

Volume

7

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



**LICENSEE MANUAL**  
**RETAILER**

BIO-TECH MEDICAL SOFTWARE, INC.

# **BioTrackTHC Traceability System Licensee Manual - Retailer**

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BIOTRACKTHC®

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## Chapter 1: User Access

In this chapter, you will learn how to:

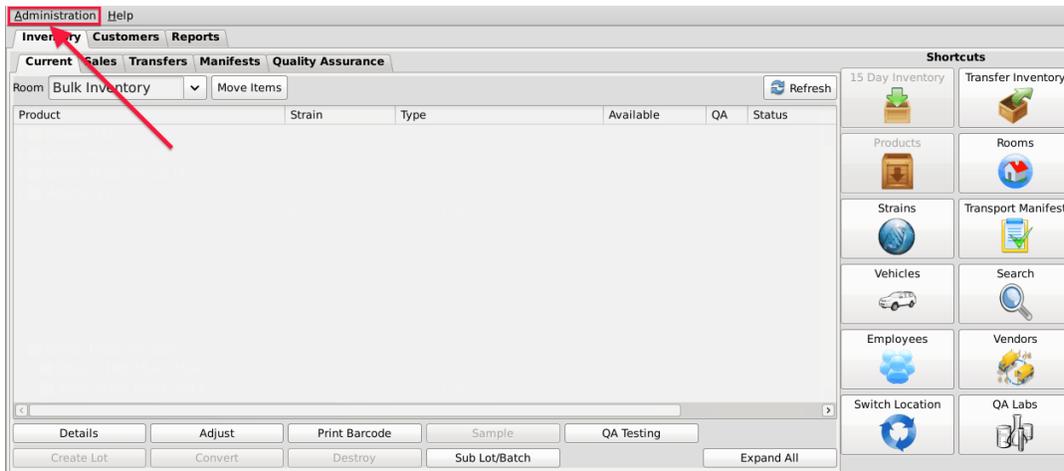
- ✓ Add, modify and remove user access to the Traceability System

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

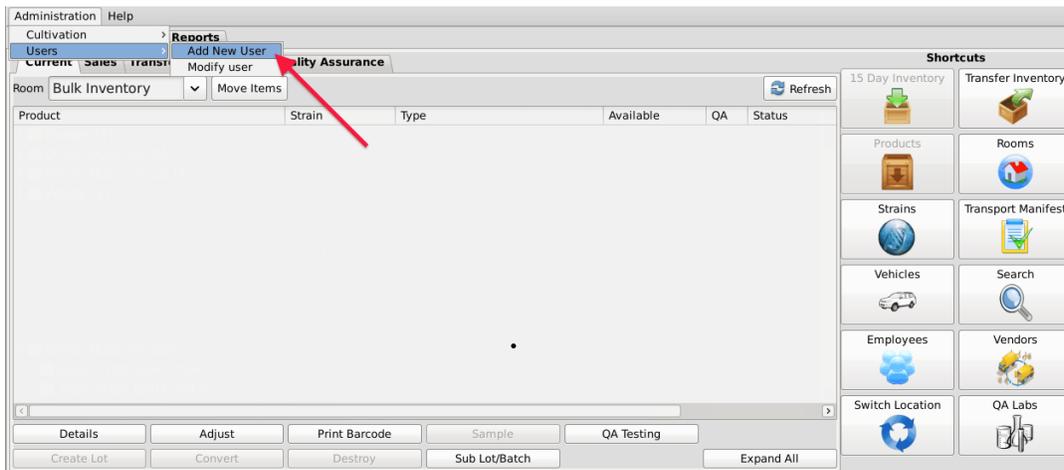
### Adding New Users

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





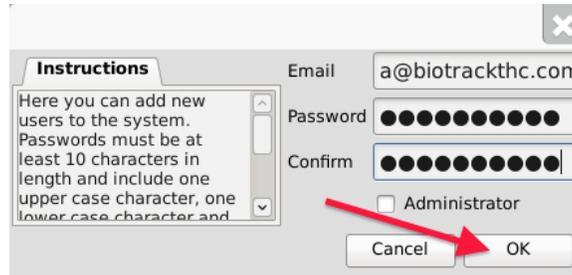
- Hover the cursor over “Users” and then click on “Add New User”.



- This will bring up the New User screen.

The 'New User' dialog box is shown. It has a title bar with a close button (X). The dialog is divided into two main sections. On the left, there is an 'Instructions' section with a scrollable text area containing the following text: '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'. On the right, there are input fields for 'Email', 'Password', and 'Confirm'. Below these fields is a checkbox labeled 'Administrator'. At the bottom of the dialog, there are 'Cancel' and 'OK' buttons.

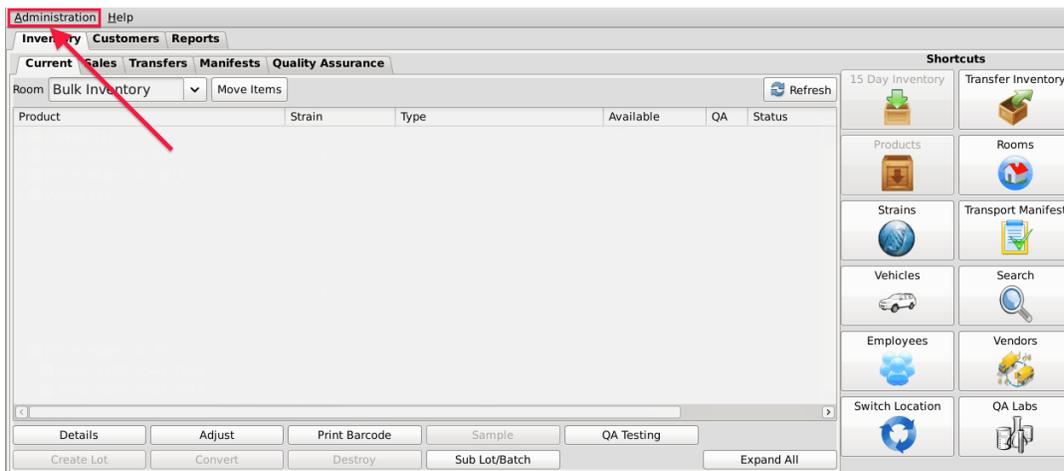
- Within the Email text box, type the email address of the new user being granted access.
- Within the Password text box, enter the new user’s initial password.
  - **NOTE: the password must be at least ten (10) characters in length and must include one upper case character, one lower case character,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



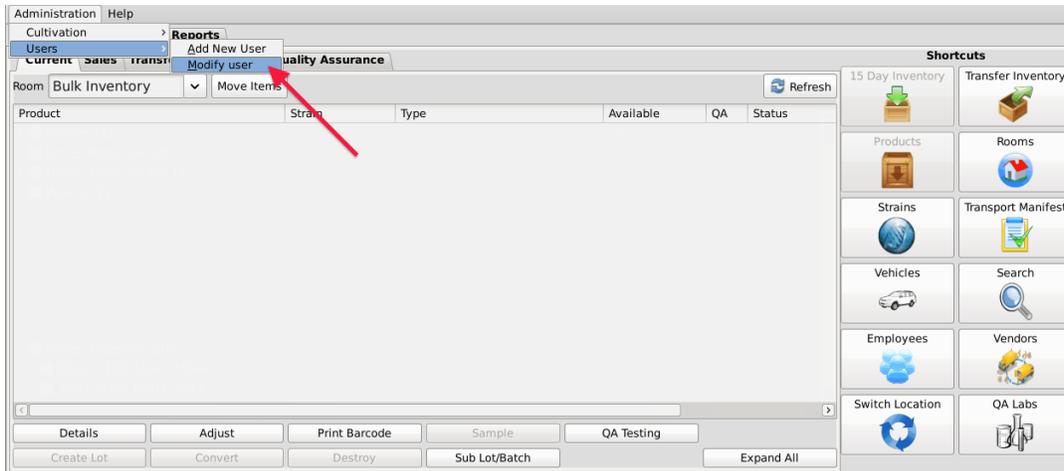
- Click on the “OK” button when complete.

## Modifying an Existing user

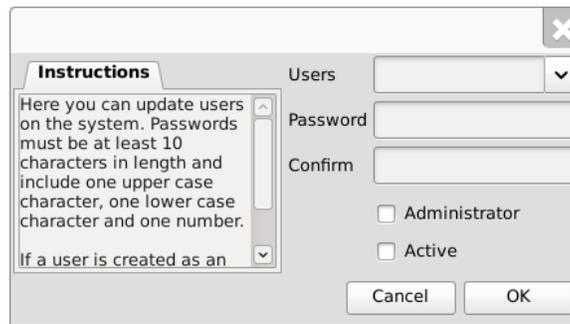
- To modify users previously given access to the system, click on the Administration menu near the top left corner of the window.



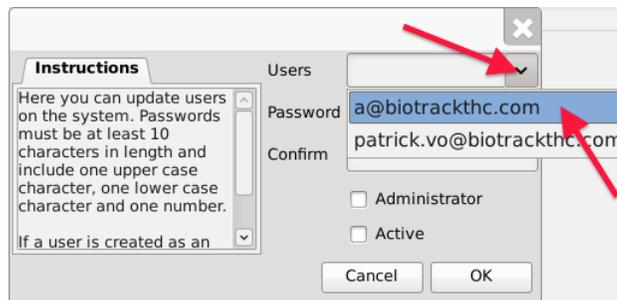
- Hover the cursor over “Users” and then click on “Modify User”.



- This will bring up the Modify User screen.



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



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

- Active. Checked (unchecked) box indicates the user's access is on (off). If you are revoking a user's access to the Traceability System, make sure that this is unchecked.
- Click on the "OK" button when complete.



## Chapter 2: Employees

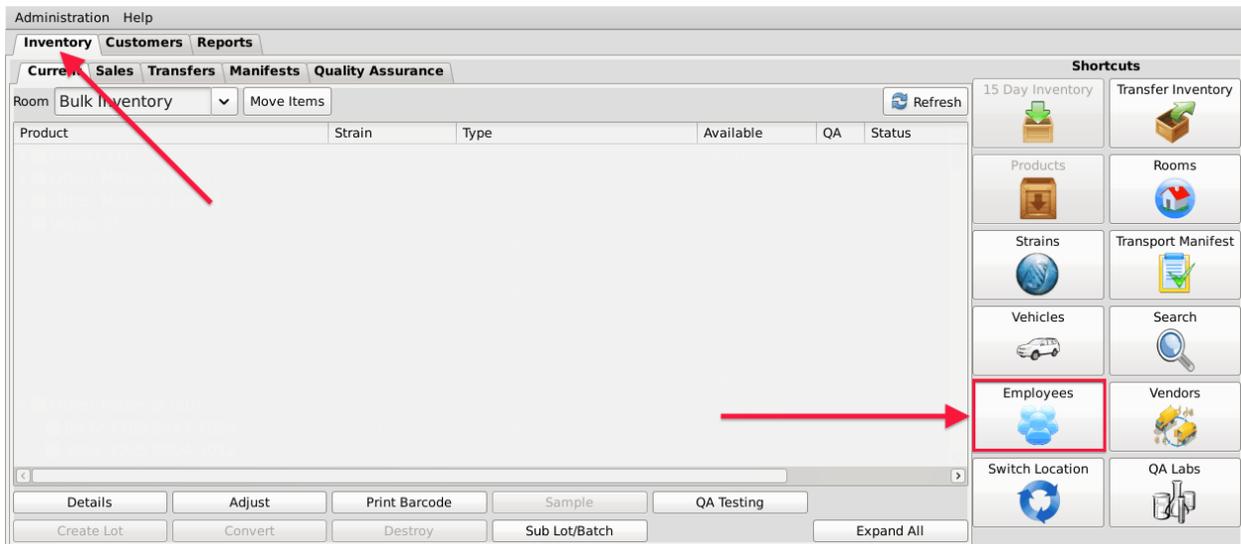
In this chapter, you will learn how to:

- ✓ Add, modify and remove employees

### Accessing the Employee Screen

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

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

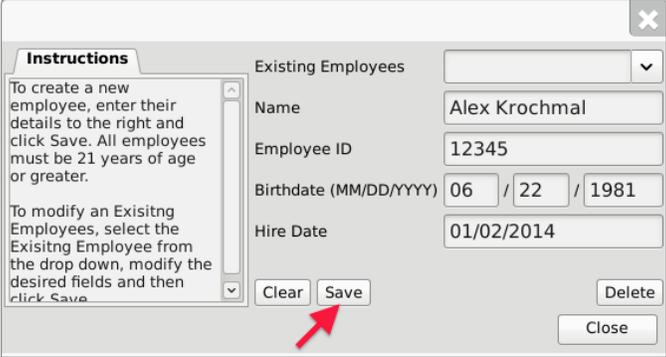


- This will bring up the Employee screen.

The screenshot shows the 'Employee' management form. It features an 'Instructions' section on the left with a scrollable text area. The main form area includes an 'Existing Employees' dropdown menu, and input fields for 'Name', 'Employee ID', 'Birthdate (MM/DD/YYYY)', and 'Hire Date'. At the bottom, there are 'Clear', 'Save', 'Delete', and 'Close' buttons.

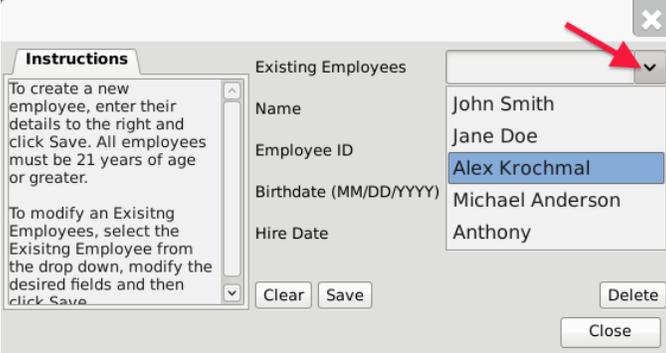
## Add a New Employee

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



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

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



The screenshot shows the same dialog box as before, but the "Existing Employees" dropdown menu is now open and populated with a list of names: John Smith, Jane Doe, Alex Krochmal, Michael Anderson, and Anthony. The name "Alex Krochmal" is highlighted in blue. A red arrow points to the dropdown arrow in the top right corner of the "Existing Employees" field.

## Modifying an Existing Employee

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

The screenshot shows a web application window with a close button (X) in the top right. On the left, there is an 'Instructions' panel with two paragraphs of text. The main area is titled 'Existing Employees' and features a dropdown menu. A red arrow points to the dropdown arrow. The menu is open, showing a list of names: John Smith, Jane Doe (highlighted in blue), Alex Krochmal, Michael Anderson, and Anthony Rogers. Below the dropdown are input fields for Name, Employee ID, Birthdate (MM/DD/YYYY), and Hire Date. At the bottom of the form are buttons for 'Clear', 'Save', 'Delete', and 'Close'.

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

The screenshot shows the same web application window. The 'Existing Employees' dropdown now displays 'Jane Doe'. The 'Name' field has been updated to 'Jane Smith'. The other fields remain the same: Employee ID (124), Birthdate (12 / 31 / 1980), and Hire Date (12/20/2013). A red arrow points to the 'Save' button. The 'Clear', 'Delete', and 'Close' buttons are also visible.

- Click on the "Save" button when complete.

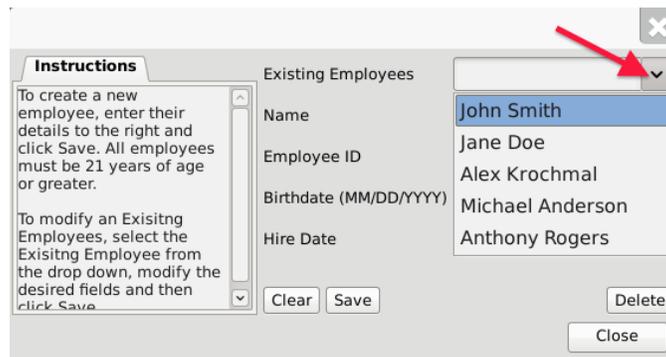


## Deleting an Existing Employee

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

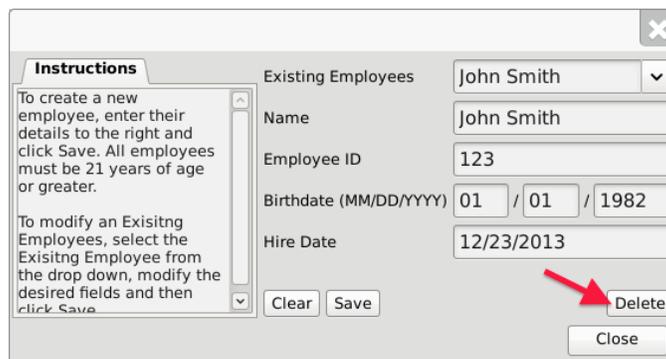
**NOTE: Removing an employee does not delete any of the already submitted Traceability System data associated with that employee record. It simply removes the employee record from use moving forward.**

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



The screenshot shows a software window with an 'Instructions' tab on the left and an 'Existing Employees' section on the right. The 'Existing Employees' section has a dropdown menu with a red arrow pointing to the downward arrow. The dropdown list is open, showing the following names: John Smith, Jane Doe, Alex Krochmal, Michael Anderson, and Anthony Rogers. Below the dropdown are buttons for 'Clear', 'Save', and 'Delete'. A 'Close' button is at the bottom right.

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



The screenshot shows the same software window as the previous one, but now the 'Existing Employees' dropdown is set to 'John Smith'. The form fields are populated with his information: Name: John Smith, Employee ID: 123, Birthdate (MM/DD/YYYY): 01 / 01 / 1982, and Hire Date: 12/23/2013. A red arrow points to the 'Delete' button. The 'Clear', 'Save', and 'Close' buttons are also visible.

- Click on the "Delete" button.

## Chapter 3: Vehicles

In this chapter, you will learn how to:

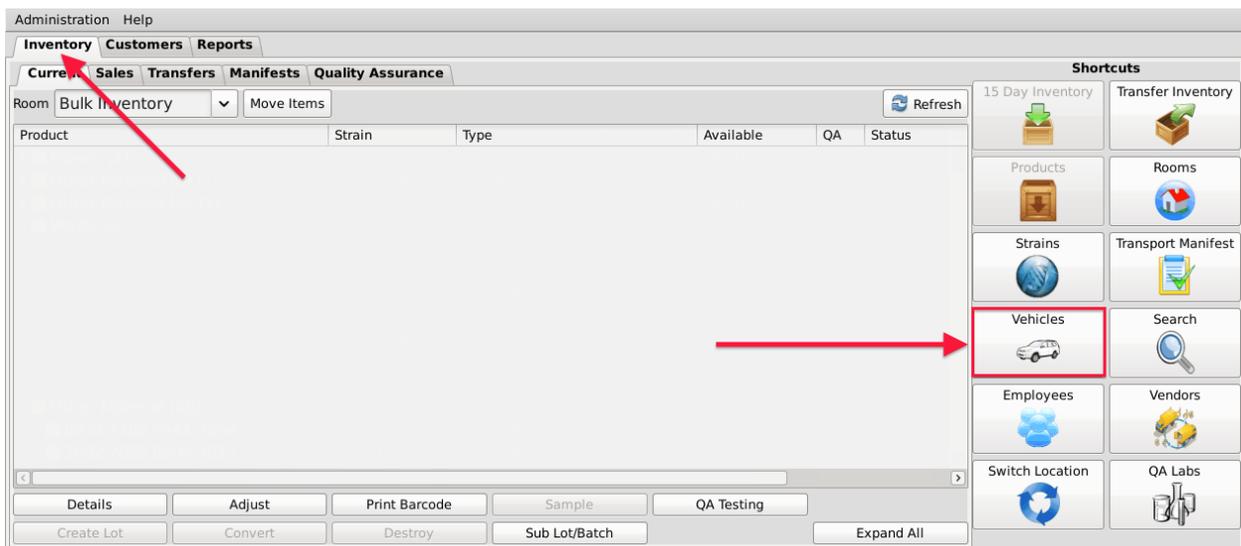
- ✓ Add, modify and remove company vehicles

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

### Accessing the Vehicle Screen

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

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



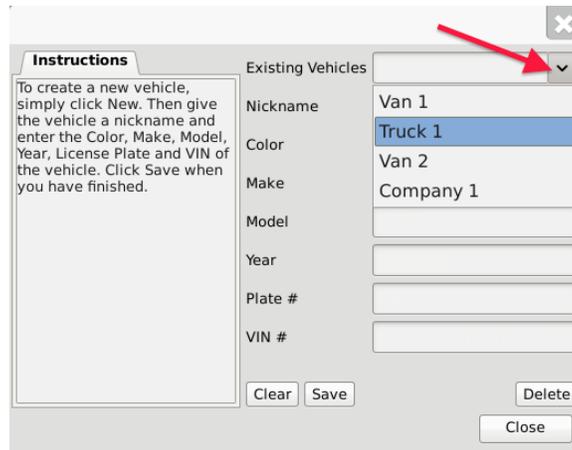
- This will bring up the Vehicle screen.

### Add a New Vehicle

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

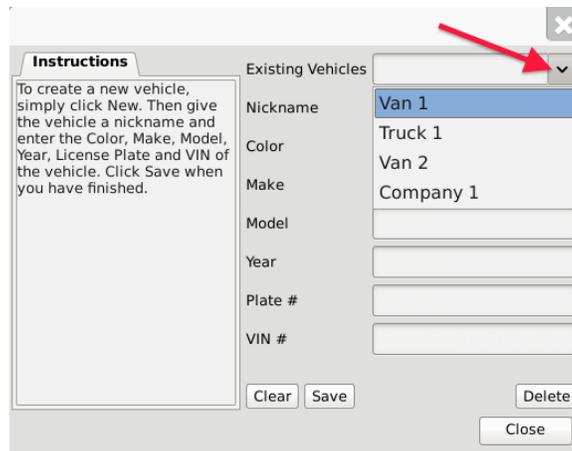
- The new vehicle will now appear within the Existing Vehicles drop down for selection.





### Modifying an Existing Vehicle

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



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



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

- Click on the “Save” button when complete.

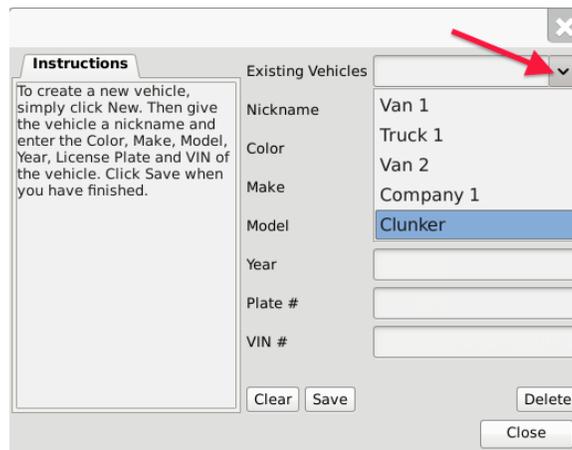


## Deleting an Existing Vehicle

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

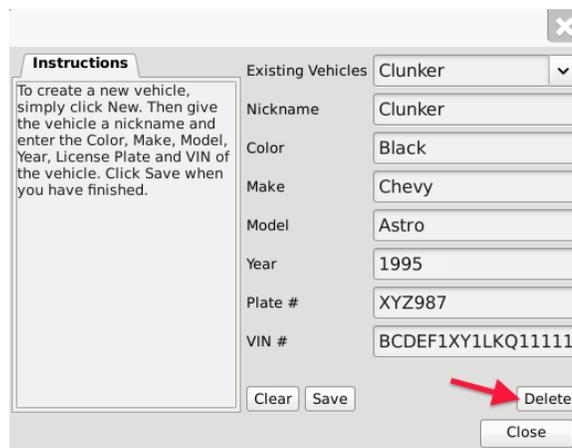
**NOTE: Removing a vehicle does not delete any of the already submitted Traceability System data associated with that vehicle record. It simply removes the vehicle record from use moving forward.**

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



The screenshot shows a window titled 'Instructions' on the left and a form on the right. The form has a dropdown menu labeled 'Existing Vehicles' with a red arrow pointing to it. The dropdown menu is open, showing a list of vehicle options: 'Van 1', 'Truck 1', 'Van 2', 'Company 1', and 'Clunker'. The 'Clunker' option is highlighted in blue. Below the dropdown are input fields for 'Nickname', 'Color', 'Make', 'Model', 'Year', 'Plate #', and 'VIN #'. At the bottom of the form are buttons for 'Clear', 'Save', 'Delete', and 'Close'.

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



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

- Click on the "Delete" button.

## Chapter 4: Vendors

In this chapter, you will learn how to:

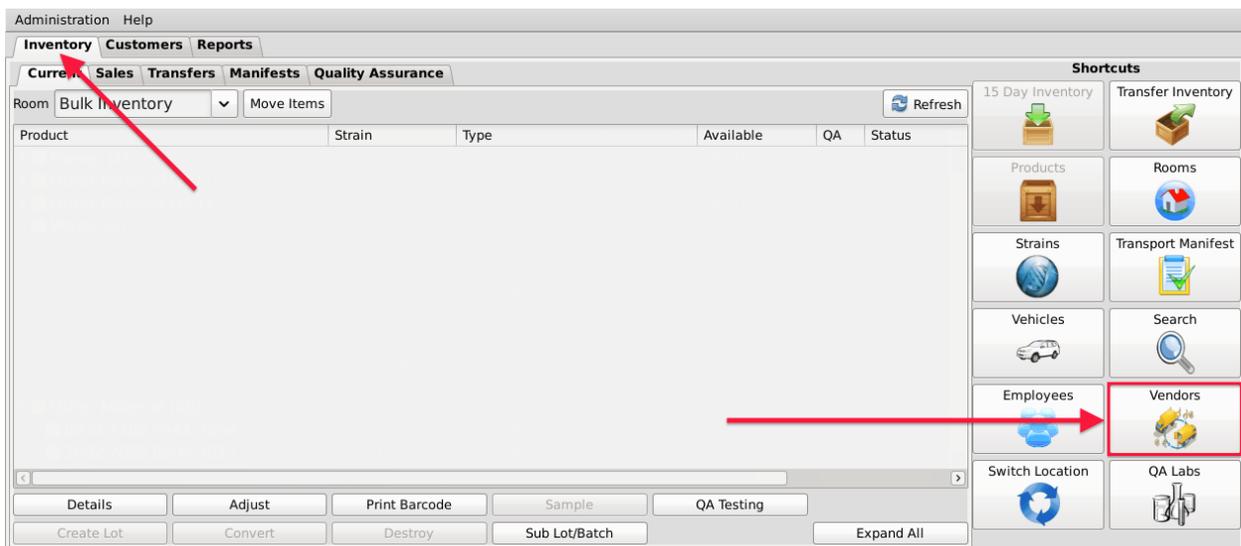
- ✓ View Preferred Vendor List
- ✓ Search for and Add Vendors to Preferred Vendor List
- ✓ Remove Vendors from Preferred Vendor List

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 and to make outbound shipments. In certain systems there is no set list of preferred vendors, so they must be input manually. This chapter covers adding vendors both ways.

### Accessing the Vendor Screen

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

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



- This will bring up the Vendor Information screen.

**Instructions**

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

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

Existing Vendors

Name

Address 1  Address 2

City  State  Zip

Phone  Fax

Email  Website

License Number  Contact

Preferred Vendor List    Type

### Viewing Vendor Information

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

**Instructions**

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

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

Existing Vendors

Name

Address 1

City  State  Zip

Phone  Fax

Email  Website

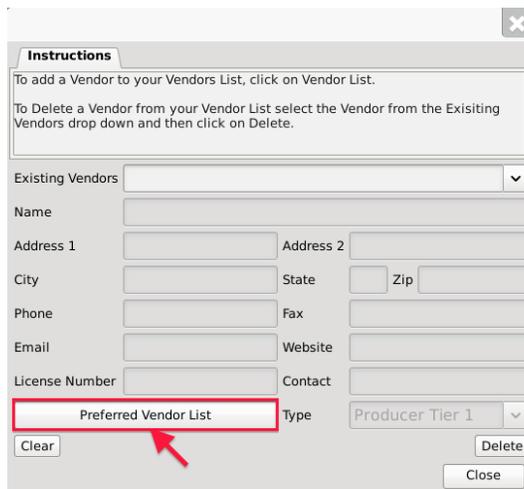
License Number  Contact

Preferred Vendor List    Type

- 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 the approved Licensees that you do business with.

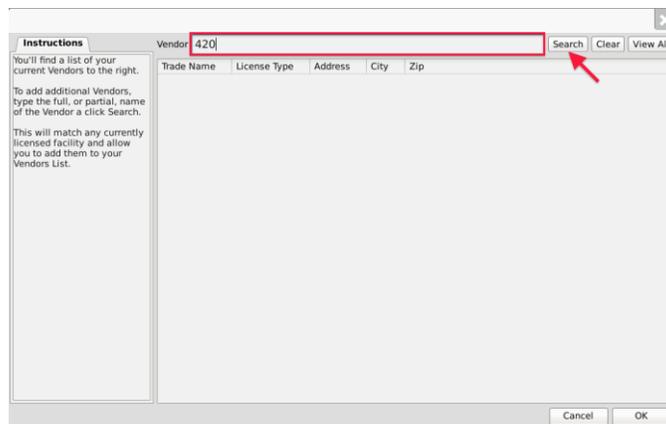


The screenshot shows a 'Vendor' form with an 'Instructions' tab. The instructions state: 'To add a Vendor to your Vendors List, click on Vendor List.' and 'To Delete a Vendor from your Vendor List select the Vendor from the Existing Vendors drop down and then click on Delete.' The form includes fields for 'Existing Vendors', 'Name', 'Address 1', 'Address 2', 'City', 'State', 'Zip', 'Phone', 'Fax', 'Email', 'Website', 'License Number', 'Contact', and 'Type'. The 'Type' dropdown is set to 'Producer Tier 1'. A red box highlights the 'Preferred Vendor List' button, with a red arrow pointing to it. Other buttons include 'Clear', 'Delete', and 'Close'.

If there is no button for 'Preferred Vendor List' this means the specific system that you are logged into does not have a preferred list and the vendor will need to be added manually. Skip to the “Manually Add a Vendor” section of this manual.

## Add a Preferred Vendor

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



The screenshot shows the 'Preferred Vendor List' search interface. It includes an 'Instructions' tab with text: 'You'll find a list of your current Vendors to the right.' and 'To add additional Vendors, type the full, or partial, name of the Vendor a click Search. This will match any currently licensed facility and allow you to add them to your Vendors List.' A search bar contains the text '420'. To the right of the search bar are buttons for 'Search', 'Clear', and 'View All'. A red arrow points to the 'Search' button. At the bottom of the window are 'Cancel' and 'OK' buttons.

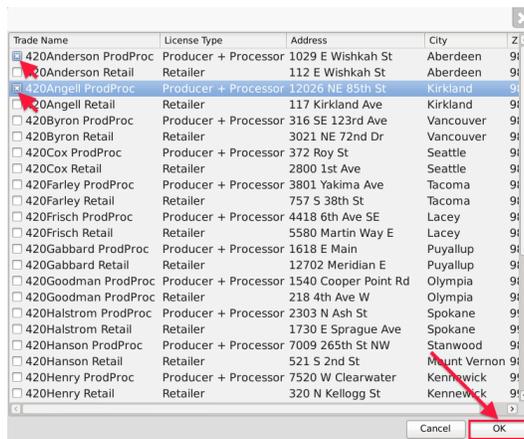
- Alternatively, you may click “View All” to view the entire population of Licensees.



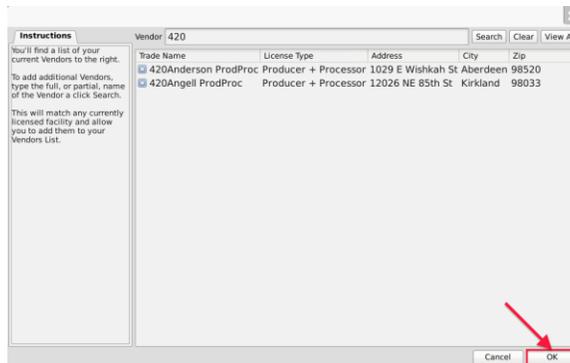


A list of all Licensees that match the search criteria will appear in a pop up.

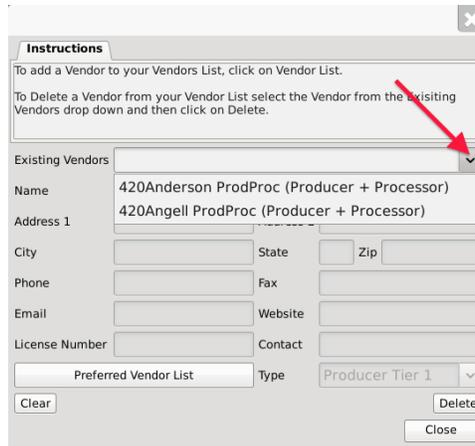
- Click the check box(s) of the Licensee(s) to add to your Preferred Vendor List.
- Click “OK” when complete.



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

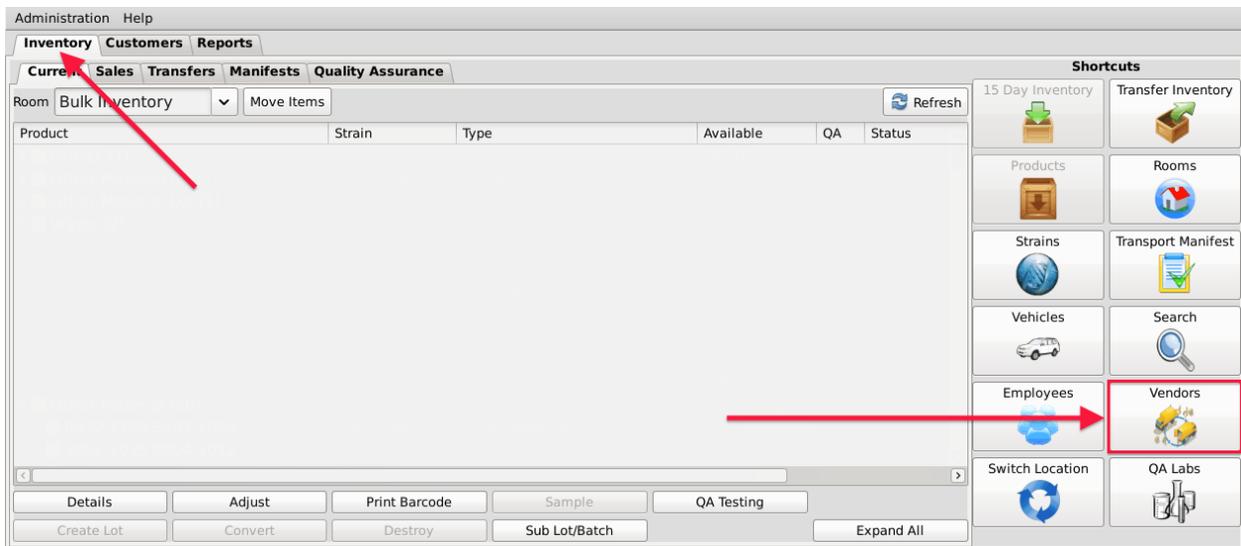


- Click “OK” when complete.
- The Vendors may now be selected from the “Existing Vendors” drop down.



## Manually Add a Vendor

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



This brings up the vendors screen:

**Vendors**

**Instructions**

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

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

Existing Vendors

Name

Address 1  Address 2

City  State  Zip

Phone  Fax

Email  Website

License Number  Contact

Type

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

**Vendors**

**Instructions**

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

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

Existing Vendors

Name

Address 1  Address 2

City  State  Zip

Phone  Fax

Email  Website

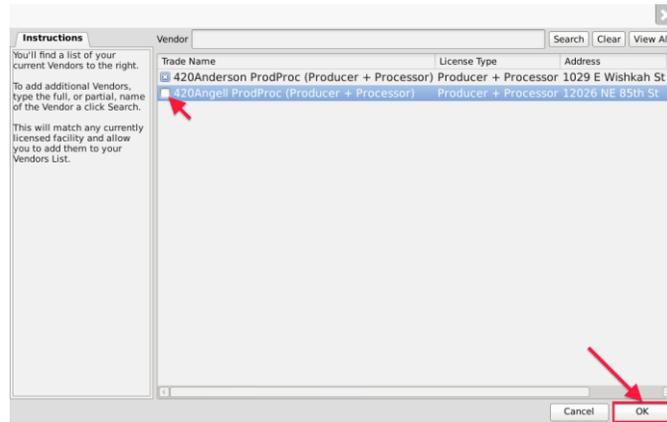
License Number  Contact

Type

### Removing a Vendor from the Preferred List

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.

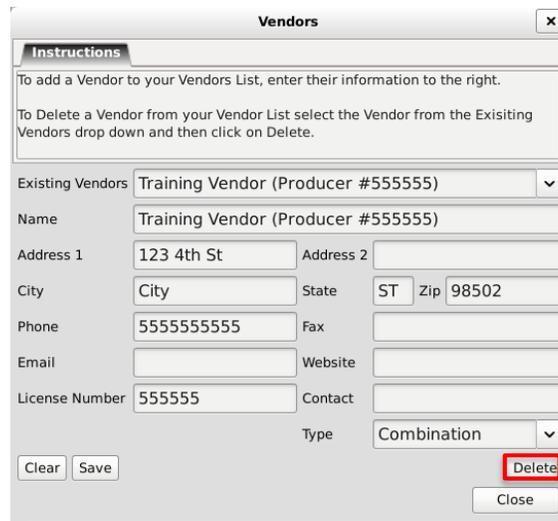
- From the Preferred Vendor List, uncheck the check box to the left of the vendor to be removed.



- Click “OK” when complete.

### Removing a Vendor from a Manual Vendor List

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



## Chapter 5: Inventory Rooms

In this chapter, you will learn how to:

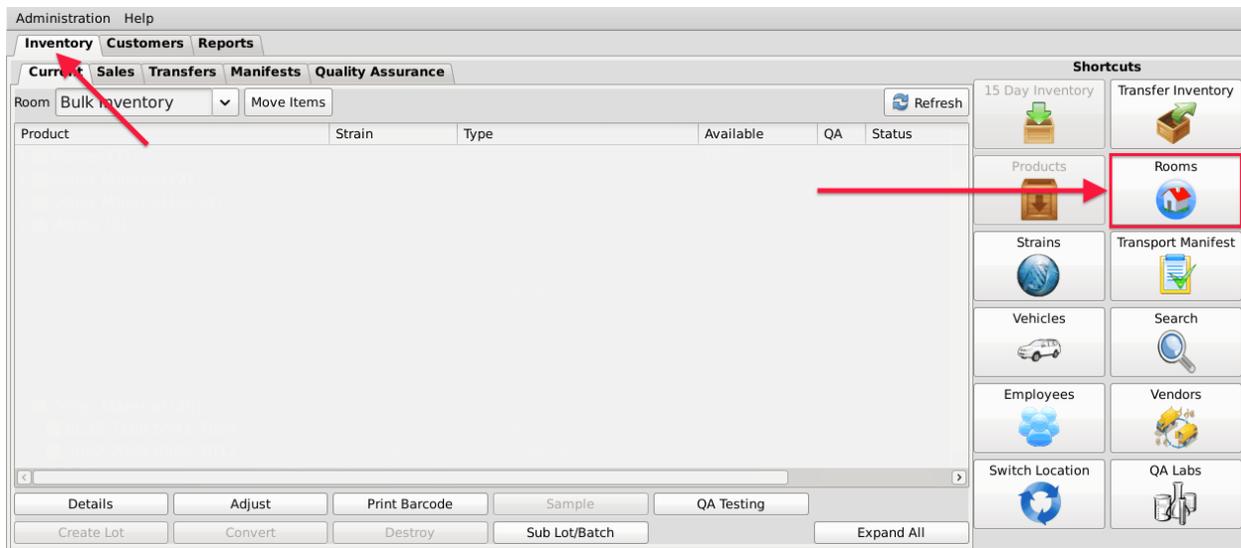
- ✓ Add, modify and remove inventory rooms
- ✓ Navigate the inventory rooms and screens

Inventory rooms represent a way to logically segregate inventory items. You begin with one room aptly named, “Bulk Inventory”.

### 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.

The screenshot shows a window titled "Rooms" with a close button (X) in the top right corner. On the left, there is a tab labeled "Instructions" containing the text: "To create a new room, simply type the name of the room to the right. Then click Save." To the right of the instructions, there is a form with the following elements: a dropdown menu labeled "Existing Rooms", a text input field labeled "Name", a checkbox labeled "Quarantine", and four buttons: "Clear", "Save", "Delete", and "Close".

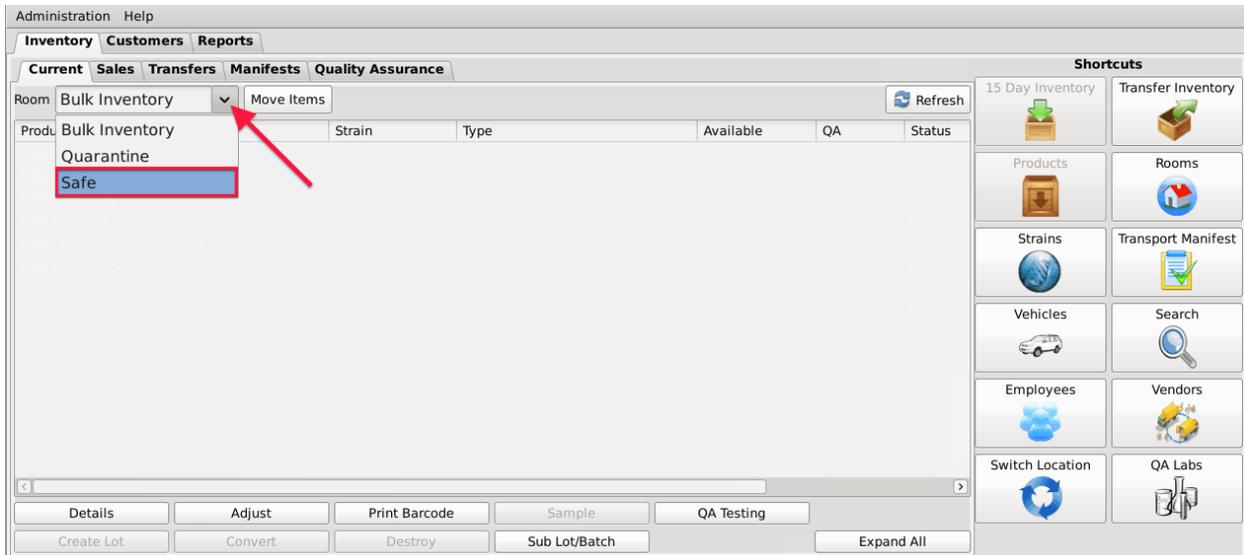
### Creating a New Inventory Room

- 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, Extra Room etc.).
- Click on the “Save” button when complete.

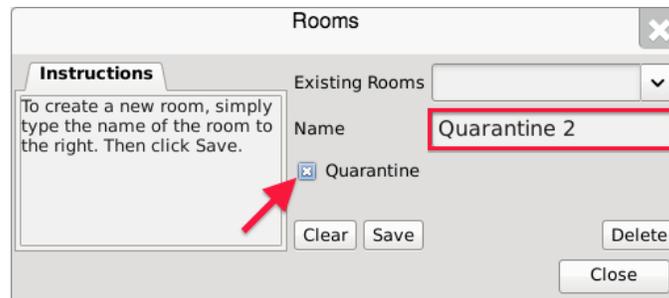
This screenshot is similar to the first one, but the "Name" text box now contains the word "Safe". A red rectangular box highlights the "Name" field. A red arrow points to the "Save" button.

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



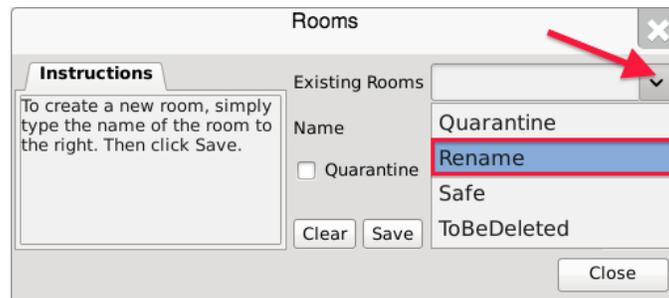


- If the room is to be a Quarantine room, be sure to click on the “Quarantine” check box prior to saving.

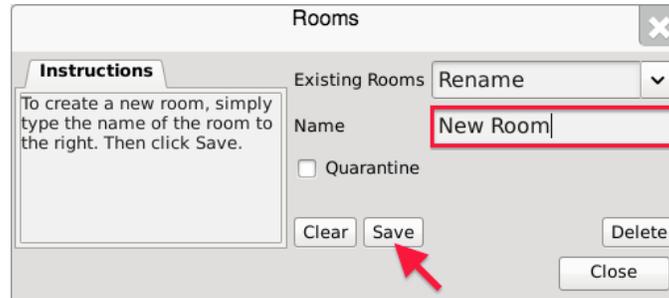


### Modifying an Existing Inventory Room

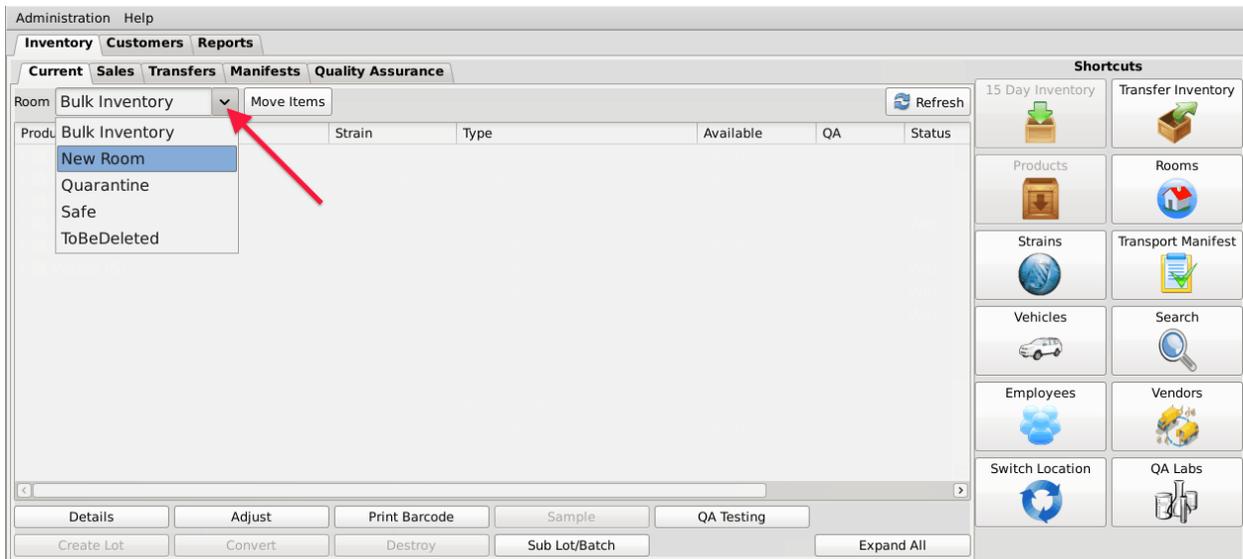
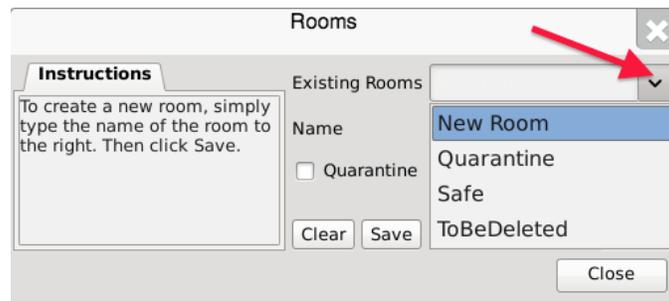
- From the Rooms screen, select the room to be modified from the Existing Rooms drop down.



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



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

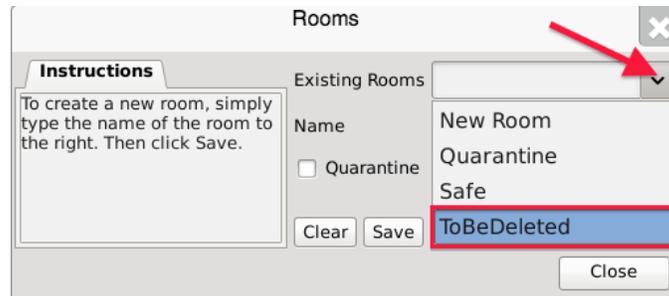


## Deleting an Inventory Room

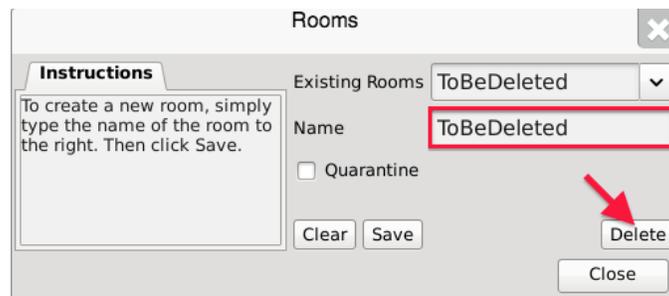
If you find that an existing inventory room is no longer needed, you may delete the room.

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

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



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



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



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

## Navigating Inventory Rooms

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

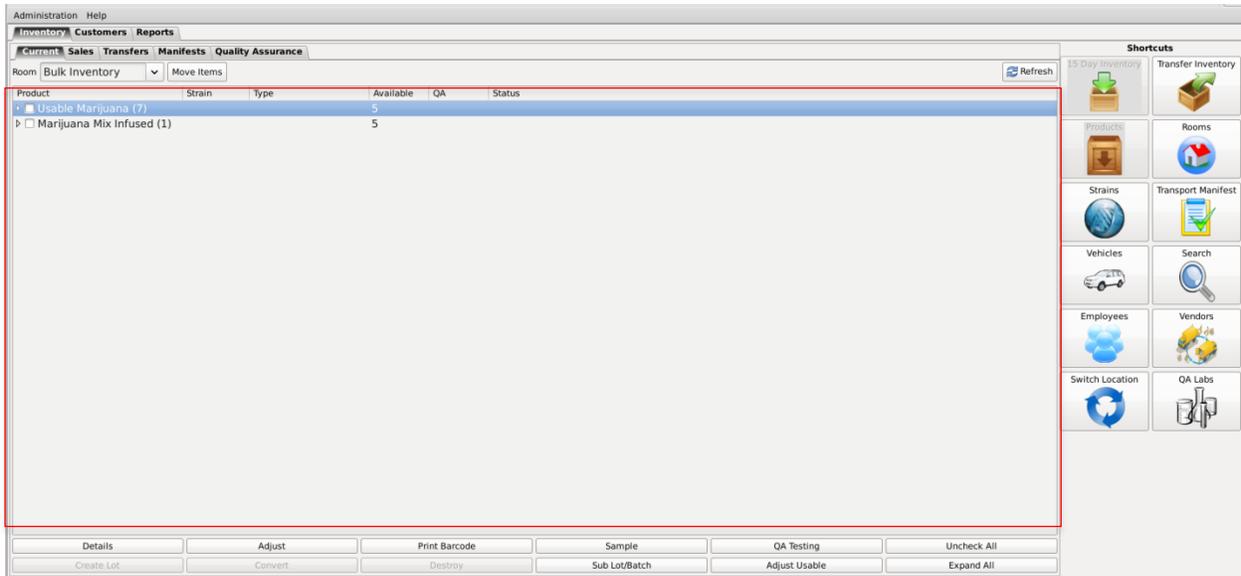
The screenshot shows the WSLCB Traceability System interface. The 'Inventory' tab is active, and the 'Room' dropdown menu is open, listing rooms from 1 to 7. A red arrow points to '7 Quarantine Retail'. The main table displays inventory items for the selected room, including 'Blue Dream Usable Marijuana' and 'Mixed Marijuana Mix Infused'.

Room	Strain	Type	Available	QA	Status
1 Back Stock Retail			5		
2 Sales Floor Retail	Blue Dream	Usable Marijuana	5	Passed QA	
3 Samples Retail			5		
4 Sniff Jars Retail	Mixed	Marijuana Mix Infused	5	Passed QA	
5 Returns 1 Retail					
6 Returns 2 Retail					
7 Quarantine Retail					

Click on a room to view its contents.

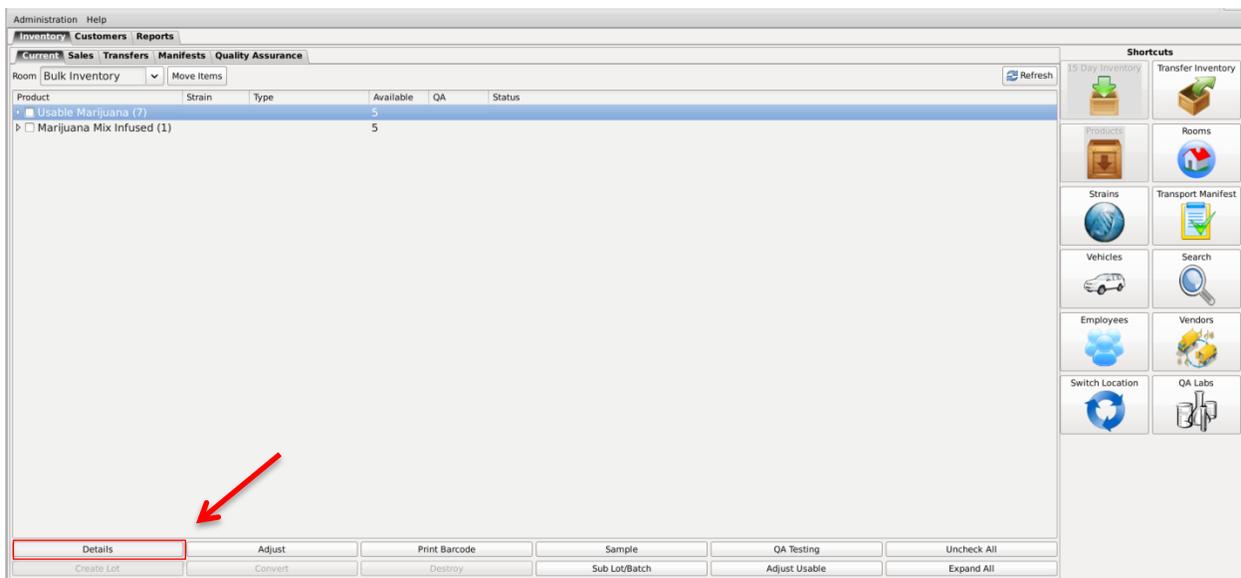
The primary window lists the contents of the selected room. Inventory items are grouped by product type. The number in parentheses that appears to the right of the product type indicates how many Traceability Identifiers are grouped within it, if more than one.



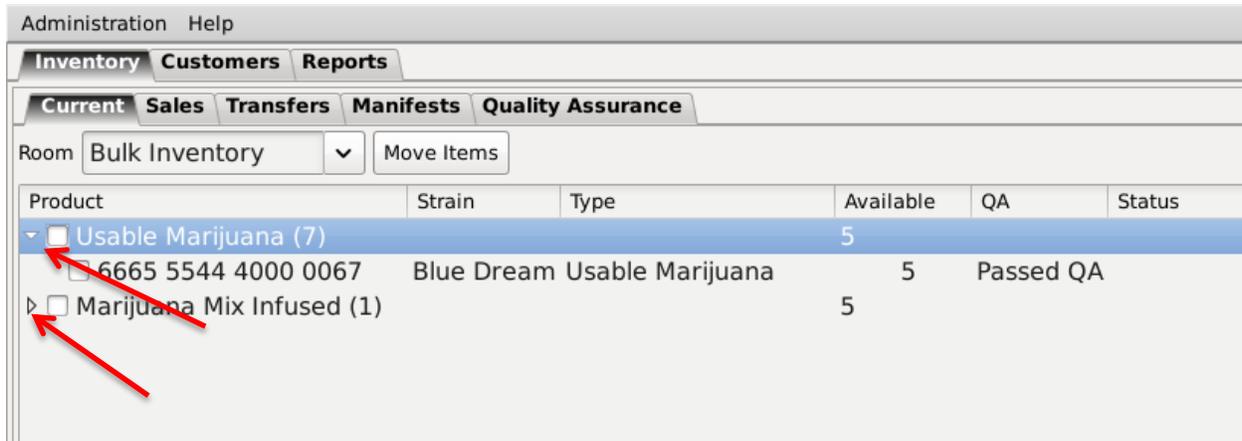


To view the individual inventory items contained within a group you can perform either one of the following three actions:

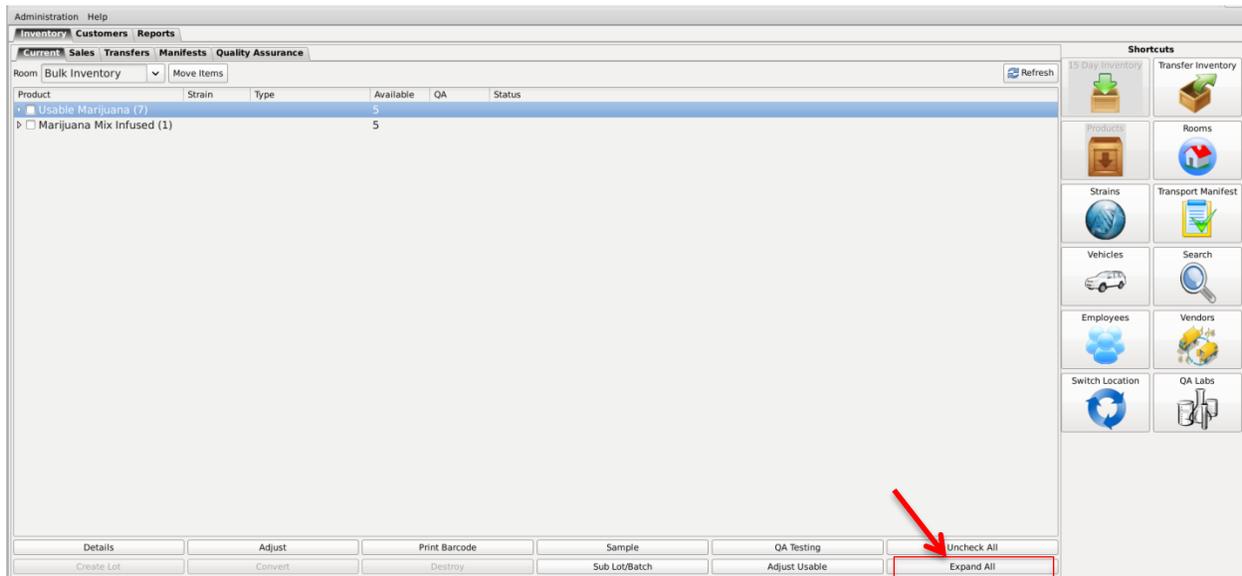
- Double-click on a group;
- Single-click on a group to highlight it, and then click the “Details” button found in the bottom-left corner of the screen;

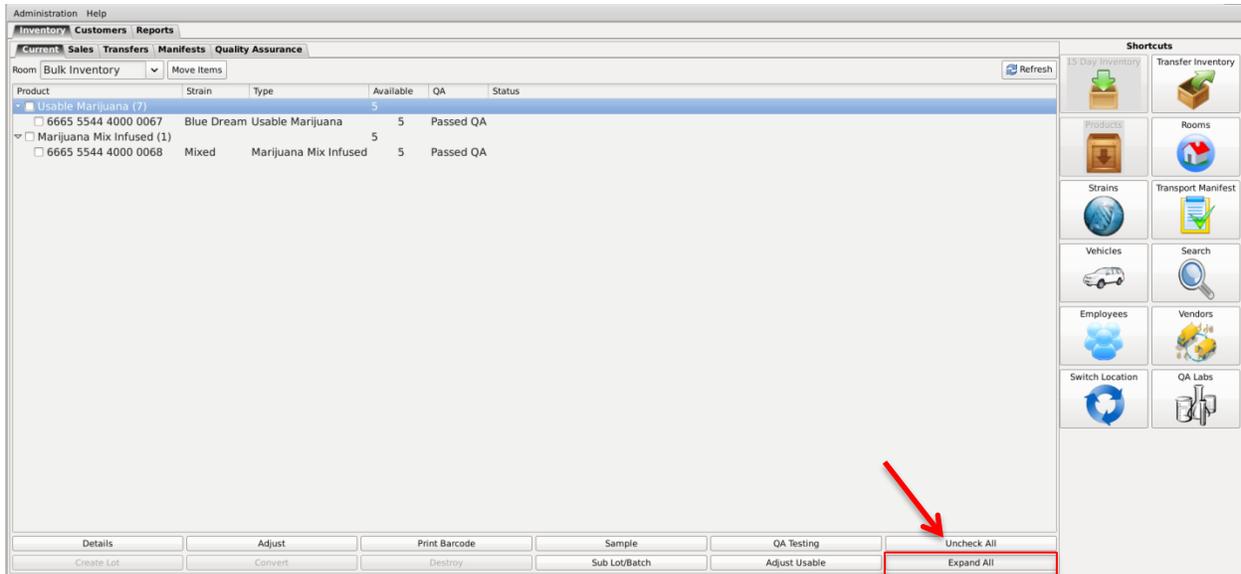


- Single-click on the Expand/Collapse arrow to the left of the product type

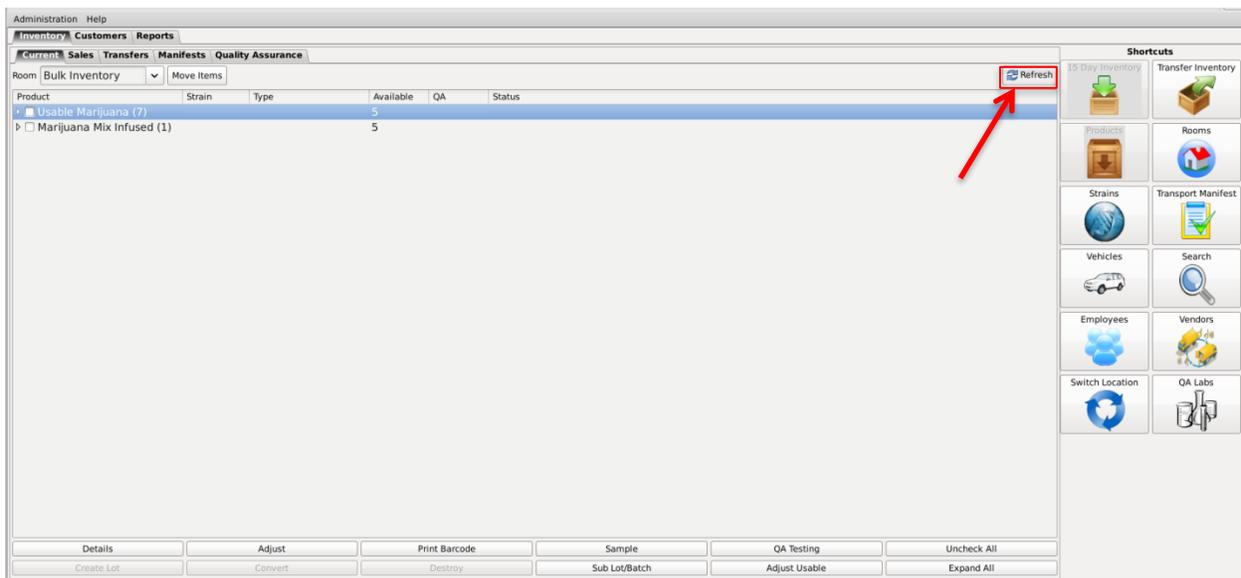


In addition to expanding/collapsing groups individually, you may expand/collapse all groups at once by clicking on the “Expand All” / “Collapse All” button located in the lower-right corner of the screen. The button alternates from “Expand All” to “Collapse All” and back every click.





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



## Chapter 6: 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.



- The following pop-up appears:



I'm expecting an inbound shipment

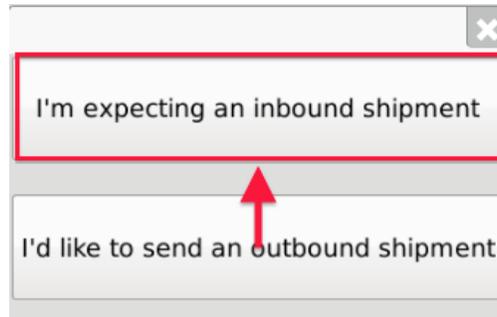
I'd like to send an outbound shipment



## 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 Receipt Confirmation screen, which lists the inventory associated with the manifest less the quantity, appears.



**Inventory Transfer for Manifest ID: 0577 1722 4268 2439**

**Instructions**

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

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

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

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
<input checked="" type="checkbox"/>	1	7000 0000 8000 0004	Blue Dream	Blue Dream 1G Pre-Pack	Blue Dream 1G Pre-Pack	100	Passed QA	Usable Marijuana
<input type="checkbox"/>	2	7000 0000 8000 0003	Blue Dream	Sample Jar	Sample Jar	1	Passed QA	Sample Jar

Previous Item    Save Item    Item 1 of 2    View QA Results

Barcode ID:     Strain:

Product:     Inventory Type:

Description:     Unit Weight:

Quantity Received:

- Enter the Quantity Received for each item that is on the manifest.
- **Click the SAVE button after entering the Quantity Received**
- Click "OK" after all the quantities have been entered and saved.

**Inventory Transfer for Manifest ID: 0577 1722 4268 2439**

**Instructions**

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

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

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

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
<input checked="" type="checkbox"/>	1	7000 0000 8000 0004	Blue Dream	Blue Dream 1G Pre-Pack	Blue Dream 1G Pre-Pack	100	100.00	Passed QA Usable Marijuana
<input checked="" type="checkbox"/>	2	7000 0000 8000 0003	Blue Dream	Sample Jar	Sample Jar	1	1.00	Passed QA Sample Jar

Previous Item    Save Item    Item 2 of 2    View QA Results

Barcode ID:     Strain:

Product:     Inventory Type:

Description:

Quantity Received:

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



Inventory Customers Reports						
Current Sales Transfers Manifests Quality Assurance						
Room Bulk Inventory		Move Items				
Product	Strain	Type	Available	QA	Status	
- Sample Jar (1)			1			
<input type="checkbox"/> 7000 0000 8000 0003	Blue Dream	Sample Jar	1.00	Passed QA		
- Usable Marijuana (1)			100			
<input type="checkbox"/> 7000 0000 8000 0004	Blue Dream	Usable Marijuana	100.00	Passed QA		

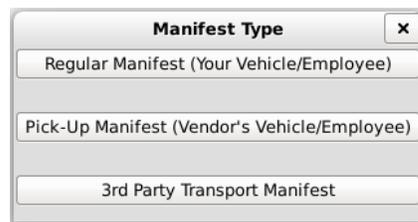
## Outbound Shipment

To send an outbound shipment you first need to make a Manifest.

Start by navigating to the Inventory room the items you would like to ship and click on the Transport Manifest button located on the right hand side of the screen.



Next click on the appropriate Transport Manifest Type



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

Pickup Manifest - Vendor's employee and vehicle will be transporting the items

3rd Party - 3<sup>rd</sup> Party will be transporting the items

In the Manifest Creation screen you will need to enter the Arrival destination (The Processor or Producer Processor you are sending product to), the date and time of departure, and the date and time of arrival. The route will be populated for you. **Be sure to verify that the route does not go outside of state lines.** You can edit the route if need be.



Check the boxes next to the items you would like to ship. Select the Employee and Vehicle or Transport Company (3<sup>rd</sup> Party Manifest only) that will be transporting the inventory. at the bottom of the screen. Click the Generate Button at the bottom right when you are

**Transport Manifest**
✕

Regular Manifest

**Instructions**

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

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

Select the departure and arrival date, as well as the employee and vehicle transporting the Inventory.

Once completed, select Generate.

This will complete and fill out the [Transportation Manifest](#).

**Stop 1**

Departure Matt Retail 02 / 23 / 2016 4 : 13 : 23 PM New Stop

Arrival Matt Producer Processor 02 / 23 / 2016 4 : 33 : 23 PM Clear

Route

Head north on 6th Ave S toward S Main St.  
 Turn left at the 1st cross street onto S Main St.  
 Turn right onto 4th Ave S.  
 Turn left onto S Washington St.  
 Turn left at the 1st cross street onto 3rd Ave S.  
 Turn left at the 1st cross street onto S Main St.

\* These directions are for planning purposes only. You may find that the suggested route takes you outside the State of Washington; per RCW 69.50.342 you must plan your route so that you remain within the State of Washington at all times.

Item	Strain	Type	Available	Status	Product
✕ Sample Jar					
✕ 6665 5544 4000 0030	Blue Dream	Sample Jar 1.00			MR Blue Dream 3.5g Sniff Jar

Generate
Employee Carl Sagan
Vehicle Cooper
✕ Close

done.

Once you have clicked Generate the inventory items will be automatically moved to the Quarantine room and a .pdf file will be downloaded. You will need to open the .pdf file and print the Manifest document. The Manifest needs to stay with that product until the time of delivery.



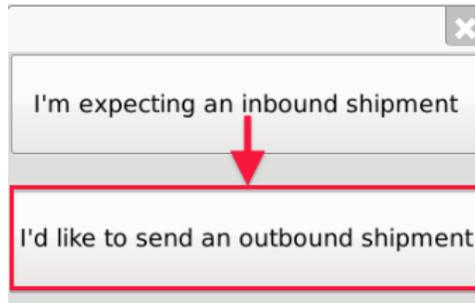
Washington Marijuana Transportation Manifest				Page 1 of 1
Date:	02/23/2016	License #:	700000004	Barcode
Licensee Name:	Matt Retail	Vehicle ID #:	DFD56G4DSG6D4G6DG44	 4045985536351394
Licensee Address:	999 main st Seattle, WA 90088	Vehicle Color / Make / Model / License Plate:	2009 British Racing Green MINI Cooper S CO5280	
		Transporter Name:	Carl Sagan	
Licensee Phone:	5555555555	Transporter Date of Birth:	11/04/1934	
Transporter ID:	001	Transporter Signature:		
<b>Stop #1 of 1 (1 Items)</b>				
Destination Licensee Name:	Matt Producer Processor	Approx. Departure Date/Time:	2/24/2016 4:32 PM	
Destination License #:	700000003	Approx. Arrival Date/Time:	2/24/2016 4:42 PM	
Destination Licensee Address:	333 main st Seattle, WA 90067			
Destination Licensee Phone:	5555555555			
* These directions are for planning purposes only. You may find that the suggested route takes you outside the State of Washington; per RCW 69.50.342 you must plan your route so that you remain within the State of Washington at all times.				
<b>Travel Route:</b>				
Head north on 6th Ave S toward S Main St. Turn left at the 1st cross street onto S Main St. Turn right onto 4th Ave S. Turn left onto S Washington St. Turn left at the 1st cross street onto 3rd Ave S. Turn left at the 1st cross street onto S Main St				
Instructions: If the quantity received is less than the quantity shipped, check the box in the appropriate field below and indicate the actual quantity received.				
Stop 1, Items 1-1 of 1			Manifest ID 4045985536351394	
#	Batch / Lot ID	Item Description	Shipped	Received
1	6665 5544 4000 0030	MR Blue Dream 3.5g Sniff Jar (Sample Jar)	1.00	<input type="checkbox"/>
2				
3				
4				

The next step is to Transfer the items. You need to complete the Transfer process when the Inventory is about to physically leave your facility. Transferring items will remove them from your inventory and make them available to be received.

Navigate to the Inventory Tab and click on the Transfer Inventory button located on the right hand side.

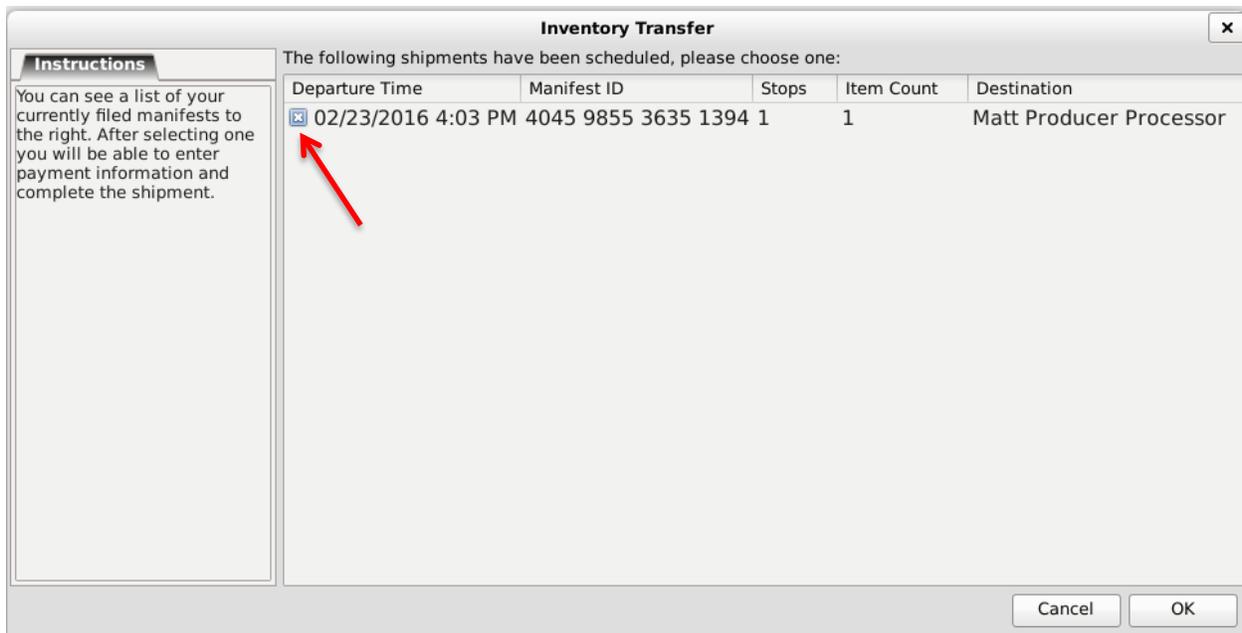


Click on "I'd like to send an outbound shipment"

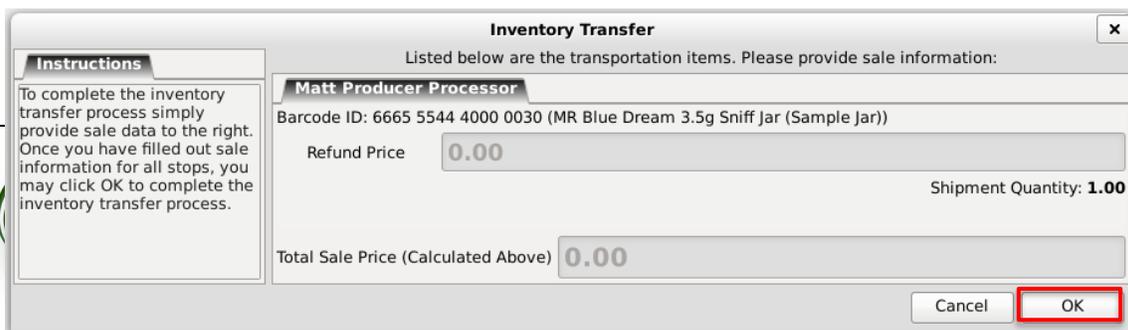


A list of all currently filed but yet to be Transferred outbound manifests to vendors appears.

Click on the check box to the left of the manifest being shipped and then click "OK".



The Sales Price screen, which lists the inventory associated with the manifest, appears.



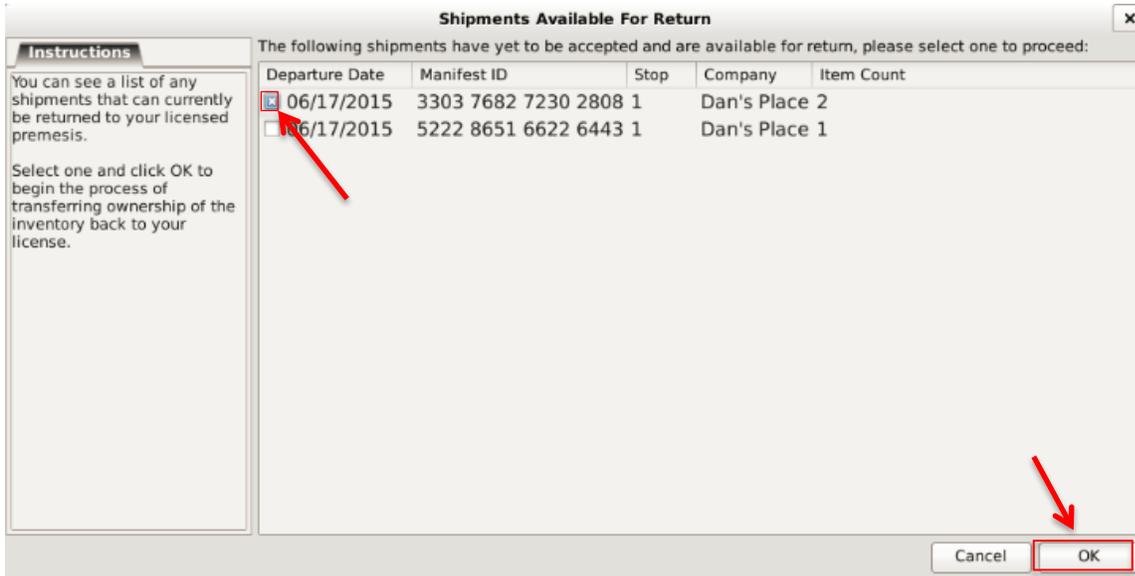
The Inventory Transfer screen will appear, with Refund Price and Total Sale Price fields grayed out. Click 'OK'.

**To receive a rejected shipment:**

I'd like to receive a rejected shipment: Click transfer inventory to retrieve inventory from a shipment that has been partially accepted or rejected.

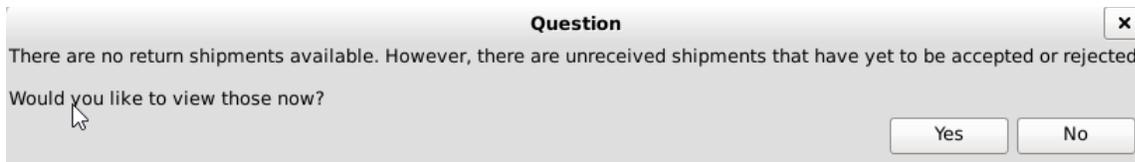


1. Check the box of the rejected shipment you want to view. Click the 'OK' button.



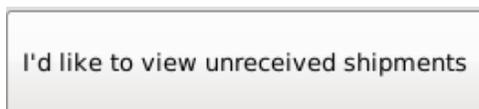
**Note: If there are no rejected shipments available, the 'Question' screen will appear. It will give you the option to view shipments that haven't been accepted or rejected.**





### To view unreceived shipments:

I'd like to view unreceived shipments: Click to view shipments you have transferred out, but have not been processed by the recipient.



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

**Note: Unreceived shipments are considered outstanding invoices.**

**Unreceived Shipments** x

The following shipments have yet to be accepted, but have not been rejected yet either:

Departure Date	Manifest ID	Stop	Company	Item Count
06/04/2015	9689 3917 6192 3195 1		BioTrackTHC ProducerProcessor 1	1
06/04/2015	9999 9999 6000 1363 1		HYDRO LIGHT	7
06/24/2015	9999 9999 6000 1364 1			4

**Instructions**  
You can see a list of any shipments that have been sent, but have not yet been received or rejected.

**OK**

**To partially accept or reject items:**

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

Washington State  
**Liquor Control Board** Logout

**WSLCB Traceability System** x

Administration Help

**Cultivation** **Inventory** **Reports**

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

Start: 06/15/2015 End: 06/25/2015 Refresh

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

Correct Transfer Void Transfer Expand All

**Shortcuts**

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

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

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



**Inbound Shipments**

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

Departure Date	Manifest ID	Items	Status	Company
<input checked="" type="checkbox"/> 02/23/2016	1319 0357 7175 2567	3		Matt Producer Processor

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

**Inventory Transfer for Manifest ID: 1319 0357 7175 2567**

**Matt Producer Processor**

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
<input checked="" type="checkbox"/>	1 6665 5544 4000 0041	Blue Dream	Blue Dream 3.5g Flower	Blue Dream 3.5g Flower	10		Passed QA	Usable Marijuana
<input type="checkbox"/>	2 6665 5544 4000 0040	Blue Dream	Blue Dream 1pk Preroll	Blue Dream 1pk Preroll	10		Passed QA	Usable Marijuana
<input type="checkbox"/>	3 6665 5544 4000 0039	Blue Dream	Blue Dream 1g Flower	Blue Dream 1g Flower	10		Passed QA	Usable Marijuana

**Item 1 of 3**

Barcode ID:  Strain:

Product:  Inventory Type:

Description:  Unit Weight:

Quantity Received:

4. Select the item you would like to receive and enter the quantity received  
Be Sure to Click the Save button after entering the quantity for each line item.



**Matt Producer Processor**

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received
1	6665 5544 4000 0041	Blue Dream	Blue Dream 3.5g Flower	Blue Dream 3.5g Flower	10	8.00
2	6665 5544 4000 0040	Blue Dream	Blue Dream 1pk Preroll	Blue Dream 1pk Preroll	10	8.00
3	6665 5544 4000 0039	Blue Dream	Blue Dream 1g Flower	Blue Dream 1g Flower	10	8.00

Previous Item **Save Item** **Item 1 of 3**

Barcode ID: 6665 5544 4000 0041 Strain

Product: Blue Dream 3.5g Flower Inventory Ty

Description: Blue Dream 3.5g Flower Unit Weight

Quantity Received: 8.00

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

Click the 'OK' button on the bottom right corner of the screen once all you have entered and saved each line item.

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

**Inventory Transfer Receipt Confirmation** ✕

Please confirm that: 0 item(s) will be fully accepted, 3 item(s) will be partially accepted, 0 item(s) will be rejected.

3 out of 3 item(s) will be partially accepted:

ID #	Inventory Type	Status	Shipped	Received	Qty Not Accepted
6665 5544 4000 0041	Usable Marijuana	Partial Acceptance	10.00	8.00	2.00
6665 5544 4000 0040	Usable Marijuana	Partial Acceptance	10.00	8.00	2.00
6665 5544 4000 0039	Usable Marijuana	Partial Acceptance	10.00	8.00	2.00

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

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



**Inbound Shipments**

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

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

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

Cancel OK

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

**Inventory Transfer**

**LCB Davison Retailer**

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

Previous Item Save Item Item 1 of 2

Barcode ID: 1230 0012 7000 0211 Strain: Awsome Bud

Description: Usable Marijuana Inventory Type: Usable Marijuana

Usable: 1.00 Qty Shipped: 200.00

Qty Accepted: 175.00 Original Price: 1000.00

Qty Returned: 25.00 New Price: 875.00

\* Suggested new price is 875.00

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

Cancel OK

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

**Partial Returns** x

**Instructions**

Listed to the right are any partial return shipments.

If you choose not to re-print the appropriate labels now, you may do so at a later time from the Current Inventory screen.

The following returned products have received new ID numbers and must be re-labeled with the new ID number:

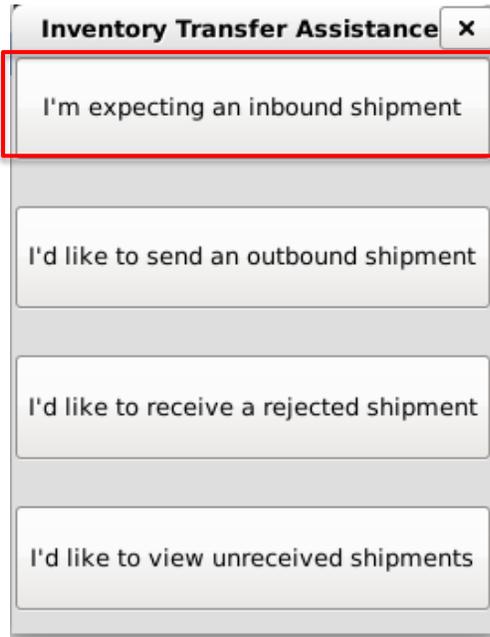
New ID	Previous ID	Product	Strain	Inventory Type
<input type="checkbox"/> 1230 0012 7000 0213	1230 0012 7000 0211		Awsome Bud	

**To view QA results on Inventory Transfer Manifest:**

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

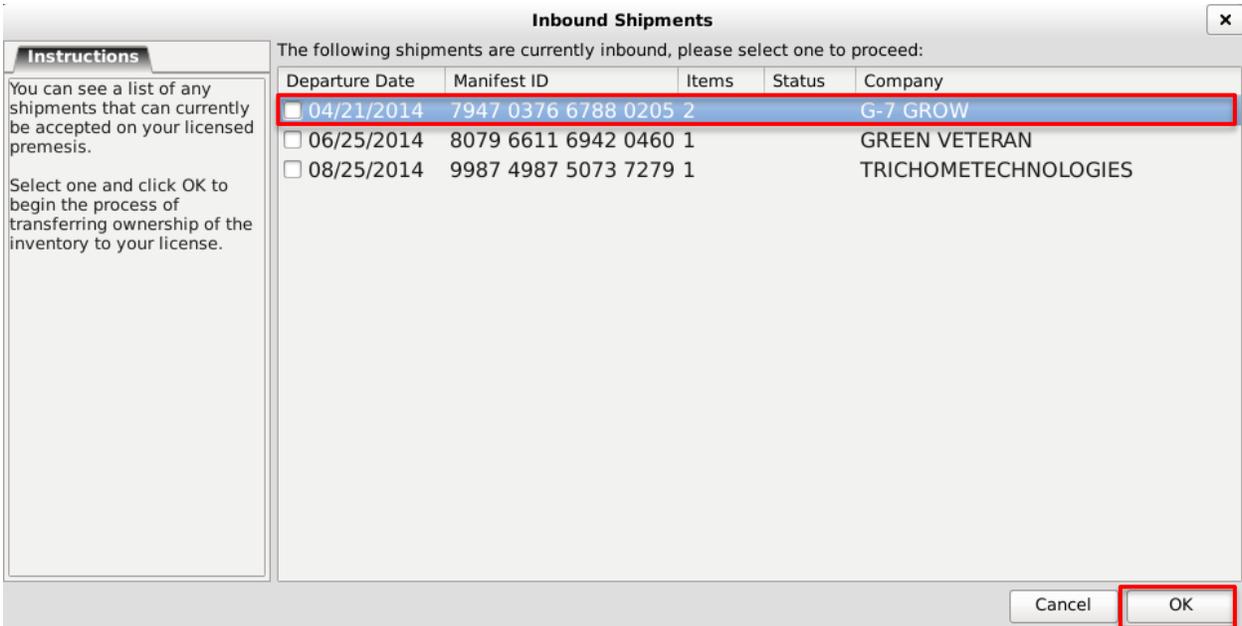
The screenshot shows the BIOTRACKTHC software interface. At the top, there are tabs for 'Cultivation', 'Inventory', and 'Reports'. Below these are sub-tabs for 'Current', 'Transfers', 'Manifests', and 'Quality Assurance'. The main area displays a table with columns for Product, Strain, Type, Available, QA, and Status. The 'Available' column shows values like 11700.00g and 2175.00g. On the right side, there is a 'Shortcuts' panel with various icons. A red box highlights the 'Transfer Inventory' icon, and a red arrow points to it from the left.

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



The dialog box titled "Inventory Transfer Assistance" contains four buttons. The first button, "I'm expecting an inbound shipment", is highlighted with a red border. The other buttons are "I'd like to send an outbound shipment", "I'd like to receive a rejected shipment", and "I'd like to view unreceived shipments".

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



The "Inbound Shipments" dialog box displays a table of currently inbound shipments. The first row is selected and highlighted with a red border. The table has columns for Departure Date, Manifest ID, Items, Status, and Company. Below the table are "Cancel" and "OK" buttons, with the "OK" button highlighted by a red border.

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

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

- The 'QA Test Results' screen displays.

## Chapter 7: Samples

In this chapter, you will learn how to:

- ✓ Receive samples
- ✓ Assign samples to employees

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

## Receiving Samples

Samples from other vendors are received in via the Transfer button in the same manner as any other inventory item. Samples are designated as either vendor samples or educational sample under the QA column.

Product	Strain	Type	Available	QA	Medical Product	Potency	Status
▼ Marijuana Extract for Inhalation (6)			2				
<input type="checkbox"/> 7285 5330 2119 0367	Blackberry Kush	Marijuana Extract for Inhalation	1	Educational Sample			
<input type="checkbox"/> 7696 2052 3824 1020	Blackberry Kush	Marijuana Extract for Inhalation	1	Vendor Sample			

## Assigning Samples

Once a Vendor Sample or Educational Sample has been transferred in simply select it using the checkbox, and click the 'Sample' button.

The screenshot shows the 'Inventory' section of the software. The 'Quality Assurance' tab is active. A table lists items under 'Usable Marijuana (6)'. The first item is selected with a checkbox. The 'QA' column contains 'Educational Sample' and 'Vendor Sample'. The 'Sample' button in the bottom toolbar is highlighted in red.

Product	Strain	Type	Available	QA	Medical Product	Potency	Status
▼ Usable Marijuana (6)			2				
<input checked="" type="checkbox"/> 6991 7604 1276 5169	AK-47	Usable Marijuana	1.00	Educational Sample			
<input type="checkbox"/> 2933 2973 8360 7939	AK-47	Usable Marijuana	1	Vendor Sample			

The 'Sample' screen displays. For Educational Samples, enter the Sample Quantity and then use the dropdown menu to select the employee the sample is being designated to. Enter the Sample Quantity and then use the dropdown to select the employee the sample is designated for from the dropdown menu.

**Sample** [X]

**Instructions**  
Please enter the quantity of the product that is being sampled.

Product: AK-47 1G - AK-47 - Usable Strain: AK-47  
Barcode: 6991 7604 1276 5169 Type: Usable Marijuana  
Sample Quantity: 1  
Employee: John Doe [v]  
[Clear] [Cancel] [OK]

Click the 'OK' button.

**Confirm** [X]

Please review your data before proceeding.

[X] Cancel [Proceed]

Click the 'Proceed' button to confirm. The sample will be removed from your inventory and is now designated to that employee. The designation process is the same for vendor samples to negotiate a sale, except that you do not select an employee's name; you only enter the Sample Quantity.

## Chapter 8: Sales Activity

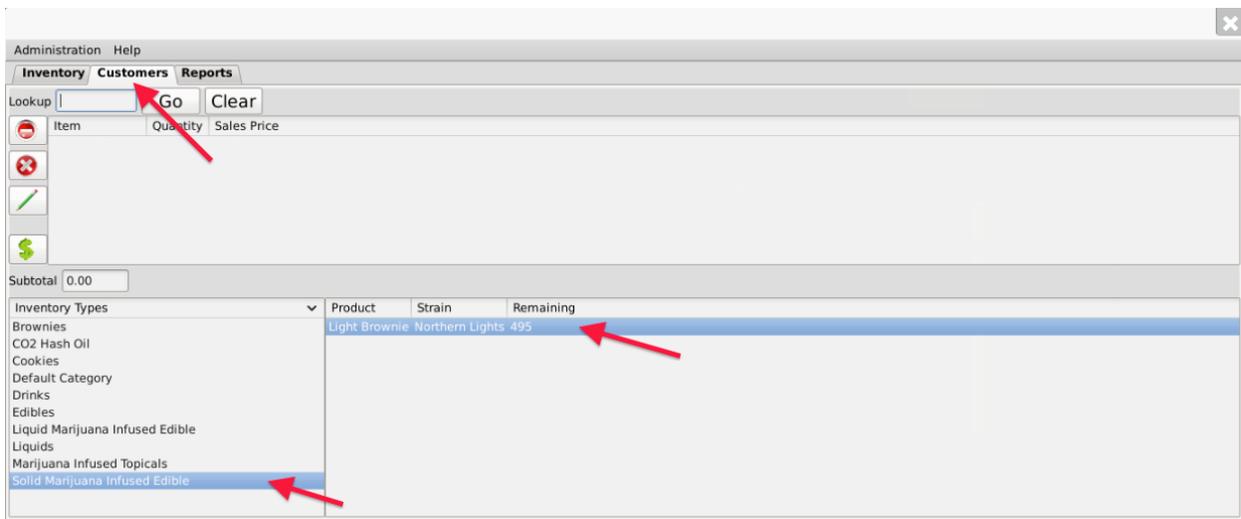
In this chapter, you will learn how to:

- ✓ Record Product Sales
- ✓ Correct Product Sales
- ✓ Void Product Sales
- ✓ Refund Product Sales

### Summarize Product Sales

This function will notify the Traceability System of the sales of useable marijuana and marijuana-infused products to consumers.

- Navigate to the Customers tab.
- Select an inventory type within the Inventory Type box in the lower-left corner.
- Select a specific product



- The Sales pop up will appear,
- Enter the Quantity Sold and the Sales Price then click "OK" when complete.



- The sales data is now updated within the Sales Summary window.

Administration Help

**Inventory Customers Reports**

Lookup  Go Clear

Item	Quantity	Sales Price
Light Brownie	2	24.00

Subtotal \$24.00

Inventory Types	Product	Strain	Remaining
Brownies	Cookie		49
CO2 Hash Oil			
Cookies			
Default Category			
Drinks			
Edibles			
Liquid Marijuana Infused Edible			
Liquids			
Marijuana Infused Topicals			
Solid Marijuana Infused Edible			

## Summarize Medical Product Sales

Medical products that have passed all required Quality Assurance tests and have been designated as medical will appear in inventory with “Medical” in the “Medical Product” column in the current inventory:

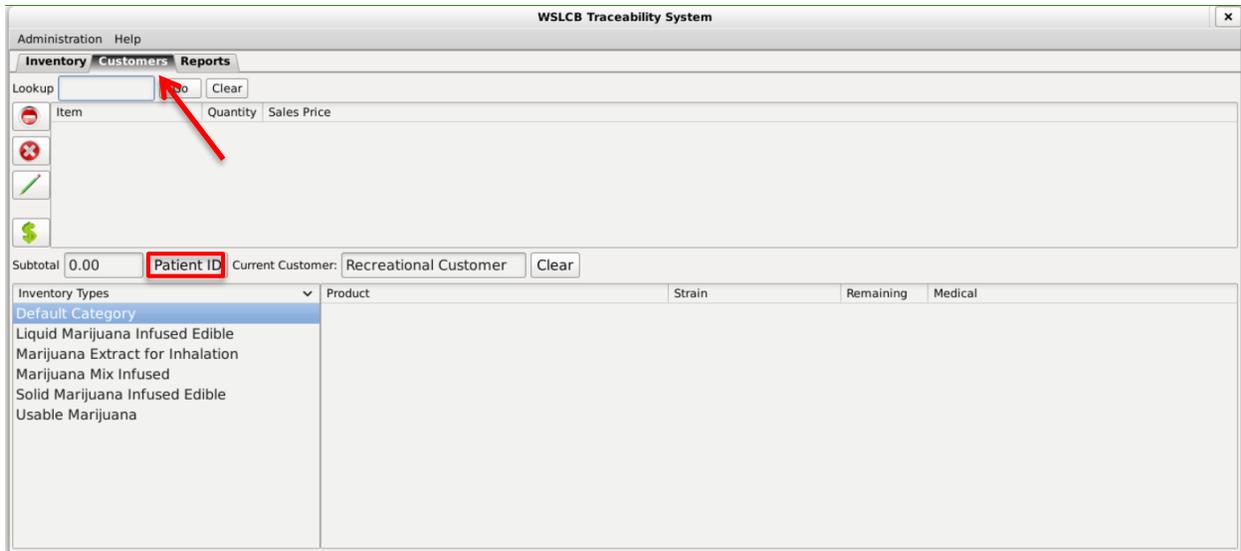


Current Transfers Manifests Quality Assurance				
Room Sales Floor		Move Items		Refresh
Product	Strain	Type	Medical Product	QA
<input type="checkbox"/> Solid Marijuana Infused Edible (2) <input type="checkbox"/> 9999 9944 4000 0281	Cinex	Solid Marijuana Infused Edible		
<input checked="" type="checkbox"/> Usable Marijuana (13) <input type="checkbox"/> 9999 9944 4000 0168	Cinex	Usable Marijuana	Medical (General Use)	Passed QA

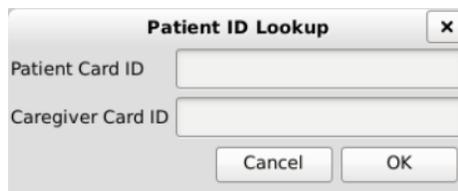
Those products will also show “Yes” in the “Medical” column under the customer tab.

This function will notify the Traceability System of the sales of usable marijuana and marijuana-infused products to medical patients.

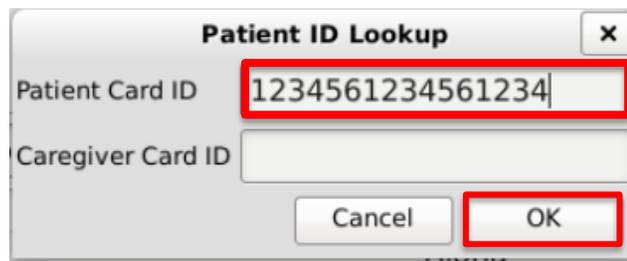
- Navigate to the Customers tab.
- Click “Patient ID”



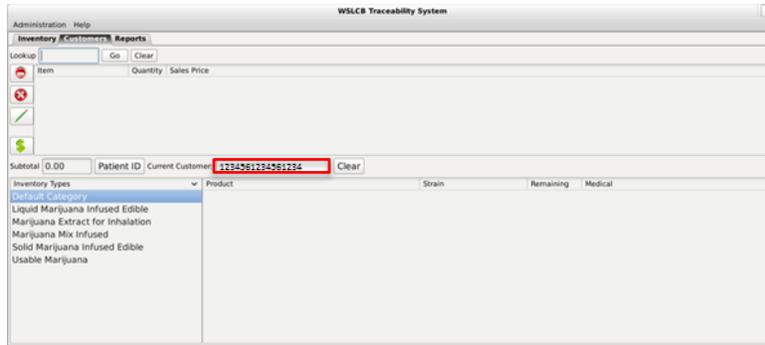
- The patient ID Lookup window appears:



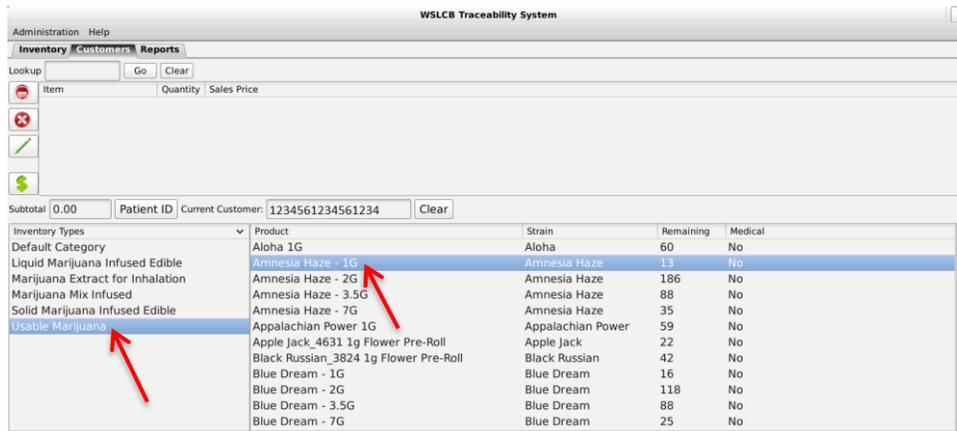
- Enter the patient or caregiver ID
- Click 'OK' to return to the customer screen.



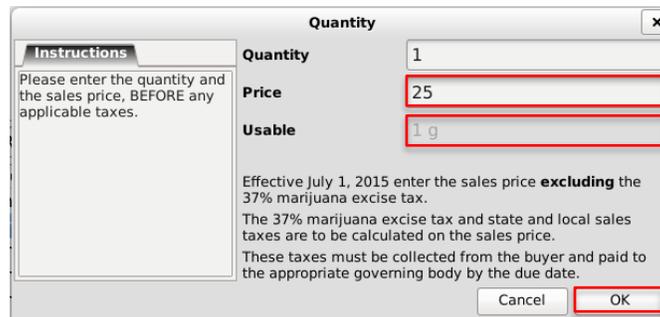
On the customer screen the “Current Customer” field will update to reflect the inputted patient ID. To return to recreational sales click the ‘Clear’ button.



- Select an inventory type within the Inventory Type box in the lower-left corner.
- Select a specific product

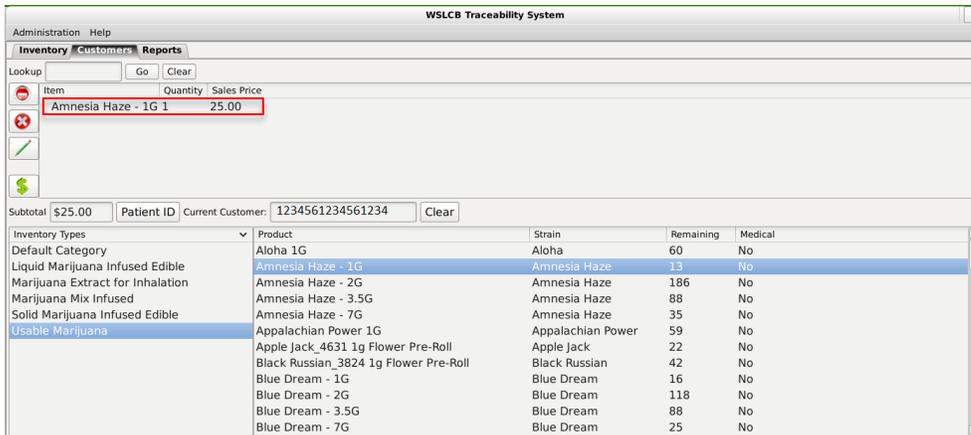


- The Sales pop up will appear,
- Enter the Quantity Sold and the Sales Price then click “OK” when complete.



- The sales data is now updated within the Sales Summary window:

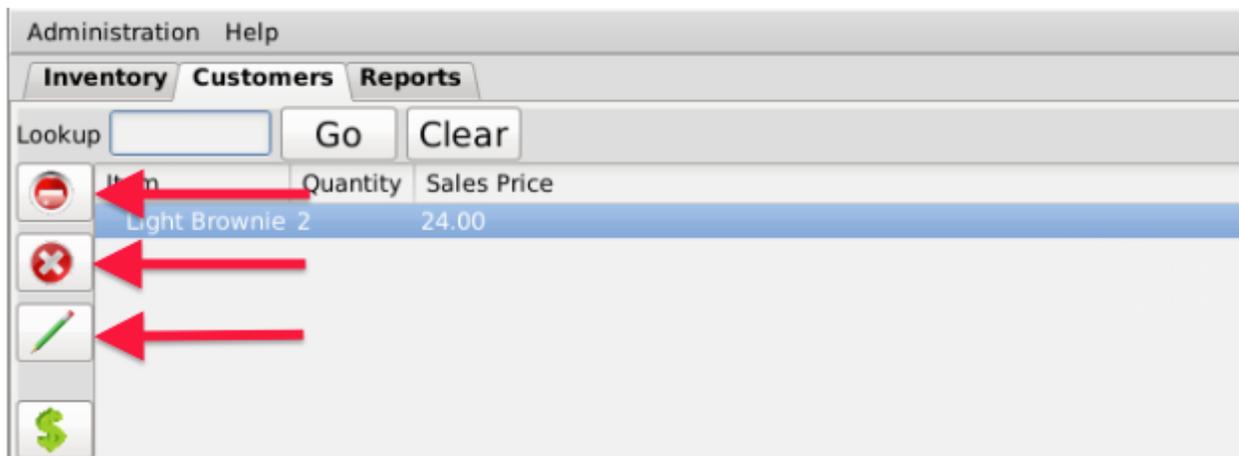




- Once all items have been added to the patient's sale proceed to submit sales data (page 54)

### Modify Sales Summary Before Submission

The buttons on the left-side allow you to make changes to data within the Sales Summary window should you find that the information to be inaccurate.

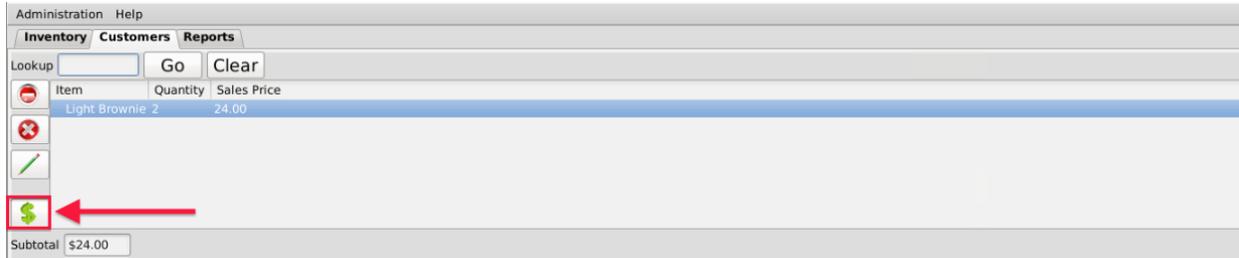


- “Remove Item” button: the top button allows you to entirely remove the selected item in the Sales Summary window.
- “Remove All Items” button: the middle button allows you to entirely remove all items in the Sales Summary window and start over.
- “Edit Item” button: the bottom button allows you to edit either the sales quantity, or the sales price of the selected item in the Sales Summary window.



## Submit Sales Data

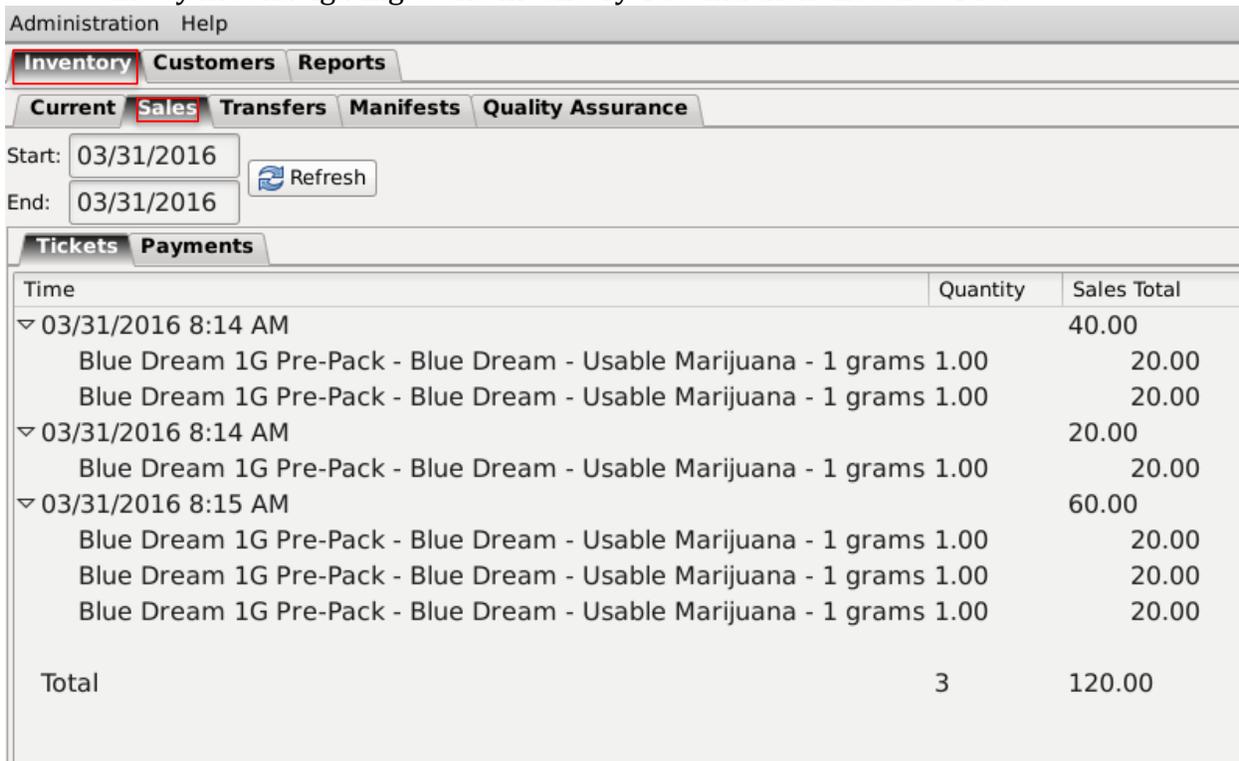
- If the items within the Sales Summary window are correct, click the “Pay” button to submit the data to the Traceability System.



- When complete, the Sales Summary window clears the prior activity and is ready for additional transactions.

## Correct a Product Sale

- If a mistake was made when entering the dollar amount for a sale you can correct this by first navigating to the Inventory Tab and then the Sales Tab.



- You will need to select the correct data range and click the Refresh button to the right.

Administration Help

**Inventory Customers Reports**

**Current Sales Transfers Manifests Quality Assurance**

Start: 03/31/2016  Refresh

End: 03/31/2016

**Tickets Payments**

Time	Quantity	Sales Total
03/31/2016 8:14 AM		40.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:14 AM		20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:15 AM		60.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
<b>Total</b>	<b>3</b>	<b>120.00</b>

- Navigate to the Tickets Tab



Administration Help

**Inventory Customers Reports**

**Current Sales Transfers Manifests Quality Assurance**

Start: 03/31/2016

End: 03/31/2016

**Tickets Payments**

Time	Quantity	Sales Total
03/31/2016 8:14 AM		40.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:14 AM		20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:15 AM		60.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
<b>Total</b>	<b>3</b>	<b>120.00</b>

Select the line item on the ticket you would like to correct



Administration Help

**Inventory Customers Reports**

**Current Sales Transfers Manifests Quality Assurance**

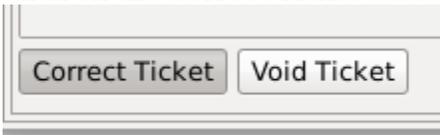
Start: 03/31/2016 Refresh

End: 03/31/2016

**Tickets Payments**

Time	Quantity	Sales Total
03/31/2016 8:14 AM		40.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:14 AM		20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:15 AM		60.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
<b>Total</b>	<b>3</b>	<b>120.00</b>

- Click on the Correct Ticket button at the bottom



- This will bring up the Correct Sale Price window

**Correct Sale Price** [X]

**Instructions**

Here you can correct sales prices for the purposes of reporting sales amounts. Please provide the correct amount to the right to proceed.

Reported Amount: 20.00

Corrected Amount: 25.00

Cancel OK

- Enter the new Corrected Amount and click the OK button when done.



## Void a Product Sale

- If a mistake was made when entering a sale you can Void the sale by first navigating to the Inventory Tab and then the Sales Tab.

Administration Help

**Inventory** Customers Reports

Current **Sales** Transfers Manifests Quality Assurance

Start: 03/31/2016 Refresh

End: 03/31/2016

Tickets Payments

Time	Quantity	Sales Total
▼ 03/31/2016 8:14 AM		40.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
▼ 03/31/2016 8:14 AM		20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
▼ 03/31/2016 8:15 AM		60.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Total	3	120.00

- You will need to select the correct data range and click the Refresh button to the right.



Administration Help

**Inventory Customers Reports**

**Current Sales Transfers Manifests Quality Assurance**

Start: 03/31/2016

End: 03/31/2016

**Tickets Payments**

Time	Quantity	Sales Total
03/31/2016 8:14 AM		40.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:14 AM		20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:15 AM		60.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
<b>Total</b>	<b>3</b>	<b>120.00</b>

- Navigate to the Tickets Tab.

Administration Help

**Inventory Customers Reports**

**Current Sales Transfers Manifests Quality Assurance**

Start: 03/31/2016

End: 03/31/2016

**Tickets Payments**

Time	Quantity	Sales Total
03/31/2016 8:14 AM		40.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:14 AM		20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:15 AM		60.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
<b>Total</b>	<b>3</b>	<b>120.00</b>



- Select the sale you would like to Void

Administration Help

**Inventory Customers Reports**

**Current Sales Transfers Manifests Quality Assurance**

Start: 03/31/2016 Refresh

End: 03/31/2016

**Tickets Payments**

Time	Quantity	Sales Total
03/31/2016 8:14 AM		40.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams 1.00	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams 1.00	1.00	20.00
03/31/2016 8:14 AM		20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams 1.00	1.00	20.00
03/31/2016 8:15 AM		60.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams 1.00	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams 1.00	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams 1.00	1.00	20.00
<b>Total</b>	<b>3</b>	<b>120.00</b>

- Click the Void button at the bottom right of the screen.

Correct Ticket Void Ticket

- In the Void Reason window enter why this sale needs to be voided.

**Void Reason** [X]

Please enter a reason for the void

Cancel OK

- Click OK when complete

### Refund a Product Sale

- If a product needs to be refunded first navigate to the Inventory Tab and then the Sales Tab.

Administration Help

**Inventory** Customers Reports

Current **Sales** Transfers Manifests Quality Assurance

Start: 03/31/2016

End: 03/31/2016

**Tickets** Payments

Time	Quantity	Sales Total
▼ 03/31/2016 8:14 AM		40.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
▼ 03/31/2016 8:14 AM		20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
▼ 03/31/2016 8:15 AM		60.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Total	3	120.00

- You will need to select the correct data range and click the Refresh button to the right.



Administration Help

**Inventory Customers Reports**

**Current Sales Transfers Manifests Quality Assurance**

Start: 03/31/2016 Refresh

End: 03/31/2016

**Tickets Payments**

Time	Quantity	Sales Total
03/31/2016 8:14 AM		40.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:14 AM		20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
03/31/2016 8:15 AM		60.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams	1.00	20.00
<b>Total</b>	<b>3</b>	<b>120.00</b>

- Navigate to the Payments Tab.

Administration Help

**Inventory Customers Reports**

**Current Sales Transfers Manifests Quality Assurance**

Start: 03/31/2016 Refresh

End: 03/31/2016

**Tickets Payments**

Time	Amount
03/31/2016 8:14 AM	40.00
03/31/2016 8:14 AM	20.00
03/31/2016 8:15 AM	60.00
	<b>120.00</b>

- Select the sale you would like to refund



Administration Help

**Inventory Customers Reports**

**Current Sales Transfers Manifests Quality Assurance**

Start: 03/31/2016 Refresh

End: 03/31/2016

**Tickets Payments**

Time	Amount
03/31/2016 8:14 AM	40.00
03/31/2016 8:14 AM	20.00
03/31/2016 8:15 AM	60.00
	120.00

- Click the Refund button at the bottom left of the screen.

Refund

- In the Refund window select the item you would like to refund

**Refund**

**Instructions**

To process a refund, please select the items the customer is returning to the right. If you wish to restock any of the items, please check the box under the heading Restock.

The total amount of the refund will appear in the Total box below.

When you are ready to process the refund, please click OK.

**Items**

Product

Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana -

Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana -

Total 20.00

Cancel OK

- Scroll to the right to select if you would like to restock the item.

**Refund** ✕

**Instructions**

To process a refund, please select the items the customer is returning to the right. If you wish to restock any of the items, please check the box under the heading Restock.

The total amount of the refund will appear in the Total box below.

When you are ready to process the refund, please click OK.

**Items**

	Quantity	Price	Restock
Dream - Usable Marijuana - 1 grams	1	20.00	<input checked="" type="checkbox"/> Yes
Dream - Usable Marijuana - 1 grams	1	20.00	<input checked="" type="checkbox"/> Yes

Total

- Click OK when complete



## Chapter 9: Inventory Adjustments and Destruction

In this chapter, you will learn how to:

- ✓ Adjust Inventory
- ✓ Destroy Inventory

### Inventory Adjustments

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

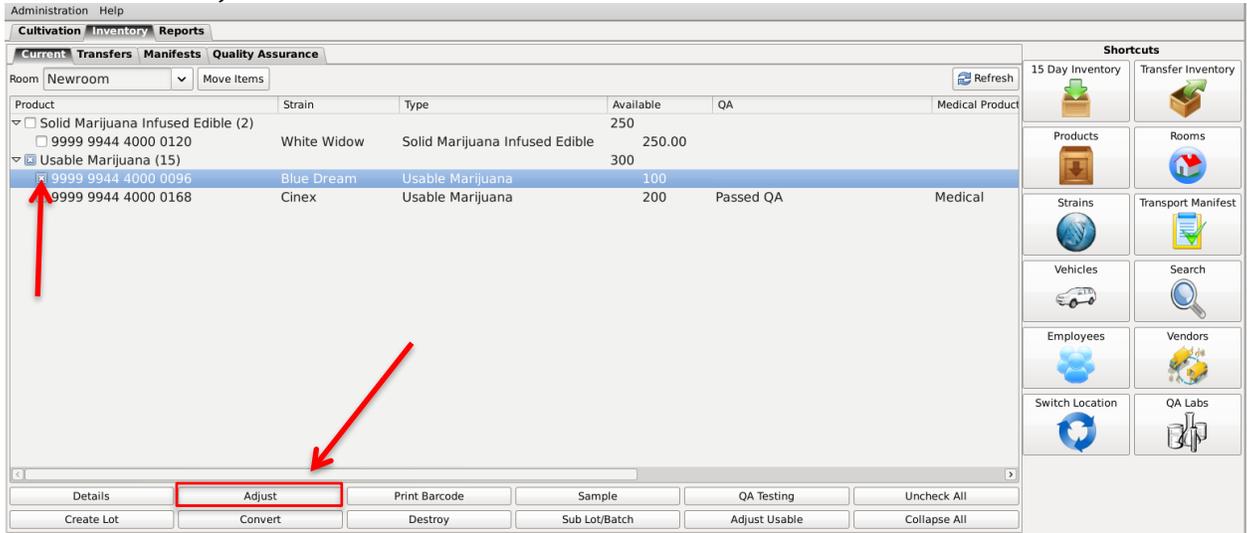
Type	Explanation
Inventory Audit	If after performing an inventory audit you find that actual inventory quantities do not match quantities as reported in the Traceability System, and you are unable to determine an explanation for the difference.
Theft.	If inventory loss is determined to be due to theft.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

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

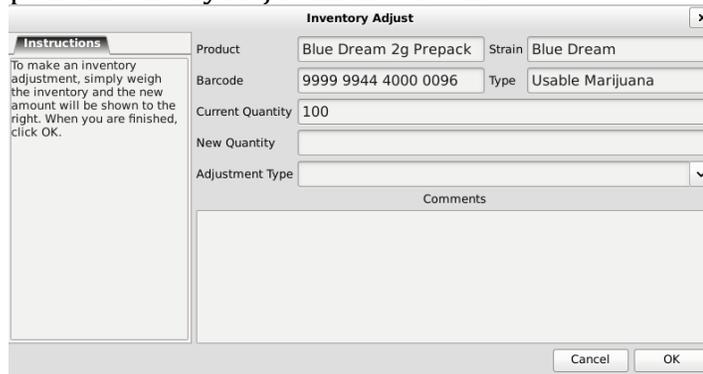
### Accessing the Inventory Adjustment Screen



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



- This will bring up the Inventory Adjustment screen.

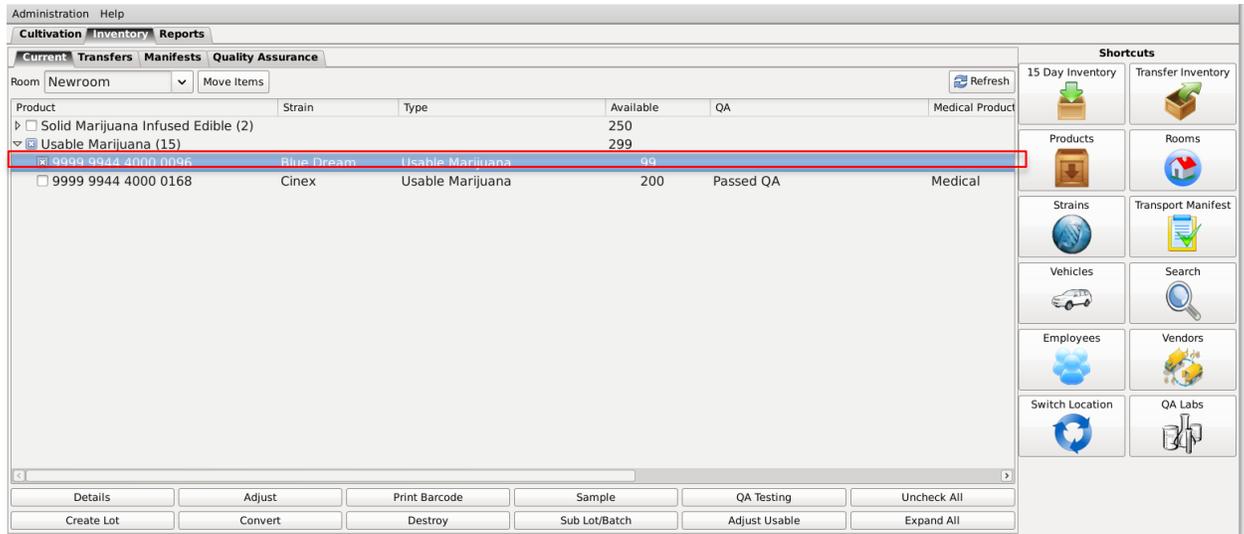


- From the Inventory Adjustment screen,
  - Enter the New Quantity (current actual quantity that needs to be reflected in the Traceability System), and
  - Select the Adjustment Type via the drop down.

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



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



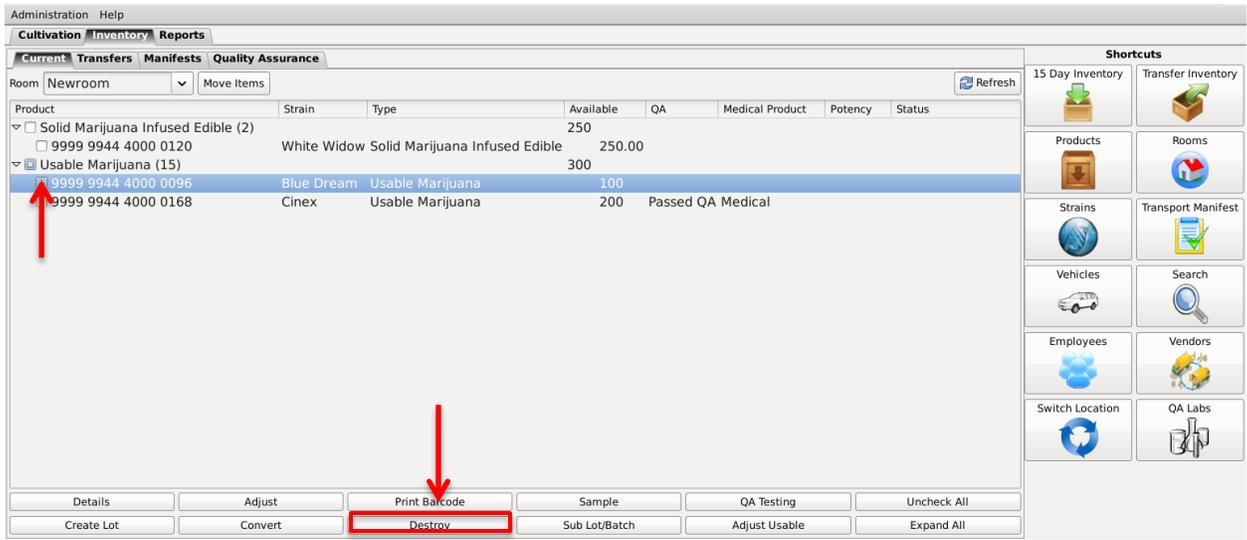
## Schedule Inventory Destruction

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

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.

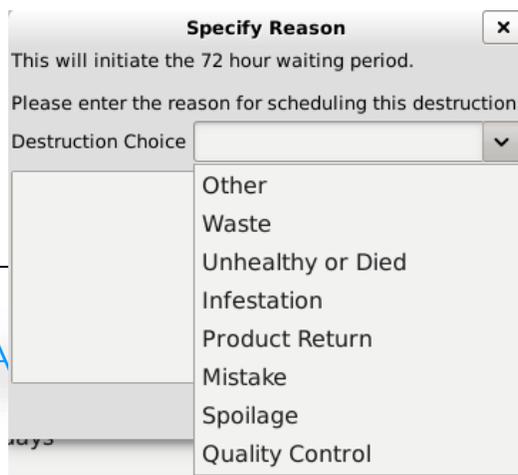


## Method 2

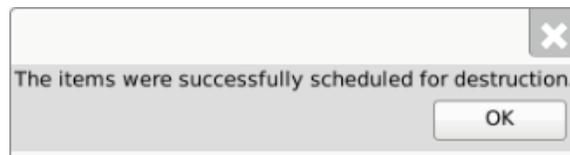
- Bring up the to-be-destroyed item's Inventory Details screen, either by selecting the item within its room or by using the Inventory Lookup function.
- Click on "Destroy".



- Regardless of which method you use to click "Destroy", a pop-up window appears wherein you type the reason the item is being destroyed.



- Click “OK” when completed.
- Another pop-up window appears notifying you that the Traceability System has accepted the scheduled destruction.



- Note that the inventory item’s Status is updated to “Destruction Scheduled for MM/DD/YYYY”.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room Bulk Inventory Move Items Refresh

Strain	Type	Available	QA	Status
		197		
		1324.00g		
		92		
		2859.00g		
		765.00g		
		30		
		499		
		4628.30g		
Blue Dream	Waste	100.00g		
Blue Dream	Waste	500.00g		
Blue Dream	Waste	1000.00g		
Blue Dream	Waste	2.00g		
Blue Dream	Waste	987.00g		Destruction Scheduled For 02/20/2014
Blue Dream	Waste	300.00g		
	Waste	1.30g		

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

Details Adjust Print Barcode Sample QA Testing

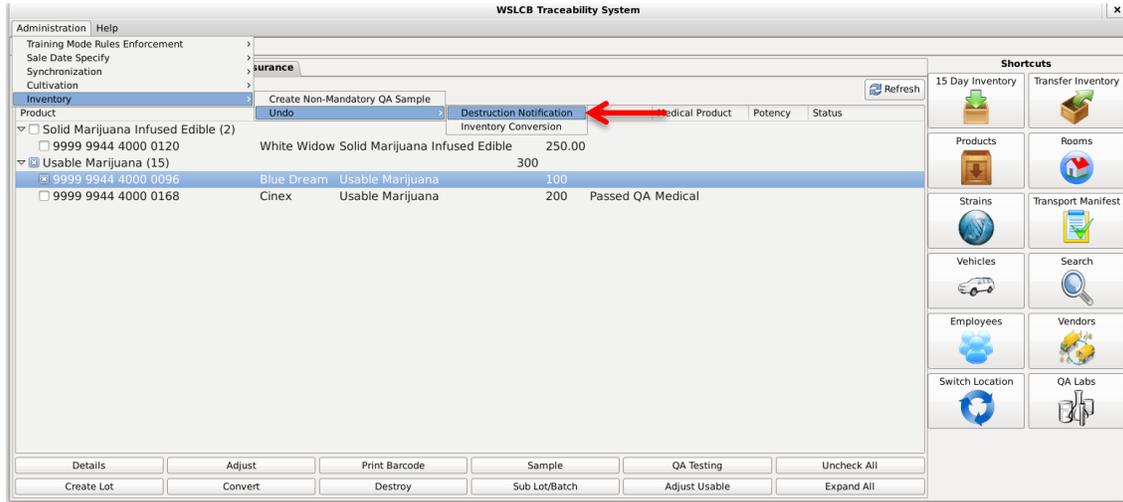
Create Lot Convert Destroy Sub Lot/Batch Expand All

## Undo Destruction Notification

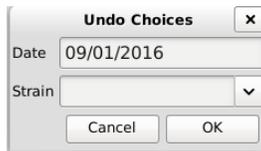


An “Administrator” user may remove the “Destruction Scheduled” status of an inventory item should it be necessary (e.g., the destruction action was committed to an incorrect item).

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

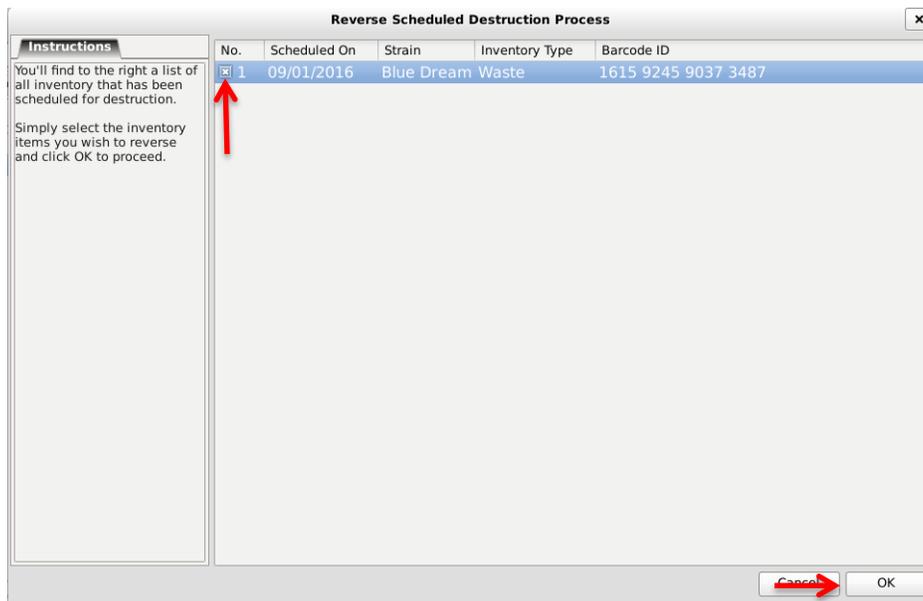


- The following pop-up window appears.



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

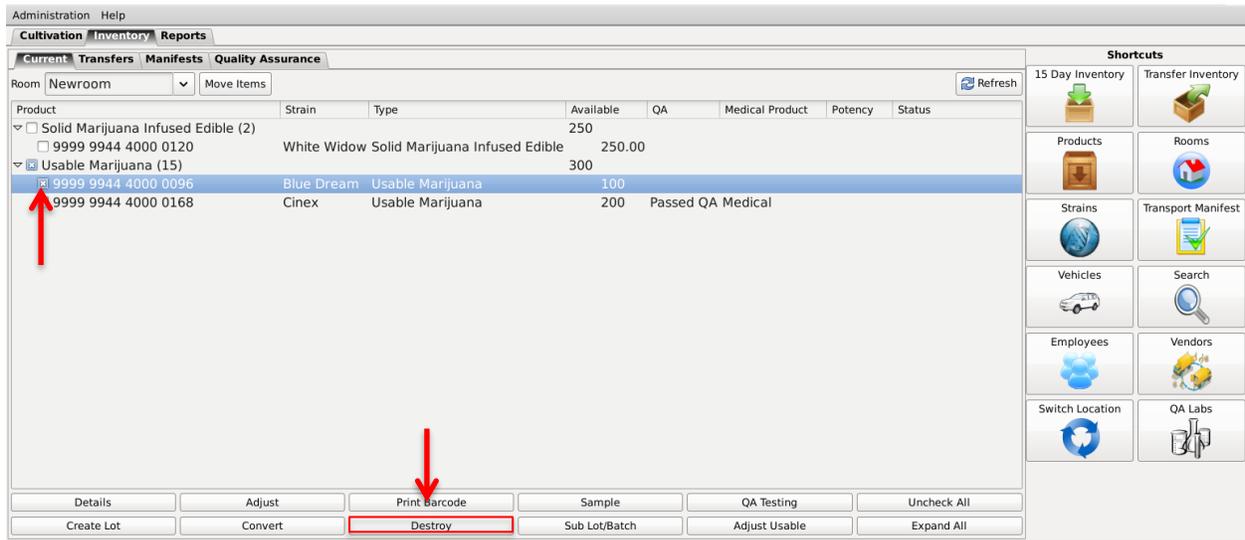
There are two methods through which you may click a "Destroy" button for inventory.

### 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.

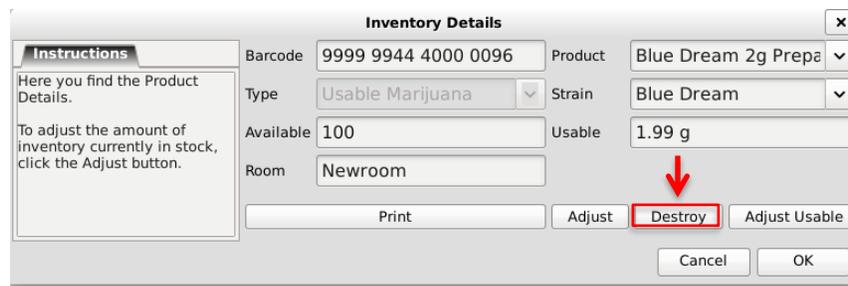


- Click on the “Destroy” button at the bottom of the screen.

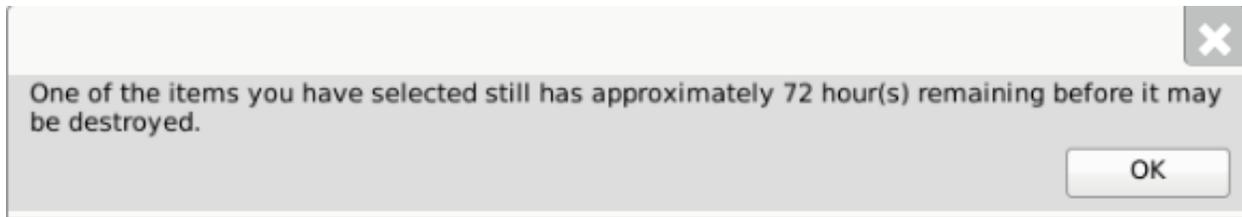


## Method 2

- 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”.



- 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.



**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.**