Volume

7

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

BIOTRACKTHC®

LICENSEE MANUAL
RETAILER

BIO-TECH MEDICAL SOFTWARE, INC.

BioTrackTHC Traceability System
Licensee Manual - Retailer

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Chapter 1: User Access

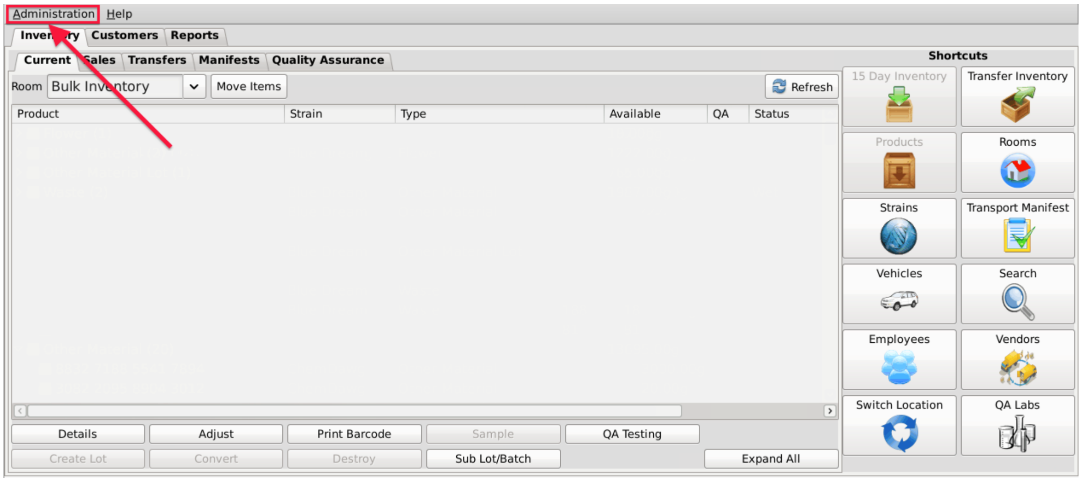
In this chapter, you will learn how to:

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

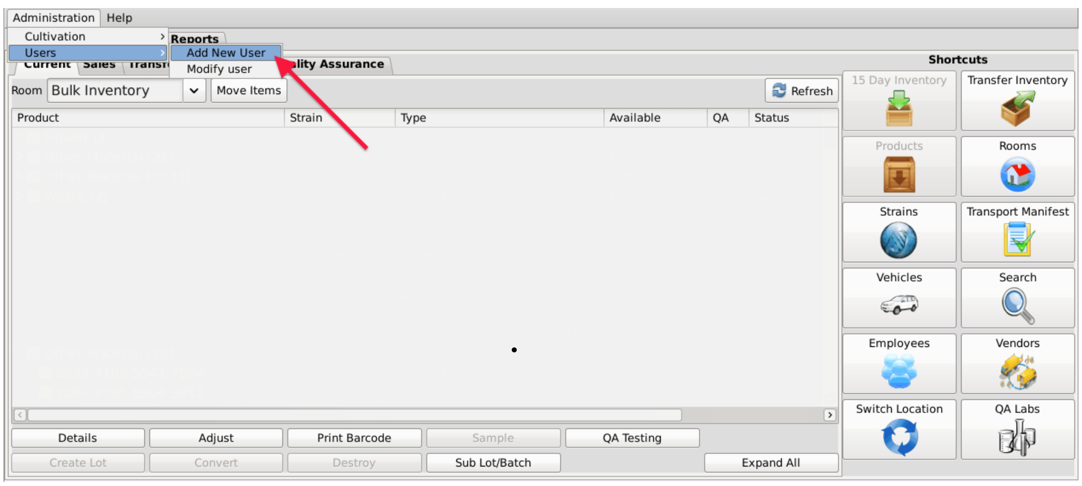
In addition to the log in credentials issued to you, the Traceability System allows each licensee the ability to grant system access to additional users for data submission on your behalf. Please be aware that this is distinct from employees as defined in Chapter 2: Employees (e.g., not all employees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

Adding New Users

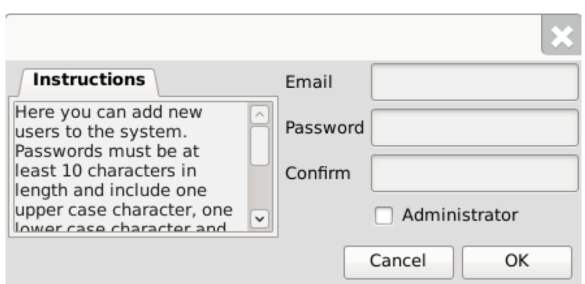
- To add new users into the system, click on the Administration menu near the top left corner of the window.



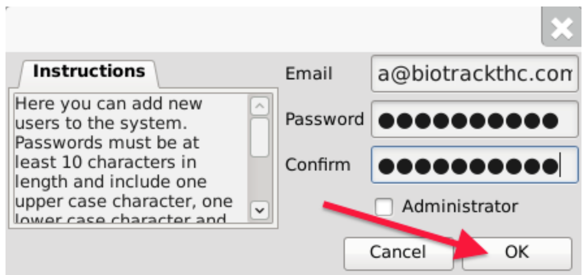
- Hover the cursor over "Users" and then click on "Add New User".



- This will bring up the New User screen.



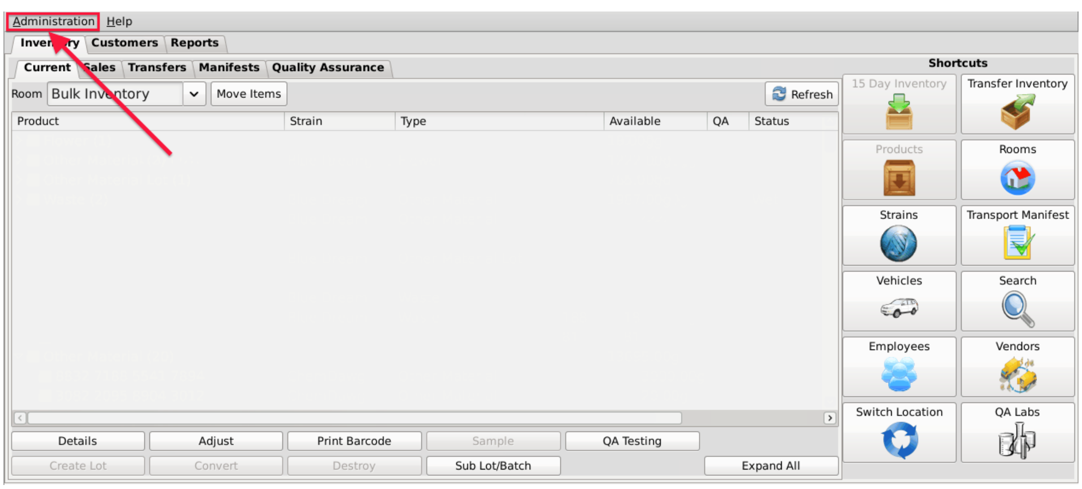
- Within the Email text box, type the email address of the new user being granted access.
- Within the Password text box, enter the new user's initial password.
    - **NOTE: the password must be at least ten (10) characters in length and must include one upper case character, one lower case character,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



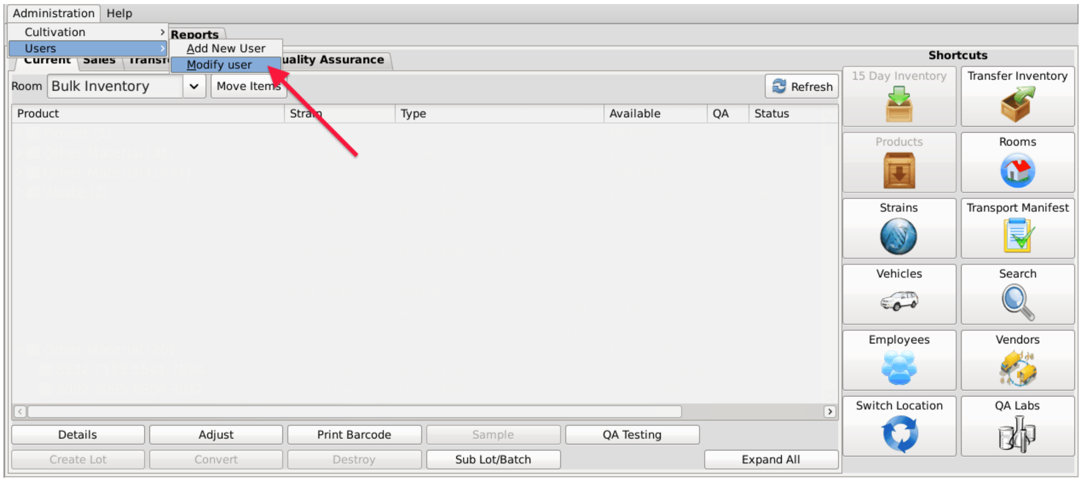
- Click on the "OK" button when complete.

Modifying an Existing user

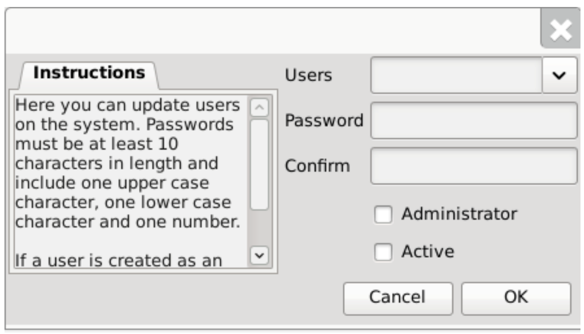
- To modify users previously given access to the system, click on the Administration menu near the top left corner of the window.



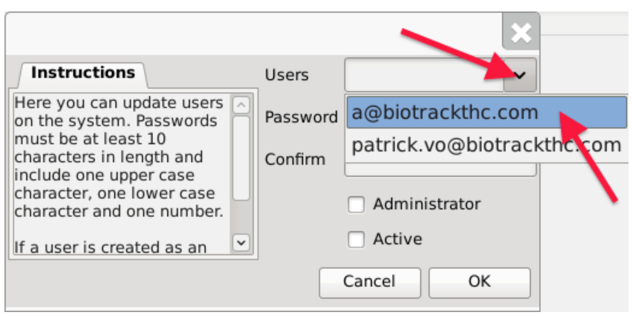
- Hover the cursor over "Users" and then click on "Modify User".



- This will bring up the Modify User screen.



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



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

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

- Click on the "OK" button when complete.

Chapter 2: Employees

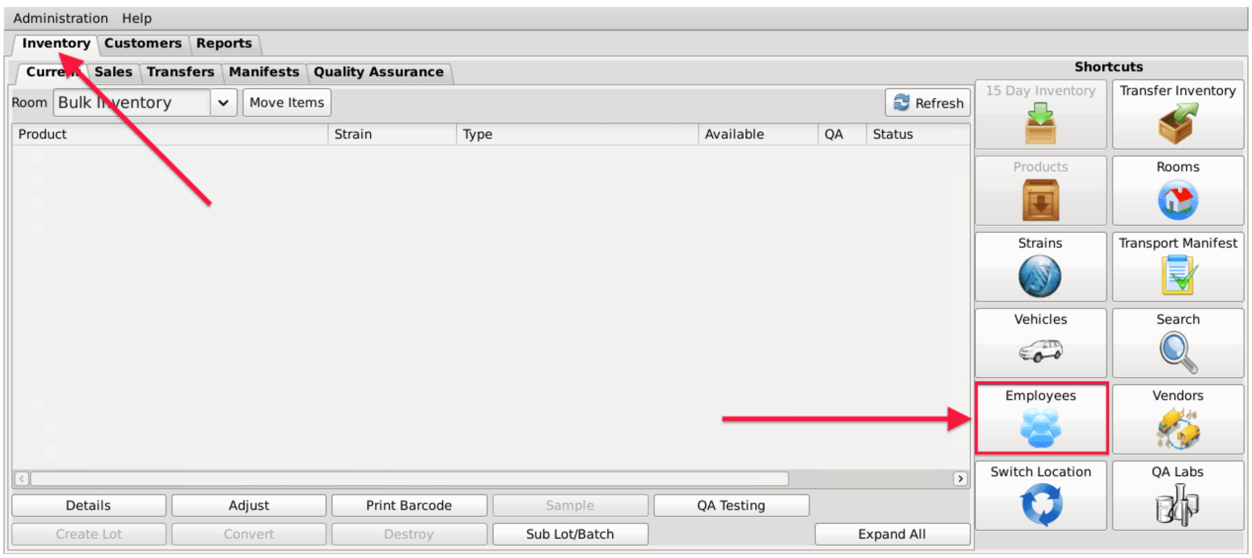
In this chapter, you will learn how to:

✓ Add, modify and remove employees

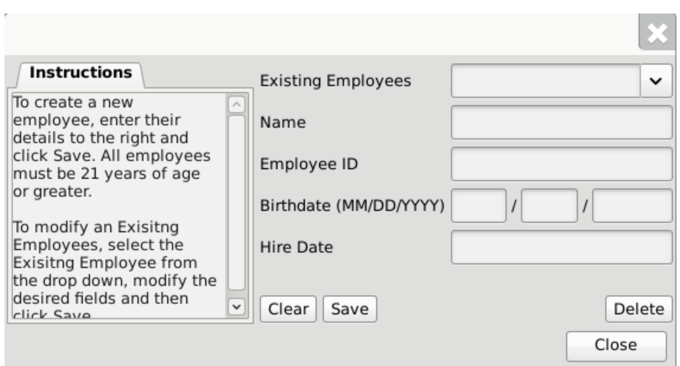
Accessing the Employee Screen

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

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

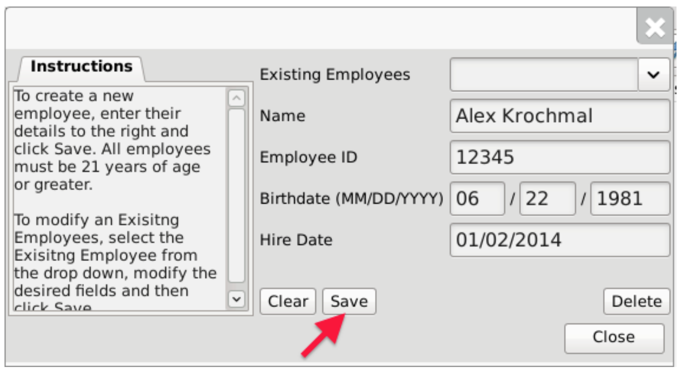


- This will bring up the Employee screen.

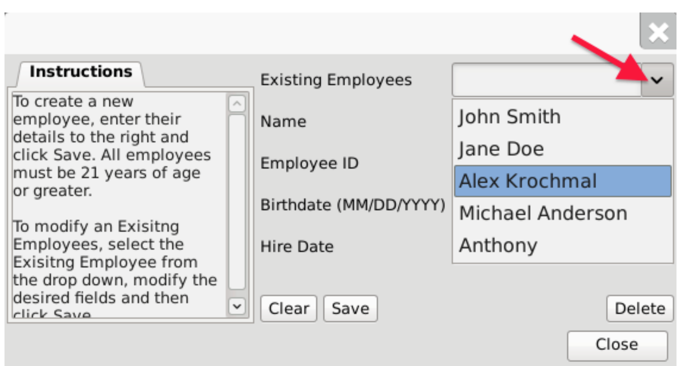


Add a New Employee

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

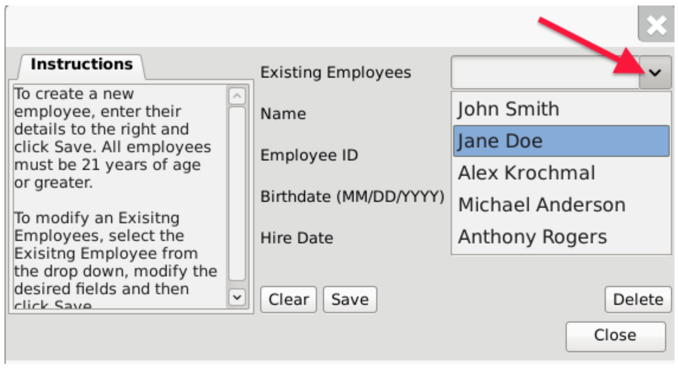


- The new employee will now appear within the Existing Employees drop down for selection.

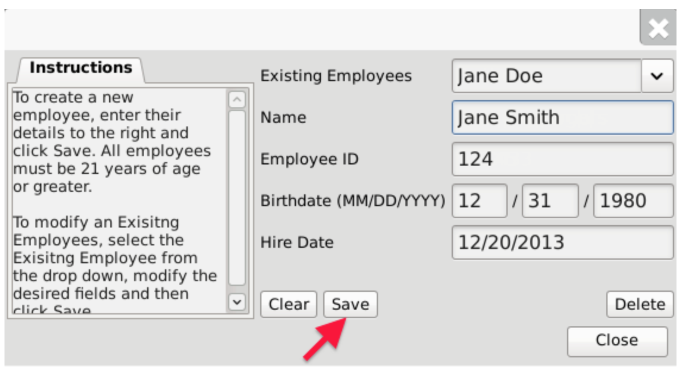


Modifying an Existing Employee

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



- 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).



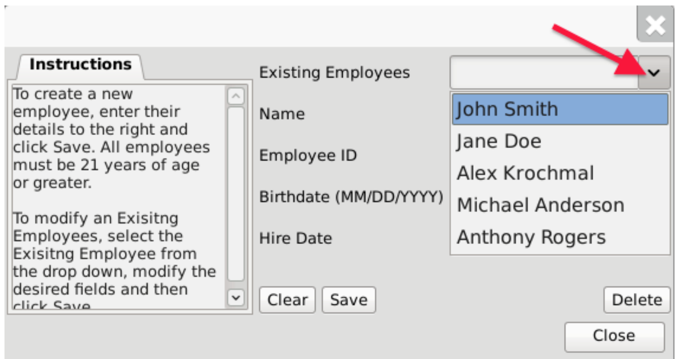
- Click on the "Save" button when complete.

Deleting an Existing Employee

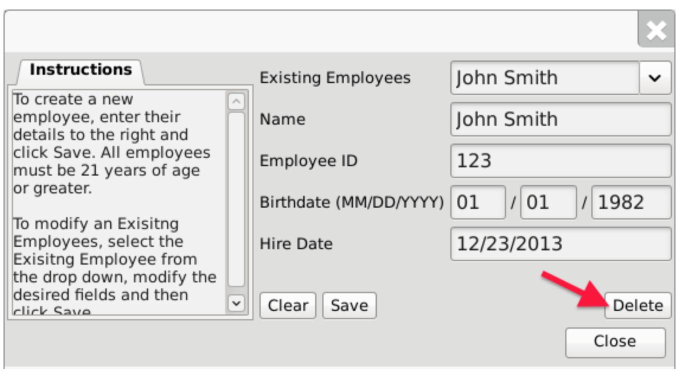
If you find that an existing employee is no longer needed (e.g., employee is terminated, employee record was created in error, etc…) you may delete the employee record.

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

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



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



- Click on the "Delete" button.

Chapter 3: Vehicles

In this chapter, you will learn how to:

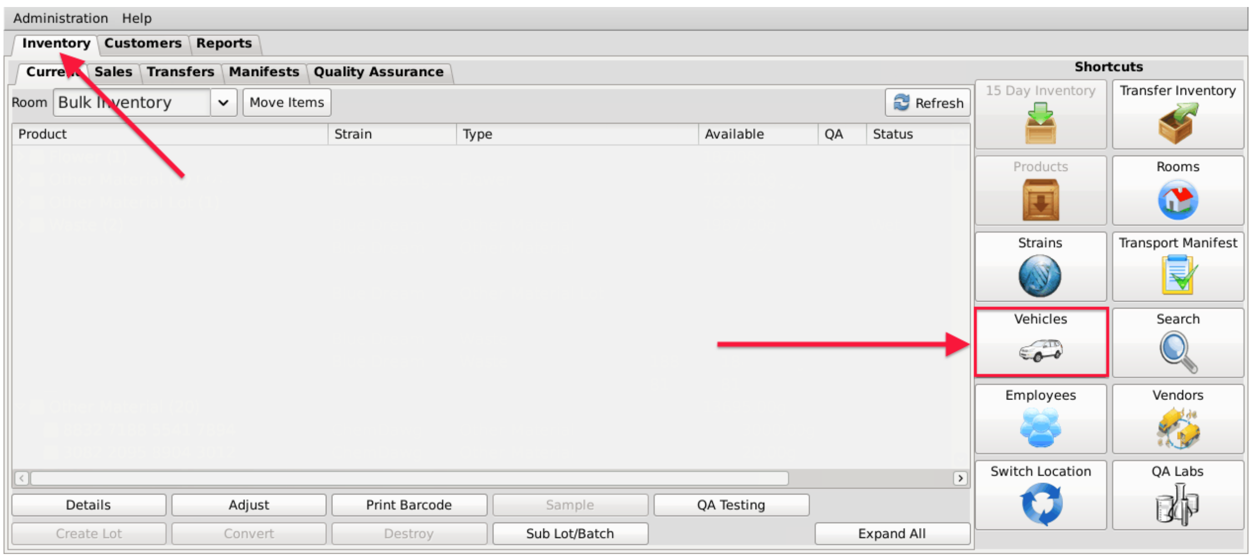
- ✓ Add, modify and remove company vehicles

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

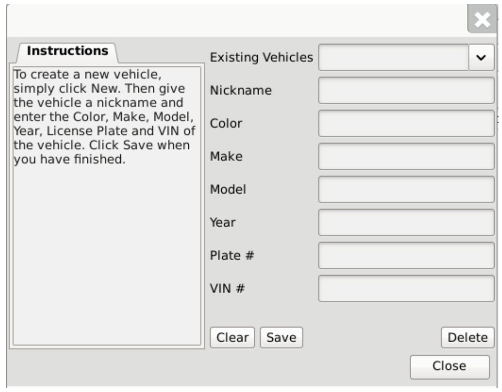
Accessing the Vehicle Screen

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

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

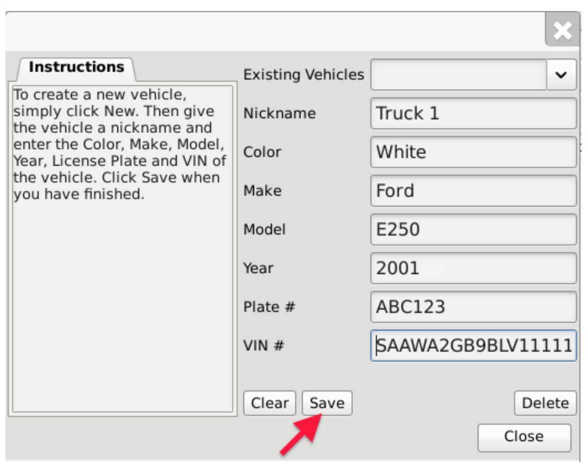


- This will bring up the Vehicle screen.

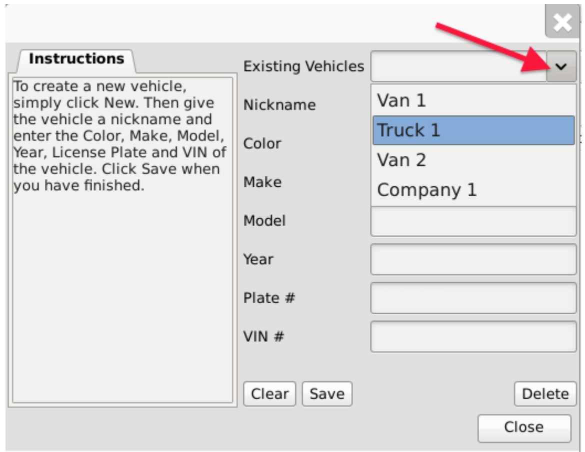


Add a New Vehicle

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

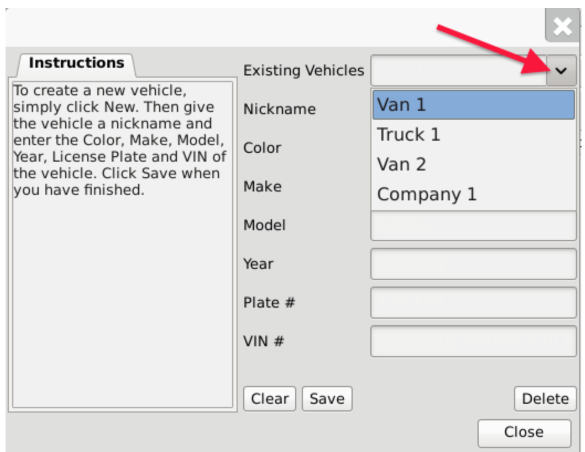


- The new vehicle will now appear within the Existing Vehicles drop down for selection.

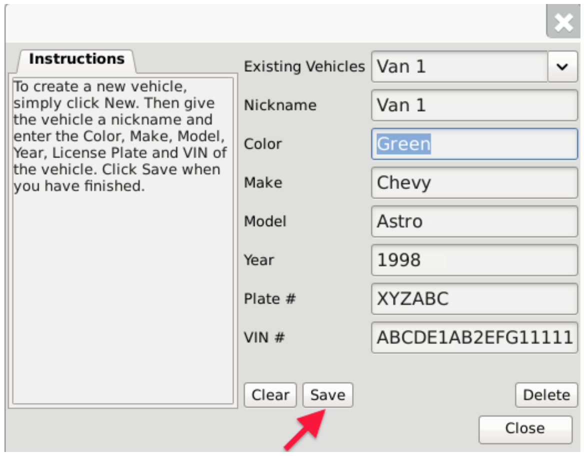


Modifying an Existing Vehicle

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



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



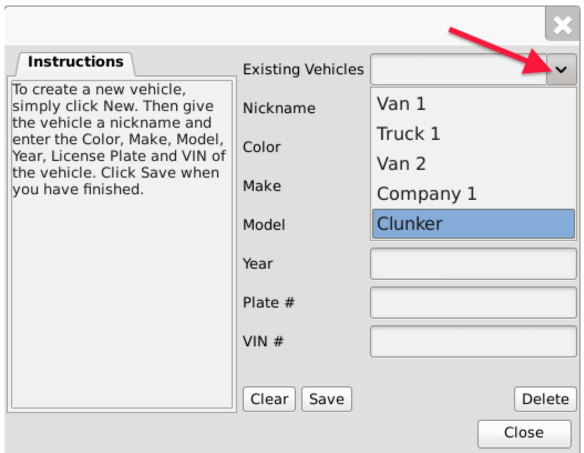
- Click on the "Save" button when complete.

Deleting an Existing Vehicle

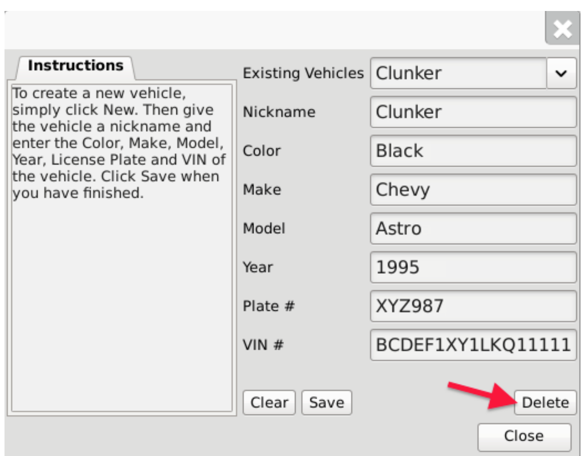
If you find that an existing vehicle is no longer needed (e.g., vehicle is sold, vehicle record was created in error, etc…) you may delete the vehicle record.

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

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



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



- Click on the "Delete" button.

Chapter 4: Vendors

In this chapter, you will learn how to:

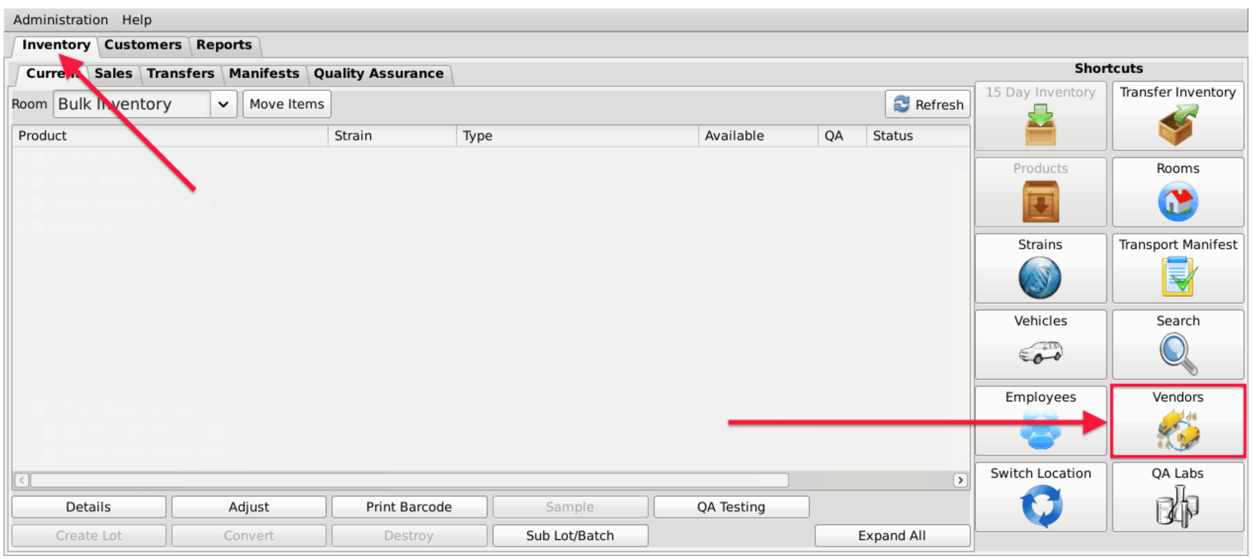
- ✓ View Preferred Vendor List
- ✓ Search for and Add Vendors to Preferred Vendor List
- ✓ Remove Vendors from Preferred Vendor List

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.

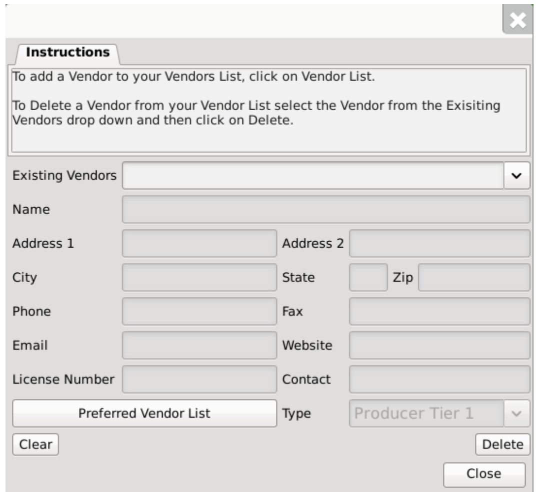
Accessing the Vendor Screen

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

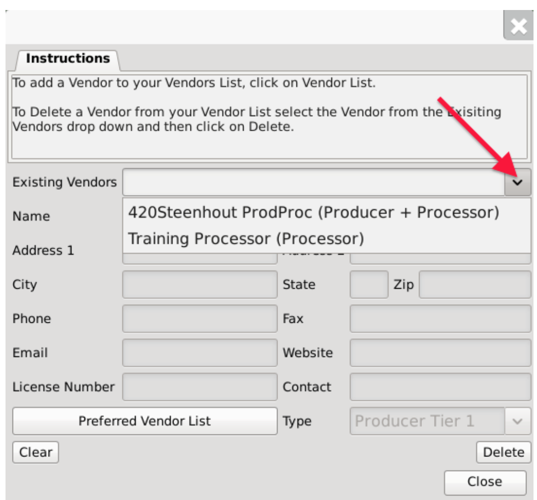


- This will bring up the Vendor Information screen.



Viewing Vendor Information

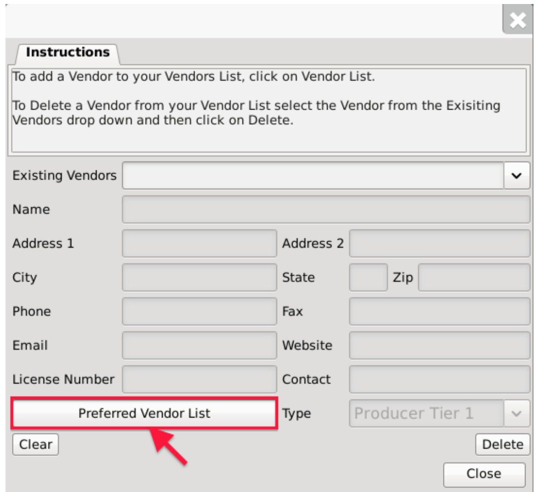
- The detailed information of Licensees that are on your Vendors List (i.e., those you have indicated that you do business with) may be found in the Existing Vendors drop down. Be aware that the drop down will start empty and you will need to add vendors per the instructions below.



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

Accessing the Preferred Vendor List

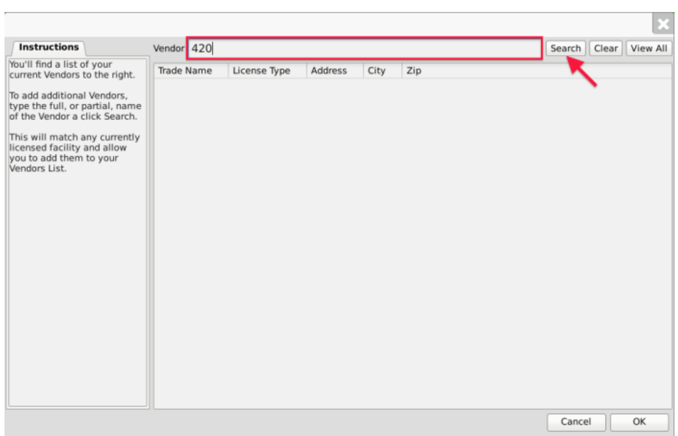
- From the Vendor Screen, click on the “Preferred Vendor List” button to add or remove the approved Licensees that you do business with.



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

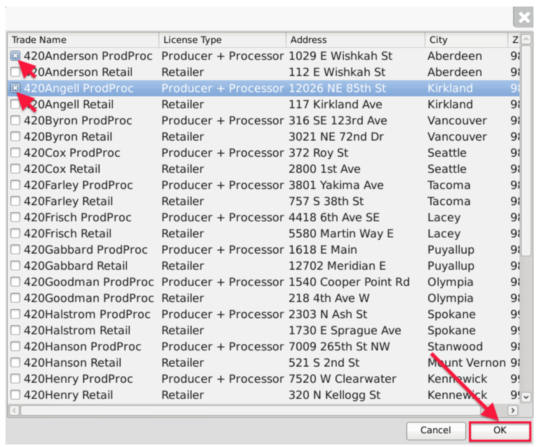
- From the Preferred Vendor List, enter the full or partial business name into the search bar and click the “Search” button.



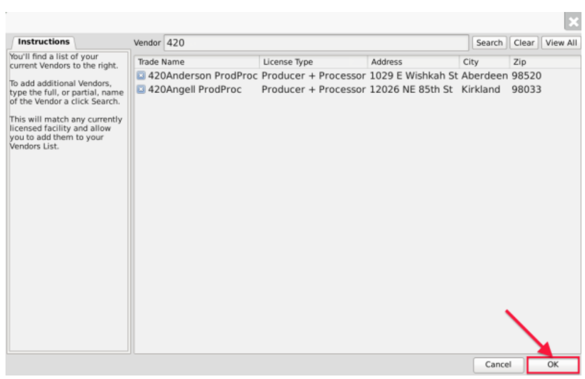
- Alternatively, you may click “View All” to view the entire population of Licensees.

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

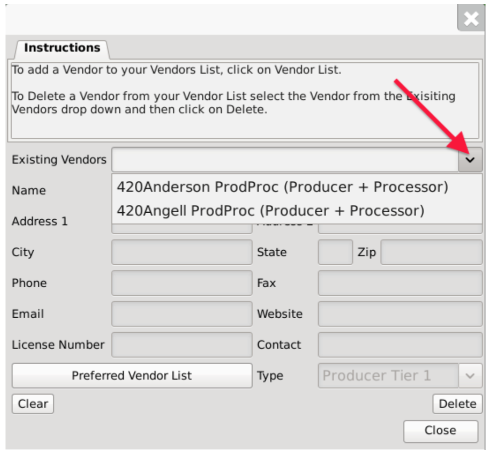
- Click the check box(s) of the Licensee(s) to add to your Preferred Vendor List.
- Click “OK” when complete.



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

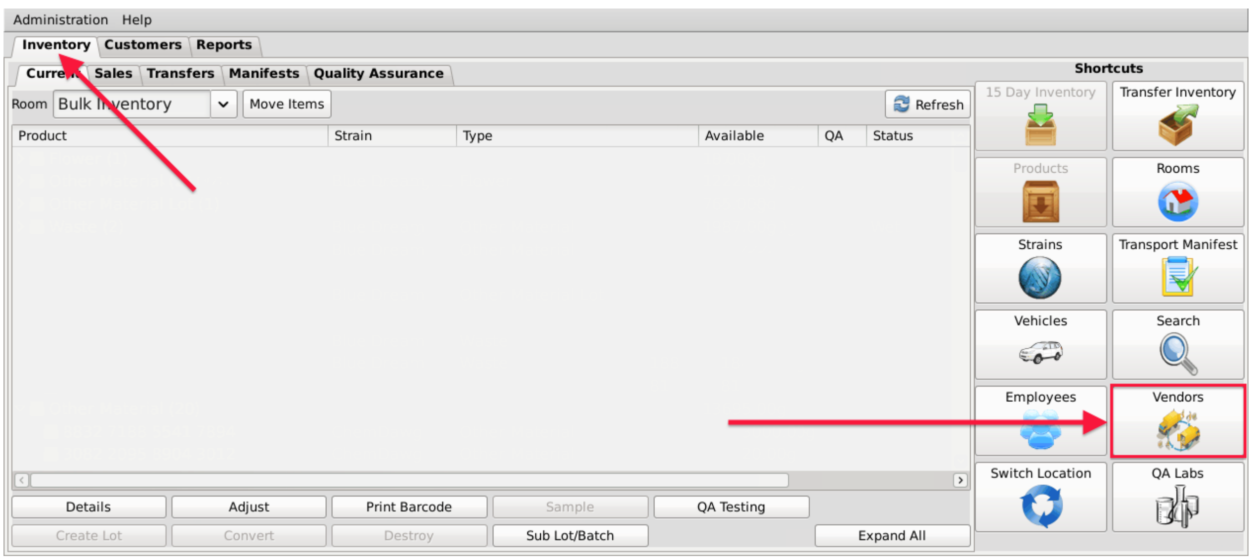


- Click “OK” when complete.
- The Vendors may now be selected from the “Existing Vendors” drop down.



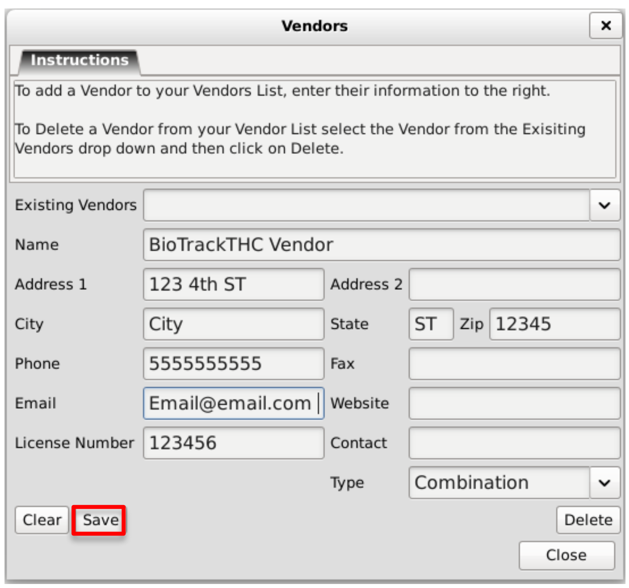
Manually Add a Vendor

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



This brings up the vendors screen:

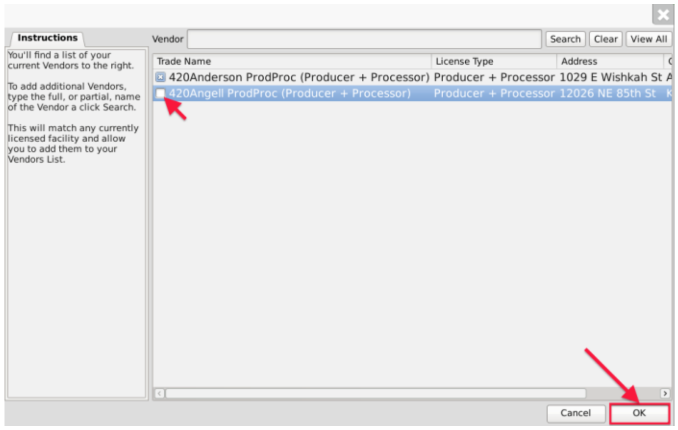
Input the Vendor's business information into the provided fields and select the vendor Type before clicking "Save" to add the vendor into the system.



Removing a Vendor from the Preferred List

If you find that you no longer do business with a vendor that is on your Preferred Vendor List, you may remove the vendor from your Preferred Vendor List.

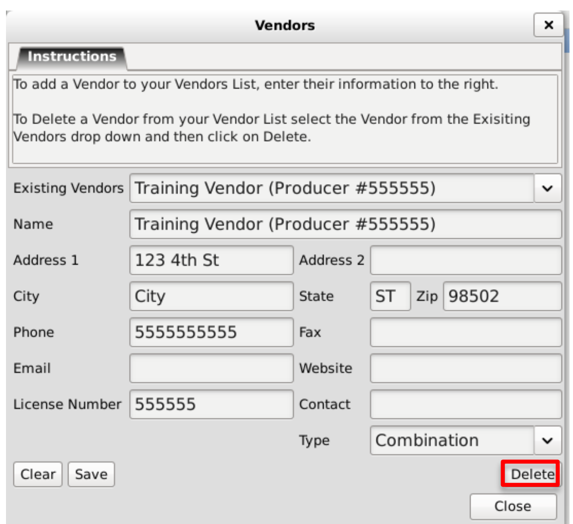
- From the Preferred Vendor List, uncheck the check box to the left of the vendor to be removed.



- Click "OK" when complete.

Removing a Vendor from a Manual Vendor List

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



Chapter 5: Inventory Rooms

In this chapter, you will learn how to:

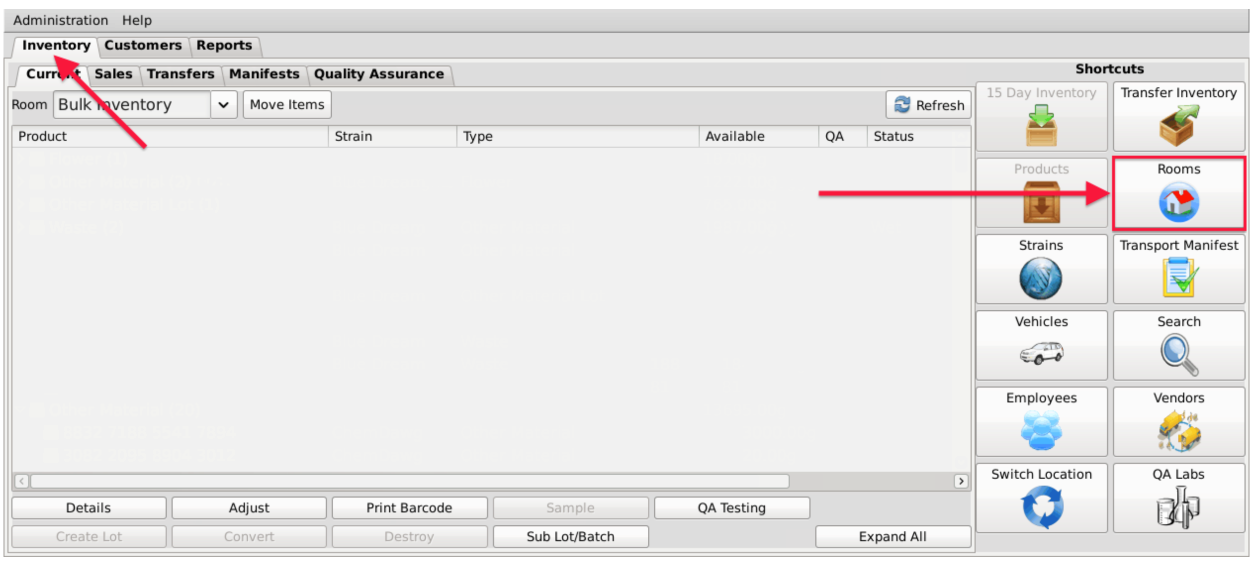
- ✓ Add, modify and remove inventory rooms
- ✓ Navigate the inventory rooms and screens

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

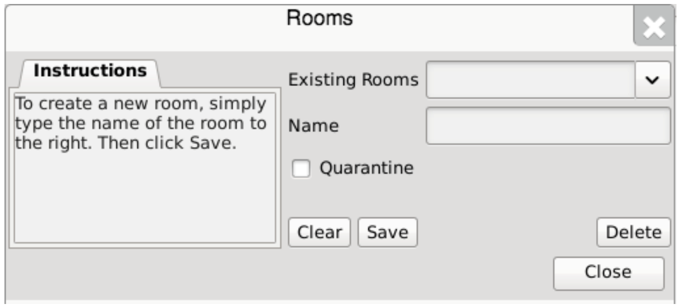
Accessing the Rooms Screen

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

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

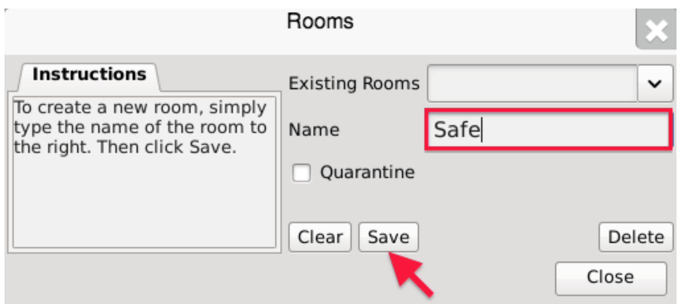


- This will bring up the Rooms screen.

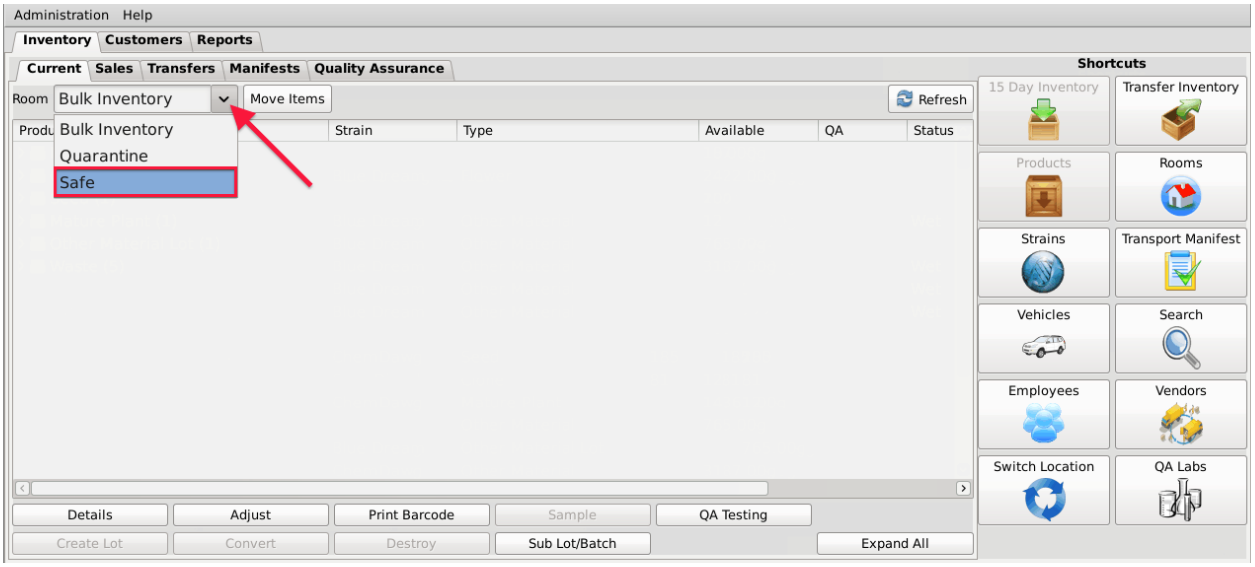


Creating a New Inventory Room

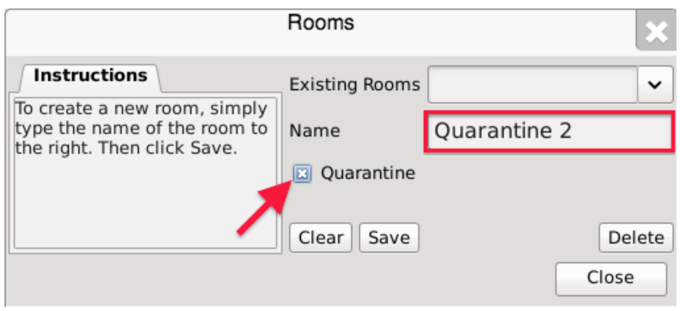
- From the Rooms screen, click on the “Clear” button to clear all fields.
- Within the Name text box, type the name of the new Room (e.g., Safe, Extra Room etc.).
- Click on the “Save” button when complete.



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

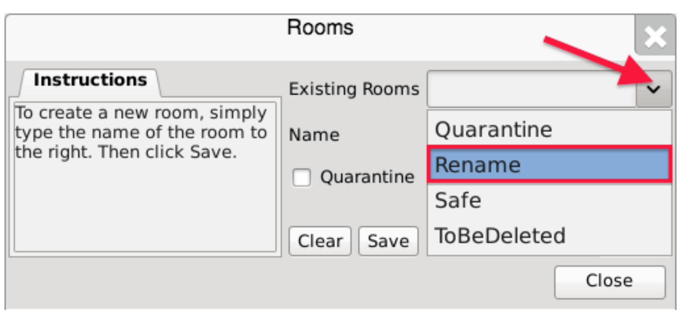


- If the room is to be a Quarantine room, be sure to click on the "Quarantine" check box prior to saving.

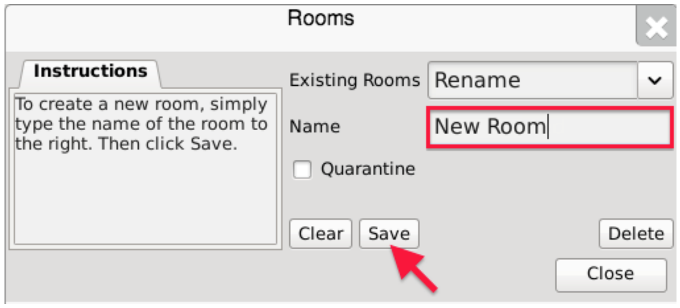


Modifying an Existing Inventory Room

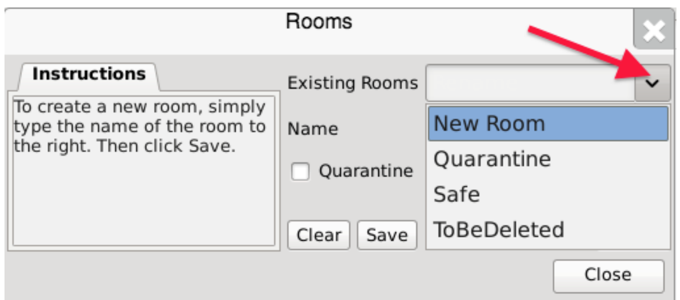
- From the Rooms screen, select the room to be modified from the Existing Rooms drop down.

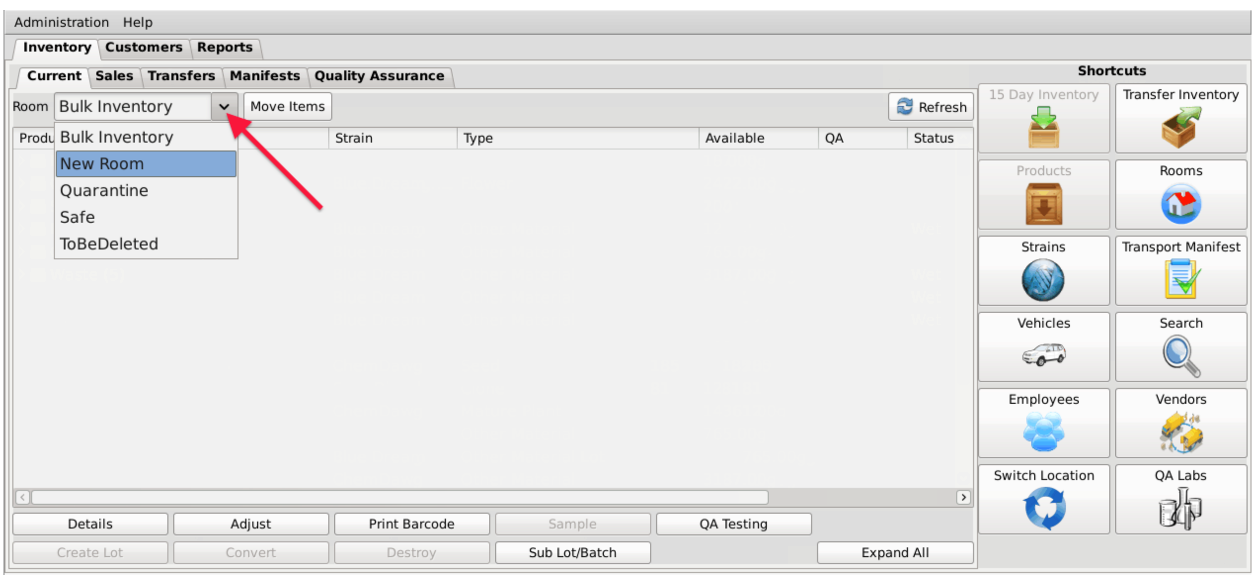


- Once selected, the room's name will automatically appear within the Name text box.
- Within the Name text box, rename the room as desired.



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



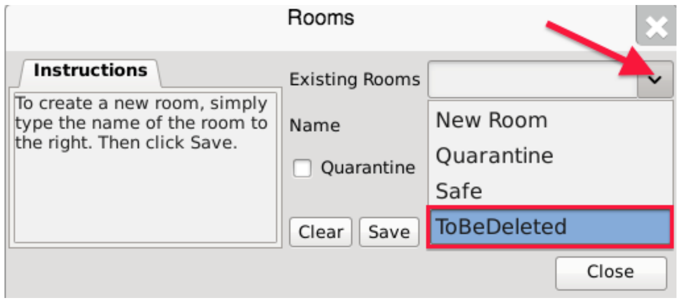


Deleting an Inventory Room

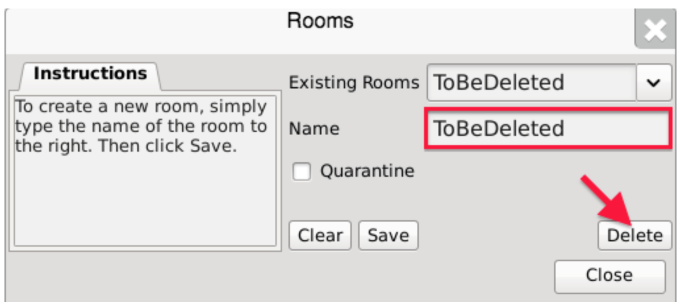
If you find that an existing inventory room is no longer needed, you may delete the room.

<u>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.</u>

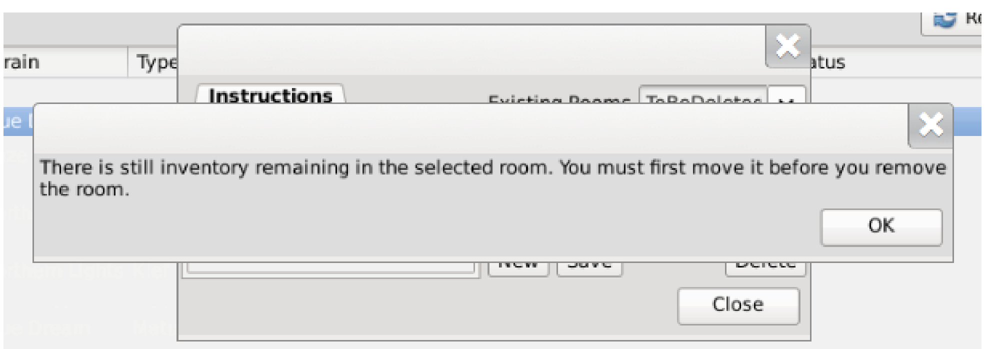
- From the Rooms screen, select the room to be removed from the Existing Rooms drop down.



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



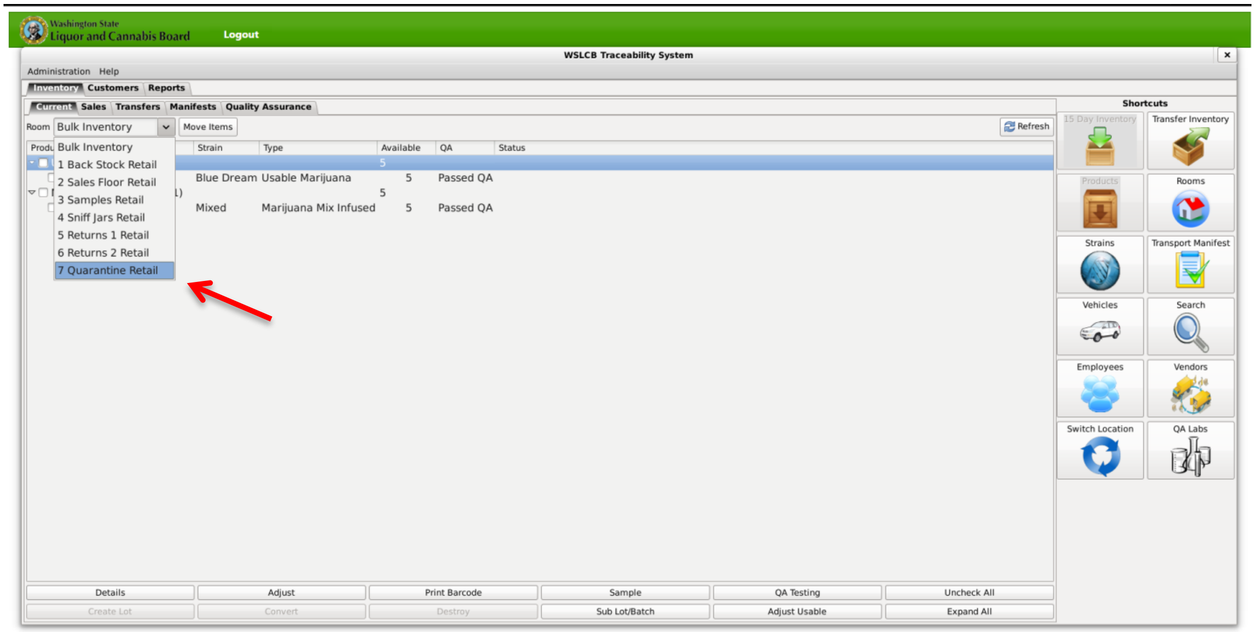
- Click on the "Delete" button.
  - If there is still inventory in the room, the following will appear:



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

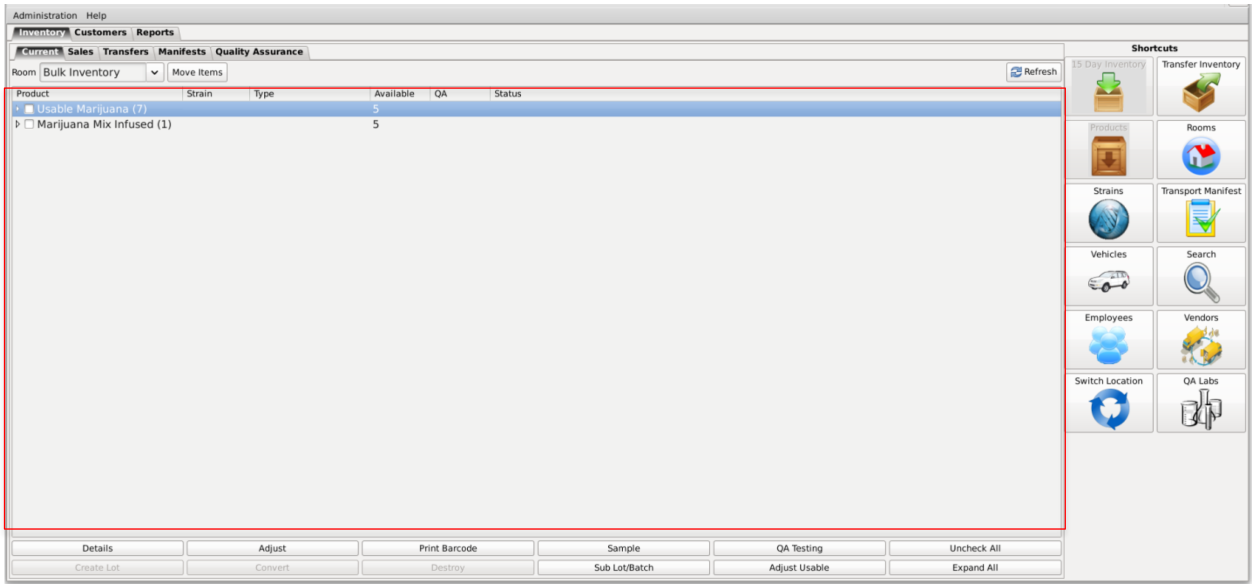
Navigating Inventory Rooms

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



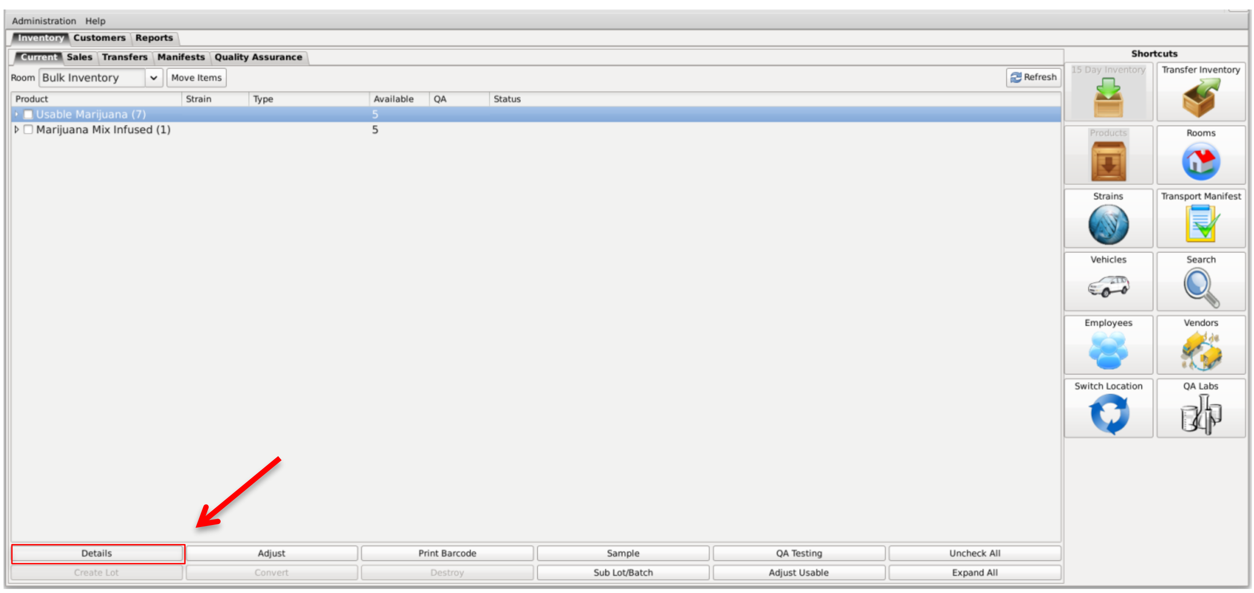
Click on a room to view its contents.

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

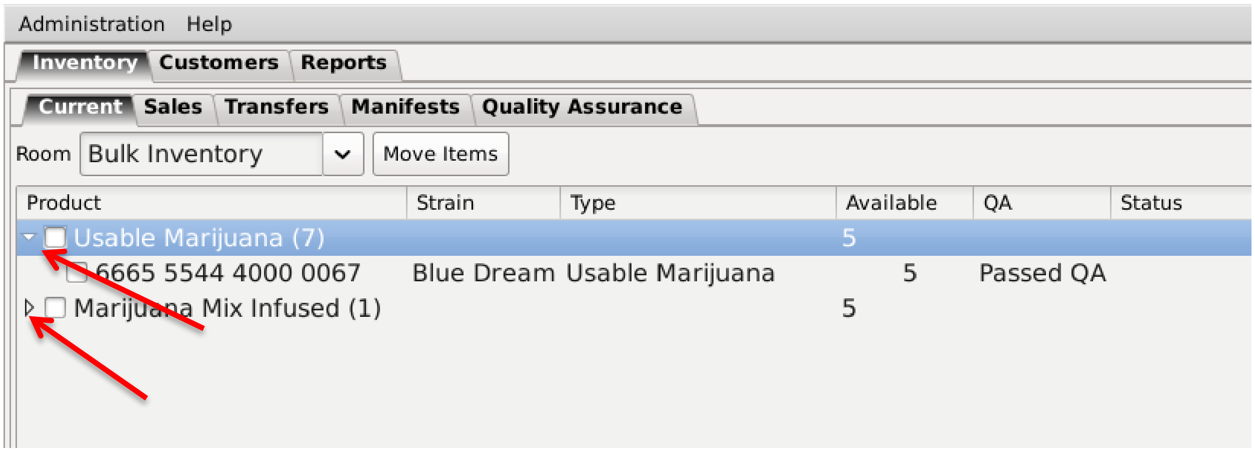


To view the individual inventory items contained within a group you can perform either one of the following three actions:

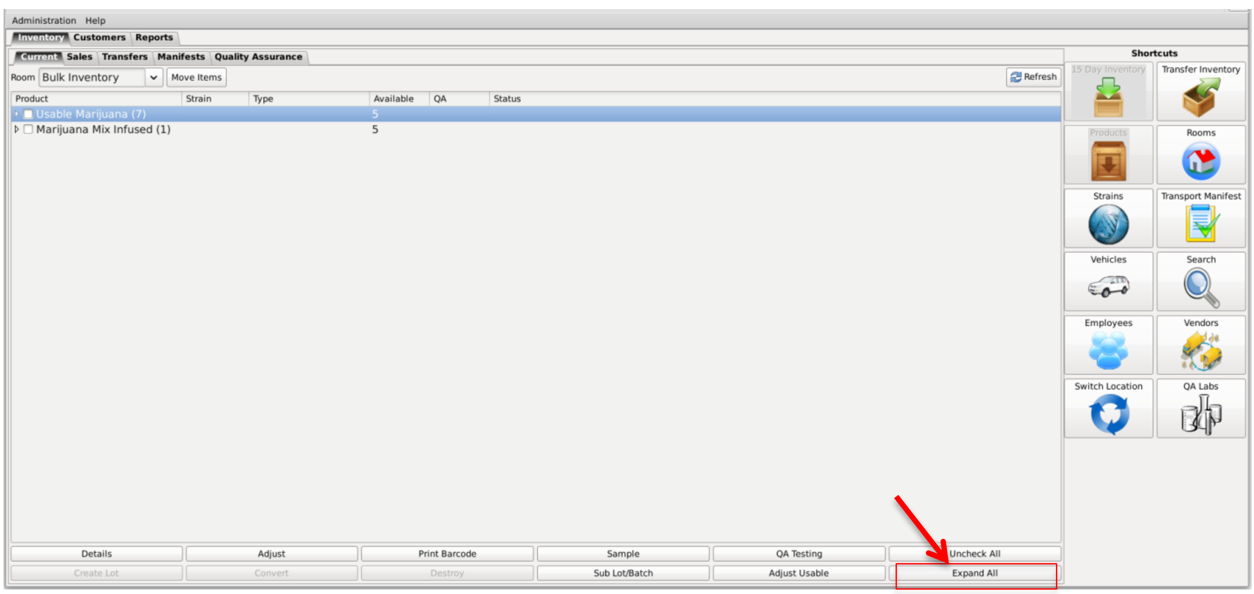
- Double-click on a group;
- Single-click on a group to highlight it, and then click the “Details” button found in the bottom-left corner of the screen;

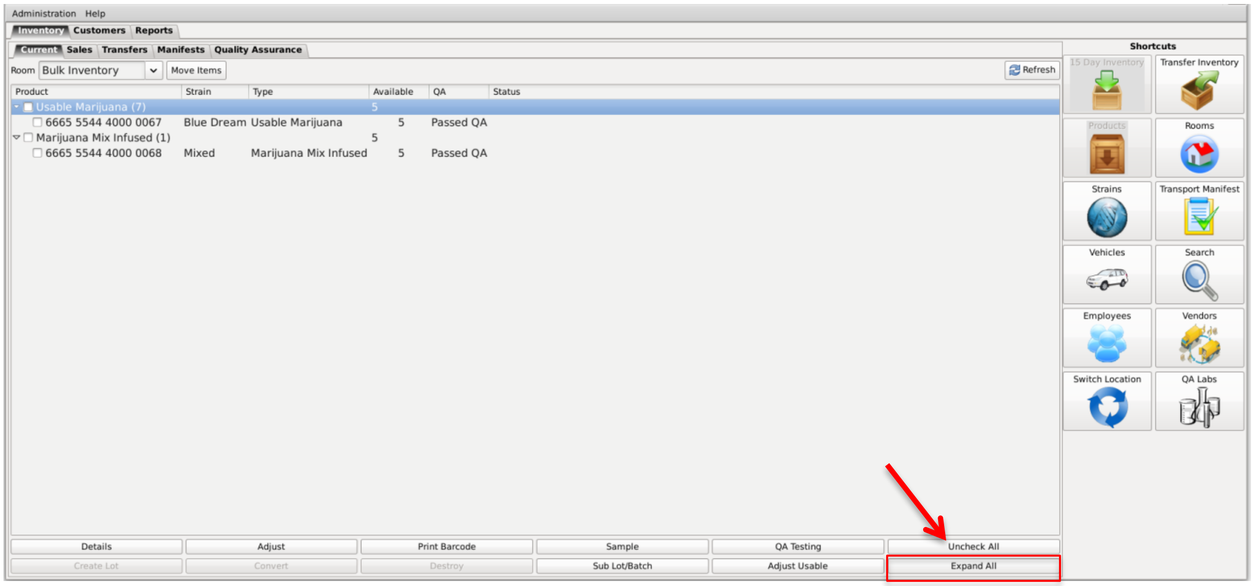


- Single-click on the Expand/Collapse arrow to the left of the product type

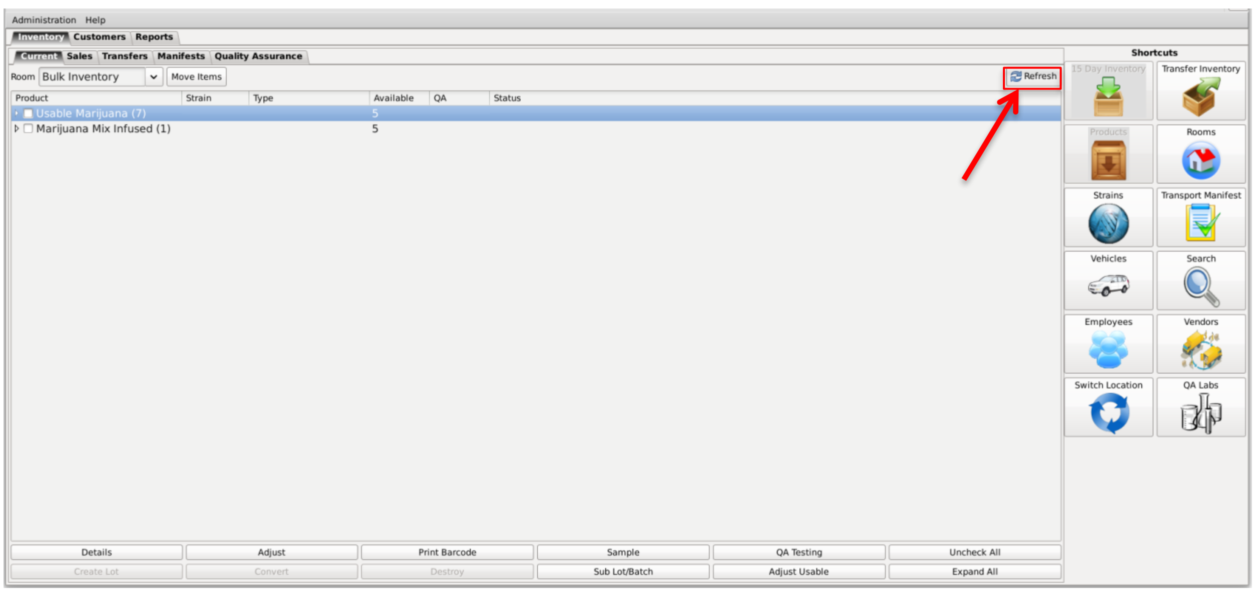


In addition to expanding/collapsing groups individually, you may expand/collapse all groups at once by clicking on the "Expand All" / "Collapse All" button located in the lower-right corner of the screen. The button alternates from "Expand All" to "Collapse All" and back every click.





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



Chapter 6: Wholesale Inventory Transfers

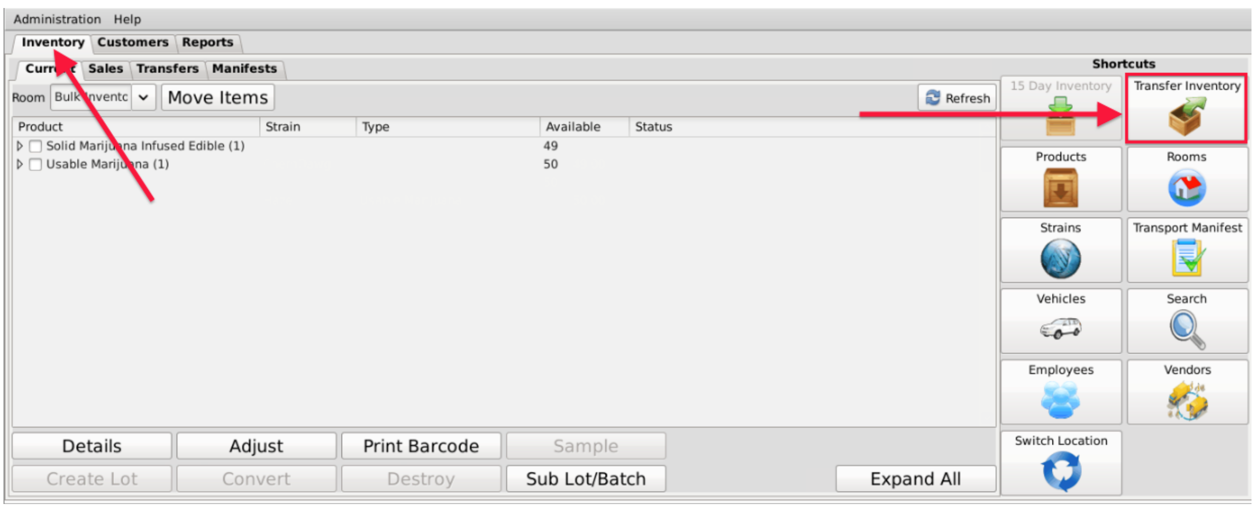
In this chapter, you will learn how to:

- ✓ Complete an inbound inventory transfer
- ✓ Complete an outbound inventory transfer

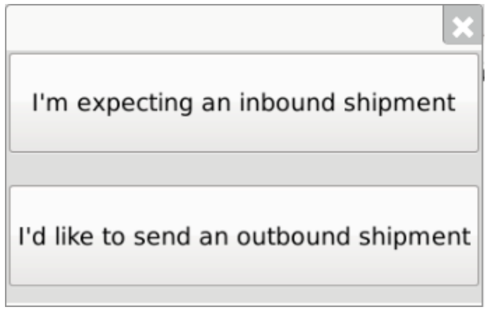
Initiating an Inventory Transfer

To receive inbound shipments and send outbound shipments in the Traceability System, you will need to

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



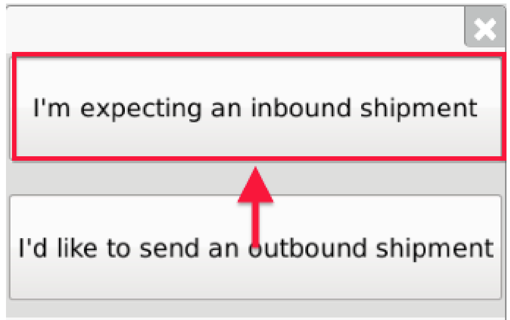
- The following pop-up appears:


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

Inbound Shipment

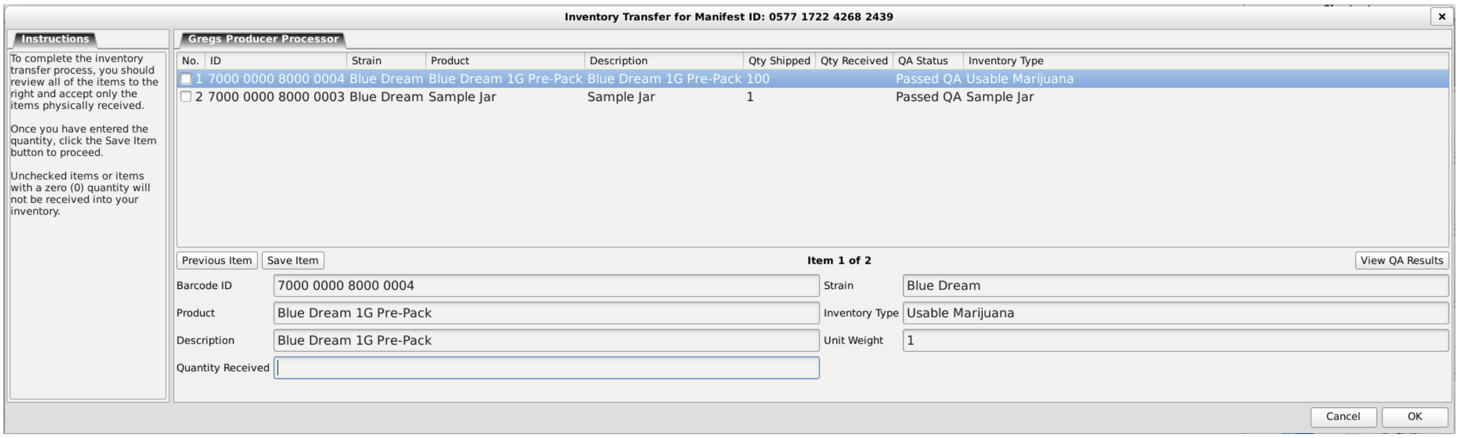
To receive an inbound shipment,

- Click on “I’m expecting an inbound shipment”

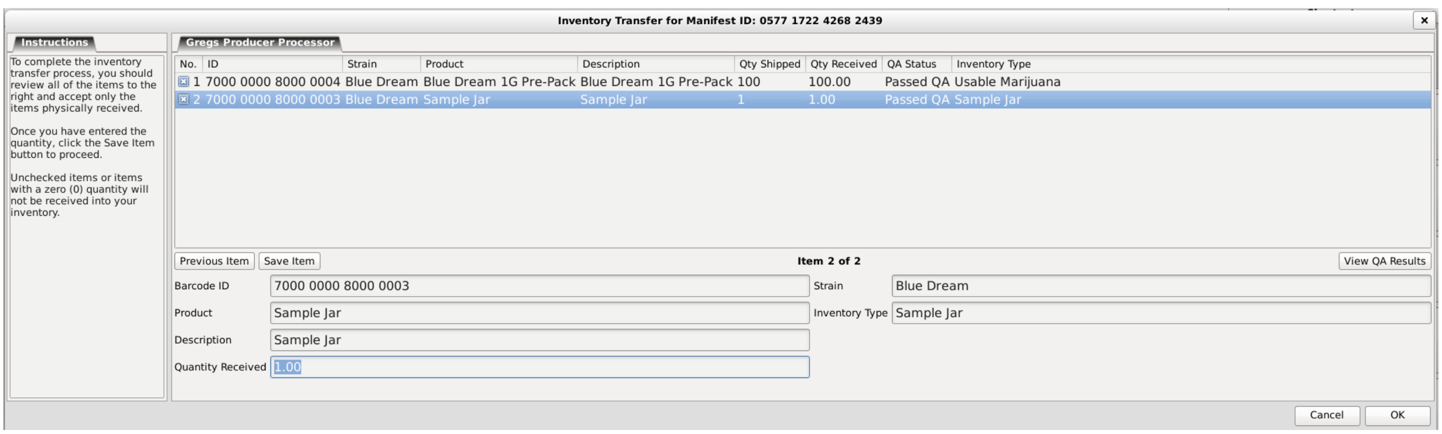


- A list of all currently filed but not-yet-received inbound manifests from vendors appears.
- Click on the check box to the left of the manifest being received.
- Click “OK”.

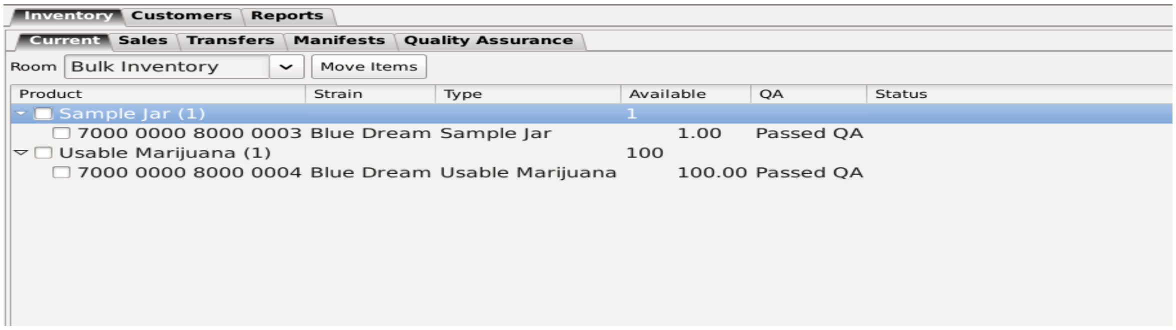
- The Receipt Confirmation screen, which lists the inventory associated with the manifest less the quantity, appears.



- 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.



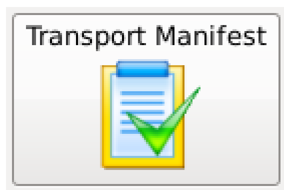
- The Traceability System automatically moves the inventory on the manifest into the Bulk Inventory room.



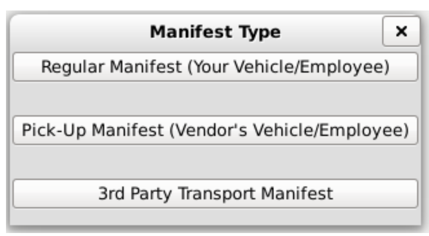
Outbound Shipment

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

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



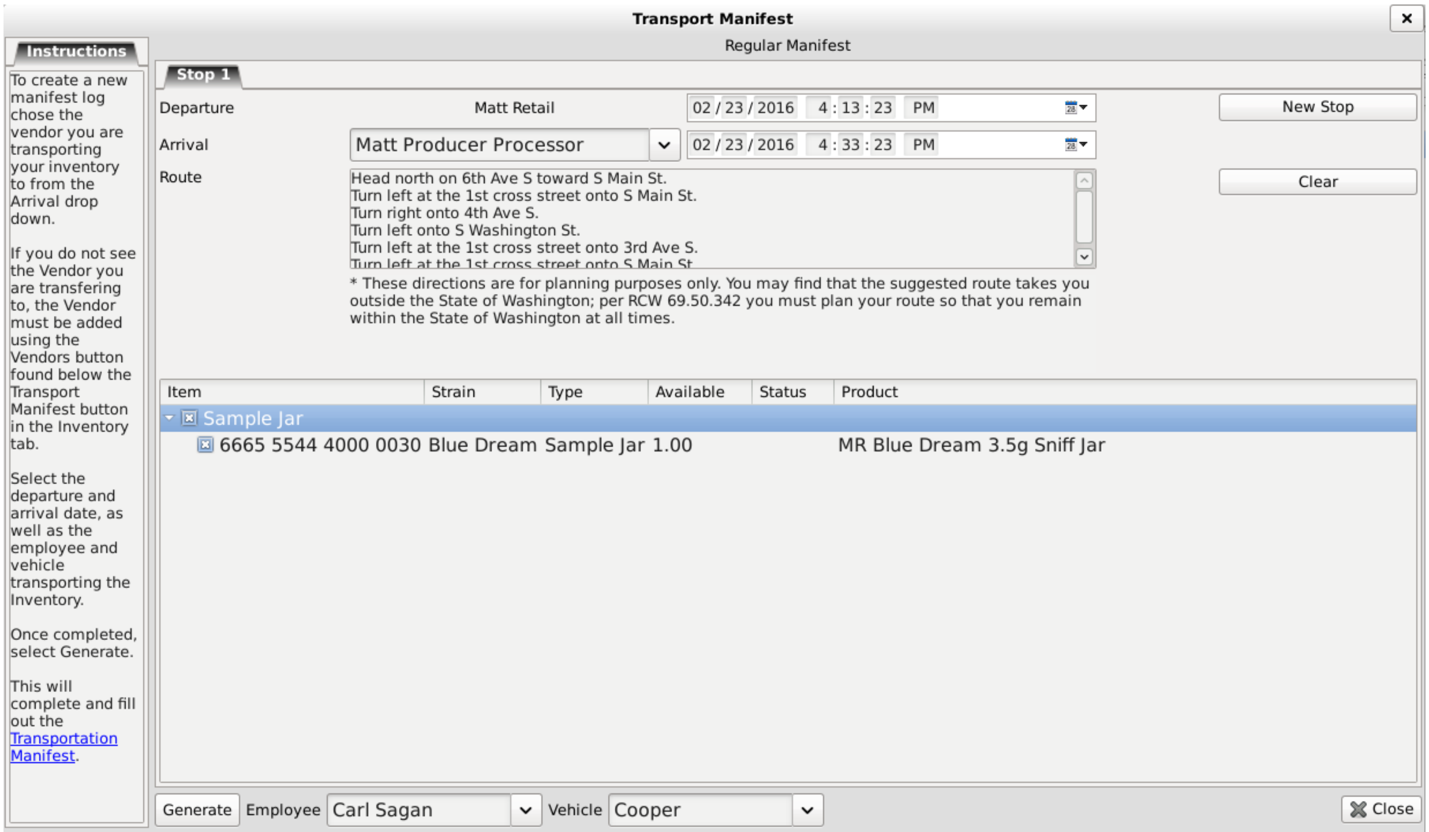
Next click on the appropriate Transport Manifest Type



Regular Manifest – Your employee and vehicle will be transporting the items
Pickup Manifest – Vendor's employee and vehicle will be transporting the items
3rd Party -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. Be sure to verify that the route does not go outside of state lines. You can edit the route if need be.

Check the boxes next to the items you would like to ship. Select the Employee and Vehicle or Transport Company (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



done.

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

Washington Marijuana Transportation Manifest				Page 1 of 1
Date:	02/23/2016	**License #:**	700000004	**Barcode**
Licensee Name:	Matt Retail	**Vehicle ID #:**	DFD56G4DSG6D4G6DG44	4045985536351394
Licensee Address:	999 main st Seattle, WA 90088	**Vehicle Color / Make / Model / License Plate:**	2009 British Racing Green MINI Cooper S CO5280	
		Transporter Name:	Carl Sagan	
Licensee Phone:	5555555555	**Transporter Date of Birth:**	11/04/1934	
Transporter ID:	001	**Transporter Signature:**		

Stop #1 of 1 (1 Items)			
Destination Licensee Name:	Matt Producer Processor	**Approx. Departure Date/Time:**	2/24/2016 4:32 PM
Destination License #:	700000003	**Approx. Arrival Date/Time:**	2/24/2016 4:42 PM
Destination Licensee Address:	333 main st Seattle, WA 90067		
Destination Licensee Phone:	5555555555		

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

Travel Route:

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

Instructions: If the quantity received is less than the quantity shipped, check the box in the appropriate field below and indicate the actual quantity received.

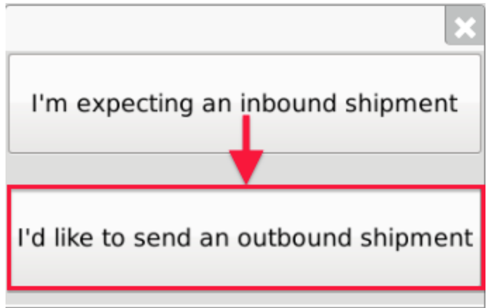
Stop 1, Items 1-1 of 1 — **Manifest ID 4045985536351394**

#	Batch / Lot ID	Item Description	Shipped	Received
1	6665 5544 4000 0030	MR Blue Dream 3.5g Sniff Jar (Sample Jar)	1.00	☐
2				
3				
4				

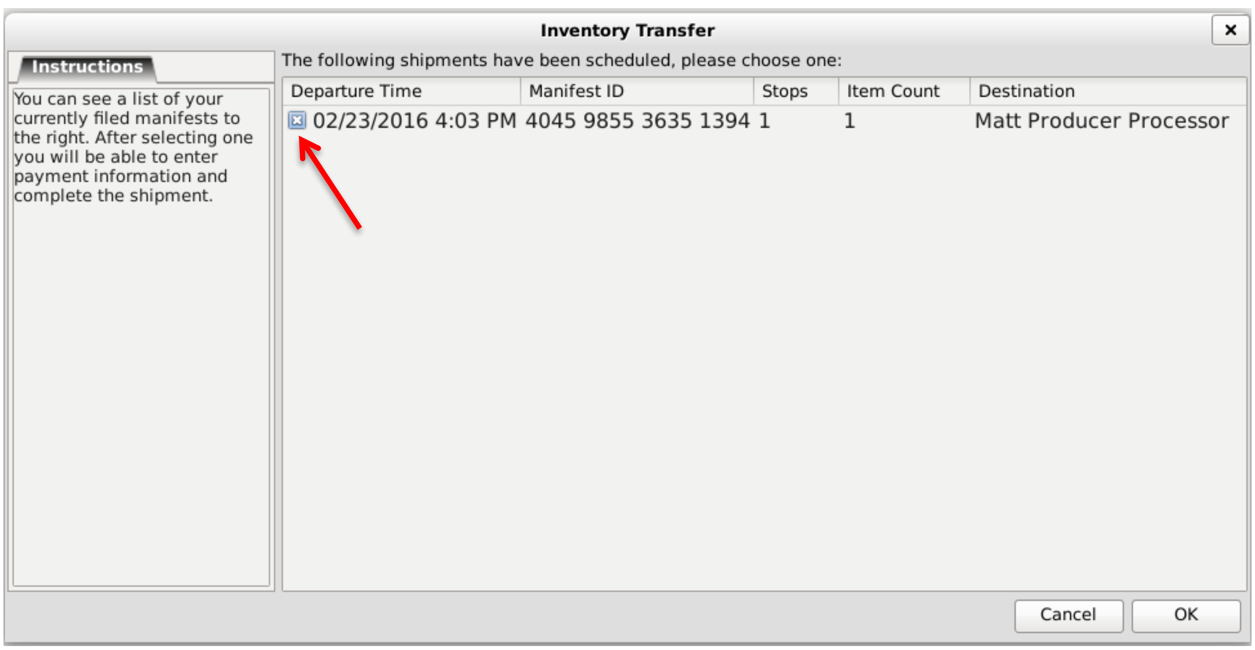
The next step is to Transfer the items. You need to complete the Transfer process when the Inventory is about to physically leave your facility. Transferring items will remove them from your inventory and make them available to be received.

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

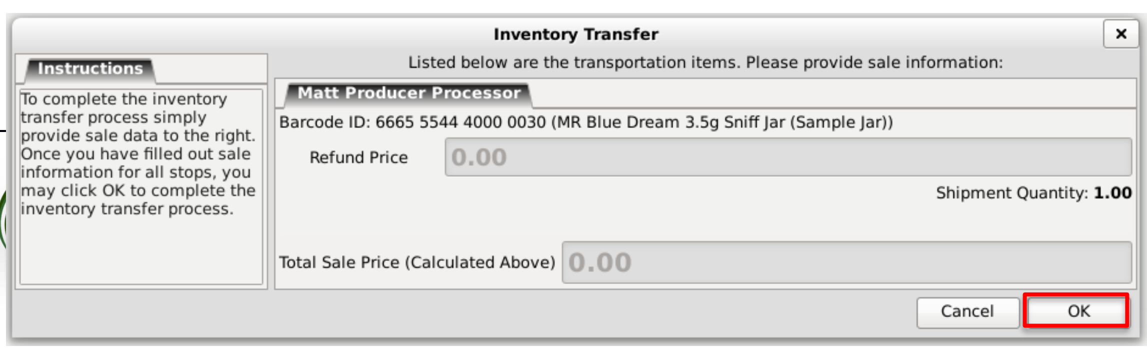
Click on “I’d like to send an outbound shipment”



A list of all currently filed but yet to be Transferred outbound manifests to vendors appears.
Click on the check box to the left of the manifest being shipped and then click “OK”.



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

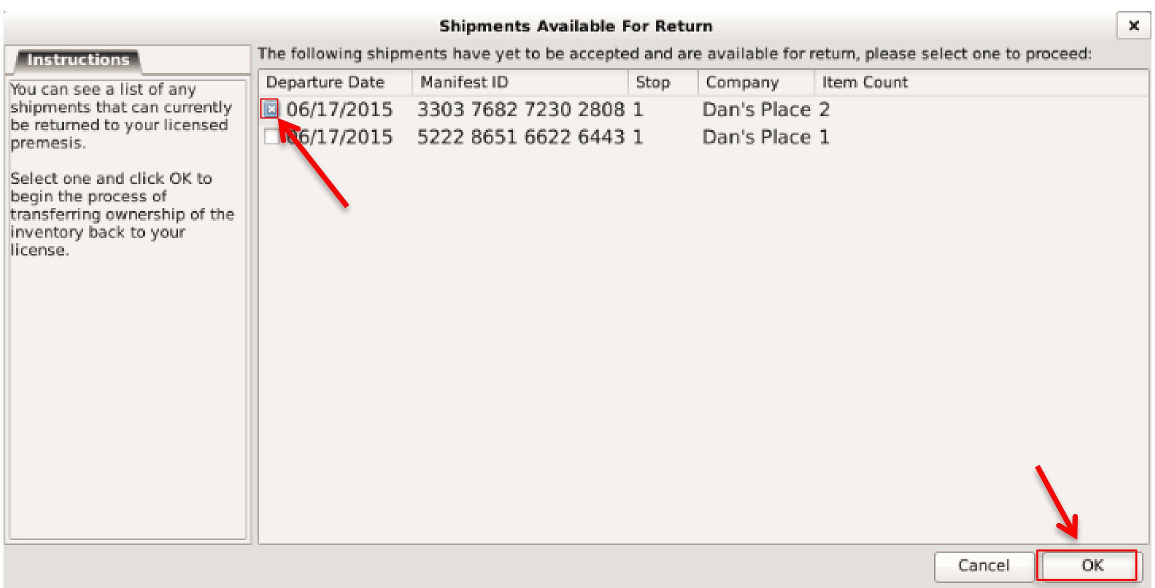


The Inventory Transfer screen will appear, with Refund Price and Total Sale Price fields grayed out. Click ‘OK’.

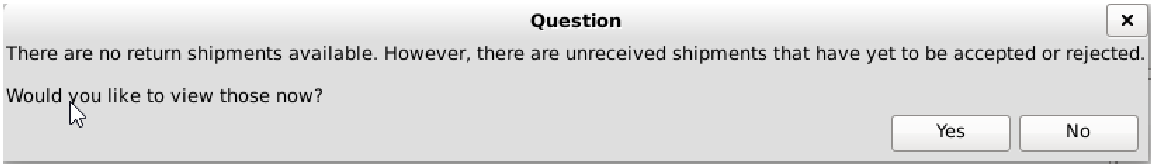
To receive a rejected shipment:

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

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



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

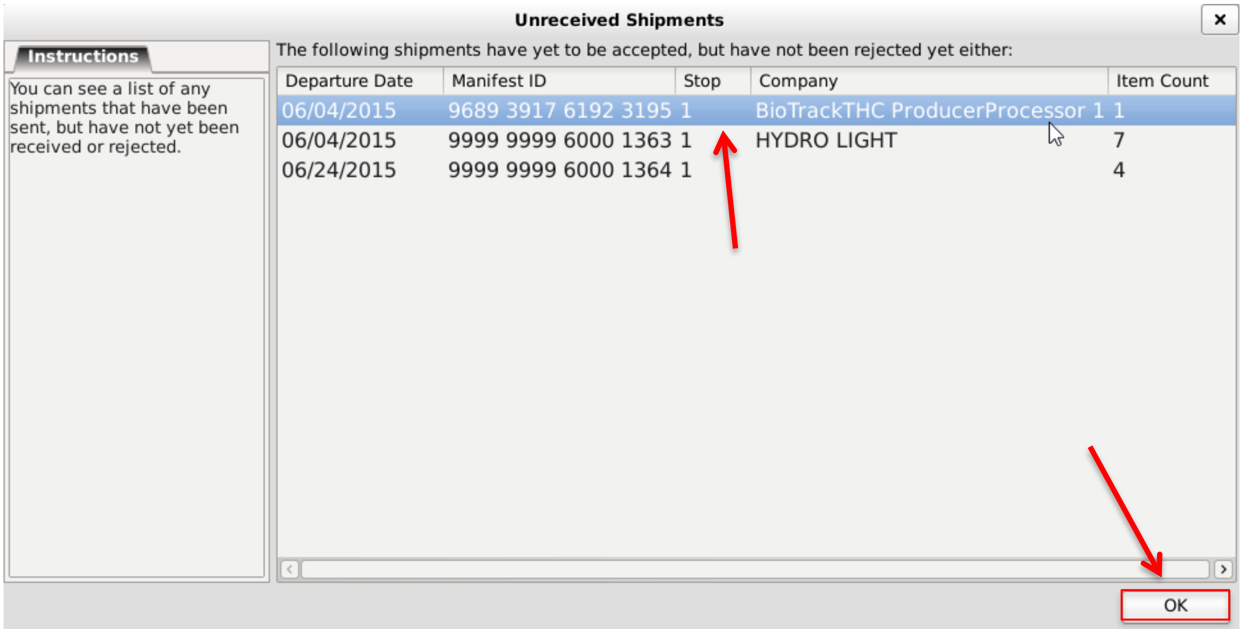


To view unreceived shipments:

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

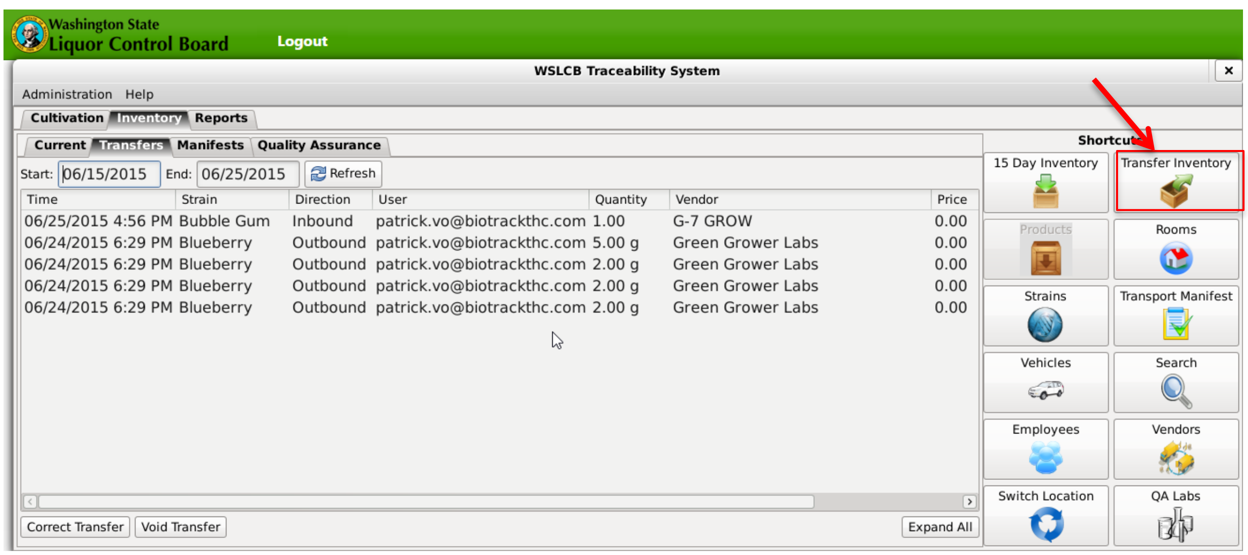
1. Select the unreceived shipment that you want to view. Click the 'OK' button to close the screen.

Note: Unreceived shipments are considered outstanding invoices.

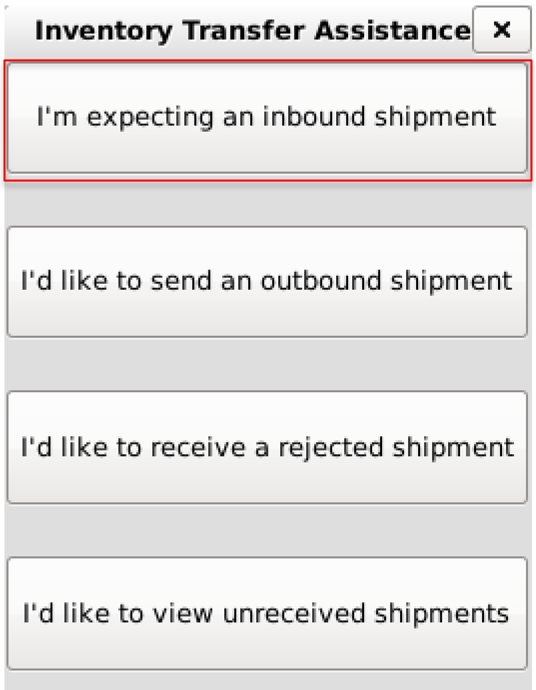


To partially accept or reject items:

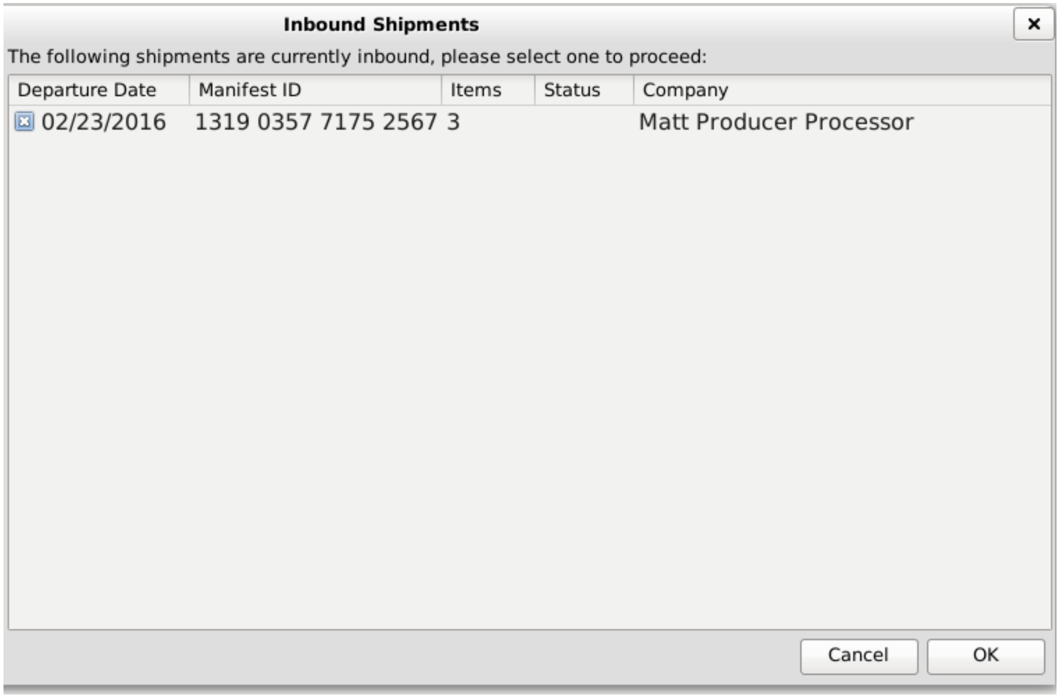
1. From the 'Inventory Transfer' screen, click 'Transfer Inventory'.



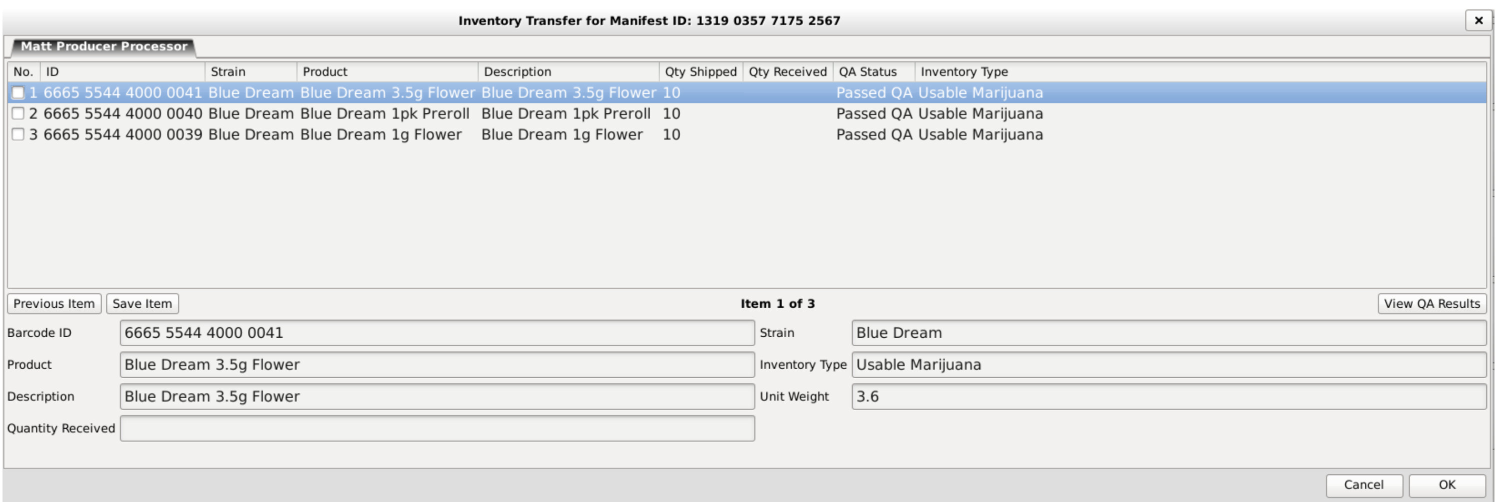
2. Click 'I'm expecting an inbound shipment'.



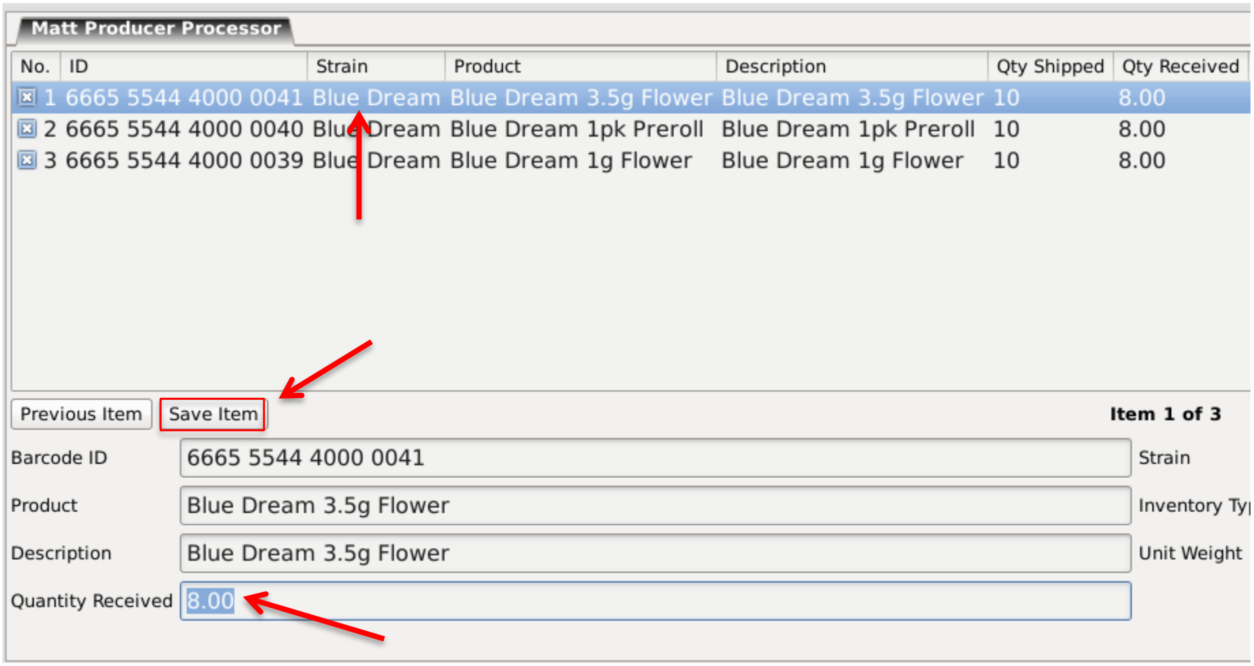
Select the shipment you want to partially accept or reject. Check the appropriate box in the Departure Date column. Click the 'OK' button.



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



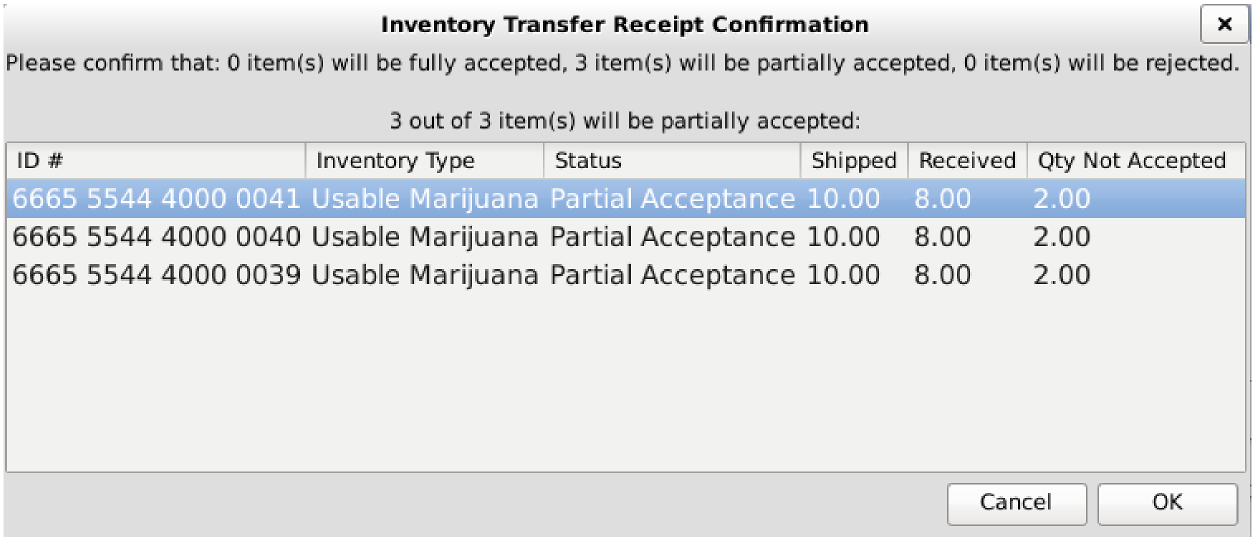
4. Select the item you would like to receive and enter the quantity received
Be Sure to Click the Save button after entering the quantity for each line item.



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

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

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



Inventory Transfer Receipt Confirmation

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

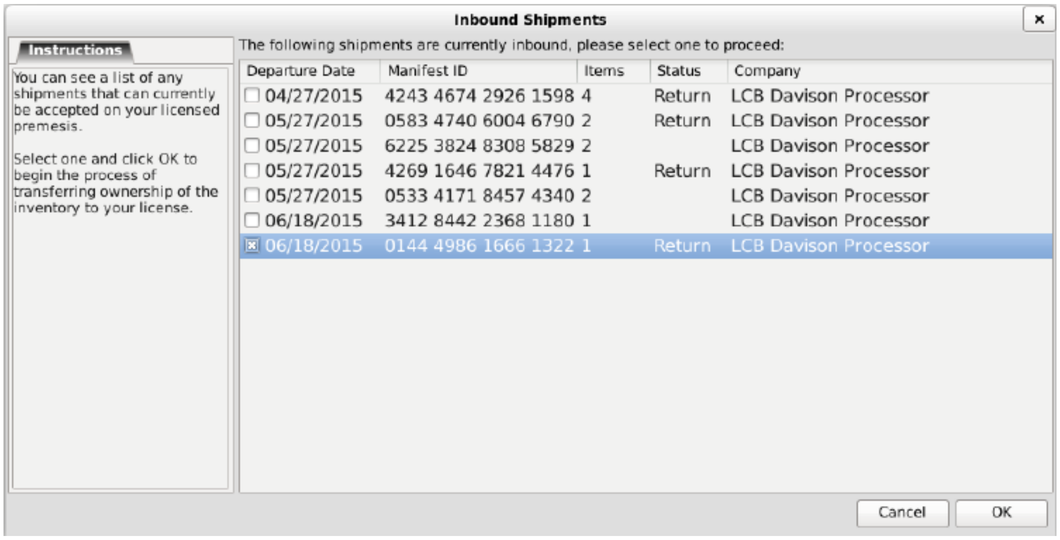
3 out of 3 item(s) will be partially accepted:

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

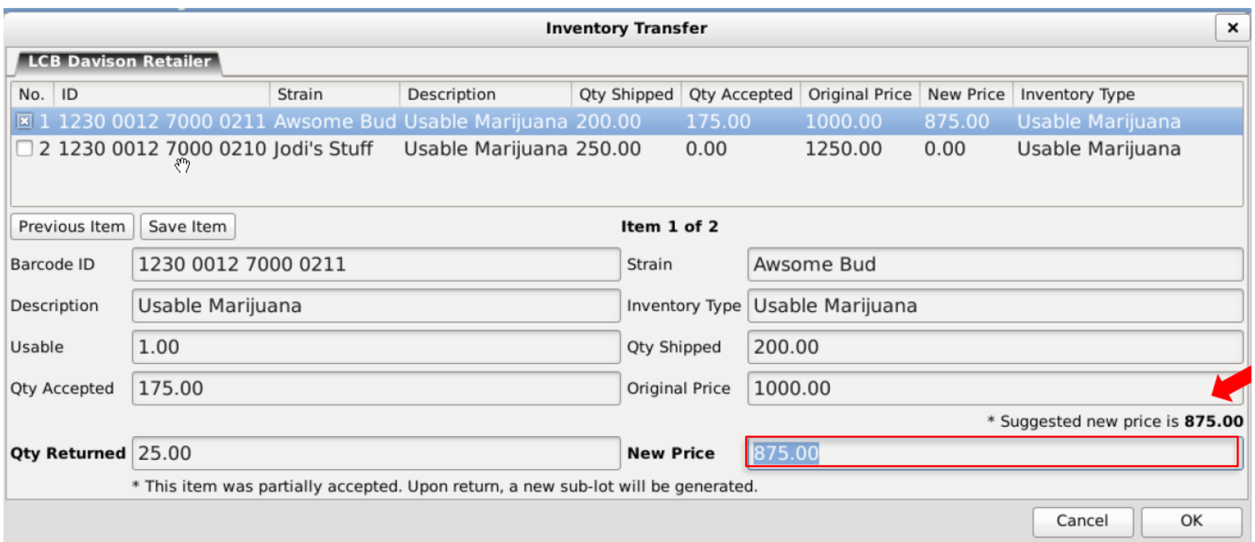
Cancel OK

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

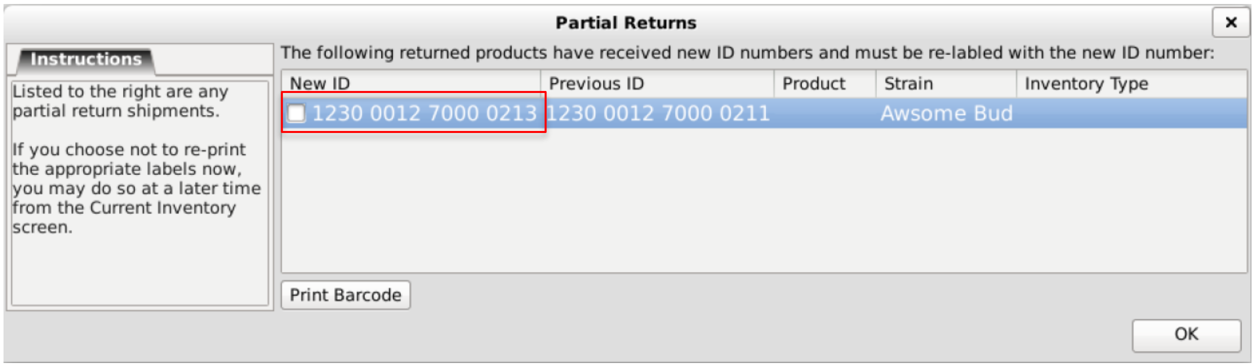
Note: Items that are rejected will be available in the inventory transfer screen until the licensee who shipped the inventory receives the rejected items back into their inventory.



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.

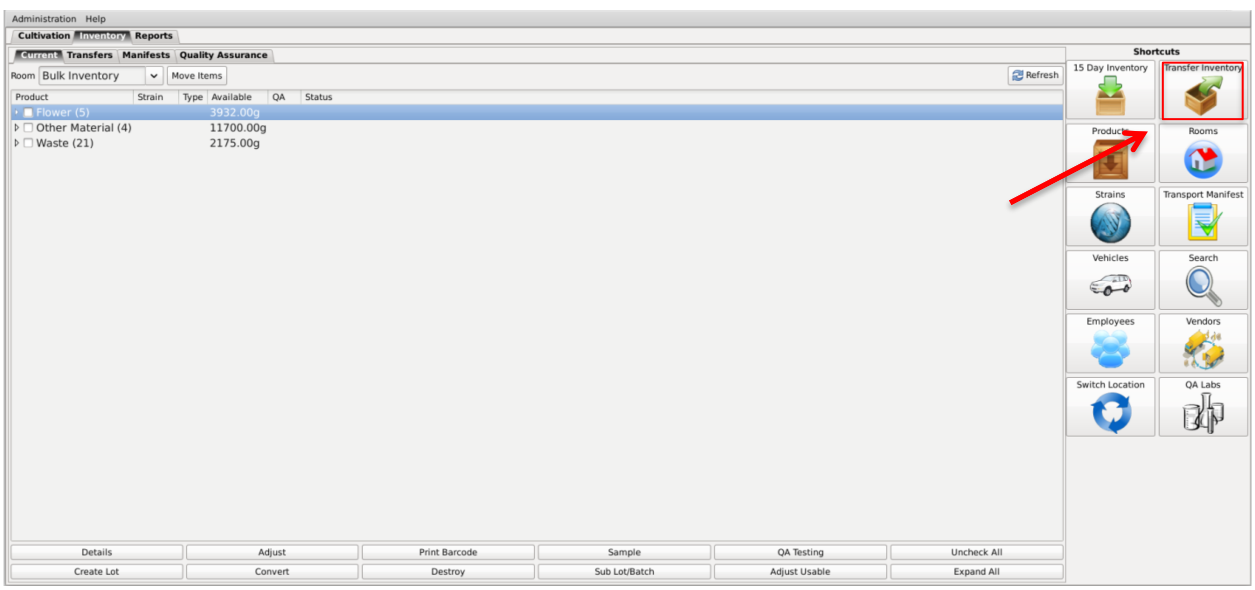


Note: Rejected items retain the original Inventory ID number. Partially received items will automatically receive a new Inventory ID number. These items will need to be relabeled with the new Inventory ID number immediately.

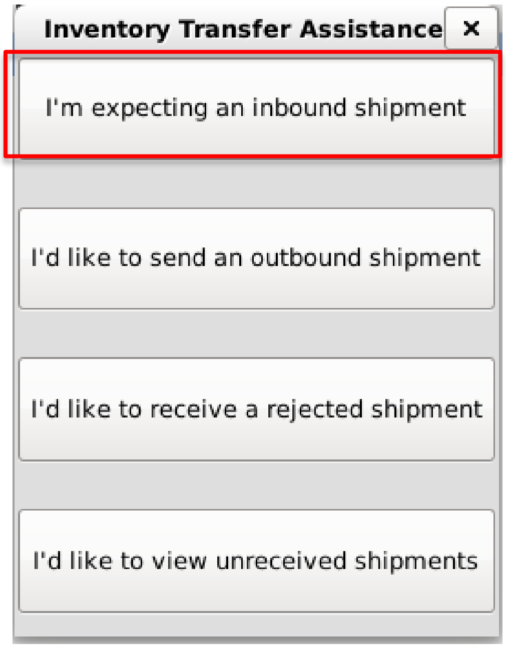


To view QA results on Inventory Transfer Manifest:

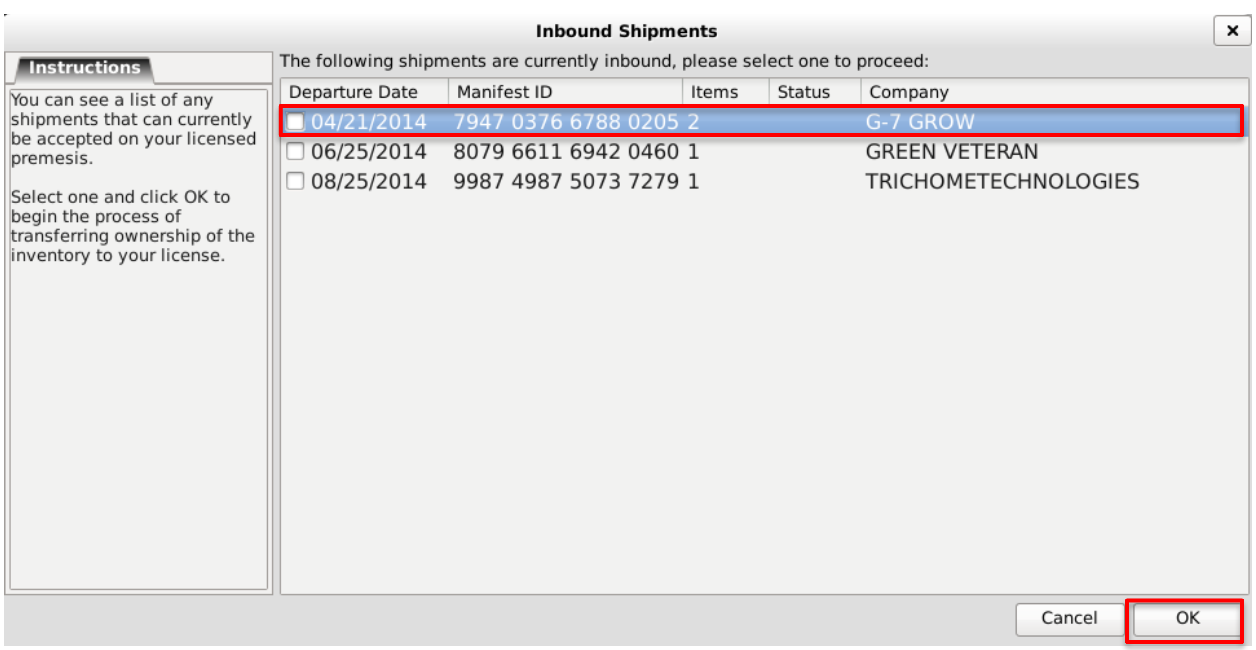
1. From the 'Inventory Transfer' screen, click 'Transfer Inventory'.



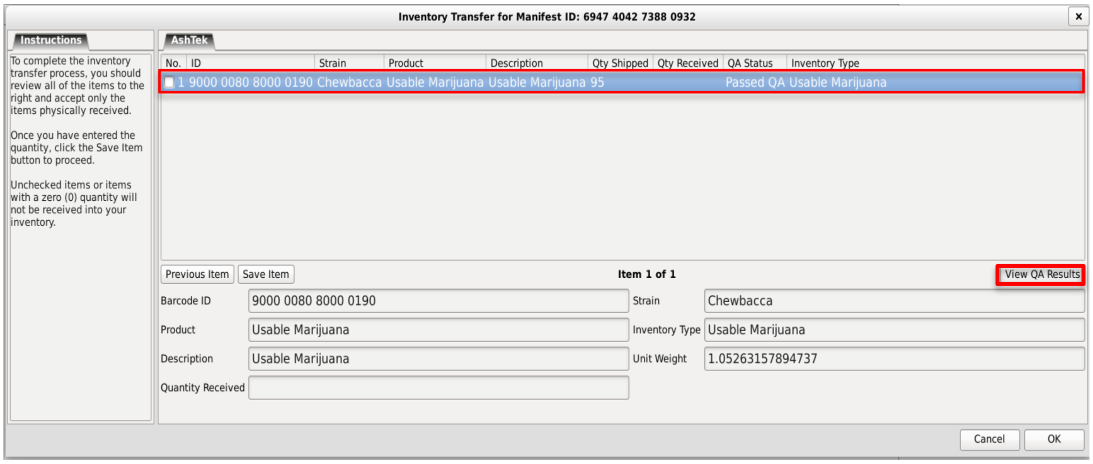
2. Click ‘I’m expecting an inbound shipment’.



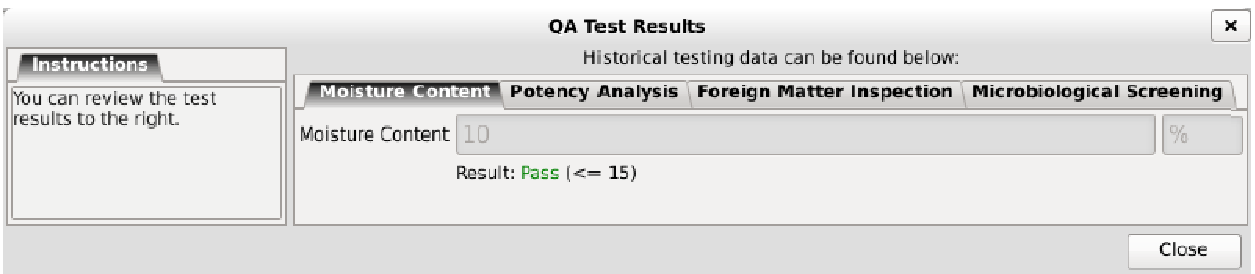
3. Select the shipment you want to view QA results for. Check the appropriate box in the Departure Date column. Click the ‘OK’ button.



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



5. The 'QA Test Results' screen displays.



Chapter 7: Samples

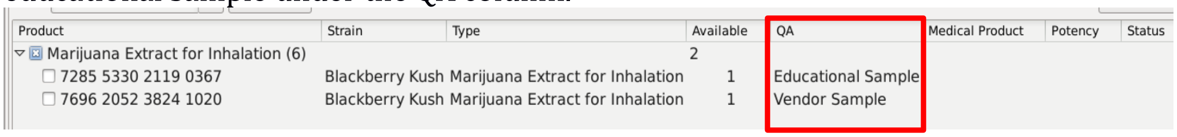
In this chapter, you will learn how to:

- ✓ Receive samples
- ✓ Assign samples to employees

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

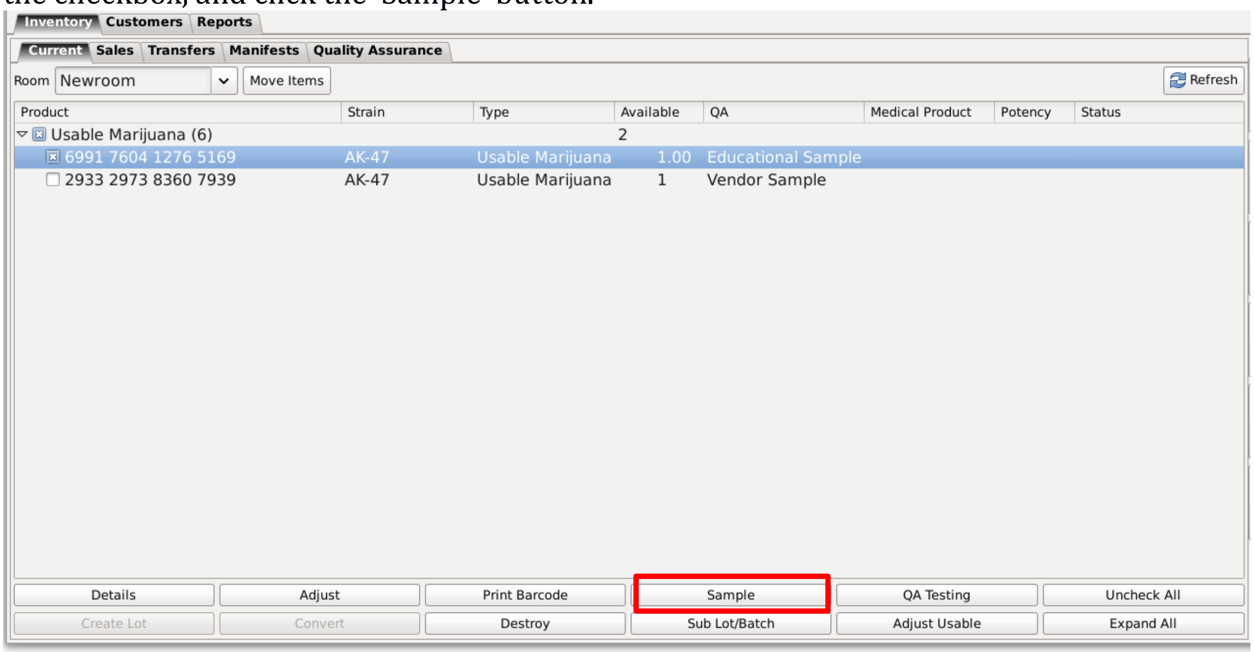
Receiving Samples

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

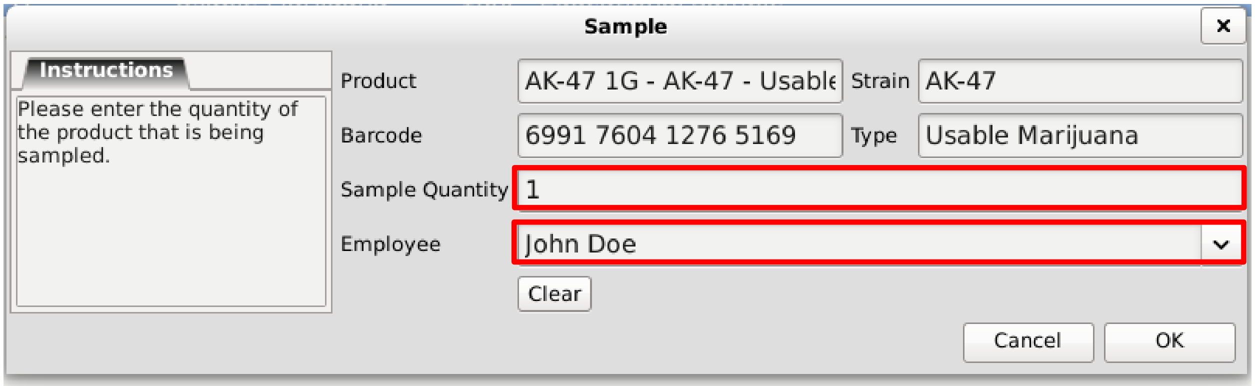


Assigning Samples

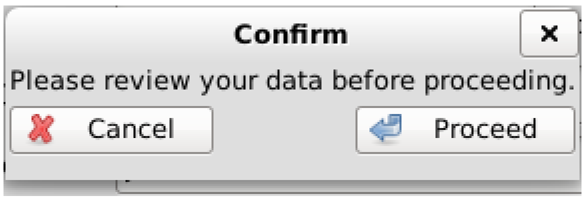
Once a Vendor Sample or Educational Sample has been transferred in simply select it using the checkbox, and click the 'Sample' button.



The '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.



Click the ‘OK’ button.



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

Chapter 8: Sales Activity

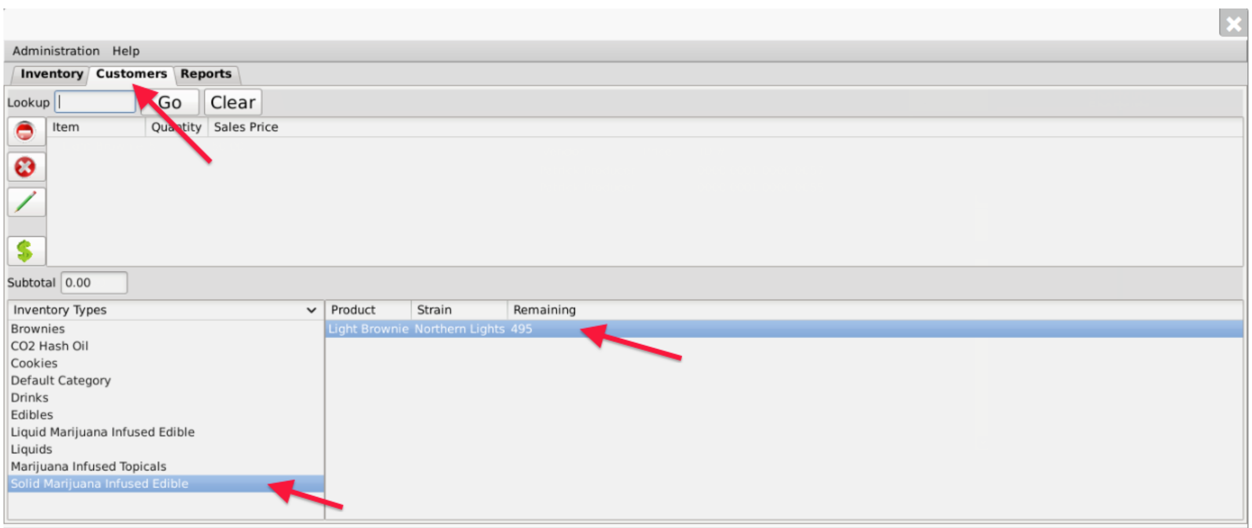
In this chapter, you will learn how to:

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

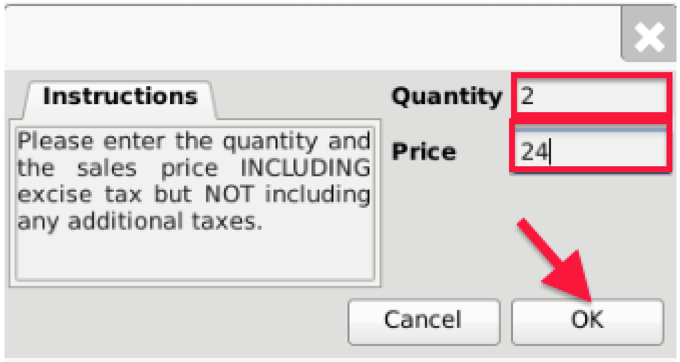
Summarize Product Sales

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

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



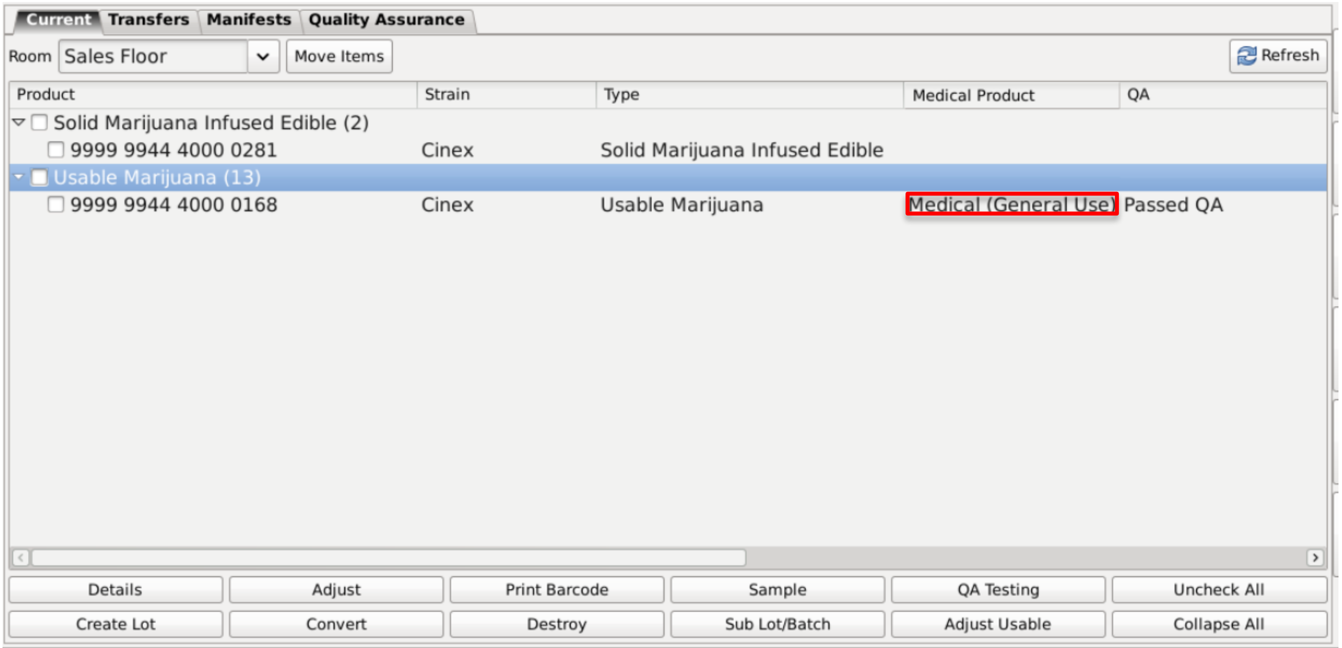
- The Sales pop up will appear,
- Enter the Quantity Sold and the Sales Price then click “OK” when complete.



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

Summarize Medical Product Sales

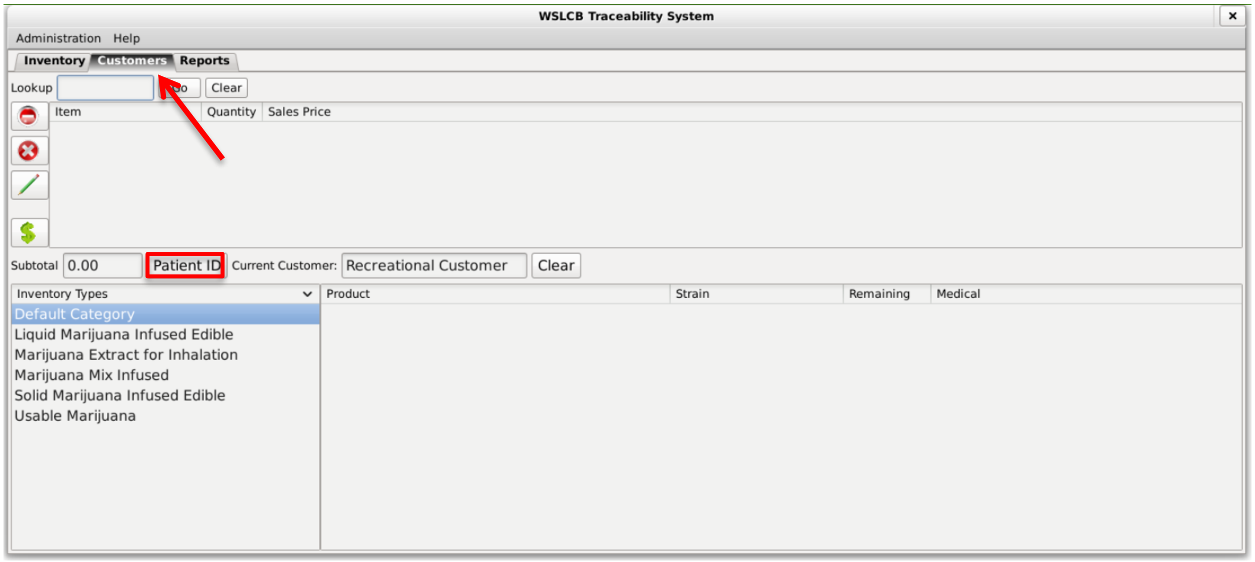
Medical products that have passed all required Quality Assurance tests and have been designated as medical will appear in inventory with “Medical” in the “Medical Product” column in the current inventory:



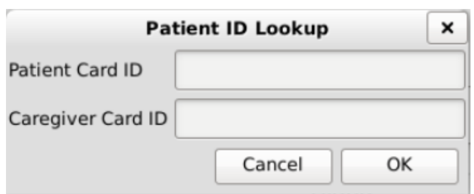
Those products will also show “Yes” in the “Medical” column under the customer tab.

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

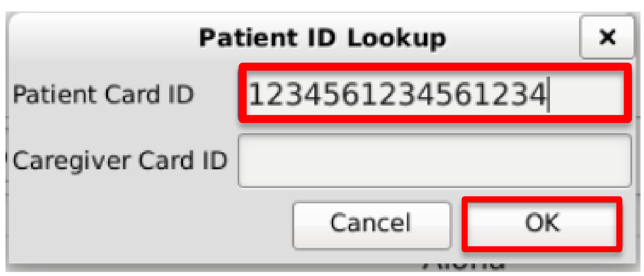
- Navigate to the Customers tab.
- Click “Patient ID”



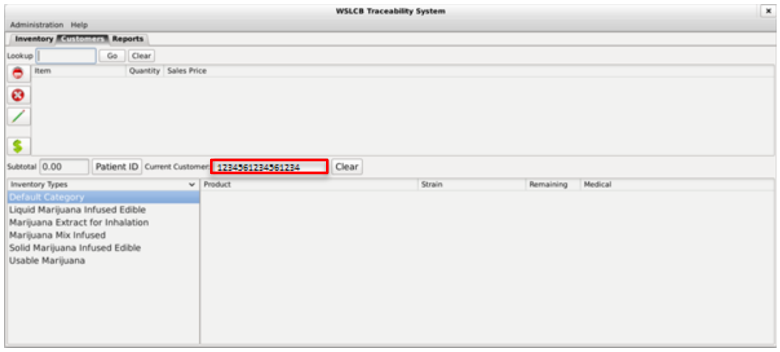
- The patient ID Lookup window appears:



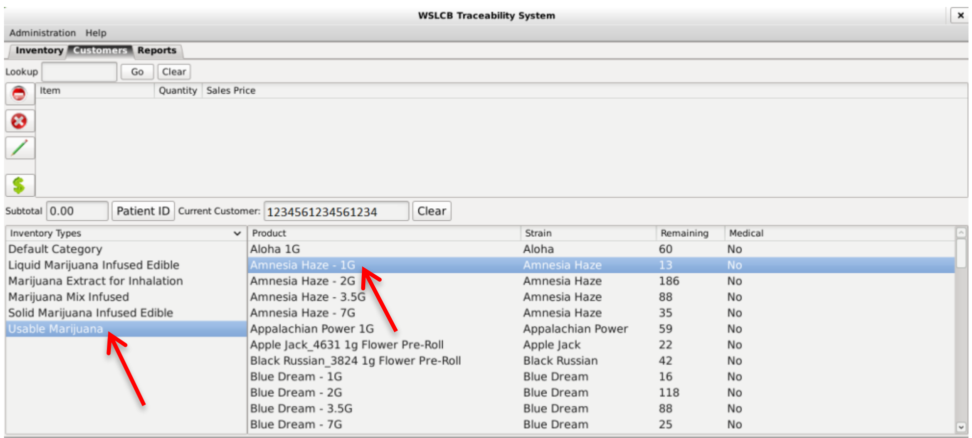
- Enter the patient or caregiver ID
- Click 'OK' to return to the customer screen.



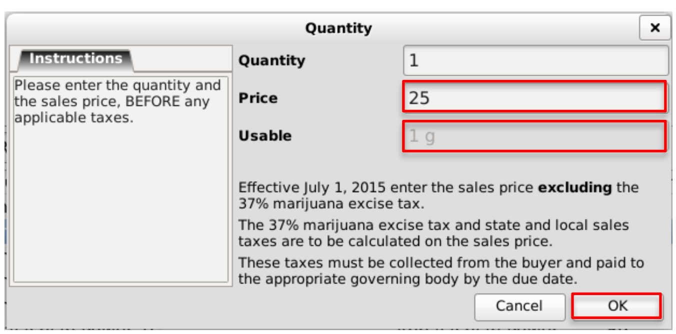
On the customer screen the "Current Customer" field will update to reflect the inputted patient ID. To return to recreational sales click the 'Clear' button.



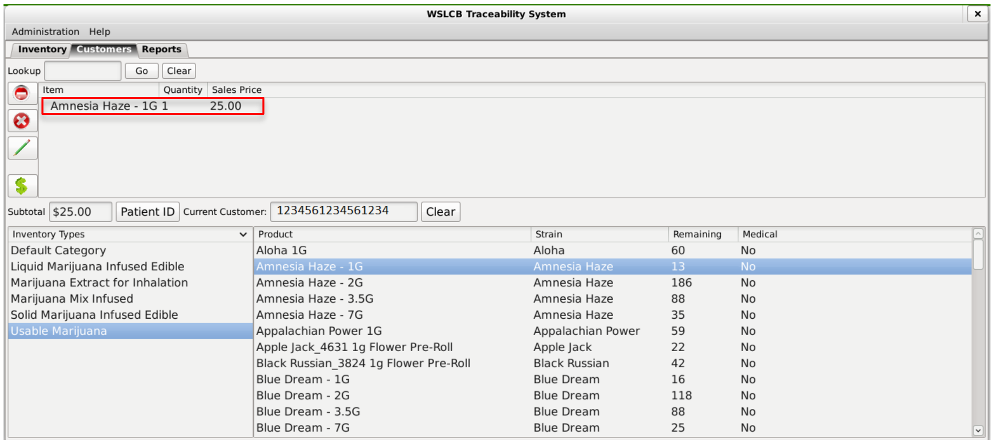
- Select an inventory type within the Inventory Type box in the lower-left corner.
- Select a specific product



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



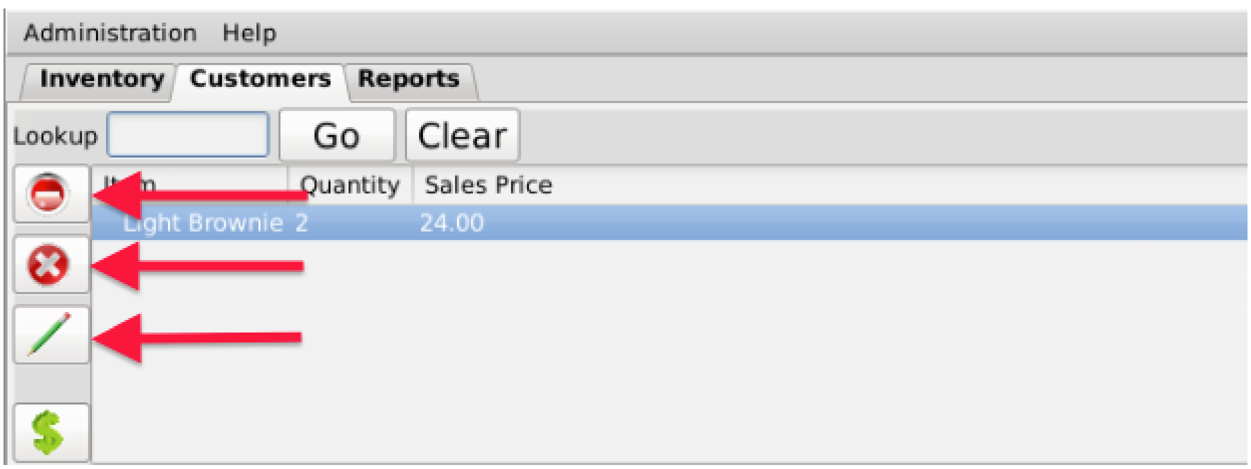
- The sales data is now updated within the Sales Summary window:



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

Modify Sales Summary Before Submission

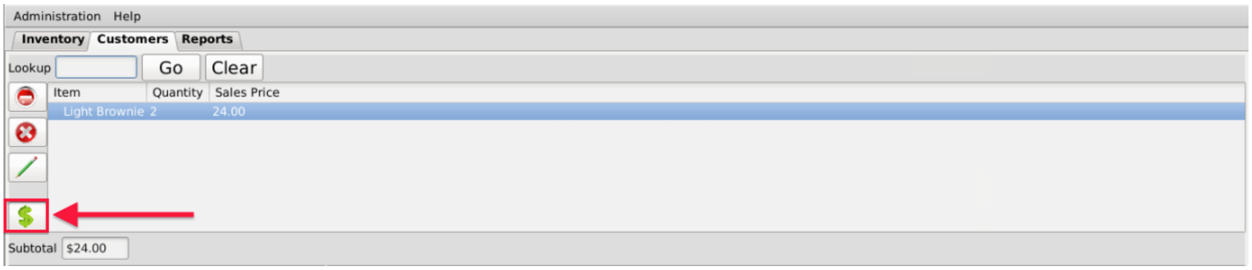
The buttons on the left-side allow you to make changes to data within the Sales Summary window should you find that the information to be inaccurate.



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

Submit Sales Data

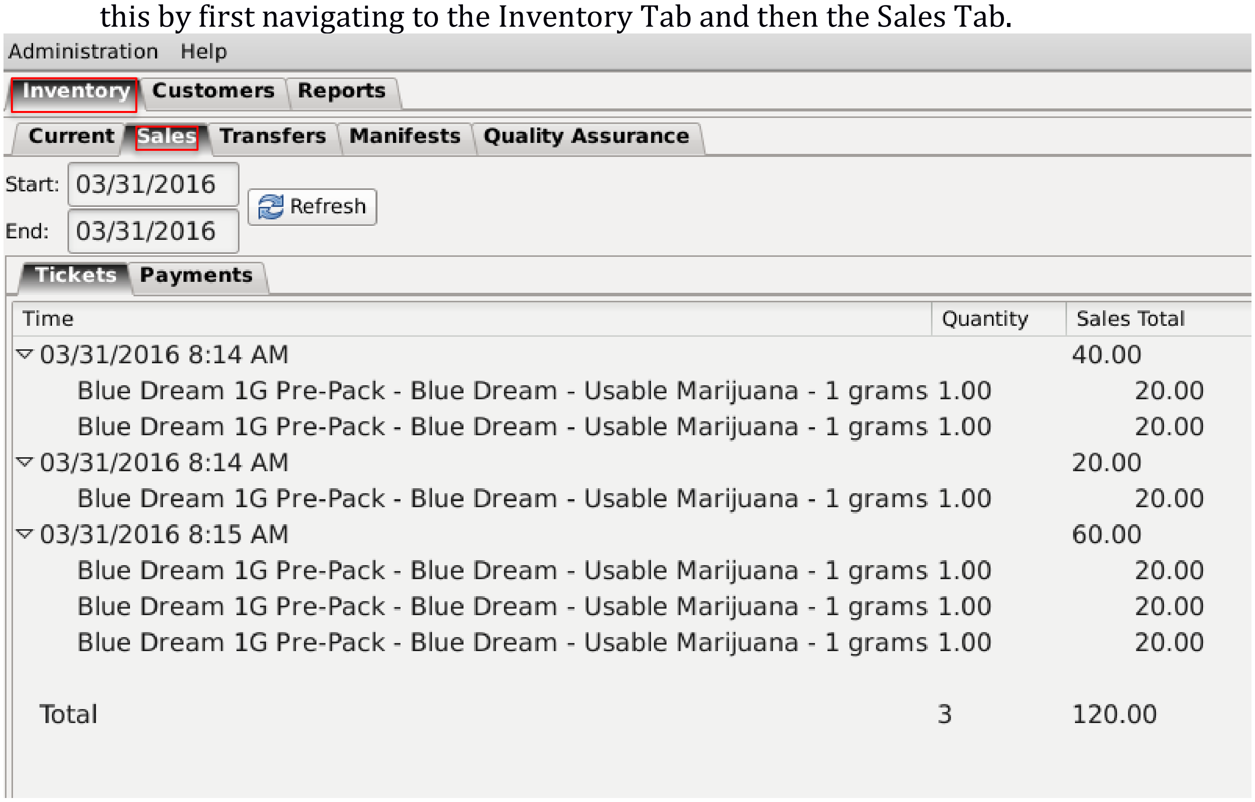
- If the items within the Sales Summary window are correct, click the “Pay” button to submit the data to the Traceability System.



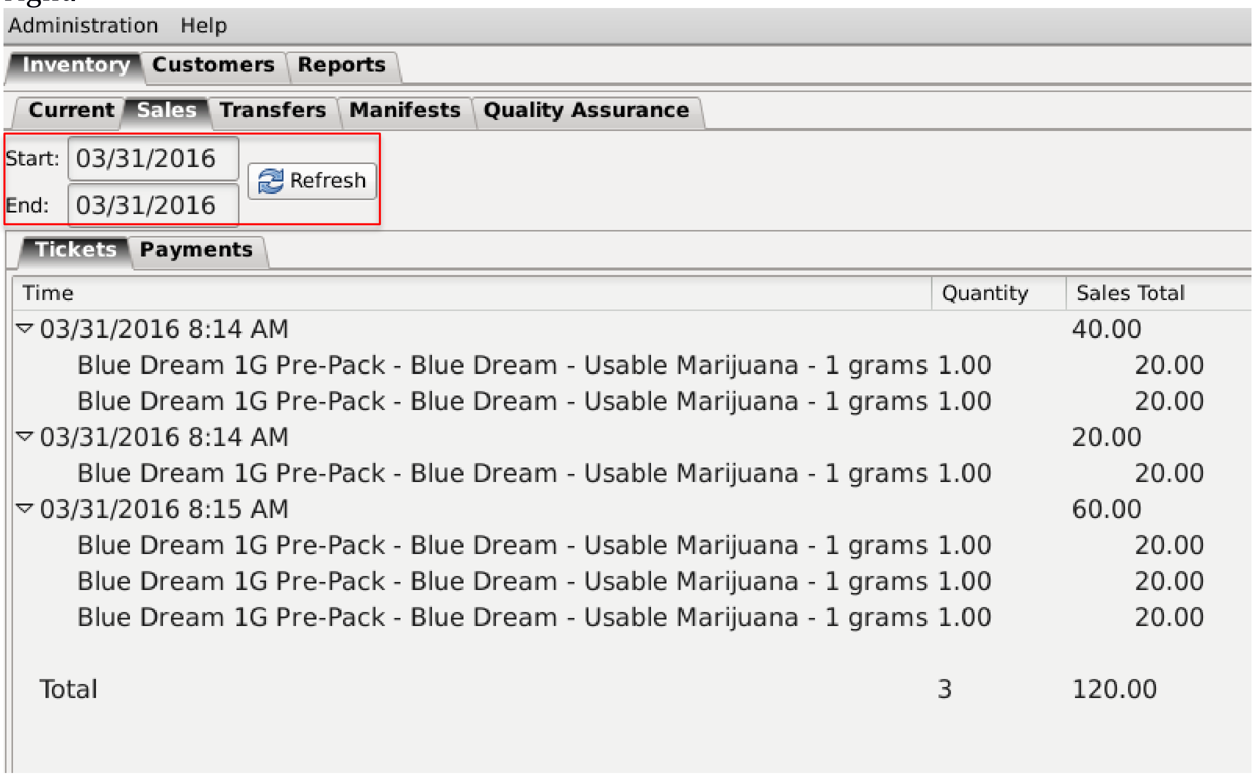
- When complete, the Sales Summary window clears the prior activity and is ready for additional transactions.

Correct a Product Sale

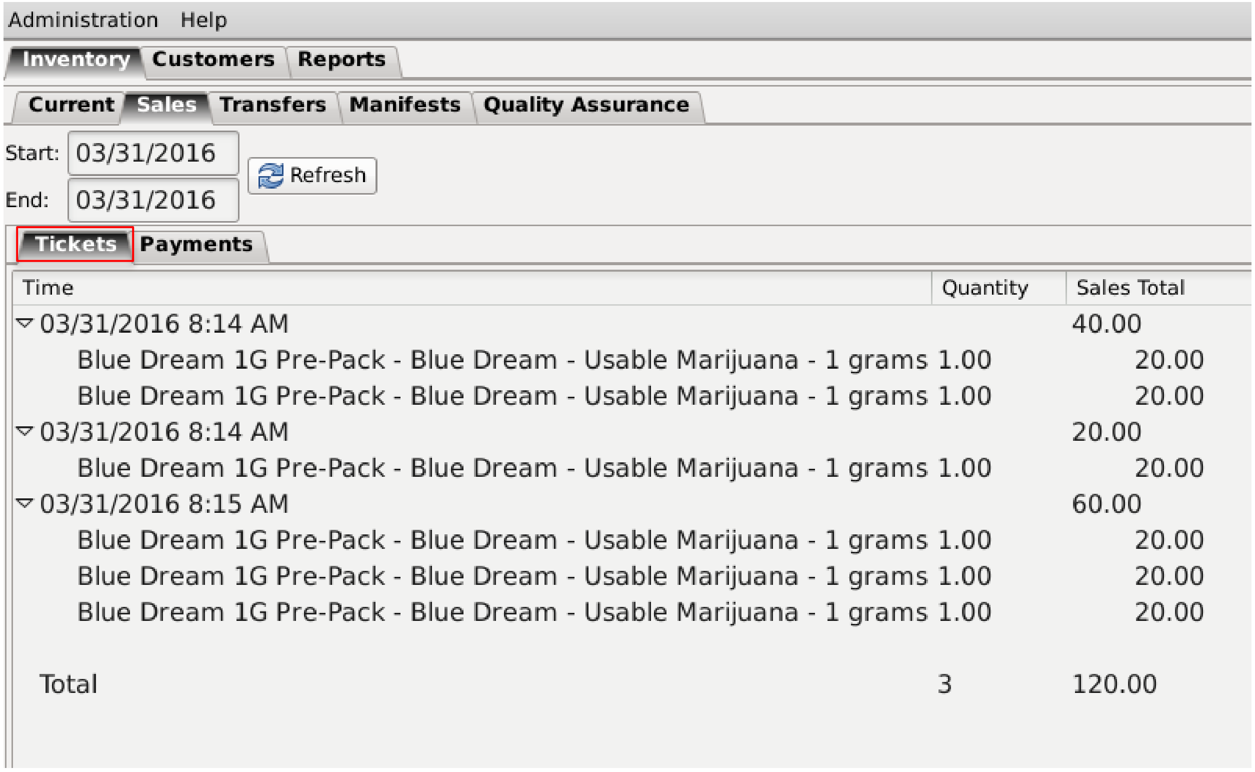
- If a mistake was made when entering the dollar amount for a sale you can correct this by first navigating to the Inventory Tab and then the Sales Tab.



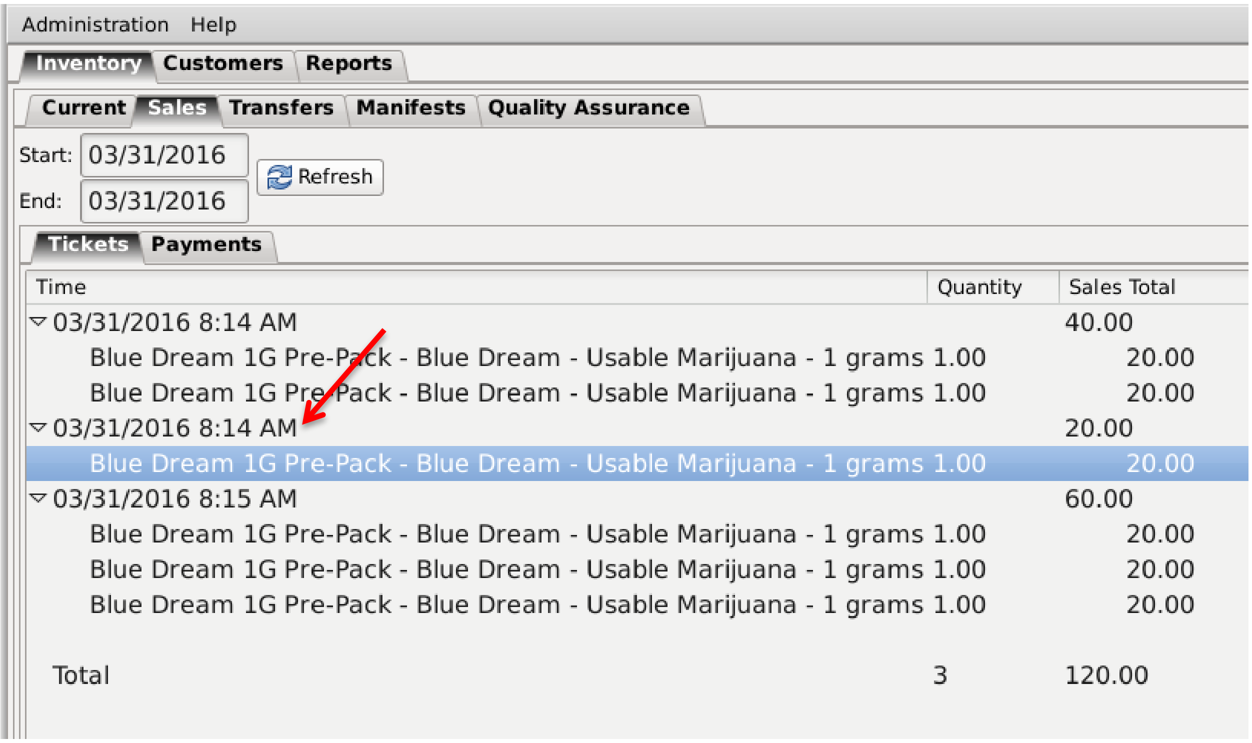
- You will need to select the correct data range and click the Refresh button to the right.



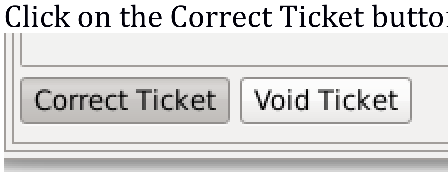
- Navigate to the Tickets Tab



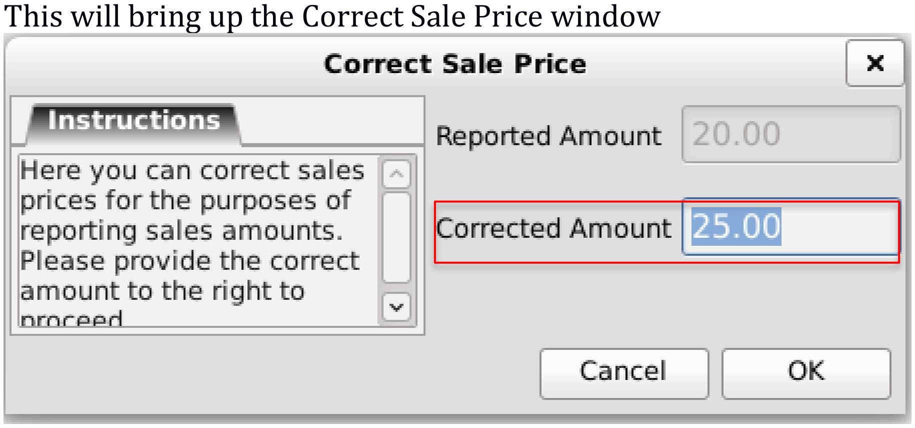
Select the line item on the ticket you would like to correct



- Click on the Correct Ticket button at the bottom



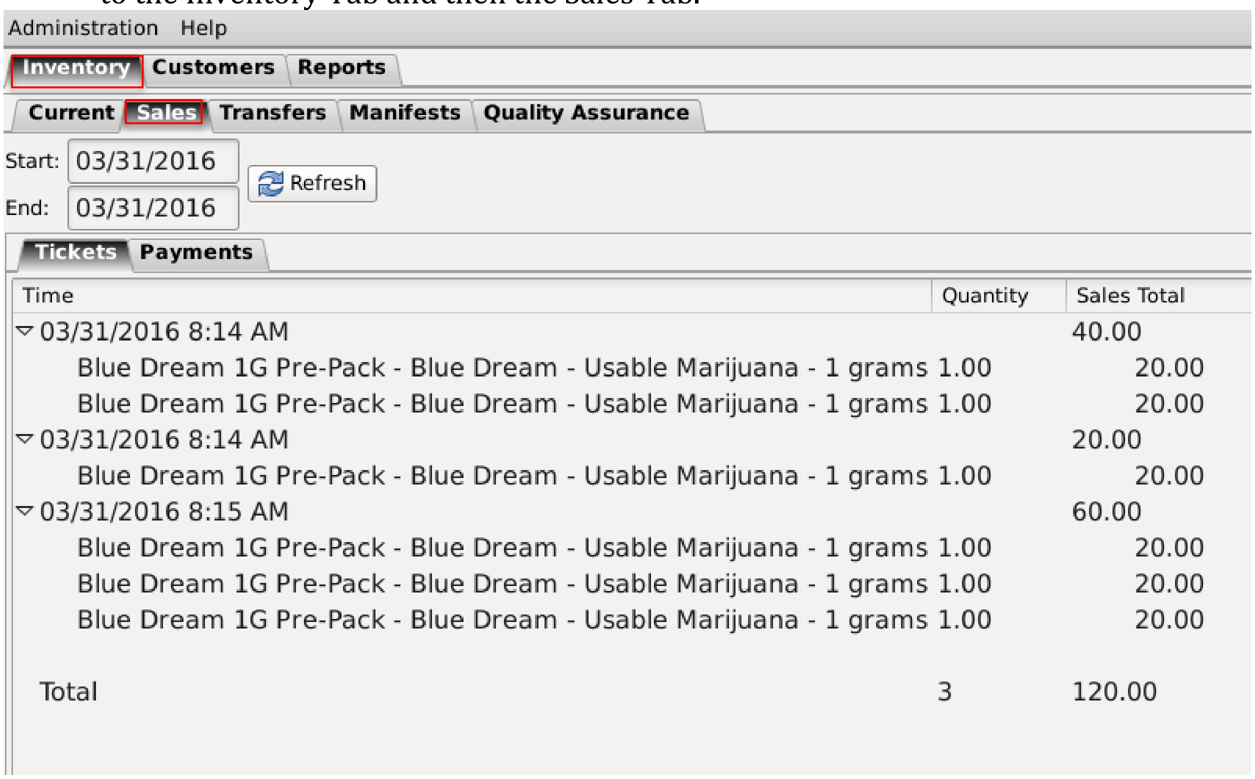
- This will bring up the Correct Sale Price window



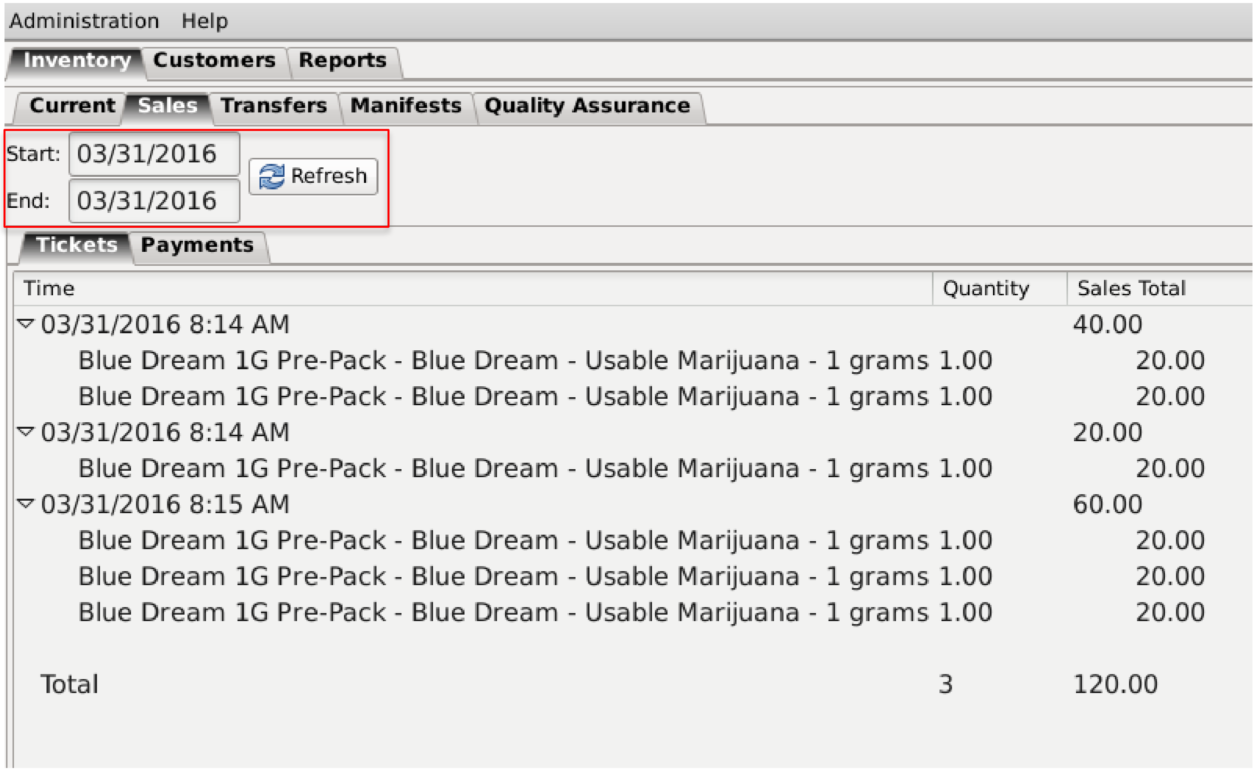
- Enter the new Corrected Amount and click the OK button when done.

Void a Product Sale

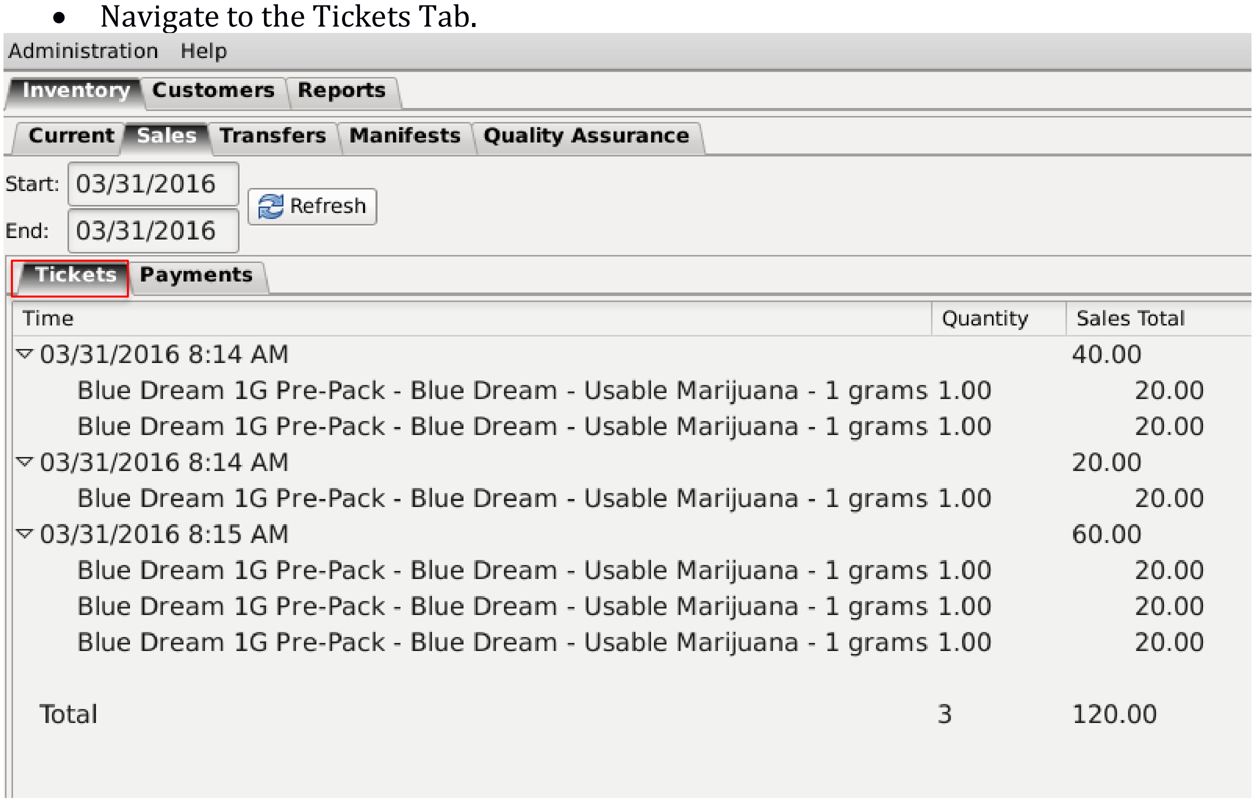
- If a mistake was made when entering a sale you can Void the sale by first navigating to the Inventory Tab and then the Sales Tab.



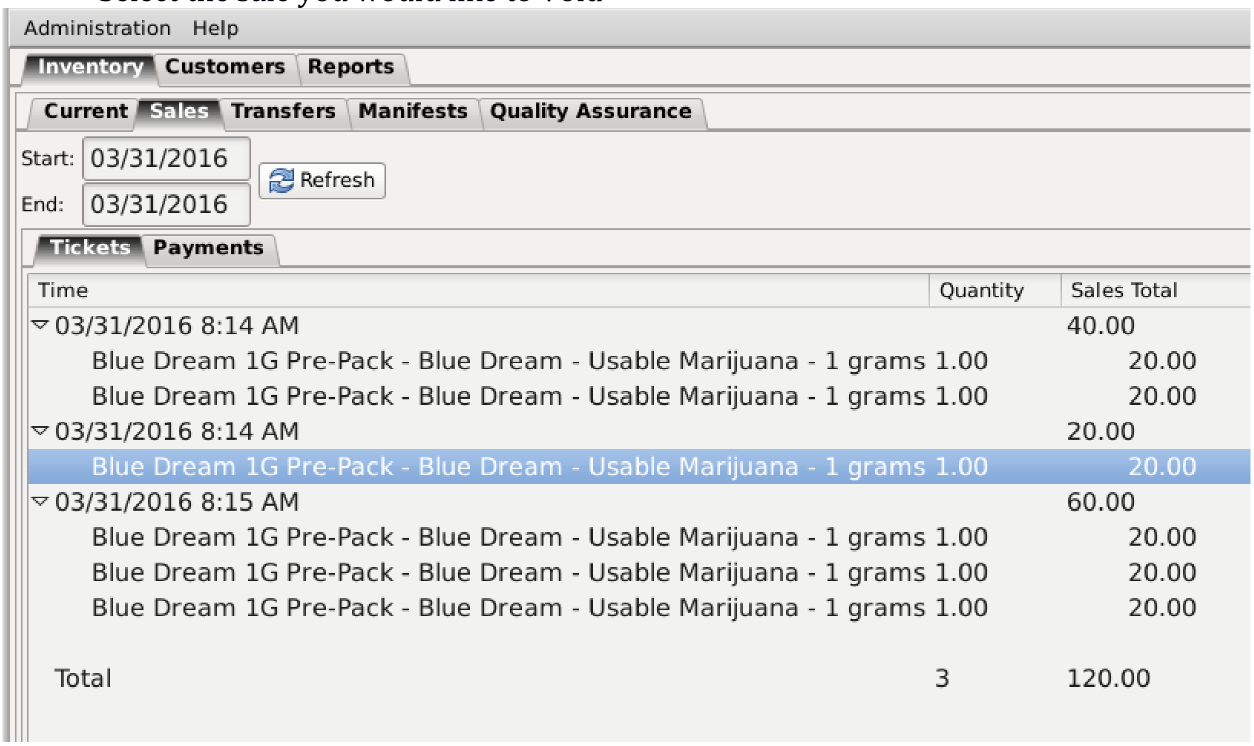
- You will need to select the correct data range and click the Refresh button to the right.



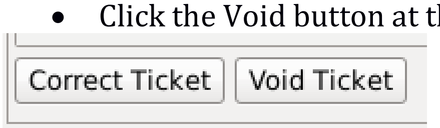
- Navigate to the Tickets Tab.



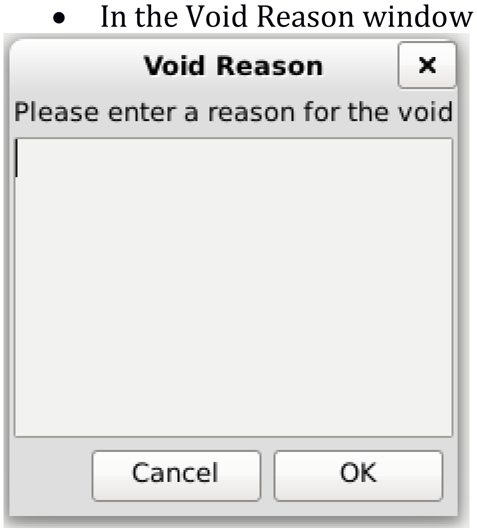
- Select the sale you would like to Void



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



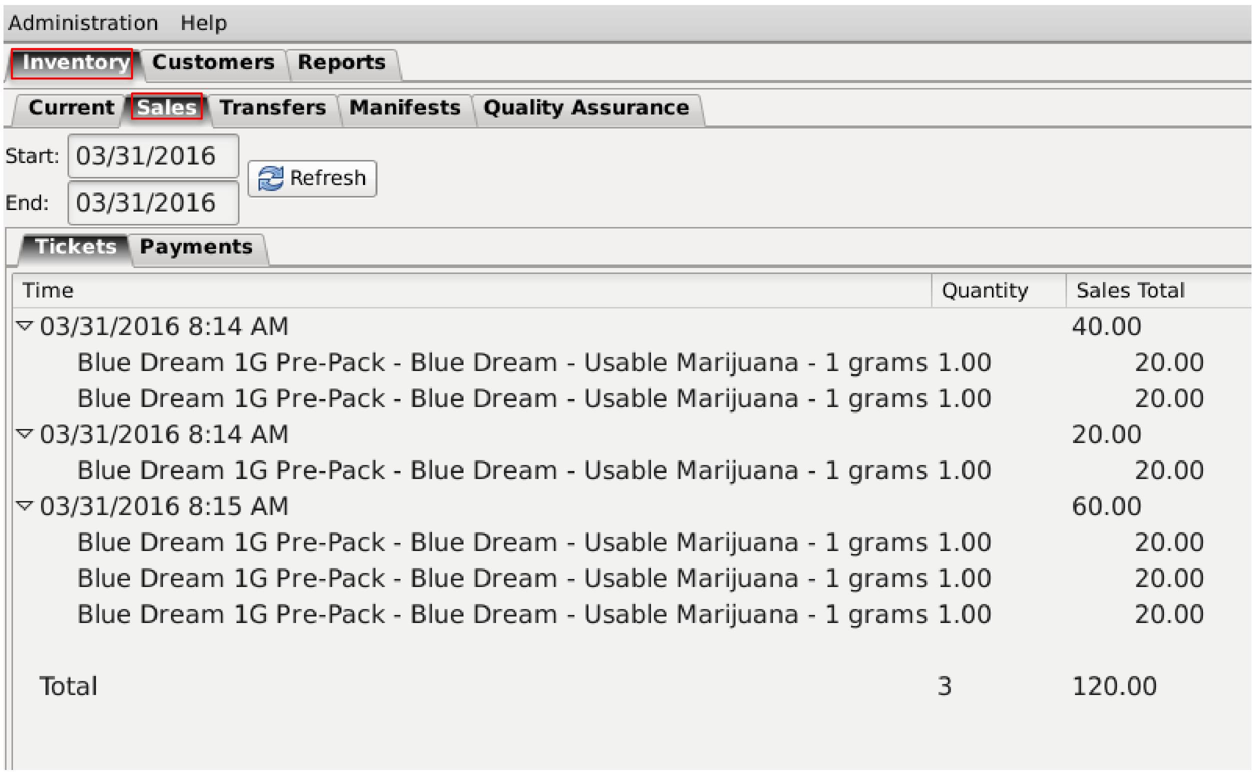
- In the Void Reason window enter why this sale needs to be voided.



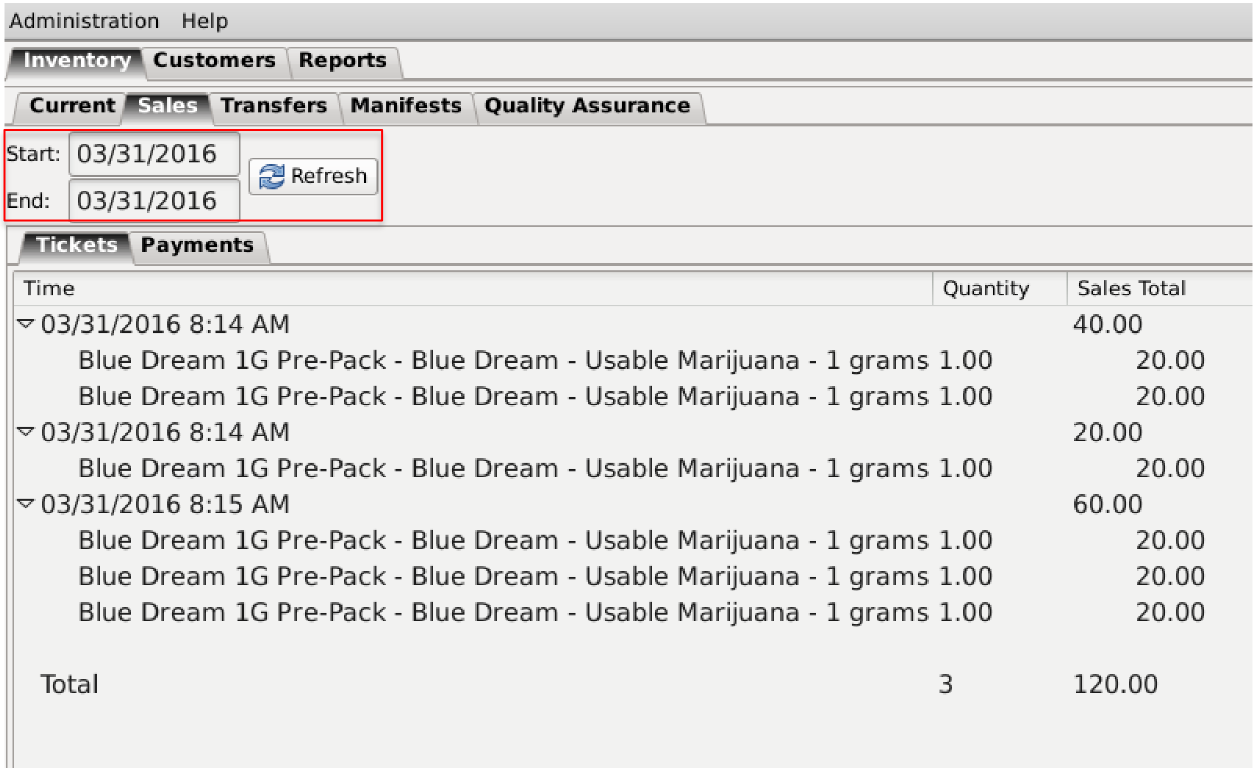
- Click OK when complete

Refund a Product Sale

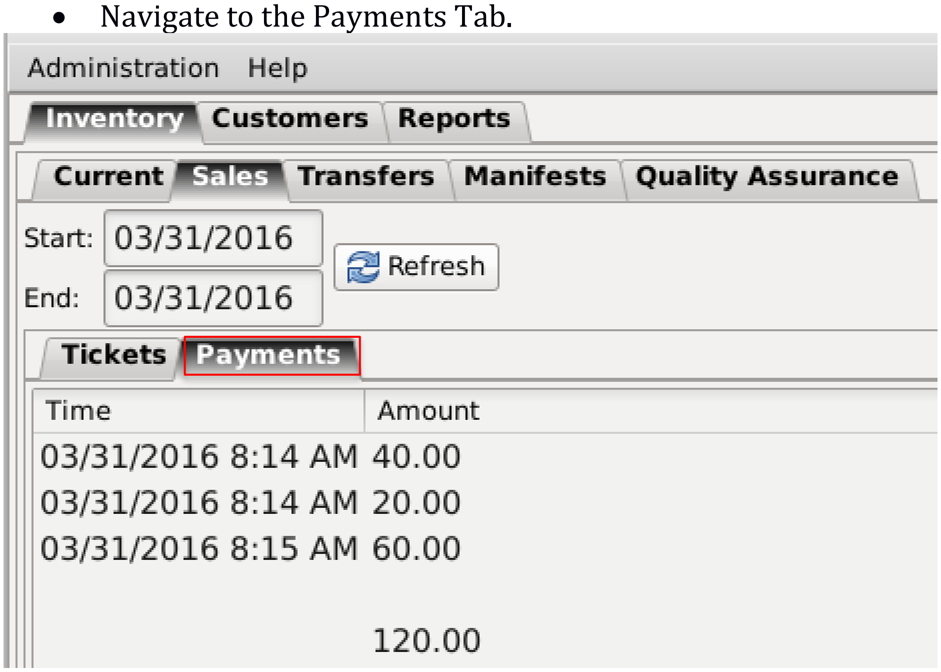
- If a product needs to be refunded first navigate to the Inventory Tab and then the Sales Tab.



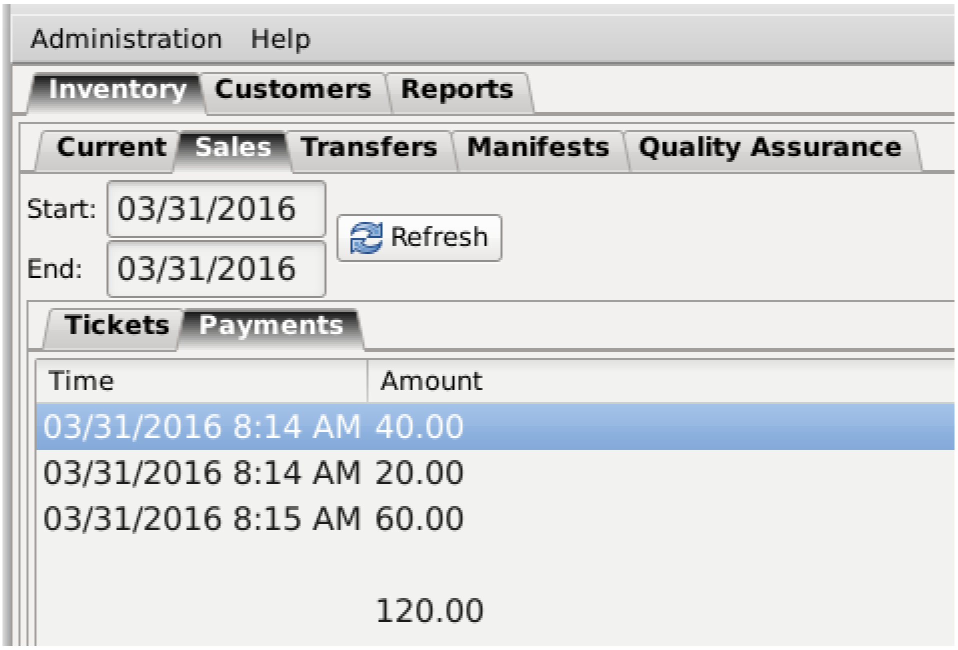
- You will need to select the correct data range and click the Refresh button to the right.



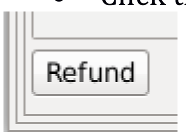
- Navigate to the Payments Tab.



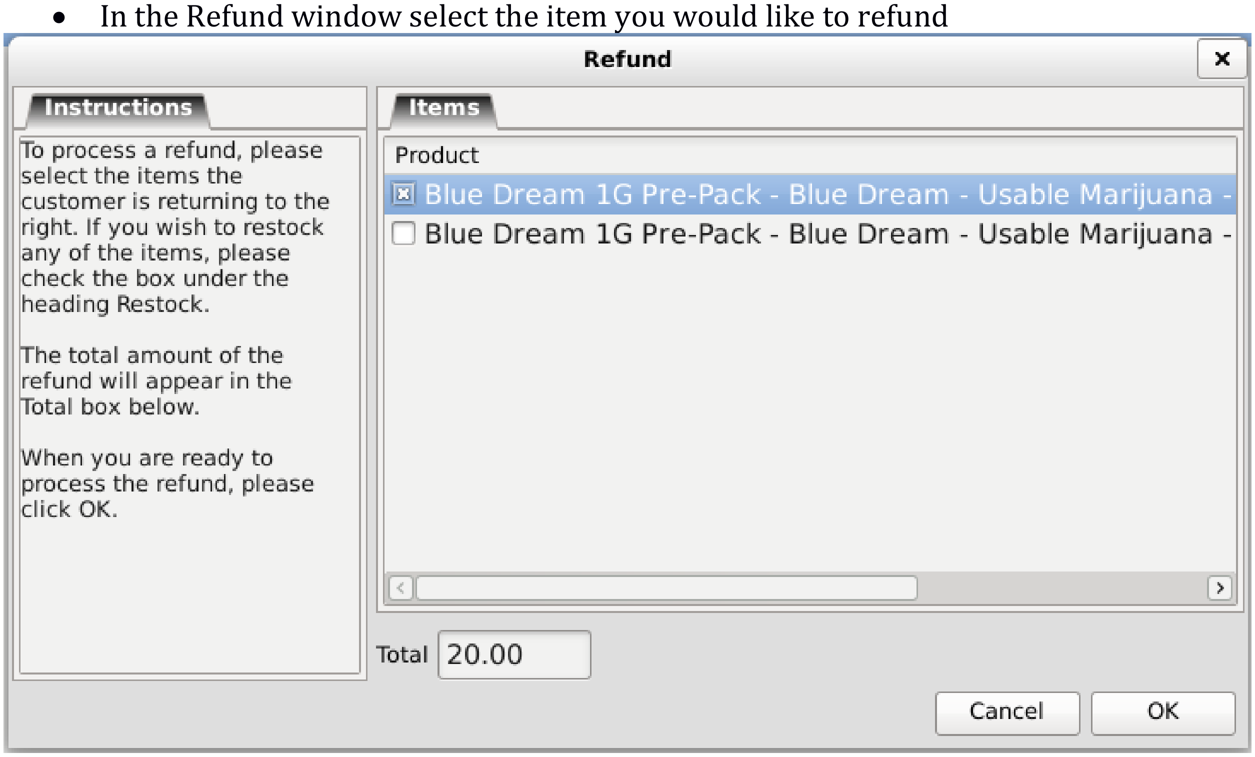
- Select the sale you would like to refund



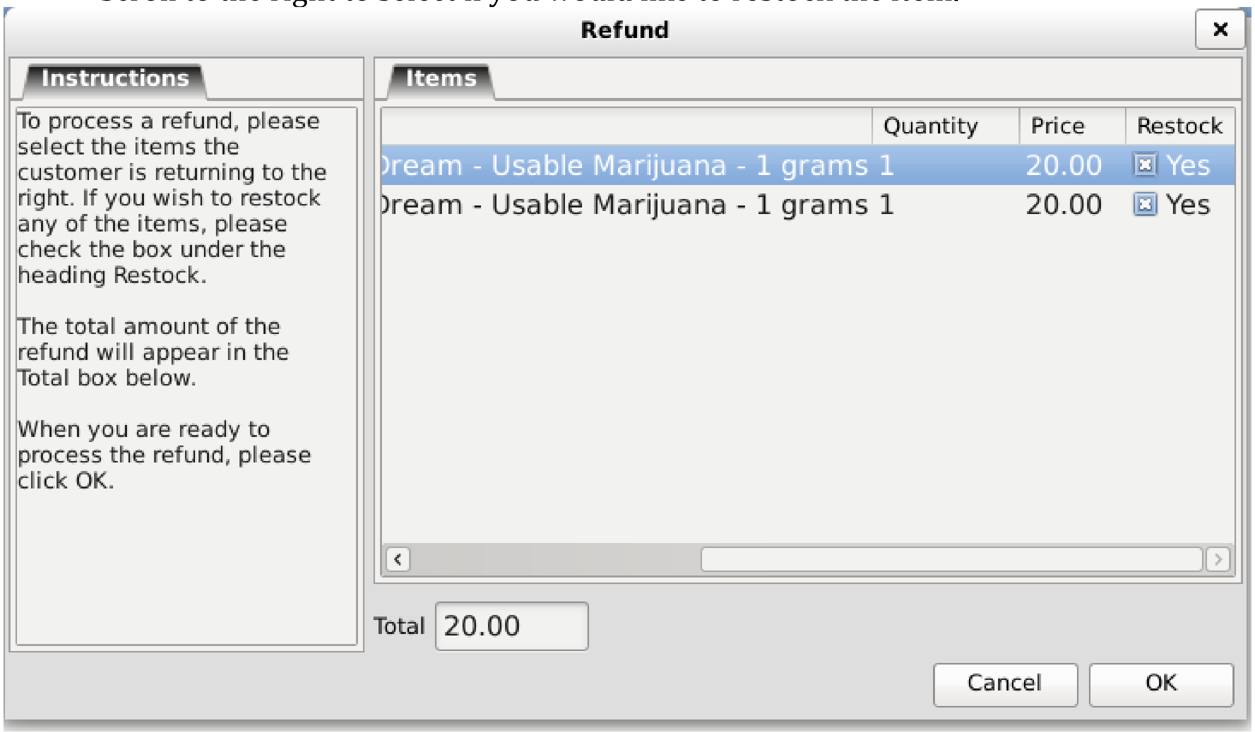
- Click the Refund button at the bottom left of the screen.



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



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



- Click OK when complete

Chapter 9: Inventory Adjustments and Destruction

In this chapter, you will learn how to:

- ✓ Adjust Inventory
- ✓ Destroy Inventory

Inventory Adjustments

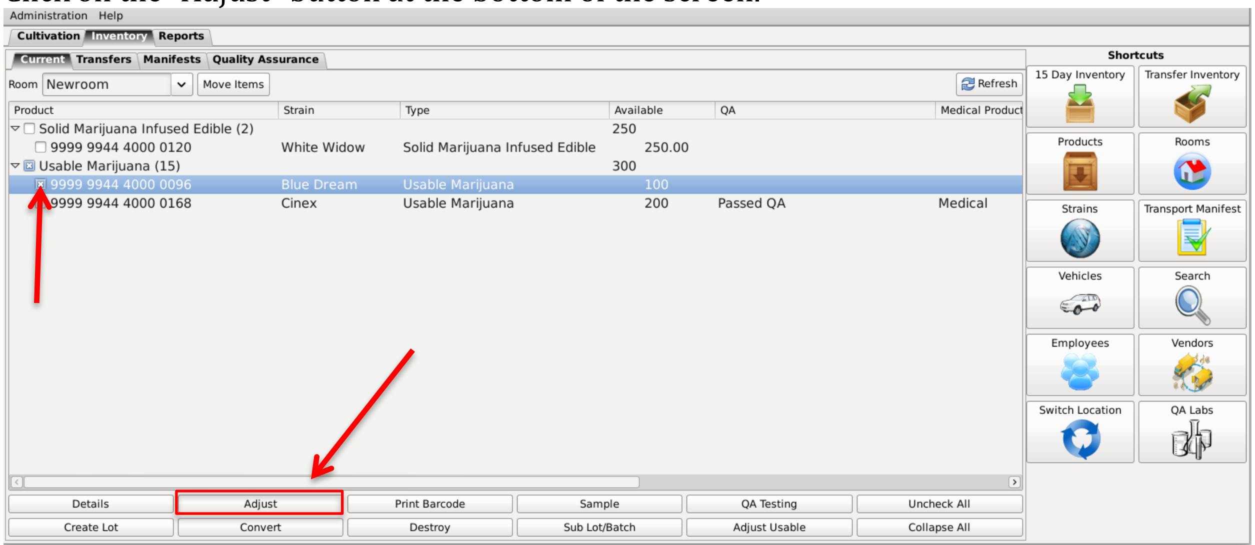
This function will notify the Traceability System of inventory deductions that are not attributable to sales, samples, or destruction. The four types of adjustments are: Inventory Audit; Theft; Seizure by Federal, State, Local, or Tribal Law Enforcement; and Mistake. The following paragraph provides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

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

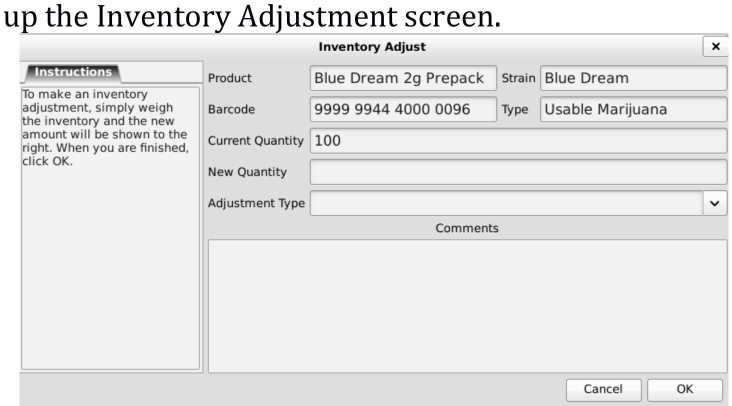
Although the following example screen shots illustrate an inventory adjustment due to theft, all of the inventory adjustment types follow the same path.

Accessing the Inventory Adjustment Screen

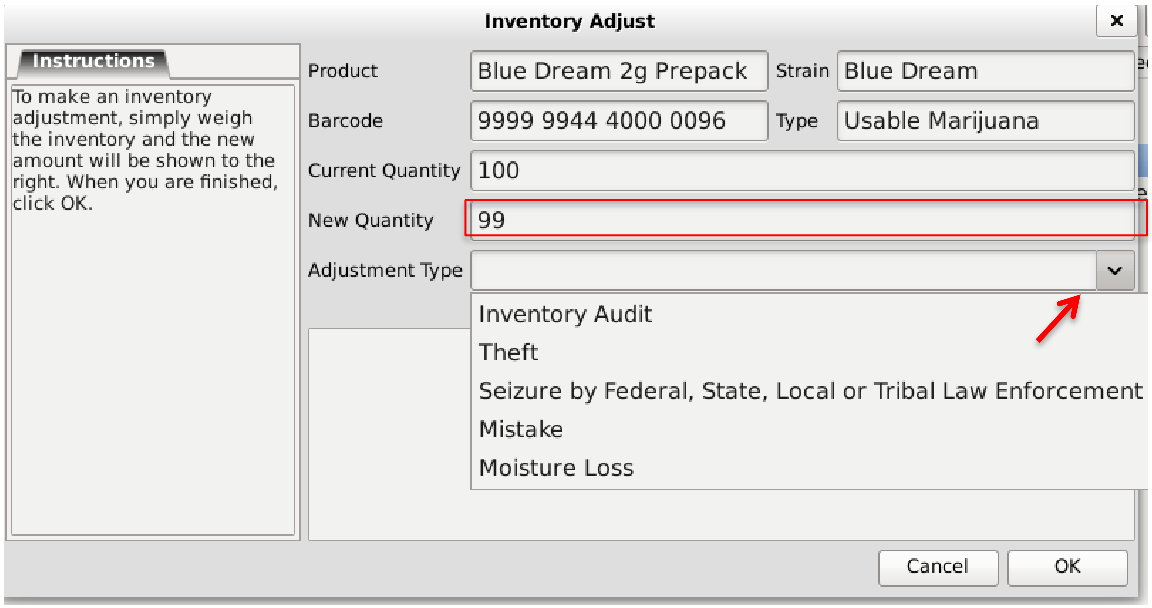
- Navigate to the Inventory Room within which the to-be-adjusted inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the check box to the left of the item to be adjusted.
- Click on the “Adjust” button at the bottom of the screen.



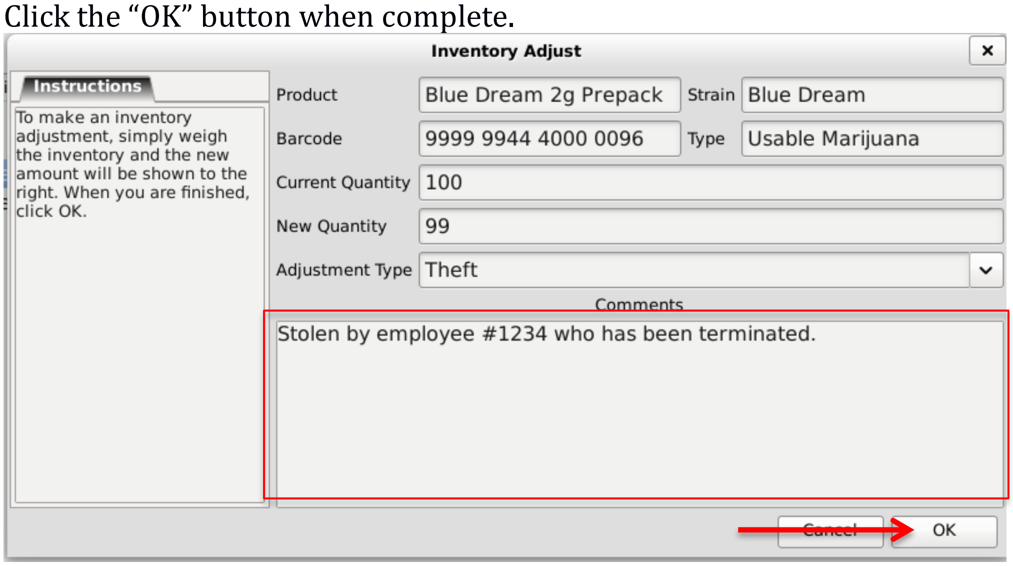
- This will bring up the Inventory Adjustment screen.



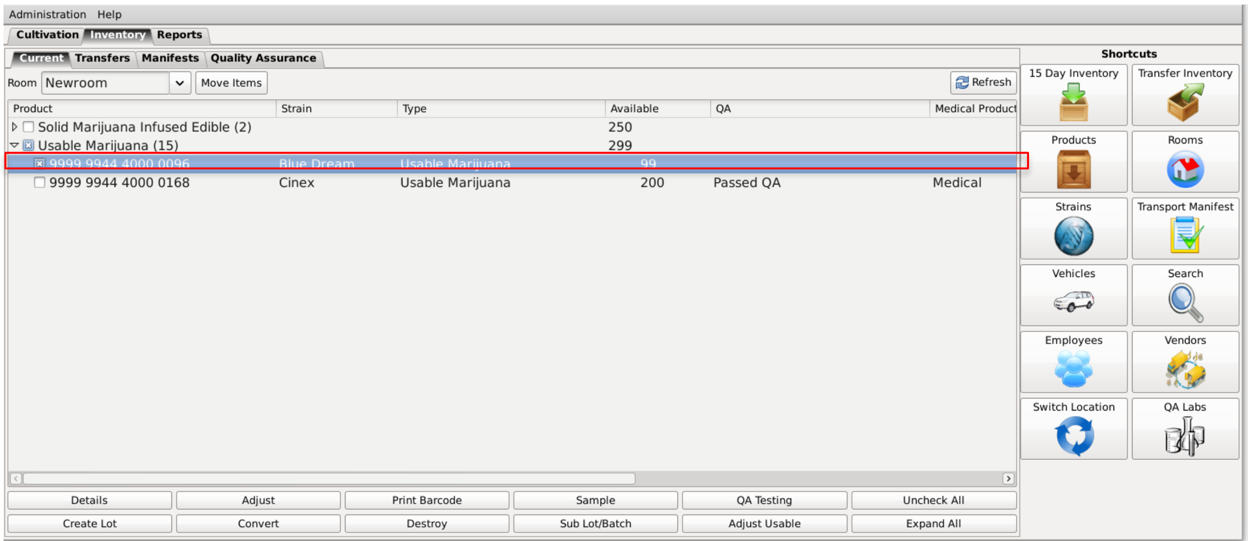
- From the Inventory Adjustment screen,
  - Enter the New Quantity (current actual quantity that needs to be reflected in the Traceability System), and
  - Select the Adjustment Type via the drop down.



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



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



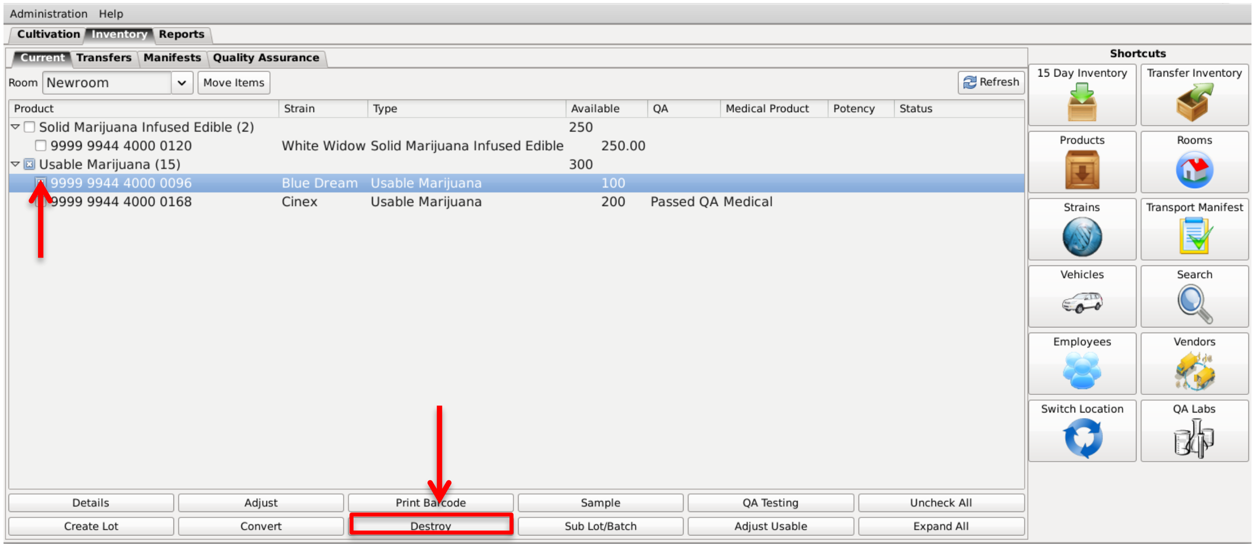
Schedule Inventory Destruction

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

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

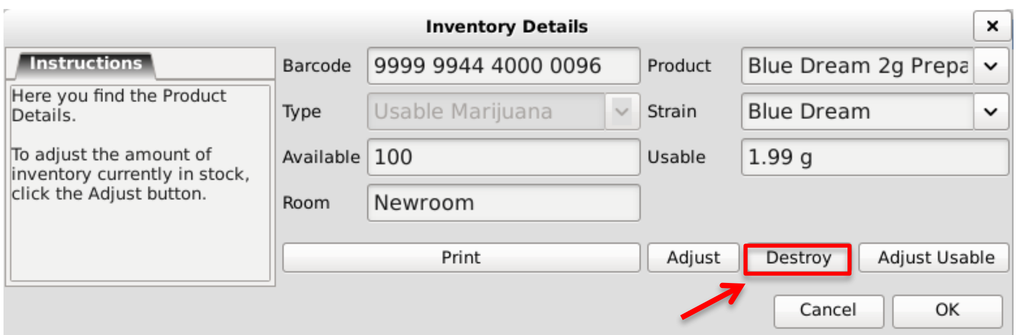
Method 1

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

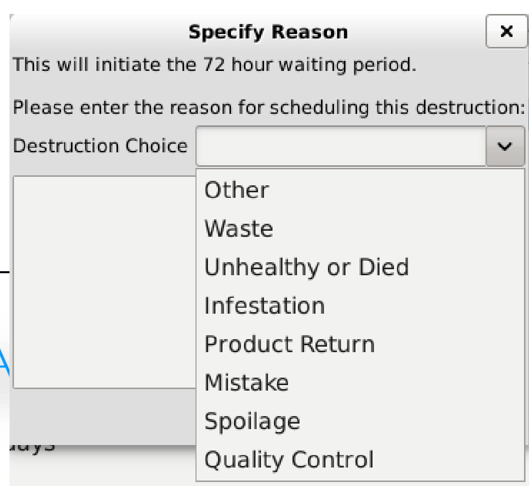


Method 2

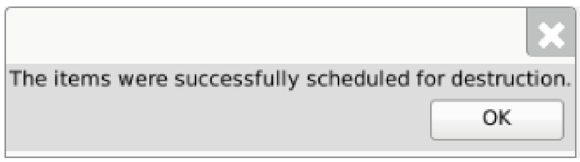
- Bring up the to-be-destroyed item's Inventory Details screen, either by selecting the item within its room or by using the Inventory Lookup function.
- Click on "Destroy".



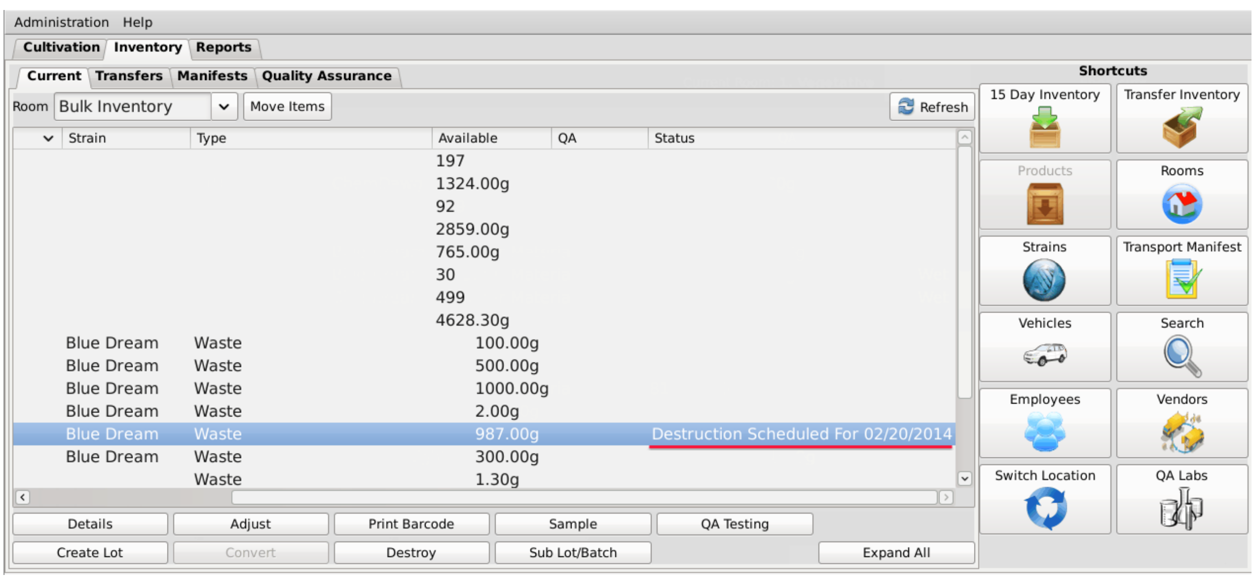
- Regardless of which method you use to click "Destroy", a pop-up window appears wherein you type the reason the item is being destroyed.



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



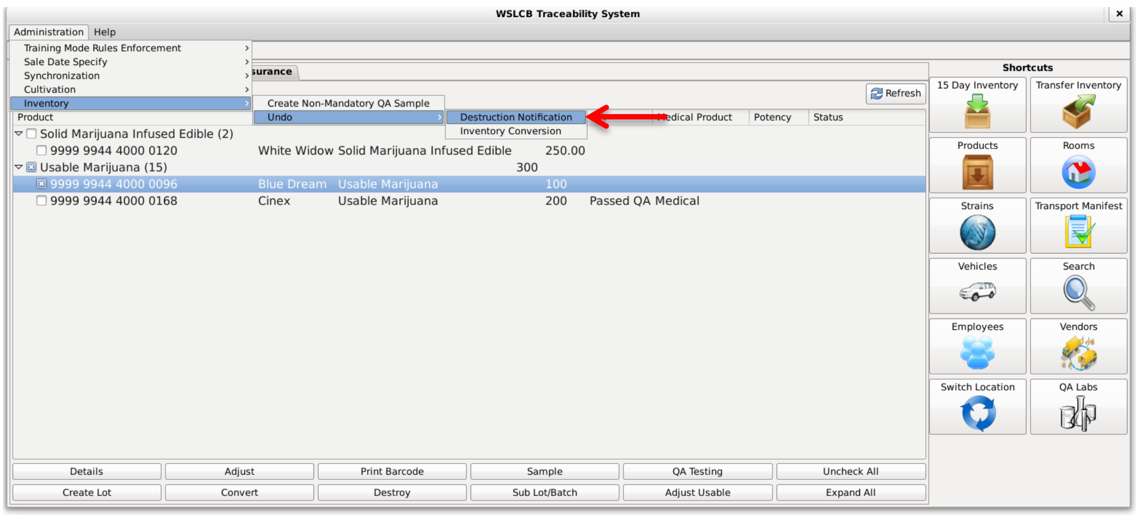
- Note that the inventory item’s Status is updated to “Destruction Scheduled for MM/DD/YYYY”.



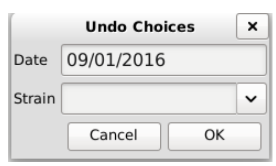
Undo Destruction Notification

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

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

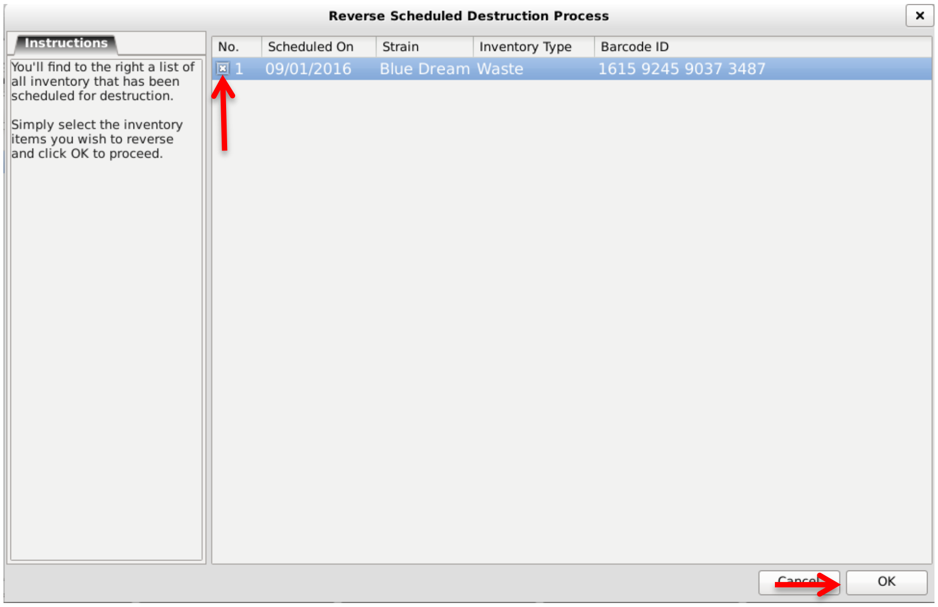


- The following pop-up window appears.

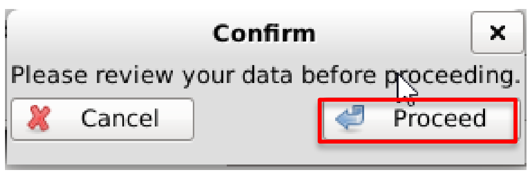


  - Select the date of the to-be-undone destruction notification
  - To view all scheduled destructions for a specific day, click “OK”.
  - To narrow your results to scheduled destructions of a specific strain, select a strain from the Strain drop down.

- A list of scheduled destructions based on your search parameters from the prior pop-up window appears.
- Click the check box beside the item(s) for which the scheduled destructions(s) are to be undone.
- Click “OK”.



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



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

Destroy Inventory

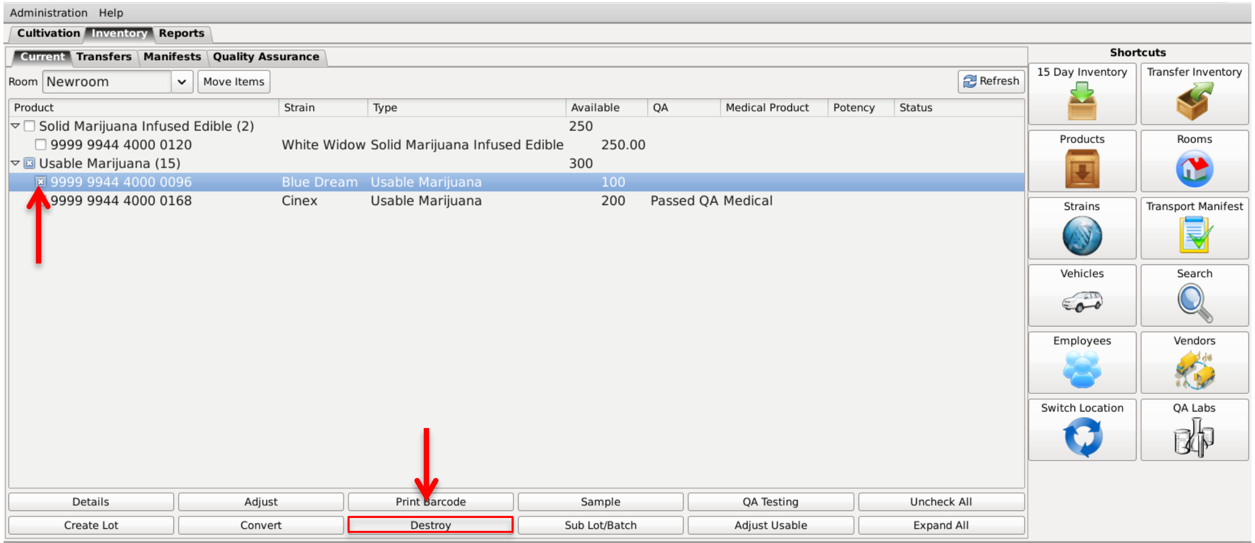
This function allows you to destroy an inventory item. Inventory may only be destroyed after the waiting period has expired.

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

<u>Method 1</u>

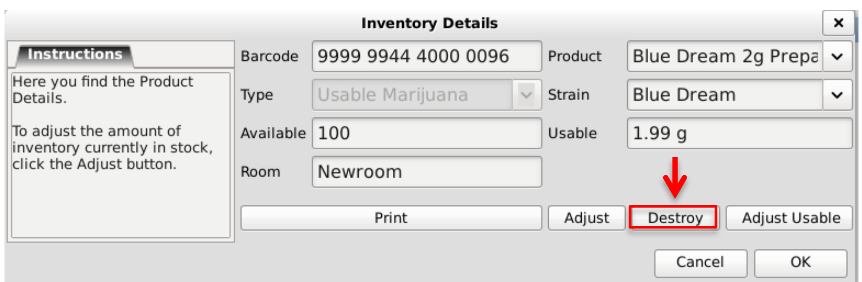
- Navigate to the Inventory Room within which the to-be-destroyed inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the check box to the left of the item to be destroyed.

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



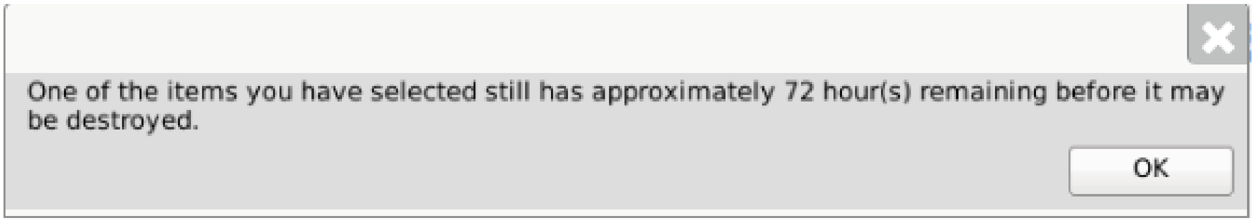
<u>Method 2</u>

- 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”.



- 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.



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