training P	rocessor		~	02 / 17 / 2014	7:08:20	PM	28 🔻	
vendor you are transporting your inventory to from the Arrival drop	Route	Head north. circle, contin	Turn right to lue straight t	ward 4th Ave V to stay on 4th A	/. Turi Ave W	n right onto 4th . /. Turn right onto	Ave W. At the Franklin St S	traffi E	c	Clear
down.	Item			Strain	Тур	e	Available	2		
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>▼ Flow</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 200 0001 0 200 0001 0 200 0001 0 200 0001 0 200 0001 0	000 0104 000 0097 000 0096 I Lot 000 0103 000 0079	Blue Dream Blue Dream Blue Dream Blue Dream Blue Dream	Flor Flor Flor Oth Oth	wer Lot wer Lot wer Lot her Material L her Material L	500.00 210.00 680.00 .ot 200.00 .ot 765.00			
Select the departure	Generate	Employee	Michael Ai	nderson 🗸	Veh	icle Van 2		1		X Close

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

		Trar	nsportation Ma	nifest					×
Instructions	Stop 1								
To create a new	Departure	Training Pro	oducer	(	02 / 17 / 2014	6:38:20	PM	28	New Stop
manifest log chose the	Arrival	Training Processor		•	02 / 17 / 2014	7 : 08 : 20	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	. Turn ve W.	right onto 4th Av Turn right onto F	ve W. At the ranklin St S	traffi E	C	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>✓ ■ Flow</li> <li>○ 00</li> </ul>	ver Lot 300 0001 0000 0104 500 0001 0000 0097 5000 0001 0000 0096 er Material Lot 500 0001 0000 0103 500 0001 0000 0079	Blue Dream Blue Dream Blue Dream Blue Dream Blue Dream	Flow Flow Othe Othe	er Lot er Lot er 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 🗸	Vehic	le 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 A	ssurance					Shor	tcuts
Room Bulk Inventory   Move Items	]			(	😂 Refresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available	QA	Status		
¬□ Clone (2)			197			Products	Rooms
0000 0001 0000 0100	ChemDawg	Clone	197				
🗢 🗆 Other Material (8)			3659.00g				
🗆 1616 9191 7352 5467	Blue Dream	Other Material	1000.00g	1	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	Tall	
2436 2914 5228 7205	Blue Dream	Other Material	1111.00g	1	Wet	500	
0 4847 2486 3641 6849	Blue Dream	Other Material	222.00g			Employage	Vandara
▽ 🗆 Seed (3) 🥒			599			Employees	vendors
0000 0001 0000 0099	Blue Dream	Seed	100				1 4 A
0000 0001 0000 0085	ChemDawg	Seed	200				• • •
0000 0001 0000 0094	Northern Light	s Seed	299		~	Switch Location	QA Labs
					>		ah
Detail	Print Barcod	e Sample	QA Testing				St 1
🔁 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 A	ssurance				Shor	tcuts
Room Quarantine	V Move Items	,			😂 Refresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA Status		V V V
<ul> <li>▽ □ Flower Lot (5)</li> <li>□ 0000 0001 00</li> <li>□ 0000 0001 00</li> </ul>	00 0078	Blue Dream	Flower Lot	1010.00g 800.00g 210.00g	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.

				WSLC	В			×
Instruction	ns	Stop 1						
To create a new	9	Departure	Training	g Producer		02 / 17 / 2014	7:00:54 PM	∎ ▼ New Stop
chose the		Arrival	420Angell ProdP	Proc (Produc	er · 🗸	02 / 17 / 2014	8:17:08 PM 2	× 🗡
vendor you are transporting your inventory to from the Arrival drop		Route	Turn right onto Mall I Take the 1st left tow Turn right onto Black Turn left onto the rar Merge onto US-101 S Keep left at the fork	Loop Dr SW. Pard Black Lake C Lake Blvd SW. Mp to I-5/Seattl S. . follow signs fo	Blvd SW e/Portlan or I-5 N/O	d. Ivmpia/Seattle_a	nd merae onto I-5 N.	<ul><li>Clear</li><li>✓</li></ul>
down.		Item		Strain		Туре	Available	
lf you do not see the Vendor you are		▽ □ Clor □ 00 ▽ 🖾 See	ne 100 0001 0000 01 d	L00 ChemDa	wg	Clone	197.00	
transfering to, the		■ 00	00 0001 0000 00	)99 Blue Dre	am	Seed	100.00	
Vendor must		00 🗆	00 0001 0000 00	085 ChemDa	wg	Seed	200.00	
using the Vendors		□ 00 マ □ Plar	000 0001 0000 00 It Tissue	94 Northerr	n Lights	Seed	299.00	
button found below the Transport		00 □ マ □ Mat	000 0001 0000 01 ure Plant	L01 Northerr	n Lights	Plant Tissue	30.00	
Manifest button in the		00	00 0001 0000 00	)84 ChemDa	wg	Mature Plant	12.00	
Inventory tab.		□ 00 マ □ Flov	000 0001 0000 00 ver Lot	)95 Sour Die	sel	Mature Plant	50.00	~
Select the departure	~	Generate	Employee Anthor	ny Rogers	✓ Veh	icle Truck 1	~	💥 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	<b>—</b>	-				
To create a 📃	Departure	420Angell I	ProdProc (Prod	ucer + Processor)	02 / 17 / 2014 8 : 15 :	54 PM	28	New Stop
manifest log chose the	Arrival	420Byror	n ProdProc	(Producer - 🗸	02/17/2014 11:01:	48 PM	28 🕶	
vendor you are transporting your inventory to from the Arrival drop	Route	Head west Merge onto Take exit 24 Take the ex Take the Int Merge onto	on NE 85th St I-405 S via the A to merge ont it onto WA-18 erstate 5 S ex I-5 S	toward 120th Ave Ni e ramp to Renton. to WA-167 S toward W toward I-5/Federa it.	E. Kent/Auburn. I Way.		^ •	Clear
down.	Item			Strain	Туре	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.	<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 ure Plant ver Lot 000 0001 ( 000 0001 ( 000 0001 ( 000 0001 (	0000 0104 0000 0096 1 Lot 0000 0103 0000 0079	Blue Dream Blue Dream Blue Dream Blue Dream	Flower Lot Flower Lot Other Material Lot Other Material Lot	500.00 680.00 200.00 765.00		
Select the departure	Generate	Employee	Anthony Ro	ogers 🗸 Vehi	cle Truck 1	~		X 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					Shortcuts		
Start: 02/16/2014 End: 02/16/2014 Start: Refresh				15 Day In	ventory Transfer Inven	ntory	
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	Dread	unita Decemento		
02/16/2014 6:36 PM 4039 7753 6226 5817 2	2	Quarantine	d 420Angell ProdProc, 420Byron ProdP	Proc Produ	Rooms		
				Strai	ns Transport Man	nifest	
				Vehic	les Search		
				Emplo	yees Vendors		
					<u>ک</u>		
				Switch L	ocation QA Labs		
View Manifest			Void N	lanifest			

#### To void a partial manifest:

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

Administration Help	dministration Help										
Cultivation Inventory Reports											
Current Transfers Manifests Quality As	Current / Transfers / Manifests Quality Assurance										
Start: 03/31/2016 End: 03/31/2016	Refresh										
File Time Departure Time	Manifest ID	Stops	Item Count	Status	Manifest Type	Destination					
03/31/2016 2:13 PM 04/01/2016 2:42 PM	8535 4157 7860 6119	1	2	Shipped	<b>Regular Manifest</b>	Matt Processor					
03/31/2016 2:26 PM 04/01/2016 2:56 PM	1 9518 1125 6304 1469 3	1	1	Quarantined	<b>Regular Manifest</b>	BioTrackTHC Lab 2					
03/31/2016 2:33 PM 04/01/2016 3:02 PM				Shipped							

2. Click the 'Void Manifest' button.



	Vehicles	Search
	600	
	Employees	Vendors
	8	
>	Switch Location	QA Labs
Void Manifest	Q	B



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 Man	ifest Item S	Selection			×
Instructions	The fol	lowing items are scheduled	for Manifest	7236 7915 8972	8510, ple	ease choose one:	
You can see a list of the	No.	Inventory ID	Ouantity	Description	Stop	Company	License
manifest stops to the right.	× 1	9999 9944 4000 0047	1500.00	Flower Lot	1	BioTrackTHC Processor	1 996000
After selecting one or more items, you will be able to void the selected items below.	2	9999 9944 4000 0123	1472.00	Flower Lot	1	BioTrackTHC Processor	1 99600C
	<						
						Cancel	ОК

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





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

				ws	LCB Traceabili	ty System				×	
Administration Help											
Inventory Reports											
Current Transfers	4anifests Quality Assu	rance							Shortcuts		
Start: 09/28/2016 En	d: 09/29/2016 🛛 😂 Re	fresh							15 Day Inventory Transfer Inventory		
File Time	Departure Time	Manifest ID	Stops	Item Count	Status	Manifest Type	Destination	Transport Com	<b></b>	<b>S</b>	
09/20/2010 J.JO FM	03/23/2010 0.20 PM	1230 0201 2044 7399			Quarantine	a negular mannesi	, and is acore		Products	Rooms	
<								>			
View Manifest Modify M	lanifest							Void 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.

Void Manifest Assistance ×
Manifest ID: 1740 6710 1271 6490
I'd like to void specific items on this manifest
I'd like to void a specific stop on this manifest
I'd like to void the entire manifest


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 Se	lection		×			
Instructions	The following stops are scheduled for Manifest 3777 7720 7610 8519, please choose one:								
You can see a list of the	Stop	Departure Time	Item Count	Company	License				
manifest stops to the right.	<b>E</b> 1	06/26/2015 1:29 PM	1	BioTrackTHC Processor 2	9960004				
be able to void that specific									
stop.									
				5					
				- ИЈ	Cancel	ОК			

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

Ok		×
The selected manifest stop ha	s been voi	ded.
	ОК	

3. The Manifest Stop has been voided and removed.

Washington State	ol Board Log	jout								
				WSLC	B Traceability	System				
Administration Help										
Cultivation Invento	ory Reports									
Current Transfers	Manifests Qualit	y Assurance							Shor	tcuts
Start: 06/23/2015	End: 07/03/2015	Refresh							15 Day Inventory	Transfer Inv
File Time	Departure Time	Man	ifest ID	Stops	Item Count	Status	Manifest Type	Destination	<b></b>	S 1
									Products	Rooms
									Strains	Transport Ma
									Vehicles	Search
6									600	
									Employees	Vendor
								>	Switch Location	QA Lab

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



Void Manifest Assistance × Manifest ID: 2617 8106 3645 1567
I'd like to void specific items on this manifest
I'd like to void a specific stop on this manifest
I'd like to void the entire manifest

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



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

Ok	۲	×				
The manifest has been voide						
	ОК					



3. The Manifest has been voided and removed.

Washington State	Board Log	gout									
					WSLC	B Traceability	System				
Administration Help											
Cultivation Inventor	Reports										
Current Transfers	Manifests Qualit	y Assuranc	e							Shor	tcuts
Start: 06/23/2015 En	nd: 07/03/2015	Refres	h							15 Day Inventory	Transfer Inv
File Time	Departure Time	Ma	nifest ID	S	tops	Item Count	Status	Manifest Type	Destination		<b>S</b>
										Products	Room
l⇒										Strains	Transport M
										Vehicles	Searc
										600	
										Employees	Vendo
									>	Switch Location	QA La
View Manifest Modify	Manifest								Void Manifest	Q	l di



# **Chapter 15: Wholesale Inventory Transfers**

In this chapter, you will learn how to:

- ✓ Complete an inbound inventory transfer
- ✓ 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	Current   Transfer Manifests   Quality Assurance										
Room Bulk Inventory	✓ Move Items	]				CREFRESH	15 Day Inventory	Transfer Inventory			
Product		Strain	Туре	Available	QA	Statu 🔿		<b>V</b>			
				197			Products	Booms			
0000 0001 00	00 0100	ChemDawg	Clone	197							
	(8)			3659.00g							
🗆 1616 9191 73	52 5467	Blue Dream	Other Material	1000.00g	9	Wet					
0358 3930 38	84 4213	Blue Dream	Other Material	26.00g			Strains	Transport Manifest			
🗆 1874 4833 97	84 8537	Blue Dream	Other Material	500.00g		Wet 🔄					
0 8157 8367 64	39 7776	Blue Dream	Other Material	400.00g		Wet					
5109 3696 48	16 0483	Blue Dream	Other Material	300.00g		Wet	Vehicles	Search			
2361 1674 34	91 3090	Blue Dream	Other Material	100.00g		Wet	TTO				
2436 2914 52	28 7205	Blue Dream	Other Material	1111.00g	)	Wet	-0-0				
0 4847 2486 36	41 6849	Blue Dream	Other Material	222.00g			Employees	Vendors			
▽ 🗆 Seed (3)				499			Employees				
	00 0085	ChemDawg	Seed	200				State 1			
0000 0001 00	00 0094	Northern Lights	Seed	299							
▽ □ Plant Tissue (1)				30			Switch Location	QA Labs			
								E D			
Details	Adjust	Print Barcode	Sample	QA Testing				Brlb			
Create Lot	Convert	Destroy	Sub Lot/Batch		Collap	se 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"



- 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 Transf	er for Manifest ID: (	6947 4042	7388 0932					×
Instructions	Ast	nTek											
To complete the inventory transfer process, you should	No.	ID	3 8000 0190	Strain Chowbacca	Product	Description	Qty Shipp	d Qty Receiv	ed QA Status	Inventory Type			
right and accept only the items physically received.		5000 0000	00000130	enewbacca					rassea Q				
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.													
	Previ	ious Item ] [	Save Item				Iten	1 of 1				View QA Res	sults
	Barco	de ID	9000 0080	8000 0190			s	rain	Chewbacca				
	Produ	ct	Usable Mari	ijuana			Ir	ventory Type	Usable Marij	uana			
	Descr	iption	Usable Mari	ijuana			U	nit Weight	1.052631578	394737			
	Quant	ity Received											
											Car	ncel OK	:



- Enter the Quantity Received and click 'Save Item" 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.

## **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) 0.00
	Cancel OK

- Enter the Sales Price of each item that is on the manifest.
- Click "OK" after all sales prices are entered (the total sales price is automatically computed within the grayed-out box).

ſ	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 OX 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: 2	10.00
	Total Sale Price (Calculated Above) 2315.00	ĸ

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

#### To receive a rejected shipment:

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





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

-		Shipments Available F	or Ret	urn			×
Instructions	The following shipn	nents have yet to be accepte	d and a	re available for r	eturn, please se	elect one to p	roceed:
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		
premesis.	06/17/2015	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	ОК

#### Note: If there are no rejected shipments available, the 'Error' screen will appear.

Error	×
I'm sorry, there do not appear to be any shipments availab	ole for return.
	ОК

#### To partially accept or reject items:

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

Washington State	oard Lo	ogout								
WSLCB Traceability System X										
Administration Help										
Cultivation Inventory	Cultivation Inventory Reports									
Current Transfers Ma	anifests Quali	ity Assuranc	e				Short	cuts		
Start: 06/15/2015 End:	: 06/25/2015	🔁 Refresh					15 Day Inventory	Iransfer Inventory		
Time St	train	Direction	User	Quantity	Vendor	Price	<b></b>			
06/25/2015 4:56 PM B 06/24/2015 6:29 PM B 06/24/2015 6:29 PM B	ubble Gum lueberry lueberry	Inbound Outbound Outbound	patrick.vo@biotrackthc.com patrick.vo@biotrackthc.com patrick.vo@biotrackthc.com	1.00 5.00 g 2.00 g	G-7 GROW Green Grower Labs Green Grower Labs	0.00 0.00 0.00	Products	Rooms		
06/24/2015 6:29 PM B 06/24/2015 6:29 PM B	lueberry lueberry	Outbound Outbound	patrick.vo@biotrackthc.com patrick.vo@biotrackthc.com	2.00 g 2.00 g	Green Grower Labs Green Grower Labs	0.00 0.00	Strains	Transport Manifest		
							Vehicles	Search		
							Employees	Vendors		
						>	Switch Location	QA Labs		
Correct Transfer Void Trans	nsfer					Expand All	Q	B		



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 Shipme	ents			×
Instructions	The following ships	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	04/18/2014	0653 7074 5331 7310	4	Return	G-7 GROW	
premesis.	04/21/2014	7947 0376 6788 0205	2		G-7 GROW	
Salact and and click OK to	06/25/2014	8079 6611 6942 0460	1		GREEN VETERAN	
begin the process of	08/25/2014	9987 4987 5073 7279	1		TRICHOMETECHNOLOGIES	
transferring ownership of the						
inventory to your incense.						
					Cancel Ok	



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

	Washington State	d Logout	:								
ſ				Inventory Trai	nsfer for Manife	est ID: 0653 70	74 5331 7310	)			×
	Instructions	G-7 GROW									
	To complete the inventory	No. ID		Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type	
	review all of the items to the	🔲 1 1895 00a	37 5048 4786	Bubble Gum	Mature Plant	Mature Plant	1		Never Tested	Mature Plant	
II	right and accept only the items physically received.	2 3286 26	74 3218 9644	Bubble Gum	Mature Plant	Mature Plant	1		Never Tested	Mature Plant	
Ш	Once you have entered the	3 2571 610	07 5521 2848	Bubble Gum	Mature Plant	Mature Plant	1		Never Tested	Mature Plant	
I	quantity, click the Save Item	4 35/6 35	/0 5138 4358	Bubble Gum	Mature Plant	Mature Plant	1		Never lested	Mature Plant	
I	button to proceed.										
I	Unchecked items or items with a zero (0) quantity will										
I	not be received into your										
I	inventory.										
I											
l		Previous Item	Save Item			lt	em 1 of 4				View QA Results
l	- 41	Barcode ID	1895 0087	5048 4786			Strain	Bubble G	ium		
l		Product	Mature Pla	nt			Inventory Typ	e Mature P	lant		
I		Description	Mature Pla	nt			]				
		Quantity Receive	d				1				
			U				J				
Ľ										Cance	е ОК

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

Washington State	d Log	gout									
				Inventory Trar	sfer for Manife	est ID: 0653 70	74 5331 731	D			×
Instructions	G-7 GRO	w									
To complete the inventory transfer process, you should review all of the items to the right and accept only the items physically received. Once you have entered the quantity, click the Save Item button to proceed. Unchecked items or items with a zero (0) quantity will not be received into your inventory.	No. ID 1 1895 2 3286 3 2571 4 3576	5 0087 5 6 2674 3 1 6107 5 6 3570 5	048 4786 218 9644 521 2848 138 4358	Strain Bubble Gum Bubble Gum Bubble Gum	Product Mature Plant Mature Plant Mature Plant Mature Plant	Description Mature Plant Mature Plant Mature Plant Mature Plant	Qty Shipped 1 1 1 1	Qty Received	QA Status Never Tested Never Tested Never Tested Never Tested	Inventory Type Mature Plant Mature Plant Mature Plant Mature Plant	
	Previous It	tem Sav	e Item			It	em 1 of 4				View QA Results
	Barcode ID	1	895 0087	5048 4786			Strain	Bubble G	um		
	Product	Μ	lature Plar	nt			Inventory Ty	Mature P	lant		
	Description	M	lature Plar	nt							
	Quantity Re	eceived 1									
										Cance	е ОК



6. Click the 'Save Item' button.

Previous Item	Save Item	Item 1 of 4
larcode ID	1895 0087 5048 4786	Strain
roduct	Mature Plant	Inventory Ty
Description	Mature Plant	
)uantity Receive	d 1	

# 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.

Mature Plant		
	Cancel	ОК



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

	Inventory Tra	nsfer Receipt Co	onfirma	tion		
ase confirm that: 1 item	(s) will be fully accepte	ed, 1 item(s) will b	e partial	lly accep	ted, 1 iter	n(s) will be rejected
	1 out of 3 ite	em(s) will be fully	accepter	d:		
) #	Inventory Type	Status	Rece	ived Sh	nipped	
230 0012 7000 0212	Usable Marijuana	Full Acceptance	e 150.	00 15	50.00	
	1 out of 3 item	n(s) will be partial	ly accept	ted:		
) #	Inventory Type	Status	R	eceived	Shipped	Qty Not Accepted
230 0012 7000 0211	Usable Marijuana	Partial Accept	ance 1	75.00	200.00	25.00
	1 out of 3	litem(s) will be re	jected:			
+	Inventory Type	Status	Receive	d Ship	ped Qty I	Not Accepted
230 0012 7000 0210	) Usable Marijuana	Not Accepted	0.00	250.	.00 250.	00

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

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



		Inbound Shipme	ents			×
Instructions	The following shipr	ments are currently inbound,	please se	elect one to	proceed:	
Instructions You can see a list of any 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.	The following ship Departure Date 0 04/27/2015 0 05/27/2015 0 05/27/2015 0 05/27/2015 0 05/27/2015 0 06/18/2015 ≥ 06/18/2015	Manifest ID 4243 4674 2926 1598 0583 4740 6004 6790 6225 3824 8308 5829 4269 1646 7821 4476 0533 4171 8457 4340 3412 8442 2368 1180 0144 4986 1666 1322	ltems 4 2 2 1 2 1 1	lect one to Status Return Return Return Return	proceed: Company LCB Davison Processor LCB Davison Processor LCB Davison Processor LCB Davison Processor LCB Davison Processor LCB Davison Processor	
					Control 0	01

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/	Trans	fer					×
LCB Davisor	n Retailer										
No. ID		Qty Sh	ipped	Qty Acc	epted	Original Price	New Price	Inventory Type			
■ 1 1230 00	012 7000 0213	1 Awsome Bud	Usable Marijuana	200.0	0	175.00		1000.00	875.00	Usable Marijuana	
2 1230 00	012 7000 0210	0 Jodi's Stuff	Usable Marijuana	250.0	0	0.00		1250.00	0.00	Usable Marijuana	
	×7										
Previous Item	Save Item			It	tem 1	of 2					
Barcode ID	1230 0012 7000 0211				Strain Awsome Bud						
Description	Usable Mariju	uana		I	nvento	tory Type Usable Marijuana					
Usable	1.00				Qty Shi	pped	200.0	00			
Qty Accepted	175.00				Origina	l Price	1000	.00			
									* S	uggested new price is <b>8</b>	75.00
Qty Returned	25.00			I	New P	rice	875.0	00			
	* This item was	partially accepted	. Upon return, a new s	ub-lot w	ill be g	enerated	d.				
										Cancel OI	ĸ

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.



		Partial Returns				×
Instructions	The following returned product	s have received new ID nun	nbers and n	nust be re-labled v	with the new ID num	ber:
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					
					C	К

# To view unreceived shipments:

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

I'd like to view unreceived shipments



1. Click the unreceived shipment that you want to view. Click the 'OK' button to close the screen.

		Unreceived Ship	ments		×
Instructions	The following ship	ments have yet to be accep	ted, but h	ave not been rejected yet either:	
You can see a list of any	Departure Date	Manifest ID	Stop	Company	Item Count
shipments that have been	06/04/2015	9689 3917 6192 319	51	BioTrackTHC ProducerProcessor	11
received or rejected.	06/04/2015	9999 9999 6000 136	31	HYDRO LIGHT 😽	7
	06/24/2015	9999 9999 6000 136	41		4
					>
					ОК

Note: Unreceived shipments are considered outstanding invoices.

#### To accept product back when vendor has accepted and returned

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

Washington State	ol Board 🗳	ogout						
			WSLCB	Traceabilit	y System			×
Administration Help	Administration Help							
Cultivation Inventory Reports								
Current Transfer	Current Transfors Manifests Quality Assurance Shortcuts							
Start: 06/15/2015	End: 06/25/2015	Refrest	1				15 Day Inventory	Transfer Inventory
Time	Strain	Direction	User	Quantity	Vendor	Price		st 1
06/25/2015 4:56 P	M Bubble Gum	Inbound	patrick.vo@biotrackthc.com	1.00	G-7 GROW	0.00	Products	Booms
06/24/2015 6:29 P	M Blueberry	Outbound	patrick.vo@biotrackthc.com	5.00 g	Green Grower Labs	0.00		
06/24/2015 6:29 P	M Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00		
06/24/2015 6:29 P	M Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00	Strains	Transport Manifest
06/24/2015 6:29 P	M Blueberry	Outbound	patrick.vo@piotracktnc.com	2.00 g	Green Grower Labs	0.00		
			13				Vehicles	Search
							venicies	Search
							00	
							Employees	Vendors
							8	
						>	Switch Location	QA Labs
Correct Transfer Voi	d Transfer					Expand All	Q	B



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".



• 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.

	WSLCB Traceability System										×	
			Inventory Tr	ansfer for M	anifest ID: 6	388 8217 586	9 8512					×
Instructions	Grow											
To complete the inventory transfer process, you should review all of the items to the right and accept only the items physically received. Once you have entered the quantity, click the Save Item button to proceed. Unchecked items or items with a zero (0) quantity will not be received into your inventory.	No. ID	Strain 4000 0203 Cinex	Product Flower Lot	Description Flower Lot	Qty Shipped 2267.00	Qty Received	Refund	QA Status Never Tested	Inventory Type Flower Lot			
	Previous Item S	ave Item				item 1 d	of 1				View QA Resul	its
	Barcode ID	9999 9944 4000	0203			Strain		Cinex				
	Product	Flower Lot				Invent	ory Type	Flower Lot				
	Description	Flower Lot										
	Quantity Received					Refund	d Amount					
	Total Refund											
										Cance	el 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'.



(Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Reference) (Refer	Vashington State iquor Contro	l Board 🗳	ogout						
	WSLCB Traceability System X								
Admir	nistration Help								
Cult	Cultivation Inventory Reports								
Cur	Current Transfors Manifests Quality Assurance Shortcuts								
Start:	b6/15/2015	End: 06/25/2015	Refresh					15 Day Inventory	Iransfer Inventory
Time		Strain	Direction	User	Quantity	Vendor	Price	- <b>-</b>	<b>S</b>
06/2	5/2015 4:56 PM	4 Bubble Gum	Inbound	patrick.vo@biotrackthc.com	1.00	G-7 GROW	0.00	Droducto	Beems
06/2	4/2015 6:29 PI	4 Blueberry	Outbound	patrick.vo@biotrackthc.com	5.00 g	Green Grower Labs	0.00	moduces	Rooms
06/2	4/2015 6:29 PI	4 Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00		
06/2	4/2015 6:29 PI	4 Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00	Strains	Transport Manifest
06/2	4/2015 6:29 PI	4 Blueberry	Outbound	patrick.vo@biotrackthc.com	2.00 g	Green Grower Labs	0.00		
				R					
								Vehicles	Search
								600	
								Employees	Vendors
								- <b>*</b>	- <b>*</b>
<							>	Switch Location	QA Labs
Corre	ect Transfer Void	Transfer					Expand All	Q	B

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

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



Ĩ		Shipments Available F	or Retu	Irn	×
Instructions	The following shipm	nents have yet to be accepte	d and ar	e 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 be returned to your licensed premesis.	🖾 07/19/2016	5742 9318 9478 8655	1	BioTrackTHC Retailer 1	1
	07/21/2016	4296 0411 6640 8849	1	BioTrackTHC Retailer 1	3
Coloct and and slick 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
e					
				[	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 Transfer for Manifest ID: 5917 2789 5595 8309 🗴								
Instructions	Dereks House	of Bud							
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	<b>1</b> 9999 9944	4 4000 0101 Lemon H	aze Seed	Seed	50	50.00	50	Never Tested	Seed
items physically received.	2 9999 9944	4 4000 0158 Blue Dre	im Clone	Clone	50	50.00		Never Tested	Clone
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	Save Item				Ite	em 1 of :	2	View QA Results
	Barcode ID	9999 9944 4000 010	1				Strain	Lemon	Haze
	Product	Seed					Inventor	y Type Seed	
	Description	Seed							
	Quantity Received	50 🔶	_				Refund A	mount 50	
	Total Refund	50.00	_						
									ОК

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



# **Chapter 16: Waste and Destruction Events**

- ✓ Collect general plant waste not attributable to the harvest/cure process
- ✓ Schedule plants for destruction
- ✓ Undo scheduled plant destruction
- ✓ Destroy plant(s)
- ✓ Schedule inventory for destruction
- ✓ Undo Destruction Notification
- ✓ Destroy inventory

#### **Collecting General Plant Waste**

The Traceability System accounts for two types of marijuana waste: (1) waste specifically attributable to the harvest, cure, or conversion process; and (2) general waste not associated with the harvest, cure, or conversion process.

The specifically attributable waste collection is covered in each of their respective sections. This section details how to account for general waste not associated with the harvest, cure, or conversion process. An example of general waste would be a daily walk through of plant rooms and collecting dead leaves and vegetation trim.



To record collection of general waste:

• Navigate to the "Cultivation" tab, and then click on the "Collect Waste" button located on the right-hand side of the home screen.



• This will bring up the "Collect Waste" screen:

	Collect Waste	×
To account for your daily waste, simply weigh it now. This will place it into inventory where you can schedule it for removal. Once you have finished weighing, simply click OK to proceed.	Weight	
	Cancel	ОК

• Enter in the amount of general waste collected and click "OK".

			2	<
	1.3			]
	Gram	Mode	Ounce Mod	e
	Milligrar	n Mode	Pound Mod	e 🗙
To account for you waste, simply weigh	7	8	9	
This will place inventory where y schedule it for remov you have finished w	4	5	6	
simply click OK to pro	1	2	3	Incel OK
	0	/		
	C	ancel	ОК	



• Navigate to the "Inventory" tab, then to the "Current" sub-tab, and then select the "Bulk Inventory" room from the room drop down to find the collected waste as a line-item with its own Traceability Identifier. You may need to click on the "Refresh" button before the system will display the item.

Administration						
Cultivation Inventory Reports						
Current Transfers Manifests	Shor	tcuts				
Room Bulk Inventory 🗸 M	ove Items			S Refresh	15 Day Inventory	Transfer Inventory
Product	Strain T	ype	Available	QA Statu ^		
Mature Plant (3)			92		Products	Booms
Flower Lot (3)			1324.00g			
Other Material Lot (2)			765.00g			
▽ 🗆 Waste (11)			4628.30g	Π		
🗆 1245 9904 7390 8253	Blue Dream W	/aste	1000.00g		Strains	Transport Manifest
2060 4721 7143 0787	Blue Dream W	/aste	987.00g	Web		
0772 0931 6349 2774	Blue Dream W	/aste	500.00g	Web		
6824 8464 0659 9217	Blue Dream W	/aste	400.00g	Web	Vehicles	Search
3604 6439 3568 0400	Blue Dream W	/aste	300.00g	Web		
0315 6434 3377 6761	Blue Dream W	/aste	100.00g	Web	00	
🗆 1901 9697 7965 7043	Blue Dream W	/aste	2.00g			
□ 4820 4610 8799 9151	Blue Dream W	/aste	1111.00g		Employees	Vendors
6902 4697 9694 4092	Blue Dream W	/aste	222.00g			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
5502 3941 1836 2027	N	/aste	5.00g			i k 📝
3649 7652 0077 9429	W	/aste	1.30g		Switch Location	QA Labs
				>		ala
Details Adjus	st Print Barcode	Sample	QA Testing			L SQP
Create Lot Conve	ert Destroy	Sub Lot/Batch	]	Expand All		

#### Schedule Plant Destruction

This function allows you to schedule a plant for destruction. This event begins the 72-hour waiting period before the Destroy Plant function may be used on the plant.

There are two methods through which you may schedule a plant for destruction.

#### <u>Method 1</u>

- Navigate to the Plant Room within which the to-be-destroyed plant is located.
- Click on the check box to the left of the plant to be destroyed.
- Click on the "Destroy" button at the bottom of the screen.



Administration Help							
Cultivation Inventory	Reports						
Rooms				Current Room: 1. Vegetative	S Refresh	Sho	rtcuts
Barcode	Strain P Blue Dream G	Phase Age Growing 26 days	Status			New Plant	Strains
□ 1247 4788 1561 8932	Blue Dream G	Growing 26 days	Destruction Scheduled				
	2 ChemDawg G	Growing 24 days				Rooms	Collect Waste
■ 6622 1506 6081 5339	ChemDawg G	Growing 24 days					
0814 0399 6294 6571	3 ChemDawg G L Northern Lights G	Growing 24 days Growing 6 days	Destruction Scheduled			Search	
						Total Plants 7 Growing 7 Drying 0	
						Growing Vegetative 7	
Details	P it	Har	vest/Cure			Flowering 0 Drying	
Move	Destroy	Move	to Inventory	Sele	ct All	Drvina 0	~

<u>Method 2</u>

- Bring up the to-be-destroyed plant's Plant Information screen, either by selecting the plant within its room or by using the Plant Lookup function.
- Click on "Destroy"

Plant Details									
Instructions	Strain	ChemDawg	~	Age	24 days	Harvest			
In this window you can transfer, destroy, move rooms, or harvest/cure.	Room	1. Vegetative	~	O Mother	Plant	<b>Here</b>			
	Barcode	6622 1506 6081 5339		]					
	Transfer	Print		Destroy					
				<u> </u>	Cancel	ОК			

• Regardless of which method you use to click "Destroy", a pop-up window appears wherein you must select a Destruction Choice **and enter the reason** the item is being destroyed. Click "OK" when completed.

( )	5	pecify Reason	×
Th	his will initiate the	72 hour waiting period.	
Ple	ease enter the rea	son for scheduling this destruct	tion:
De	estruction Choice		~
		Other	
		Waste	
		Unhealthy or Died	
		Infestation	
		Product Return	
		Mistake	
		Spoilage	
		Quality Control	1
	$\subset$		

• Another pop-up window appears notifying you that the Traceability System has accepted the scheduled destruction and provides a reminder that the plant may be destroyed after the 72-hour waiting period has expired.



• Note that the plant's Status is updated to "Destruction Scheduled".

Administration Help								
Cultivation Inventory F	Reports							
Rooms					Current Room: 1. Vegetative	Sefresh	s	hortcuts
Barcode	Strain	Phase	Age	Status			New Plant	Strains
0975 4736 6122 4617 1247 4788 1561 8932	' Blue Dream ? Blue Dream	Growing Growing	26 days 26 days	Destruction Scheduled			4	
	ChemDawg	Growing	24 days				Rooms	Collect Waste
<b>6493 8158 9999 4806</b> <b>6622 1506 6081 5339</b>	ChemDawg ChemDawg	Growing	24 days 24 days	Destruction Scheduled				
<ul> <li>8790 8184 8294 5993</li> <li>0814 0399 6294 6571</li> </ul>	ChemDawg Northern Lights	Growing Growing	24 days 6 days	Destruction Scheduled			Search	
							Total Plants Growing Drying	7 7 0
							Growing Vegetative Flowering	7
Details	Print		Har	vest/Cure			Drying	·
Move	Destroy		Move	to Inventory	Sele	ct All	Drving	0

#### **Undo Scheduled Destruction**

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

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



The second second second							
Administration Help							
Sale Date Specify							
Synchronization	Ś		Curre	nt Room: Germination	Refresh	Sh	ortcuts
Cultivation	Undo	Cure Plant					
Inventory	Yield Data Correction	Destruction Notification				New Plant	Strains
🗵 0076 4993 7594 0640 Cinex	Growing 106 days Dest	Harvest Notification	maining)			t	
🖾 2485 7920 2693 1330 Cinex	Growing 106 days Dest	Harvest Plant urs re	maining)			*	
🖾 2604 4494 5943 3461 Cinex	Growing 106 days Dest	ruction Scheduled (75 hours re	maining)				
🗵 2614 1578 9145 5454 Cinex	Growing 106 days Dest	ruction Scheduled (73 hours re	maining)			Rooms	Collect Waste
						Search	
						Stats Strain	
						Total Plants	ł
						Growing	4
						Drying	0
						Growing	
						Vegetative (	)
						Flowering (	)
						Drving	
						Drving (	
						2.,	
Details	Print	Harvest/Cure					
Move	Destroy	Move to Inventory		Select All			

• The following pop-up window appears.

	×	
Date	09/01/2016	
Strain		~
	Cancel OK	

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



		Reve	rse sched	uled Destructio	n Process		
Instructions	No.	Scheduled On	Strain	Room	Barcode ID	Reason	
ou'll find to the right a list of	🛙 1	09/01/2016	Cinex	Germination	0076 4993 7594 0640		
cheduled for destruction.	🗵 2	09/01/2016	Cinex	Germination	2485 7920 2693 1330		
make select the plants you	🖾 3	09/01/2016	Cinex	Germination	2604 4494 5943 3461		
ish to reverse and click OK	⊠ 4						
, poceed	ſ						

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

Confirm	×
Please review your data before proceed	ling.
💥 Cancel 🛃 Procee	d

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

#### **Destroy Plant**

This function allows you to destroy a plant that has been scheduled for destruction. Plants may only be destroyed after the waiting period has expired.

There are two methods through which you may click a "Destroy" button for a plant.

<u>Method 1</u>

- Navigate to the Plant Room within which the plant scheduled for destruction is located.
- Click on the check box to the left of the plant to be destroyed.
- Click on the "Destroy" button at the bottom of the screen.



Administration Help								
Cultivation Inventory R	eports							
Rooms					Current Room: 1. Vegetative	Sefresh	Sho	rtcuts
Barcode	Strain	Phase	Age	Status			New Plant	Strains
<ul> <li>0975 4736 6122 4617</li> <li>1247 4788 1561 8932</li> </ul>	Blue Dream Blue Dream	Growing Growing	26 days 26 days	Destruction Scheduled			4	
3950 0397 6735 2752	ChemDawg	Growing	24 days				Rooms	Collect Waste
□ 6493 8158 9999 4806 ■ 6622 1506 6081 5339	ChemDawg ChemDawg	Growing Growing	24 days	Destruction Scheduled				
<ul> <li>○ 790 8184 8294 5993</li> <li>○ 0814 0399 6294 6571</li> </ul>	ChemDawg Northern Lights	Growing Growing	24 days 6 days	Destruction Scheduled			Search Stats Strain Total Plants 7 Growing 7 Drying 0 Growing Vegetative 7 Flowering 0	
Details	Pl. it		Har	vest/Cure			Drving	
Move	Destroy		Move	to Inventory	Sel	ect All	Drvina 0	~

Method 2

- Bring up the Plant Information screen for the plant scheduled for destruction, either by selecting the plant within its room or by using the Plant Lookup function
- Click on "Destroy"

Plant Details								
Instructions	Strain	ChemDawg	~	Age	24 days	Harvest		
In this window you can transfer, destroy, move rooms, or harvest/cure.	Room	1. Vegetative	~	)  Mother	Plant	. Here		
	barcode	6622 1506 6081 533	9	J				
	Transfer	Print		Destroy				
[				$\mathbf{X}_{-}$	Cancel	ОК		

- Regardless of which method you use to click "Destroy", if the plant's 72-hour waiting period has elapsed, then the plant is destroyed in the Traceability System.
- Should you attempt to destroy the plant 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 plant may be destroyed.

	×
The selected plant 8093 7097 6999 4594 has approximately 72 hour(s) r destruction waiting period before it may be processed.	remaining in the
	ОК



#### <u>NOTE: Destroying a plant does not delete any of that plant's already submitted</u> <u>Traceability System data. It simply removes the plant from use moving forward and</u> <u>that plant will be identified as having been destroyed.</u>

### 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 used on the inventory item.

There are two methods through which you may schedule inventory for destruction.

<u>Method 1</u>

- 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 Quality	Assurance		Shortcuts			
Room Bulk Inventory   Move Item	s			Sefresh	15 Day Inventory	Transfer Inventory
Product	Strain Type	2	Available	QA Statu		
▷  □ Clone (2)			197		Products	Rooms
Other Material (8)			2859.00g			
▷			499			
▶			30			
Mature Plant (3)			92		Strains	Transport Manifest
Flower Lot (3)			1324.00g	0.02		
Other Material Lot (2)			765.00g	Wet		
▽ 🖾 Waste (11)			4628.30g	10.00	Vehicles	Search
1245 9904 7390 8253	Blue Dream Was	ste	1000.00g	Wet	(TT)	
2060 4721 7143 0787	Blue Dream Was	ste	987.00g		00	
772 0931 6349 2774	Blue Dream Was	ste	500.00g		Employees	Vendors
🗆 6824 8464 0659 9217	Blue Dream Was	ste	400.00g			
3604 6439 3568 0400	Blue Dream Was	ste	300.00g			State 1
🗆 0315 6434 3377 6761	Blue Drea <mark>m Wa</mark> s	ste	100.00g			
1901 9697 7965 7043	Blue Drea <mark>m Wa</mark> s	ste	2.00g	<ul> <li>Image: A start of the start of</li></ul>	Switch Location	QA Labs
				>		<b>1</b> 21
Details Adjust	Print Frcode	Sample	QA Testing			Bally
Create Lot Convert	Destroy	Sub Lot/Batch		Expand All		

Method 2

- Bring up the to-be-destroyed item's Inventory Details screen, either by selecting the item within its room or by using the Inventory Lookup function.
- Click on "Destroy".



						×			
Instructions	Barcode	2060 4721 7143 0787		Product				~	1
Here you find the Product Details.	Туре	Waste	~	Strain	Blue I	Dream	1	~	
To adjust the amount of	Available	34.815 oz (987.00 g)		]					
click the Adjust button.	Room	Bulk Inventory		]					
		Print		Ad	just		Destroy		
	-				Ç.	icel	ОК		

• Regardless of which method you use to click "Destroy", a pop-up window appears wherein you must select a Destruction Choice **and enter the reason** the item is being destroyed. Click "OK" when completed.

Specify Reason × This will initiate the 72 hour waiting period.								
Please enter the rea	son for scheduling this destruct	tion:						
Destruction Choice								
	Other							
	Waste							
	Unhealthy or Died							
	Infestation							
	Product Return							
	Mistake							
	Spoilage							
Juyo	Quality Control							

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 Invent	ory Reports						
Current Transfers	Manifests Quality	Assurance				Shor	tcuts
Room Bulk Inventor	ry 🗸 Move Item	s			😂 Refresh	15 Day Inventory	Transfer Inventory
✓ Strain	Туре	Available	QA	Status	<u> </u>		V V V
		197 1324.00g 92 2859.00g				Products	Rooms
		765.00g				Strains	Transport Manifest
		30 499			Wet Wet		
		4628.30g				Vehicles	Search
Blue Dream Blue Dream	Waste Waste	100.00g 500.00g				600	
Blue Dream	Waste	1000.00g				Employees	Vendors
Blue Dream Blue Dream	Waste Waste	2.00g 987.00g 200.00g		Destruction Schedul	ed For 02/20/2014	8	<b>*</b>
Blue Dream	Waste	1 300				Switch Location	OA Labs
<	waste	1.50g					حآلم
Details	Adjust	Print Barcode	Sample	QA Testing	]		B P
Create Lot	Convert	Destroy	b Lot/Batch		Expand All		

#### **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 Enforcem	nent >						
Sale Date Specify	>					Shor	tcuts
Synchronization	, surance					15 Day Inventory	Transfor Inventory
Cultivation	>				🔁 Refresh	15 Day Inventory	
Inventory	Create N	Ion-Mandatory QA Sample					
Product	Undo		Destruction Notification	oduce Fotency Status			<b>V</b>
🕆 🔳 Waste (26)		80359	Inventory Conversion			Droducts	Beems
4909 3001 0561 45	27 Blackber	ry Kush Waste 4	500.00g			Floduces	Rooms
0356 4258 3540 73	14 Blue Dre	am Waste 5	00.00g	Destruction S	Scheduled (Now)		
1615 9245 9037 34	87 Blue Dre	am Waste 5	0000.00g	Destruction S	Scheduled (72 hours remain		
5329 3150 5140 04	37 Cinderell	la 99 Waste 1	0000.00g	Destruction S	Scheduled (Now)	Strains	Transport Manifest
9983 0676 3956 39	42 Durban F	Poison Waste 1	p00.00g	Destruction S	Scheduled (Now)		
7097 1017 9640 89	84 Girl Scou	it Cookies Waste 2	500.00g				
8277 3494 5691 01	68 Mixed	Waste 2	233.00g	Destruction S	Scheduled (Now)		
04042 4667 6778 92	68 Mixed	Waste 1	534 00g	Destruction	Scheduled (Now)	Vehicles	Search
	97 Mixed	Wasto 1	202.00g	Destruction	Scheduled (Now)	-	
	04 Mixed	Waste 1	002.00g	Destruction	Scheduled (Now)	500	
	15 Mixed	Waste I	000.00g	Destruction	Scheduled (Now)	-	
	15 Mixed	waste 5	JU.UUg	Destruction	Scheduled (Now)	Employees	Vendors
5197 5639 1957 74	48 Sour Die	sel Waste 4	000.00g	Destruction S	scheduled (Now)		<u></u> }44
8591 0910 3232 94	57 Sour Die	sel Waste 5	90.00g	Destruction S	Scheduled (Now)		SC
🕨 🗆 Marijuana Mix Packag	ged (2)	1					***
						Switch Location	QA Labs
							حآلح
							04
I a I							
Datalla	A all units	Drink Damada	Camala	OA Tratian	Unabanti All		
Details	Adjust	Print Barcode	Sample	QA lesting	Uncheck All		
Create Lot	Convert	Destroy	Sub Lot/Batch	Adjust Usable	Expand All		

• The following pop-up window appears.





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



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



• The "Destruction Scheduled" status of the selected items will be removed.



• NOTE: If the item's status is not immediately adjusted, click on the "Refresh" button found in the upper-right hand corner

## **Destroy Inventory**

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

There are two methods through which you may click a "Destroy" button for inventory.

#### Method 1

- 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	Report	ts								
Current Transfers Ma	nifest	s Quality A	ssurance						Shor	tcuts
Room Bulk Inventory	~	Move Items	]					S Refresh	15 Day Inventory	Transfer Inventory
Product			Strain	Туре		Available	QA	Statu 🔿		
<ul> <li>▷ □ Clone (2)</li> <li>▷ □ Other Material (8)</li> <li>▷ □ Seed (3)</li> </ul>						197 2859.00g 499			Products	Rooms
<ul> <li>Plant Tissue (1)</li> <li>Mature Plant (3)</li> <li>Flower Lot (3)</li> <li>Other Material Lot</li> </ul>	(2)					30 92 1324.00g 765.00g			Strains	Transport Manifest
<ul> <li>✓ ☑ Waste (11)</li> <li>☐ 1245 9904 7390</li> <li>☑ 2060 4721 7143</li> </ul>	8253 0787		Blue Dream Blue Dream	Waste Waste		4628.30g 1000.00g 987.00g	g		Vehicles	Search
772 0931 6349 6834 8464 0659 3604 6439 3568	2774 9217 0400 6761		Blue Dream Blue Dream Blue Dream Blue Dream	Waste Waste Waste		500.00g 400.00g 300.00g 100.00g			Employees	Vendors
□ 1901 9697 7965	7043	diust	Blue Drea m	Waste	Sample	2.00g		>	Switch Location	QA Labs
Create Lot	Co	onvert	Destroy		Sub Lot/Batch	]	Ex	pand All		- 0

Method 2

- Bring up the to-be-destroyed item's Inventory Details screen, either by selecting the item within its room or by using the Inventory Lookup function.
- Click on "Destroy".



Inventory Details							
Instructions	Barcode	2060 4721 7143 0787	7	Product			~
Here you find the Product Details.	Туре	Waste	~	Strain	Blue D	ream	~
To adjust the amount of	Available	34.815 oz (987.00 g)		]			
click the Adjust button.	Room	Bulk Inventory		]			
		Print		Ad	just	Destr	юy
					Cano	cel (	ж

- 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 plant 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 17: 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 internal sampling. (Employee Sample)
- ✓ Reassign samples to another vendor

## **QA Testing Sample**

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

Current Transfers Manifests Qu	ality Assurance							
Room Bulk Inventory V Move	tems							🔁 Refresh
Product	Strain	Туре	Available	QA	Medical Product	Potency	/ Status	^
Flower (7)			16959.00g					
・ 🗷 Clone (12)			150					
Other Material (13)			23765.00g					
▷			250					
Mature Plant (19)			8					
Flower Lot (26)			5606.00g					
Other Material Lot (3)			8066.00g					
Hydrocarbon Wax (2)			996.00g					
Food Grade Solvent Extract (4)	L)		1500.00g					
Solid Marijuana Infused Edible	2)		250					
Liquid Marijuana Infused Edibl	le (1)		200					
Marijuana Extract for Inhalation	on (8)		1596					
Marijuana Infused Topicals (3)			350					
Sample Jar (1)			1					
▷ 🗆 Waste (31)			55920.00g					
🕨 🗆 Usable Marijuana (15)			1387					
Marijuana Mix Packaged (2)			199					
Marijuana Mix Infused (12)			3057					
Plant Sample (1)			1					
Transdermal Patch (2)			200					
Details	Adjust	Print E	Barcode		Sample		QA Testing	Uncheck All
Create Lot	Convert	De	stroy		Sub Lot/Batch		Adjust Usable	Expand All

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





- 2. Select the 'Inventory Type' and check the box next to the inventory item to be tested.
- 3. Click the 'OK' button.

QA Assistance								
Instructions	Inventory Type Flower Lot 🗸							
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 Strain 9999 9999 6000 1005 Northernberry	<u> </u>						
Once you have done this, you will see a list of eligible	9999 9999 6000 1122 Northernberry     9000 0000 1212 Northernberry							
items in the box below. Select one (1) of the items by checking the box to the left of the item. You may then	9999 9999 6000 1313 Northernberry							
	3065 6231 4292 1516 Northernberry							
proceed by clicking OK to begin the process of	0450 6737 6258 8646 Northernberry							
providing the QA details.	5355 1363 6179 5449 Northernberry							
	□ 5105 3438 6541 3560 Northernberry							
	Cancel	ок						

- 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	Blue Dream	
Please select the lab you will be sending the QA sample to.	Barcode	9999 9944 4000 0164	Туре	Flower Lot	
need to enter the quantity of the product that is being	Sample Quantity	4.00 g			
sampled.	Lot Use	Usable Marijuana			~
ſ	QA Lab	Analytical 360, LLC.			~
	QA Tests Red The following te Moisture C Potency Arr Foreign Ma	uired ests will be required ontent halysis tter Inspection			
		gicai screening		Cancel	

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

Confirm					
Please review your data before proceeding.					
X Cancel	Proceed				

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



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



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

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

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 Ty	pe	Available	QA	Status		
<ul> <li>▷ Clone (2)</li> <li>▷ Other Material (8)</li> <li>▷ Seed (3)</li> <li>▷ Plant Tissue (1)</li> </ul>			197 3659.00g 499 30			Products	Rooms
Mature Plant (3)			92			Strains	Transport Manifest
✓ ■ Flower Lot (3) ■ 0000 0001 0000 0096	Blue Dream Flo	ower Lot	<b>1329.00g</b> 679.00g	Passed QA			
0000 0001 0000 0098	Blue Dream Flo	ower Lot	155.00g	Passed QA	Destru	Vehicles	Search
□ 0000 0001 0000 0104 ▷ □ Other Material Lot (2)	Blue Dream Flo	ower Lot	495.00g 765.00g	495.00g Pending QA 765.00g		600	
Vaste (10)			4627.00g			Employees	Vendors
						8	<b>*</b>
						Switch Location	QA Labs
Details Adjust	Print Barcode	Sample	QA Testing		>	Q	B
Create Lot Convert	Destroy	Sub Lot/Batch		Expan	d 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
ministration Help	
Training Mode Rules Enforcement Sale Date Specify Synchronization	>
Cultivation	>
nvendy	

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 whether the sample will be from plant or inventory by clicking the appropriate Sample Type checkbox.
- 2. 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 sample from.	Br Lookup X
L	Cancel OK

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

		Non-Mandato	ry QA Sample			×
Instructions			Search	Sample Type	🗌 Plant 🔲 Inventory	
Please select type of non- mandatory sample to the	Barcode	1725 2915 6	038 7140	Inventory Type	Flower Lot	
right. Then, search for a specific item to create the sample from.	Sample Quantity	1.00 g		Strain	Blue Dream	
	QA Lab	BioTrackTHC	Test Lab			~
		Clear				
					Cancel OK	

5. 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 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) follow 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 Reports							
Current Transfers Manifests Quality	Assurance					Shor	tcuts
Room Bulk Inventory   Move Item	s				Refresh	15 Day Inventory	Transfer Inventory
Product	Strain Type	e	Available	QA	Status		
<ul> <li>▷ Clone (2)</li> <li>▷ Other Material (8)</li> <li>▷ Seed (3)</li> <li>▷ Plant Tissue (1)</li> <li>▷ Mature Plant (3)</li> <li>▽ I Flower Lot (3)</li> </ul>			197 3659.00g 499 30 92 1330.00g			Products	Rooms
■ 0000 0001 0000 0096	Blue Dream Flow	wer Lot	680.00g	Passed QA			
□ 0000 0001 0000 0098 □ 0000 0001 0000 0104 ▷ □ Other Material Lot (2)	Blue Dream Flow Blue Dream Flow	wer Lot wer Lot	155.00g 495.00g 765.00g	Passed QA Pending QA	Destru:	Vehicles	Search
[▶] □ waste (10)			4627.00g			Employees	Vendors
					>	Switch Location	QA Labs
Details Adjust	Print Barcode	Sample	QA Testing				Balls
Create Lot Convert	Destroy	Sub Lot/Batch		Expand	All		

• This will bring up the Sample screen.

		Sample			×	
Instructions	Product		Strain	Blue Dream		
Please select whether the recipient of the sample will be another vendor or an	Barcode	9999 9944 4000 0096	Туре	Usable Marijuana		
employee. Once selected, you will also need to enter	Sample Quantity					
the quantity of the product 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)



		Samples			×
Instructions	Product	Blue Deram	Strain	Blue Dream	
recipient of the sample will be another vendor or an	Barcode	0000 0001 0000 0096	Туре	Flower Lot	
employee. Once selected, you will also need to enter	Sample Quantity	1.00 g			
the quantity of the product that is being sampled.	Vender				
	vendor		or		ľ
	Employee				~
		John Smith			
		Jane Doe			
		Alex Krochmal			

• Click on the "OK" button when complete.

		Samples		×
Instructions	Product	Blue Deram	Strain	Blue Dream
Please select whether the recipient of the sample will be another vendor or an	Barcode	0000 0001 0000 0096	Туре	Flower Lot
employee. Once selected, you will also need to enter	Sample Quantity	1.00 g		
the quantity of the product that is being sampled.				
	Vendor			~
			or	
	Employee	Alex Krochmal		~
		Clear		
				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. 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 (Vendo	r Sample)		
1.00g	Pending QA (Vendo	r 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 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 can not 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 all of the 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 Tra	ceability Syst	em		
Administration Help								
Cultivation Inventory Reports								
Current Transfers Manifests Quality As	surance							
Room Bulk Inventory 🗸 Move Items							2 F	Refresh
Product	Strain		Туре		Available	QA	Medical Product	1^
🕨 🗔 Other Material (9)								
▷					100			
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 Extract (3)					1000.00g			
Solid Marijuana Infused Edible (2)					250			
Liquid Marijuana Infused Edible (1)					200			
¬  □ Marijuana Extract for Inhalation (7)					994			
9999 9944 4000 0078	Blackberr	y Kush	Marijuana Extrac	t for Inhalation	993			
4459 5740 0992 3609	Blackberr	y Kush	Marijuana Extrac	t for Inhalation	1	Vendor Sample		
▶ 🗋 🗛 🖓 Þ 📄 Þ					1			
▶ 📑 Vaste (28)					38420.00g			
🕨 🗆 🖥 sable Marijuana (13)					1234			
🕨 🗆 Marijuana Mix (2)					500.00g			
Marijuana Mix Packaged (2)					199			
Marijuana Mix Infused (12)					3057			~
					-			>
Details Adjus	t		Print Barcode	Samr	ole	QA Testing	Uncheck All	
Create Lot Conve	rt		Destroy	Sub Lot/	Batch	Adjust Usable	Expand All	

• This will bring up the Sample screen.



		Sample				×
Please select a new vendor.	Product	Blackberry Kush	0.5g Car	Strain	Blackberry Kush	
	Barcode	4459 5740 0992	3609	Туре	Marijuana Extract fo	r Inh
	Vendor					~
		Clear				
					Cancel Ok	:

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

		Sample		x
Instructions	Product	Blackberry Kush 0.5g Car	Strain	Blackberry Kush
Please select a new vendor.	Barcode	4459 5740 0992 3609	Туре	Marijuana Extract for Irh
	Vendor	BioTrackTHC Processor 1	(Proce	essor #9960002)
		Clear		
				Cancel OK

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

Confirm							
Please review your data before procee	ding.						
💥 Cancel 🦪 Procee	ed						
	_						

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





# **Chapter 18: Inventory Adjustments**

In this chapter, you will learn how to:

✓ Adjust Inventory

## **Types of Inventory Adjustments**

This function will notify the Traceability System of inventory deductions that are not attributable to sales, samples, or destruction. The list of the different adjustment types and guidelines with respect to when each type should be used are as follows:

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

You may access the inventory adjustment screen by using either of two methods:

<u>Method 1</u>

• Bring up the Inventory Details screen for the item to-be-adjusted, either by doubleclicking the item within its room or by using the Inventory Lookup function described earlier.



• Click on the "Adjust" button.

		Inventory Details					×
Instructions	Barcode	0000 0001 0000 0104		Product	Blue De	eram	~
Here you find the Product Details.	Туре	Flower Lot	~	Strain	Blue Dr	ream	~
To adjust the amount of	Available	17.461 oz (495.00 g)		]			
click the Adjust button.	Room	Bulk Inventory		]			
		Print		Ad	just	Destroy	
			1		Cance	el OK	

#### Method 2

- Navigate to the Inventory Room within which the to-be-adjusted item is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Select the item to be adjusted and click on the "Adjust" button found at the bottom of the screen.



### Adjust Inventory

• Regardless of which method you use, the Inventory Adjustment screen will appear.

		WSLCB			×
To make an inventory adjustment, simply weigh the inventory and the new amount will be shown to the right. When you are finished, click OK.	Product Barcode Current Weight New Weight	Blue Deram 0000 0001 0000 0104 495.00 g	Strain Type	Blue Dream Flower Lot	
	Adjustment Type	Comments	5		~
				Cancel	ОК

- 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.

		WSLCB		×			
Instructions	Product	Blue Deram	Strain	Blue Dream			
To make an inventory adjustment, simply weigh	Barcode	0000 0001 0000 0104	Туре	Flower Lot			
amount will be shown to the right. When you are finished,	Current Weight	t Weight 495.00 g					
click OK.	New Weight	490.00 g					
	Adjustment Type			~			
		Inventory Audit					
		Theft					
		Seizure by Federal, State,	, Local	or Tribal Law Enforcement			
		Mistake					
		Moisture Loss					
		Depleted					

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

		WSLCB			×	
To make an inventory adjustment, simply weigh the inventory and the new amount will be shown to the right. When you are finished, click OK.	Product Barcode	Blue Deram 0000 0001 0000 0104	Strain Type	Blue Dream Flower Lot		
	Current Weight New Weight	495.00 g 490.00 g				
	Adjustment Type	Theft	;		~	
	Stolen by emp	loyee #1234 who has bee	n term	ninated.		
			-	Gancal		

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



Administration Holp							
Administration Help							
Cultivation Inventory Reports						Shor	tcuts
Current Transfers Manifests Quality	assurance					15 Day Inventory	Transfer Inventory
Room Bulk Inventory V Move Items	5			f	🖲 Refresh		
Product	Strain 1	Туре	Available	QA	Status		
▷ □ Clone (2)			197			Products	Pooms
Other Material (8)			2859.00g				
▷			499				
Plant Tissue (1)			30				
Mature Plant (3)			92			Strains	Transport Manifest
▽ 🗆 Flower Lot (3)			1324.00g			(AU)	
□ 0000 0001 0000 0096	Blue Dream F	lower Lot	679.00g	Passed QA			
□ 0000 0001 0000 0098	Blue Dream F	lower Lot	155.00g	Passed QA	Destruc	Vehicles	Search
🗖 0000 0001 0000 0104	Blue Dream F	lower Lot	490.00g	Pending Q	۹.	TT	
Other Material Lot (2)			765.00g		Web	00	
▷ 🗆 Waste (10)			4627.00g				Mandam
						Employees	vendors
							1 4 A
							•
						Switch Location	QA Labs
						0	ah
					>		L BUP
Details Adjust	Print Barcode	Sample	QA Testing				
Create Lot Convert	Destroy	Sub Lot/Batch		Expan	d All		

#### Instructions Specific to Seizure by Federal, State, Local, or Tribal Law Enforcement

Though all adjustments should include as much detail as reasonable within the Comments box, should any plant or inventory be seized by enforcement, the Licensee is responsible for including incident-specific information such as the name of the agency seizing the product; case or citation number; the name, rank, and badge number of the officer involved; and the reason for the seizure, if known.

ſ		WSLCB		×			
Instructions	Product	Blue Deram	Strain	Blue Dream			
adjustment, simply weigh the inventory and the new	Barcode	0000 0001 0000 0086	Туре	Flower Lot			
amount will be shown to the right. When you are finished,	Current Weight	316.00 g					
click OK.	New Weight	0.00 g					
	Adjustment Type	Seizure by Federal, State,	Local	or Tribal Law Enforcer 🗸			
		Comments	5				
Agency: Thurston County Sheriff's Office Case Number: 13579 Officer Name: Lieutenant Dan Taylor Badge Number: 5678							
				Cancel OK			



## **Chapter 20: Miscellaneous**

In this chapter, you will learn how to:

✓ Transfer mature plant from Cultivation to Inventory

#### **Plant Transfer from Cultivation to Inventory**

This function allows transfers a plant out of the Cultivation area and into Inventory for the purposes of selling a mature plant in a Producer-to-Producer transaction. (May not be available in all areas)

Double-click on a plant to view the Plant Information screen for that plant. Alternatively, you may single-click the plant to highlight it, and then click the "Details" button found in the bottom-left corner of the screen.

Administration Help							
Cultivation Inventory Repo	orts						
Rooms				Current Room: 1. Vegetative	Stresh	s	hortcuts
Barcode Str	rain Phase	e Age	Status			New Plant	Strains
0975 4736 6122 4617 Blu	ue Dream Grow	ring 26 days	Descrition Scheduled			4	
3950 0397 6735 2752 Ch	omDawa Grow	ing 20 days	Destruction Scheduled				
	embawg Grow	ing 24 days				Rooms	Collect Waste
□ 6622 1506 6081 5339 Ch	iemDawg Grow	ing 24 days	Destruction Scheduled				
🗆 8790 8184 8294 5993 Ch	nemDawg Grow	ing 24 days	Destruction Scheduled				
🗆 0814 0399 6294 6571 No	orthern Lights Grow	ing 6 days				Search	
						Stats Strain	
						Total Plants	7
						Growing	7
						Drying	0
						Crowing	
						Vegetative	7
						Flowering	0
Details	Print	Har	vest/Cure			Draving	0
Move	Destroy	Move	to Inventory	Sele	ct All	Drvina	0 🔍

• Click on the "Transfer" button.

Plant Details						
Instructions	Strain	Blue Dream	~	Age	26 days	Harvest
In this window you can transfer, destroy, move rooms, or harvest/cure.	Room	1. Vegetative	~	O Mother	Plant	1 Martin Contraction
	Barcode	0975 4736 6122 4617		]		
	Transfer	Print		Destroy		
	<b>X</b>				Cancel	ОК



• Upon confirming the transfer, the plant may be found within the Bulk Inventory Room and may be placed on a transportation manifest for a Producer-to-Producer sale.

Administration Help						
Cultivation Inventory Reports						
Current Transfers Manifests Quality	Assurance	Shortcuts				
Room Bulk Inventory  Move Items	;]			Sefresh	15 Day Inventory	Transfer Inventory
Product	Strain Typ	e	Available	QA Status		
▷ 🗆 Clone (2)			197		Products	Rooms
Other Material (8)			2859.00g			
▷			499			
Plant Tissue (1)			30		Charaline	Transact Manifest
[¬] □ Mature Plant (4) [−]			93		Strains	
0975 4736 6122 4617	Blue Dream Mat	ture Plant	1			
0000 0001 0000 0024	Blueberry Ma	ture Plant	30.00			
	ChemDawg Mat	ture Plant	12		Vehicles	Search
	Sour Diesel Mat	ture Plant	50		600	
P  Flower Lot (3)			1324.00g			
			765.00g		Employees	Vendors
			4628.50 <u>9</u>			
						1 - T 😏
					Switch Location	QA Labs
				>		alh
Details Adjust	Print Barcode	Sample	QA Testing			JAP .
Create Lot Convert	Destroy	Sub Lot/Batch		Expand All		

