



State of Connecticut
Department of Consumer Protection
Drug Control Division
Cannabis Analytic Tracking System

User Guide - Licensee Interface

Contents

State Traceability versus BioTrack Commercial	4
Logging into State Traceability	5
Switching Locations	7
Bringing in New Inventory for Cultivation	8
Bringing in New Inventory for Retail	9
Creating Inventory Rooms	10
Accessing Your Vendors	11
Destroying Plant Inventory	12
Collecting Waste	15
Generating Sub Lots	16
Adding Vehicles and Creating Drivers (Employees) for Transfers	17
Creating a Manifest	20
Transferring a Manifest	24
Creating Growhouse Rooms	26
Undo Actions for Cultivation	27
Accepting Inbound Transfers	28
Creating New Plants	31
Harvesting Plants	33
Curing Plants	35
Creating a Lot	36
QA Labs	38
Pulling QA Samples	40
Converting Inventory	43
Making Inventory Adjustments	45
Refunding and Voiding Sales	48
Pick up Order for Adult Use Sales	51
Delivery Order for Adult Use Sales	54
Pick-up/Delivery Order for Medical Sales	61
Undo Actions for Inventory	63
Strain Creation	64

Move Action, Cultivation	65
Modify plant	66
Wet Flower workflow	68
Product Packager - Bulk Inventory types	70

State Traceability versus BioTrack Commercial

Summary: What is the difference between the State Traceability and BioTrack Commercial systems?

Tags: Commercial, State Traceability, Traceability, Platform, Platforms, System, Systems, Application

The BioTrack Commercial platform is an application installed on your computer and requires a paid subscription while your State Traceability system can be accessed via the web at trace.ct.biotr.ac at no charge.

These two platforms are separate but communicate via State Monitoring settings. While you can still log into your State Traceability platform, it is for compliance purposes and will not give you as much functionality as the BioTrack Commercial platform.

Logging into State Traceability

Summary: How to log into State Traceability Website

Tags: Logging in, Login, Log in, Username, Password, Users, User

Video: [Logging into Traceability](#)

Video: [Add/Modify/Delete Users](#)

During Onboarding, you will receive your initial Administrator username and password. Any additional users are created by you or another company Administrator. BioTrack will not create additional users.

Should you need to change your or another user's password and/or PIN, go to the **Administration** menu → *Users* → *Modify*.

Switching Locations

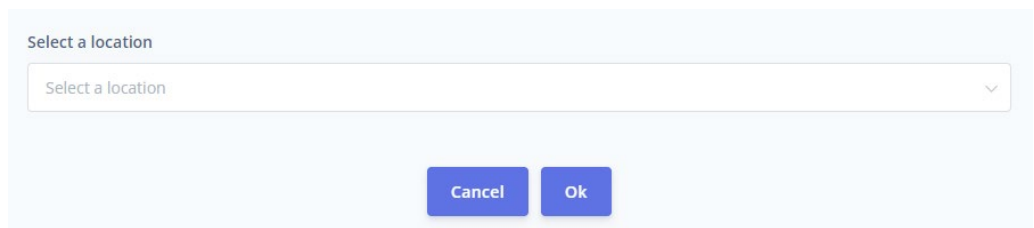
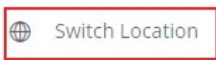
Summary: How to switch between locations

Tags: Switch Location, Switching Locations, Locations, Change Location

Video: [Switch Location](#)

Switching location is located on the Left-hand side under Shortcuts.

SHORTCUTS



This action allows you to switch between your different locations (i.e. Retail License to Cultivation License).

Important Note: If you have you want to make sure you the correct license, click on shortcut and select the like to work under



multiple licenses are working under the Switch Location license you would

AN_PRODUCT_PACKAGER
(123) ←
BULK INVENTORY
PRODUCT PACKAGER

Bringing in New Inventory for Cultivation

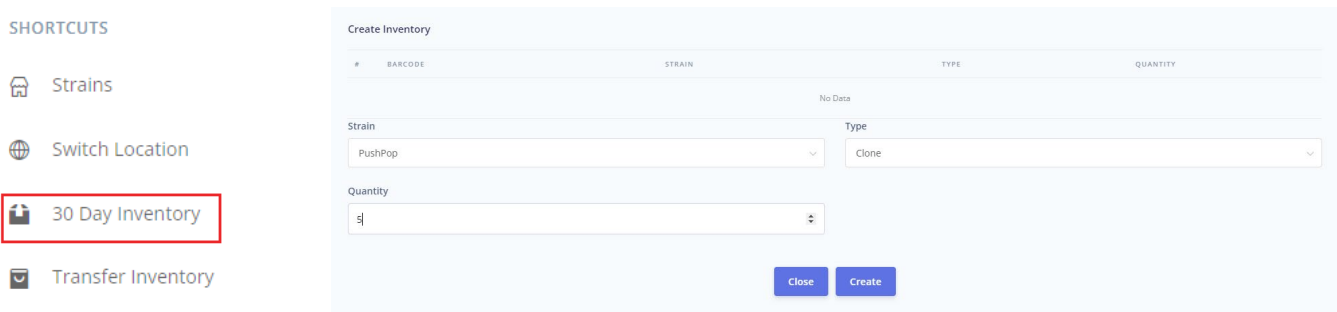
Summary: How to take in initial inventory for cultivation

Tags: Inventory, New Inventory, Inventory Window, Seed, Seeds, Clone, Clones, Cultivation, Growhouse, Commercial

Video: [New inventory](#)

For cultivators, you may need to take in seeds or clones for initial inventory or new seed genetics. Seeds cannot be manifested to you by another licensee. In the event you need your intake window opened, you will need to contact the state to have the window extended.

To take in new inventory, select **New Inventory** from the left-hand side under Shortcuts. The *New Inventory* window will appear. Follow the steps below to complete your intake of inventory.



1. Select the Strain
2. Select Type of Seed or Clone
3. Enter the Quantity
4. Click “Create” once you have entered all of your strain quantities. This will generate an inventory Barcode ID.

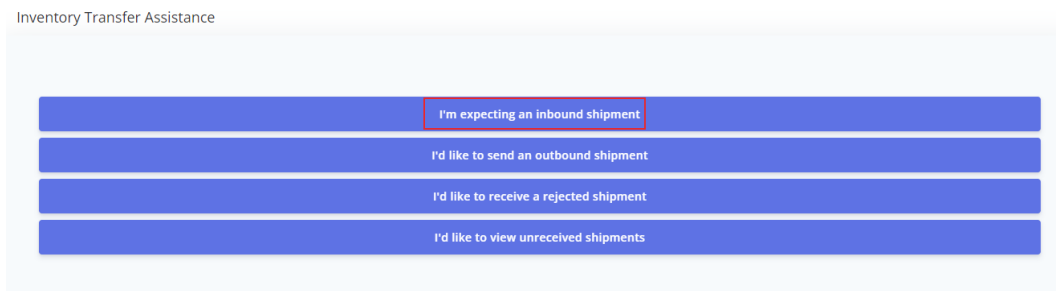
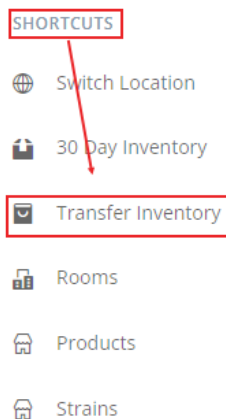
Bringing in New Inventory for Retail

Summary: How to take in inventory for retail

Tags: Inventory, New Inventory, Retail, Dispensary

Video: [Inbound Transfer](#)

The **Transfer Inventory** button located on the left-hand side under Shortcuts allows a retail location to accept an inbound transfer.



To take in new inventory, select the **Transfer Inventory** in the shortcut section. The *Inventory Transfer Assistance* window will appear. To accept new inventory, select “Im Expecting an Inbound Shipment”.

Creating Inventory Rooms

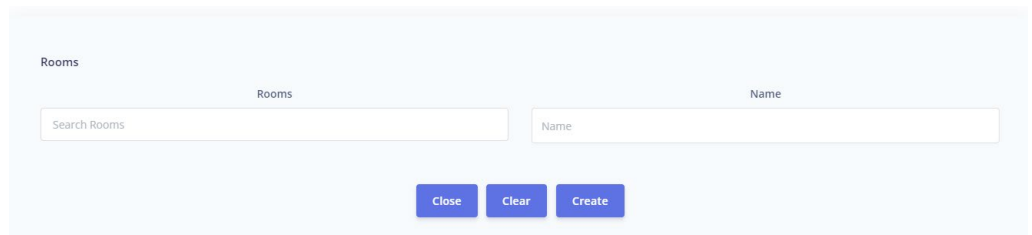
Summary: How to create, modify and delete rooms for inventory

Tags: Inventory Rooms, Inventory Room

Video: [Inventory Rooms](#)

BioTrack will come with a default room named Bulk Inventory. This room cannot be deleted or renamed, but you can add more rooms into the system. This allows you to organize your product how you wish. Rooms can be created and named however you choose. Please see below for some common examples based on license type.

- **Retail rooms:** Vault, Safe, Sales Floor
- **Cultivation rooms:** Seed Bank, Vault, Packaging, By Vendor Name










The screenshot displays a user interface for managing rooms. At the top, the word 'Rooms' is centered. Below it, there are two input fields: one labeled 'Search Rooms' and another labeled 'Name'. At the bottom of the interface, there are three blue buttons: 'Close', 'Clear', and 'Create'.

- **Manufacturing rooms:** Packaging, Kitchen, By Vendor Name

You can Create, Delete or Modify rooms by going to the **Inventory** menu → **Rooms**. The *Inventory Rooms* window will appear for you to complete your desired action.

[Important Note](#): Before deleting a room, please make sure there is no Inventory in there.

SHORTCUTS

-  Switch Location
-  30 Day Inventory
-  Transfer Inventory
-  Rooms
-  Products
-  Strains
-  Transport Manifest

Accessing Your Vendors

Summary: How to access your vendors

Tags: Vendor, Vendors, Vendor List

Video: [Vendors](#)

Vendors are other licensees with an active license from the State. To view your vendors, click the **Vendors** shortcut on the Left-hand side and then the “Vendors” button.

The screenshot shows the Biotrack application interface. On the left, a vertical navigation menu titled 'SHORTCUTS' contains several items: Switch Location, 30 Day Inventory, Transfer Inventory, Rooms, Products, Strains, Transport Manifest, Vehicles, Employees, Vendors (highlighted with a red box), and QA Labs. To the right, a 'Vendors' form window is displayed. This form includes a search field for 'Existing Vendors', a 'Name' field, and several address-related fields: 'Address 1', 'Address 2', 'City', 'State', and 'Zip'. Below these are fields for 'License #', 'Phone', and 'Type'. At the bottom of the form are two buttons: 'Close' and 'Clear'.

The *Vendors* window that opens will allow you to view/search vendors. You can select them by clicking in the “view/search” area, if you select a vendor from that drop down you will be able to see their locations information.

Destroying Plant Inventory

Summary: How to set one plant or multiple plants for destruction

Tags: Plant, Plants, Destroy, Destruction, Undo, Cultivation, Growhouse

Video: [Plant Destruction](#)

From the **Cultivation** tab in BioTrack, you can select plants to set for destruction.

You can also set a plant for destruction from the *Modify Plant* window by clicking the “Remove” button. You will be required to select a **Destruction Reason** from the drop down and enter a reason for the destruction. This method can only be used for one plant at a time versus many.

The screenshot displays the BioTrack interface. On the left is a navigation sidebar with the 'Cultivation' tab selected. The main area shows a table of plants with columns for Barcode, Strain, Phase, Age, Status, and Mother. The first row is selected, and the 'Destroy' button in the bottom toolbar is highlighted with a red box. Below the table is a 'Schedule Plant Destroy' form. The 'PLANT' section shows the selected plant: '8838416934697831 - PushPop'. The 'Destruction Reason' dropdown is also highlighted with a red box, and the 'Extended Reason' text field is visible. To the right, a 'Destruction Reason' dropdown menu is shown with the following options: Other, Waste, Unhealthy or Died, Infestation, Product Return, Mistake, and Spoilage.

Barcode	Strain	Phase	Age	Status	Mother
8838416934697831	PushPop	Growing	79 Days		No
7365287209495731	PushPop	Growing	79 Days		No
6458347108279889	PushPop	Growing	79 Days		No
4359446493841359	PushPop	Growing	79 Days		No
3151212660283426	PushPop	Growing	79 Days		No
8738690264928528	PushPop	Growing	79 Days		No
6763417425282892	PushPop	Growing	79 Days		No
3868414327836909	PushPop	Growing	79 Days		No
8618847125813667	PushPop	Growing	79 Days		No

Schedule Plant Destroy

PLANT: 8838416934697831 - PushPop

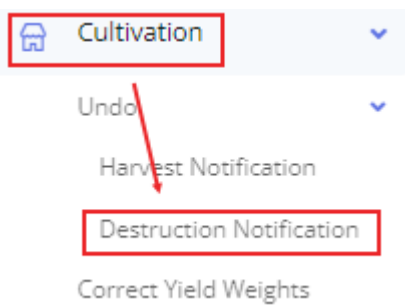
Destruction Reason: Destruction Reasons

Extended Reason: [Text Field]

Destruction Reason

- Other
- Waste
- Unhealthy or Died
- Infestation
- Product Return
- Mistake
- Spoilage

To set plant for destruction, select the plant you need to schedule for destruction from the **Cultivation** section and then click “Remove” at the bottom of the screen. The *Destruction Reason* window will appear where you can use the drop down to select the Destruction Reasons and enter a reason for destruction. You’ll see the plants are scheduled for destruction



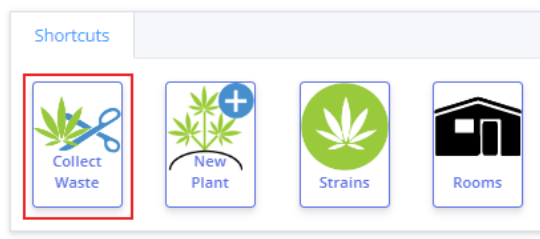
Important Note: You can undo a destruction notification from the **Cultivation** section on the left-hand side → *Undo* → *Undo Destruction Notification*.

Collecting Waste

Summary: How to collect waste and schedule for destruction

Tags: Waste, Collect Waste, Destroy, Destruction, Undo, Cultivation

Video: [Collect Waste](#)



Should you need to record any waste collected outside of the Harvest/Cure process, from the **Cultivation** section, simply select the **Collect Waste** shortcut from the Right-hand side of the screen.

The

Waste Weigh window will pop up. When you enter in the Weight of waste and click “OK,” this will generate a barcode listed as “Waste” in your Inventory room.

Once the waste is in your inventory, you can select the item by checking the box to the left of it, clicking the “Destroy” button, and scheduling for destruction after choosing a Destruction Choice and entering a reason for destruction.

<input type="checkbox"/>	PRODUCT	BARCODE	AVAILABLE	STRAIN	TYPE
> <input type="checkbox"/>	PushPop	2244 9901 4379 8440	907.184	PushPop	Other Material
∨ <input type="checkbox"/>	PushPop	4464 8233 1382 7583	250	PushPop	Flower Lot
Product		PushPop			
Barcode		4464 8233 1382 7583			
Available		250			
Strain		PushPop			
Type		Flower Lot			
Classification					
Usable (Med/Rec)		0/0			
QA					
Potency					
Status					
<input type="button" value="Details"/> <input type="button" value="Adjust"/> <input type="button" value="Print Barcode"/> <input type="button" value="QA Testing"/> <input type="button" value="Destroy"/> <input type="button" value="Sub Lot/Batch"/>					

Generating Sub Lots

Summary: What is a sub lot, when to sub lot and how to generate a sub lot

Tags: Sub lot, Sub lots, Sub lotting, Sublot, Sublots, Sublotting, Batch, Batches

Video: [SubLot](#)

Sub lotting items allows you to “*break up*” Batches in your system.

For example, if you have 100 grams or 100 units of an item and would like to send a partial amount to another room or you would like to sell or return a specific amount, you would utilize the sub lot feature.

Start by selecting the item (check the box to the left of the item) and then click the “Sub Lot/Batch” button at the bottom of the screen. The *Create Sub-Lot/Sub-Batch* window will appear. From there you can enter the desired Amount to Deduct from the Parent Batch.

Important Note: There is no Undo action when you sub lot. If done incorrectly, you will have to adjust the parent lot up to the original quantity, then adjust the sub lotted amount down to 0.

Create Sub-Lot/Sub-Batch

Sub-Batch Creation Tool

Barcode ID:

Quantity

Quantity Available: 250

Close Sub Lot

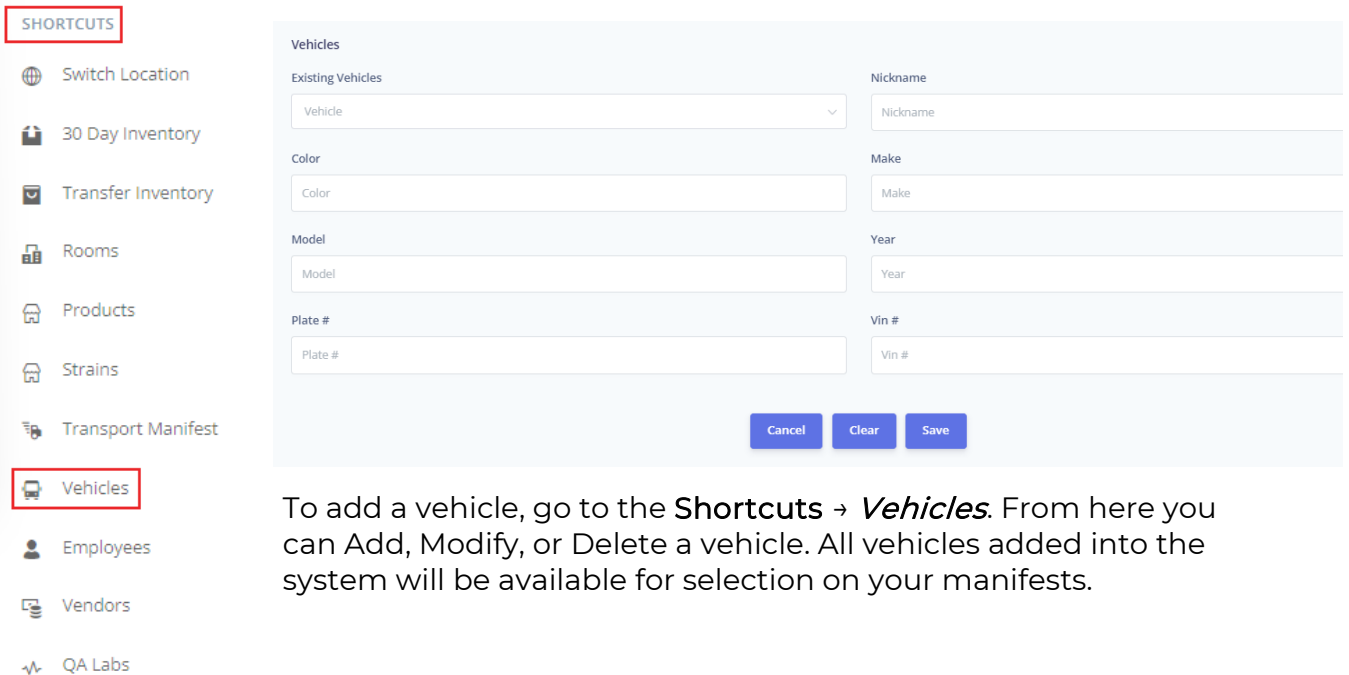
Adding Vehicles and Creating Drivers (Employees) for Transfers

Summary: How to set up vehicles and drivers to perform transfers

Tags: Vehicle, Vehicles, Driver, Drivers, Employees, Transfer, Transfers

Video: [Employees & Vehicles](#)

To perform a transfer, you will need to have your vehicle(s) and driver(s) set up in your system.



The screenshot displays the Biotrack system interface. On the left is a sidebar menu with a 'SHORTCUTS' section containing: Switch Location, 30 Day Inventory, Transfer Inventory, Rooms, Products, Strains, and Transport Manifest. Below this is a 'Vehicles' section with icons for Vehicles, Employees, Vendors, and QA Labs. The 'Vehicles' icon is highlighted with a red box. The main content area shows a 'Vehicles' form with the following fields: Existing Vehicles (dropdown), Nickname, Color, Make, Model, Year, Plate #, and Vin #. At the bottom of the form are three buttons: Cancel, Clear, and Save.

To add a vehicle, go to the **Shortcuts** → **Vehicles**. From here you can Add, Modify, or Delete a vehicle. All vehicles added into the system will be available for selection on your manifests.

SHORTCUTS

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

Employees

Employee

Name

Employee ID

Birthday

Hire Date

Close Clear Save

To add an Employee, go to the **Shortcuts** → **Employees**. From here you can Add, Modify, or Delete Employees. All Employees added into the system will be available for selection on your manifests.

Important Note: For compliance purposes, be sure all fields are filled in correctly.

Creating a Manifest

Summary: How to determine which manifest type to use and the steps to create a manifest

Tags: Manifest, New Manifest, Regular Manifest, Pick-Up Manifest, Pick Up Manifest, Vehicle, Driver

Video: [Creating a Manifest](#)

From the **Inventory** tab, select **New Manifest** on the Left-hand side under Shortcuts. This will bring up the *Manifest Type* window with three options: Regular Manifest, Pick-Up Manifest, and 3rd Party Transport Manifest.

The screenshot shows the Biotrack application interface. On the left is a vertical sidebar menu titled 'SHORTCUTS' (highlighted with a red box). The menu items are: Switch Location, 30 Day Inventory, Transfer Inventory, Rooms, Products, Strains, Transport Manifest (highlighted with a red box), Vehicles, Employees, Vendors, and QA Labs. On the right is a window titled 'Manifest Type' containing three blue buttons: 'Regular Manifest (Your Vehicle/Employee)', 'Pick-Up Manifest (Vendor's Vehicle/Employee)', and '3rd Party Transport Manifest'.

You will choose Regular Manifest if you are driving or Pick-Up Manifest if the vendor is picking it up from your facility, or 3rd Party if another transporter will be picking up and delivering.

Stop 1

Transport Manifest

Departure:

Arrival:

ITEM	BARCODE	STRAIN	TYPE	AVAILABLE	STATUS	PRO
No Data						

< 1 > Go to 1 0 of 0 selected

Employee: Employee #2: Vehicle:

Both the Regular and Pick-Up Manifest creation look basically the same. The difference is adding your driver and vehicle that you have on file versus adding the vendors vehicle and driver.

As long as the vendor has been selected and the product is ready, you can then select the items to add to the manifest. Be sure to enter the correct Departure Date/Time and approximate Arrival Date/Time. Your Travel Route is the turn-by-turn directions from your location to the destination.

Manifests

Start Date: End Date:

FILE TIME	DEPARTURE TIME	MANIFEST ID	STOPS	ITEMS	STATUS	TYPE	ACTION
10-13-2022 07:10:28	10-13-2022 07:10:00	6323 6149 7477 9825	1	1	Quarantined	Regular	<input type="button" value="View"/> <input type="button" value="+"/> <input type="button" value="⌵"/>
an_cultivator	10-13-2022 07:10:00			10-13-2022 08:10:00		<input type="button" value="+"/>	
1	9987787316595897	Flower Lot		4070		<input type="button" value="+"/>	

From the left-hand side shortcuts → **Manifests**, you can see all “Shipped” and “Quarantined” manifests.


There are a few additional actions you can perform from the **Manifests** section.

View = Print, reprint or view the manifest

Modify Manifest (blue icon with ruler) = Modify the Driver on the manifest.

Void Manifest (red box with x) = If the manifest is in “Quarantined” status, you can void the manifest. This will release your items and void the manifest totally. Items will be sent back to your Bulk Inventory room.

Example of a Manifest:

Connecticut Marijuana Transportation Manifest (Regular) ID				Page 1 of 1
Date:	Oct 13, 2022	Licensee's License #:	44422123	Barcode
Licensee's Name:	an_product_packager	Vehicle ID #:	12345678912345678	 6323614974779825
Licensee's Address:	2144 W Daisy L Gatsos Bates Dr Hartford, CT 06105	Vehicle Color / Make / Model / License Plate:	2022 Silver Toyota Cross 123-abc	
Licensee's Phone:	5014445666	Transporter's Name:	Angela	
Transporter ID:	0660	Transporter's Date of Birth:	11/06/1988	
Transporter's Signature:				
Stop # of 1 (1 Items)				
Destination Licensee Name:	an_cultivator	Approx. Departure Date/Time:	Oct 13, 2022, 11:36 PM	
Destination License #:	23433322	Approx. Arrival Date/Time:	Oct 14, 2022, 12:21 AM	
Destination Licensee Address:	2120 W Daisy L Gatsos Bates Dr Hartford, CT 06106			
Destination Licensee Phone:	5014445666			
* These directions are for planning purposes only. You may find that the suggested route takes you outside the State of Connecticut; you must plan your route so that you remain within the State of Connecticut at all times.				
Travel Route:				
Route could not be calculated. Enter manually.				
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 , Items 1-1 of 1				Manifest ID 6323614974779825
#	Batch / Lot ID	Item Description	Shipped	Received
1	9387787316595897	Flower Lot	4070	<input type="checkbox"/>
2				
3				

Important Note: Any manifest with the status of “Shipped” cannot be voided. You must void the transfer first

Transferring a Manifest

Summary: How to transfer your manifest, void a manifest and void a transfer

Tags: Transfer Inventory, Transfer Manifest, Transfers, Outbound Shipment

Video: [Transfer Manifest](#)

Now that you have created your manifest, you will need to move forward with the transfer.

The screenshot shows the Biotrack user interface. On the left is a vertical 'SHORTCUTS' menu with icons and labels: Switch Location, 30 Day Inventory, Transfer Inventory (highlighted with a red box), Rooms, Products, Strains, Transport Manifest, Vehicles, Employees, Vendors, and QA Labs. On the right is the 'Inventory Transfer Assistance' window, which contains four blue buttons: 'I'm expecting an inbound shipment', 'I'd like to send an outbound shipment' (highlighted with a red box), 'I'd like to receive a rejected shipment', and 'I'd like to view unreceived shipments'.

To transfer your manifest, select **Transfer Inventory** from the Shortcuts on the Left-hand side of your **Shortcuts**. Once the *Inventory Transfer Assistance* window appears, you will select “I’d like to send an outbound shipment.”

The *Inventory Transfer* window will appear allowing you to select the manifest you’d like to ship out. After making your selection, click “OK” to be taken to the screen which will allow you to enter the price per line item.

Inventory Transfer

Listed below are the transportation items. Please provide sale information: [Instructions](#)

[an_microcultivator](#)

9823 2805 7497 9472 (Flower Lot)
Shipment Quantity: 100

Sale Price

Total Sales Price (Calculated Above)

\$

The price entered is the overall cost. For example, 100 Prepacks sold for \$500. You will do this for EVERY line item on the manifest.

[Important Note:](#) All internal transfers have a \$0.00 Sale Price.

Once the transfer is completed, you'll be able to find it on the **Inventory** section → **Transfers**.

If you need to void a manifest that has been shipped, first you will need to void the transfer. To do so, click "Refresh" to change status from "Shipped" to "Quarantined." If the shipment has already been accepted by the vendor you will NOT be able to void the Transfer and the vendor will need to ship the items back to you.

There are a few additional actions you can perform from the **Transfers** tab.

Modify Transfer = Allows you to correct the price on the transfer.

Void Transfer = Void a transfer which will send the items back to the Manifest tab listed with a status of "Quarantined" after refreshing.

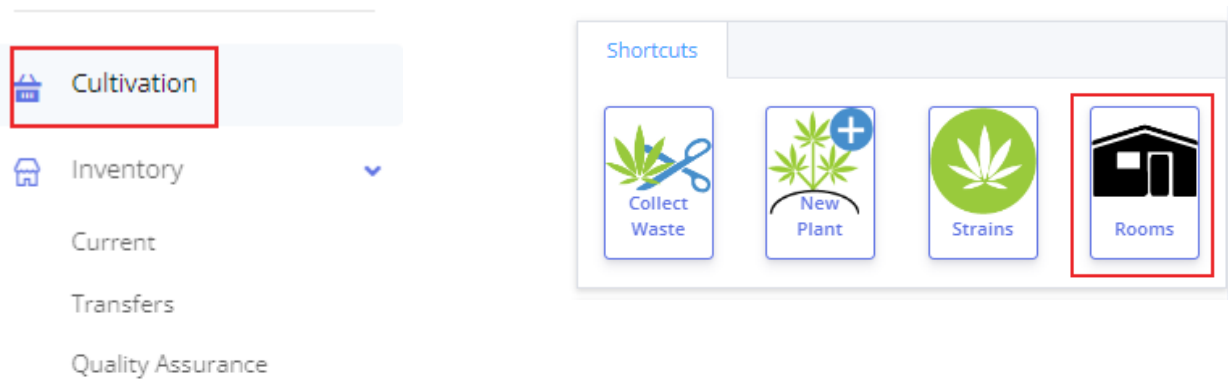
Creating Cultivation Rooms

Summary: How to create, modify and delete rooms for Cultivation

Tags: Rooms, Room, Cultivation, Growhouse

Video: [Cultivation Rooms](#)

You can create a Cultivation room from the **Cultivation** section → **Rooms** (Found on the right-hand side under “shortcuts”)



From the *Rooms* window you can Add, Modify or Delete a room. Rooms can be created and named however you choose. Please see some common examples below.

- Veg
- Flower 1
- Dry/Cure
- Tent
- Greenhouse 1
- Hoop House 1
- Field
- Outdoor 1

[Important Note:](#) Before deleting a room, be sure there are no plants in the room.

Rooms

Rooms Name

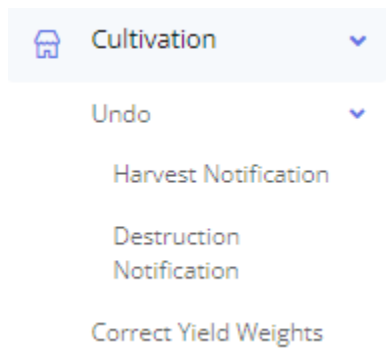
[Close](#) [Clear](#) [Create](#)

Undo Actions for Cultivation

Summary: Explanation of the various undo actions available for Cultivation

Tags: Undo, Undo Actions, Cultivation, Growhouse

Video: [Cultivation Undo](#)



For some actions made by mistake, or incorrectly executed, you may have the ability to undo that action. To access these options, Select the **Cultivation** Section → *Undo*.

Undo Destruction Notification - If you set a plant or plants for destruction and it was done incorrectly you can undo the notification, releasing the plant(s).

Undo Harvest Notification - If you have set the incorrect plant(s) for harvest, you can undo the notification, assuming you haven't gone through the harvest process.

Undo Correct Yield Weights - Undo Cure Plant is not an option, If your dry weights are wrong, you can select this option to enter the correct weight.

Troubleshooting: If any of these undo options do not work, it means you either waited too long, made too many modifications, or the action is blocked, and you will need approval from the State. Once you receive State approval, please send it to BioTrack for correction.

Accepting Inbound Transfers

Summary: How to accept inbound transfers into inventory

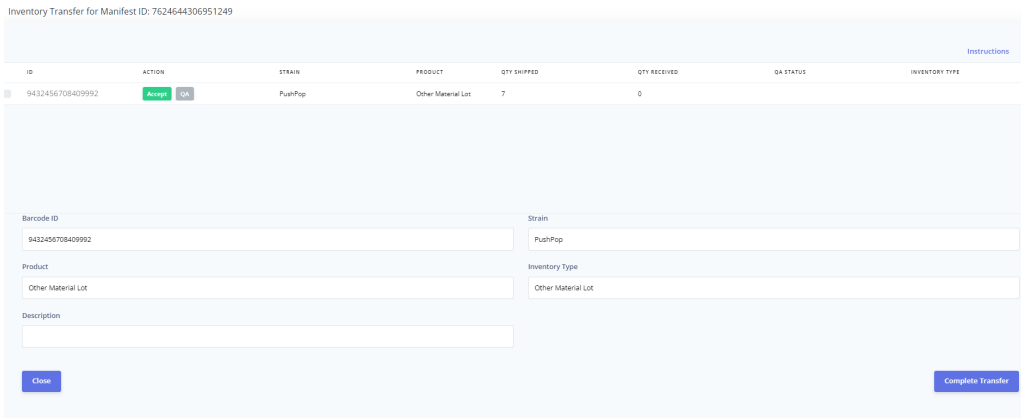
Tags: Transfer Inventory, Inbound Transfer, Inbound Transfers, Transfers, Inbound Shipment

The screenshot displays the Biotrack user interface. On the left is a sidebar with a 'SHORTCUTS' header and a list of navigation options: Switch Location, 30 Day Inventory, Transfer Inventory (highlighted with a red box), Rooms, Products, Strains, Transport Manifest, Vehicles, Employees, Vendors, and QA Labs. The main content area is titled 'Inventory Transfer Assistance' and contains four blue buttons: 'I'm expecting an inbound shipment' (highlighted with a red box), 'I'd like to send an outbound shipment', 'I'd like to receive a rejected shipment', and 'I'd like to view unreceived shipments'.

[Video: Accepting Inbound Transfers](#)

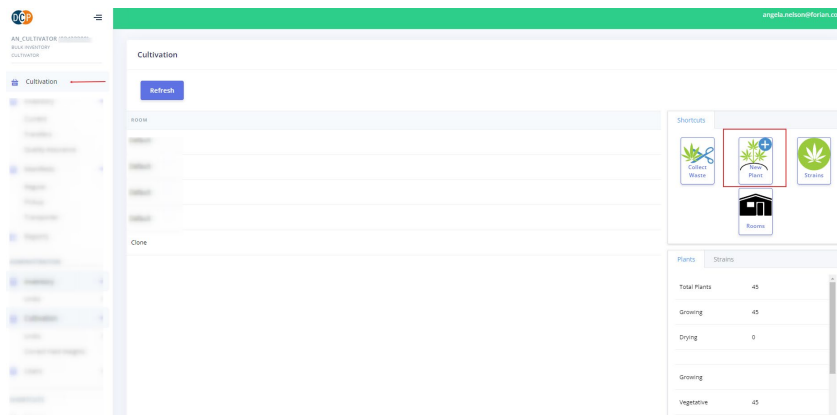
To receive an inbound transfer, you will need to click on the **Transfer Inventory** shortcut on the left-hand side of the screen then select “I’m expecting an inbound shipment” from the *Inventory Transfer Assistance* window.

This will open the *Inbound Shipments* window showing all inbound shipments you can accept into your inventory.



First, select the correct shipment by clicking on the transfer. This will open the transfer displaying ALL the items contained within it. From here, you can accept or reject them. You will need to do this one line-item at a time. We recommend you start from the top and work your way down.

1. Enter the Quantity you are accepting in. You can reject all by entering 0 or reject a partial amount.
2. How much you Paid for that line item
3. When you are finished, select “Accept” to the right side of the inventory ID.
4. Complete transfer once finished



Creating New Plants

Summary: How to create a new plant via Source ID or Mother ID, The purpose of a Mother Plant

Tags: New Plant, New Plants, Source ID, Mother ID, Mother Plant, New Inventory

Video: [New Plants/Source ID/Mother ID](#)

Assuming you have taken in plants/seeds during your window, these plants will be located in your inventory. To get them into your Cultivation, select **New Plant** on the right-hand side under Shortcuts and then select “Source ID” to source from your inventory.

- Select “Source ID,” and this will display all of your eligible inventory within your Inventory tab, meaning all the clones, seeds, and mature plants you either created via the inventory window or received via an inbound transfer.

If a plant is selected as a Mother, go to **Inventory** and click the “New Inventory”. From there select “Source ID”, this will find every plant in your Cultivation listed a mother to clone from.

The screenshot shows a web form titled "New Plant". It contains the following fields and controls:

- Quantity:** An empty text input field.
- Birthdate:** A date input field containing "10-14-2022".
- Rooms:** A search input field with the placeholder text "Search Rooms" and a blue "Source" button to its right.
- Options:** Two checkboxes: "Mother Plant" and "Print Barcode", both of which are currently unchecked.
- Buttons:** At the bottom of the form, there are two blue buttons: "Close" and "Create Plant".

- SHORTCUTS**
- Switch Location
 - New Inventory**
 - Transfer Inventory

ite Inventory

BARCODE	STRAIN	TYPE	QUANTITY
No Data			

Source

Strain

Type

Quantity

Close Create

Once you select "source", the Plant Sources screen will appear allowing you to select the mother plant you'd like to source from to clone.

After selecting the Mother, you will then be able to enter the Quantity and type of seed/clone. Once finished, the clone/seed will be added to your inventory. From there you can Source the plant into the Cultivation section using Source ID action.

Plant Sources

ID #	STRAIN
0773255161174985	PushPop
0985204562475413	PushPop
1248119468201042	PushPop
2569635169252770	PushPop
2572496396940088	PushPop
2610700429574764	PushPop
3109769767599765	PushPop
3348003310141516	PushPop
9193437838211417	PushPop

< 1 > Go to 1

Cancel Select

Cultivation

Search...

Rooms Refresh

	BARCODE	STRAIN	PHASE	AGE	STATUS	MOTHER
<input checked="" type="checkbox"/>	4270424447540710	PushPop	Growing	80 Days		No
<input checked="" type="checkbox"/>	4359446493841359	PushPop	Growing	80 Days		No
<input checked="" type="checkbox"/>	3151212660283426	PushPop	Growing	80 Days		No
<input checked="" type="checkbox"/>	8738690264928528	PushPop	Growing	80 Days		No
<input checked="" type="checkbox"/>	6762417425282892	PushPop	Growing	80 Days		No
<input type="checkbox"/>	3868414227836909	PushPop	Growing	80 Days		No
<input type="checkbox"/>	8618847125813667	PushPop	Growing	80 Days		No
<input type="checkbox"/>	9930782903463267	PushPop	Growing	80 Days		No
<input type="checkbox"/>	401563533999037	PushPop	Growing	80 Days		No
<input type="checkbox"/>	3604721808261603	PushPop	Growing	80 Days		No

6 of 51 selected

Move Harvest Schedule Harvest Cure Destroy Schedule Destroy Move to Inventory Select All

Create Inventory

#	BARCODE	STRAIN	TYPE	QUANTITY
No Data				
Source		Strain		
<input type="text" value="0773255161174965"/>		<input type="text" value="Select a Strain"/>		
Type	Quantity			
<input type="text" value="Select a Type"/>	<input type="text"/>			
Close		Create		

Harvesting Plants

Summary: How to harvest plants

Video: [Harvesting plants](#)

When it's time to harvest your plant(s), you'll need to select the plants of the same strain and initiate the harvest.

- From the **Cultivation** section, select the plants you'd like to harvest by checking the boxes to the left.
- Click the "schedule harvest" button at the bottom of the screen. This will ask you if you want to initiate the Harvest process. Select "Yes."

The *Harvest Plant* window will appear.

1. Click inside the Flower Wet Weight field and enter in the total wet weight for ALL plants selected.
2. If applicable, enter the Other Material weight.
→ Any Other Material collected at this time will be sent to your inventory.
3. If applicable, enter the Waste weight.
→ Any Waste collected at this time will be sent to your inventory.
4. The Next button will change to "Finish," indicating you're done.

The screenshot shows a 'Plant Harvest' window. On the left, there is a table with a 'PLANT' header and a checkbox. Below the header, there are five rows, each with a checked checkbox and a plant ID followed by '- PushPop'. The IDs are: 4359446493841359, 3151212660283426, 8738690264928528, 6763417425282892, and 4270434447540710. Below the table, there is a '7365287209495731 - PushPop' entry. At the bottom left of the table area, there is a '< 1 >' indicator. At the bottom center, it says 'All barcodes selected'. On the right side of the window, there are three input fields labeled 'Flower Wet Weight', 'Other Material', and 'Waste', each with a 'Value' placeholder. Below these is a section for 'Additional Collections' with a 'No' radio button. At the bottom right, there are two buttons: 'Cancel' and 'Harvest'.

Curing Plants

Summary: When and how to cure plants

Video: [Curing plants](#)

For plants that have been harvested and set into the “Drying” phase, when it's time to enter the dry weight and batch into your inventory you can select the plants by strain and click the “Cure” button at the bottom of the **Cultivation** tab. This will bring you to the *Convert Plant To Inventory* window.

Cultivation

Search...

Rooms Refresh

BARCODE	STRAIN	PHASE	AGE	STATUS
<input checked="" type="checkbox"/>	> 7365287209495731	PushPop	Drying	80 Days
<input checked="" type="checkbox"/>	> 4270434447540710	PushPop	Drying	80 Days
<input checked="" type="checkbox"/>	> 4359446493841359	PushPop	Drying	80 Days
<input checked="" type="checkbox"/>	> 3151212660283426	PushPop	Drying	80 Days
<input checked="" type="checkbox"/>	> 8738690264928528	PushPop	Drying	80 Days
<input checked="" type="checkbox"/>	> 6763417425282892	PushPop	Drying	80 Days
<input type="checkbox"/>	> 4081998612195637	PushPop	Growing	80 Days
<input type="checkbox"/>	> 888414327836909	PushPop	Growing	80 Days
<input type="checkbox"/>	> 86184725813667	PushPop	Growing	80 Days
<input type="checkbox"/>	> 9930782903493267	PushPop	Growing	80 Days

Move Harvest Schedule Harvest **Cure** Destroy Schedule Destroy Move to Inventory

Convert Plant To Inventory

Instructions

PLANT

- 7365287209495731 - PushPop
- 4270434447540710 - PushPop
- 4359446493841359 - PushPop
- 3151212660283426 - PushPop
- 8738690264928528 - PushPop
- 6763417425282892 - PushPop

All barcodes selected

Flower Weight

Value

Other Material

Value

Waste

Value

Cancel Finish

1. Click inside of the Flower field and enter the total dry flower weight for ALL plants selected.
2. Enter any Other Material weight.
3. Enter any Waste weight.
4. Select to Finish, this will finalize the cure action

The plants will be removed from your Cultivation and sent to your inventory with an inventory Barcode/Batch ID. You will now see inventory IDs for Flower, Other Material, and Waste.

Important Note: Flower and Other Material will be turned into Lots for Converting/Testing.

Important Note: Waste will need to be marked for destruction. Follow the instructions in the “Collecting Waste” article.

Creating a Lot

Summary: When to create a lot, Inventory Types used to create different lot types
Video: [Create Lot](#)

Creating a lot is something you will need to do after the cure process. At this point you will have “Flower,” “Other Material,” and possibly “Waste.”

PRODUCT	BARCODE	AVAILABLE	STRAIN	TYPE	CLASSIFICATION	USABLE (MED)
<input checked="" type="checkbox"/> PushPop	8568 9778 9909 5735	2267.96	PushPop	Flower		0/0
<input type="checkbox"/> PushPop	1895 8239 5995 4710	4	PushPop			0/0
<input type="checkbox"/> PushPop	4007 6994 5724 4365	903.184	PushPop			0/0
<input type="checkbox"/> PushPop	4464 8233 1382 7569	250	PushPop			0/0
<input type="checkbox"/> PushPop	2244 9901 4379 8440	907.184	PushPop			0/0
<input type="checkbox"/> PushPop	1275 2827 5017 2973	150	PushPop			0/0
<input type="checkbox"/> PushPop	5830 8826 6748 6348	58	PushPop			0/0
<input type="checkbox"/> Waste	7122 8574 2437 6775	5				0/0

Inventory Convert Assistance

Based on your current inventory, you can create any of the following:

Lot Products

Flower Lot

Other Material Lot

Close

Convert Inventory Assistance

Flower Lot Creation Assistance [Instructions](#)

Please select one (1) or more item(s) from below to proceed:

BARCODE	STRAIN	TYPE
<input checked="" type="checkbox"/> 8568977899095735	PushPop	Flower

Close

Proceed

There nothing you can do with Waste; that type of inventory is used for reporting purposes only so the State can see how much waste your location(s) have generated.

Create Flower Lot

Flower Lot Creation Tool [Instructions](#)

Please select one (1) or more item(s) from below to proceed.

8568977899095735 (Flower)

Amount to Deduct (2267.96 available)

Value:

Quantity Available 2267.96

Total Lot Quantity (Calculated Above)

Total Lot Quantity:

As for Flower and Other Material, you won't be able to do much with it unless you convert ("Create Lot") and turn it into a Flower Lot and Other Material Lot, respectively.

You can use multiple "Flower" batches to create a single Flower Lot as long as it's all the same strain.

Likewise, you can use multiple "Other Material" batches to create a single Other Material Lot as long as it's all the same strain.

Depending on the amount, your maximum lot size has to do with your regulations and lab sample. You can select multiple "Flower" IDs to make up to the maximum lot size to pull QA samples from. Enter the amount you need to be a Flower/Other Material Lot into the Amount to Deduct field.

QA Labs

Summary: View QA Labs

[Video: QA Labs](#)

- SHORTCUTS
- Switch Location
 - 30 Day Inventory
 - Transfer Inventory
 - Rooms
 - Products
 - Strains
 - Transport Manifest
 - Vehicles
 - Employees
 - Vendors
 - QA Labs

QA Labs

Existing Labs

Search Labs

Name

Address 1 Address 2 City State Zip

Phone Fax Email Website

Website License # Contact

QA testing is the process of taking samples from a lot to send to a lab for testing.

Pulling QA Samples

Summary: How to pull QA samples correctly

Tags: Sample, Samples, QA, Testing, Test, Lab, Labs, Results, Quality Assurance

Video: [QA Samples](#)

QA samples will be sent to a Lab for potency analysis, you must pull a sample and have *passed* QA results to manifest and transfer out for sale.

Product: PushPop
 Barcode: 1084 3837 6127 3588
 Available: 2267.96
 Strain: PushPop
 Type: Flower Lot
 Classification:
 Usable (Med/Rec): 0/0
 QA:
 Potency:
 Status:

Buttons: Details, Adjust, Print Barcode, **QA Testing**, Destroy, Sub Lot/Batch

QA Test

Product: PushPop
 Barcode: 1084 3837 6127 3588
 Lot Use: Usable Cannabis
 Quantity:

Strain: PushPop
 Type: Flower Lot
 QA Labs: Select a QA Lab

THE FOLLOWING TESTS WILL BE REQUIRED:

- Pesticide Residue
- Heavy Metal
- Ingredient Testing for Cannabis Intended for Inhalation
- Mycotoxin Screening
- Potency Analysis
- Moisture Content
- Microbiological Screening

Buttons: Close, Create

- First, select the item you want to test. (*Note:* Other Material Lots cannot be tested. These can be manifested and transferred without QA results and that is because they're intended for processors who will convert to intermediate products and test them.)
- After selecting the item, click the "QA Testing" button at the bottom of the screen.
- The *QA Test* window will appear where you will enter the Sample Quantity.
- Choose your QA Lab from the dropdown.
- Click "Create."

PRODUCT	BARCODE	AVAILABLE	STRAIN	TYPE	CLASSIFICATION	USABLE (MED/REC)	QA
> <input type="checkbox"/> PushPop	4007 6994 5724 4365	903,184	PushPop	Flower Lot		0/0	PENDING
> <input type="checkbox"/> PushPop	1895 8239 5995 4710	4	PushPop	Flower Lot			QA Sample

This will create a new inventory item, your QA Sample, and the original lot will get a Status of "Pending QA."

The sample information can be found under the **Inventory** section → **Quality Assurance**. From there, you will have the option to "View QA results" once the lab enters them, or if you feel you made a mistake you have the option to "Void Sample." (*Note:* Void Sample ONLY works if the sample you are attempting to void has not been manifested/transferred to the lab. In that case the transfer and manifest would have to be voided first.)

The status of the sample will be shown as "Pending QA." Once the lab enters the results and you retrieve them, depending on the results, it will change to either "Passed QA" or "Failed QA."

Important Note: After pulling the QA sample, you will need to create a Manifest and transfer the sample to the lab. For the State of Connecticut, you will need to add the names and vehicles of the QA Lab drivers as your own employees in order to assign them to the manifest

Important Note: Always create QA samples PRIOR to sub lots so your results carry through to other sub lots.

Converting Inventory

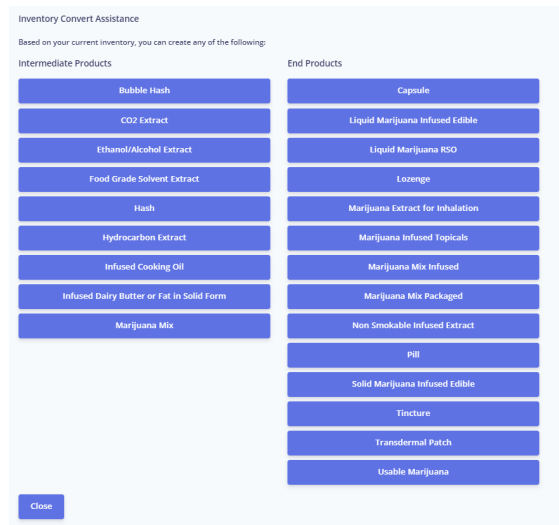
Summary: How to convert inventory, what conversions are permissible

Video: [Convert Inventory](#)

When converting, you have your beginning Lot products, Intermediate products, and End products.

You can convert beginning Lot to Intermediate, and in some cases beginning Lot to End (e.g. in the case of Flower Lot to Usable Cannabis).

Once you select “Convert” at the bottom of the screen, you can then choose the beginning Lot product you want to use. In the following example, we are using Flower Lot and converting it to the End product of Usable Marijuana.



It will then show you all available items for use in the conversion. You can use multiple lots in any conversion.

Create Usable Marijuana

Usable Marijuana Creation Tool Instructions

Please select one (1) or more item(s) from below to proceed:

3429035135312609 (Flower Lot)

Amount to Deduct (2017.96 available)

Quantity Available 2017.96

<p>Total Deduction Quantity (Calculated Above)</p> <input type="text" value="100 G"/>	<p>Total Units Produced From Conversion</p> <input type="text" value="100"/>	<p>Total Waste Produced From Conversion</p> <input type="text" value="Value"/>
<p>Weight Per Unit (Pre-Packaged Weight)</p> <input type="text" value="1"/>	<p>New Product Name</p> <input type="text" value="Pushpop 1gm"/>	

You will then enter the amount you want to use from the Flower Lot(s) into the Amount to Deduct field, and how many packages you made in the Total Units Produced From Conversion field. That will calculate your usable (how much in that package) which will be displayed in the Weight Per Unit (Pre-Packaged Weight) field.

If you have made this item before you can select the name from the New Product Name drop down, or you can simply type in that field. This will create the new item and it will be placed in your inventory.

Inventory types are dictated by the conversion. Once an item is created using the “Convert” action, you cannot change the inventory type. You will either have to undo the conversion or use the adjustment feature.

Making Inventory Adjustments

Summary: When inventory adjustments may be needed, How to make an inventory adjustment

Video: [Inventory Adjust](#)

Adjustments to inventory in your system may become necessary if you have made a mistake, have moisture loss, or have been directed by the State to make one.

All adjustments require an Adjustment Type and Adjustment Reason.

Current Inventory

Bulk Inventory Inventory Types Refresh

PRODUCT	BARCODE	AVAILABLE	STRAIN	TYPE	CLASSIFICATION
<input type="checkbox"/> Blue Dream	9887 6147 8138 9919	100	Blue Dream	Other Material	
<input type="checkbox"/> PushPop	2165 7050 4803 5357	130	PushPop	Hydrocarbon Extract	
<input checked="" type="checkbox"/> PushPop	3439 0351 3531 2609	2017.96	PushPop	Flower Lot	

Product: PushPop
Barcode: 3439 0351 3531 2609
Available: 2017.96
Strain: PushPop
Type: Flower Lot
Classification:
Usable (Med/Rec): 0/0
QA:
Potency:
Status:

Details Adjust Print Barcode QA Testing Destroy Sub Lot/Batch

You can adjust the weight up, adjust the weight down, or adjust the item out.

Select the item in question to bring up the *Inventory Adjust* window. Enter in the New Weight or New Quantity (each), depending on the product you are adjusting, select the Adjustment Type, and lastly add your Adjustment Reason.

Inventory Adjust

Product: PushPop Strain: PushPop

Barcode: 3439035135312609 Type: Flower Lot

Current: 2017.96 New: 0

Adjustment Type: Adjustment Reason

Comments:

Instructions Cancel Post

Adjustment Type

Adjustment Reason

- Inventory Audit
- Theft
- Seizure by Federal, State, Local or Tribal Law Enforcement
- Mistake
- Moisture Loss
- Other

Important Note: At any point, if you feel unsure about making an adjustment, please contact the State for approval.

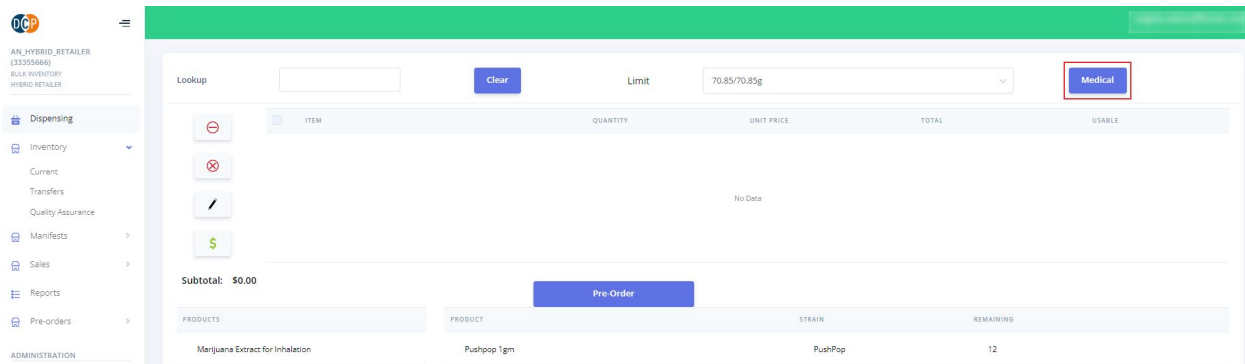
Navigating the Point of Sale

Summary: An overview of the Point-of-Sale features, How to complete a sales transaction

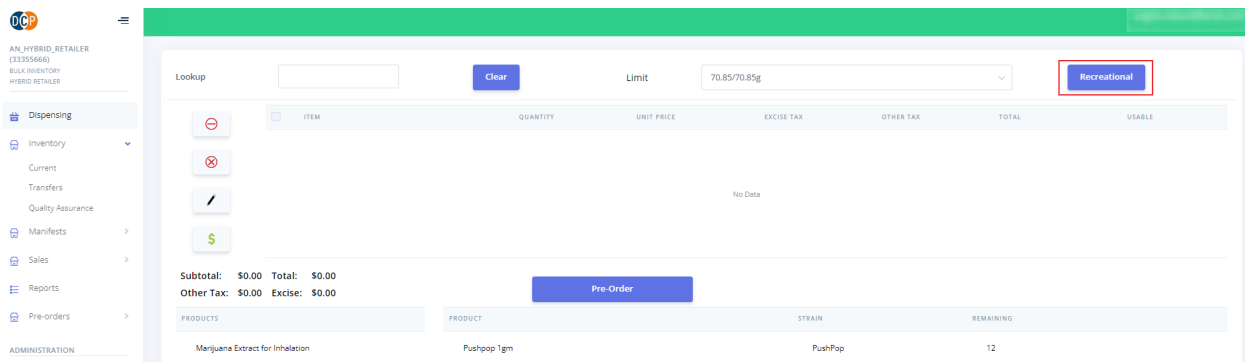
Video: [Point of Sale](#)

Under the Dispensing section you will have the option to toggle between Medical Sales and Recreational Sales with the button shown in these pictures. Each function is set to meet the Medical or Recreational sales limits.

→ If choosing medical it will ask you for the Patients ID to verify the medical limits.



→ If Recreational, no customer needs to be verified. You may continue the sale as long as you are not exceeding the Rec limits.



- The available inventory for sale is dependent on the room you have selected on the inventory page. This allows for licensees to create a virtual room to easily separate products for sale. The room you are in, is the room you will sell out of. Example of added rooms: Sales Floor / Back Stalk

The Pay window below is the pay tender screen. You have a few options to enter the price. Type the Quantity, and Unit price (Pre Tax). Then select "OK". Once finished building the customer's ticket, you can tender the sale. .

Add to Cart

Barcode: 3161498258015464

Stock: 3

Quantity

Unit Price (Pre tax)

Usable Per Unit

Ok Cancel

Refunding and Voiding Sales

Summary: How to refund an item, When and how to void a sale

Video: [Refunds & Voids](#)

It may become necessary to process a refund and/or void after a sale. Voiding a sale makes it so it never happened.. Refunding allows you to refund items on the ticket.

 Dispensing


 Inventory

Current

Transfers

Quality Assurance

 Manifests

 Sales

Refund

 Reports

 Pre-orders

ADMINISTRATION

From the **Dispensing** section → **Sales** → you will see **Tickets**. You can also filter the date range.

From the **Tickets** section you can find sales tickets from a specific date or date range allowing you to see the items sold (Quantity) and who purchased them, you will also find a few additional actions you can perform.

Refund will allow you to select the sales ticket and move forward with a refund.

Void will reverse the sale action, acting like it didn't happen

Sales Tickets

Start: End:

NAME	DATE	PRICE	TYPE	ACTION
Customer Medical	10/14/2022 02:52:53 PM	10	MEDICAL	1 2 3 4
PRODUCT	BARCODE	QUANTITY	PRICE	ACTION
Pushpop 1gm	3161498258015464	1	10	3 4

Refund

PRODUCT	QUANTITY	PRICE	BESTOCK
<input checked="" type="checkbox"/> Pushpop 1gm	1	<input type="text" value="10"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> No

Total:

- 1. = Void ticket
- 2. = Refund Ticket
- 3. = Modify Price
- 4. = Refund Ticket

If you just select the product, it will offer a refund amount for that line item. However, if you have both the product and restock options selected, it will refund and restock the item in question.

Pick up Order for Adult Use Sales

Summary: How to use Pre-Order function, Adult use
Video: [Med & Rec Pick-up sale](#)

For retailers that are able to make deliveries, you will want to select the Pre-Order option on the Dispensing screen. This feature allows you to complete Delivery and Pickup sales for both Medical and Recreational customers.

The screenshot shows a dispensing interface with a search bar, a 'Clear' button, and a 'Limit' dropdown set to '2/2oz, 800/800mg, 15.19/16g'. A 'Recreational' toggle is selected. Below is a table with one item: 'MXL Big Boy Vape 1 g' with a quantity of 1, unit price of \$30.00, excise tax of \$5.00, other tax of \$0.00, total of \$35.00, and usable amount of 0.81. A 'Pre-Order' button is highlighted. At the bottom, there are two tables: 'INVENTORY TYPES' and 'PRODUCT'. The 'PRODUCT' table shows 'MXL Big Boy Vape 1 g' with a remaining quantity of 43.

ITEM	QUANTITY	UNIT PRICE	EXCISE TAX	OTHER TAX	TOTAL	USABLE
MXL Big Boy Vape 1 g	1	\$30.00	\$5.00	\$0.00	\$35.00	0.81

Subtotal: \$30.00 Total: \$35.00
Other Tax: \$0.00 Excise: \$5.00

INVENTORY TYPES	PRODUCT	STRAIN	REMAINING
Cannabis Extract for inhalation	MXL Big Boy Vape 1 g	Animal Cookies	43
Solid Cannabis Infused Edible			
Usable Cannabis			

Select Recreational from the toggle, add the item(s) to the ticket. Enter the Quantity, price PRE-TAX, Excise, and other applicable taxes.

→ You will need to manually calculate the dollar value for the tax amount.

Once you select “Ok” the item(s) will be added to the ticket.

The screenshot shows a 'Pre-Order Type' selection screen with two buttons: 'Pickup' and 'Delivery'. The 'Pickup' button is highlighted with a red border.

You will be given two options when you select “Pre Order”, select “Pickup”

After selecting “Pick up”, the screen shown here will pop up. Fill out the Customers information and Request time.

Pickup Details Entry

First Name
Angela

Last Name
Nelson

Request Time
2022-03-10 13:34

Notes

Do you want to confirm the pickup?
This will perform the sale.

Yes Cancel

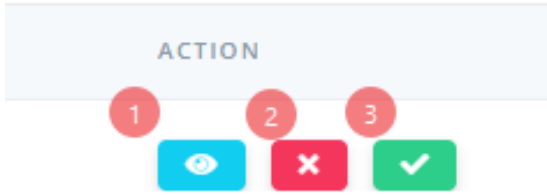
→ You must modify the time of arrival.

Confirm the Pick-up.

→ If you select Cancel, you’ll be taken back to the sales floor, tickets are not saved and you will have to start over

From the left-hand side under Pre-orders, select the option for “Pickups”. Here you will find orders scheduled for pickup, where you can void, modify, or tender out.

In the Pickups section you will see these three options.



1. Edit Details
2. Void
3. Complete

After completion (3), all options will go away except "Void" (2)

Pickup Order will be completed allowing you to move on to the next Pickup order.

Add to Cart

Barcode: 1976594996888520
Stock: 45

Quantity

Value

Unit Price (Pre tax)

Value

Excise Tax

Value

Other Tax

Value

Usable Per Unit

0.810

Delivery Order for Adult Use Sales

Summary: How to use Pre-Order function, Adult use, Delivery sales

Video: [Med & Rec Delivery Sale](#)

Select Recreational from the toggle, add the item(s) to the ticket. Enter the Quantity, price PRE TAX, Excise, and other applicable taxes.

→ You will need to manually calculate the dollar value for the

	PICKUP TIME	CUSTOMER	ID	PHONE	ACTION
	> 2022-03-10 15:05:00-07	Angela Nelson	73		<input type="button" value="Eye"/> <input type="button" value="X"/> <input type="button" value="Check"/>
	> [blurred]	[blurred]	72		<input type="button" value="X"/>
	> [blurred]	[blurred]	71	[blurred]	<input type="button" value="X"/>
	> [blurred]	[blurred]	69		<input type="button" value="X"/>

tax amount.

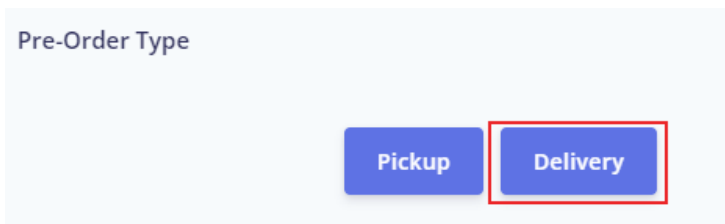
Once you select "Ok" the item will be added to the ticket.

You will be given two options when you select “Pick-up”, select “Delivery”

The screenshot shows the Biotrack software interface. On the left is a navigation menu with options like 'Dispensing', 'Inventory', 'Sales', and 'Pre-orders'. The main area features a 'Lookup' section with a search bar, a 'Clear' button, a 'Limit' dropdown set to '2/2oz, 800/800mg, 15.19/16g', and a 'Recreational' button. Below this is a table with one row: 'MXL Big Boy Vape 1 g' with a quantity of 1, unit price of \$30.00, excise tax of \$5.00, other tax of \$0.00, total of \$35.00, and usable amount of 0.81. A 'Pre-Order' button is highlighted. At the bottom, a summary shows 'Subtotal: \$30.00', 'Total: \$35.00', 'Other Tax: \$0.00', and 'Excise: \$5.00'. A table below lists inventory types and their remaining quantities: 'Cannabis Extract for Inhalation' (43), 'Solid Cannabis infused Edible' (43), and 'Usable Cannabis' (43).

After selecting Delivery, the Order Details Entry screen will appear. Fill out the Customer's information and Request time.

→ You must modify the time of arrival (Request time for both day and time)

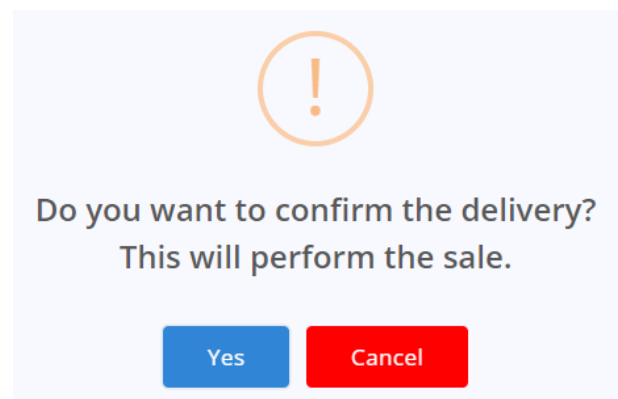


Confirm the Delivery

→ If you select Cancel, you'll be taken back to the sales floor, tickets are not saved and you will have to start over.

After Confirming the Delivery, from the left-hand side select "Deliveries". From here you will see all Pending or Completed orders.

1. Update Order Details
 - Update Address, Request Time, update/add Notes.
2. Create Manifest
3. Void Manifest
4. Modify Order Item



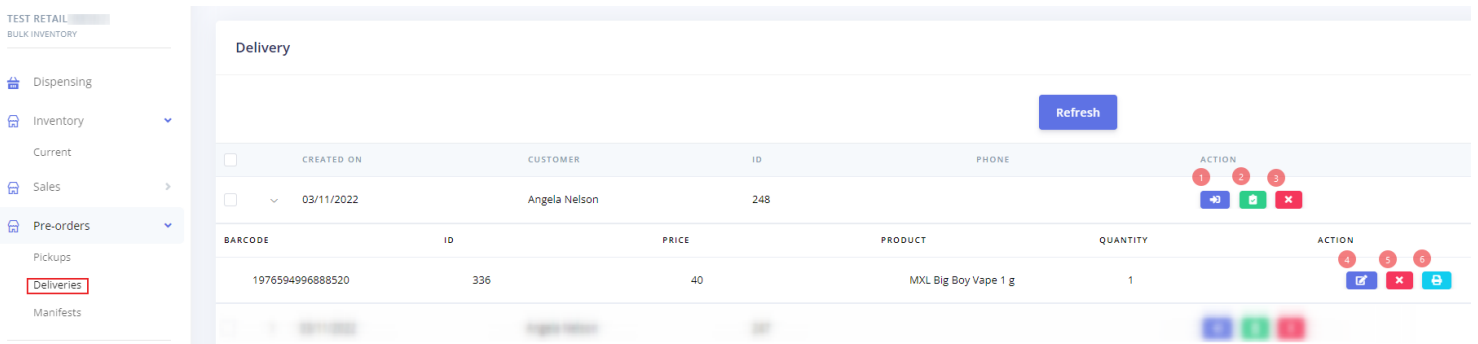
→ Update Price and Quantity

- 5. Void
- 6. Print Label

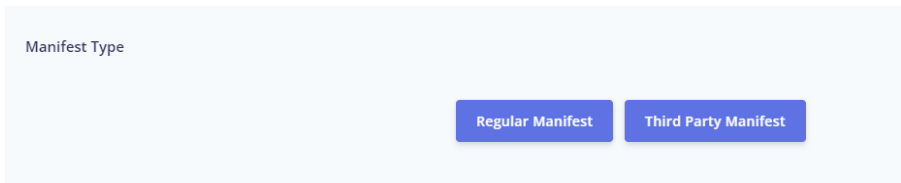
After selecting Create Manifest (2) it will ask for the Manifest Type.

→ The following will be shown for a Regular Manifest

After selecting “Regular Manifest”, the Delivery Manifest screen will appear, you will



need to select the customer's name from the Destination drop down.



→ If Google route does not calculate, giving you an error, please manually enter in the turn-by-turn directions in the Route section below.

At the bottom of the page, you'll need to attach the Employee(s) who will be driving the product and the vehicle transporting goods.

When done select “Create Manifest”

Delivery Manifest

Stop 1

Departure:

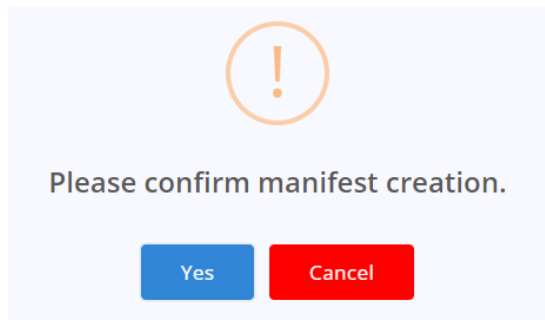
Destination:

ITEM	BARCODE	QUANTITY
MXL Big Boy Vape 1 g	1976594996888520	1

Route:

Employee #1: Employee #2 (optional): Vehicle:

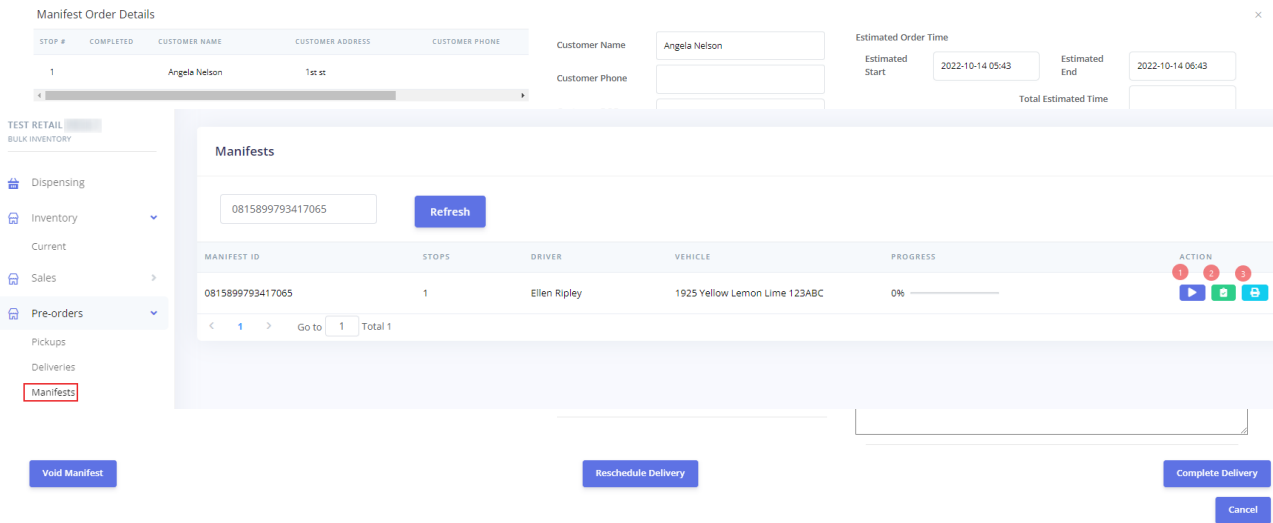
Confirm Manifest Creation



→ If you select Cancel, you'll be taken back to the previous screen and the manifest will not be created.

After Confirming the Manifest creation, on the left-hand side select "Manifests". From here you'll find all Completed and in-progress Delivery Manifests.

1. Start Manifest
2. Manifest Details
3. Print Manifest



Manifest Order Details

STOP #	COMPLETED	CUSTOMER NAME	CUSTOMER ADDRESS	CUSTOMER PHONE
1		Angela Nelson	1st st	

Customer Name: Angela Nelson
 Estimated Order Time: Estimated Start: 2022-10-14 05:43, Estimated End: 2022-10-14 06:43
 Total Estimated Time: []

TEST RETAIL
 BULK INVENTORY

- Dispensing
- Inventory
- Current
- Sales
- Pre-orders
- Pickups
- Deliveries
- Manifests**

Manifests

0815899793417065 Refresh

MANIFEST ID	STOPS	DRIVER	VEHICLE	PROGRESS	ACTION
0815899793417065	1	Ellen Ripley	1925 Yellow Lemon Lime 123ABC	0% <div style="width: 0%;"></div>	[Play] [Stop] [Print]

< 1 > Go to 1 Total 1

Void Manifest Reschedule Delivery Complete Delivery Cancel

When you select Start Manifest (1) It will ask you to “Confirm Manifest Start Delivery Action ” with a prompt. After confirming the action “Start Manifest” will change to “Undo Manifest” (1). By Selecting Manifest Details (2) it will take you to the order where you can update the customer’s information, time of arrival, add any delivery notes, Void Manifest, Reschedule Delivery or simply select “Confirm Delivery”.

After you confirm the delivery, Highlighted below is a Progress Bar that will only change to 100% after selecting “Manifest Details”(2) and completing the order.

1. Undo Start Manifest
2. Manifest Details
3. Print Manifest

Pick-up/Delivery Order for Medical Sales

Summary: How to use Pre-Order function, Medical, Pick-up, Delivery

Manifests

0815899793417065 Refresh

MANIFEST ID	STOPS	DRIVER	VEHICLE	PROGRESS	ACTION
0815899793417065	1	Ellen Ripley	1925 Yellow Lemon Lime 123ABC	100%	1 2 3

< 1 > Go to 1 Total 1

Make sure you are set as “Medical” from the toggle shown below, select the items to add to the cart, from there you can then follow the same steps for Pickup and Delivery shown in the above for Adult-Use as the pathway is the same.

AN_HYBRID_RETAILER (33355666) BULK INVENTORY HYBRID RETAILER

Lookup Clear Limit 70.85/70.85g Medical

ITEM	QUANTITY	UNIT PRICE	TOTAL	USABLE
No Data				

Subtotal: \$0.00 Pre-Order

PRODUCTS	PRODUCT	STRAIN	REMAINING
Marijuana Extract for Inhalation	Pushpop 1gm		

Pickup Delivery

Undo Actions for Inventory

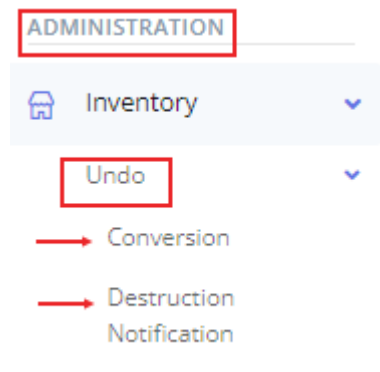
Summary: Explanation of the various undo actions available for Inventory

Video: [Inventory Undo](#)

For some actions made by mistake, or incorrectly executed, you may have the ability to undo that action. To access these options, Select the **Inventory** Section → **Undo**

Undo Conversion = If you converted a product incorrectly, either by selecting the wrong batches/lots or entering the wrong quantities, as long as the converted item has not been modified in any way you can undo the action.

Undo Destruction Notification = If you set an inventory item for destruction and it was done incorrectly you can undo the notification, releasing the item(s).



Strain Creation

Summary: How to add, modify, delete strains

Video: [Strains](#)

SHORTCUTS

- Switch Location
- 30 Day Inventory
- Transfer Inventory
- Rooms
- Products
- Strains**

By selecting "Strains" it will take you to the strain tool, this will allow you to add new strains into the system, you can also search for existing strains previously entered into the system to Update or delete.

Strains

Strains

Search Strains

Name

Name PushPop

Clear Cancel **Create**

Important Notice: You will not be able to delete strains if they are attached to any existing inventory or plants.

Strains

Strains

Search Strains

Name

Blue Dream

Clear Cancel Update Delete

Move Action, Cultivation

Summary: Move plants, How to move plants from Cultivation room to room

Video: [Move Action - Cultivation](#)

From the Cultivation section, select a room, select the plants you'd like to move to another cultivation room. Select "Move" from the bottom.

The screenshot shows the 'Cultivation' section of the application. At the top, there is a search bar and two buttons: 'Rooms' and 'Refresh'. Below this is a table with columns for 'BARCODE', 'STRAIN', 'PHASE', 'AGE', and 'STATUS'. The table contains 10 rows of data, all with 'PushPop' as the strain and 'Growing' as the phase. The first six rows have a checked checkbox in the left margin, while the last four have an unchecked checkbox. At the bottom of the table, there is a row of action buttons: 'Move', 'Harvest', 'Schedule Harvest', 'Cure', 'Destroy', 'Schedule Destroy', and 'Move to Inventory'. The 'Move' button is highlighted with a red box.

After selecting "move" the next screen will show all plants you've selected allowing you to search for a room you'd like to move them into. After selecting the new room, select "Move Plants". They will be removed from the previous room and dropped into the new.

The screenshot shows the 'Plant Move' dialog box. At the top, it says 'Current Room: Clone' and 'Rooms'. Below this is a search bar labeled 'Search Rooms' which is highlighted with a red box. Underneath is a list of plants, each with a checked checkbox and the text 'PLANT' followed by the barcode and strain name. The plants listed are: 8618847125813667 - PushPop, 9930782903463267 - PushPop, 4015636533999037 - PushPop, 3604721808261603 - PushPop, 3573190233719102 - PushPop, and 4544760586584505 - PushPop. At the bottom right, there are two buttons: 'Cancel' and 'Move Plants', with the 'Move Plants' button highlighted by a red box.

Modify Plant

Summary: Modify plant screen, Plant information

Video: [Modify Plant Screen](#)

To access the Modify plant screen, select a plant by checking the box to the left of the plant. From there select Details. This will Bring you the Modify plant screen.

1. Mother plant = You can turn this plant into a “mother” with the toggle
2. Transfer to inventory = This will move the plant into the Inventory section
3. Print = To print or reprint the plant tag
4. Destroy = Set the plant up for destruction
5. Close = Close the screen taking you back to the previous screen
6. Save = Will save any changes made in the Modify plant section. (Room Change, Birthdate updates ect...)

Wet Flower workflow

Summary: Wet Flower, Harvest process

For Cultivators you can do a full or partial harvest, the workflow will allow you to create “Wet Flower”. The Wet flower will be located in the inventory section as “wet”. From there, the only way to move this product forward would be to move it along in the next stage and “dry” the flower. This will then allow the flower to be converted following the same conversion rules/processes.

Once a harvest has been initiated, select the plant(s), select harvest, select “additional collections”, enter the Flower wet weight.

After the wet weight has been entered, an inventory ID will be created. In your inventory you’ll now see the wet flower. To move forward, select “dry” at the bottom of the screen.

Product	PushPop
Barcode	3652 6216 2072 6195
Available	453.592
Strain	PushPop
Type	Wet Flower
Classification	
Usable (Med/Rec)	0/0
QA	
Potency	
Status	

Buttons: Details, Adjust, Print Barcode, QA Testing, Destroy, Sub Lot/Batch, **Dry**

Once you select “dry” on your wet flower you can then add the weight for the flower.

Dry Inventory

Wet Weight: 453.592g

Dry Weight: 453.592g

Buttons: Cancel, **Dry**

Once you have “dried” the flower, you’ll see the barcode change from “wet” to “Flower”, you can then *create a lot* and move the item forward.

▼ PushPop 3652 6216 2072 6195 453.592010498 047 PushPop **Flower**

Product	PushPop
Barcode	3652 6216 2072 6195
Available	453.592010498047
Strain	PushPop
Type	Flower
Classification	
Usable (Med/Rec)	0/0
QA	
Potency	
Status	

[Details](#) [Adjust](#) [Print Barcode](#) [QA Testing](#) [Destroy](#) [Sub Lot/Batch](#)

< 1 > Go to

[Convert](#) **[Create Lot](#)** [Move](#)

Plant Harvest

PLANT

9482543550416245 - PushPop

Flower Wet Weight
Value

Other Material
Value

Waste
Value

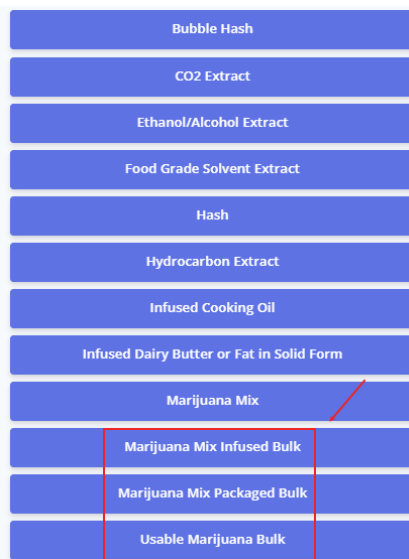
Additional Collections
 Yes

[Cancel](#) [Harvest](#)

All barcodes selected

Product Packager - Bulk Inventory types

Summary: License type, Product Packager, Converting, Inventory types



The License type of “Product Packager” allows the licensee to convert ONLY to the inventory types mapped to that License type. You’ll see the inventory types shown as “Usable Marijuana BULK” as an example.

If you select an item to be converted by a Product Packager, you will have to select the correct conversion type. Once in that inventory type of “bulk”, you will now be able to manifest the item(s) to a Product Packager. From there, they will be able to take this item and create your final form.

Create Usable Marijuana Bulk

Usable Marijuana Bulk Creation Tool Instructions

Please select one (1) or more item(s) from below to proceed.

1084383761273588 (Flower Lot)

Amount to Deduct (2263.96 available)

Quantity Available 2263.96

Total Deduction Quantity (Calculated Above)	Total Weight Produced From Conversion	Total Waste Produced From Conversion
1000 g	Value	Value

New Product Name

<input type="checkbox"/>	bulk.usable	8007 1676 6081 7407	1000	PushPop	Usable Marijuana Bulk	0/0
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