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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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.



Administration Help							
Invertery Custome	ers Reports						
Current Sales Tra	ansfers Manifests Q	uality Assurance				Shor	tcuts
Room Bulk Inventor	y 🗸 Move Items]			😂 Refresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA Status		
						Products	Rooms
						Strains	Transport Manifest
						Vehicles	Search
						600	
						Employees	Vendors
						8	<u></u>
					>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing		0	RP
Create Lot	Convert	Destroy	Sub Lot/Batch		Expand All		

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

Administration He	elp							
Cultivation	Reports							
Users	Add New User	lity Accurance					Shor	tcuts
Current Sales	Modify user	Anty Assurance					15 Day Inventory	Transfer Inventory
Room Bulk Inver	ntory V Move Ite	ms				Sefresh		
Product		Strain	Туре	Available	QA	Status		
							Products	Rooms
							Strains	Transport Manifest
							Vehicles	Search
							600	
			•				Employees	Vendors
							8	
						>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing			0	RP
Create Lot	Convert	Destroy	Sub Lot/Batch]		Expand All		

• This will bring up the New User screen.

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



• Click on the "OK" button when complete.

Modifying an Existing user

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

Administration Help							
Invertory Custome	ers Reports						
Current Sales Tra	ansfers Manifests Q	uality Assurance				Shor	tcuts
Room Bulk Inventory	y v Move Items				Stresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA Status		
						Products	Rooms
						Strains	Transport Manifest
						Vehicles	Search
						600	
						Employees	Vendors
						8	
					>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing		O	BP
Create Lot	Convert	Destroy	Sub Lot/Batch		Expand All		

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



Administration Help								
Cultivation	Reports							
Users	<u>A</u> dd New User	uality Assurance					Shor	tcuts
Room Bulk Inventory	✓ Move Items					😂 Refresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA St	atus		
							Products	Rooms
							Strains	Transport Manifest
							Vehicles	Search
							00	
							Employees	Vendors
							8	
						>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing			0	Rh
Create Lot	Convert	Destroy	Sub Lot/Batch		Expa	and All		

• This will bring up the Modify User screen.

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

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

Instructions	lisers	×	
	03013		
Here you can update users on the system. Passwords	Password	a@biotrackthc.com	
must be at least 10 characters in length and	Confirm	patrick.vo@biotrack	thc.com
include one upper case character, one lower case character and one number.		Administrator	
If a user is created as an		Active	
		Cancel OK	

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



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

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



Add a New Employee

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

		×
Instructions	Existing Employees	~
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	Employee ID	Alex Krochmal
To modify on Evicitor	Birthdate (MM/DD/YYYY)	Michael Anderson
Employees, select the	Hire Date	Anthony
Exisiting Employee from 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.		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 click Save	Clear Save	Delete

- 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 🗸
To create a new 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
To modify an Exisitng Employees, select the Exisitng Employee from	Hire Date	12/20/2013
the drop down, modify the desired fields and then click Save	Clear Save	Delete
	X	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 Exisitng Employee from	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.

		×
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

Administration Help								
Inventory Custome	rs Reports							
Curre Sales Tra	nsfers Manifests Q	uality Assurance					Shor	tcuts
Room Bulk Inventory	/ V Move Items	3				S Refresh	15 Day Inventory	Transfer Inventory
Product		Strain	Туре	Available	QA St	atus	—	
							Products	Rooms
								()
							Strains	Transport Manifest
							Vehicles	Search
							600	
							Employees	Vendors
							8	<u></u>
						>	Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing]		O	B
Create Lot	Convert	Destroy	Sub Lot/Batch]	Expa	and All		- 0

• 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 #	
	Clear Save	Delete
		Close

Add a New Vehicle

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

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

Modifying an Existing Vehicle

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

		×
Instructions	Existing Vehicles	
To create a new vehicle, simply click New. Then give	Nickname	Van 1
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.	Маке	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.

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

		×
Instructions	Existing Vehicles	~
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	Truck 1 Van 2
the vehicle. Click Save when you have finished.	Make	Company 1
	Model	Clunker
	Year	
	Plate #	
	VIN #	
	Clear Save	Delete
		Close

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

		×
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 #	BCDEF1XY1LKQ11111
	Clear Save	Delete
		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

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 yo Vendors drop down and the	ur Vendor List select the V n click on Delete.	endor from the Exisitir	ng				
Existing Vendors			~				
Name							
Address 1	Address 2						
City	State	Zip					
Phone	Fax						
Email	Website						
License Number	Contact						
Preferred Vendor	List Type	Producer Tier 1	~				
Clear			elete				
		Clos	se				

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 t	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					V		
Name	420Steenhout Proc	iProc (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	er Tier 1	~		
Clear				De	elete		
				Clos	e		

• 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.

r			×				
Instructions							
To add a Vendor to your Vendo	To add a Vendor to your Vendors List, click on Vendor List.						
To Delete a Vendor from your Vendor List select the Vendor from the Exisiting Vendors drop down and then click on Delete.							
Existing Vendors			~				
Name							
Address 1	Address 2						
City	State	Zip					
Phone	Fax						
Email	Website						
License Number	Contact						
Preferred Vendor Lis	st Type	Produce	r Tier 1 🗸 🗸				
Clear			Delete				
•			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.



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



	•		×
Vendor	Search Clear	View	N All

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

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

				E
Trade Name	License Type	Address	City	Z
420Anderson ProdProc	Producer + Processor	1029 E Wishkah St	Aberdeen	91
🕂 😡 🖓 🖓 🖓 🖓	Retailer	112 E Wishkah St	Aberdeen	91
420Angell ProdProc	Producer + Processor	12026 NE 85th St	Kirkland	
🕂 📿 0Angell Retail	Retailer	117 Kirkland Ave	Kirkland	91
420Byron ProdProc	Producer + Processor	316 SE 123rd Ave	Vancouver	91
420Byron Retail	Retailer	3021 NE 72nd Dr	Vancouver	91
420Cox ProdProc	Producer + Processor	372 Roy St	Seattle	91
420Cox Retail	Retailer	2800 1st Ave	Seattle	91
420Farley ProdProc	Producer + Processor	3801 Yakima Ave	Tacoma	91
420Farley Retail	Retailer	757 S 38th St	Tacoma	91
420Frisch ProdProc	Producer + Processor	4418 6th Ave SE	Lacey	91
420Frisch Retail	Retailer	5580 Martin Way E	Lacey	91
420Gabbard ProdProc	Producer + Processor	1618 E Main	Puyallup	91
420Gabbard Retail	Retailer	12702 Meridian E	Puyallup	91
420Goodman ProdProc	Producer + Processor	1540 Cooper Point Rd	Olympia	91
420Goodman ProdProc	Retailer	218 4th Ave W	Olympia	91
420Halstrom ProdProc	Producer + Processor	2303 N Ash St	Spokane	9
420Halstrom Retail	Retailer	1730 E Sprague Ave	Spokane	9!
420Hanson ProdProc	Producer + Processor	7009 265th St NW	Stanwood	91
420Hanson Retail	Retailer	521 S 2nd St	Mount Vernon	91
420Henry ProdProc	Producer + Processor	7520 W Clearwater	Kennewick	9!
420Henry Retail	Retailer	320 N Kellogg St	Kennewick	9
<				>
			Cancel OK	_

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

						E
Instructions	Vendor 420			Search	Clear	View Al
fou'll find a list of your	Trade Name	License Type	Address	City	Zip	
To add additional Wendon, the second	420Angel ProdProc 420Angel ProdProc	Producer + Processor Producer + Processor	1029 E Wishkah St 12026 NE 85th St	Aberdeen Kirkland	98520	3

- 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, cl	ick on Vendo	r List.	
To Delete a Vendo Vendors drop dow	r from your Vendor Lis n and then click on De	st select the ' elete.	Vendor from	the exisiting
Existing Vendors				~
Name	420Anderson Pro	dProc (Pro	ducer + F	rocessor)
Address 1	420Angell ProdPr	oc (Produc	er + Proc	essor)
City		State	Zip	
Phone		Fax		
Email		Website		
License Number		Contact		
Preferr	ed Vendor List	Туре	Produce	r 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						
Curre Sales Tra	Curren Sales Transfers Manifests Quality Assurance Shortcuts						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
							<u></u>
					>	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	o your Vendors List, enter	their infor	mation to the rig	ght.			
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	I	Fax					
Email		Website					
License Number		Contact					
		Туре	Combination	1	•		
Clear Save				Del	ete		
				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					Ŀ
Instructions							
To add a Vendor t	o your Vendors List, ente	r their infor	matio	n to t	he righ	t.	
To Delete a Vendo Vendors drop dow	or from your Vendor List : n and then click on Dele	select the V te.	endor	from	the Ex	isiting	
Existing Vendors							
Name	BioTrackTHC Vendo	r					
Address 1	123 4th ST	Address 2					
City	City	State	ST	Zip	1234	5	
Phone	555555555	Fax					
Email	Email@email.com	Website					
License Number	123456	Contact					
		Туре	Com	bina	ation		
Clear Save						De	e
						Close	

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.

Vendors							
Instructions	Instructions						
To add a Vendor t	o your Vendors List, ente	r their infor	mation 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 (Pr	oducer #	555555)	~			
Name	Training Vendor (Pr	oducer #	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: 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.

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

Creating a New Inventory Room

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

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

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



Admir	nistration Help							
Inve	ntory Customers	Reports						
Cur	rent Sales Trans	fers Manifests	Quality Assurance				Sho	rtcuts
Room	Bulk Inventory	✓ Move Ite	ms			S Refre	sh 15 Day Inventory	Transfer Inventory
Produ	Bulk Inventory		Strain	Туре	Available	QA Statu	; 📫	
	Quarantine						Products	Rooms
	Safe		•					
							Strains	Transport Manifest
							Vehicles	Search
							600	
							Employees	Vendors
							8	
							Switch Location	QA Labs
								ah
	Details	Adjust	Print Barcode	Sample	QA Testing			ાયાષ્ટ
	Create Lot	Convert	Destroy	Sub Lot/Batch		Expand All		

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

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

Modifying an Existing Inventory Room

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

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



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

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

- 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 the right. Then click Save.	Name	New Room
	Ouarantine	Quarantine
		Safe
	Clear Save	ToBeDeleted
		Close

Admir	nistration Help							
Inve	ntory Customers	Reports						
Cur	Current Sales Transfers Manifests Quality Assurance							tcuts
Room	Bulk Inventory	✓ Move Items]			Sefresh	15 Day Inventory	Transfer Inventory
Produ	Bulk Inventory		Strain	Туре	Available	QA Status		V V V
	New Room						Products	Rooms
	Quarantine							
	Safe							
	ToBeDeleted						Strains	Transport Manifest
							Vehicles	Search
							00	
							Employees	Vendors
							8	
							Switch Location	QA Labs
						>	C	ah
	Details	Adjust	Print Barcode	Sample	QA Testing			ાના
	Create Lot	Convert	Destroy	Sub Lot/Batch)	Expand All		



Deleting an Inventory Room

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

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

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

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

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

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

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

n	Туре			×,	us
		nstructions	Existing Dooms	ToRoDolotos	
There is the roor	s still invent m.	ory remaining in the	e selected room. You mu	st first move it before	e you remove
					ОК
				Delete	
				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 drop down in alphabetical order.

Washington State	rd Logout							
				WSLCB Traceability System				×
Administration Help								
Inventory Customers Report	5							
Current Sales Transfers Ma	anifests Quality Assurance						Sho	rtcuts
Room Bulk Inventory 🗸	Move Items					🔁 Refresh	15 Day Inventory	Transfer Inventory
Produ Bulk Inventory	Strain Type	Available	QA Status				- <u> </u>	
1 Back Stock Retail								
2 Sales Floor Retail	Blue Dream Usable Marijua	na 5	Passed QA				Products	Rooms
3 Samples Retail	Mixed Marijuana Mix	5 Infuced 5	Paccod OA					
4 Sniff Jars Retail	Mixeu Marijuaria Mix	iniuseu J	Fasseu QA					
5 Returns 1 Retail							Strains	Transport Manifest
6 Returns 2 Retail								
7 Quarantine Retail	K							
							Vehicles	Search
							00	
							Employees	Vendors
							Switch Location	QA Labs
Details	Adjust	Pri	nt Barcode	Sample	QA Testing	Uncheck All		
Create Lot			Destroy	Sub Lot/Batch	Adjust Usable	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.





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;

Details Adjust Pref Barcode Sample OA Testing Uncheck All Details Adjust Pref Barcode Sample OA Testing Uncheck All	Administration Help							
Control State See Control Cont	Inventory Customers Reports							
Been Bulk Inventory ✓ Move Items Image Interfer Product Strain Type Available QA Status Usable Margiana (7) S Image Interfer Image Interfer Image Interfer Sorting Sorting Product Number (7) Strains Product Number (7) Product Number	Current Sales Transfers Man	nifests Quality Assurance					Shor	tcuts
C Usable Marijuana (/) 5 > Marijuana Mix Infused (1) 5 Stains Image: Adjust infused (1) Stains Image: Adjust infused (1) Stains Image: Adjust infused (1) Details Adjust infused Details Adjust infused Oreste Ust Convert	Room Bulk Inventory	Move Items Strain Type	Available QA Status			2 Refresh	15 Day Inventory	Transfer Inventory
> Marijuana Mix Infused (1) S P Marijuana Mix Infused (1) S Strains Transport Manifest Vehicles Image: Comparison of the strain o	🕨 🗖 Usable Marijuana (7)							
Stains Tansport Marifes Velicies Search Velicies Search Switch Location OA Labs Switch Location OA Labs Details Adjust Print Barcode Sample OA Testing Uncheck All Create Lot Convrit Destroy	▶ 🗆 Marijuana Mix Infused (1)		5				Products	Rooms
Velicles Search Image: Search Image: Search Image: Search							Strains	Transport Manifest
Details Adjust Print Barcode Sample OA Testing Uncheck All Create Lot Convrit Destroy Sub Lot@Batch Adjust Expand All							Vehicles	Search
Employees Verdors Switch Location OA Labs Switch Location OA Labs Details Adjust Print Barcode Sample OA Testing Uncheck All Create Lot Convert Destroy Sub Lot@Batch							600	
Details Adjust Print Barcode Sample QA Labs Create Lot Convort Destroy Sub Lot@Batch Adjust Expand All							Employees	Vendors
Details Adjust Print Barcode Sample OA Testing Uncheck All Create Lot Convort Destroy Sub Lot/Batch Adjust losable Expand All							Switch Location	QA Labs
Details Adjust Print Barcode Sample QA Testing Uncheck All Create Lot Convert Destroy Sub Lot/Batch Adjust Usable Expand All		/						
Create Lot Convert Destroy Sub Lot/Batch Adjust Usable Expand All	Details	Adjust	Print Barcode	Sample	QA Testing	Uncheck All		
	Create Lot	Convert		Sub Lot/Batch	Adjust Usable	Expand All		



• 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.

Intercenter Reports Corrontal Sales Transfers Manifestis Quality Assurance Image: Control of Sales	Short 15 Day Inventory Products:	tcuts Transfer Inventory
Image: Status Status Image: Sta	Short 15 Day Inventory Products	tcuts Transfer Inventory
Room Bulk Inventory ▼ Move Items Image: Constraint of the second secon	15 Day Inventory	Transfer Inventory
Product Strain Type Available QA Status • ■ Usable Marijuana (7) 5 5 b ■ Marijuana Mix Infused (1) 5	Products	Rooms
Marijuana Mix Infused (1) 5	Products	Rooms
	Strains	Transport Manifest
	Vehicles	Search
	Employees	Vendors
Swi	Switch Location	QA Labs
Details Adjust Print Barcode Sample QA Testing Uncheck All		
Create Lot Convert Destroy Sub Lot/Batch Adjust Usable Expand All		





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							
Inventory Customers Reports							
Current Sales Transfers Mani	fests Quality Assurance					Shor	tcuts
Room Bulk Inventory 🗸 Mo	ove Items				😂 Refresh	15 Day Inventory	Transfer Inventory
Product	Strain Type	Available QA Status			1		S
Marijuana Mix Infused (1)		5				Vehicles Employees Switch Location	Rooms Transport Manifest Search Vendors Vendors OA Labs
Details	Adjust	Print Barcode	Sample	QA Testing	Uncheck All		
			Sub Lot/Batch	Adjust Usable	Expand All		



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.

Administration Help							
Inventory Customers	Reports						
Current Sales Transf	fers Manifests					Shor	tcuts
Room Bulk nventc - N	love Items				🔁 Refresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available	Status			\$
Solid Marijuana Infuse	ed Edible (1)		49			Products	Rooms
			50				۲
						Strains	Transport Manifest
						Vehicles	Search
						600	
						Employees	Vendors
						- 8	
Details	Adjust	Print Barcode	Sample			Switch Location	
Create Lot	Convert	Destroy	Sub Lot/Bate	ch	Expand All	V	

• The following pop-up appears:







Inbound Shipment

To receive an inbound shipment,

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



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

		Inbound Shipme	ents		×
Instructions	The following ships	nents are currently inbound,	please se	elect one to	proceed:
You can see a list of any	Departure Date Manifest ID		Items	Status	Company
shipments that can currently be accepted on your licensed premesis. Select one and click OK to	☑ 02/23/2016	0577 1722 4268 2439	2		Gregs Producer Processor
begin the process of transferring ownership of the inventory to your license.					
					Cancel OK

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


				Inv	entory Transfer for Manife	st ID: 0577 17	22 4268 2439	1		×
Instructions	Gregs Produce	r Processor								
To complete the inventory	No. ID	5	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type	
review all of the items to the	🔲 1 7000 0000	8000 0004 E	Blue Dream	Blue Dream 1G Pre-Pack	Blue Dream 1G Pre-Pac	k 100		Passed QA	A Usable Marijuana	
right and accept only the items physically received.	2 7000 0000	8000 0003 E	Blue Dream	Sample Jar	Sample Jar	1		Passed QA	A Sample Jar	
Once you have entered the quantity, click the Save Item button to proceed.										
Unchecked items or items with a zero (0) quantity will not be received into your inventory.										
	Previous Item S	ave Item				It	em 1 of 2			View QA Results
	Barcode ID	7000 0000 8	3000 0004				Strain	Blue Dre	eam	
	Product	Blue Dream	1G Pre-Pac	k			Inventory Typ	Usable N	Marijuana	
	Description	Blue Dream	1G Pre-Pac	k			Unit Weight	1		
	Quantity Received]			
										Cancel OK

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

					Inve	entory Transfer for Manifes	t ID: 0577 17	22 4268 2439				×
Instructions	Gregs Produce	r Processor										
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 7000 0000	8000 0004	Blue Dream	Blue Dream 1	G Pre-Pack	Blue Dream 1G Pre-Pack	100	100.00	Passed QA	Usable Marijuana		
right and accept only the items physically received.	■ 2 7000 0000	8000 0003	Blue Dream	Sample Jar		Sample Jar	1	1.00	Passed QA	Sample Jar		
Once you have entered the quantity, click the Save Item button to proceed.												
Unchecked items or items with a zero (0) quantity will not be received into your inventory.												
	Previous Item S	ave Item					н	em 2 of 2				View QA Results
	Barcode ID	7000 0000	8000 0003					Strain	Blue Dre	am		
	Product	Sample Jar						Inventory Typ	e Sample J	Jar		
	Description	Sample Jar]				
	Quantity Received	1.00]				
												Cancel OK

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



Inv	entory Cus	tomers	Repor	ts					
	rrent Sales	Transfe	ers M	lanifests 🛾 Qu	ality Assurance				
Roon	Bulk Inve	ntory	~	Move Items					
Pro	luct			Strain	Туре	Avail	able	QA	Status
- C									
	7000 00	00 8000	0003	Blue Dream	n Sample Jar		1.00	Passed QA	
\neg	Usable Ma	rijuana (1)			100			
	7000 00	00 8000	0004	Blue Dream	n 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



<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

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. <u>Be sure to verify that the route does not go outside of state lines.</u> 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 (3rd 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

			Trans	port Manifest				×
Instructions				Regular Mar	ifest			
To create a new	Stop 1							
manifest log chose the	Departure	Matt Ret	ail	02 / 23 / 2016	4:13:23 PM	23 🔻	New Sto	p
transporting	Arrival	Matt Producer Proc	essor 🗸	02 / 23 / 2016	4:33:23 PM	23 🔻		
If you do not see the Vendor you are transfering to, the Vendor must be added using the Vendors button	Route	Head north on 6th Ave S Turn left at the 1st cross Turn right onto 4th Ave S Turn left onto S Washingt Turn left at the 1st cross Turn left at the 1st cross These directions are fo outside the State of Wash within the State of Wash	toward S Main St. street onto S Main : on St. street onto 3rd Ave street onto S Main r planning purposes hington; per RCW 69 ington at all times.	St. S. St s only. You may fin 9.50.342 you must	d that the sugge: plan your route	sted route takes you so that you remain	Clear	
found below the	Itom	Strain	Tupo	vilable Status	Broduct			
Manifest button	Trem	Strain	Type Ava	illable Status	Product			
in the Inventory tab.	■ 6665 5544 4	000 0030 Blue Dream	Sample Jar 1.0	0	MR Blue Dr	ream 3.5g Sniff Jar		
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 <u>Transportation</u> <u>Manifest</u> .								
	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.



	Wash	ington Marijuana [.]	Tran	sportation Manifest		Page 1 of 1			
Date:	02/23/2016	License #:		70000004	Bai	code			
Licensee Name:	Matt Retail	Vehicle ID #:		DFD56G4DSG6D4G6DG44					
Licensee Address:	999 main st Seattle, WA 90088	Vehicle Color / Make / Model / License Plate:	2009	9 British Racing Green MINI Coope S CO5280	4045985	536351394			
		Transporter Name:		Carl Sagan					
Licensee Phone:	5555555555	Transporter Date of Birth:		11/04/1934					
Transporter ID:	001	Transporter Signature:							
Stop #1 of 1	(1 Items)								
Destination	icensee Name:	Matt Producer Proce	ssor	Approx. Departure Date/Time:	2/24/201	6 4:32 PM			
Destination	2/24/201	2016 4:42 PM							
Destination Licensee Address: 333 main st Seattle, WA 90067									
Destination	icensee Phone:	555555555555555555555555555555555555555							
* These di Washingto	rections are for plan n; per RCW 69.50.34	ning purposes only. Yo 12 you must plan your i	ou ma route s	y find that the suggested route take so that you remain within the State (s you outside of Washington	the State of at all times.			
		1	Trave	I Route:					
Head north onto S V	on 6th Ave S toward /ashington St. Turn	S Main St. Turn left at the left at the 1st cross stre	he 1st eet on	t cross street onto S Main St. Turn ri to 3rd Ave S. Turn left at the 1st cros	ght onto 4th A s street onto 3	ve S. Turn left S Main St			
Instructions indicate the	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, Item	s 1-1 of 1			Mani	fest ID 404598	35536351394			
#	Batch / Lot ID		Ite	em Description	Shipped	Received			
1 666	5 5544 4000 0030	MR Blue I	Dream	n 3.5g Sniff Jar (Sample Jar)	1.00				
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".

		Inventory Transfer			×
Instructions	The following shipments hav	e been scheduled, please cl	hoose one	e:	
You can see a list of your	Departure Time	Manifest ID	Stops	Item Count	Destination
currently filed manifests to the right. After selecting one you will be able to enter payment information and complete the shipment.	☑ 02/23/2016 4:03 PM	4045 9855 3635 1394	1	1	Matt Producer Processor
					Cancel OK

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

í			Invento	ry Transfer			×			
1	Instructions	Liste	d below are th	e transportatior	items. Please provide	sale information:				
I	To complete the inventory	Matt Producer Processor								
	transfer process simply	Barcode ID: 6665 554	Barcode ID: 6665 5544 4000 0030 (MR Blue Dream 3.5g Sniff Jar (Sample Jar))							
l	Once you have filled out sale	Refund Price	0.00							
	may click OK to complete the inventory transfer process.					Shipment Qu	antity: 1.00			
		Total Sale Price (Calc	ulated Above)	0.00						
l		L				Cancel	ОК			

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.

I'd like to receive a rejected shipment

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

		Shipments Available F	or Retu	urn		×
Instructions	The following shipn	nents have yet to be accepte	d and a	re available for r	eturn, please s	elect one to proceed:
You can see a list of any	Departure Date	Manifest ID	Stop	Company	Item Count	
shipments that can currently	06/17/2015	3303 7682 7230 2808	1	Dan's Place	2	
premesis.	0.06/17/2015	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.						
[<u> </u>						Cancel OK

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

Question		×
There are no return shipments available. However, there are unreceived shipments that have yet	to be accept	ed or rejected.
Would you like to view those now?	Yes	No

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.

I'd like to view unreceived shipments

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 Shipn	nents		(×
Instructions	The following shipn	nents have yet to be accepte	d, but ha	ave not been rejected yet either:		
You can see a list of any	Departure Date	Manifest ID	Stop	Company	Item Coun	t
shipments that have been	06/04/2015	9689 3917 6192 3195		BioTrackTHC ProducerProcessor 1		
sent, but have not yet been received or rejected.	06/04/2015	9999 9999 6000 1363	1	HYDRO LIGHT	7	
	06/24/2015	9999 9999 6000 1364	1		4	
					ОК	

To partially accept or reject items:

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

Washington State	ol Ba	oard Lo	ogout						
				WSLCB	Traceabilit	y System			×
Administration Help									
Cultivation Invent	ory	Reports							<u>\</u>
Current Transfers	Ma	nifests Qual	ity Assuranc	e				Shor	tcut
Start: 06/15/2015	End:	06/25/2015	Refrest					15 Day Inventory	Transfer Inventory
Time	Str	rain	Direction	User	Quantity	Vendor	Price		S 1
06/25/2015 4:56 P 06/24/2015 6:29 P 06/24/2015 6:29 P 06/24/2015 6:29 P 06/24/2015 6:29 P	M Bu M Blu M Blu M Blu	bble Gum ueberry ueberry ueberry ueberry	Inbound Outbound Outbound Outbound	patrick.vo@biotrackthc.com patrick.vo@biotrackthc.com patrick.vo@biotrackthc.com patrick.vo@biotrackthc.com patrick.vo@biotrackthc.com	1.00 5.00 g 2.00 g 2.00 g 2.00 g	G-7 GROW Green Grower Labs Green Grower Labs Green Grower Labs Green Grower Labs	0.00 0.00 0.00 0.00 0.00	Products Extrains Vehicles Extrains	Rooms
Correct Transfer Voi	d Tran	sfer					> Expand All	Employees	Vendors QA Labs

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





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 Shipme	ents			×
The following ship	ments are currently inbound,	please se	elect one to	proceed:	
Departure Date	Manifest ID	Items	Status	Company	
☑ 02/23/2016	1319 0357 7175 2567	3		Matt Producer Processor	
				Cancel	ОК

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

	Inventory Transfer for Manifest ID: 1319 0357 7175 2567										[×
Matt Prod	ucer Processor											
No. ID		Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type				
🔲 1 6665 5	5544 4000 0041	. Blue Dream	Blue Dream 3.5g Flower	⁻ Blue Dream 3.5g Flower	10		Passed QA	Usable Marijuana				
2 6665 5	5544 4000 0040) Blue Dream	Blue Dream 1pk Preroll	Blue Dream 1pk Preroll	10		Passed QA	Usable Marijuana				
3 6665 5	5544 4000 0039	Blue Dream	Blue Dream 1g Flower	Blue Dream 1g Flower	10		Passed QA	Usable Marijuana				
											(_
Previous Iter	n Save Item				l'	tem 1 of 3					View QA Resul	its
Barcode ID	6665 5544	4000 0041				Strain	Blue Dr	eam				
Product	Blue Drea	m 3.5g Flowe	r			Inventory Ty	pe Usable	Marijuana				
Description	Blue Drea	m 3 5a Flowe	r			Unit Weight	3.6					5
	Blac Break	in biogriotic				,,,,,,	5.0					
Quantity Rece	lived											
										Can	cel OK	

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 Produc	er Processor							
No. ID		Strain	Product		Description		Qty Shipped	Qty Received
■ 1 6665 55	44 4000 0041	Blue Dream	Blue Dream	3.5g Flower	Blue Dream	3.5g Flower	10	8.00
🖾 2 6665 55	44 4000 0040	Blue Dream	Blue Dream	1pk Preroll	Blue Dream	1pk Preroll	10	8.00
☑ 3 6665 55	44 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 Drear	n 3.5g Flowei	-					Inventory Ty
Description	Blue Drear	n 3.5g Flowei						Unit Weight
Quantity Receiv	ed 8.00	<u> </u>						

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 Tra	nsfer Receipt Confirm	nation			×				
Please confirm that: 0 item(Please confirm that: 0 item(s) will be fully accepted, 3 item(s) will be partially accepted, 0 item(s) will be rejecte									
3 out of 3 item(s) will be partially accepted:										
ID #	Inventory Type	Status	Shipped	Received	Qty Not Accept	ed				
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					
				Can	cel OK					

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.



ents are currently inbound, 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	please sel Items 4 2 2 1 2 1 1	ect one to p Status Return Return Return	roceed: Company LCB Davison Processor LCB Davison Processor LCB Davison Processor LCB Davison Processor LCB Davison Processor LCB Davison Processor	
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	Items 4 2 2 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Status Return Return Return	Company LCB Davison Processor LCB Davison Processor LCB Davison Processor LCB Davison Processor LCB Davison Processor LCB Davison Processor	
	1	Return	LCB Davison Processor	
				Cancel

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 X									
LCB Davisor	n Retailer									
No. ID		Strain	Description	Qty Shipp	ed Qty A	ccepted	Original Price	New Price	Inventory Type	
■ 1 1230 00	12 7000 021	1 Awsome Bud	Usable Marijuana	200.00	175.0		1000.00	875.00	Usable Marijuana	a
2 1230 00	12 7000 021	0 Jodi's Stuff	Usable Marijuana	250.00	0.00		1250.00	0.00	Usable Marijuana	a
X7										
Previous Item 1 of 2										
Barcode ID	1230 0012 7	000 0211		Str	ain	Awso	ome Bud			
Description	Usable Marij	uana		Inv	entory Type	[,] Type Usable Marijuana				
Usable	1.00			Qty	Qty Shipped 200.00					
Qty Accepted	175.00			Ori	Original Price 1000.00					
								* S	uggested new price is	875.00
Qty Returned	25.00			Ne	w Price	875.	00			
	* This item was	partially accepted	. Upon return, a new s	ub-lot will	be generat	ed.				
									Cancel	ОК

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



		Partial Returns				×			
Instructions	The following returned products have received new ID numbers and must be re-labled with the new ID number:								
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								
					ОК	:			

To view QA results on Inventory Transfer Manifest:

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

Administration Help							
Cultivation Inventory Reports							
Current Transfers Manifests	Quality Assurance					Shor	tcuts
Room Bulk Inventory	Ave Items Type Available QA Status 3932.00g				🛃 Refresh	15 Day Inventory	Transfer Inventory
▷ □ Other Material (4)▷ □ Waste (21)	11700.00g 2175.00g					Products	Rooms
						Strains	Transport Manifest
						Vehicles	Search
						Employees	Vendors
						Switch Location	QA Labs
Details	Adjust	Print Barcode	Sample	QA Testing	Uncheck All		
Create Lot	Convert	Destroy	Sub Lot/Batch	Adjust Usable	Expand All		



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

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

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

		Inbound Shipme	nts			×
Instructions	The following shipn	nents are currently inbound, p	olease se	lect one to	proceed:	
You can see a list of any	Departure Date	Manifest ID	Items	Status	Company	
shipments that can currently	04/21/2014	7947 0376 6788 0205	2		G-7 GROW	
premesis.	06/25/2014	8079 6611 6942 0460	1		GREEN VETERAN	_
Select one and click OK to begin the process of transferring ownership of the inventory to your license.	08/25/2014	9987 4987 5073 7279	1		TRICHOMETECHNOLOGIES	
					Cancel OK	



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

			Inventory Tr	ansfer for Manifest ID: 6	947 4042 7388 0932					×
Instructions	AshTek									
To complete the inventory	No. ID	Strain	Product	Description	Qty Shipped Qty Receiv	ved QA Status	Inventory Type			
review all of the items to the	1 9000 008	0 8000 0190 Chewb	acca Usable Mariji	iana Usable Marijuana	95	Passed QA	Usable Marijuana			
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.										
	Previous Item	Save Item			Item 1 of 1				View	w QA Results
	Barcode ID	9000 0080 8000 0	190		Strain	Chewbacca			_	
	Product	Usable Marijuana			Inventory Type	Usable Mariju	iana			
	Description	Usable Marijuana			Unit Weight	1.052631578	94737			
	Quantity Received									
								(Cancel	ОК

5. The 'QA Test Results' screen displays.

r	QA Test Resul	ts	×					
Instructions	Historical testing data can be found below:							
You can review the test	Moisture Content Potency Analysis	Foreign Matter Inspection	Microbiological Screening					
results to the right.	Moisture Content 10 Result: Pass (<= 15)	• 	%					
			Close					

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	Туре	Available	QA	Medical Product	Potency	Status
			2				
7285 5330 2119 0367	Blackberry Kush	Marijuana Extract for Inhalation	1	Educational Sample			
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.

Current Sales Transfers	Manifests Qual	ity Assurance						
Room Newroom	Move Items							2 Refresh
Product		Strain	Туре	Available	QA	Medical Product	Potency	Status
🗢 🖬 Usable Marijuana (6)				2				
🔳 6991 7604 1276 516	59 .	AK-47	Usable Marijuana	1.00	Educational Sampl	e		
2933 2973 8360 79:	. 19	AK-47	Usable Marijuana	1	Vendor Sample			
Details	Adjust		Print Barcode		Sample	QA Testing		Uncheck All
Create Lot	Convert		Destroy	S	ub Lot/Batch	Adjust Usable		Expand All

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			×
Instructions	Product	AK-47 1G - AK-47 - Usable	Strain	AK-47	
the product that is being sampled.	Barcode	6991 7604 1276 5169	Туре	Usable Marijuana	
	Sample Quantity	1			
	Employee	John Doe			~
		Clear			
				Cancel OK	

Click the 'OK' button.

	Confirm	×
Please review yo	our data before proceed	ling.
🐰 Cancel	🦪 Procee	d

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

			×
Administration Help			
Inventory Customers Reports			
Lookun L Go Clear			
Quality Sales Price			
/			
L			
Subtotal 0.00			
Inventory Types	Product Strain	Remaining	
Brownies	Light Brownie Northern Lights	5 495 🚽	
CO2 Hash Oil			
Cookies			
Default Category			
Drinks			
Liquid Marijuana Infused Edible			
Liquids			
Marijuana Infused Topicals			
Solid Marijuana Infused Edible			

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



		×
Instructions	Quantity	2
Please enter the quantity and the sales price INCLUDING	Price	24
excise tax but NOT including any additional taxes.		
	Cancel	ок

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

Administration Help		
Inventory Customers Reports		
Lookup Go Clear		
C Item Quantity Sales Price		
Light Brownie 2 24.00		
8		
C		
Subtotal \$24.00		
Inventory Types 🗸 🗸	Product Strain	Remaining
Brownies	Cookie	49
CO2 Hash Oil		
Default Category		
Drinks		
Edibles		
Liquid Marijuana Infused Edible		
Liquids		
Marijuana Infused Topicals		
Solid Marijuana Infused Edible		
<u></u>		

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 M	anifests	Quality Assura	nce				
Room Sales Floor	✓ M	love Items					Refresh
Product		St	train	Туре		Medical Product	QA
🗢 🗆 Solid Marijuana In	fused Ed	ible (2)					
9999 9944 4000	0281	Ci	nex	Solid Ma	arijuana Infused Edible		
👻 🔲 Usable Marijuana	(13)						
9999 9944 4000	0168	Ci	nex	Usable	Marijuana	Medical (General Use	Passed QA
							>
Details		Adjust	Print Barcod	e	Sample	QA Testing	Uncheck All
Create Lot		Convert	Destroy		Sub Lot/Batch	Adjust Usable	Collapse All

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"



	WSLCB Traceability	System		×
Administration Help				
Inventory Customers Reports				
Lookup Clear				
Item Quantity Sales Priv	P			
	-			
8				
\$				
Subtotal 0.00 Patient ID Current Custom	er Becreational Customer			
	thereadonal customer			
Inventory Types V	Product	Strain	Remaining Medical	
Default Category				
Liquid Marijuana Infused Edible				
Marijuana Extract for Innalation				
Marijuana Mix Infused				
Solid Marijuana Infused Edible				
Usable Marijuana				

• The patient ID Lookup window appears:

Patie	nt ID Lookup	×
Patient Card ID		
Caregiver Card ID		
	Cancel	ОК

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

Patient ID Lookup					
Patient Card ID 1234561234561234					
Caregiver Card ID					
	Cancel	OK			
	/ 110		_		

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.



				WSLCB Tra	ceability System		×
Administration He	lp						
Inventory Court	antera Re	ports					
Lookup	Go	Clear					
🖰 Item	_	Quantity Sales	Price				
8							
<u> </u>							
-							
Subtotal 0.00	Patien	t ID Current Cust	Iomer: 1234361234361	Z34 Clear			
Inventory Types			v Product		Strain	Remaining Medical	
Default Category							
Liquid Marijuana	Infused I	Edible					
Marijuana Extra	t for Inha	alation					
Marijuana Mix In	fused						
Solid Marijuana I	Infused Er	dible					
Usable Marijuan	а						

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

WSLC8 Traceability System							
Administration Help							
Inventory Customers Reports							
Lookup Go Clear							
Item Quantity Sales P	rice						
8							
\$							
Subtotal 0.00 Patient ID Current Custo	mer: 1234561234561234 Clear						
	1234301234301234	de se la	B		-		
Inventory Types	Product	Strain	Remaining	Medical	^		
Derault Category	Alona IG	Alona	60	NO			
Liquid Marijuana Infused Edible	Amnesia Haze - 1G	Amnesia Haze	13	No			
Marijuana Extract for Inhalation	Amnesia Haze - 2G	Amnesia Haze	186	No			
Marijuana Mix Infused	Amnesia Haze - 3.5G	Amnesia Haze	88	No			
Solid Marijuana Infused Edible	Amnesia Haze - 7G	Amnesia Haze	35	No			
Usable Marijuana	Appalachian Power 1G	Appalachian Power	59	No			
	Apple Jack_4631 1g Flower Pre-Roll	Apple Jack	22	No			
	Black Russian_3824 1g Flower Pre-Roll	Black Russian	42	No			
	Blue Dream - 1G	Blue Dream	16	No			
	Blue Dream - 2G	Blue Dream	118	No			
•	Blue Dream - 3.5G	Blue Dream	88	No			
	Blue Dream - 7G	Blue Dream	25	No			

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

	Quantity	×
Instructions	Quantity	1
Please enter the quantity and the sales price, BEFORE any applicable taxes	Price	25
appreable taxes.	Usable	1 g
	Effective July 1, 2015 e 37% marijuana excise t The 37% marijuana exci taxes are to be calculat These taxes must be co the appropriate governi	nter the sales price excluding the tax. ise tax and state and local sales ted on the sales price. ollected from the buyer and paid to ing body by the due date.
		Cancel OK

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



	WSLCB Traceat	oility System			×
Administration Help					
Inventory Customers Reports					
Lookup Go Clear					
Itom Outputity Salos Br	~				
Ampesia Haze - 1G 1 25 00					
Annesia naze - 10 1 25.00	-				
<u>\$</u>					
Subtotal \$25.00 Patient ID Current Custor	ner: 1234561234561234 Clear				
Inventory Types 🗸	Product	Strain	Remaining	Medical	
Default Category	Aloha 1G	Aloha	60	No	
Liquid Marijuana Infused Edible	Amnesia Haze - 1G	Amnesia Haze			
Marijuana Extract for Inhalation	Amnesia Haze - 2G	Amnesia Haze	186	No	
Marijuana Mix Infused	Amnesia Haze - 3.5G	Amnesia Haze	88	No	
Solid Marijuana Infused Edible	Amnesia Haze - 7G	Amnesia Haze	35	No	
Usable Marijuana	Appalachian Power 1G	Appalachian Power	59	No	
	Apple Jack_4631 1g Flower Pre-Roll	Apple Jack	22	No	
	Black Russian_3824 1g Flower Pre-Roll	Black Russian	42	No	
	Blue Dream - 1G	Blue Dream	16	No	
	Blue Dream - 2G	Blue Dream	118	No	
	Blue Dream - 3.5G	Blue Dream	88	No	
	Blue Dream - 7G	Blue Dream	25	No	

• 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.

Administration Help	
Inventory Customers Rep	orts
Lookup GO	Clear
Contity Quantity	Sales Price
Light Brownie 2	24.00
8	

- "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.

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.

Admir	inistration Help			
Inve	entory Customers Reports			
Cur	rrent Sales Transfers Manifests Quality Assurance	•		
Start:	03/31/2016			
End:	03/31/2016			
Tic	ckets Payments			
Time	e	C	Quantity	Sales Total
▽03	3/31/2016 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	3/31/2016 8:14 AM			20.00
	Blue Dream 1G Pre-Pack - Blue Dream - Usable	Marijuana - 1 grams 1	.00	20.00
₩03	3/31/2016 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
То	otal	3	3	120.00

• Navigate to the Tickets Tab



Administration Help		
Inventory Customers Reports		
Current Sales Transfers Manifests Quality Assurance		
Start: 03/31/2016 Refresh		
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

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 End: 03/31/2016	
Tickets Payments	
Time Qu	uantity 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

• Click on the Correct Ticket button at the bottom

Correct Ticket Void Ticket

• This will bring up the Correct Sale Price window

Correc	t Sale Price	×
Instructions	Reported Amount	20.00
Here you can correct sales prices for the purposes of reporting sales amounts.	Corrected Amount	25.00
amount to the right to		
	Cancel	ОК

• 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.

to the inventory rab and then the Sales rab.		
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	
Tickets Payments	
Time Quantit	/ 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
Navigate to the Tickets Tab.	
Inventory Customers Reports	
Current Sales Transfers Manifests Quality Assurance	
tart: 03/31/2016 28 Refresh	
Tickets Payments	
Time Quantit	/ 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
7 03/31/2016 8:14 AM	20.00
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 grams 1.00	20.00
7 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

• Select the sale you would like to Void

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

• 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 ×
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					
4	Start: 03/31/2016					
E	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					
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 gr	ams 1.00	20.00			
▽ 03/31/2016 8:14 AM 20.00					
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 gr	ams 1.00	20.00			
▽03/31/2016 8:15 AM		60.00			
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 gr	ams 1.00	20.00			
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 gr	ams 1.00	20.00			
Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana - 1 gr	ams 1.00	20.00			
Total	3	120.00			

• Navigate to the Payments Tab.

Administration Help					
Inventory Customers Reports					
Cur	Current Sales Transfers Manifests Quality Assurance				
Start: 03/31/2016 End: 03/31/2016					
∫ Tic	Tickets Payments				
Time Amount					
03/3	03/31/2016 8:14 AM 40.00				
03/3	03/31/2016 8:14 AM 20.00				
03/31/2016 8:15 AM 60.00					
		120.0	00		

• Select the sale you would like to refund



Administration Help					
Inventory Customers Reports					
Current Sales Transfers Manifests Quality Assurance					
Start: 03/31/2016					
End: 03/31/2016					
Tickets Payments	Tickets Payments				
Time	Amou	int			
03/31/2016 8:14 A	M 40.00)			
03/31/2016 8:14 AM 20.00					
03/31/2016 8:15 A	M 60.00)			
	120.0	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 X				
Instructions	Items			
o process a refund, please elect the items the	Product			
customer is returning to the right. If you wish to restock any of the items, please check the box under the heading Restock.	Blue Dream 1G Pre-Pack - Blue Dream - Usable Marijuana -			
The total amount of the refund will appear in the Total box below.				
When you are ready to process the refund, please click OK.				
	Total 20.00			
	Cancel OK			



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

Refund ×					
Instructions	Items				
To process a refund, please		Quantity	Price	Restock	
customer is returning to the)ream - Usable Marijuana - 1 grams	1	20.00	🗷 Yes	
right. If you wish to restock any of the items, please check the box under the heading Restock.)ream - Usable Marijuana - 1 grams	1	20.00	🖾 Yes	
The total amount of the refund will appear in the Total box below.					
When you are ready to process the refund, please click OK.					
	٢				
	Total 20.00			,	
		Can	cel	ОК	

• 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.

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

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

Accessing the Inventory Adjustment Screen


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

Administration Help							
Cultivation Inventory Reports							
Current Transfers Manifests Quality As	surance					Shor	tcuts
Room Newroom 🗸 Move Items					🔁 Refresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available	QA	Medical Product		
 ▽ □ Solid Marijuana Infused Edible (2) □ 9999 9944 4000 0120 ▽ ☑ Usable Marijuana (15) 	White Widow	Solid Marijuana Infused Edible	250 250.00 300			Products	Rooms
9999 9944 4000 0096	Blue Dream	Usable Marijuana	100				
A9999 9944 4000 0168	Cinex	Usable Marijuana	200	Passed QA	Medical	Strains Vehicles Employees	Transport Manifest
C Details Adjus		Print Barcode Sam	ble	OA Testing) Uncheck All	Switch Location	QA Labs
Create Lat		Destroy Sub lat	Patch	Adjust Lisable	Collanse All		
Create Lot Conve		Sub Lot	batul	Aujust Usable	conapse An		

• This will bring up the Inventory Adjustment screen.

	Inventory Adjust			×
Product	Blue Dream 2g Prepack	Strain	Blue Dream	
Barcode	9999 9944 4000 0096	Туре	Usable Marijuana	
Current Quantity	100			
New Quantity				
Adjustment Type				~
	Comment	S		
			Cancel	OK
	Product Barcode Current Quantity New Quantity Adjustment Type	Product Blue Dream 2g Prepack Barcode 9999 9944 4000 0096 Current Quantity 100 New Quantity Adjustment Type Comment	Product Blue Dream 2g Prepack Strain Barcode 9999 9944 4000 0096 Type Current Quantity 100 New Quantity Adjustment Type Comments	Product Blue Dream 2g Prepack Strain Blue Dream Barcode 9999 9944 4000 0096 Type Usable Marijuana Current Quantity 100 New Quantity Adjustment Type Comments

- 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.



		Inventory Adjust			×				
Instructions	Product	Blue Dream 2g Prepack	Strain	Blue Dream					
To make an inventory adjustment, simply weigh	Barcode	9999 9944 4000 0096	Туре	Usable Marijuana					
amount will be shown to the right. When you are finished,	Current Quantity	ent Quantity 100							
click OK.	New Quantity	99							
	Adjustment Type				~				
		Inventory Audit		1					
		Theft	Theft						
		Seizure by Federal, State, Local or Tribal Law Enforcemen							
		Mistake							
		Moisture Loss							
				Cancel OK					

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

		Inventory Adjust			×
Instructions	Product	Blue Dream 2g Prepack	Strain	Blue Dream	
To make an inventory adjustment, simply weigh the inventory and the new	Barcode	9999 9944 4000 0096	Туре	Usable Marijuana	
amount will be shown to the right. When you are finished,	Current Quantity	100			
click OK.	New Quantity	99			
	Adjustment Type	Theft			~
		Comments	5		
	Stolen by emp	bloyee #1234 who has bee	n tern	ninated.	
	PL			Cancel OK	



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

Administration Help							
Cultivation Inventory Re	ports						
Current Transfers Manif	ests Quality Assurance					Shor	tcuts
Room Newroom	✓ Move Items				😂 Refresh	15 Day Inventory	Transfer Inventory
Product	Strain ed Edible (2)	Туре	Available 250	QA	Medical Product		
✓ I Usable Marijuana (15))		299			Products	Rooms
▼ 9999 9944 4000 00	96 Blue Drea	m Usable Marijuana	99				
0 9999 9944 4000 01	68 Cinex	Usable Marijuana	200	Passed QA	Medical		
						Strains	Transport Manifest
						Vehicles	Search
						600	
						Employees	Vendors
						Switch Location	QA Labs
						Q	B
<					>		
Details	Adjust	Print Barcode	Sample	QA Testing	Uncheck All		
Create Lot	Convert	Destroy	Sub Lot/Batch	Adjust Usable	Expand All		

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.



Administration Help										
Cultivation Inventory Reports										
Current Transfers Manifests Quality As	surance								Shor	tcuts
Room Newroom Move Items								2 Refresh	15 Day Inventory	Transfer Inventory
Product	Strain	Туре	Available	QA	Medical Product	Potency	Status			
¬ □ Solid Marijuana Infused Edible (2)			250							
□ 9999 9944 4000 0120	White Widow	Solid Marijuana Infused Edible	250.00)					Products	Rooms
			300							
9999 9944 4000 0096	Blue Dream	Usable Marijuana	100							
99999 9944 4000 0168	Cinex	Usable Marijuana	200	Passed QA	Medical				Strains	Transport Manifest
									Vehicles	Search
									600	
									Employees	Vendors
									8	
									Switch Location	QA Labs
									Q	BP
Details Adjus	t)	Print Barcode	Sample		QA Testing		Unched	k All		
Create Lot Conve	rt 🗌	Destroy	Sub Lot/Batch		Adjust Usable		Expan	d 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".

r		Inventory Details				×
Instructions	Barcode	9999 9944 4000 0096		Product	Blue Dream 2g Prepa	~
Here you find the Product Details.	Туре	Usable Marijuana	\sim	Strain	Blue Dream	~
To adjust the amount of	Available	100		Usable	1.99 g	
click the Adjust button.	Room	Newroom]		
		Print		Adjust	Destroy Adjust Usa	ble
	_			~	Cancel OK	

• 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 Invento	ry Reports						
Current Transfers	Manifests Quality A	ssurance				Shor	tcuts
Room Bulk Inventory	y v Move Items]			Sefresh	15 Day Inventory	Transfer Inventory
✓ Strain	Туре	Available	e QA	Status	<u>_</u>		V
		197 1324.00 92 2859.00)g			Products	Rooms
		765.000	1			Strains	Transport Manifest
		30 499	,		Wet		
		4628.30)g			Vehicles	Search
Blue Dream Blue Dream	Waste Waste	10 50	0.00g 0.00g			600	
Blue Dream	Waste	10	00.00g			Employees	Vendors
Blue Dream Blue Dream	Waste Waste	98	7.00g	Destruction Schedul	led For 02/20/2014	8	*
Blue Dream	Waste	30	0.00g			Switch Location	OA Labs
< Details	Adjust	Print Barcode	Sample	OA Testing		O	
Create Lot	Convert	Destroy	Sub Lot/Batch		Expand All		
Create Lot	Convert	Destroy	Sub LOU/Batch		Expand An		

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".

			WSLCB Traceat	ility System					×
Administration Help									
Training Mode Rules Enforcement	>								
Sale Date Specify	surance							Shor	tcuts
Synchronization	, and the company of							15 Day Inventory	Transfer Inventory
Inventory	Create Nor	-Mandatory OA Sample					2 Refresh	·	
Product	Undo	>	Destruction Notification	Hedical Product	Potency	Status			
		· · · · · · · · · · · · · · · · · · ·	Inventory Conversion						
9999 9944 4000 0120	White Wide	ow Solid Marijuana Inf	used Edible 250.0	0				Products	Rooms
			300						
■ 9999 9944 4000 0096	Blue Drear	n Usable Marijuana	100						U U U
9999 9944 4000 0168	Cinex	Usable Marijuana	200	Passed QA Medical				Strains	Transport Manifest
								Vehicles	Search
								TID	
								00	
								Frankrunne	Mandaan
								Employees	vendors
									100 A
								Switch Location	QA Labs
									حآلم
									0-1
Details Adju	st	Print Barcode	Sample	QA Testing		Uncher	ck All		
Create Lot Conv	ert	Destroy	Sub Lot/Batch	Adjust Usable		Expan	d 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 item(s) for which the scheduled destructions(s) are to be undone.
- Click "OK".



Instructions No. Scheduled On Strain Inventory Type Barcode ID You'll find to the right a list of all inventory that has been scheduled for destruction. Image: Comparison of the com				rse Scheduled I	Destruction Proc	cess	~
You'll find to the right a list of all inventory that has been scheduled for destruction. Simply select the inventory items you wish to reverse and click OK to proceed.	Instructions	No.	Scheduled On	Strain	Inventory Type	Barcode ID	
	ur'll find to the right a list of ll inventory that has been heduled for destruction. imply select the inventory ems you wish to reverse nd click OK to proceed.		09/01/2016	Blue Dream	Waste	1615 9245 9037 3487	

• 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 F	Reports											
Current Transfers Man	nifests	Quality As	surance								Shor	tcuts
Room Newroom	•	Move Items								2 Refresh	15 Day Inventory	Transfer Inventory
Product			Strain	Туре	Available	QA	Medical Product	Potency	Status			
 ▽ Solid Marijuana Infu 9999 9944 4000 0 ▽ ☑ Usable Marijuana (1 □ 0000 0044 4000 0 	used E 0120 15)	dible (2)	White Widow	Solid Marijuana Infused Edil	250 ble 250.0 300	0					Products	Rooms
	0090		Cipox	Usable Marijuana	200	Paccod O	A Modical					
A 3333 3344 4000 (0100		CITIEX		200	rassed Q	A Medical				Strains	Transport Manifest
											Vehicles	Search
											Employees	Vendors
				Ļ							Switch Location	QA Labs
Details		Adjus	t	Print Barcode	Sample		QA Testing		Uncheo	k All		
Create Lot		Conve	rt 🗌	Destroy	Sub Lot/Batch		Adjust Usable		Expan	d All		

<u>Method 2</u>

- 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	9999 9944 4000 0096	Product	Blue Dream 2g Prepa	~					
Here you find the Product Details.	Туре	Usable Marijuana 🗸 🗸	Strain	Blue Dream	~					
To adjust the amount of	Available	100	Usable	1.99 g						
click the Adjust button.	Room	Newroom]	•						
		Print	Adjust	Destroy Adjust Usa	ble					
				Cancel OK						

- 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 to be destroyed.	efore it may
	ОК

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

