

Volume

1

BIO-TECH MEDICAL SOFTWARE, INC.
BIOTRACKTHC ILLINOIS TRACEABILITY SYSTEM
LICENSEE MANUAL – CULTIVATORS



LICENSEE MANUAL

CULTIVATORS

BIO-TECH MEDICAL SOFTWARE, INC.

BioTrackTHC Illinois Traceability System

Licensee Manual – Cultivator

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Chapter 1: User Access

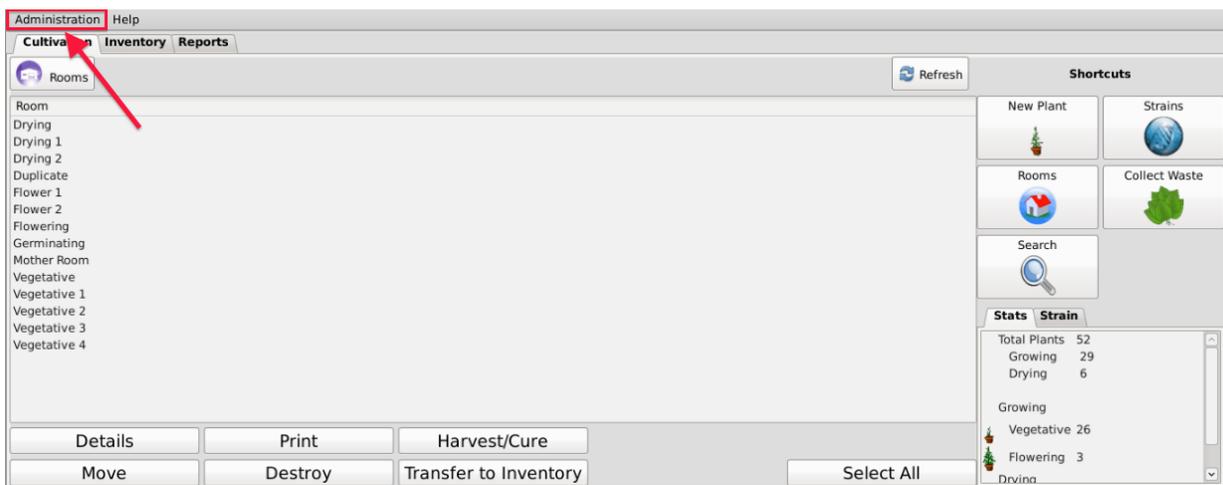
In this chapter, you will learn how to:

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

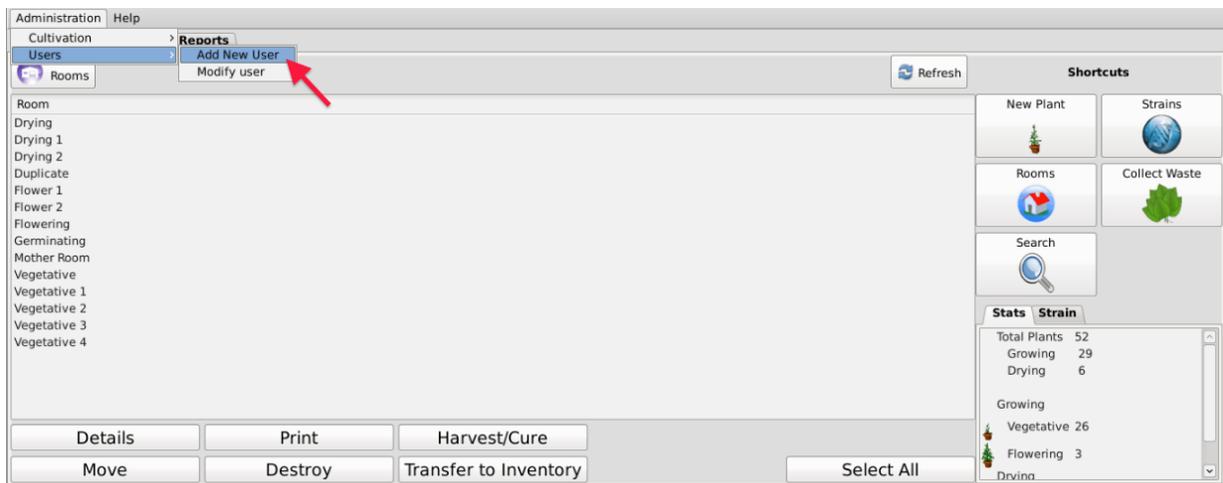
In addition to the login credentials given to you by the DOA, the Traceability System allows each licensee the ability to grant system access to additional users for data submission on your behalf. Please be aware that this is distinct from employees as defined in Chapter 2: Employees (e.g., not all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

Adding New Users

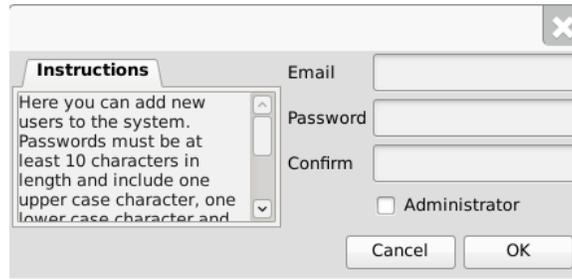
- To add new users into the system, click on the Administration menu near the top left corner of the window.



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

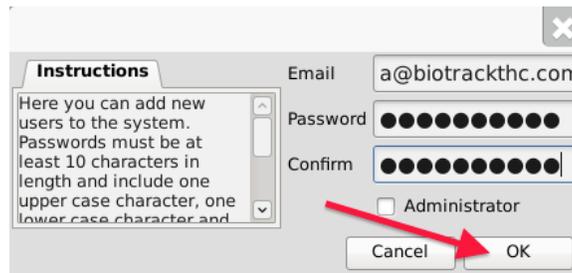


- This will bring up the New User screen.



The screenshot shows a dialog box titled "New User" with a close button (X) in the top right corner. On the left, there is an "Instructions" tab with a scrollable text area containing the following text: "Here you can add new users to the system. Passwords must be at least 10 characters in length and include one upper case character, one lower case character, and". To the right of the instructions are three text input fields labeled "Email", "Password", and "Confirm". Below these fields is a checkbox labeled "Administrator". At the bottom of the dialog are two buttons: "Cancel" and "OK".

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

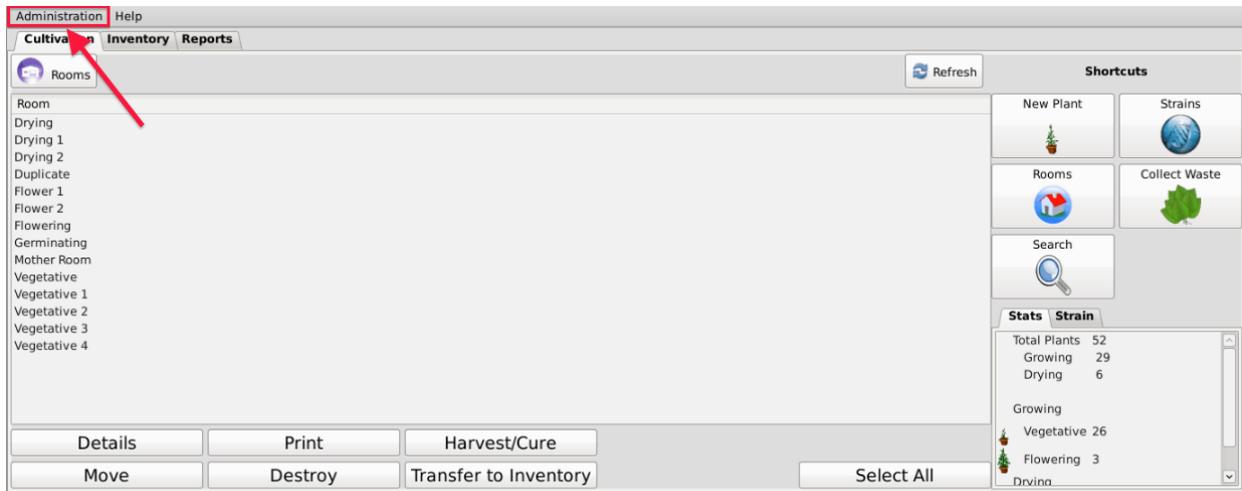


This screenshot shows the same "New User" dialog box as above, but with the fields filled. The "Email" field contains "a@biotrackthc.com". The "Password" and "Confirm" fields are filled with 10 black dots each. The "Administrator" checkbox is unchecked. A red arrow points from the "Administrator" checkbox area towards the "OK" button. The "Cancel" and "OK" buttons are at the bottom.

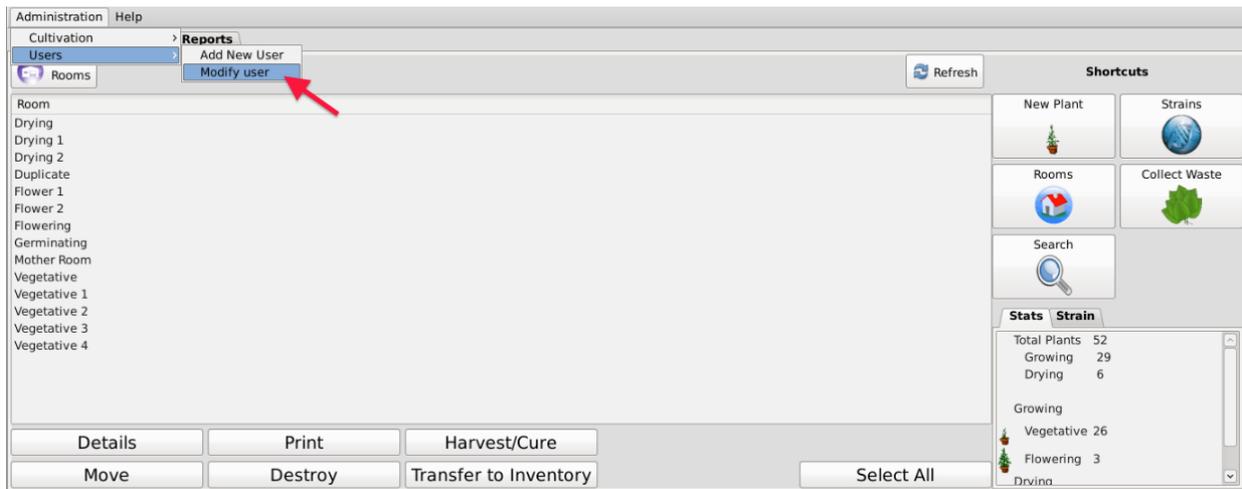
- Click on the "OK" button when complete.

Modifying an Existing user

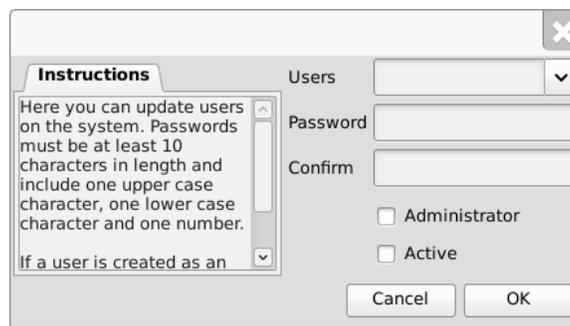
- To modify users previously given access to the system, click on the Administration menu near the top left corner of the window.



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



- This will bring up the Modify User screen.

A screenshot of the 'Modify User' dialog box. It has a title bar with a close button (X). The dialog is divided into two main sections. On the left, there is an 'Instructions' section with a scrollable text area containing the following text: 'Here you can update users on the system. Passwords must be at least 10 characters in length and include one upper case character, one lower case character and one number. If a user is created as an'. On the right, there are input fields for 'Users' (a dropdown menu), 'Password', and 'Confirm'. Below these fields are two checkboxes: 'Administrator' and 'Active'. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

- Select the user to be modified from the Users dropdown

The screenshot shows a dialog box for updating users. On the left, an 'Instructions' tab provides details: 'Here you can update users on the system. Passwords must be at least 10 characters in length and include one upper case character, one lower case character and one number.' Below this is a dropdown for 'If a user is created as an'. The main form area on the right has a 'Users' dropdown menu with a checkmark icon. The dropdown is open, showing two email addresses: 'a@biotrackthc.com' (highlighted) and 'patrick.vo@biotrackthc.com'. A red arrow points to the checkmark, and another points to the highlighted password. Below the dropdown are 'Password' and 'Confirm' text boxes. At the bottom are checkboxes for 'Administrator' and 'Active', and 'Cancel' and 'OK' buttons.

- You may modify the following:
 - Password. The password associated with the user.
 - ADMINISTRATOR. Checked (unchecked) box indicates the user is able (is not able) to add/modify/delete other users.
 - ACTIVE. Checked (unchecked) box indicates the user's access is on (off). If you are revoking a user's access to the Traceability System, make sure that this is unchecked.
- Click on the "OK" button when complete.

Chapter 2: Employees

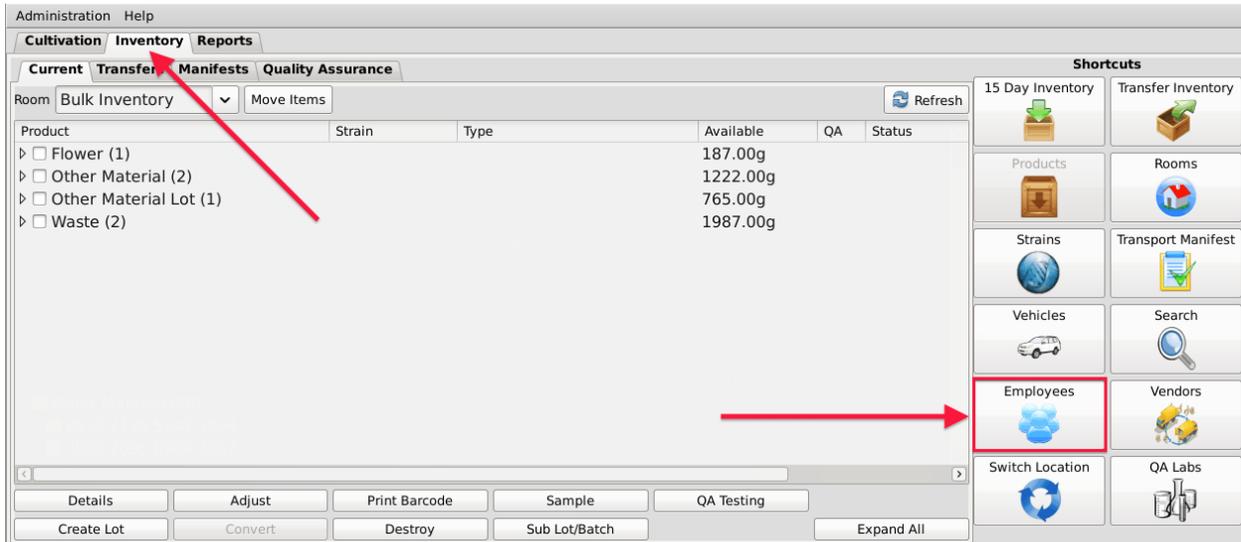
In this chapter, you will learn how to:

- ✓ Add, modify and remove employees

Accessing the Employee Screen

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

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

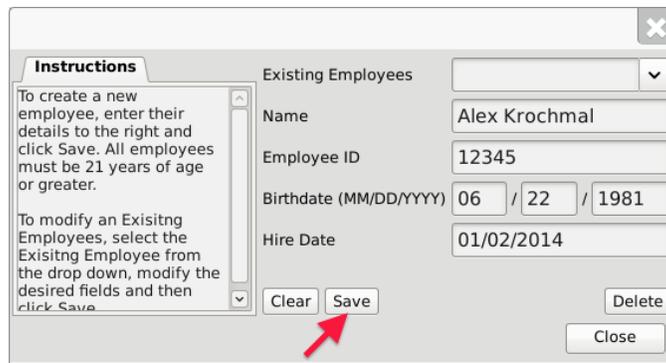


- This will bring up the Employee screen.

The screenshot shows the "Employee" screen form. It has a title bar with a close button. On the left, there is an "Instructions" section with a scrollable text area containing the following text: "To create a new employee, enter their details to the right and click Save. All employees must be 21 years of age or greater. To modify an Existing Employee, select the Existing Employee from the drop down, modify the desired fields and then click Save." To the right of the instructions, there is a form with the following fields: "Existing Employees" (a dropdown menu), "Name" (a text input field), "Employee ID" (a text input field), "Birthdate (MM/DD/YYYY)" (three separate input fields for month, day, and year), and "Hire Date" (a text input field). At the bottom of the form, there are four buttons: "Clear", "Save", "Delete", and "Close".

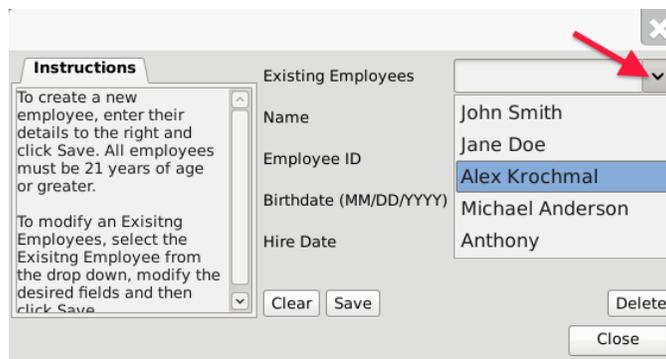
Add a New Employee

- 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 or the DOA, 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.
 - Birthdate: Enter the employee’s date of birth. Must be in the format of MM/DD/YYYY.
 - Hire Date: Enter the employee’s date of hire.
- Click on the “Save” button once all of the required data has been entered.



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

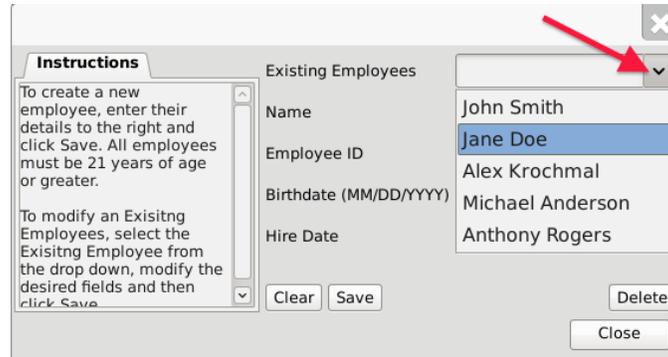
- The new employee will now display within the Existing Employees dropdown for selection.



This screenshot shows the same form as the previous one, but with the 'Existing Employees' dropdown menu open. The dropdown list displays the following names: John Smith, Jane Doe, Alex Krochmal (highlighted in blue), Michael Anderson, and Anthony. A red arrow points to the dropdown arrow icon at the top right of the menu.

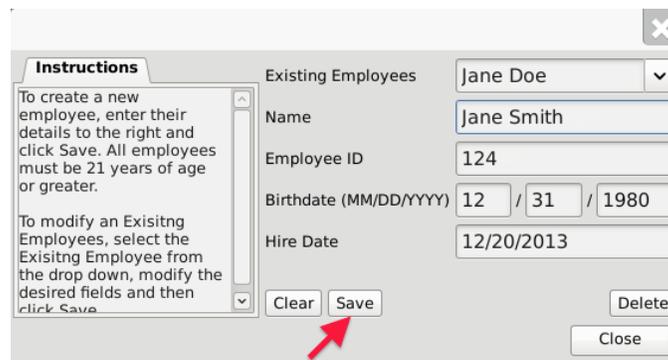
Modifying an Existing Employee

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



The screenshot shows a software window with a tab labeled 'Instructions'. The instructions text reads: 'To create a new employee, enter their details to the right and click Save. All employees must be 21 years of age or greater. To modify an Existing Employee, select the Existing Employee from the drop down, modify the desired fields and then click Save.' To the right of the instructions is a form titled 'Existing Employees'. It features a dropdown menu currently showing 'Jane Doe', which is highlighted in blue. A red arrow points to the dropdown arrow. Below the dropdown are fields for 'Name', 'Employee ID', 'Birthdate (MM/DD/YYYY)', and 'Hire Date'. At the bottom of the form are buttons for 'Clear', 'Save', 'Delete', and 'Close'.

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



This screenshot shows the same software window after the employee has been selected. The 'Existing Employees' dropdown now displays 'Jane Doe'. The 'Name' field has been updated to 'Jane Smith'. The 'Employee ID' field contains '124', the 'Birthdate (MM/DD/YYYY)' field shows '12 / 31 / 1980', and the 'Hire Date' field shows '12/20/2013'. A red arrow points to the 'Save' button. The 'Instructions' panel and other buttons ('Clear', 'Delete', 'Close') are still visible.

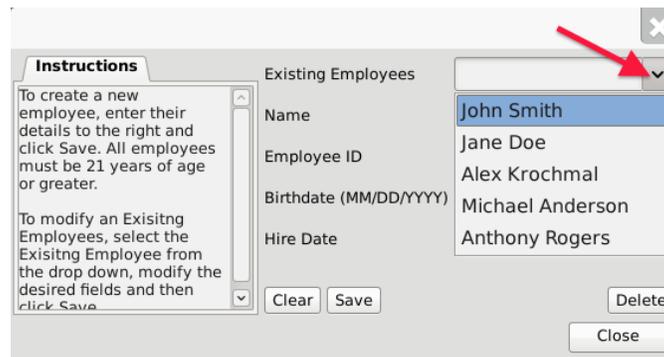
- Click on the "Save" button when complete.

Deleting an Existing Employee

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

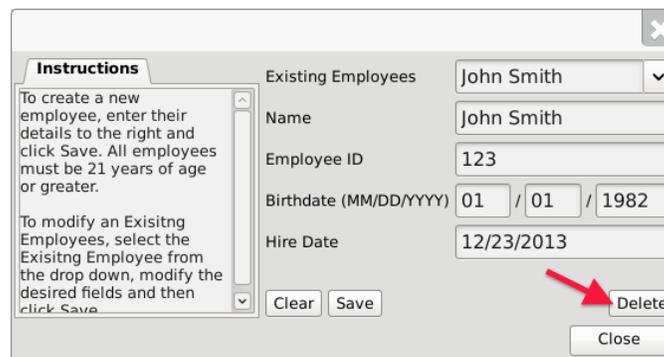
NOTE: Removing an employee does not delete any of the already submitted Traceability System data associated with that employee record. It simply removes the employee record from use moving forward.

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



The screenshot shows a software window with an 'Instructions' tab on the left and a form on the right. The form has a dropdown menu labeled 'Existing Employees' with a red arrow pointing to its arrowhead. The dropdown list is open, showing the following names: John Smith (highlighted), Jane Doe, Alex Krochmal, Michael Anderson, and Anthony Rogers. Below the dropdown are fields for Name, Employee ID, Birthdate (MM/DD/YYYY), and Hire Date. At the bottom of the form are buttons for 'Clear', 'Save', 'Delete', and 'Close'.

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



The screenshot shows the same software window as the previous one, but now the 'Existing Employees' dropdown is set to 'John Smith'. The form fields are populated with his information: Name: John Smith, Employee ID: 123, Birthdate: 01 / 01 / 1982, and Hire Date: 12/23/2013. A red arrow points to the 'Delete' button at the bottom right of the form.

- Click on the "Delete" button.

Chapter 3: Vehicles

In this chapter, you will learn how to:

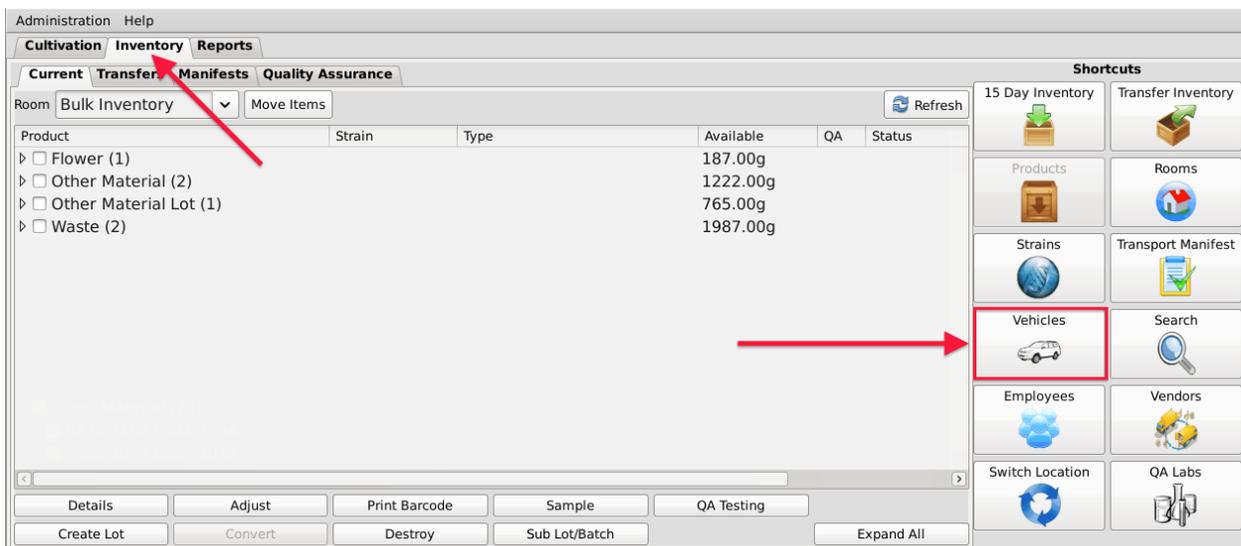
- ✓ Add, modify and remove company vehicles

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

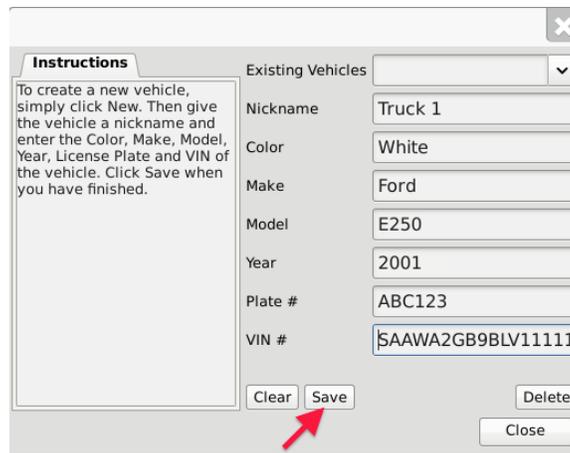


- This will bring up the Vehicle screen.

The screenshot shows a form for creating a new vehicle. It has a title bar with a close button. The form is divided into two main sections: 'Instructions' and 'Form Fields'. The 'Instructions' section contains the following text: 'To create a new vehicle, simply click New. Then give the vehicle a nickname and enter the Color, Make, Model, Year, License Plate and VIN of the vehicle. Click Save when you have finished.' The 'Form Fields' section includes a dropdown menu for 'Existing Vehicles', and input fields for 'Nickname', 'Color', 'Make', 'Model', 'Year', 'Plate #', and 'VIN #'. At the bottom of the form, there are buttons for 'Clear', 'Save', 'Delete', and 'Close'.

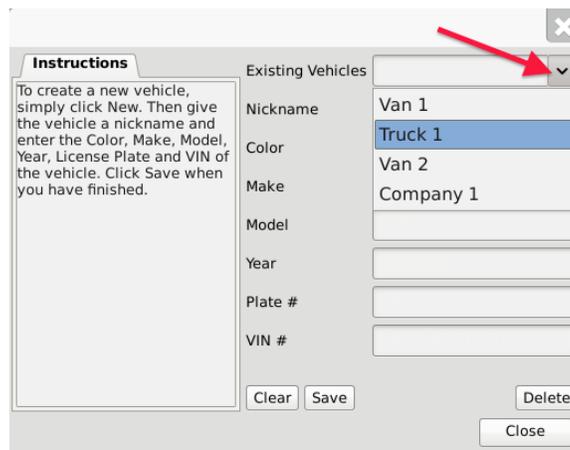
Add a New Vehicle

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



The screenshot shows a web form titled "Add a New Vehicle". On the left, there is an "Instructions" box with the text: "To create a new vehicle, simply click New. Then give the vehicle a nickname and enter the Color, Make, Model, Year, License Plate and VIN of the vehicle. Click Save when you have finished." To the right of the instructions is a form with the following fields: "Existing Vehicles" (a dropdown menu), "Nickname" (text input with "Truck 1"), "Color" (text input with "White"), "Make" (text input with "Ford"), "Model" (text input with "E250"), "Year" (text input with "2001"), "Plate #" (text input with "ABC123"), and "VIN #" (text input with "SAAWA2GB9BLV11111"). At the bottom of the form are four buttons: "Clear", "Save", "Delete", and "Close". A red arrow points to the "Save" button.

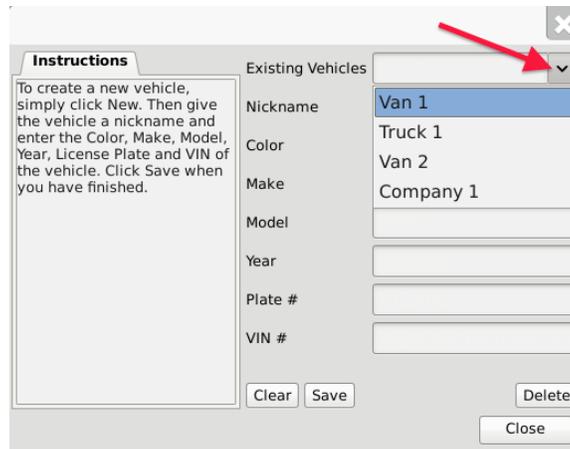
- The new vehicle will now display within the Existing Vehicles dropdown for selection.



The screenshot shows the same "Add a New Vehicle" form as above, but with the "Existing Vehicles" dropdown menu open. The dropdown menu is expanded to show a list of vehicles: "Van 1", "Truck 1", "Van 2", and "Company 1". The "Truck 1" option is highlighted in blue. A red arrow points to the dropdown arrow icon at the top right of the "Existing Vehicles" field.

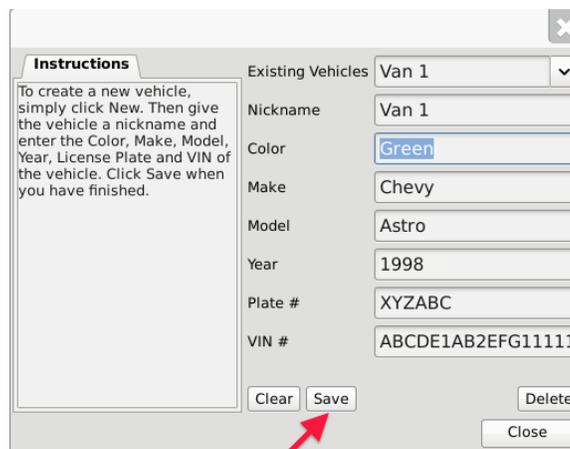
Modifying an Existing Vehicle

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



The screenshot shows a web form titled "Instructions" on the left, which contains text: "To create a new vehicle, simply click New. Then give the vehicle a nickname and enter the Color, Make, Model, Year, License Plate and VIN of the vehicle. Click Save when you have finished." On the right, there is a form with the following fields: "Existing Vehicles" (a dropdown menu with "Van 1" selected and a red arrow pointing to it), "Nickname" (text input with "Van 1"), "Color" (text input with "Truck 1"), "Make" (text input with "Van 2"), "Model" (text input with "Company 1"), "Year" (text input), "Plate #" (text input), and "VIN #" (text input). At the bottom of the form are buttons for "Clear", "Save", "Delete", and "Close".

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



The screenshot shows the same web form as above, but now the "Existing Vehicles" dropdown is set to "Van 1". The "Color" field has been changed to "Green" and is highlighted with a blue selection box. The other fields remain the same: "Nickname" is "Van 1", "Make" is "Chevy", "Model" is "Astro", "Year" is "1998", "Plate #" is "XYZABC", and "VIN #" is "ABCDE1AB2EFG11111". A red arrow points to the "Save" button at the bottom of the form.

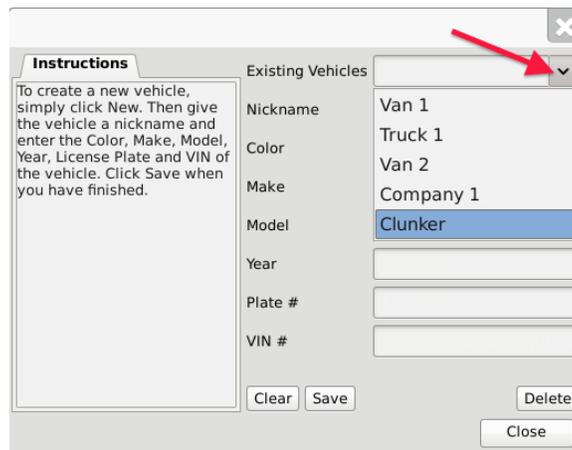
- Click on the "Save" button when complete.

Deleting an Existing Vehicle

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

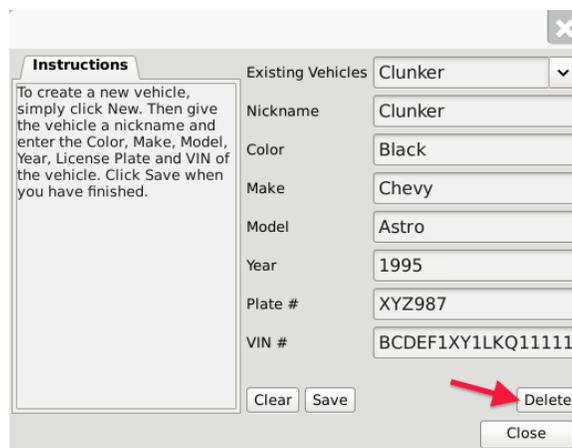
NOTE: Removing a vehicle does not delete any of the already submitted Traceability System data associated with that vehicle record. It simply removes the vehicle record from use moving forward.

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



The screenshot shows a software window with a close button (X) in the top right corner. On the left is an 'Instructions' box with text: 'To create a new vehicle, simply click New. Then give the vehicle a nickname and enter the Color, Make, Model, Year, License Plate and VIN of the vehicle. Click Save when you have finished.' To the right is a form with the following fields: 'Existing Vehicles' (a dropdown menu with a red arrow pointing to it), 'Nickname' (Van 1), 'Color' (Truck 1), 'Make' (Van 2), 'Model' (Clunker, highlighted in blue), 'Year' (empty), 'Plate #' (empty), and 'VIN #' (empty). At the bottom are buttons for 'Clear', 'Save', 'Delete', and 'Close'.

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



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

- Click on the "Delete" button.

Chapter 4: Vendors

In this chapter, you will learn how to:

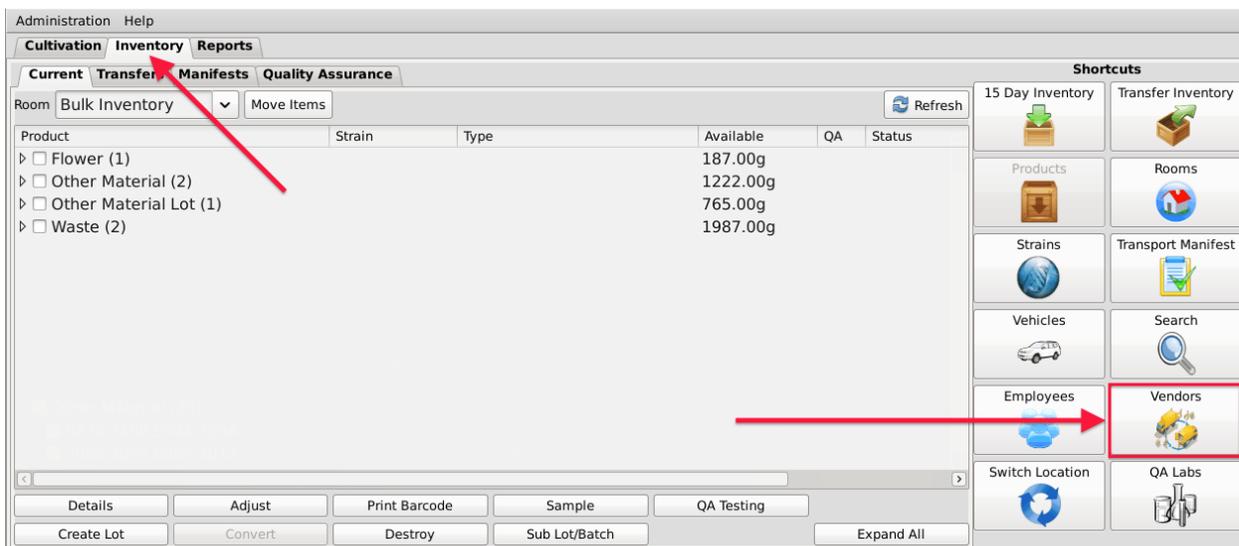
- ✓ View Preferred Vendor List
- ✓ Search for and Add Vendors to Preferred Vendor List
- ✓ Remove Vendors from Preferred Vendor List

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, to make outbound shipments, and to account for samples given to negotiate a sale. The Traceability System cannot recognize any wholesale transactions from/to non-Licensees.

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



The screenshot displays the Traceability System interface. At the top, there are navigation tabs for 'Administration' and 'Help'. Below that, the main navigation bar includes 'Cultivation', 'Inventory', and 'Reports'. Under 'Inventory', there are sub-tabs for 'Current', 'Transfer', 'Manifests', and 'Quality Assurance'. The 'Current' sub-tab is active, showing a 'Room' dropdown set to 'Bulk Inventory' and a 'Move Items' button. A table lists products with columns for Product, Strain, Type, Available, QA, and Status. The table contains four rows: Flower (1) with 187.00g available, Other Material (2) with 1222.00g, Other Material Lot (1) with 765.00g, and Waste (2) with 1987.00g. A red arrow points to the 'Inventory' tab. On the right side, there is a 'Shortcuts' panel with buttons for '15 Day Inventory', 'Transfer Inventory', 'Products', 'Rooms', 'Strains', 'Transport Manifest', 'Vehicles', 'Search', 'Employees', 'Vendors', 'Switch Location', and 'QA Labs'. The 'Vendors' button is highlighted with a red box and a red arrow pointing to it. At the bottom, there is a row of buttons: 'Details', 'Adjust', 'Print Barcode', 'Sample', 'QA Testing', 'Create Lot', 'Convert', 'Destroy', 'Sub Lot/Batch', and 'Expand All'.

Product	Strain	Type	Available	QA	Status
▶ <input type="checkbox"/> Flower (1)			187.00g		
▶ <input type="checkbox"/> Other Material (2)			1222.00g		
▶ <input type="checkbox"/> Other Material Lot (1)			765.00g		
▶ <input type="checkbox"/> Waste (2)			1987.00g		

- This will bring up the Vendor Information screen.

Viewing Vendor Information

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

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

NOTE: You cannot create a vendor, nor can you edit vendor information as these are DOA-approved Licensees and their information may only be changed by the DOA.

Accessing the Preferred Vendor List

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

The screenshot shows a dialog box titled "Instructions" with a close button (X) in the top right corner. The text inside reads: "To add a Vendor to your Vendors List, click on Vendor List. To Delete a Vendor from your Vendor List select the Vendor from the Existing Vendors drop down and then click on Delete." Below the text is a form with the following fields: "Existing Vendors" (a dropdown menu), "Name" (text input), "Address 1" and "Address 2" (text inputs), "City", "State", and "Zip" (text inputs), "Phone" and "Fax" (text inputs), "Email" and "Website" (text inputs), "License Number" and "Contact" (text inputs), and "Type" (a dropdown menu with "Producer Tier 1" selected). At the bottom of the form, the "Preferred Vendor List" button is highlighted with a red box, and a red arrow points to it. Other buttons include "Clear", "Delete", and "Close".

Add a Vendor

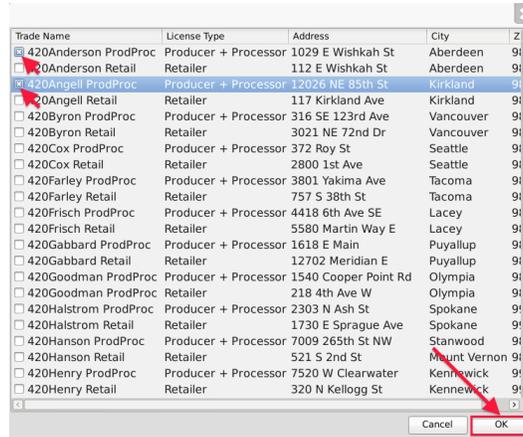
- From the Preferred Vendor List, enter the full or partial business name into the search bar and click the “Search” button.

The screenshot shows a dialog box titled "Instructions" with a close button (X) in the top right corner. The text inside reads: "You'll find a list of your current Vendors to the right. To add additional Vendors, type the full, or partial, name of the Vendor a click Search. This will match any currently licensed facility and allow you to add them to your Vendors List." Below the text is a search bar with the number "420" entered. To the right of the search bar are buttons for "Search", "Clear", and "View All". The "Search" button is highlighted with a red box, and a red arrow points to it. At the bottom of the dialog box are "Cancel" and "OK" buttons.

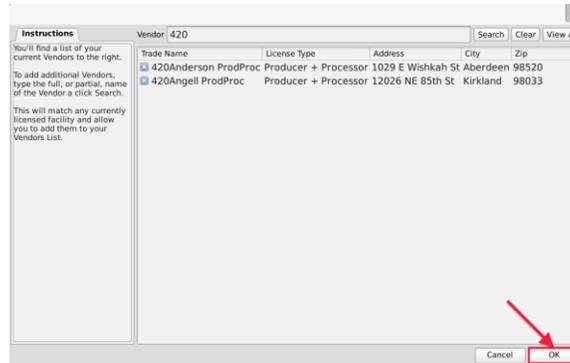
- Alternatively, you may click “View All” to view the entire population of Licensees.

This is a close-up screenshot of the search bar area from the previous image. The search bar contains the text "Vendor". To the right of the search bar are buttons for "Search", "Clear", and "View All". The "View All" button is highlighted with a red box, and a red arrow points to it. A close button (X) is visible in the top right corner of the dialog box.

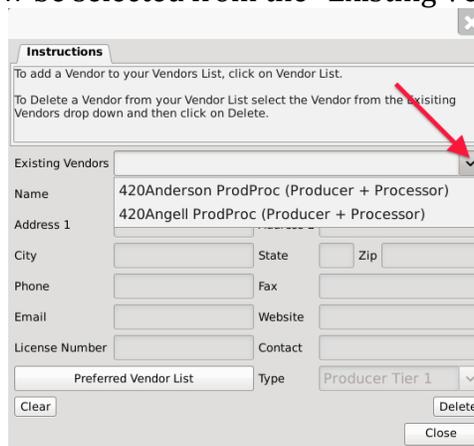
- A list of all Licensees that match the search criteria will display in a popup.
- Click the checkbox(s) of the Licensee(s) to add to your Preferred Vendor List.
- Click “OK” when complete.



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



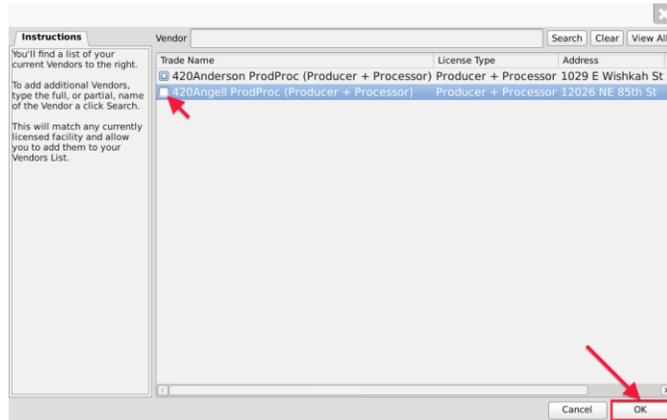
- Click “OK” when complete.
- The Vendors may now be selected from the “Existing Vendors” dropdown.



Removing a Vendor

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

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



- Click "OK" when complete.

Chapter 5: Strains

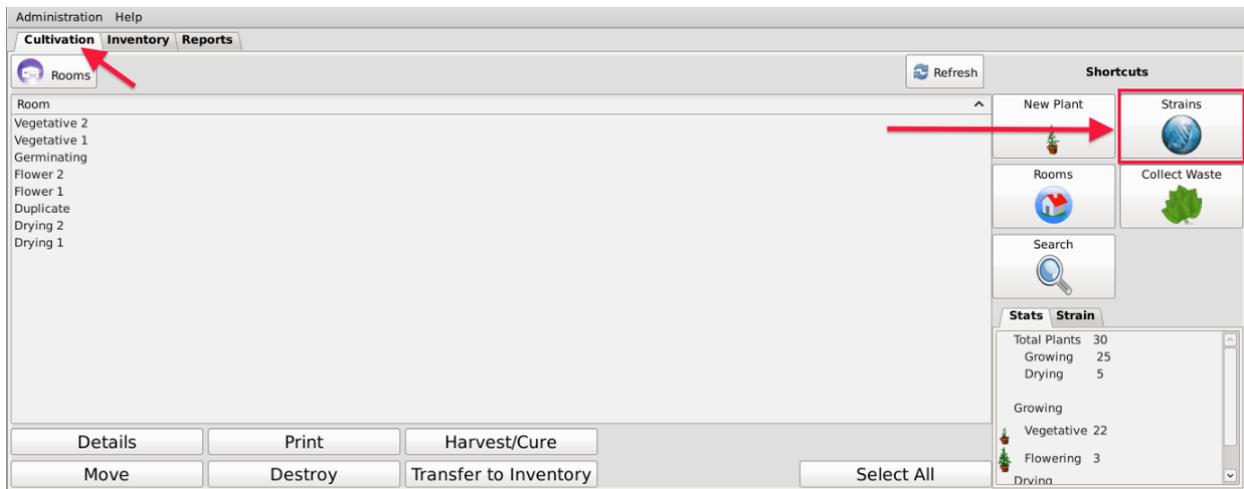
In this chapter, you will learn how to:

- ✓ Add, modify, and remove strains

Accessing the Strains Screen

To add new strains, view or change the names of existing strains, or delete strains you no longer use, you will need to access the Strains screen.

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



This will bring up the Strains screen.

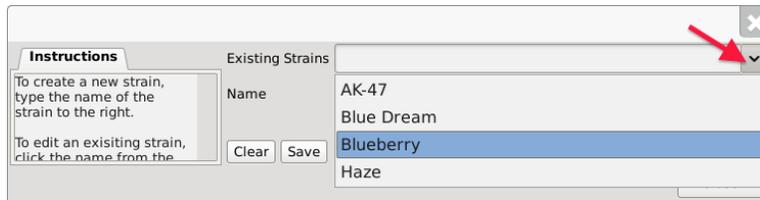
The screenshot shows the Strains screen form. It has a title bar with a close button (X). Below the title bar, there is an "Instructions" section with two paragraphs: "To create a new strain, type the name of the strain to the right." and "To edit an existing strain, click the name from the". To the right of the instructions, there is a dropdown menu labeled "Existing Strains" and a text input field labeled "Name". Below the "Name" field, there are buttons for "Clear", "Save", "Delete", and "Close".

Add a New Strain

- From the Strains screen, click on the “Clear” button to clear all fields.
- Within the Name text box, type the name of the new Strain (e.g., Blueberry, AK-47, Sour Diesel, etc...).
- Click on the “Save” button when complete.

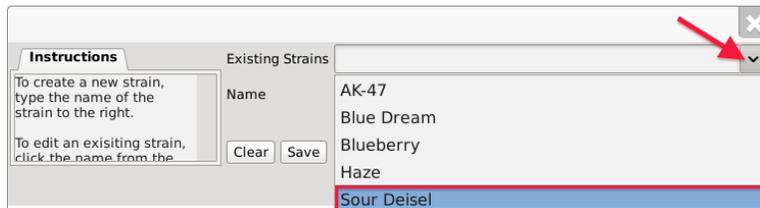


- The new strain will now display within the Existing Strains dropdown list.



Modifying an Existing Strain

- From the Strains screen, select the strain to be modified from the Existing Strains dropdown (in the example, Sour Diesel is misspelled as “Sour Deisel”).



- Once selected, the strain’s name will automatically display within the Name text box.



- Within the Name text box, rename the strain as desired (in the example, “Sour Deisel” is to be spelled correctly to “Sour Diesel”).



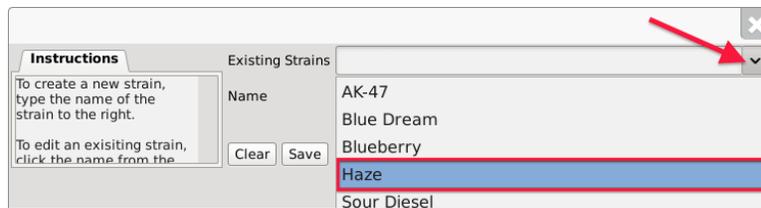
- Click on the “Save” button when complete.

Deleting an Existing Strain

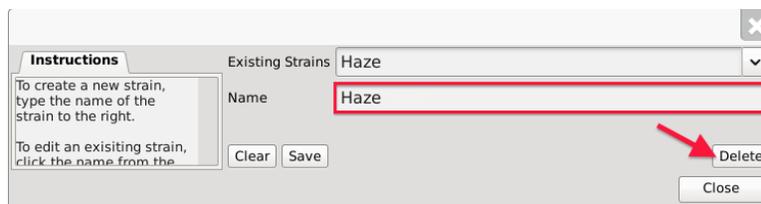
If you find that an existing strain is no longer needed (e.g., you no longer grow that strain), you may delete the strain.

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

- From the Strains screen, select the strain to be deleted from the Existing Strain dropdown.



- Once selected, the strain’s name will automatically display within the Name text box.



- Click on the “Delete” button.

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

In this chapter, you will learn:

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

About Rooms, Inventory, and Plants

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

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

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

The one exception for Cultivators are “Plants”, which are defined as marijuana plants measuring eight (8) inches or greater in height or width. Though all plants are inventory items, the Traceability System distinguishes a

- Mature Plant: a plant assigned to and found within an inventory room because it was recently purchased but not yet planted or because it is to be sold to another Cultivator,

from a

- Plant: a plant assigned to and found within a plant room (found under the Cultivation tab) because it is within the vegetation/flowering/harvesting production area.

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

Chapter 7: Plant Rooms

In this chapter, you will learn how to:

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

About Plant Rooms

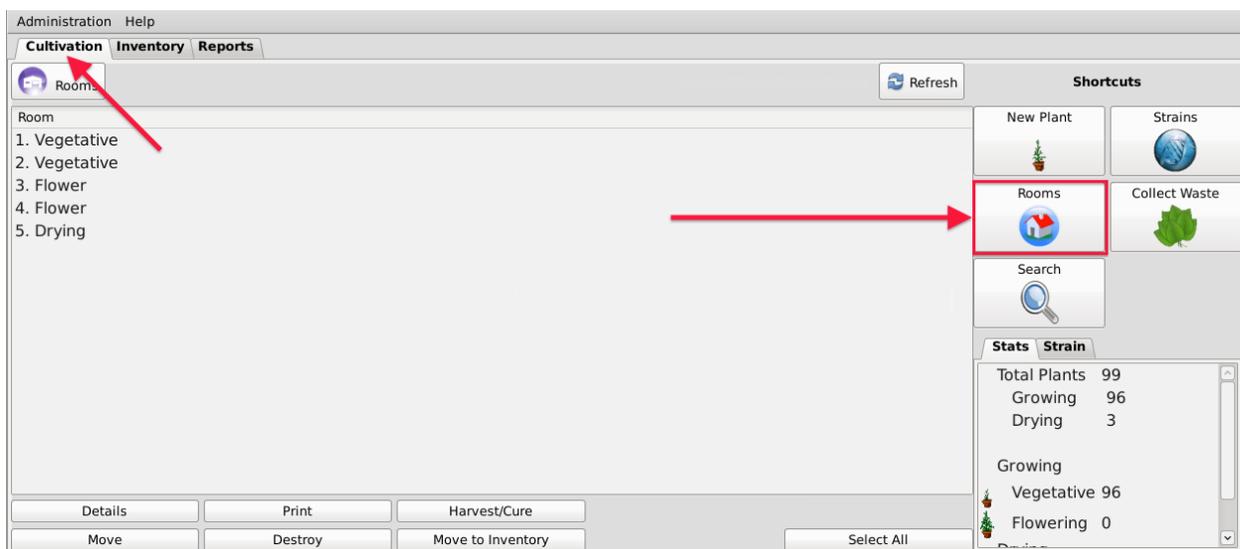
Plant rooms represent a way to logically segregate plants that are in production (vegetation/flowering/harvesting). These can include actual rooms inside of an indoor facility or fields in an outdoor facility. You begin with one room named, “Default”.

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

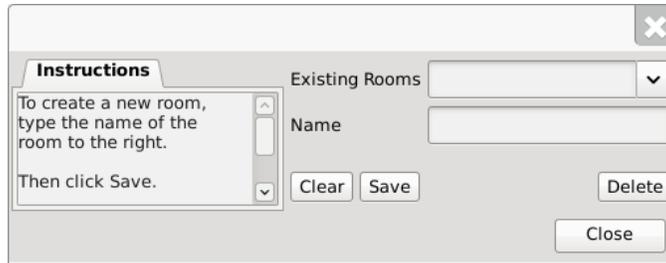
Accessing the Rooms Screen

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

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

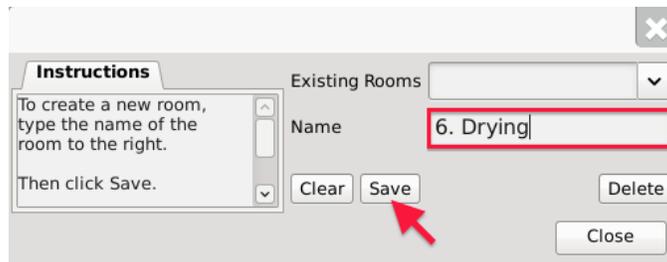


- This will bring up the Rooms screen.

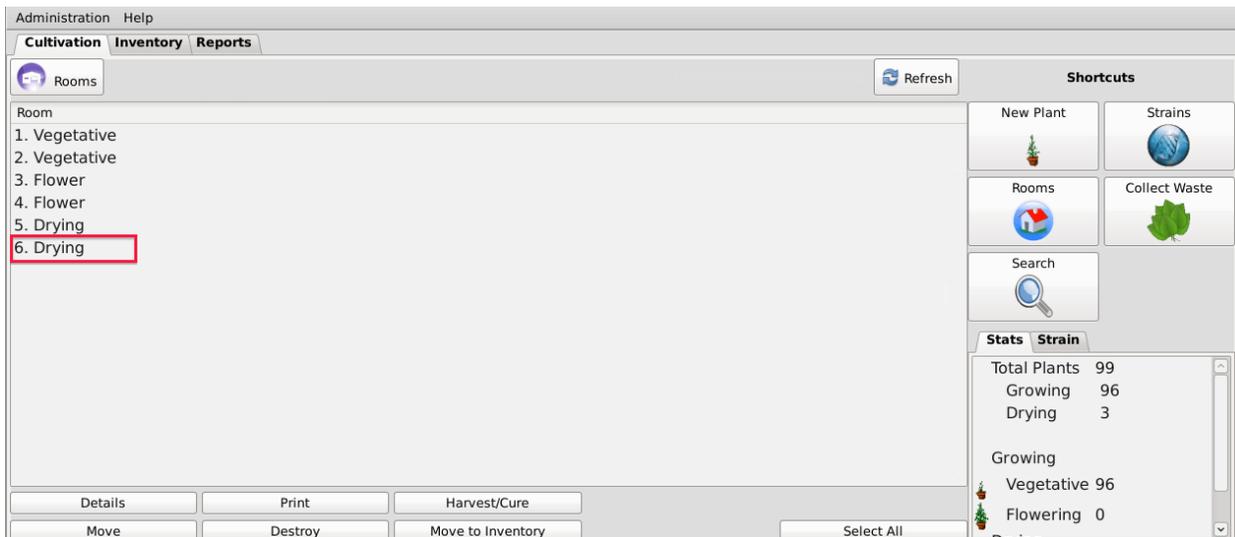


Creating a New Plant Room

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

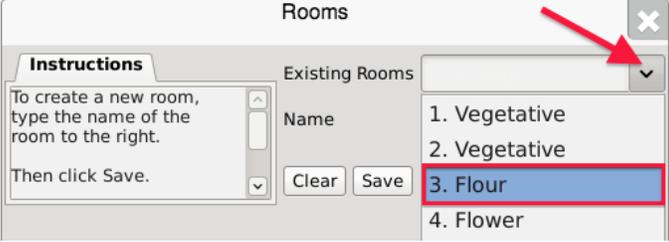


- The new plant room will now display within the Plant Rooms area.



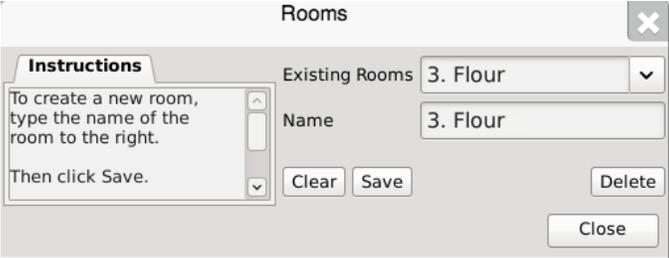
Modifying an Existing Plant Room

- From the Rooms screen, select the plant room to be modified from the Existing Rooms dropdown.



The screenshot shows a dialog box titled "Rooms" with a close button (X) in the top right corner. On the left, there is an "Instructions" section with a scrollable text area containing: "To create a new room, type the name of the room to the right. Then click Save." Below the instructions are "Clear" and "Save" buttons. On the right, there is an "Existing Rooms" dropdown menu. A red arrow points to the dropdown arrow. The dropdown menu is open, showing a list of options: "1. Vegetative", "2. Vegetative", "3. Flour", and "4. Flower". The option "3. Flour" is highlighted with a red rectangular box.

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



The screenshot shows the "Rooms" dialog box. The "Existing Rooms" dropdown menu now displays "3. Flour". The "Name" text box on the right contains the text "3. Flour". Below the "Name" text box are "Clear", "Save", and "Delete" buttons. At the bottom right of the dialog box is a "Close" button.

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



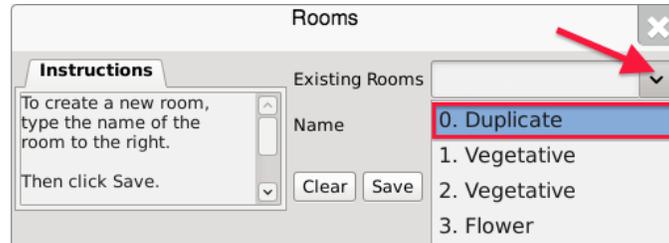
The screenshot shows the "Rooms" dialog box. The "Existing Rooms" dropdown menu still displays "3. Flour". The "Name" text box now contains the text "3. Flower" and is highlighted with a red rectangular box. Below the "Name" text box are "Clear", "Save", and "Delete" buttons. A red arrow points to the "Save" button. At the bottom right of the dialog box is a "Close" button.

Deleting a Plant Room

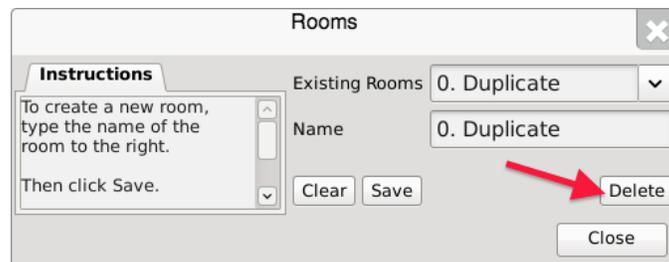
If you find that an existing plant room is no longer needed, you may delete the plant room.

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

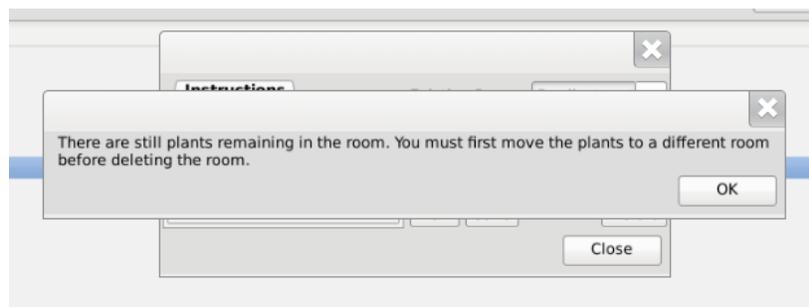
- From the Rooms screen, select the room to be deleted from the Existing Rooms dropdown.



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



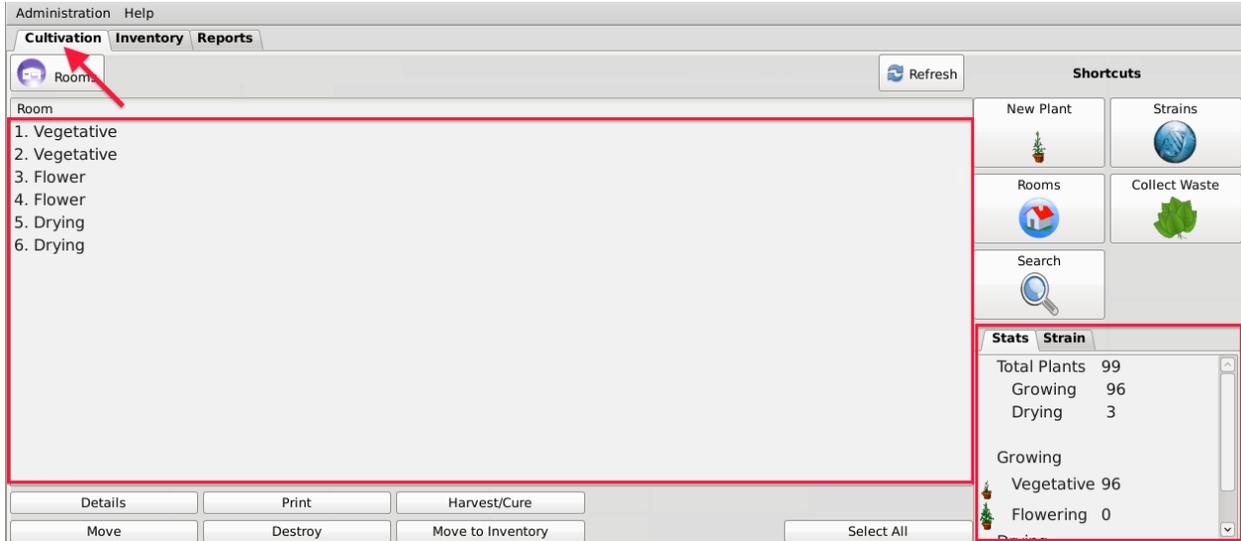
- Click on the "Delete" button.
 - If there are still plants in the room, the following pop-up will display:



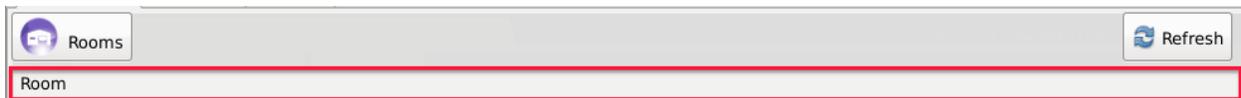
- If there are no longer any plants still in the room, the Traceability System will allow deletion of the room.

Navigating Plant Rooms

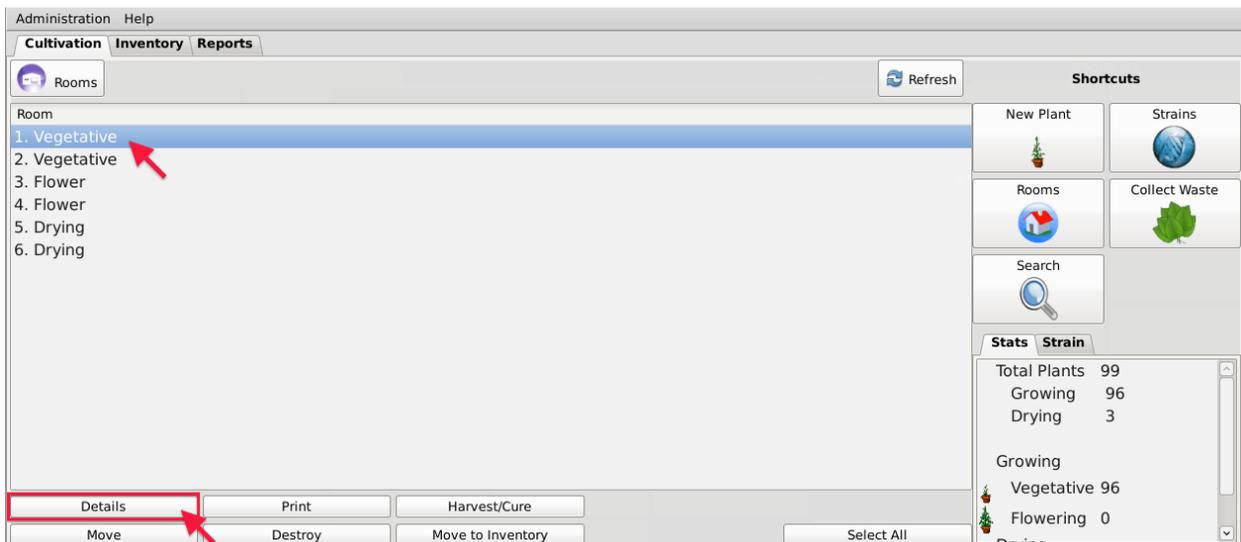
When in the “Cultivation” tab, all of the existing rooms are listed within the main window. Additionally, total plant count by phase and by strain for the licensed location may be viewed within the “Stats” and “Strains” tabs respectively.



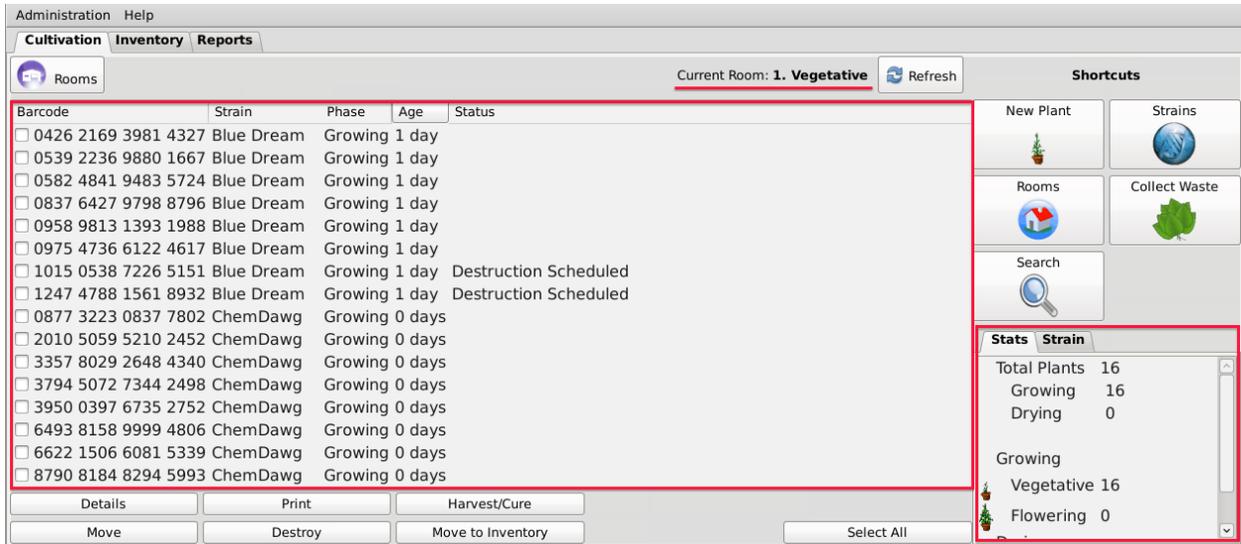
Rooms may be sorted, by name in either alphabetical order or reverse-alphabetical order, by clicking on the Room header bar.



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

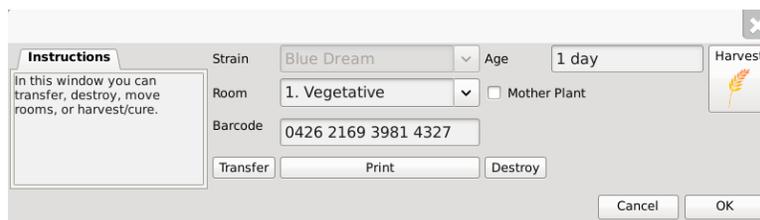


The primary window now lists the contents of the selected room. Note that for ease of reference, the room's name is specified near the top-right of the primary window, just to the left of the "Refresh" button.



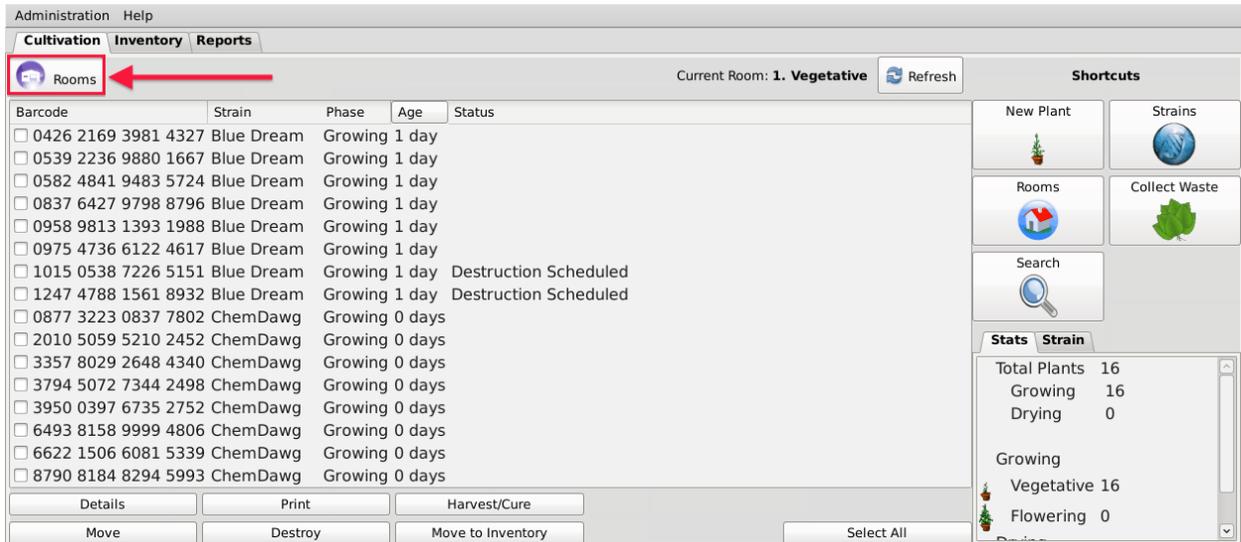
In this view, plant information includes Traceability Identifier, Strain, Phase, Age, and Status as is recorded in the Traceability System. Additionally, plant count by phase and by strain for the selected room may be viewed within the "Stats" and "Strains" tabs respectively.

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

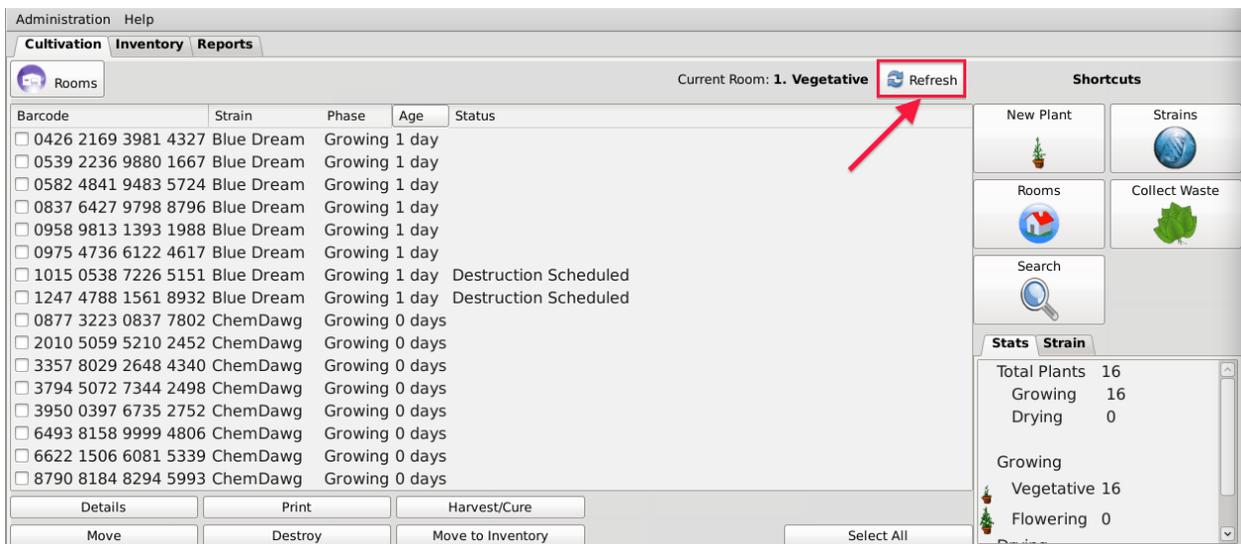


Additional detail regarding the use of the Plant Information screen may be found within Chapter 10: Plant Basics.

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



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



Chapter 8: Inventory Rooms

In this chapter, you will learn how to:

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

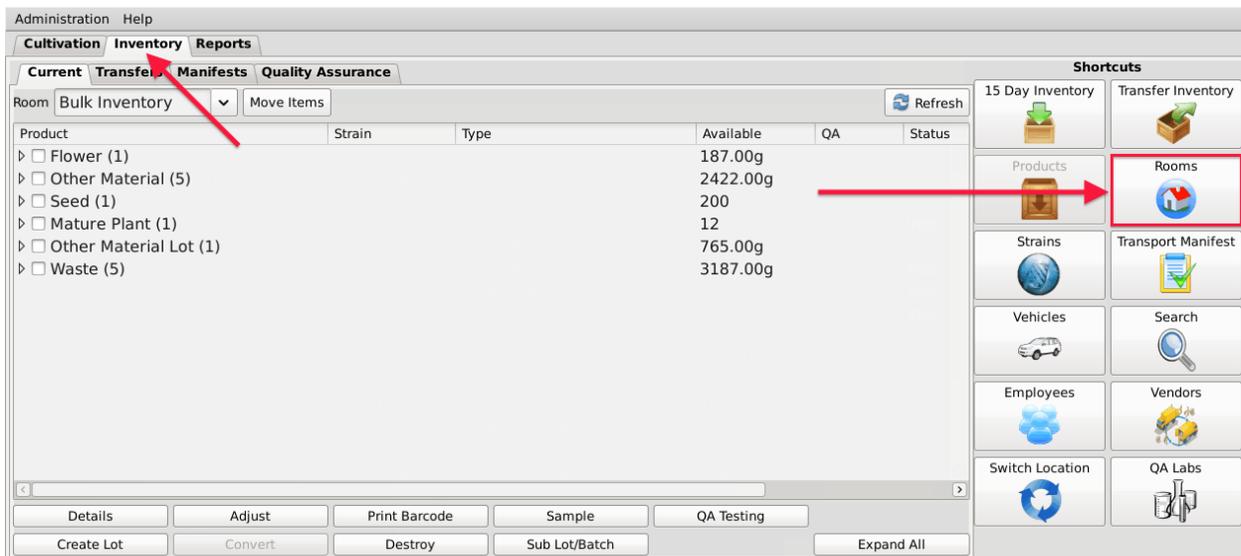
Inventory rooms represent a way to logically segregate inventory items. You begin with one room named “Bulk Inventory” and one room named “Quarantine”.

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

Accessing the Rooms Screen

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

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

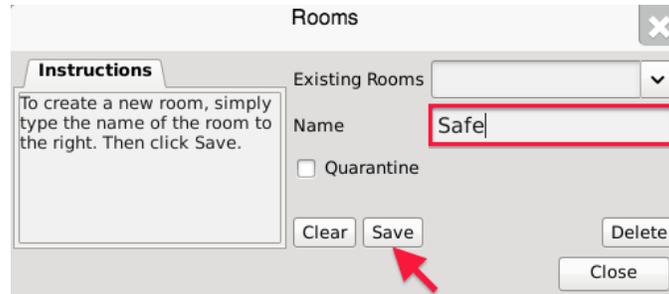


- This will bring up the Rooms screen.

The screenshot shows the "Rooms" screen. It has a title bar with "Rooms" and a close button. Below the title bar, there is an "Instructions" section with a text box containing the text: "To create a new room, simply type the name of the room to the right. Then click Save." To the right of the instructions, there are input fields for "Existing Rooms" (a dropdown menu) and "Name" (a text input field). Below these fields, there is a checkbox labeled "Quarantine". At the bottom of the screen, there are buttons for "Clear", "Save", "Delete", and "Close".

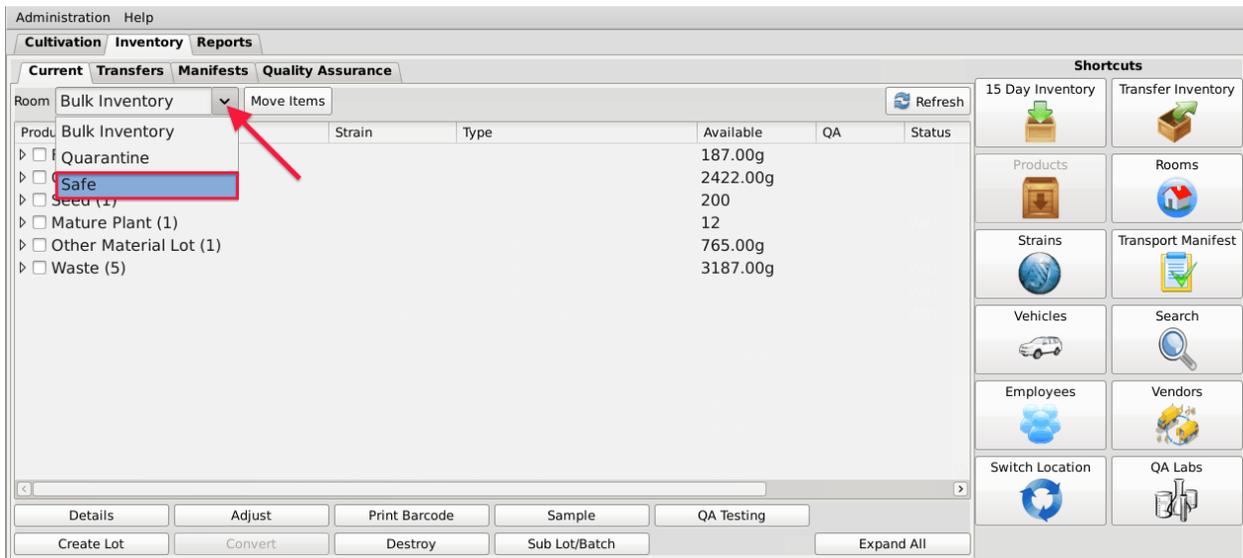
Creating a New Inventory Room

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



The screenshot shows a 'Rooms' dialog box with an 'Instructions' tab. The instructions state: 'To create a new room, simply type the name of the room to the right. Then click Save.' The 'Name' field contains the text 'Safe'. The 'Quarantine' checkbox is unchecked. The 'Save' button is highlighted with a red arrow.

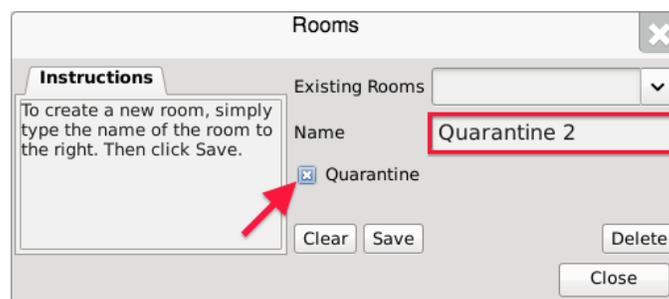
- The new room will now display within the Rooms dropdown for selection.



The screenshot shows the main application interface with the 'Rooms' dropdown menu open. The 'Safe' option is highlighted with a red box and a red arrow. The main table displays the following data:

Room	Strain	Type	Available	QA	Status
Bulk Inventory			187.00g		
Quarantine			2422.00g		
Seed (1)			200		
Mature Plant (1)			12		
Other Material Lot (1)			765.00g		
Waste (5)			3187.00g		

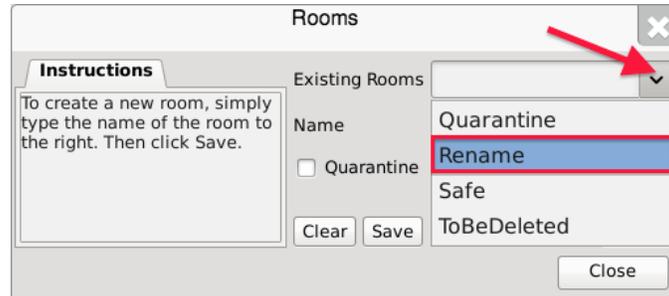
- If the room is to be an additional Quarantine room, be sure to click on the “Quarantine” checkbox prior to saving.



The screenshot shows a 'Rooms' dialog box with the 'Name' field set to 'Quarantine 2'. The 'Quarantine' checkbox is checked. A red arrow points to the checked checkbox.

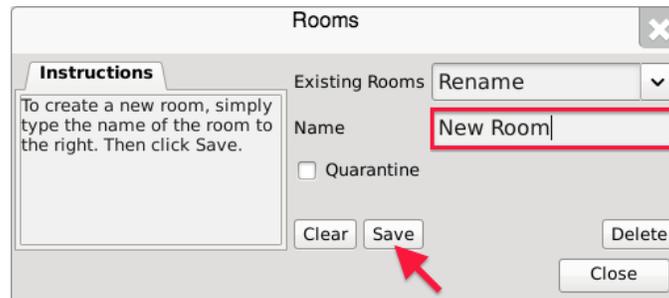
Modifying an Existing Inventory Room

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



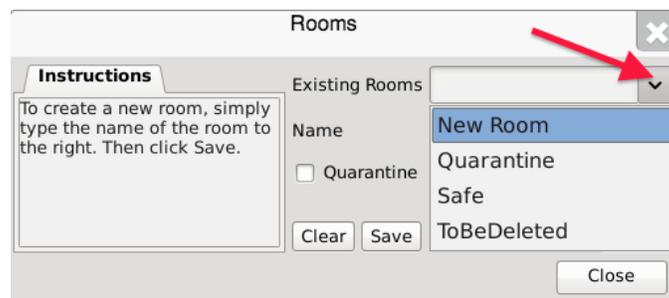
The screenshot shows a dialog box titled "Rooms" with a close button (X) in the top right corner. On the left, there is an "Instructions" section with the text: "To create a new room, simply type the name of the room to the right. Then click Save." The main area contains an "Existing Rooms" dropdown menu, a "Name" text box, a "Quarantine" checkbox, and buttons for "Clear", "Save", and "Close". The dropdown menu is open, showing a list of room names: "Quarantine", "Rename", "Safe", and "ToBeDeleted". The "Rename" option is highlighted with a red box, and a red arrow points to the dropdown arrow.

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

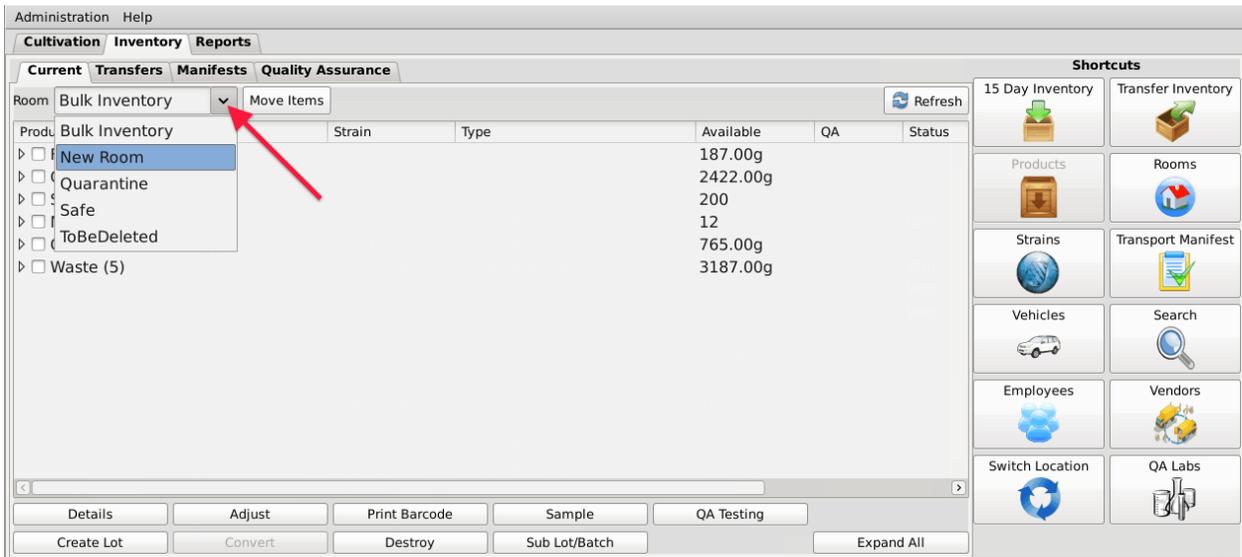


The screenshot shows the "Rooms" dialog box with the "Existing Rooms" dropdown menu now displaying "Rename". The "Name" text box contains the text "New Room" and is highlighted with a red box. The "Save" button is highlighted with a red arrow. Other elements include the "Instructions" section, the "Quarantine" checkbox, and buttons for "Clear", "Delete", and "Close".

- Click on the "Save" button when complete
- The renamed room will now display within the Rooms dropdown for selection.



The screenshot shows the "Rooms" dialog box with the "Existing Rooms" dropdown menu open, displaying a list of room names: "New Room", "Quarantine", "Safe", and "ToBeDeleted". The "New Room" option is highlighted with a blue box, and a red arrow points to the dropdown arrow. The "Name" text box is now empty. Other elements include the "Instructions" section, the "Quarantine" checkbox, and buttons for "Clear", "Save", and "Close".

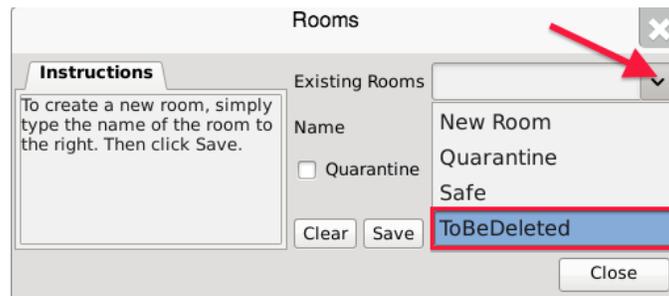


Deleting an Inventory Room

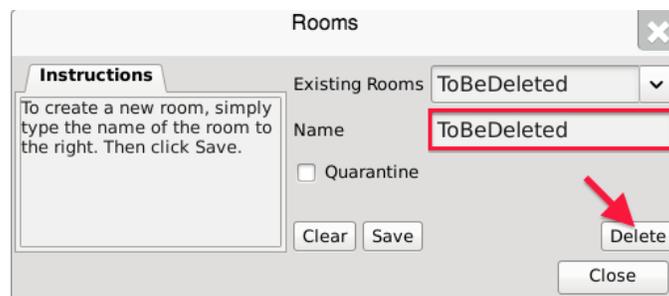
If you find that an existing inventory room is no longer needed, you may delete the room.

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

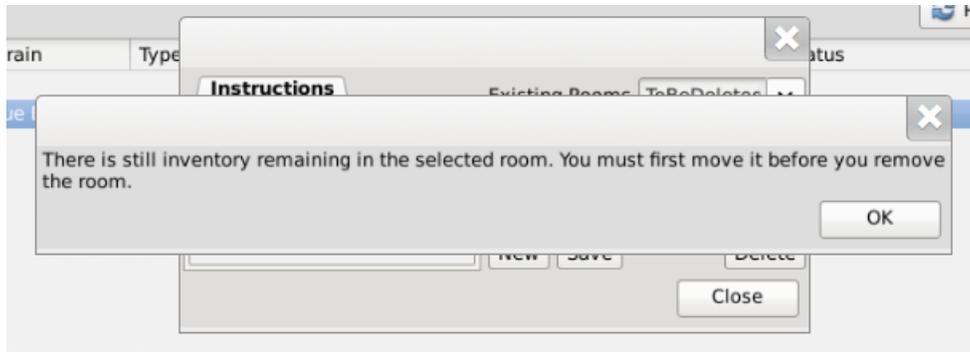
- From the Rooms screen, select the room to be removed from the Existing Rooms dropdown.



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



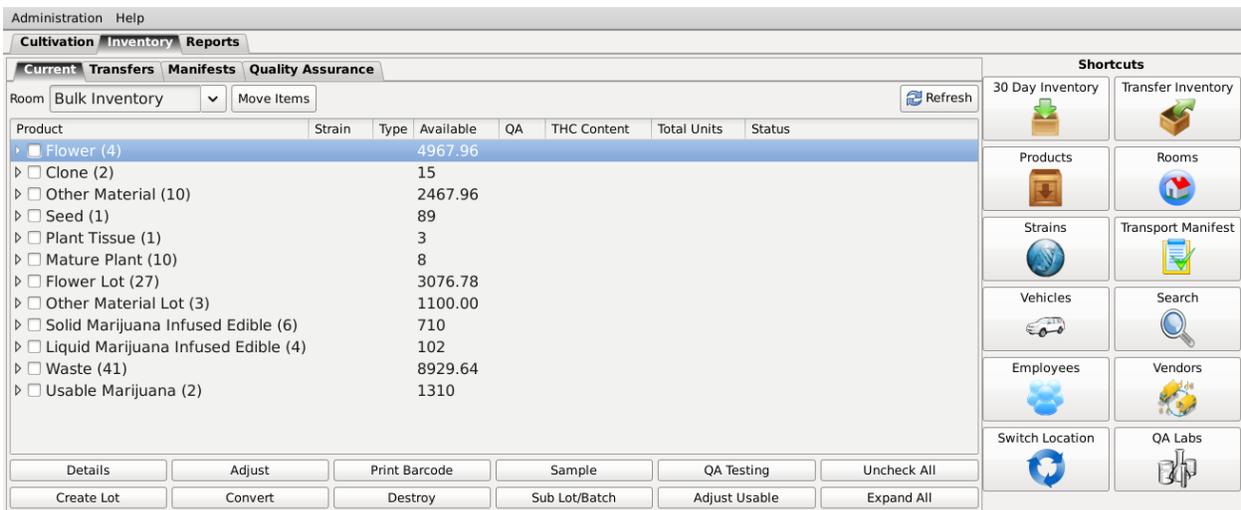
- Click on the “Delete” button.
 - If there is still inventory in the room, the following will display:



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

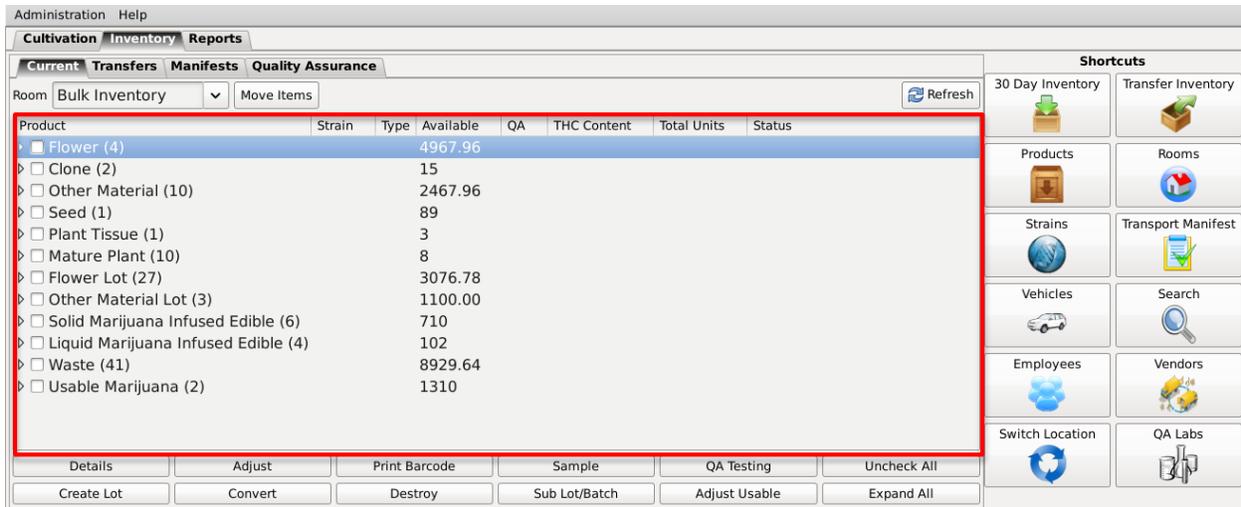
Navigating Inventory Rooms

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



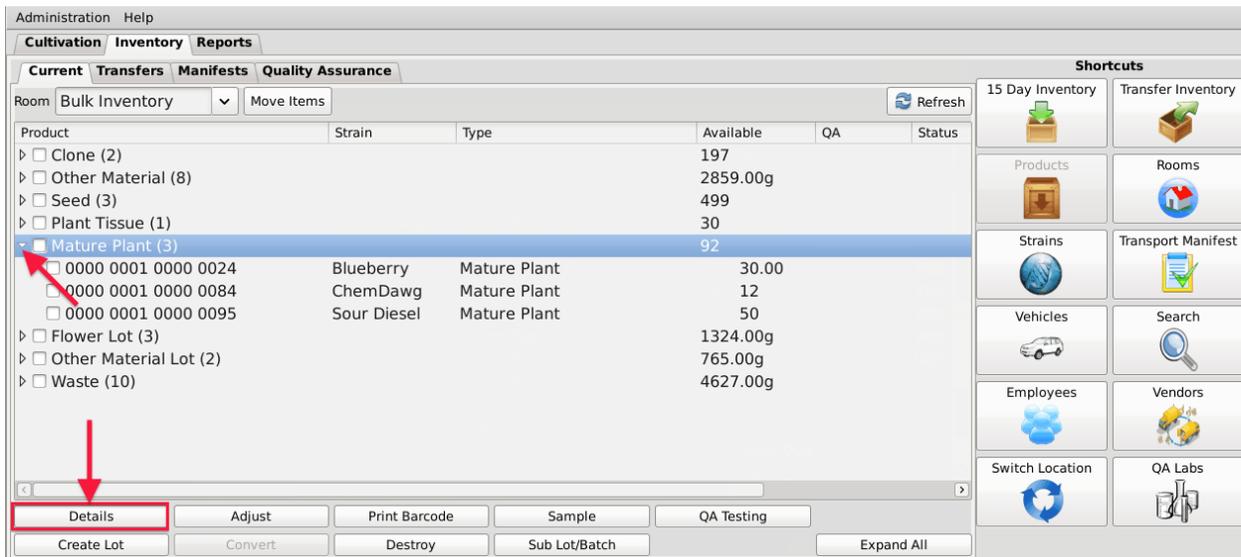
Click on a room to view its contents.

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



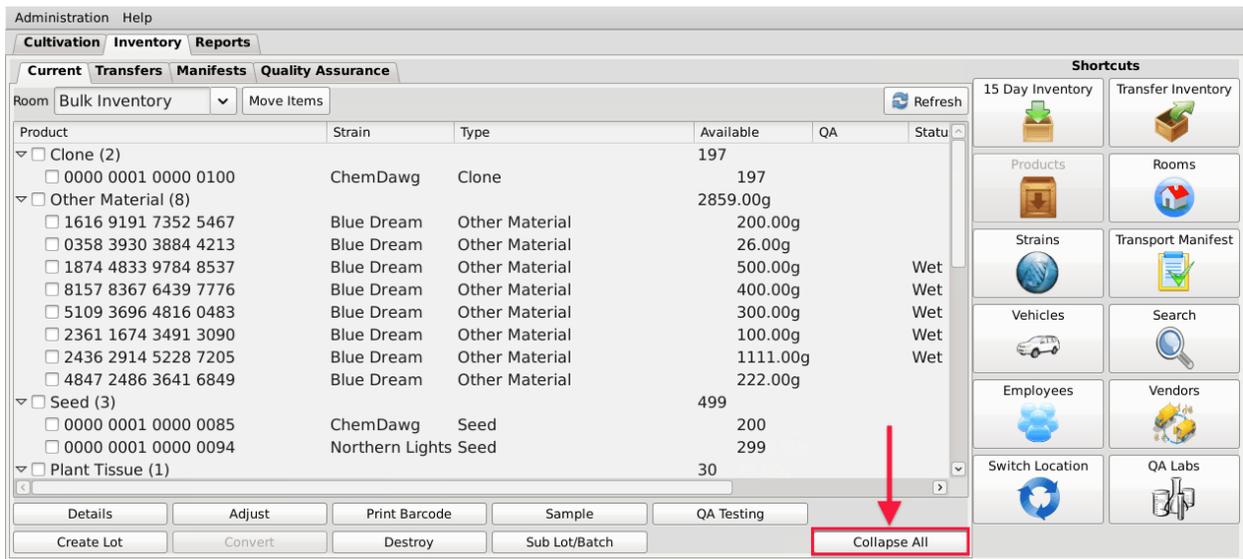
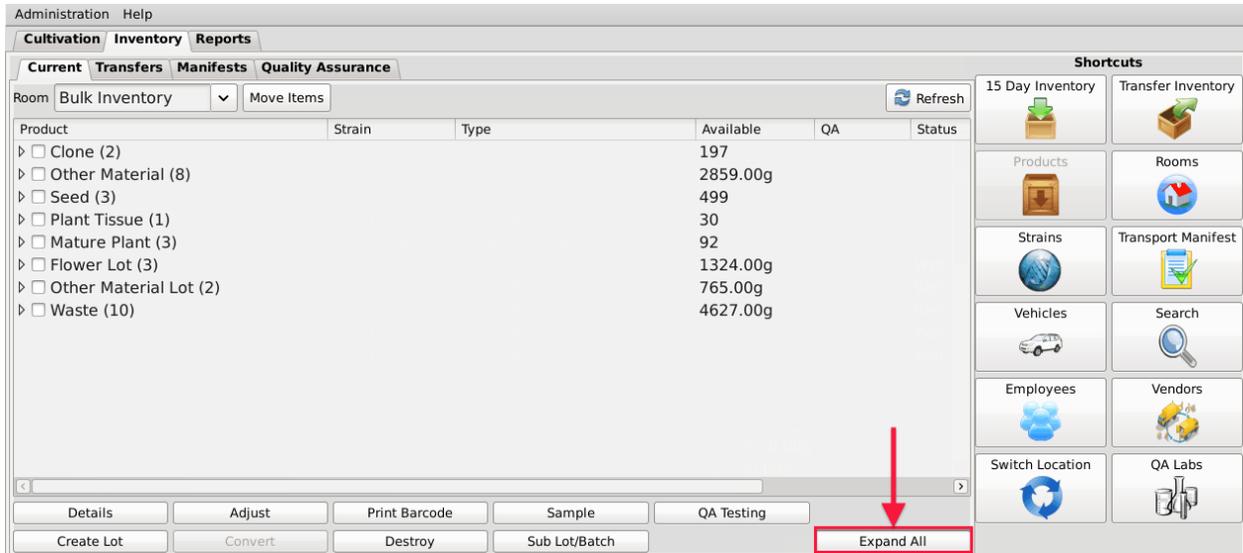
To view the individual inventory items contained within a group you can perform either of the following actions:

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

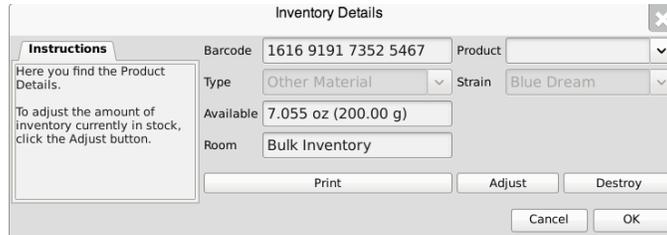


In this view, plant information includes Traceability Identifier, Strain, Inventory Type, Quantity Available, QA Status (if applicable), and Status as is recorded in the Traceability System.

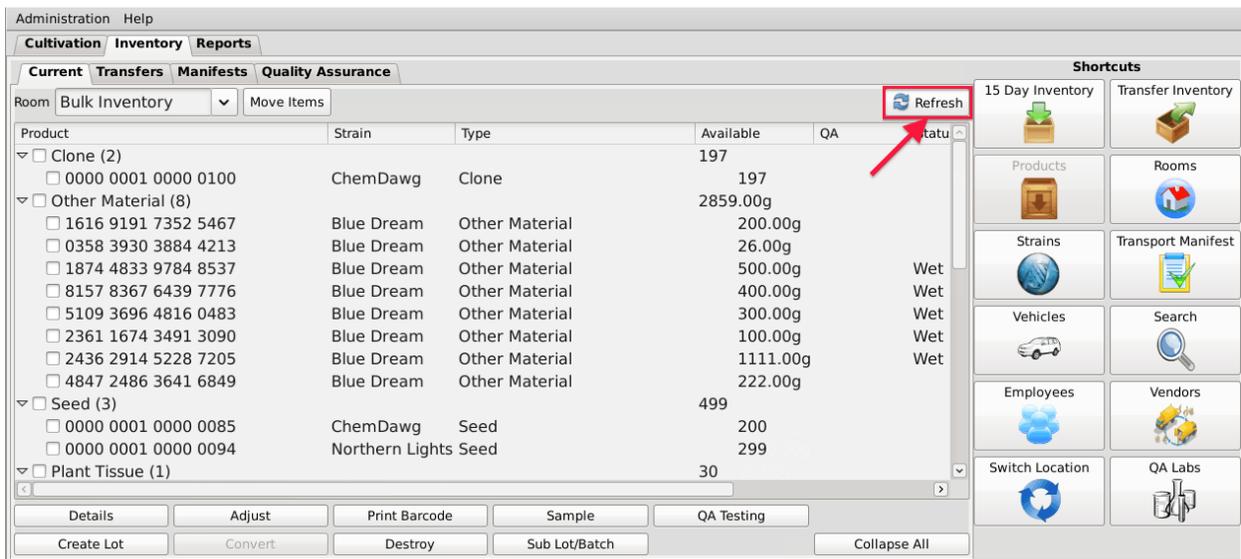
In addition to expanding/collapsing groups individually, you may expand/collapse all groups at once by clicking on the “Expand All” / “Collapse All” button located in the lower-right corner of the screen. The button alternates from “Expand All” to “Collapse All” and back every click.



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



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



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

In this chapter, you will learn how to:

- ✓ Add start-up inventory into the Traceability System

Accessing the Starting Inventory Screen

To add new startup inventory to the Traceability System, you will need to access the Starting Inventory screen. **THIS BUTTON WILL AUTOMATICALLY DEACTIVATE ONCE YOUR STARTING INVENTORY WINDOW HAS EXPIRED.**

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

Product	Strain	Type	Available	QA	THC Content	Total Units	Status
Flower (4)			4967.96				
Clone (2)			15				
Other Material (10)			2467.96				
Seed (1)			89				
Plant Tissue (1)			3				
Mature Plant (10)			8				
Flower Lot (27)			3076.78				
Other Material Lot (3)			1100.00				
Solid Marijuana Infused Edible (6)			710				
Liquid Marijuana Infused Edible (4)			102				
Waste (41)			8929.64				
Usable Marijuana (2)			1310				

- This will bring up the Starting Inventory screen.

Recording Startup Inventory

- From the Starting Inventory screen, enter the following information:
 - Strain dropdown: select the strain of the inventory being added. If the applicable strain does not display within the dropdown, you will first need to add the strain as detailed in the section titled Add a New Strain.
 - Type dropdown: select the type of startup inventory being added. The only available options are seeds, clones, mature plants, and plant tissue.
 - Quantity: key in the quantity of startup inventory being added.

NOTE: The starting inventory will expire after the designated date range and be replaced with the *New Inventory* shortcut

- When the fields have been completed, click the “Add” button.

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

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

Instructions

Here you can enter your 15 day inventory.

Select the strain, type, quantity and then select add.

Once you have added the desired inventory select create in the lower left.

#	Barcode	Product	Strain	Type	Quantity
1		ChemDawg	ChemDawg	Seed	100

Vendor: 15 day window | Strain: | Type: |

Quantity: | Type: |

Add This item requires weighing

Create Clear Close

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

Instructions

Here you can enter your 15 day inventory.

Select the strain, type, quantity and then select add.

Once you have added the desired inventory select create in the lower left.

#	Barcode	Product	Strain	Type	Quantity
1		ChemDawg	ChemDawg	Seed	100

Vendor: 15 day window | Strain: ChemDawg | Type: Seed |

Quantity: 100 | Type: Seed |

Update This item requires weighing

Create Clear Close

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

Instructions

Here you can enter your 15 day inventory.

Select the strain, type, quantity and then select add.

Once you have added the desired inventory select create in the lower left.

#	Barcode	Product	Strain	Type	Quantity
1		ChemDawg	ChemDawg	Seed	100

Vendor: 15 day window | Strain: ChemDawg | Type: Seed |

Quantity: 200 | Type: Seed |

Update This item requires weighing

Create Clear Close

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

Instructions

Here you can enter your 15 day inventory.

Select the strain, type, quantity and then select add.

Once you have added the desired inventory select create in the lower left.

#	Barcode	Product	Strain	Type	Quantity
1		ChemDawg	ChemDawg	Seed	200

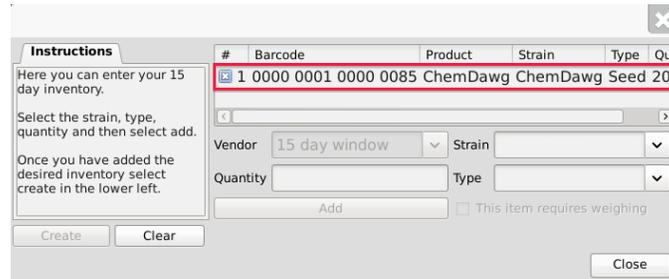
Vendor: 15 day window | Strain: | Type: |

Quantity: | Type: |

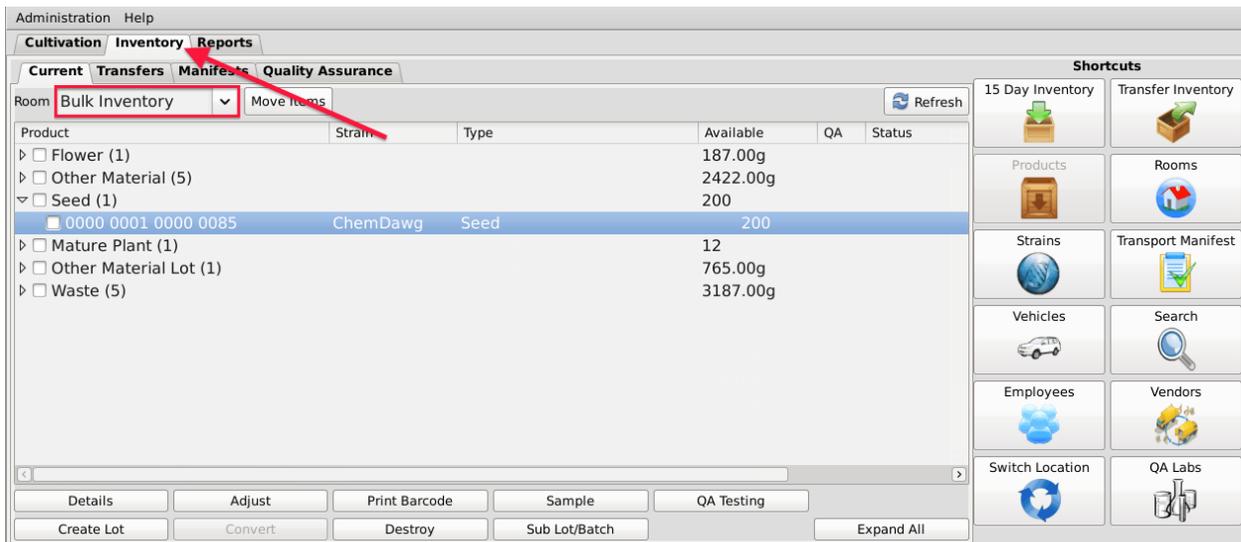
Add This item requires weighing

Create Clear Close

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

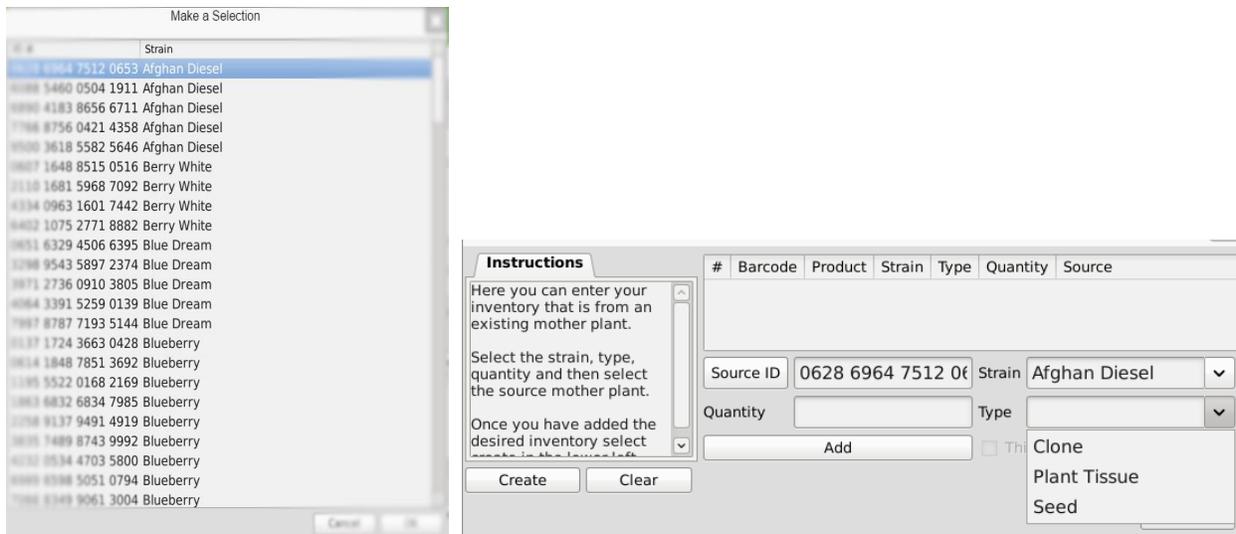


- You may now find the newly created inventory under the “Inventory” tab and within the “Bulk Inventory” room under its respective heading (i.e., seed, clone, mature plant, or plant tissue).



Adding plants and seeds to inventory after the starting period

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



Adding Plants to Cultivation

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

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

Chapter 10: Plant Basics

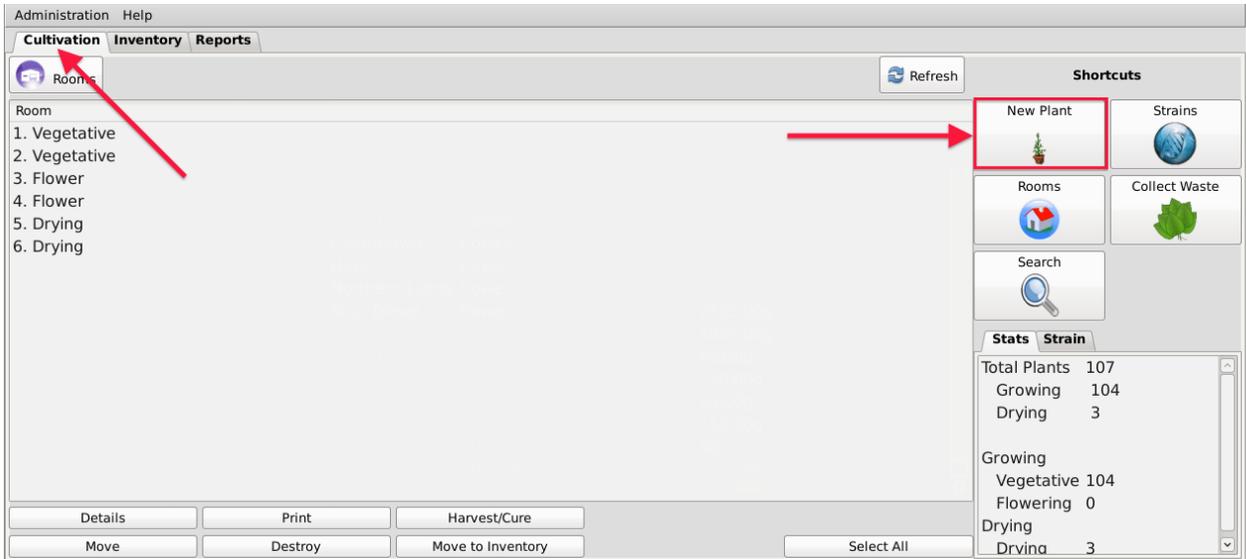
In this chapter, you will learn how to:

- ✓ Create a new plant via seed, clone, or plant tissue
- ✓ Lookup a plant
- ✓ Move a plant between plant rooms

Create a New Plant

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

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



- This will bring up the New Plant screen.

The 'New Plant' dialog box is shown with the following fields and options:

- Instructions:** Please select the Source ID, quantity, and room.
- Quantity:** Input field with the value '1'.
- Room:** Dropdown menu with '1. Vegetative' selected.
- Source ID:** Input field.
- Mother Plant
- Print Barcode
- Buttons:** Cancel and OK.

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

The screenshot shows a dialog box titled "Make a Selection" with a close button (X) in the top right corner. The dialog contains a table with the following data:

ID #	Remaining	Strain	Type
0000 0001 0000 0093	100	Blue Dream	Clone
0000 0001 0000 0085	200	ChemDawg	Seed
0000 0001 0000 0094	300	Northern Lights	Seed
0000 0001 0000 0084	12	ChemDawg	Mature Plant
0000 0001 0000 0095	50	Sour Diesel	Mature Plant

At the bottom of the dialog box, there are two buttons: "Cancel" and "OK".

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

New Plant ✕

Instructions

Please select the Source ID, quantity, and room.

Quantity

Room ▼

Source ID

Mother Plant

Print Barcode ➔

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

Administration Help

Cultivation | Inventory | Reports

Rooms Current Room: 1. Vegetative Refresh

Barcode	Strain	Phase	Age	Status
<input type="checkbox"/> 0958 9813 1393 1988	Blue Dream	Growing	19 days	
<input type="checkbox"/> 0975 4736 6122 4617	Blue Dream	Growing	19 days	
<input type="checkbox"/> 1015 0538 7226 5151	Blue Dream	Growing	19 days	Destruction Scheduled
<input type="checkbox"/> 1247 4788 1561 8932	Blue Dream	Growing	19 days	Destruction Scheduled
<input type="checkbox"/> 3950 0397 6735 2752	ChemDawg	Growing	17 days	
<input type="checkbox"/> 6493 8158 9999 4806	ChemDawg	Growing	17 days	
<input type="checkbox"/> 6622 1506 6081 5339	ChemDawg	Growing	17 days	
<input type="checkbox"/> 8790 8184 8294 5993	ChemDawg	Growing	17 days	
<input checked="" type="checkbox"/> 0814 0399 6294 6571	Northern Lights	Growing	0 days	

Shortcuts

New Plant

Strains

Rooms

Collect Waste

Search

Stats | **Strain**

Total Plants 9

Growing 9

Drying 0

Growing Vegetative 9

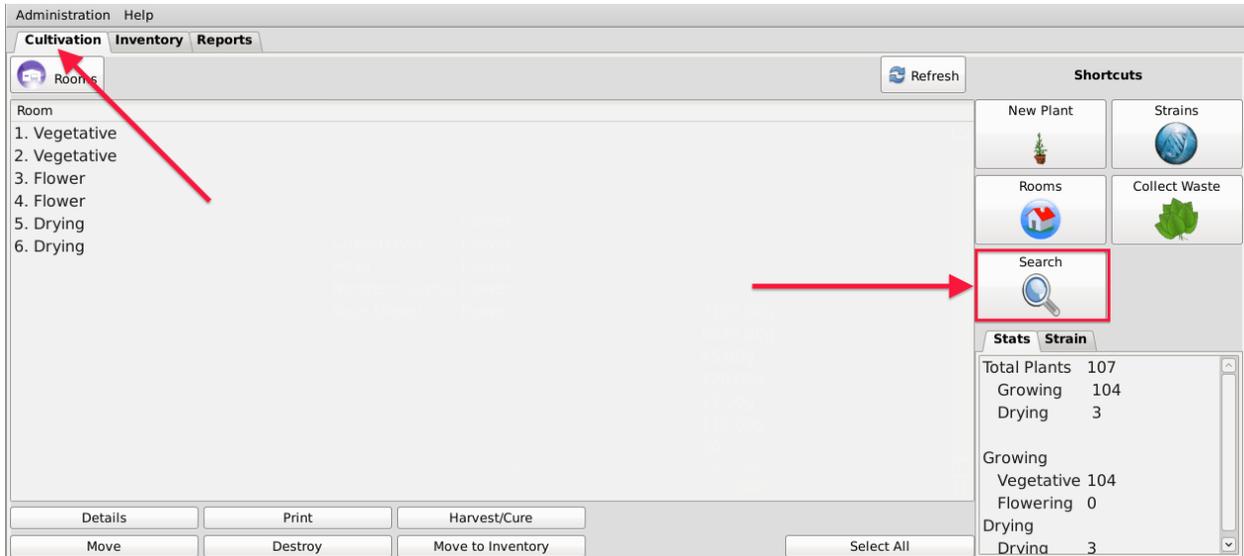
Flowering 0

Drying Drvina 0

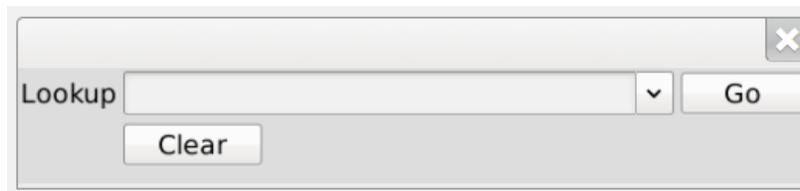
Looking up a Plant

To lookup a specific plant,

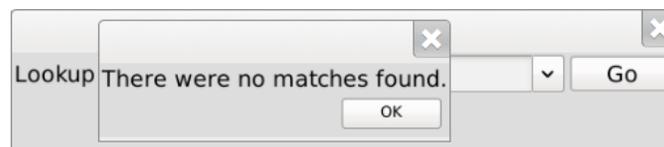
- Navigate to the “Cultivation” tab found in the top-left corner of the screen, and then click on the “Search” button located on the right-hand side of the home screen.



- This will bring up the Plant Lookup screen.



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



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

Instructions
In this window you can transfer, destroy, move rooms, or harvest/cure.

Strain: Northern Lights | Age: 0 days | Harvest

Room: 1. Vegetative | Mother Plant

Barcode: 0814 0399 6294 6571

Transfer | Print | Destroy

Cancel | OK

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

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

Cancel | OK

Moving Plants

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

Method 1

- Bring up the Plant Information screen for the plant to be moved, either by double-clicking the plant within its room or by using the Plant Lookup function described earlier.
- Select the destination room from the “Room” dropdown

The screenshot shows a dialog box with the following fields and controls:

- Instructions:** In this window you can transfer, destroy, move rooms, or harvest/cure.
- Strain:** Northern Lights
- Age:** 0 days
- Room:** A dropdown menu with options: 1. Vegetative, 2. Vegetative, 3. Flower, 4. Flower, 5. Drving. A red arrow points to the second '2. Vegetative' option.
- Barcode:** 1. Vegetative
- Buttons:** Transfer, Destroy, Cancel, OK.
- Other:** A checkbox for 'Mother Plant' and a 'Harvest' icon.

- Click “OK” when complete.

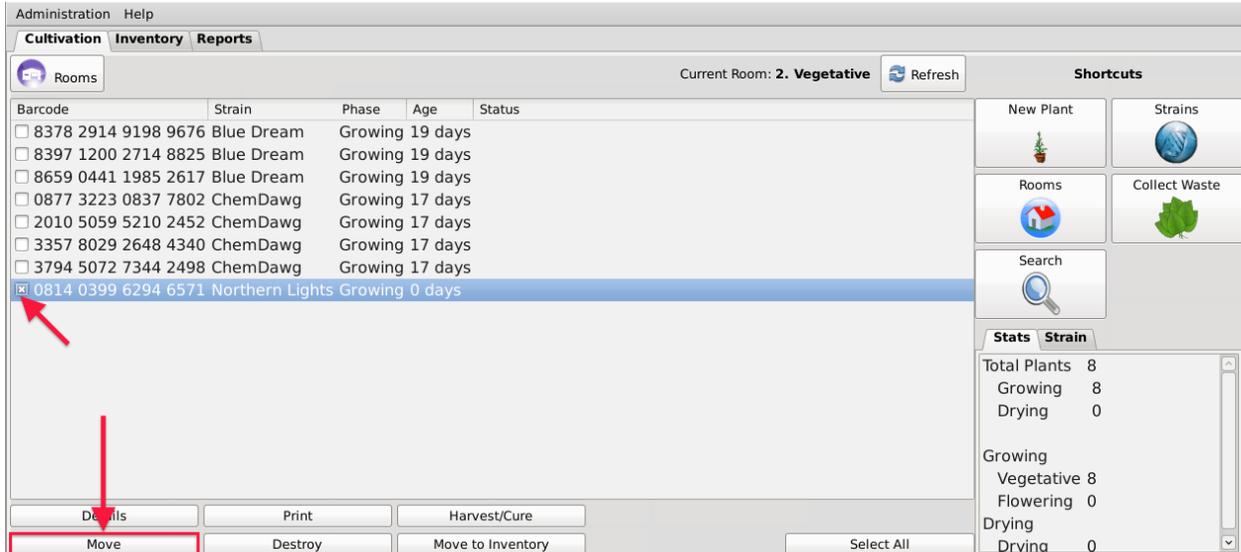
The screenshot shows the main application interface with the following components:

- Navigation:** Administration, Help, Cultivation, Inventory, Reports.
- Rooms:** Rooms (Rooms icon), Current Room: 2. Vegetative, Refresh button.
- Table:** A table with columns: Barcode, Strain, Phase, Age, Status. The row with barcode 0814 0399 6294 6571 and strain Northern Lights is highlighted.
- Shortcuts:** New Plant, Strains, Rooms, Collect Waste, Search.
- Stats:** Stats, Strain. Total Plants: 8, Growing: 8, Drying: 0. Growing: Vegetative 8, Flowering 0, Drying: 0, Drving 0.
- Buttons:** Details, Print, Harvest/Cure, Move, Destroy, Move to Inventory, Select All.

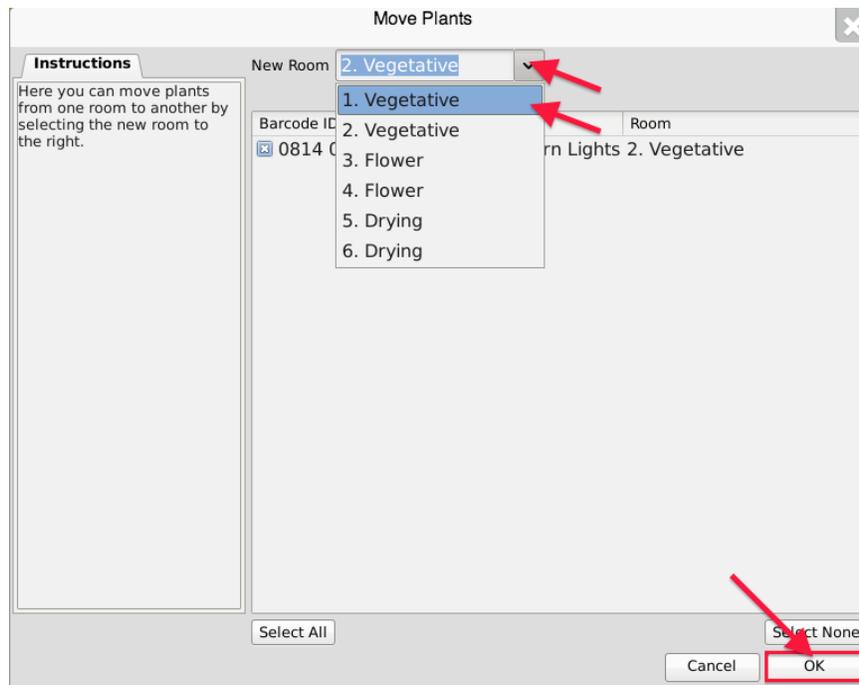
- You will now find that the plant has been moved to the room selected.

Method 2

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



- When the Move Plant screen displays, select the destination room from the “New Room” dropdown. Click “OK” when complete.



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

Administration Help

Cultivation Inventory Reports

Rooms Current Room: **1. Vegetative** Refresh

Barcode	Strain	Phase	Age	Status
<input type="checkbox"/> 0958 9813 1393 1988	Blue Dream	Growing	19 days	
<input type="checkbox"/> 0975 4736 6122 4617	Blue Dream	Growing	19 days	
<input type="checkbox"/> 1015 0538 7226 5151	Blue Dream	Growing	19 days	Destruction Scheduled
<input type="checkbox"/> 1247 4788 1561 8932	Blue Dream	Growing	19 days	Destruction Scheduled
<input type="checkbox"/> 3950 0397 6735 2752	ChemDawg	Growing	17 days	
<input type="checkbox"/> 6493 8158 9999 4806	ChemDawg	Growing	17 days	
<input type="checkbox"/> 6622 1506 6081 5339	ChemDawg	Growing	17 days	
<input type="checkbox"/> 8790 8184 8294 5993	ChemDawg	Growing	17 days	
<input checked="" type="checkbox"/> 0814 0399 6294 6571	Northern Lights	Growing	0 days	

Buttons: Details, Print, Harvest/Cure, Move, Destroy, Move to Inventory, Select All

Shortcuts

New Plant

Strains

Rooms

Collect Waste

Search

Stats **Strain**

Total Plants 9

Growing 9

Drying 0

Growing Vegetative 9

Flowering 0

Drying Drvina 0

Chapter 11: Plant Harvesting and Curing

In this chapter, you will learn how to:

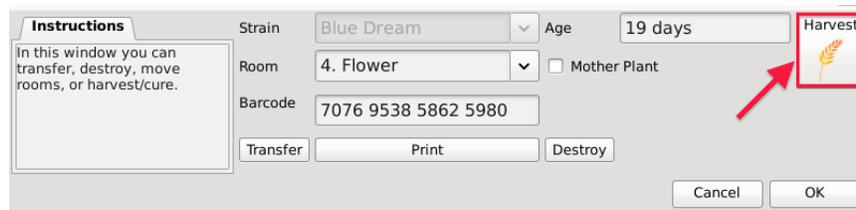
- ✓ Harvest plants
- ✓ Cure plants

Plant Harvest

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

Method 1

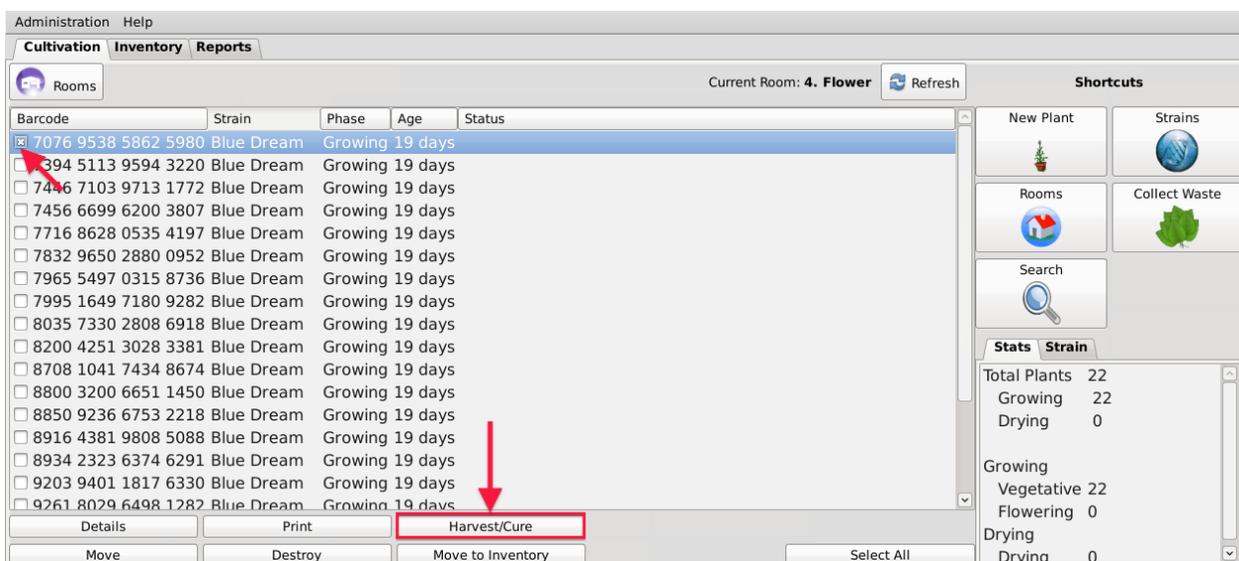
- Bring up the Plant Information screen for the plant to be harvested, either by double-clicking the plant within its room or by using the Plant Lookup function described earlier.
- Click on the “Harvest” button.



The screenshot shows a form for plant information. The Strain is set to "Blue Dream" and the Age is "19 days". The Room is "4. Flower". There is a checkbox for "Mother Plant" which is unchecked. The Barcode is "7076 9538 5862 5980". There are buttons for "Transfer", "Print", and "Destroy". A "Harvest" button with a wheat icon is highlighted with a red box and a red arrow points to it. There are also "Cancel" and "OK" buttons at the bottom right. An "Instructions" box on the left contains the text: "In this window you can transfer, destroy, move rooms, or harvest/cure."

Method 2

- From the Room screen, select the plant to be harvested and click on the “Harvest/Cure” button found at the bottom of the screen.

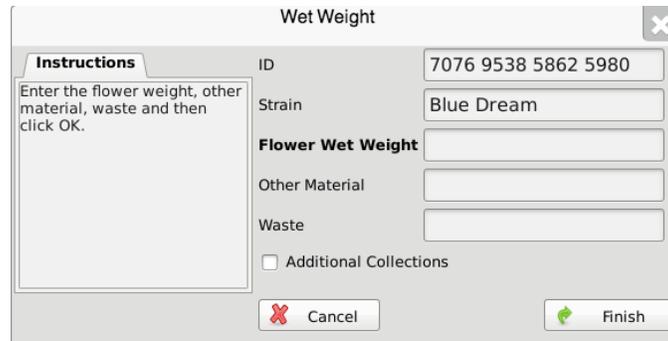


The screenshot shows the "Rooms" screen in the application. The current room is "4. Flower". A table lists plants with columns for Barcode, Strain, Phase, Age, and Status. The first row is selected, and a red arrow points to the "Harvest/Cure" button at the bottom of the table. The "Harvest/Cure" button is highlighted with a red box. There are also buttons for "Details", "Print", "Move", "Destroy", and "Move to Inventory". A "Shortcuts" panel on the right contains buttons for "New Plant", "Strains", "Rooms", and "Collect Waste". A "Stats" panel shows the following data:

Stats	Strain
Total Plants	22
Growing	22
Drying	0
Growing	
Vegetative	22
Flowering	0
Drying	
Drivina	0

Plant Harvest

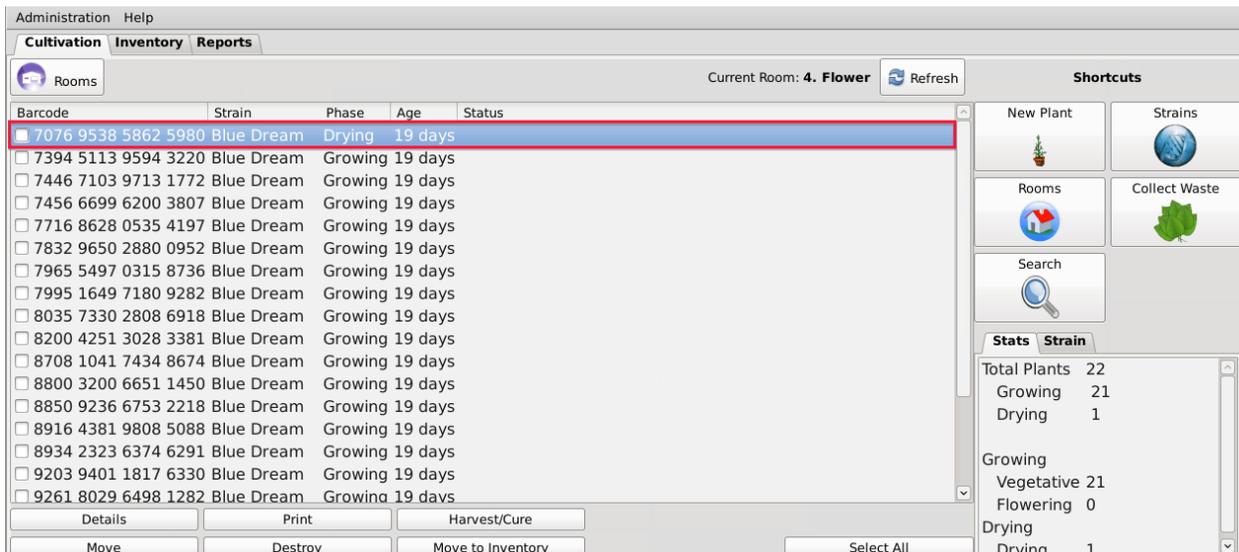
- Regardless of which method you use, a pop-up window will display asking you to confirm the harvest for that plant
- Once confirmed, the Harvest Weight screen displays:



The 'Wet Weight' dialog box contains the following fields and controls:

- Instructions:** Enter the flower weight, other material, waste and then click OK.
- ID:** 7076 9538 5862 5980
- Strain:** Blue Dream
- Flower Wet Weight:** [Empty text box]
- Other Material:** [Empty text box]
- Waste:** [Empty text box]
- Additional Collections
- Buttons:** Cancel (with a red X icon), Finish (with a green checkmark icon)

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



The screenshot shows the BioTrackTHC interface with the following elements:

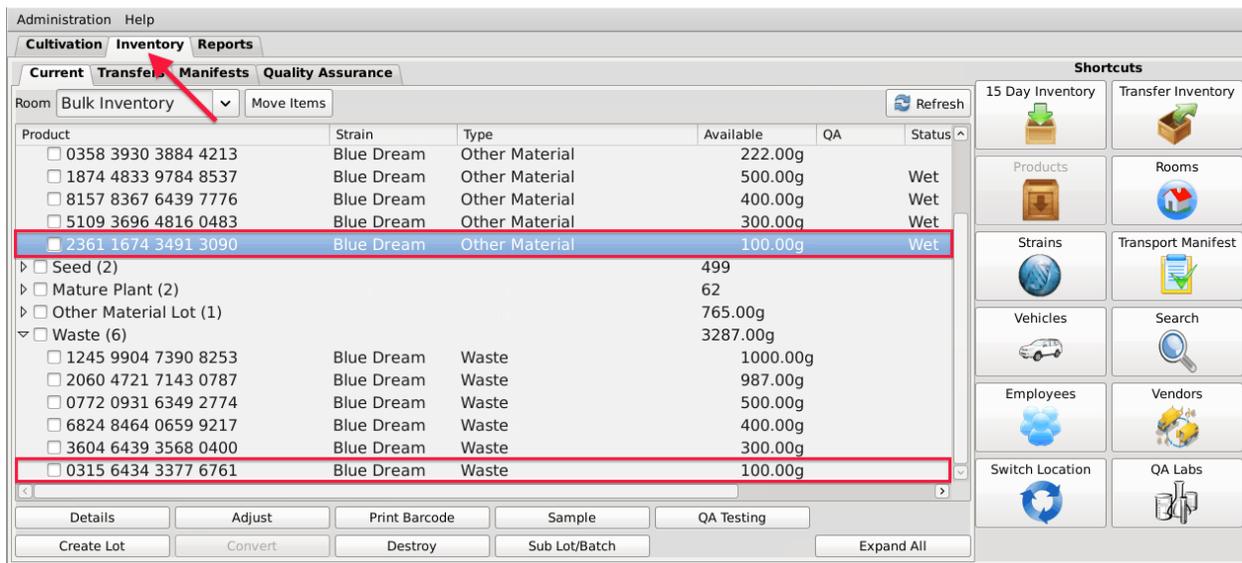
- Navigation:** Administration, Help, Cultivation, Inventory, Reports.
- Current Room:** 4. Flower
- Table:** A table listing plants with columns for Barcode, Strain, Phase, Age, and Status. The first row is highlighted in red.
- Shortcuts:** New Plant, Strains, Rooms, Collect Waste, Search.
- Stats:** A summary of plant counts for different phases.
- Buttons:** Details, Print, Harvest/Cure, Move, Destroy, Move to Inventory, Select All.

Barcode	Strain	Phase	Age	Status
<input checked="" type="checkbox"/> 7076 9538 5862 5980	Blue Dream	Drying	19 days	
<input type="checkbox"/> 7394 5113 9594 3220	Blue Dream	Growing	19 days	
<input type="checkbox"/> 7446 7103 9713 1772	Blue Dream	Growing	19 days	
<input type="checkbox"/> 7456 6699 6200 3807	Blue Dream	Growing	19 days	
<input type="checkbox"/> 7716 8628 0535 4197	Blue Dream	Growing	19 days	
<input type="checkbox"/> 7832 9650 2880 0952	Blue Dream	Growing	19 days	
<input type="checkbox"/> 7965 5497 0315 8736	Blue Dream	Growing	19 days	
<input type="checkbox"/> 7995 1649 7180 9282	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8035 7330 2808 6918	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8200 4251 3028 3381	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8708 1041 7434 8674	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8800 3200 6651 1450	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8850 9236 6753 2218	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8916 4381 9808 5088	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8934 2323 6374 6291	Blue Dream	Growing	19 days	
<input type="checkbox"/> 9203 9401 1817 6330	Blue Dream	Growing	19 days	
<input type="checkbox"/> 9261 8029 6498 1282	Blue Dream	Growing	19 days	

Stats

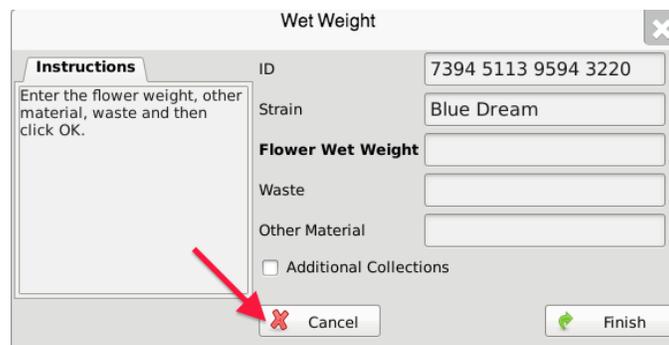
Category	Count
Total Plants	22
Growing	21
Drying	1
Growing	
Vegetative	21
Flowering	0
Drying	
Drvena	1

- **NOTE: Because, under current regulations, wet flower material cannot be sold and a dry weight must be taken, it remains under the “Cultivation” tab until a dry weight is taken, at which point it will be moved to the “Inventory” tab and may be treated as any other inventory item.**
- The Traceability System will, however, automatically account for each of the other two components (Other Material, and Waste) as separate inventory items, generate new Traceability Identifiers for each, and move those items to the “Inventory” tab under their respective product groupings.
- **NOTE: If the inventory items are not immediately locatable within the Inventory tab, click on the “Refresh” button found in the upper-right hand corner.**



Plant Harvest (Schedule Only)

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



Administration Help

Cultivation Inventory Reports

Rooms Current Room: 4. Flower Refresh

Barcode	Strain	Phase	Age	Status
<input type="checkbox"/> 7076 9538 5862 5980	Blue Dream	Drying	19 days	
<input checked="" type="checkbox"/> 7394 5113 9594 3220	Blue Dream	Growing	19 days	Harvest Scheduled
<input type="checkbox"/> 7446 7103 9713 1772	Blue Dream	Growing	19 days	
<input type="checkbox"/> 7456 6699 6200 3807	Blue Dream	Growing	19 days	
<input type="checkbox"/> 7716 8628 0535 4197	Blue Dream	Growing	19 days	
<input type="checkbox"/> 7832 9650 2880 0952	Blue Dream	Growing	19 days	
<input type="checkbox"/> 7965 5497 0315 8736	Blue Dream	Growing	19 days	
<input type="checkbox"/> 7995 1649 7180 9282	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8035 7330 2808 6918	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8200 4251 3028 3381	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8708 1041 7434 8674	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8800 3200 6651 1450	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8850 9236 6753 2218	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8916 4381 9808 5088	Blue Dream	Growing	19 days	
<input type="checkbox"/> 8934 2323 6374 6291	Blue Dream	Growing	19 days	
<input type="checkbox"/> 9203 9401 1817 6330	Blue Dream	Growing	19 days	
<input type="checkbox"/> 9261 8029 6498 1282	Blue Dream	Growing	19 days	

Details Print Harvest/Cure

Move Destroy Move to Inventory Select All

Shortcuts

New Plant Strains

Rooms Collect Waste

Search

Stats Strain

Total Plants 22
 Growing 21
 Drying 1

Growing
 Vegetative 21
 Flowering 0
 Drying
 Drying 1

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

Undo Plant Harvest Schedule

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

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

Administration Help

Cultivation Undo Harvest Notification

Inventory Yield Data Correction Destruction Notification

Users

Current Room: 4. Flower Refresh

Barcode	Strain	Phase	Age	Status
<input checked="" type="checkbox"/> 7394 5113 9594 3220	Blue Dream	Growing	20 days	Harvest Scheduled
<input type="checkbox"/> 7446 7103 9713 1772	Blue Dream	Growing	20 days	
<input type="checkbox"/> 7456 6699 6200 3807	Blue Dream	Growing	20 days	
<input type="checkbox"/> 7716 8628 0535 4197	Blue Dream	Growing	20 days	
<input type="checkbox"/> 7832 9650 2880 0952	Blue Dream	Growing	20 days	
<input type="checkbox"/> 7965 5497 0315 8736	Blue Dream	Growing	20 days	
<input type="checkbox"/> 7995 1649 7180 9282	Blue Dream	Growing	20 days	
<input type="checkbox"/> 8035 7330 2808 6918	Blue Dream	Growing	20 days	
<input type="checkbox"/> 8200 4251 3028 3381	Blue Dream	Growing	20 days	
<input type="checkbox"/> 8708 1041 7434 8674	Blue Dream	Growing	20 days	
<input type="checkbox"/> 8800 3200 6651 1450	Blue Dream	Growing	20 days	
<input type="checkbox"/> 8850 9236 6753 2218	Blue Dream	Growing	20 days	
<input type="checkbox"/> 8916 4381 9808 5088	Blue Dream	Growing	20 days	
<input type="checkbox"/> 8934 2323 6374 6291	Blue Dream	Growing	20 days	
<input type="checkbox"/> 9203 9401 1817 6330	Blue Dream	Growing	20 days	
<input type="checkbox"/> 9261 8029 6498 1282	Blue Dream	Growing	20 days	
<input type="checkbox"/> 9282 7415 2135 1686	Blue Dream	Growing	20 days	

Details Print Harvest/Cure

Move Destroy Move to Inventory Select All

Shortcuts

New Plant Strains

Rooms Collect Waste

Search

Stats Strain

Total Plants 21
 Growing 21
 Drying 0

Growing
 Vegetative 21
 Flowering 0
 Drying
 Drying 0

- The following pop-up window displays.

- Select the date of the to-be-undone harvest.
 - To view all scheduled harvests for a specific day, click the “OK” button.
 - To view scheduled harvest dates of a specific strain, select a strain from the “Strain” dropdown.
- A list of scheduled harvests based on your search parameters from the prior pop-up window displays.
- Click the checkbox beside the plant(s) for which the scheduled harvest(s) is(are) to be undone.
- Click “OK”.

No.	Date	Strain	Barcode ID
<input checked="" type="checkbox"/> 1	02/11/2014 10:40 PM	Blue Dream	7394 5113 9594 3220

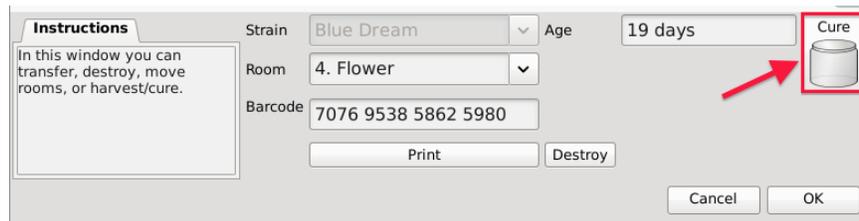
- The “Harvest Scheduled” status of the selected plants will be removed.
- NOTE: If the the plant’s status is not immediately adjusted, click on the “Refresh” button found in the upper-righthand corner.

Plant Cure

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

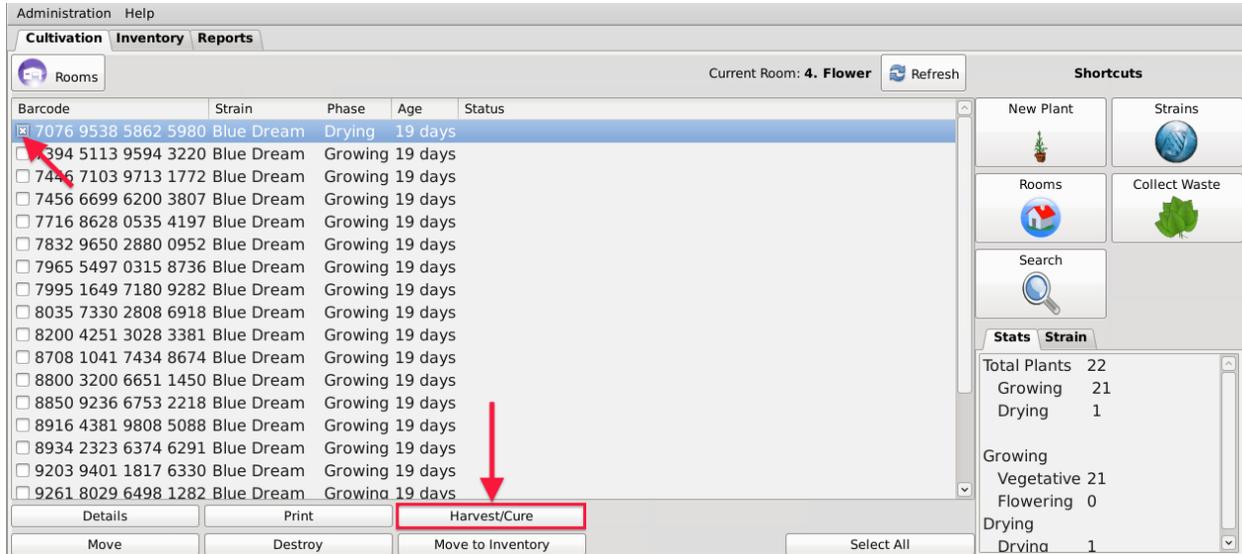
Method 1

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



Method 2

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



Plant Cure

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

Dry Weight ✕

Instructions

Enter the flower weight, other material, waste and then click OK.

The other material and waste are NEW materials collected at the dry point and not dry weights of the previously collected materials.

ID

Strain

Flower

Waste

Other Material

Additional Collections

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

Administration Help
Cultivation **Inventory** Reports

Current **Transfers** Manifests Quality Assurance
Shortcuts

Room Bulk Inventory ▼ Move Items Refresh

Product	Strain	Type	Available	QA	Status
Flower (2)			212.00g		
<input type="checkbox"/> 6818 3828 0981 3239	Blue Dream	Flower	187.00g		
<input checked="" type="checkbox"/> 0549 8578 1551 3215	Blue Dream	Flower	25.00g		
Clone (1)			100		
Other Material (7)			2526.00g		
<input type="checkbox"/> 1616 9191 7352 5467	Blue Dream	Other Material	1000.00g	Wet	
<input type="checkbox"/> 0358 3930 3884 4213	Blue Dream	Other Material	222.00g		
<input type="checkbox"/> 1874 4833 9784 8537	Blue Dream	Other Material	500.00g	Wet	
<input type="checkbox"/> 8157 8367 6439 7776	Blue Dream	Other Material	400.00g	Wet	
<input type="checkbox"/> 5109 3696 4816 0483	Blue Dream	Other Material	300.00g	Wet	
<input type="checkbox"/> 2361 1674 3491 3090	Blue Dream	Other Material	100.00g	Wet	
<input type="checkbox"/> 2493 4399 9545 8415	Blue Dream	Other Material	4.00g		
Seed (2)			499		
Mature Plant (2)			62		
Other Material Lot (1)			765.00g		

Details Adjust Print Barcode Sample QA Testing

Create Lot Convert Destroy Sub Lot/Batch Expand All

15 Day Inventory Transfer Inventory

Products Rooms

Strains Transport Manifest

Vehicles Search

Employees Vendors

Switch Location QA Labs

Inventory Items Resulting from Harvesting and Curing

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

- Other Material: Non-flower material collected during the *harvest* process. Entered as a wet weight.
- Waste: Waste material collected during the harvest process. Entered as a wet weight.
- Other Material: Additional non-flower material collected during the *curing* process, if applicable. Entered as a dry weight.
- Waste: Additional waste material collected during the *curing* process, if applicable.
- Flower: Entered as a dry weight.

Chapter 12: Cultivator Inventory Basics

In this chapter, you will learn how to:

- ✓ Create a Flower Lot or Other Material Lot
- ✓ Create a Flower Sub-Lot or Other Material Sub-Lot
- ✓ Move inventory between inventory rooms

Create Lot

This function will notify the Traceability System of the creation of a flower lot from cured flower or an other material lot from cured other material. **Though the example screen shots illustrate the creation of a flower lot, creation of an other material lot follows the same path.**

- Navigate to the Inventory Room within which the post-harvest/cure inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- If the product groups are collapsed, click on the expand arrow to view all of the available inventory.

Product	Strain	Type	Available	QA	Status
<input type="checkbox"/> Flower (5)			1580.00g		
<input type="checkbox"/> 6818 3828 0981 3239	Blue Dream	Flower	187.00g		
<input type="checkbox"/> 0549 8578 1551 3215	Blue Dream	Flower	25.00g		
<input type="checkbox"/> 9266 7960 0569 2637	Blue Dream	Flower	123.00g		
<input type="checkbox"/> 6682 2723 4018 5917	Blue Dream	Flower	456.00g		
<input type="checkbox"/> 1913 2818 7202 3609	Blue Dream	Flower	789.00g		
<input type="checkbox"/> Clone (1)			100		
<input type="checkbox"/> Other Material (7)			2526.00g		
<input type="checkbox"/> Seed (2)			499		
<input type="checkbox"/> Mature Plant (2)			62		
<input type="checkbox"/> Other Material Lot (1)			765.00g		
<input type="checkbox"/> Waste (7)			3289.00g		

- Click on the checkbox(es) to left of the item(s) to be made into a Lot

NOTE: All inventory to be included in a Lot must be of the same strain and same type (flower or other material).

- Once all of the cured inventory to be included in the Lot have been selected, click on the “Create Lot” button at the bottom of the screen.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	Status
Flower (5)			1580.00g		
<input type="checkbox"/> 6818 3828 0981 3239	Blue Dream	Flower	187.00g		
<input type="checkbox"/> 0549 8578 1551 3215	Blue Dream	Flower	25.00g		
<input checked="" type="checkbox"/> 9266 7960 0569 2637	Blue Dream	Flower	123.00g		
<input checked="" type="checkbox"/> 6682 2723 4018 5917	Blue Dream	Flower	456.00g		
<input checked="" type="checkbox"/> 1913 2818 7202 3609	Blue Dream	Flower	789.00g		
Clone (1)			100		
<input type="checkbox"/> Other Material (7)			2526.00g		
<input type="checkbox"/> Seed (2)			499		
<input type="checkbox"/> Mature Plant (2)			62		
<input type="checkbox"/> Other Material Lot (1)			765.00g		
<input type="checkbox"/> Waste (7)			3289.00g		

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

Buttons: Details, Adjust, Print Barcode, Sample, QA Testing, **Create Lot**, Convert, Destroy, Sub Lot/Batch, Expand All

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

Enter Quantities

Blue Dream Flower Lot Creation Tool

Instructions
Please review the items to the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed.

<input checked="" type="checkbox"/> Barcode ID: 9266 7960 0569 2637	Amount to Deduct	123.00	Quantity Available: 123.00
<input checked="" type="checkbox"/> Barcode ID: 6682 2723 4018 5917	Amount to Deduct	456.00	Quantity Available: 456.00
<input checked="" type="checkbox"/> Barcode ID: 1913 2818 7202 3609	Amount to Deduct	789.00	Quantity Available: 789.00
Total Lot Quantity (Calculated Above)		1368.00	

Buttons: Cancel, OK

- If necessary, adjust the amounts within the Amount to Deduct fields so that Traceability System numbers match what is actually being combined into the Lot.
- When complete, click “OK”.

Enter Quantities (Blue Dream Flower Lot Creation Tool)

Instructions: Please review the items to the right to ensure you are combining all of the correct items together. Once you have confirmed your selection, click OK to proceed.

Barcode ID	Amount to Deduct	Quantity Available
9266 7960 0569 2637	123.00	123.00
6682 2723 4018 5917	456.00	456.00
1913 2818 7202 3609	789.00	789.00

Total Lot Quantity (Calculated Above): **1368.00**

Buttons: Cancel, **OK**

- The newly created Lot may now be found within the same room under the “Flower Lot” or the “Other Material Lot” group, whichever is applicable.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room: Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	Status
Flower (2)			212.00g		
Clone (1)			100		
Other Material (7)			2526.00g		
Seed (2)			499		
Mature Plant (2)			62		
Flower Lot (2)			1368.00g		
0000 0001 0000 0096	Blue Dream	Flower Lot	1368.00g		
Other Material Lot (1)			765.00g		
Waste (7)			3289.00g		

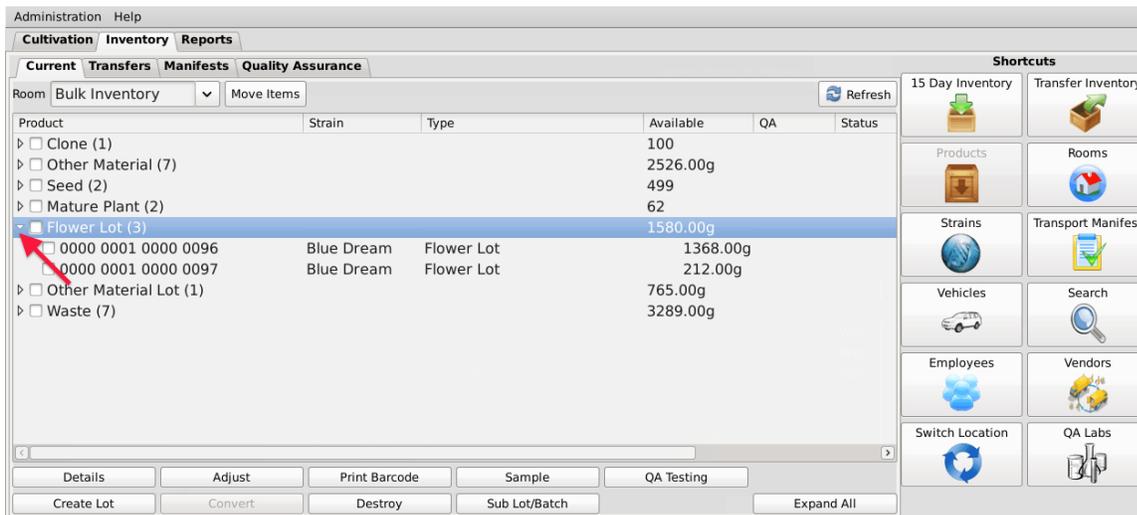
Shortcuts: 15 Day Inventory, Transfer Inventory, Products, Rooms, Strains, Transport Manifest, Vehicles, Search, Employees, Vendors, Switch Location, QA Labs

Buttons: Details, Adjust, Print Barcode, Sample, QA Testing, Create Lot, Convert, Destroy, Sub Lot/Batch, Expand All

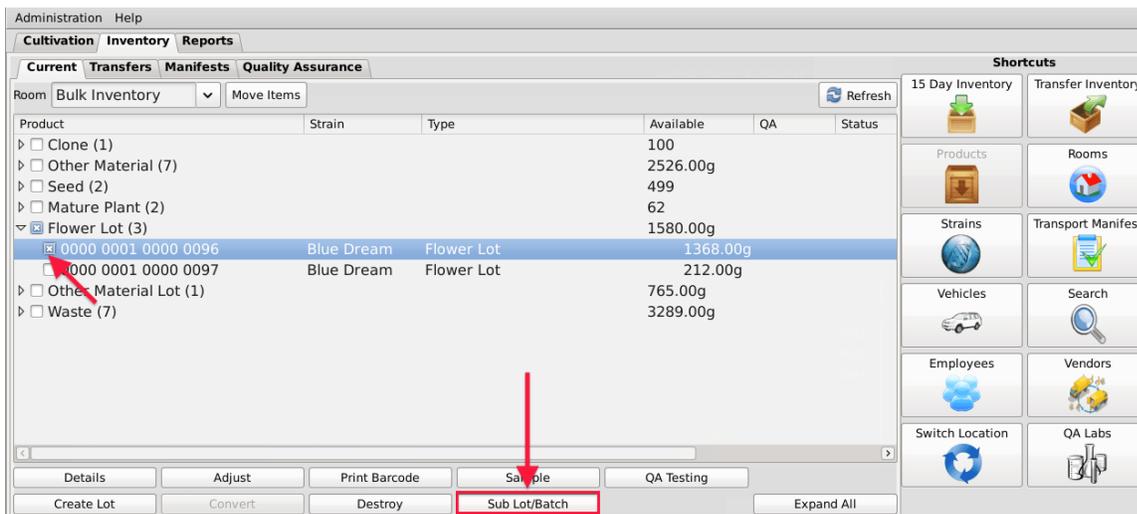
Create Sub-Lot

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

- Navigate to the Inventory Room within which the Lot is located (make sure that you are within the Inventory tab and the Current sub-tab).
- If the product groups are collapsed, click on the expand arrow to view all of the available inventory.



- Click on the checkbox to the left of the Lot to be made into a Sub-Lot.
- Click on the “Sub Lot/Batch” button at the bottom of the screen.



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

Flower Lot Sub-Lot Creation Tool

Barcode ID: 0000 0001 0000 0096

Amount to Deduct: 0

Quantity Available: 1368.00

Total Sub-Lot Quantity (Calculated Above): 0.00

Buttons: Cancel, OK

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

Flower Lot Sub-Lot Creation Tool

Barcode ID: 0000 0001 0000 0096

Amount to Deduct: 162

Quantity Available: 1368.00

Total Sub-Lot Quantity (Calculated Above): 162.00

Buttons: Cancel, OK

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

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room: Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	Status
Clone (1)			100		
Other Material (7)			2526.00g		
Seed (2)			499		
Mature Plant (2)			62		
Flower Lot (4)			1580.00g		
0000 0001 0000 0096	Blue Dream	Flower Lot	1206.00g		
0000 0001 0000 0097	Blue Dream	Flower Lot	212.00g		
0000 0001 0000 0098	Blue Dream	Flower Lot	162.00g		
Other Material Lot (1)			765.00g		
Waste (7)			3289.00g		

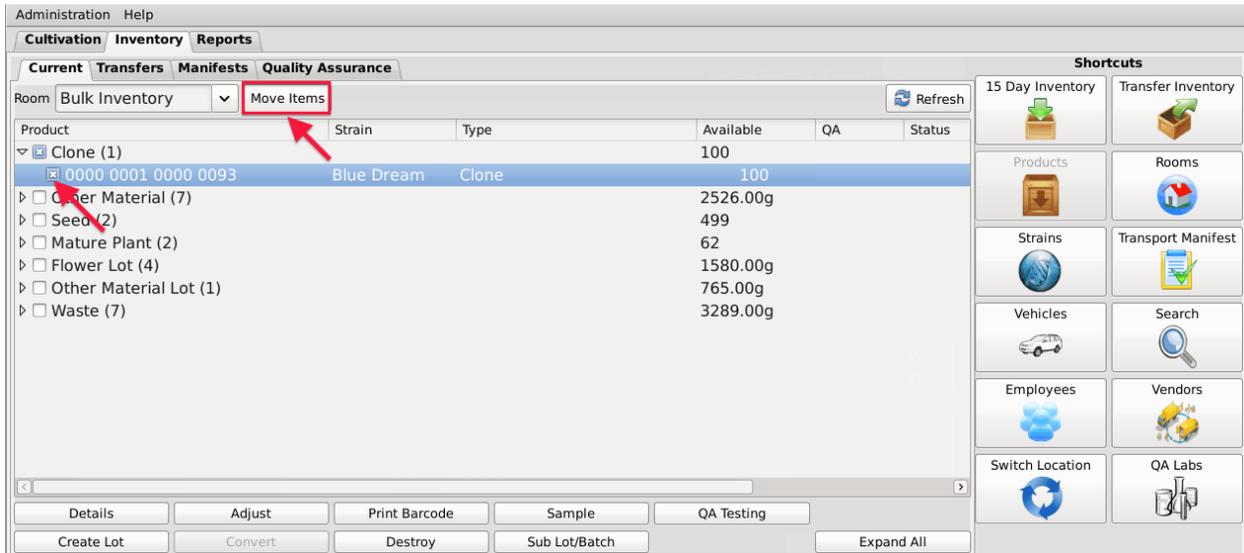
Shortcuts: 15 Day Inventory, Transfer Inventory, Products, Rooms, Strains, Transport Manifest, Vehicles, Search, Employees, Vendors, Switch Location, QA Labs

Buttons: Details, Adjust, Print Barcode, Sample, QA Testing, Create Lot, Convert, Destroy, Sub Lot/Batch, Expand All

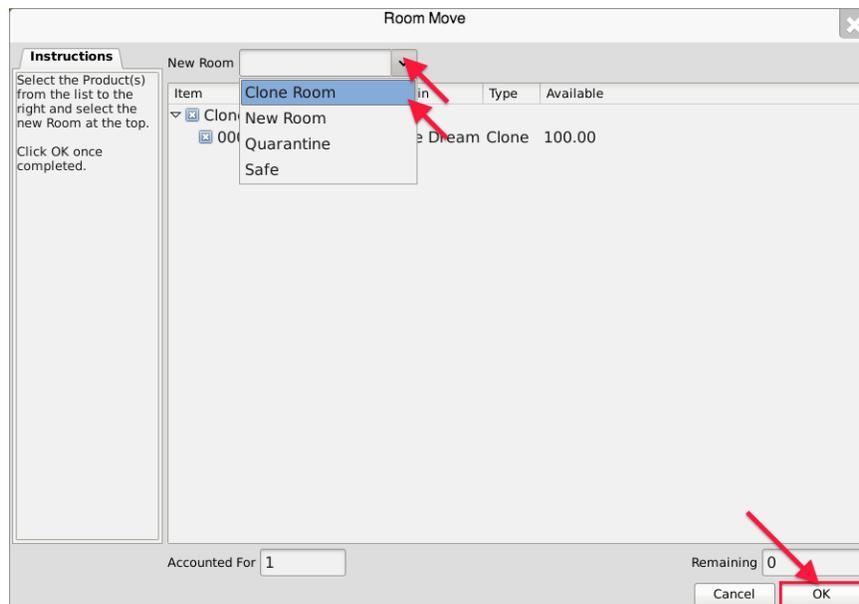
Move Inventory

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

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



- When the Move Inventory popup displays, select the destination room from the New Room dropdown.
- Click “OK” when complete.



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

Administration Help

Cultivation **Inventory** **Reports**

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

Room: Clone Room

Product	Strain	Type	Available	QA	Status
☐ Clone (1)			100		
☐ 0000 0001 0000 0093	Blue Dream	Clone	100		

Shortcuts

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

Details Adjust Print Barcode Sample QA Testing

Create Lot Convert Destroy Sub Lot/Batch Expand All

Chapter 13: Marijuana-Infused Products

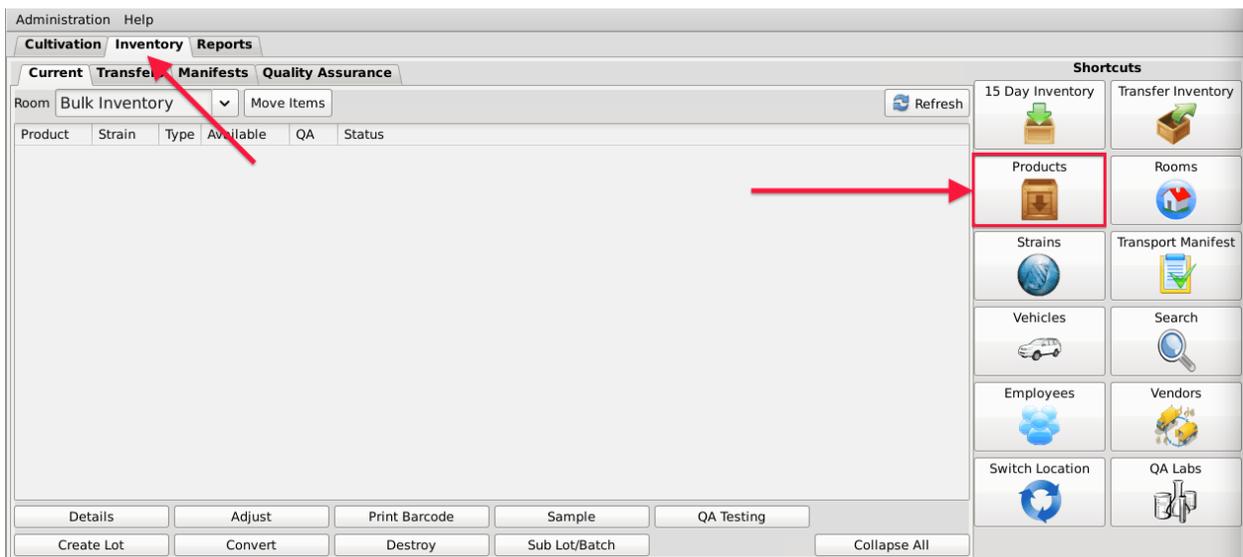
In this chapter, you will learn how to:

- ✓ Add, modify and remove marijuana-infused products (henceforth, “products”)

Accessing the Products Screen

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

- **NOTE: This chapter only applies to marijuana-infused products. Pre-packaged usable marijuana is already built into the system. Please see Chapter 14: Inventory Conversions regarding pre-packaged usable marijuana.**
- Navigate to the “Inventory” tab found in the top-left corner of the screen, and then click on the “Products” button located on the right-hand side of the home screen.



- This will bring up the Products screen.

The screenshot shows the 'Products' window with the following fields: 'Existing Products' (dropdown), 'Strain' (dropdown), 'Type' (dropdown), and 'Name' (text input). The 'Save' button is highlighted with a red arrow.

Add a New Product

- From the Product screen, click on the “Clear” button to clear all fields and enter the following information:
 - Strain dropdown: Select the product’s strain.
 - Type Dropdown: Select the product’s type. All products must fall into one of the following types: Solid Marijuana Infused Edible, Marijuana Infused Topical, Marijuana Extract for Inhalation, or Liquid Marijuana Infused Edible.
 - Name: Type the name of the product. Enough detail must be used to distinguish products from one another (e.g., Arnica Cannabis Cream 9oz, Arnica Cannabis Cream 3oz, Lavender Cannabis Cream 9oz, etc...).
- Click on the “Save” button once all of the required data has been entered.

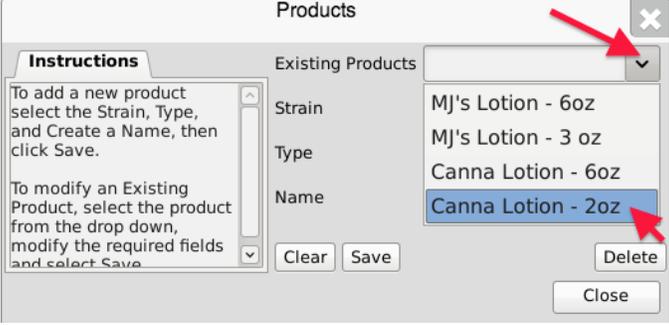
The screenshot shows the 'Products' window with the following fields: 'Existing Products' (dropdown), 'Strain' (dropdown with 'Northernberry' selected), 'Type' (dropdown with 'Marijuana Infused' selected), and 'Name' (text input with 'MJ's Lotion - 6oz'). The 'Save' button is highlighted with a red arrow.

- The new product will now display within the Existing Products dropdown for selection.

The screenshot shows the 'Products' window with the 'Existing Products' dropdown menu open. The menu items are: 'MJ's Lotion - 6oz', 'MJ's Lotion - 3 oz', 'Canna Lotion - 6oz', and 'Canna Lotion - 2oz'. A red arrow points to the dropdown arrow in the 'Existing Products' field.

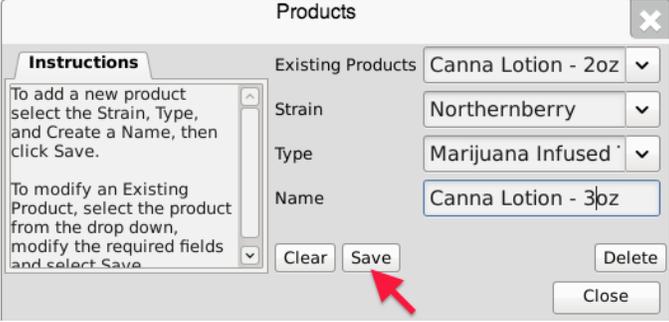
Modifying an Existing Product

- From the Product screen, select the product to be modified from the Existing Products dropdown.



The screenshot shows a window titled "Products" with a close button (X) in the top right. On the left is an "Instructions" panel with two sections: "To add a new product select the Strain, Type, and Create a Name, then click Save." and "To modify an Existing Product, select the product from the drop down, modify the required fields and select Save." The main form has an "Existing Products" dropdown menu that is open, showing a list of products: "MJ's Lotion - 6oz", "MJ's Lotion - 3 oz", "Canna Lotion - 6oz", and "Canna Lotion - 2oz". The "Canna Lotion - 2oz" option is highlighted in blue. Below the dropdown are fields for "Strain", "Type", and "Name", and buttons for "Clear", "Save", "Delete", and "Close". A red arrow points to the close button in the top right, and another red arrow points to the "Canna Lotion - 2oz" option in the dropdown.

- Once selected, the product's information will automatically display within their respective fields.
- Modify the necessary field(s) (in the example below, Canna Lotion changed names from 2oz to 3oz and changed strains from Blueberry to Northernberry).



The screenshot shows the same "Products" window. The "Existing Products" dropdown now shows "Canna Lotion - 2oz". The "Strain" dropdown is set to "Northernberry", the "Type" dropdown is set to "Marijuana Infused", and the "Name" text box contains "Canna Lotion - 3oz". The "Save" button is highlighted with a red arrow.

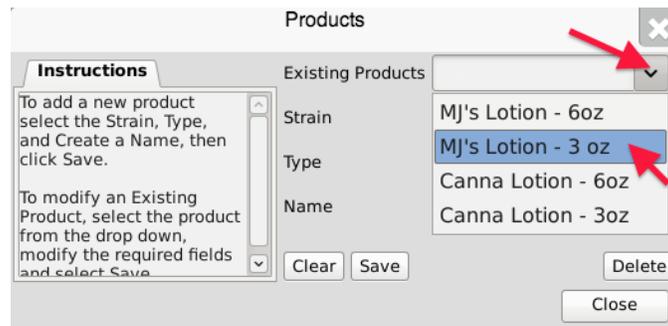
- Click on the "Save" button when complete.

Deleting an Existing Product

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

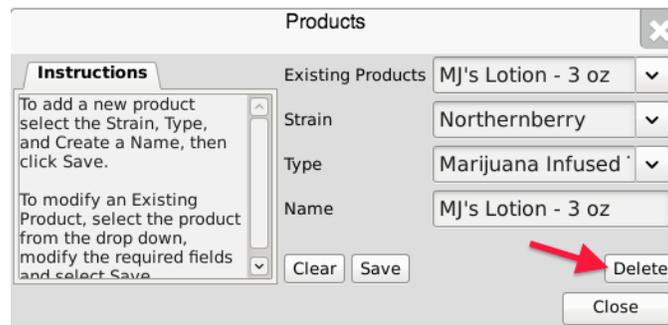
NOTE: Removing an product does not delete any of the already submitted Traceability System data associated with that product. It simply removes the product from use moving forward.

- From the Product screen, select the product to be deleted from the Existing Product dropdown.



The screenshot shows a window titled "Products" with a close button (X) in the top right. On the left is an "Instructions" panel with two sections: "To add a new product select the Strain, Type, and Create a Name, then click Save." and "To modify an Existing Product, select the product from the drop down, modify the required fields and select Save." The main form has an "Existing Products" dropdown menu which is open, showing a list of products: "MJ's Lotion - 6oz", "MJ's Lotion - 3 oz" (highlighted in blue), "Canna Lotion - 6oz", and "Canna Lotion - 3oz". Below the dropdown are fields for "Strain", "Type", and "Name". At the bottom are "Clear", "Save", "Delete", and "Close" buttons. A red arrow points to the "Existing Products" dropdown arrow, and another red arrow points to the selected "MJ's Lotion - 3 oz" item.

- Once selected, the product's information will automatically display within their respective fields.



The screenshot shows the same "Products" window. The "Existing Products" dropdown is now closed and displays "MJ's Lotion - 3 oz". The "Strain" field is populated with "Northernberry", the "Type" field with "Marijuana Infused", and the "Name" field with "MJ's Lotion - 3 oz". The "Delete" button is highlighted with a red arrow.

- Click on the "Delete" button.

Chapter 14: Inventory Conversions

In this chapter, you will learn how to:

- ✓ Convert a Flower Lot into Usable Marijuana
- ✓ Convert a Flower Lot or Other Material Lot into Marijuana Extract
- ✓ Convert Marijuana Extract into Marijuana-Infused Product
- ✓ Move inventory between inventory rooms

Traceability Logic – Inventory Conversions

The system has many controls in place to reduce the potential for errors and to ensure that the product workflow is consistent with regulations. With respect to the Inventory Conversion menu—which will be discussed throughout this chapter—the menu will only display conversion options that are possible with the inventory you currently have on hand within the room selected.

- A Flower Lot is required to produce Usable Marijuana.
- A Lot of either Flower or Other Material is required to produce an Extract.
- Any intermediate can be used to produce Liquid Marijuana Infused Edible, Marijuana Extract for Inhalation, Marijuana Infused Topicals, and Solid Marijuana Infused Edible.
- The menu in its entirety will only display should the room selected contain all of the precursors for each product type. The left-side displays all Intermediate Products that are required for some of the End Products displayed on the right-side.



- Otherwise, should the system detect that the precursor for a particular inventory type is not present in the room selected, then the system will remove that option from the menu until it is present.

Convert Flower Lot to Usable Marijuana

This function will notify the Traceability System of the creation of a usable marijuana from a flower lot.

- Navigate to the Inventory Room where the flower lot inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).

Administration Help				
Cultivation Inventory Reports				
Current Transfers Manifests Quality Assurance				
Room Bulk Inventory		Move Items		
Product	Strain	Type	Available	QA
Flower (23)			6187.96g	
<input checked="" type="checkbox"/> 8612 6675 4859 3406	B-Blueblerry	Flower	2153.96g	
<input type="checkbox"/> 5810 9946 2828 0651	Blueberry	Flower	1350.00g	
<input type="checkbox"/> 7950 4720 7989 7509	Northernberry	Flower	500.00g	
<input type="checkbox"/> 8611 1526 0317 9664	Cody's Kush	Flower	20.00g	
<input type="checkbox"/> 3931 6707 4260 2876	New Strain 4	Flower	353.00g	
<input type="checkbox"/> 2029 7024 3683 6199	Northernberry	Flower	1000.00g	
<input type="checkbox"/> 7231 7412 9110 0017	Patrick's Strain	Flower	2.00g	
<input type="checkbox"/> 1221 0901 7169 1901	Patrick's Strain	Flower	1.00g	
<input type="checkbox"/> 1901 6237 7242 7055	Patrick's Strain	Flower	33.00g	
<input type="checkbox"/> 0011 8613 9886 4365	Patrick's Strain	Flower	655.00g	
<input type="checkbox"/> 2376 7044 2065 2485	Puerto Rico Kush	Flower	120.00g	
Clone (25)			576	
Other Material (53)			56906.53g	

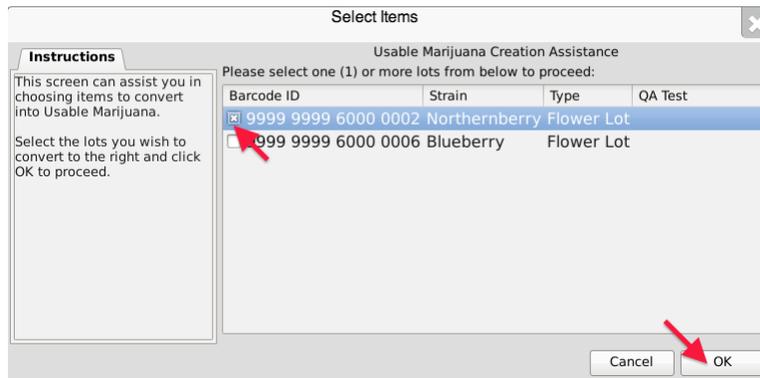
- Click on the “Convert” button at the bottom of the screen.
- The Inventory Conversion menu then displays. This menu lists all of the possible inventory types that can be created. Since there are no extracts in inventory for this example, the only End Products available are Sample Jars and Usable Marijuana.
- Click on “Usable Marijuana” button.

Inventory Conversion Assistance x

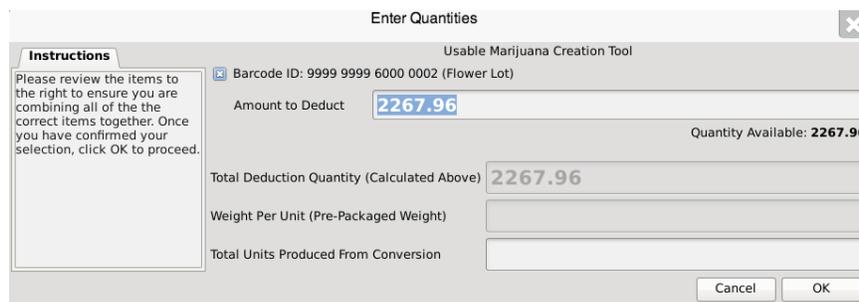
Based on your current inventory, you can create any of the following:

<p>Instructions</p> <p>Based on what you have available in your current inventory, you will see a list of end products that can currently be created.</p> <p>Simply click on a button and the system will walk you through the process of selecting the items that you will convert to the end product.</p>	<table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">Intermediate Products</th> <th style="text-align: left;">End Products</th> </tr> <tr> <td><input type="button" value="Bubble Hash"/></td> <td><input type="button" value="Liquid Marijuana Infused Edible"/></td> </tr> <tr> <td><input type="button" value="CO2 Hash Oil"/></td> <td><input type="button" value="Marijuana Extract for Inhalation"/></td> </tr> <tr> <td><input type="button" value="Food Grade Solvent Extract"/></td> <td><input type="button" value="Marijuana Infused Topicals"/></td> </tr> <tr> <td><input type="button" value="Hash"/></td> <td><input type="button" value="Sample Jar"/></td> </tr> <tr> <td><input type="button" value="Hydrocarbon Wax"/></td> <td><input type="button" value="Solid Marijuana Infused Edible"/></td> </tr> <tr> <td><input type="button" value="Infused Cooking Oil"/></td> <td><input type="button" value="Usable Marijuana"/></td> </tr> <tr> <td><input type="button" value="Infused Dairy Butter or Fat in Solid Form"/></td> <td></td> </tr> <tr> <td><input type="button" value="Kief"/></td> <td></td> </tr> <tr> <td><input type="button" value="Marijuana Mix"/></td> <td></td> </tr> </table>	Intermediate Products	End Products	<input type="button" value="Bubble Hash"/>	<input type="button" value="Liquid Marijuana Infused Edible"/>	<input type="button" value="CO2 Hash Oil"/>	<input type="button" value="Marijuana Extract for Inhalation"/>	<input type="button" value="Food Grade Solvent Extract"/>	<input type="button" value="Marijuana Infused Topicals"/>	<input type="button" value="Hash"/>	<input type="button" value="Sample Jar"/>	<input type="button" value="Hydrocarbon Wax"/>	<input type="button" value="Solid Marijuana Infused Edible"/>	<input type="button" value="Infused Cooking Oil"/>	<input type="button" value="Usable Marijuana"/>	<input type="button" value="Infused Dairy Butter or Fat in Solid Form"/>		<input type="button" value="Kief"/>		<input type="button" value="Marijuana Mix"/>	
Intermediate Products	End Products																				
<input type="button" value="Bubble Hash"/>	<input type="button" value="Liquid Marijuana Infused Edible"/>																				
<input type="button" value="CO2 Hash Oil"/>	<input type="button" value="Marijuana Extract for Inhalation"/>																				
<input type="button" value="Food Grade Solvent Extract"/>	<input type="button" value="Marijuana Infused Topicals"/>																				
<input type="button" value="Hash"/>	<input type="button" value="Sample Jar"/>																				
<input type="button" value="Hydrocarbon Wax"/>	<input type="button" value="Solid Marijuana Infused Edible"/>																				
<input type="button" value="Infused Cooking Oil"/>	<input type="button" value="Usable Marijuana"/>																				
<input type="button" value="Infused Dairy Butter or Fat in Solid Form"/>																					
<input type="button" value="Kief"/>																					
<input type="button" value="Marijuana Mix"/>																					

- Select an item from the list of available inventory appropriate for creating Usable Marijuana.



- Click on "OK".
- The Usable Marijuana Creation Tool then displays. This screen summarizes all of the relevant information for the conversion, including: the Traceability Identifier of the source inventory item, the Quantity Available for use from the source item, the Amount to Deduct from the source item that is going into the end product, and the total Units Produced from Conversion. The Traceability System defaults to fully using the source item in the conversion.



- Adjust the amount within the "Amount to Deduct" field (if necessary) and input the "Total Units Produced from Conversion" fields so that Traceability System numbers matches how much is being converted and the resulting product. (In the example below, a five pound flower lot is being converted in its entirety into 640 pre-packs of one-eighth ounce [3.54 g] each.)
- Click "OK" when complete.

Enter Quantities ✕

Usable Marijuana Creation Tool

Instructions

Please review the items to the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed.

Barcode ID: 9999 9999 6000 0002 (Flower Lot)

Amount to Deduct: Quantity Available: **2267.96**

Total Deduction Quantity (Calculated Above):

Weight Per Unit (Pre-Packaged Weight):

Total Units Produced From Conversion:

- The newly created Usable Marijuana may now be found within the same room.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room:

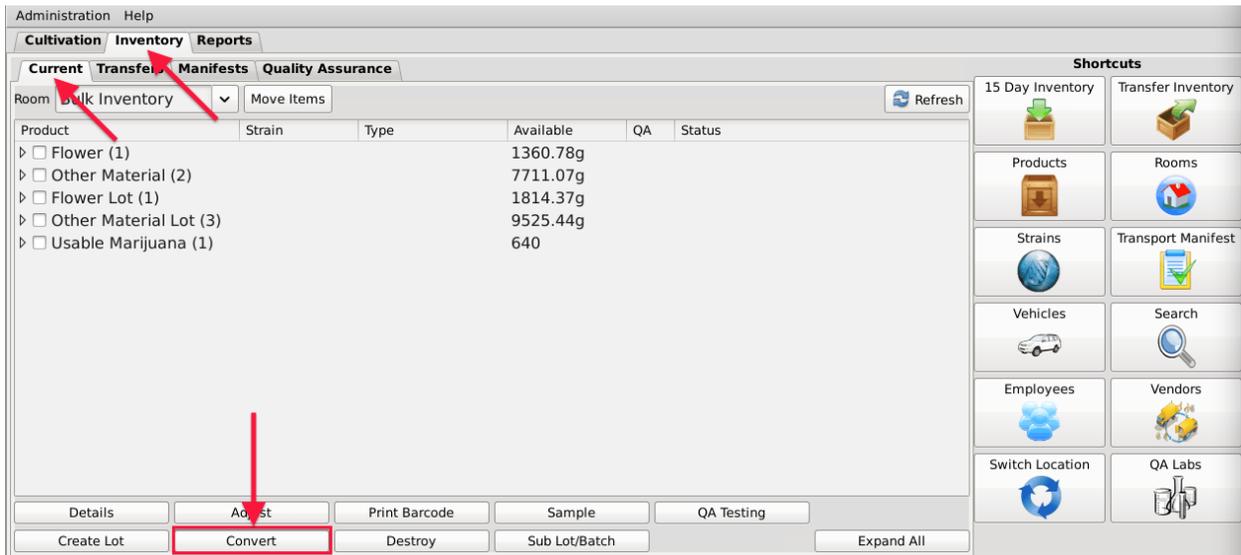
Product	Strain	Type	Available	QA	Status
▶ <input type="checkbox"/> Flower (1)			1360.78g		
▶ <input type="checkbox"/> Other Material (4)			12236.51g		
▶ <input type="checkbox"/> Flower Lot (1)			1814.37g		
▶ <input type="checkbox"/> Other Material Lot (1)			5000.00g		
▼ <input type="checkbox"/> Usable Marijuana (1)			640		
<input checked="" type="checkbox"/> 9999 9999 6000 0007 Northernberry Usable Marijuana			640		

Shortcuts

Convert Lot into a Marijuana Extract

This function will notify the Traceability System of the creation of a marijuana extract from a flower lot or other material lot.

- Navigate to the Inventory Room within which the inventory lot is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the “Convert” button at the bottom of the screen.



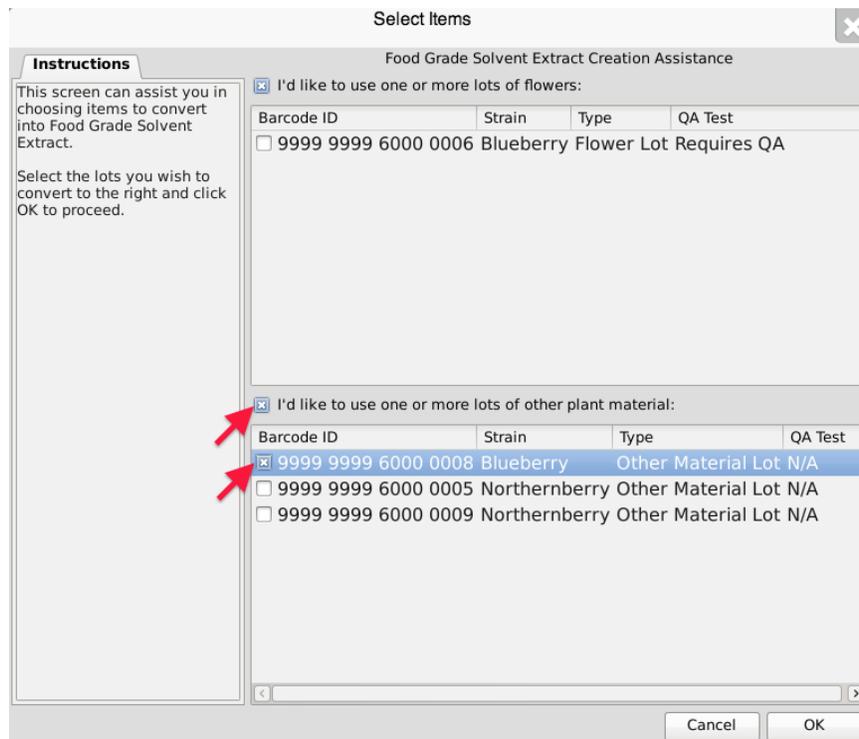
- The Inventory Conversion menu then displays. This menu lists all of the possible inventory types that can be created.
- The left column of options are all of the categories of extracts per regulation (Intermediate Products).



- For this example, we will select “Food Grade Solvent Extract” though any of the option on the left-side of the menu are applicable.



- Upon selecting an extract option from the Inventory Conversion menu, the Extract Creation Assistance tool displays. This tool lists all available inventory items that are allowed for the creation of the extract.
- Select one or more lots from the two lists, flower lot or other material lot.
- Click “OK” when complete.



- The Extract Creation Tool then displays. This screen summarizes all of the relevant information for the conversion, including: the Traceability Identifier of the source

inventory item(s), the Quantity Available for use from the source item(s), the Amount to Deduct from the source item(s) going into the end product, total Units Produced and Total Waste from Conversion. The Traceability System defaults to fully using the source item(s) in the conversion.

Enter Quantities

Food Grade Solvent Extract Creation Tool

Barcode ID: 9999 9999 6000 0008 (Other Material Lot)

Amount to Deduct: 2721.55

Quantity Available: 2721.55

Total Deduction Quantity (Calculated Above): 2721.55

Total Weight Produced From Conversion:

Total Waste From Conversion:

Cancel OK

- Enter in the following,
 - Amount to Deduct: weight of Lot material that went into the conversion process.
 - Total Weight Produced: weight of the extract produced.
 - Total Waste: weight of the waste generated from the conversion process
- Click “OK” when complete.

Enter Quantities

Food Grade Solvent Extract Creation Tool

Barcode ID: 9999 9999 6000 0008 (Other Material Lot)

Amount to Deduct: 2721.55

Quantity Available: 2721.55

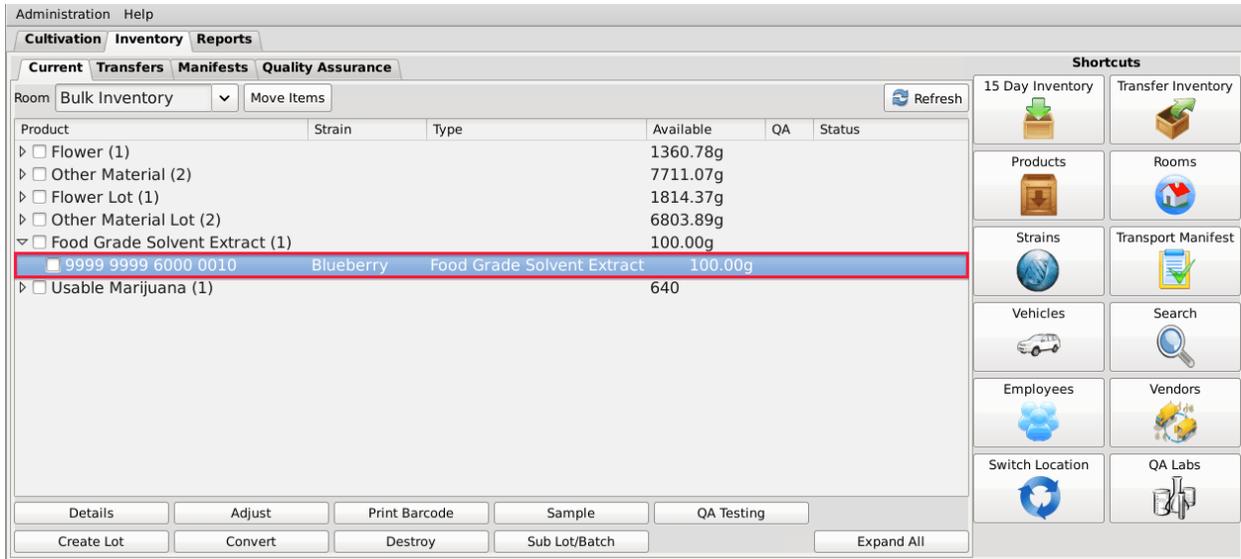
Total Deduction Quantity (Calculated Above): 2721.55

Total Weight Produced From Conversion: 100.00 g

Total Waste From Conversion: 2621.55 g

Cancel OK

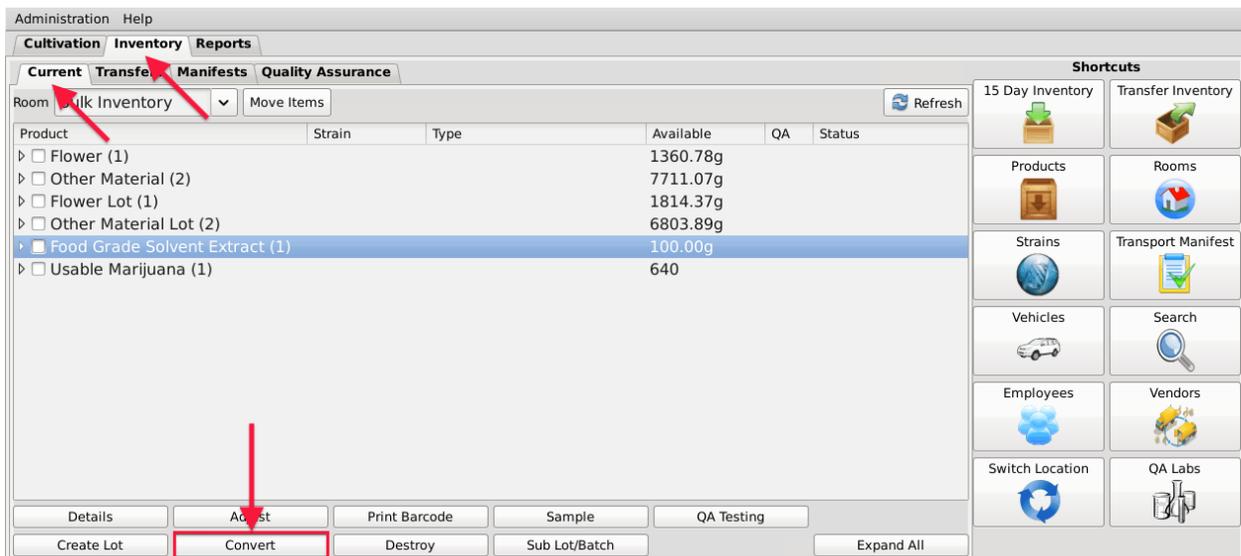
- The newly created extract may now be found within inventory.



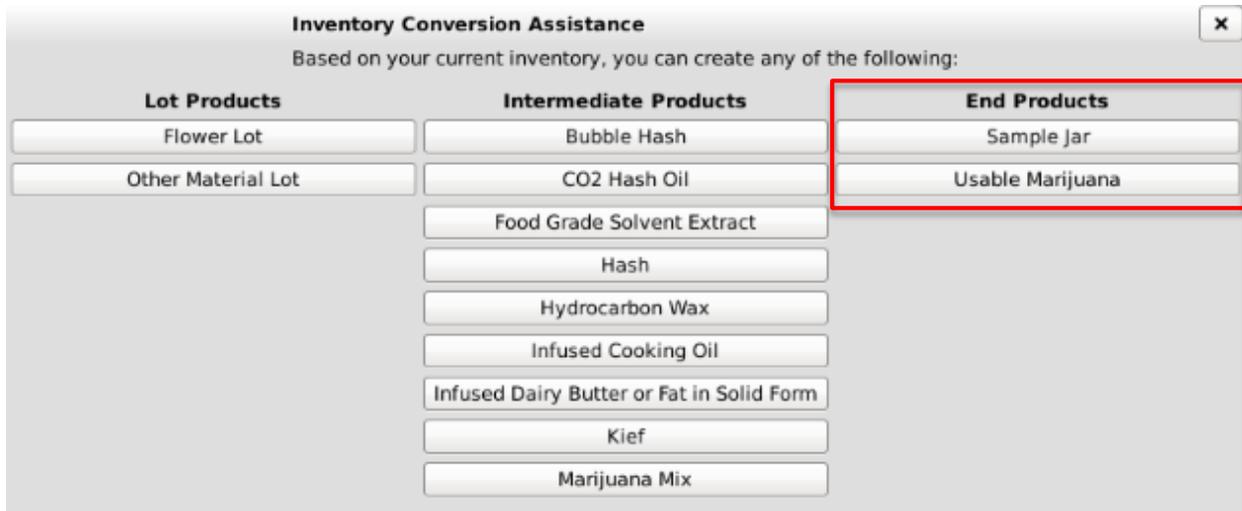
Convert Marijuana Extract into Marijuana-Infused Product

This function will notify the Traceability System of the creation of a marijuana-infused product from a marijuana extract.

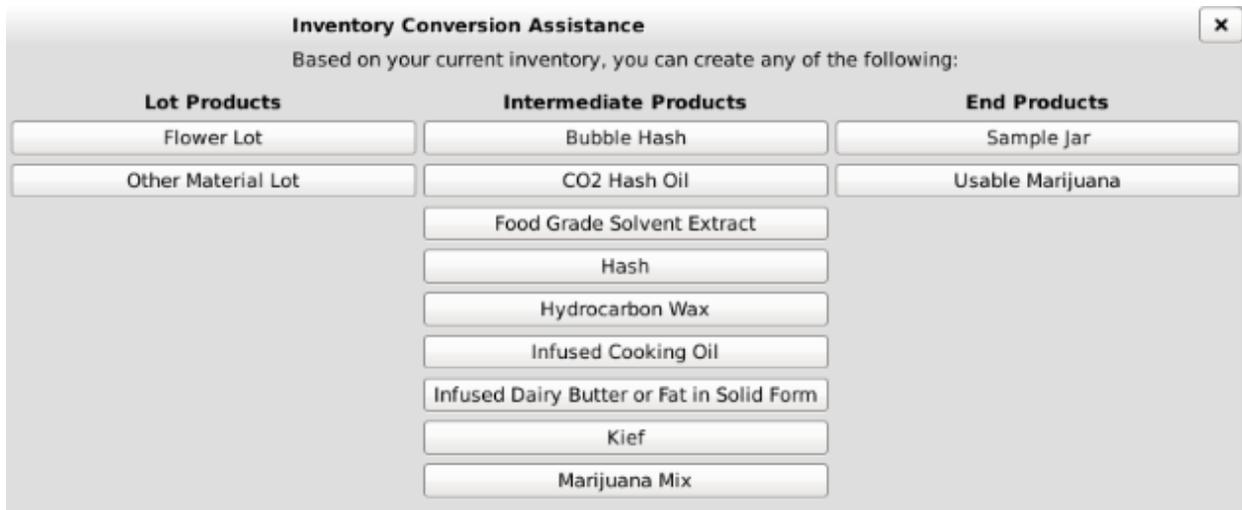
- Navigate to the Inventory Room within which the inventory lot is located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the “Convert” button at the bottom of the screen.



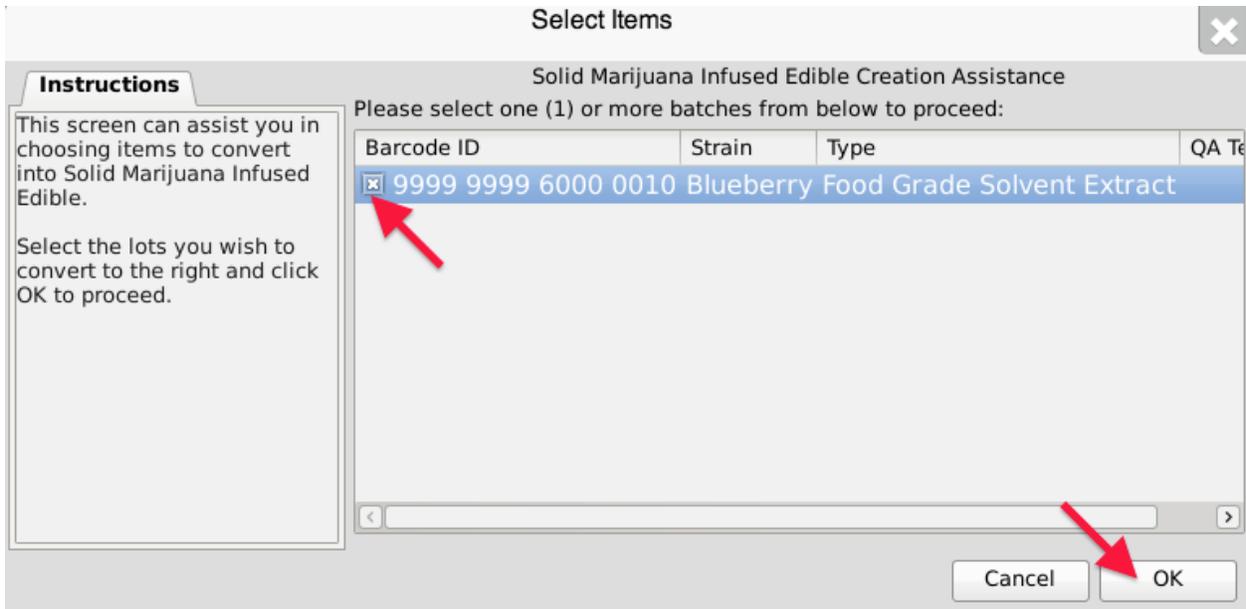
- The Inventory Conversion menu then displays. This menu lists all of the possible inventory types that can be created. Since there are extracts in inventory for this example, all categories of End Products are available in the right column.



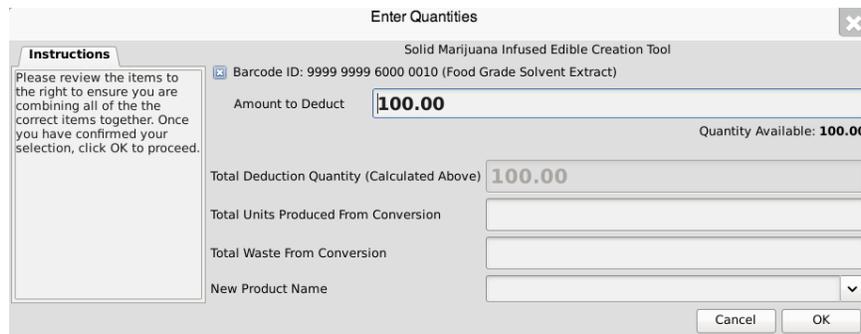
- For this example, we will select “Usable Marijuana” though any of the option on the right-side of the menu are applicable.



- Upon selecting an end-product option from the Conversion Menu, the Product Creation Assistance tool displays. This tool lists all available inventory items (extracts) that are allowed for the creation of the product.
- Select one or more batches of extract.
- Click “OK” when complete.



- The Product Creation Tool then displays. This screen summarizes all of the relevant information for the conversion, including: the Traceability Identifier of the source inventory item(s), the Quantity Available for use from the source item(s), the Amount to Deduct from the source item(s) going into the end product, total Units Produced and Total Waste from Conversion. The Traceability System defaults to fully using the source item(s) in the conversion.



- Enter in the following,
 - Amount to Deduct: weight of extract that went into the conversion process.
 - Total Units Produced From Conversion: whole number units of product made
 - Total Waste: weight of the waste generated from the conversion process.
 - New Product Name: Select one of the Products from the dropdown menu.
- Click "OK" when complete.

Enter Quantities ✕

Solid Marijuana Infused Edible Creation Tool

Barcode ID: 9999 9999 6000 0010 (Food Grade Solvent Extract)

Amount to Deduct: Quantity Available: **100.00**

Total Deduction Quantity (Calculated Above):

Total Units Produced From Conversion:

Total Waste From Conversion:

New Product Name: ▼

- The newly created product may now be found within inventory.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room:

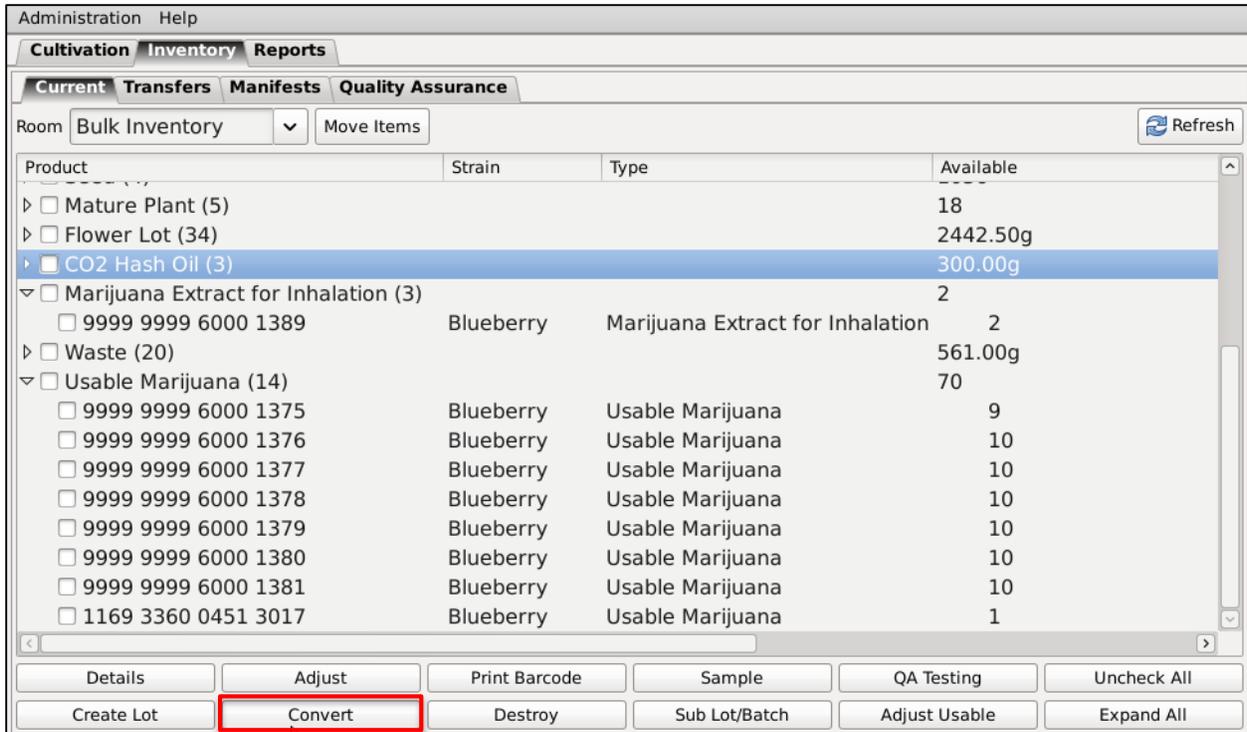
Product	Strain	Type	Available	QA	Status
▶ <input type="checkbox"/> Flower (1)			1360.78g		
▶ <input type="checkbox"/> Other Material (2)			7711.07g		
▶ <input type="checkbox"/> Flower Lot (1)			1814.37g		
▶ <input type="checkbox"/> Other Material Lot (2)			6803.89g		
▶ <input type="checkbox"/> Food Grade Solvent Extract (1)			90.00g		
▼ <input type="checkbox"/> Solid Marijuana Infused Edible (1)			600		
<input checked="" type="checkbox"/> 9999 9999 6000 0011	Blueberry	Solid Marijuana Infused Edible	600		
▶ <input type="checkbox"/> Usable Marijuana (1)			640		

Shortcuts

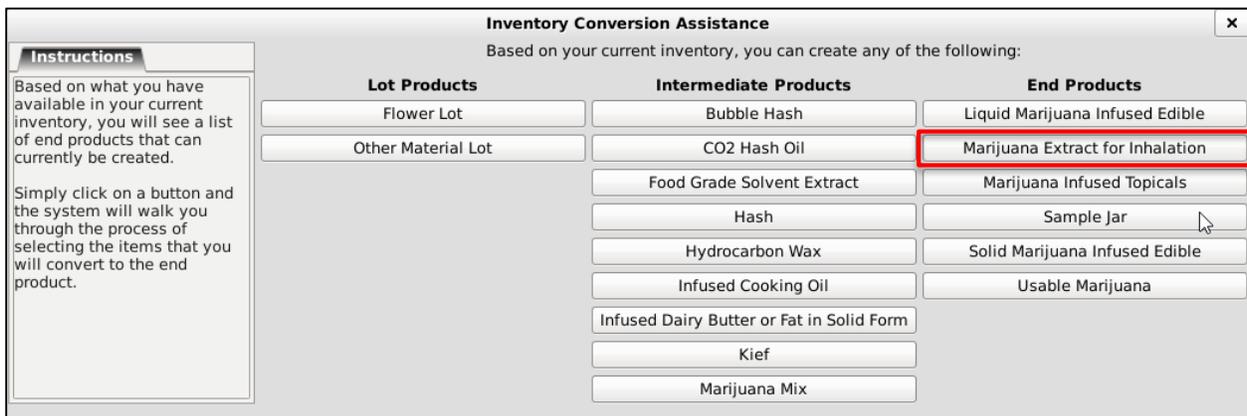
- 15 Day Inventory
- Transfer Inventory
- Products
- Rooms
- Strains
- Transport Manifest
- Vehicles
- Search
- Employees
- Vendors
- Switch Location
- QA Labs

Bypassing QA Testing for intermediate product that have already passed a QA test

1. Select the intermediate product you wish to convert. This is a product that shouldn't require any more testing.
2. Click the 'Convert' button.



- The 'Inventory Conversion Assistance' screen displays. Click on the end product that you want to create, for example, Marijuana Extract for Inhalation.



- The 'Convert Inventory Assistance' screen displays. Select the convert item.
- Click the 'OK' button.

Convert Inventory Assistance
 Marijuana Extract for Inhalation Creation Assistance

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

Barcode ID	Strain	Type	QA Test
<input checked="" type="checkbox"/>	9999 9999 6000 1393	Blueberry CO2	Hash Oil

- The 'Create Marijuana Extract for Inhalation' screen displays. Check the box at the bottom if the product hasn't changed and doesn't require additional QA testing.

Note: The Net weight (net volume) of the end product is tracked in the 'Net Weight Per Unit' field.

Create Marijuana Extract for Inhalation
 Marijuana Extract for Inhalation Creation Tool

Instructions

Please review the items to the right to ensure you are combining all of the the correct items together. Once you have confirmed your selection, click OK to proceed.

Barcode ID: 9999 9999 6000 1393 (CO2 Hash Oil)

Amount to Deduct: Quantity Available: **300.00**

Total Deduction Quantity (Calculated Above):

Weight Per Unit (Pre-Packaged Weight):

Total Units Produced From Conversion:

Net Weight **Per Unit**:

New Product Name:

This product has not undergone any changes and does not require additional QA testing

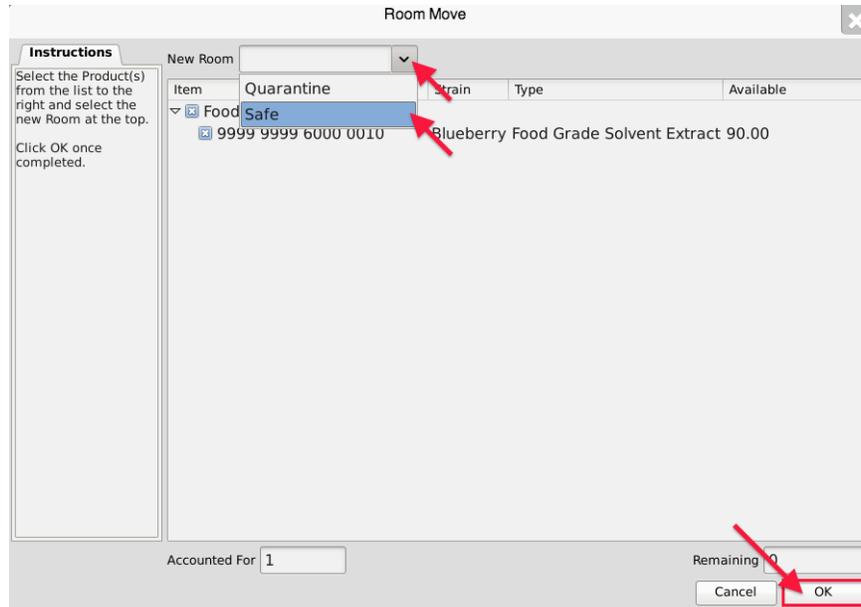
Move Inventory

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

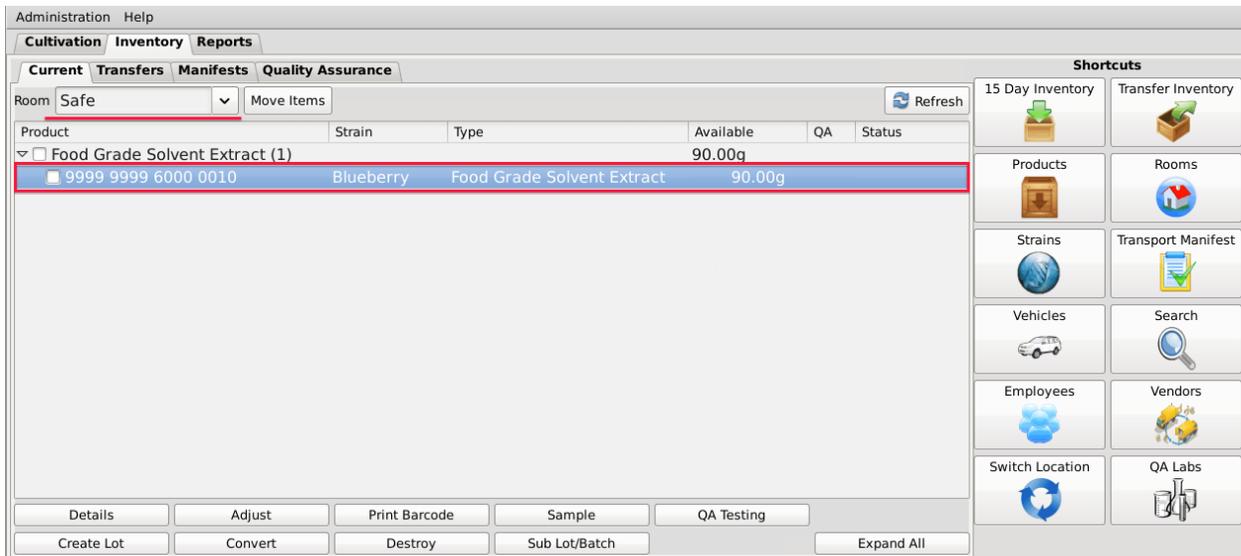
- Navigate to the Inventory Room within which the inventory is presently located (make sure that you are within the Inventory tab and the Current sub-tab).
- Click on the checkbox to left of the inventory item.
- Click on the “Move Items” button

Product	Strain	Type	Available	QA	Status
▶ <input type="checkbox"/> Flower (1)			1360.78g		
▶ <input type="checkbox"/> Other Material (2)			7711.07g		
▶ <input type="checkbox"/> Flower Lot (1)			1814.37g		
▶ <input type="checkbox"/> Other Material Lot (2)			6803.89g		
▼ <input checked="" type="checkbox"/> Food Grade Solvent Extract (1)			90.00g		
<input checked="" type="checkbox"/> 0999 9999 6000 0010	Blueberry	Food Grade Solvent Extract	90.00g		
▶ <input type="checkbox"/> Solid Marijuana Infused Edible (1)			600		
▶ <input type="checkbox"/> Usable Marijuana (1)			640		

- When the Move Inventory popup displays, select the destination room from the “New Room” dropdown.
- Click “OK” when complete.



- You will now find that the inventory has been moved to the room selected.



Assign Marijuana Mix inventory type during conversion

The user can assign additional inventory types during conversion such as Marijuana Mix, Marijuana Mix Packaged and Marijuana Mixed Infused. The new inventory types allow for more accurate pathways for product hybrids such as caviar, etc.

To view and assign new inventory types from the cultivator location:

1. Click the 'Inventory' tab. Click the 'Current' sub-tab.

Administration Help

Inventory Reports

Current Transfers Manifests Quality Assurance

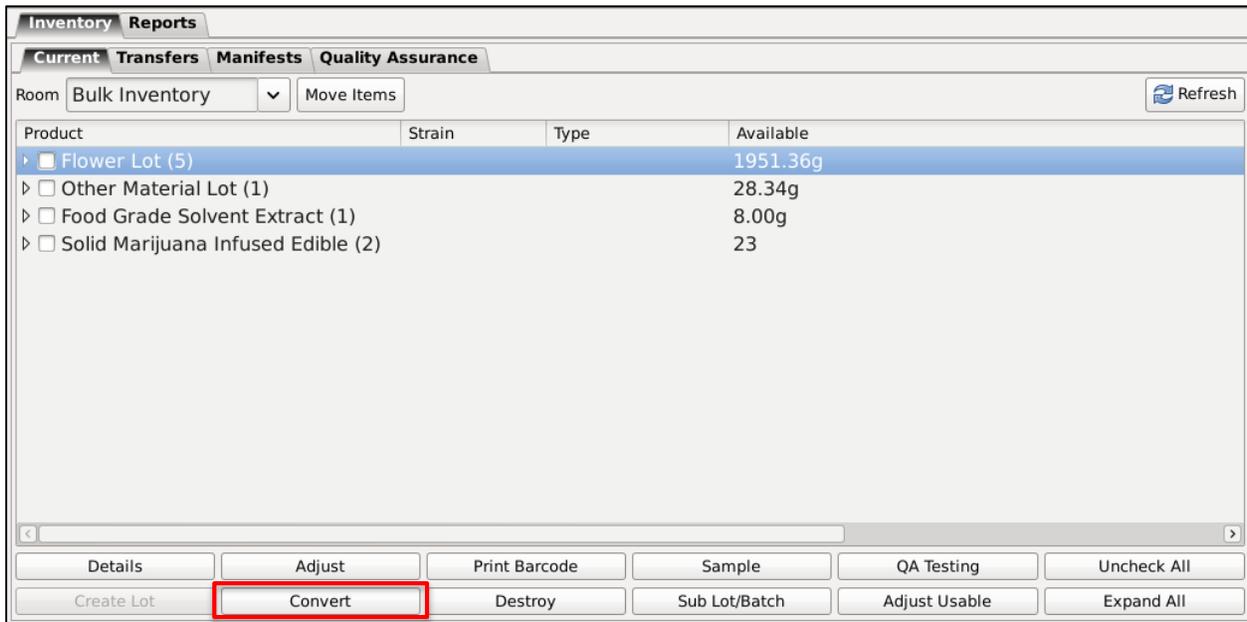
Room Bulk Inventory Move Items Refresh

Product	Strain	Type	Available
▶ <input type="checkbox"/> Flower Lot (5)			1951.36g
▶ <input type="checkbox"/> Other Material Lot (1)			28.34g
▶ <input type="checkbox"/> Food Grade Solvent Extract (1)			8.00g
▶ <input type="checkbox"/> Solid Marijuana Infused Edible (2)			23

Details Adjust Print Barcode Sample QA Testing Uncheck All

Create Lot Convert Destroy Sub Lot/Batch Adjust Usable Expand All

2. Select the Inventory Product and click the 'Convert' button.



3. The 'Inventory Conversion Assistance' screen displays with the new inventory type options. Select the inventory type to create; for example 'Marijuana Mix'.

Note: Marijuana Mix allows for the creation of a new lot by combining more than one flower lot. Other material lots can be combined to create new marijuana mix.

Instructions

Based on what you have available in your current inventory, you will see a list of end products that can currently be created.

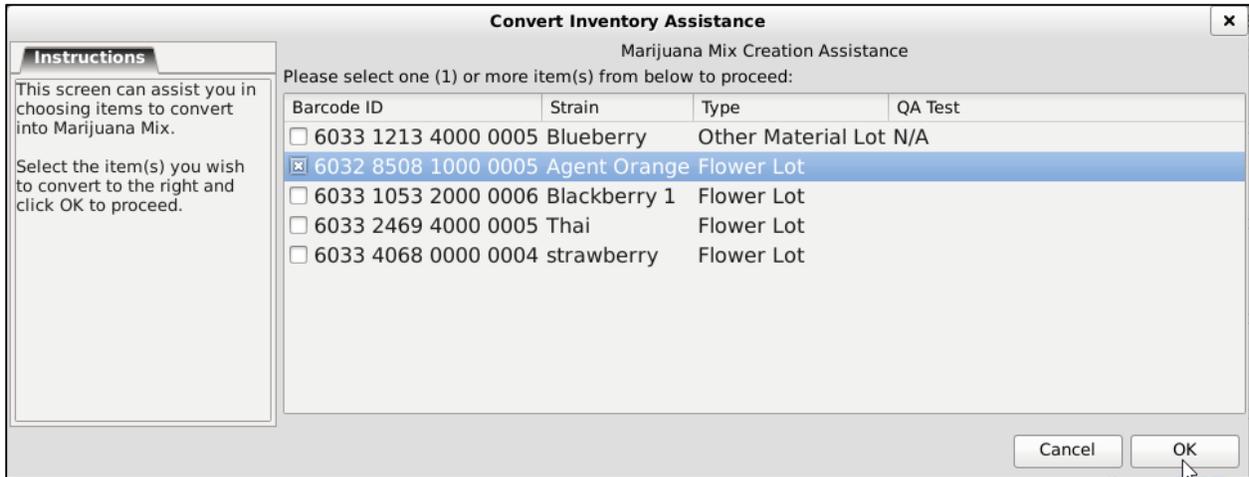
Simply click on a button and the system will walk you through the process of selecting the items that you will convert to the end product.

Inventory Conversion Assistance ×

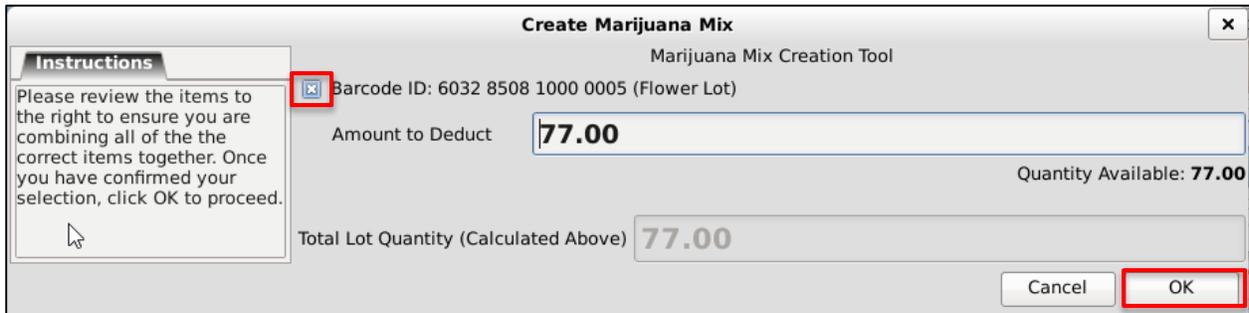
Based on your current inventory, you can create any of the following:

Intermediate Products	End Products
Bubble Hash	Liquid Marijuana Infused Edible
CO2 Hash Oil	Marijuana Extract for Inhalation
Food Grade Solvent Extract	Marijuana Infused Topicals
Hash	Sample Jar
Hydrocarbon Wax	Solid Marijuana Infused Edible
Infused Cooking Oil	Usable Marijuana
Infused Dairy Butter or Fat in Solid Form	
Kief	
Marijuana Mix	

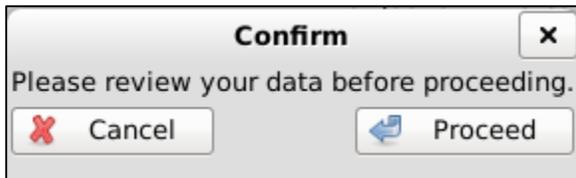
- The 'Marijuana Mix Creation Assistance' screen displays. Select the item to convert and click the 'OK' button.



- The 'Create Marijuana Mix' screen displays. Click the barcode ID checkbox. Enter the amount of product to convert from the total lot quantity. Click the 'OK' button.



- Click the 'Proceed' button.



- The 'Question' screen displays to confirm that the inventory lot was successfully created. Click the 'Yes' button to print the new barcode.

Question ✕

The inventory lot was successfully created. Would you like to print the new barcode?

Chapter 15: Lab Testing

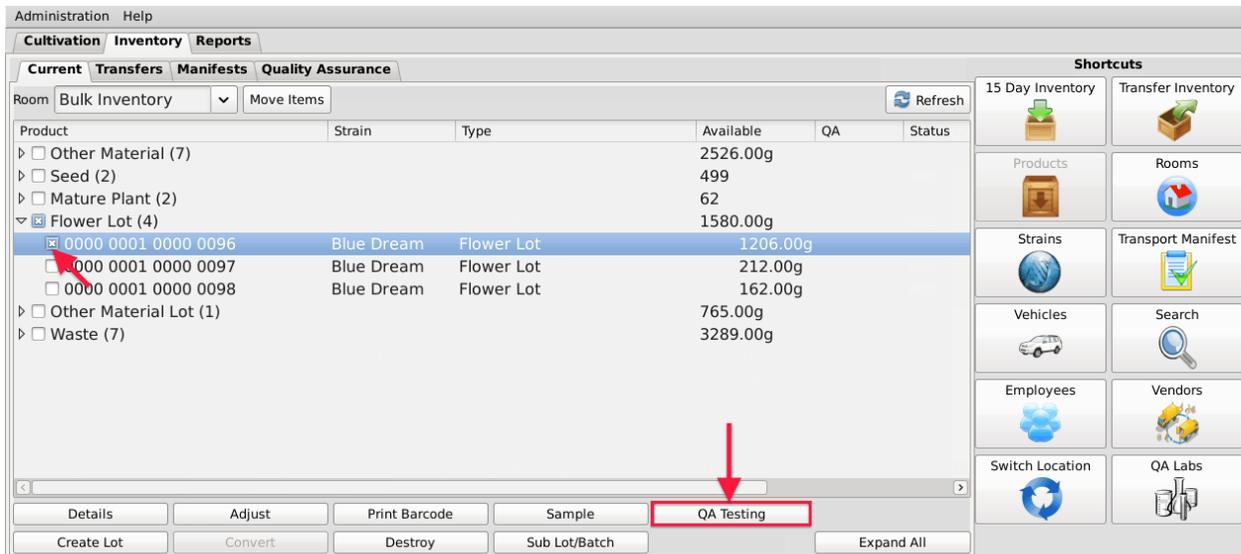
In this chapter, you will learn how to:

- ✓ Account for samples provided to independent testing labs for quality assurance
- ✓ Retrieve quality assurance test results if submitted by the independent testing lab
- ✓ Manually input quality assurance test results if necessary

QA Testing

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

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



- This will bring up the QA Sample screen.

QA Sample ✕

Instructions

Please select the lab you will be sending the QA sample to. Once selected, you will also need to enter the quantity of the product that is being sampled.

Product Strain

Barcode Type

Sample Quantity

Lot Use ▼

QA Lab ▼

QA Tests Required

The following tests will be required

- Moisture Content
- Potency Analysis
- Foreign Matter Inspection
- Microbiological Screening

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

The screenshot shows the 'QA Sample' form with the following fields and values:

- Product: Blue Deram
- Strain: Blue Dream
- Barcode: 0000 0001 0000 0096
- Type: Flower Lot
- Sample Quantity: 6.00 g
- Lot Use: Usable Marijuana
- QA Lab: XYZ Labs (selected from a dropdown menu)

The 'QA Tests Required' section lists the following tests:

- Moisture Content
- Potency Analysis
- Foreign Matter Inspection
- Microbiological Screening

Buttons: Cancel, OK

- Click on the “OK” button when complete.

The screenshot shows the 'QA Sample' form with the following fields and values:

- Product: Blue Deram
- Strain: Blue Dream
- Barcode: 0000 0001 0000 0096
- Type: Flower Lot
- Sample Quantity: 6.00 g
- Lot Use: Usable Marijuana
- QA Lab: XYZ Labs

The 'QA Tests Required' section lists the following tests:

- Moisture Content
- Potency Analysis
- Foreign Matter Inspection
- Microbiological Screening

Buttons: Cancel, OK (highlighted with a red box)

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

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room: Bulk Inventory

Product	Strain	Type	Available	QA	Status
▶ <input type="checkbox"/> Other Material (7)			2526.00g		
▶ <input type="checkbox"/> Seed (2)			499		
▶ <input type="checkbox"/> Mature Plant (2)			62		
▼ <input type="checkbox"/> Flower Lot (4)			1574.00g		
<input checked="" type="checkbox"/> 0000 0001 0000 0096	Blue Dream	Flower Lot	1200.00g	Pending QA	
<input type="checkbox"/> 0000 0001 0000 0097	Blue Dream	Flower Lot	212.00g		
<input type="checkbox"/> 0000 0001 0000 0098	Blue Dream	Flower Lot	162.00g		
▶ <input type="checkbox"/> Other Material Lot (1)			765.00g		
▶ <input type="checkbox"/> Waste (7)			3289.00g		

Shortcuts

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

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

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Start: 02/12/2014 End: 02/12/2014

QA Lab	Sample Time	Barcode ID	Strain	Product Type	Product Name	Status
XYZ Labs	02/12/2014 1:48 AM	0000 0001 0000 0096	Blue Dream	Flower Lot	Blue Deram	Pending QA

Shortcuts

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

Retrieve Results

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

- Navigate to the “Quality Assurance” tab within the “Inventory” tab.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Start: 02/12/2014 End: 02/12/2014 Refresh

QA Lab	Sample Time	Barcode ID	Strain	Product Type	Product Name	Status
XYZ Labs	02/12/2014 1:48 AM	0000 0001 0000 0096	Blue Dream	Flower Lot	Blue Deram	Pending QA

View Results Manually Add Results Retrieve Results Void Sample

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

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

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Start: 02/12/2014 End: 02/12/2014 Refresh

QA Lab	Sample Time	Barcode ID	Strain	Product Type	Product Name	Status
XYZ Labs	02/12/2014 1:48 AM	0000 0001 0000 0096	Blue Dream	Flower Lot	Blue Deram	Pending QA

View Results Manually Add Results Retrieve Results Void Sample

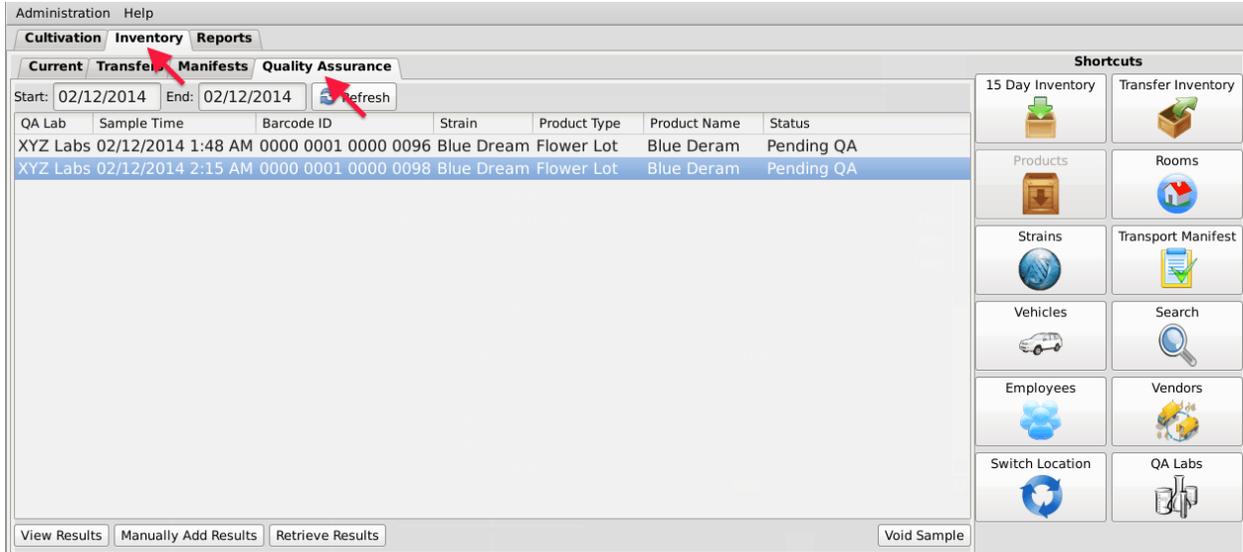
Shortcuts: 15 Day Inventory, Transfer Inventory, Products, Rooms, Strains, Transport Manifest, Vehicles, Search, Employees, Vendors, Switch Location, QA Labs

- Once the results have been retrieved, the “Status” of the sample will update to either “Passed QA” or “Failed QA”.

Manually Add Results

If the independent testing lab did not submit the quality assurance testing results directly to the Traceability System, you may manually add the results yourself.

- Navigate to the “Quality Assurance” tab within the “Inventory” tab.

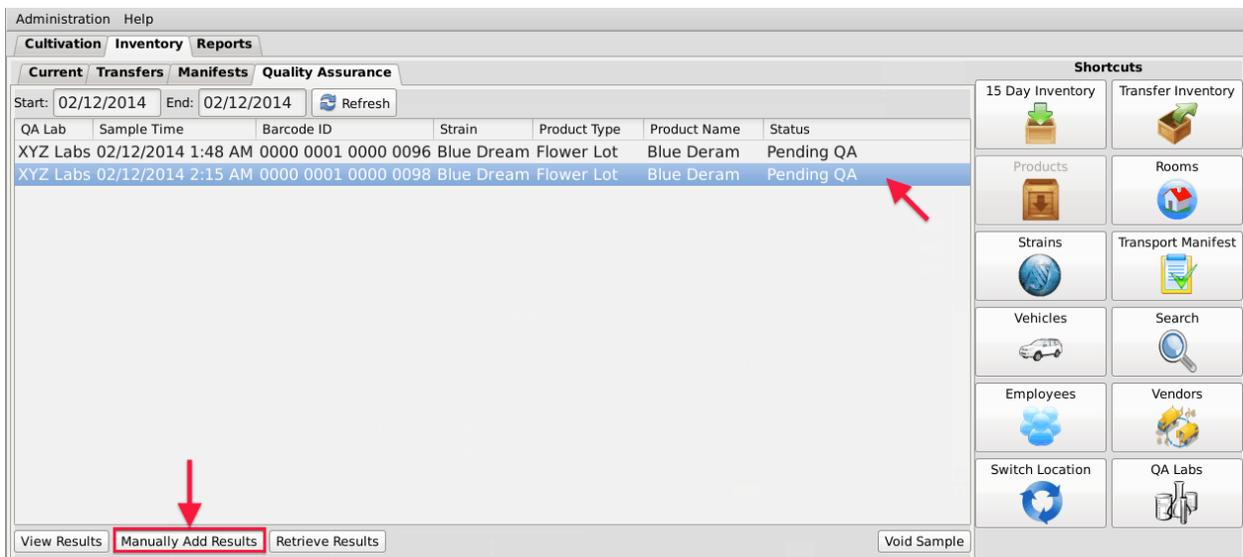


The screenshot shows the Traceability System interface. At the top, there are tabs for 'Cultivation', 'Inventory', and 'Reports'. Under 'Inventory', there are sub-tabs for 'Current', 'Transfers', 'Manifests', and 'Quality Assurance'. The 'Quality Assurance' sub-tab is selected. Below the sub-tabs, there are date filters for 'Start' and 'End' (both set to 02/12/2014) and a 'Refresh' button. A table displays the following data:

QA Lab	Sample Time	Barcode ID	Strain	Product Type	Product Name	Status
XYZ Labs	02/12/2014 1:48 AM	0000 0001 0000 0096	Blue Dream	Flower Lot	Blue Deram	Pending QA
XYZ Labs	02/12/2014 2:15 AM	0000 0001 0000 0098	Blue Dream	Flower Lot	Blue Deram	Pending QA

At the bottom of the screen, there are buttons for 'View Results', 'Manually Add Results', 'Retrieve Results', and 'Void Sample'. A 'Shortcuts' panel on the right contains icons for various functions like '15 Day Inventory', 'Transfer Inventory', 'Products', 'Rooms', etc.

- Select the sample for which you would like to add testing results.
- Click on the “Manually Add Results” button at the bottom of the screen.



This screenshot is similar to the previous one, but with red arrows highlighting the selected sample row in the table and the 'Manually Add Results' button at the bottom. The table data is the same as in the previous screenshot.

- The QA Test Results screen displays with one tab for each of the relevant test types.

QA Results

Please enter the required test information in the tabs below:

Instructions
Please enter your test results to the right.

Moisture Content | Potency Analysis | Foreign Matter Inspection | Microbiological Screening

Moisture Content %

Cancel OK

QA Results

Please enter the required test information in the tabs below:

Instructions
Please enter your test results to the right.

Moisture Content | Potency Analysis | Foreign Matter Inspection | Microbiological Screening

THC %

THCA %

CBD %

Total %

Cancel OK

QA Results

Please enter the required test information in the tabs below:

Instructions
Please enter your test results to the right.

Moisture Content | Potency Analysis | Foreign Matter Inspection | Microbiological Screening

Stems %

Other %

Cancel OK

QA Results

Please enter the required test information in the tabs below:

Instructions
Please enter your test results to the right.

Moisture Content | Potency Analysis | Foreign Matter Inspection | Microbiological Screening

Microbial and Fungal Counts (Colony Forming Units [CFU]/g)

Total viable aerobic bacteria count

Total yeast and mold count

Total coliforms count

Bile-tolerant gram-negative bacteria

E. coli and Salmonella

Cancel OK

- Complete all of the fields within all of the provided tabs so that the results in the Traceability System data matches the results you received from the testing lab.
- Click “OK” when complete.

View Results

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

- Narrow the results by selecting a start-date and an end-date.
- Select the desired sample and then click on the “View Results” button.

The screenshot shows the BioTrackTHC interface with the 'Quality Assurance' tab selected. The table displays the following data:

QA Lab	Sample Time	Barcode ID	Strain	Product Type	Product Name	Status
XYZ Labs	02/12/2014 1:48 AM	0000 0001 0000 0096	Blue Dream Flower Lot	Blue Deram	Passed QA	
XYZ Labs	02/12/2014 2:15 AM	0000 0001 0000 0098	Blue Dream Flower Lot	Blue Deram	Passed QA	

The 'View Results' button at the bottom left is highlighted with a red box and a red arrow points to it. Another red arrow points to the 'Refresh' button in the top right of the table area.

Void a Sample

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

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

The screenshot shows the BioTrackTHC interface with the 'Quality Assurance' tab selected. The table displays the following data:

QA Lab	Sample Time	Barcode ID	Strain	Product Type	Product Name	Status
XYZ Labs	02/12/2014 1:48 AM	0000 0001 0000 0096	Blue Dream Flower Lot	Blue Deram	Passed QA	
XYZ Labs	02/12/2014 2:15 AM	0000 0001 0000 0098	Blue Dream Flower Lot	Blue Deram	Passed QA	
XYZ Labs	02/14/2014 1:51 PM	0000 0001 0000 0102	Blue Dream Flower Lot	Blue Deram	Passed QA	
XYZ Labs	02/16/2014 7:42 PM	0000 0001 0000 0104	Blue Dream Flower Lot	Blue Deram	Pending QA	

The 'Void Sample' button at the bottom right is highlighted with a red box and a red arrow points to it. Another red arrow points to the 'Pending QA' row in the table.

Chapter 16: Transportation Manifests

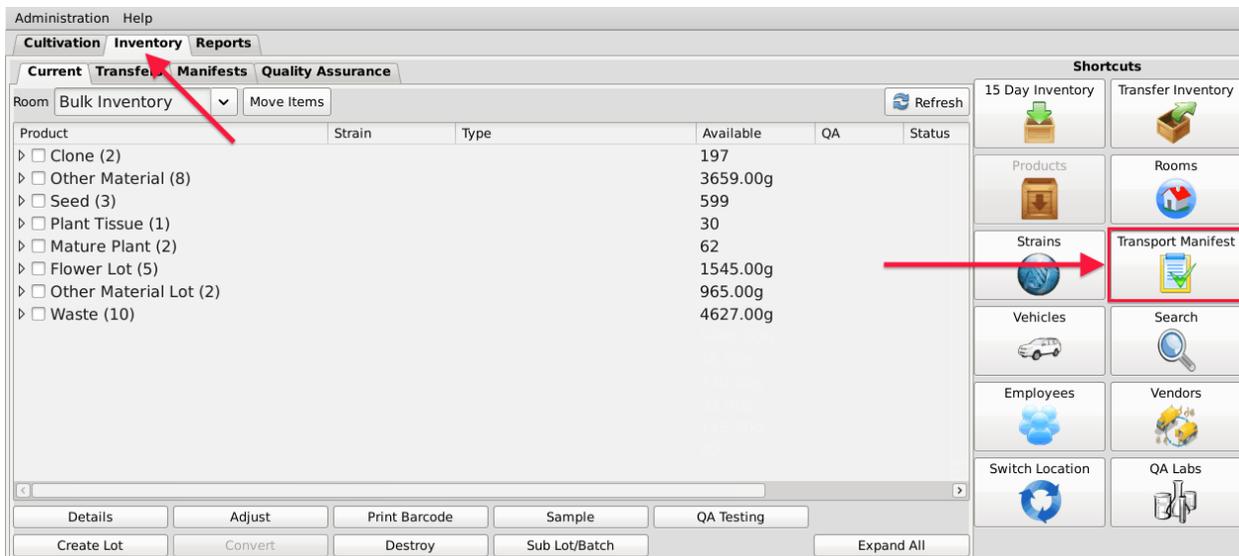
In this chapter, you will learn how to:

- ✓ Generate a Transportation Manifest
- ✓ Modify a Transportation Manifest

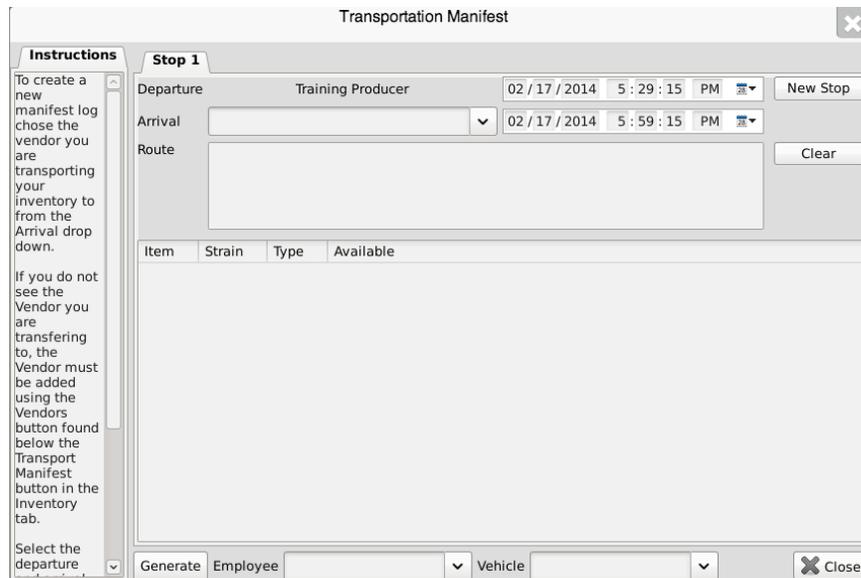
Create a Transportation Manifest

To create the standardized Illinois Marijuana Transportation Manifest for outbound shipments, you will need to access the Transportation Manifest screen.

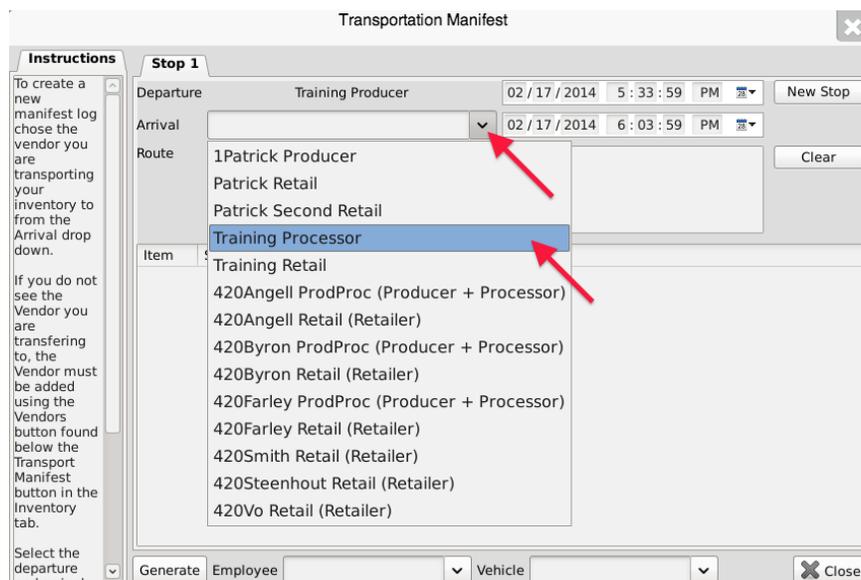
- Navigate to the “Inventory” tab found in the top-left corner of the screen, and then click on the “Transportation Manifest” button located on the right-hand side of the screen.



- This will bring up the Transportation Manifest screen.



- Select the destination Licensee from the “Arrival” dropdown. If the intended recipient is not found within the dropdown, you will need to add the recipient to your Preferred Vendor List as described in Chapter 4: Vendors.



- Once “Arrival” is selected, the system automatically completes a default driving “Route” and lists all of the available inventory items that can be included on the manifest.

Transportation Manifest

Instructions

To create a new manifest log chose the vendor you are transporting your inventory to from the Arrival drop down.
If you do not see the Vendor you are transferring to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.
Select the departure

Stop 1

Departure Training Producer 02 / 17 / 2014 5 : 33 : 59 PM

Arrival Training Processor 02 / 17 / 2014 6 : 03 : 59 PM

Route Head north. Turn right toward 4th Ave W. Turn right onto 4th Ave W. At the traffic circle, continue straight to stay on 4th Ave W. Turn right onto Franklin St SE

Item	Strain	Type	Available
<input type="checkbox"/> Flower Lot			
<input type="checkbox"/> 0000 0001 0000 0104 Blue Dream Flower Lot			500.00
<input type="checkbox"/> 0000 0001 0000 0097 Blue Dream Flower Lot			210.00
<input type="checkbox"/> 0000 0001 0000 0096 Blue Dream Flower Lot			680.00
<input type="checkbox"/> Other Material Lot			
<input type="checkbox"/> 0000 0001 0000 0103 Blue Dream Other Material Lot			200.00
<input type="checkbox"/> 0000 0001 0000 0079 Blue Dream Other Material Lot			765.00

Select the departure Employee Vehicle

- If the receiving Licensee is a Cultivator, only Seeds, Clones, Mature Plants, and Plant Tissue will be available for selection.
 - Lots can be transferred without any QA results.
- Within the inventory section, select the item(s) to be included on this manifest.
- Select the Employee and Vehicle that will be transporting the inventory.
- Select the expected departure date/time and the expected arrival date/time.

Transportation Manifest

Instructions

To create a new manifest log chose the vendor you are transporting your inventory to from the Arrival drop down.
If you do not see the Vendor you are transferring to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.
Select the departure

Stop 1

Departure Training Producer 02 / 17 / 2014 6 : 38 : 20 PM

Arrival Training Processor 02 / 17 / 2014 7 : 08 : 20 PM

Route Head north. Turn right toward 4th Ave W. Turn right onto 4th Ave W. At the traffic circle, continue straight to stay on 4th Ave W. Turn right onto Franklin St SE

Item	Strain	Type	Available
<input checked="" type="checkbox"/> Flower Lot			
<input type="checkbox"/> 0000 0001 0000 0104 Blue Dream Flower Lot			500.00
<input checked="" type="checkbox"/> 0000 0001 0000 0097 Blue Dream Flower Lot			210.00
<input type="checkbox"/> 0000 0001 0000 0096 Blue Dream Flower Lot			680.00
<input type="checkbox"/> Other Material Lot			
<input type="checkbox"/> 0000 0001 0000 0103 Blue Dream Other Material Lot			200.00
<input type="checkbox"/> 0000 0001 0000 0079 Blue Dream Other Material Lot			765.00

Select the departure Employee Michael Anderson Vehicle Van 2

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

Transportation Manifest

Instructions

To create a new manifest log chose the vendor you are transporting your inventory to from the Arrival drop down.
If you do not see the Vendor you are transferring to, the Vendor must be added using the Vendors button found below the Transport Manifest button in the Inventory tab.
Select the departure

Stop 1

Departure Training Producer 02/17/2014 6:38:20 PM

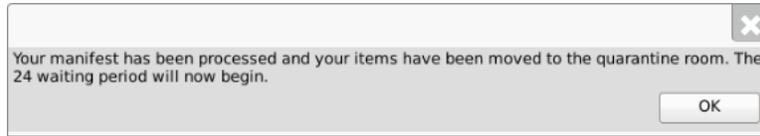
Arrival Training Processor 02/17/2014 7:08:20 PM

Route Head north. Turn right toward 4th Ave W. Turn right onto 4th Ave W. At the traffic circle, continue straight to stay on 4th Ave W. Turn right onto Franklin St SE

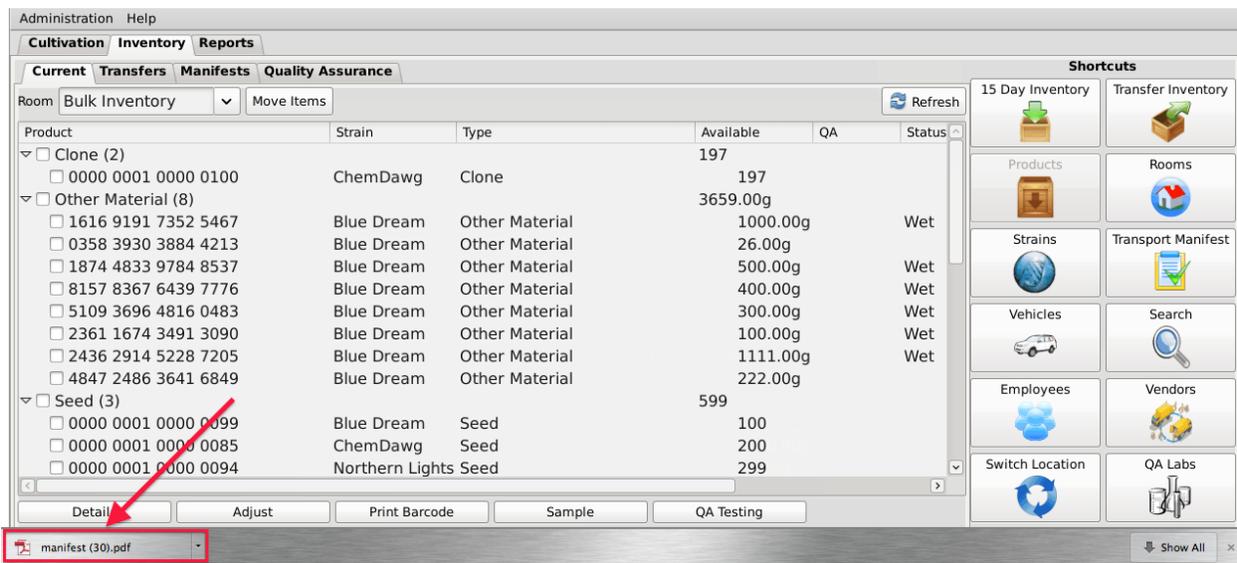
Item	Strain	Type	Available
<input checked="" type="checkbox"/> Flower Lot			
<input type="checkbox"/> 0000 0001 0000 0104 Blue Dream Flower Lot			500.00
<input checked="" type="checkbox"/> 0000 0001 0000 0097 Blue Dream Flower Lot			210.00
<input type="checkbox"/> 0000 0001 0000 0096 Blue Dream Flower Lot			680.00
<input type="checkbox"/> Other Material Lot			
<input type="checkbox"/> 0000 0001 0000 0103 Blue Dream Other Material Lot			200.00
<input type="checkbox"/> 0000 0001 0000 0079 Blue Dream Other Material Lot			765.00

Employee Michael Anderson Vehicle Van 2

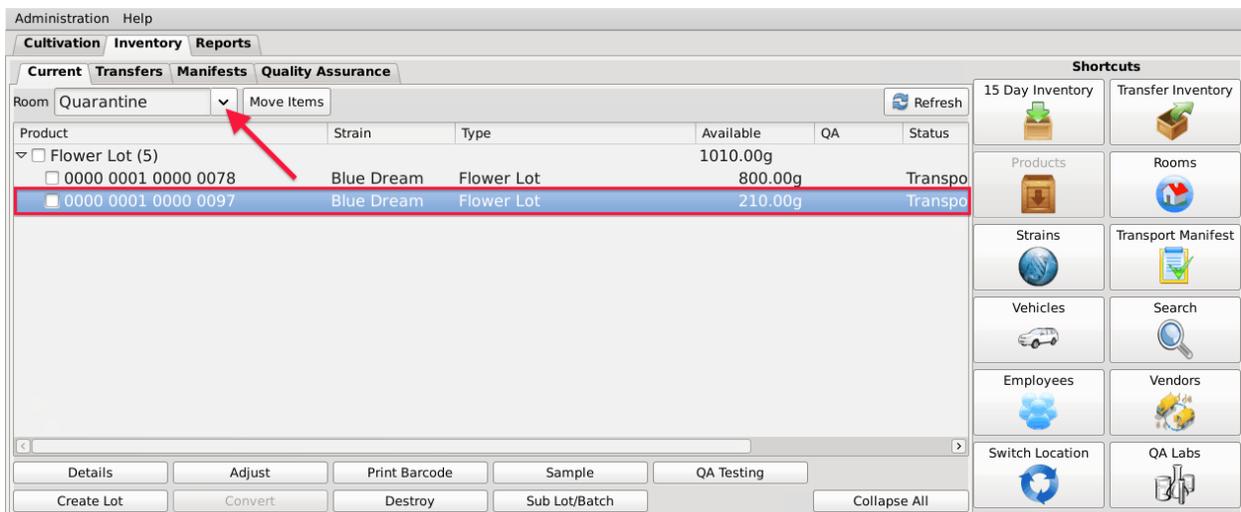
- The following notice confirms (1) the Traceability System’s receipt of the digital copy of the manifest, (2) the to-be-shipped items movement to the quarantine room within the Traceability System, and (3) the start of the 24-hour waiting period.



- Depending on your internet browser and your settings, your computer may automatically begin downloading a pdf version of the manifest, or may prompt you to allow, keep, or accept the file.



- The inventory will automatically be moved to the Quarantine room for the mandatory 24-hour waiting period.



Multi-Stop Transportation Manifests

Perform the following steps to create a transportation manifest with multiple delivery stops.

- After completing the first stop on the manifest, click on the “New Stop” button.

The screenshot shows the 'Instructions' window for 'Stop 1'. The 'Departure' field is set to 'Training Producer' on '02/17/2014' at '7:00:54 PM'. The 'Arrival' field is set to '420Angell ProdProc (Producer -)' on '02/17/2014' at '8:17:08 PM'. The 'Route' text includes: 'Turn right onto Mall Loop Dr SW. Take the 1st left toward Black Lake Blvd SW. Turn right onto Black Lake Blvd SW. Turn left onto the ramp to I-5/Seattle/Portland. Merge onto US-101 S. Keep left at the fork.. follow signs for I-5 N/Olivia/Seattle and merge onto I-5 N.'. A table of items is shown below:

Item	Strain	Type	Available
<input type="checkbox"/> Clone			
<input type="checkbox"/> 0000 0001 0000 0100 ChemDawg		Clone	197.00
<input checked="" type="checkbox"/> 0000 0001 0000 0099 Blue Dream		Seed	100.00
<input type="checkbox"/> 0000 0001 0000 0085 ChemDawg		Seed	200.00
<input type="checkbox"/> 0000 0001 0000 0094 Northern Lights		Seed	299.00
<input type="checkbox"/> Plant Tissue			
<input type="checkbox"/> 0000 0001 0000 0101 Northern Lights Plant Tissue			30.00
<input type="checkbox"/> Mature Plant			
<input type="checkbox"/> 0000 0001 0000 0084 ChemDawg		Mature Plant	12.00
<input type="checkbox"/> 0000 0001 0000 0095 Sour Diesel		Mature Plant	50.00
<input type="checkbox"/> Flower Lot			

The 'Generate' button is set to 'Employee: Anthony Rogers' and 'Vehicle: Truck 1'. A 'New Stop' button is located in the top right corner, highlighted with a red box and a red arrow.

- A tab for a subsequent stop will display with the Departure location pre-populated with the Arrival location of the previous stop (e.g., if Licensee 123 is the destination of the first delivery, then License 123 will be the starting point for the second delivery).

The screenshot shows the 'Instructions' window with 'Stop 2' selected. The 'Departure' field is pre-populated with '420Angell ProdProc (Producer + Processor)' on '02/17/2014' at '8:15:54 PM'. The 'Arrival' field is set to '420Byron ProdProc (Producer -)' on '02/17/2014' at '11:01:48 PM'. The 'Route' text includes: 'Head west on NE 85th St toward 120th Ave NE. Merge onto I-405 S via the ramp to Renton. Take exit 2A to merge onto WA-167 S toward Kent/Auburn. Take the exit onto WA-18 W toward I-5/Federal Way. Take the Interstate 5 S exit. Merge onto I-5 S.'. A table of items is shown below:

Item	Strain	Type	Available
<input type="checkbox"/> Clone			
<input type="checkbox"/> Seed			
<input type="checkbox"/> Plant Tissue			
<input type="checkbox"/> Mature Plant			
<input type="checkbox"/> Flower Lot			
<input type="checkbox"/> 0000 0001 0000 0104 Blue Dream		Flower Lot	500.00
<input type="checkbox"/> 0000 0001 0000 0096 Blue Dream		Flower Lot	680.00
<input checked="" type="checkbox"/> 0000 0001 0000 0103 Blue Dream		Other Material Lot	200.00
<input type="checkbox"/> 0000 0001 0000 0079 Blue Dream		Other Material Lot	765.00

The 'Generate' button is set to 'Employee: Anthony Rogers' and 'Vehicle: Truck 1'. A red arrow points to the 'Stop 2' tab.

- Click on the “Generate” button when all stops have been created.

View Manifests

Once a transportation manifest has been entered into the Traceability System, you may re-download it at any time by navigating to the Manifests tab.

- Narrow the results by selecting a start-date and an end-date.
- Select the desired manifest and then click on the “View Manifest” button.

Departure Time	Manifest ID	Stops	Item Count	Status	Destination
02/16/2014 6:09 PM	3607 6833 6198 9409	1	1	Quarantined	Training Processor
02/16/2014 6:36 PM	4039 7753 6226 5817	2	2	Quarantined	420Angell ProdProc, 420Byron ProdProc

Void a Manifest

You may void a transportation manifest should it be necessary (e.g., the sale is cancelled or the manifest needs to be changed), but only if the manifest’s status is still “Quarantined”.

- Navigate to the Manifests tab.
- Narrow the results by selecting a start-date and an end-date.
- Select the to-be-voided manifest and then click on the “Void Manifest” button.

Departure Time	Manifest ID	Stops	Item Count	Status	Destination
02/16/2014 6:09 PM	3607 6833 6198 9409	1	1	Quarantined	Training Processor
02/16/2014 6:36 PM	4039 7753 6226 5817	2	2	Quarantined	420Angell ProdProc, 420Byron ProdProc

To void a partial manifest:

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

NMDOH Medical Cannabis Program Tracking System

Administration Help

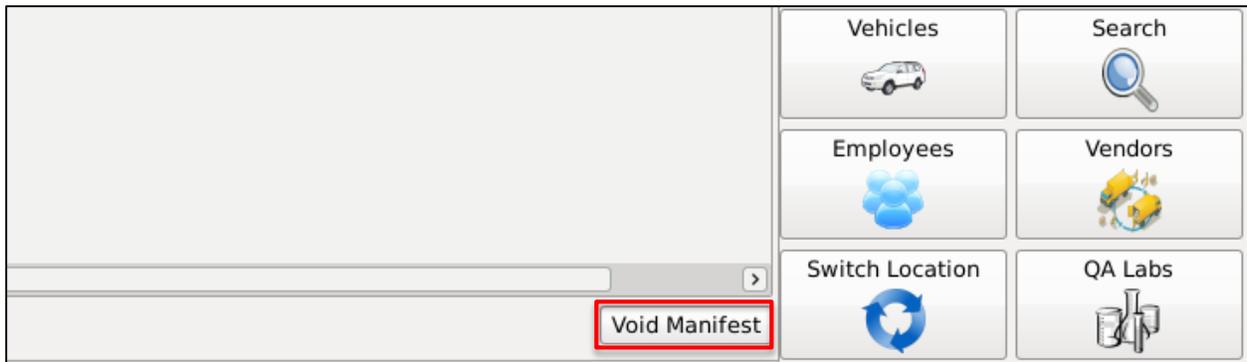
Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

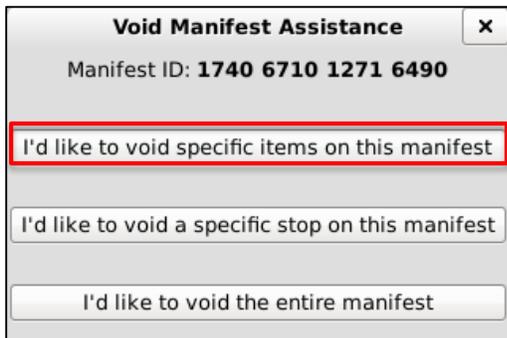
Start: 09/30/2015 End: 10/18/2015 Refresh

File Time	Departure Time	Manifest ID	Stops	Item Count	Status	Manifest Type	Destination
10/06/2015 10:26 AM	10/07/2015 10:56 AM	0996 6253 9146 8012	1	1	Shipped	Regular Manifest	Biotrack Farms
10/06/2015 10:58 AM	10/07/2015 11:27 AM	0221 1769 8354 0387	1	3	Shipped	Regular Manifest	NM Retail Test
10/06/2015 11:24 AM	10/07/2015 11:53 AM	7376 1474 4469 5306	1	2	Shipped	Regular Manifest	NM Retail Test
10/06/2015 11:39 AM	10/07/2015 12:09 PM	7797 5641 9852 7173	1	1	Shipped	Regular Manifest	NM Retail Test
10/06/2015 11:44 AM	10/07/2015 12:14 PM	7873 0494 7644 7711	1	1	Shipped	Regular Manifest	NM Retail Test
10/06/2015 12:23 PM	10/07/2015 12:53 PM	4514 0405 9042 0433	1	1	Shipped	Regular Manifest	NM Retail Test
10/06/2015 4:26 PM	10/07/2015 4:56 PM	2436 0436 2958 6160	1	1	Shipped	Regular Manifest	Biotrack Farms
10/08/2015 7:38 AM	10/09/2015 8:08 AM	1133 4157 4522 2755	1	1	Shipped	Regular Manifest	NM Retail Test
10/08/2015 7:43 AM	10/09/2015 8:12 AM	0177 0927 1708 1699	1	1	Shipped	Regular Manifest	NM Retail Test

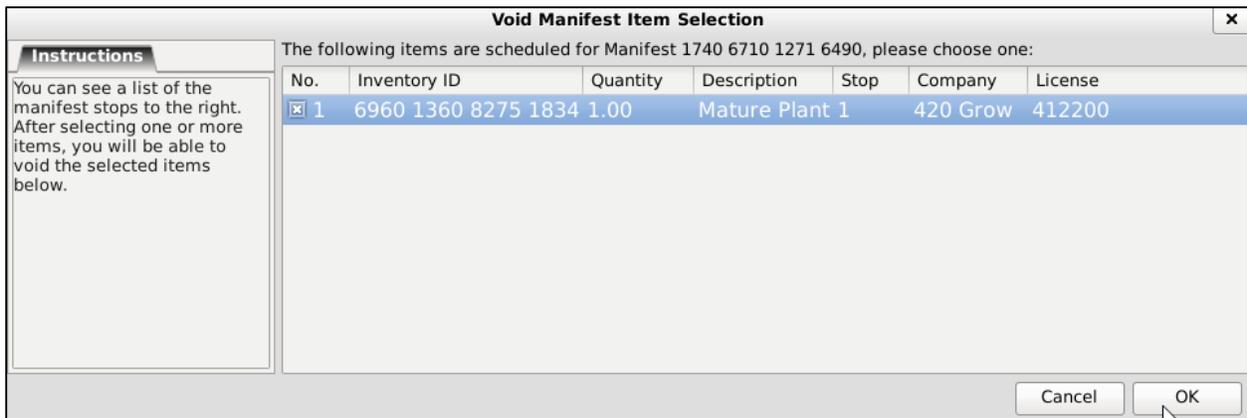
2. Click the 'Void Manifest' button.



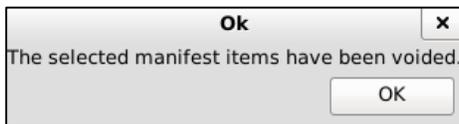
3. The 'Void Manifest Assistance' screen displays. Click the desired button. Here, we will click the 'I'd like to void specific items on this manifest' button.



4. In the 'Void Manifest Item Selection' screen, select the item you want to void and click the OK button.



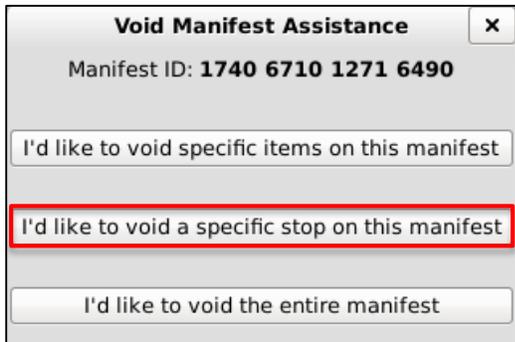
5. The 'OK' screen displays to confirm that the manifest\item has been voided. Click the 'OK' button.



6. The manifest has been voided and removed.

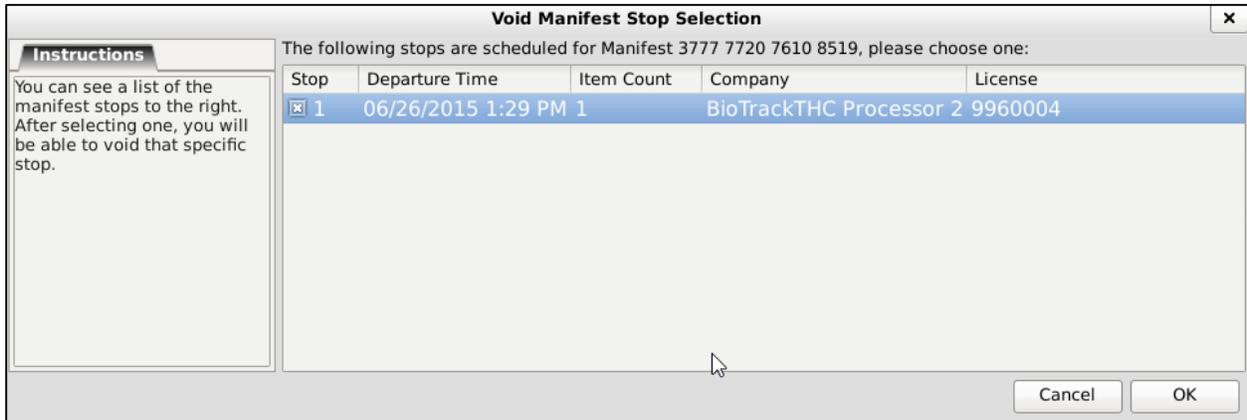


By clicking 'I'd like to void a specific stop on this manifest' on the 'Void Manifest Assistance' screen, the 'Void Manifest Stop Selection' screen displays.

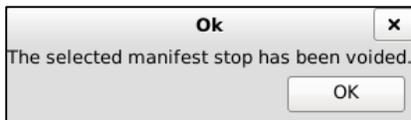


1. Select the 'Manifest Stop' you want to void and click the 'OK' button.

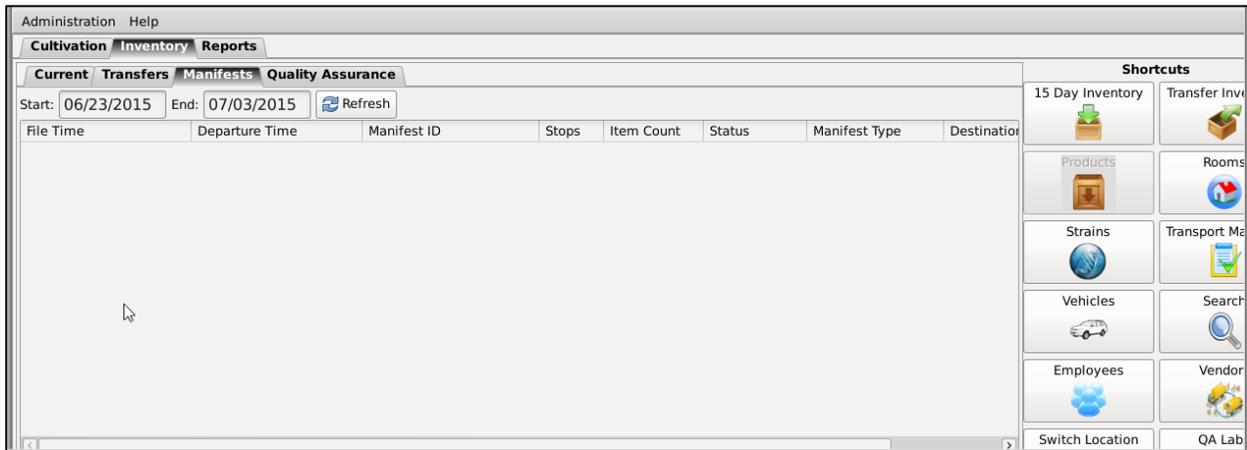
Note: click the check box under the Stop column to select the item.



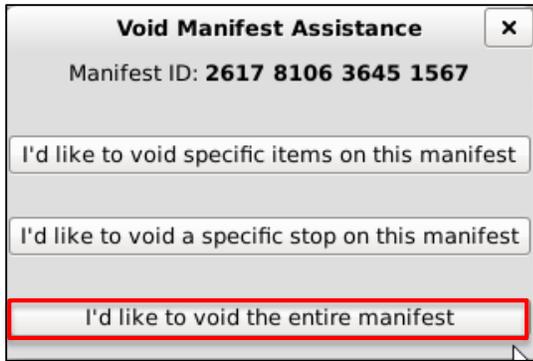
2. The 'Ok' screen displays to confirm that the manifest\item has been voided. Click the 'OK' button.



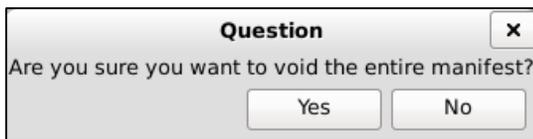
3. The Manifest Stop has been voided and removed.



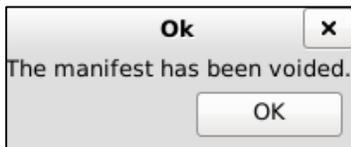
By clicking 'I'd like to void the entire manifest' on the Void Manifest Assistance screen, the 'Question' screen displays.



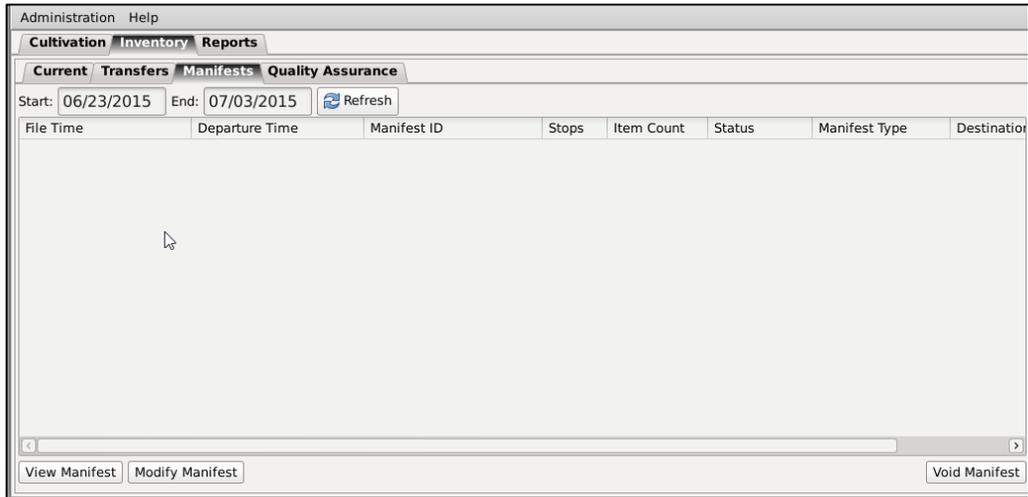
1. Click the 'Yes' button to confirm that you want to void the entire manifest.



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



3. The Manifest has been voided and removed.



Chapter 17: Wholesale Inventory Transfers

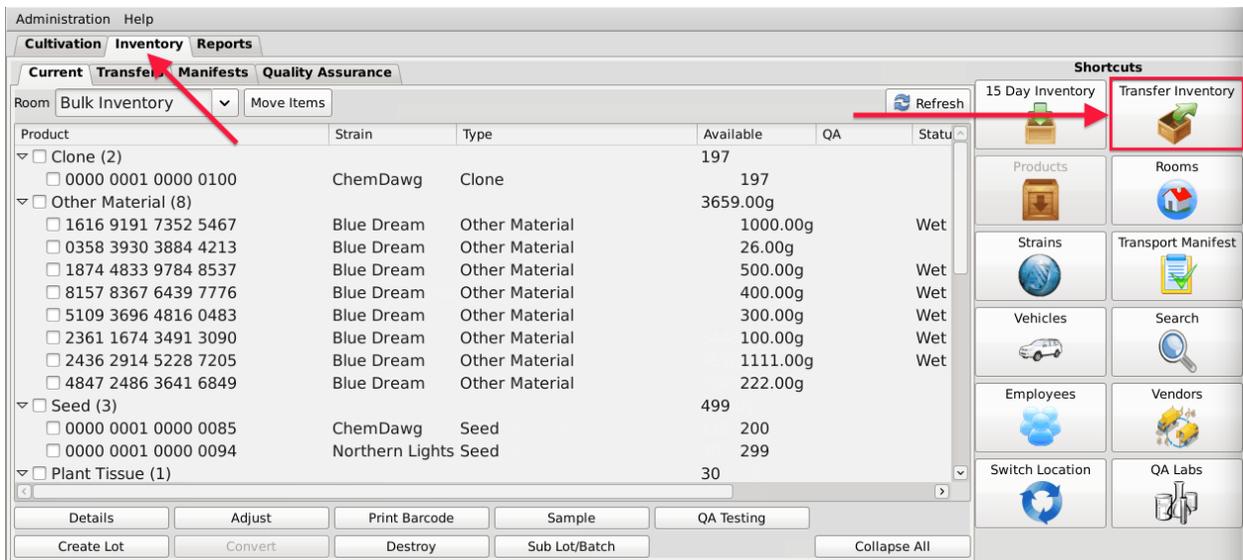
In this chapter, you will learn how to:

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

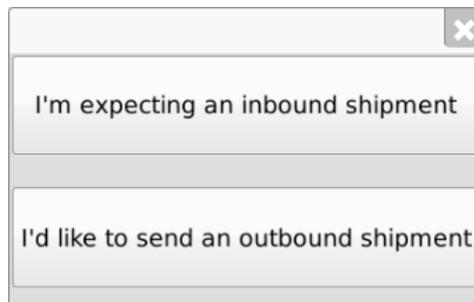
Initiating an Inventory Transfer

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.



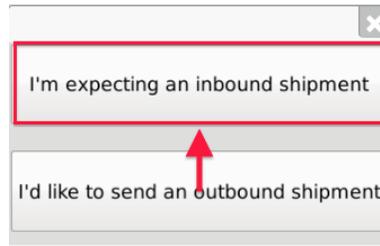
- The following pop-up displays:



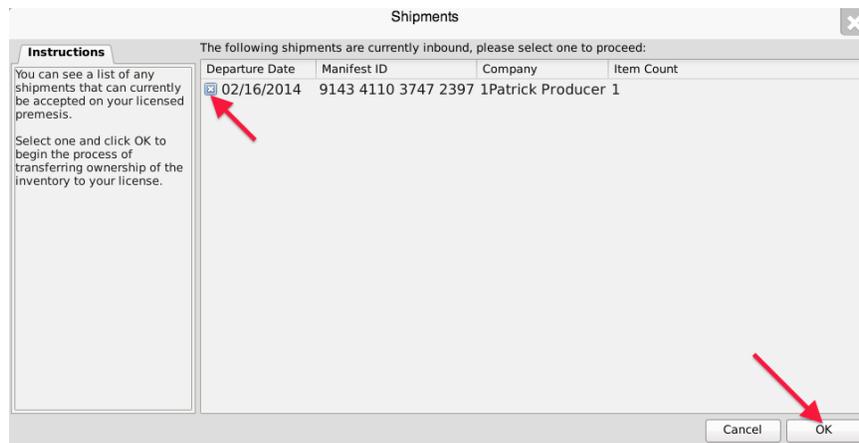
Inbound Shipment

To receive an inbound shipment,

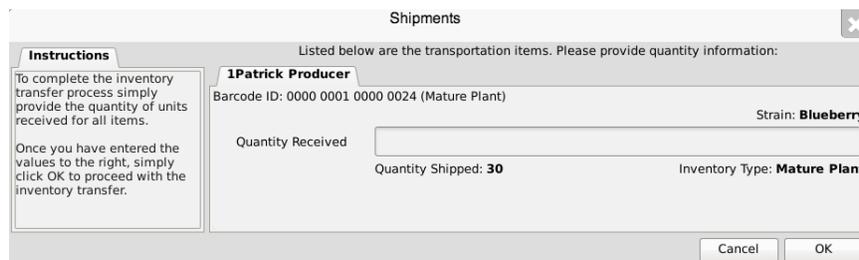
- Click on “I’m expecting an inbound shipment”



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



- The Receipt Confirmation screen, which lists the inventory associated with the manifest, displays. Note that though the example illustrates only one item, multiple items may be associated with the manifest and each item will have its own line accordingly.



- Enter the Quantity Received for each item that is on the manifest.

Note: Select “Save” after entering the Quantity Received of each line item.

- Click the “OK” button after all quantities received are entered.

The screenshot shows a dialog box titled "Shipments" with a close button (X) in the top right corner. On the left, there is an "Instructions" tab with text: "To complete the inventory transfer process simply provide the quantity of units received for all items. Once you have entered the values to the right, simply click OK to proceed with the inventory transfer." The main area contains the following information: "1Patrick Producer", "Barcode ID: 0000 0001 0000 0024 (Mature Plant)", "Strain: Blueberry", "Quantity Received: 30" (the input field is highlighted with a red box), "Quantity Shipped: 30", and "Inventory Type: Mature Plant". At the bottom, there are "Cancel" and "OK" buttons, with a red arrow pointing to the "OK" button.

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

Outbound Shipment

To send an outbound shipment,

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

The screenshot shows a dialog box with a close button (X) in the top right corner. It contains two radio button options: "I'm expecting an inbound shipment" and "I'd like to send an outbound shipment". The second option is selected, and its text area is highlighted with a red box. A red arrow points to the selected option.

- A list of all currently filed but un-shipped outbound manifests to vendors displays.
- Click on the checkbox to the left of the manifest being shipped.
- Click “OK”.

The screenshot shows a dialog box titled "Shipments" with a close button (X) in the top right corner. On the left, there is an "Instructions" tab with text: "You can see a list of your currently filed manifests to the right. After selecting one you will be able to enter payment information and complete the shipment." The main area contains the following text: "The following shipments have been scheduled, please choose one:". Below this is a table with columns: "Departure Time", "Manifest ID", "Stops", "Item Count", and "Destination". The first row is selected with a checkbox. A red arrow points to the checkbox. At the bottom, there are "Cancel" and "OK" buttons, with a red arrow pointing to the "OK" button.

Departure Time	Manifest ID	Stops	Item Count	Destination
<input checked="" type="checkbox"/> 02/16/2014 6:09 PM	3607 6833 6198 9409	1	1	Training Processor
<input type="checkbox"/> 02/16/2014 6:36 PM	4039 7753 6226 5817	2	2	420Angell ProdProc, 420B

- The Sales Price screen, which lists the inventory associated with the manifest, displays. Note that though the example illustrates only one item, multiple items may be associated with the manifest and each item will have its own line accordingly.

Shipments [X]

Listed below are the transportation items. Please provide sale information:

Instructions
To complete the inventory transfer process simply provide sale data to the right. Once you have filled out sale information for all stops, you may click OK to complete the inventory transfer process.

Training Processor
Barcode ID: 0000 0001 0000 0097 (Blue Deram)

Sale Price:

Shipment Quantity: **210.00**

Total Sale Price (Calculated Above) **0.00**

Cancel OK

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

Shipments [X]

Listed below are the transportation items. Please provide sale information:

Instructions
To complete the inventory transfer process simply provide sale data to the right. Once you have filled out sale information for all stops, you may click OK to complete the inventory transfer process.

Training Processor
Barcode ID: 0000 0001 0000 0097 (Blue Deram)

Sale Price:

Shipment Quantity: **210.00**

Total Sale Price (Calculated Above) **2315.00**

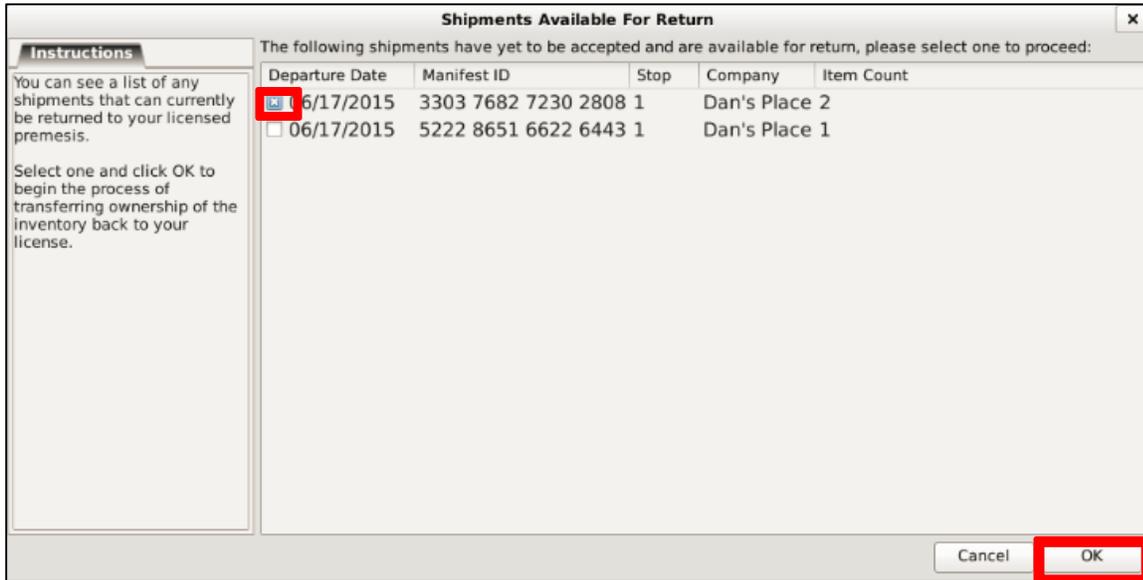
Cancel OK

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

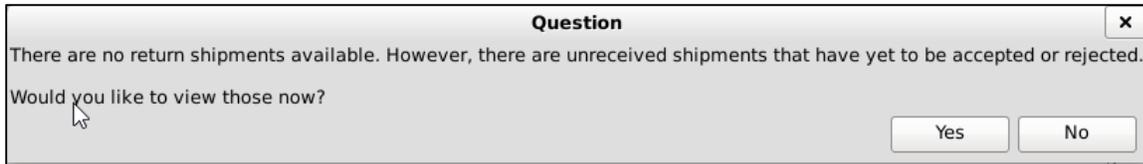
I'd like to receive a returned shipment: Click to retrieve inventory from a shipment that has been partially accepted or rejected.

I'd like to receive a returned shipment

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



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



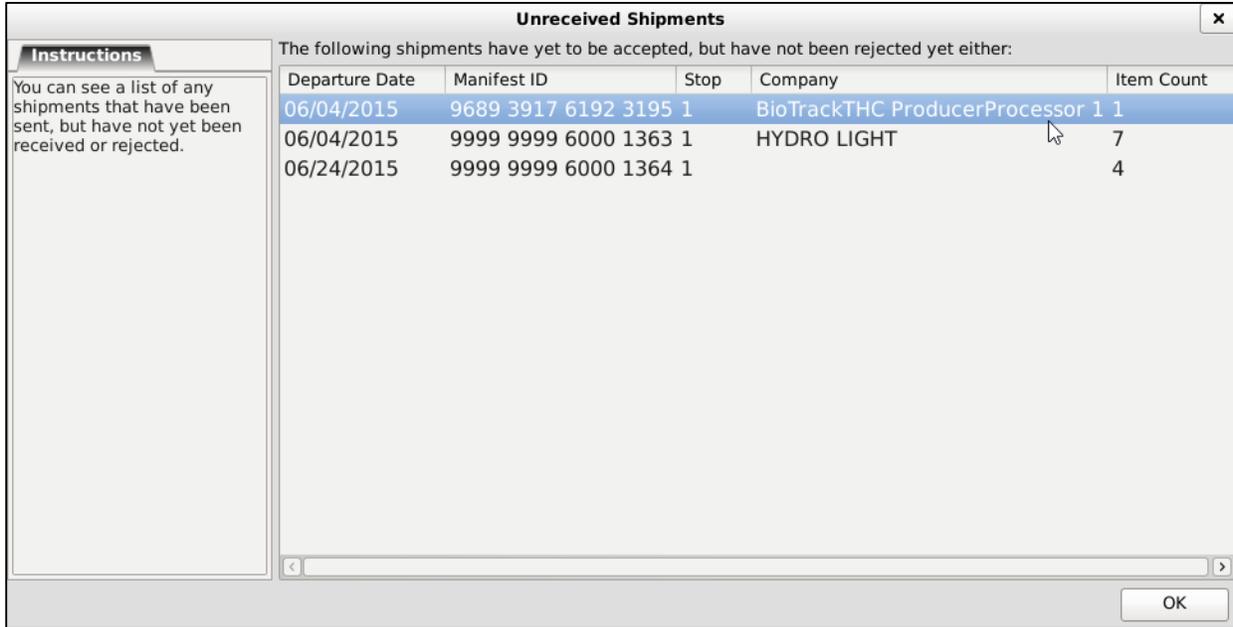
I'd like to view unreceived shipments:

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



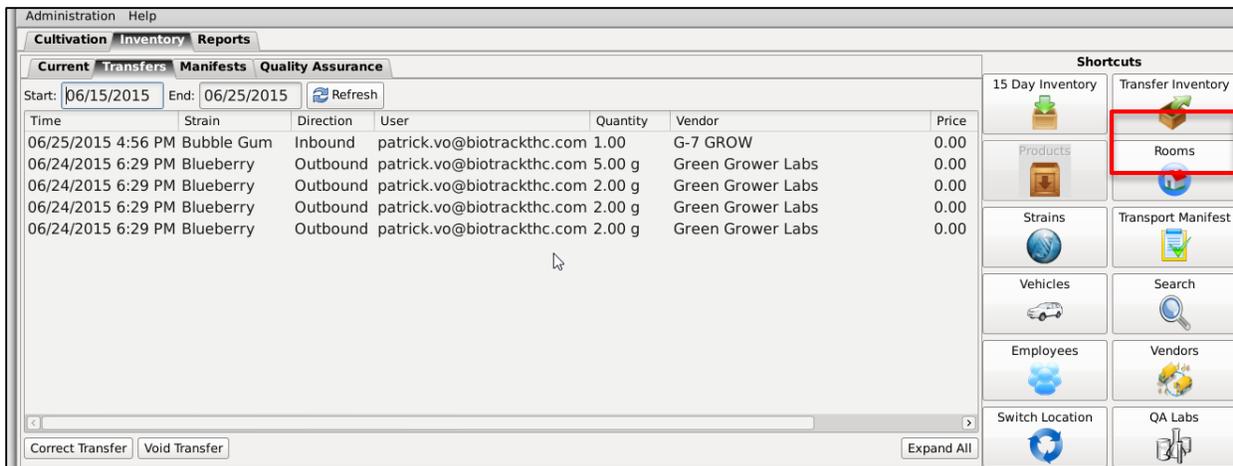
1. Click the unreceived shipment that you want to view. Click the 'OK' button to close the screen.

Note: These are considered outstanding invoices.

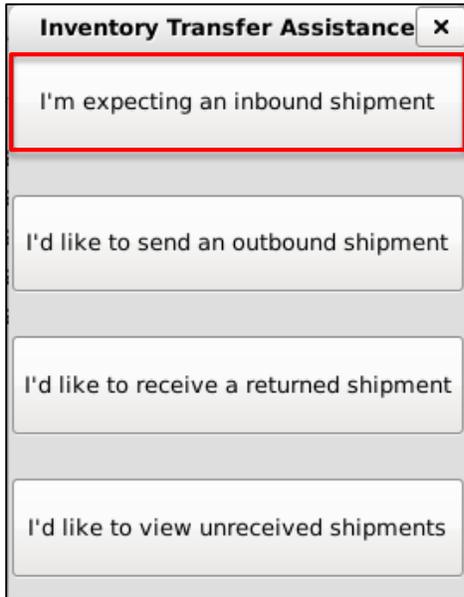


To partially accept or reject items:

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

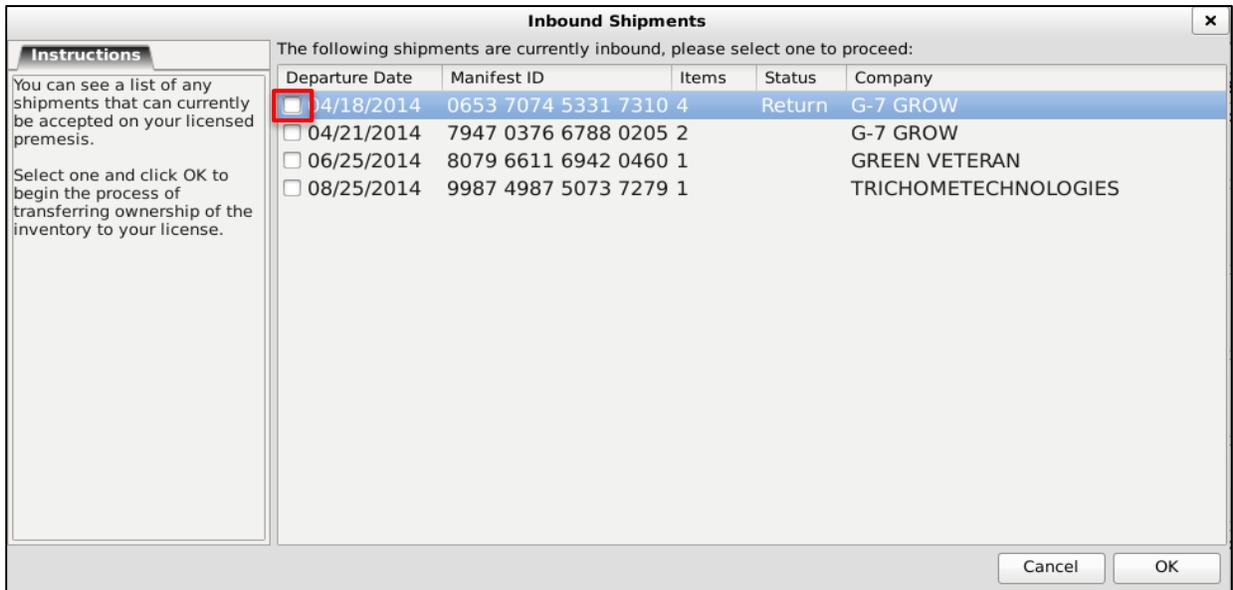


2. Click 'I'm expecting an inbound shipment'.



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

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



The "Inbound Shipments" dialog box displays a table of currently inbound shipments. The first row is selected, and its checkbox in the "Departure Date" column is checked. The table has columns for "Departure Date", "Manifest ID", "Items", "Status", and "Company".

Departure Date	Manifest ID	Items	Status	Company
<input checked="" type="checkbox"/> 04/18/2014	0653 7074 5331 7310	4	Return	G-7 GROW
<input type="checkbox"/> 04/21/2014	7947 0376 6788 0205	2		G-7 GROW
<input type="checkbox"/> 06/25/2014	8079 6611 6942 0460	1		GREEN VETERAN
<input type="checkbox"/> 08/25/2014	9987 4987 5073 7279	1		TRICHOMETECHOLOGIES

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

Buttons: Cancel, OK

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

Instructions

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

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

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

G-7 GROW

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
<input checked="" type="checkbox"/>	1 1895 0087 5048 4786	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant
<input type="checkbox"/>	2 3286 2674 3218 9644	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant
<input type="checkbox"/>	3 2571 6107 5521 2848	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant
<input type="checkbox"/>	4 3576 3570 5138 4358	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant

Previous Item Save Item **Item 1 of 4** View QA Results

Barcode ID: 1895 0087 5048 4786 Strain: Bubble Gum

Product: Mature Plant Inventory Type: Mature Plant

Description: Mature Plant

Quantity Received:

Cancel OK

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

Instructions

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

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

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

G-7 GROW

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
<input checked="" type="checkbox"/>	1 1895 0087 5048 4786	Bubble Gum	Mature Plant	Mature Plant 1		1	Never Tested	Mature Plant
<input type="checkbox"/>	2 3286 2674 3218 9644	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant
<input type="checkbox"/>	3 2571 6107 5521 2848	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant
<input type="checkbox"/>	4 3576 3570 5138 4358	Bubble Gum	Mature Plant	Mature Plant 1			Never Tested	Mature Plant

Previous Item Save Item **Item 1 of 4** View QA Results

Barcode ID: 1895 0087 5048 4786 Strain: Bubble Gum

Product: Mature Plant Inventory Type: Mature Plant

Description: Mature Plant

Quantity Received:

Cancel OK

6. Click the 'Save Item' button.

Previous Item **Save Item** **Item 1 of 4**

Barcode ID 1895 0087 5048 4786 Strain

Product Mature Plant Inventory Ty

Description Mature Plant

Quantity Received 1

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

7. Click the 'Ok' button on the bottom right corner of the screen.

Mature Plant

Cancel OK

- 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 [X]

Please confirm that: 1 item(s) will be fully accepted, 1 item(s) will be partially accepted, 1 item(s) will be rejected.

1 out of 3 item(s) will be fully accepted:

ID #	Inventory Type	Status	Received	Shipped
1230 0012 7000 0212	Usable Marijuana	Full Acceptance	150.00	150.00

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

ID #	Inventory Type	Status	Received	Shipped	Qty Not Accepted
1230 0012 7000 0211	Usable Marijuana	Partial Acceptance	175.00	200.00	25.00

1 out of 3 item(s) will be rejected:

ID #	Inventory Type	Status	Received	Shipped	Qty Not Accepted
1230 0012 7000 0210	Usable Marijuana	Not Accepted	0.00	250.00	250.00

Cancel OK

- Click the 'Ok' button to continue. Click the 'Cancel' button to go back and make changes.

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

Inbound Shipments [X]

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

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

Cancel OK

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

Inventory Transfer

LCB Davison Retailer

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

Previous Item Save Item **Item 1 of 2**

Barcode ID: 1230 0012 7000 0211 Strain: Awsome Bud

Description: Usable Marijuana Inventory Type: Usable Marijuana

Usable: 1.00 Qty Shipped: 200.00

Qty Accepted: 175.00 Original Price: 1000.00

Qty Returned: 25.00 **New Price: 875.00**

* Suggested new price is **875.00**

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

Cancel OK

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

Partial Returns

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

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

Print Barcode

OK

To re-accept a rejected item:

1. From the “Inventory Transfer” screen, select the item you want to accept back into inventory and click the “Save Item” button.

Note: A new price of \$0.00 is automatically entered for the item.

The screenshot shows the 'Inventory Transfer' window for 'LCB Davison Retailer'. It contains a table with the following data:

No.	ID	Strain	Description	Qty Shipped	Qty Accepted	Original Price	New Price	Inventory Type
1	1230 0012 7000 0211	Awsome Bud	Usable Marijuana	200.00	175.00	1000.00	875.00	Usable Marijuana
2	1230 0012 7000 0210	Jodi's Stuff	Usable Marijuana	250.00	0.00	1250.00	0.00	Usable Marijuana

Below the table is a form for editing the selected item (Item 2 of 2). The 'Save Item' button is highlighted with a red box. The form fields are:

- Barcode ID: 1230 0012 7000 0210
- Strain: Jodi's Stuff
- Description: Usable Marijuana
- Inventory Type: Usable Marijuana
- Usable: 1.00
- Qty Shipped: 250.00
- Qty Accepted: 0.00
- Original Price: 1250.00
- Qty Returned: 250.00
- New Price: 0.00

Buttons for 'Cancel' and 'OK' are at the bottom right.

To view QA results on Inventory Transfer Manifest:

1. From the ‘Inventory Transfer’ screen, click ‘Transfer Inventory’.

The screenshot shows the 'Inventory Transfer' screen with a table of transfers and a 'Shortcuts' panel. The table has the following data:

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

The 'Shortcuts' panel on the right includes a 'Transfer Inventory' button highlighted with a red box. Other shortcuts include '15 Day Inventory', 'Products', 'Rooms', 'Strains', 'Transport Manifest', 'Vehicles', 'Search', 'Employees', 'Vendors', 'Switch Location', and 'QA Labs'. At the bottom, there are buttons for 'Correct Transfer', 'Void Transfer', and 'Expand All'.

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

Inventory Transfer Assistance ✕

I'm expecting an inbound shipment

I'd like to send an outbound shipment

I'd like to receive a returned shipment

I'd like to view unreceived shipments

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

Inbound Shipments ✕

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

Departure Date	Manifest ID	Items	Status	Company
<input checked="" type="checkbox"/> 4/21/2014	7947 0376 6788 0205	2		G-7 GROW
<input type="checkbox"/> 06/25/2014	8079 6611 6942 0460	1		GREEN VETERAN
<input type="checkbox"/> 08/25/2014	9987 4987 5073 7279	1		TRICHOMETECHNOLOGIES

Instructions

You can see a list of any shipments that can currently be accepted on your licensed premises.

Select one and click OK to begin the process of transferring ownership of the inventory to your license.

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

Inventory Transfer for Manifest ID: 7947 0376 6788 0205

Instructions

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

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

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

G-7 GROW

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
<input checked="" type="checkbox"/>	1 6033 5338 7000 0015	Blue Hash	Clone	Clone	1		Never Tested	Clone
<input type="checkbox"/>	2 6033 5338 7000 0016	Blue Hash	Mature Plant	Mature Plant 1			Never Tested	Mature Plant

Previous Item
Save Item
Item 1 of 2
View QA Results

Barcode ID: Strain:

Product: Inventory Type:

Description:

Quantity Received:

5. The 'QA Test Results' screen displays.

QA Test Results

Historical testing data can be found below:

Instructions

You can review the test results to the right.

Moisture Content
Potency Analysis
Foreign Matter Inspection
Microbiological Screening

Moisture Content: %

Result: Pass (<= 15)

Chapter 18: Waste and Destruction Events

In this chapter, you will learn how to:

- ✓ Collect general plant waste not attributable to the harvest/cure process
- ✓ Schedule plants for destruction
- ✓ Schedule inventory for destruction

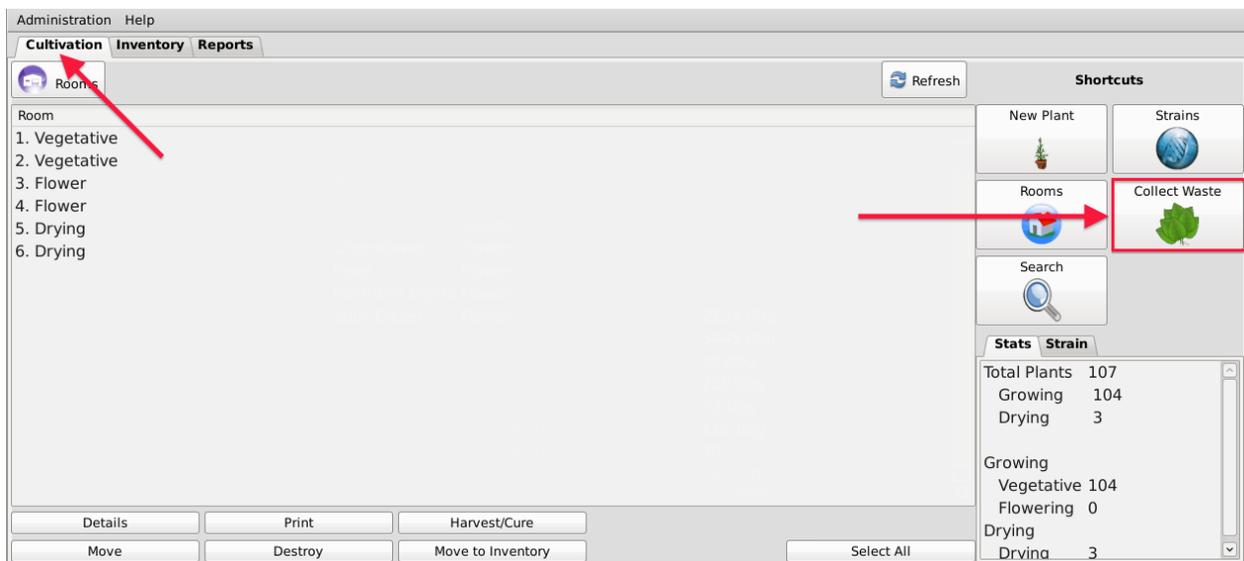
Collecting General Plant Waste

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

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

To record collection of general waste:

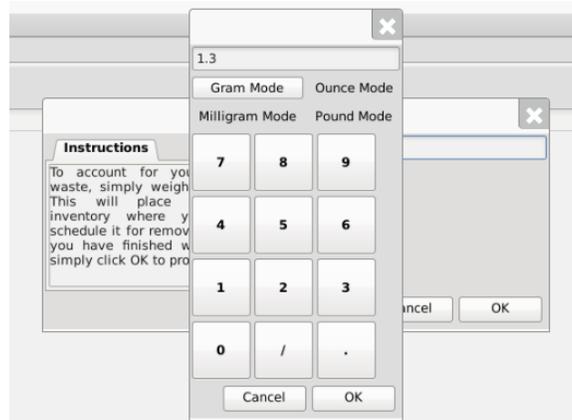
- Navigate to the “Cultivation” tab, and then click on the “Collect Waste” button located on the right-hand side of the home screen.



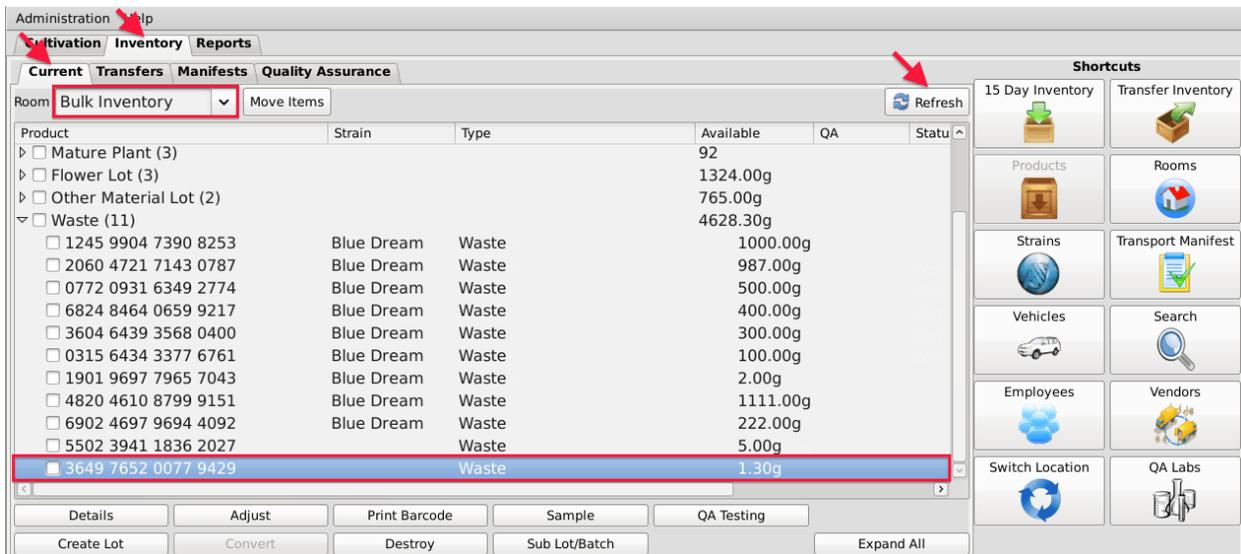
- This will bring up the “Collect Waste” screen:



- Enter in the amount of general waste collected and click “OK”.



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



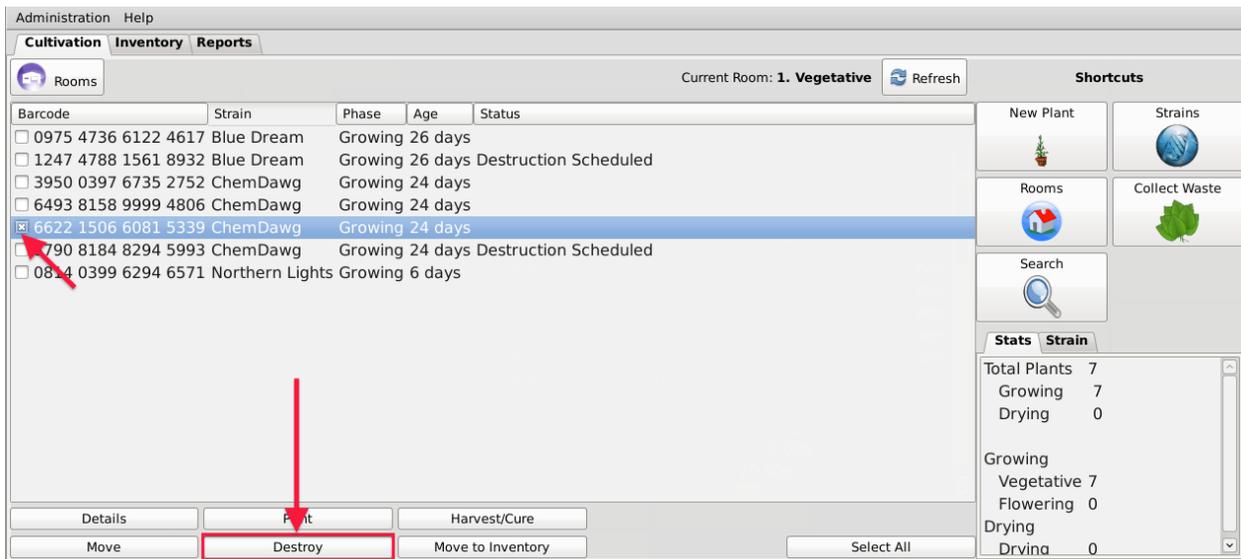
Schedule Plant Destruction

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

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

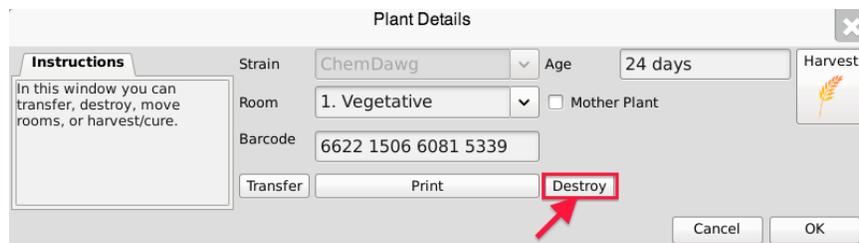
Method 1

- Navigate to the Plant Room within which the to-be-destroyed plant is located.
- Click on the checkbox to the left of the plant to be destroyed.
- Click on the “Destroy” button at the bottom of the screen.

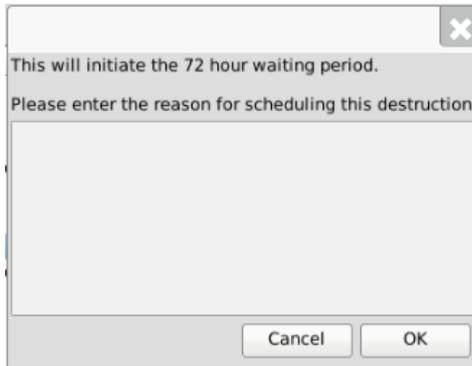


Method 2

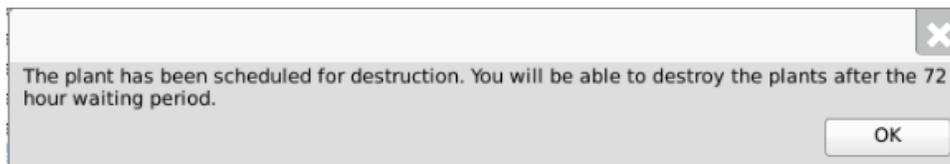
- Bring up the to-be-destroyed plant’s Plant Information screen, either by selecting the plant within its room or by using the Plant Lookup function.
- Click on “Destroy”



- Regardless of which method you use to click “Destroy”, a pop-up window displays wherein you type the reason the plant is being destroyed. Click “OK” when completed.



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



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

Administration Help

Cultivation Inventory Reports

Rooms Current Room: 1. Vegetative Refresh Shortcuts

Barcode	Strain	Phase	Age	Status
<input type="checkbox"/> 0975 4736 6122 4617	Blue Dream	Growing	26 days	
<input type="checkbox"/> 1247 4788 1561 8932	Blue Dream	Growing	26 days	Destruction Scheduled
<input type="checkbox"/> 3950 0397 6735 2752	ChemDawg	Growing	24 days	
<input type="checkbox"/> 6493 8158 9999 4806	ChemDawg	Growing	24 days	
<input checked="" type="checkbox"/> 6622 1506 6081 5339	ChemDawg	Growing	24 days	Destruction Scheduled
<input type="checkbox"/> 8790 8184 8294 5993	ChemDawg	Growing	24 days	Destruction Scheduled
<input type="checkbox"/> 0814 0399 6294 6571	Northern Lights	Growing	6 days	

New Plant

Rooms

Search

Strains

Collect Waste

Stats | **Strain**

Total Plants 7

Growing 7

Drying 0

Growing

Vegetative 7

Flowering 0

Drying

Drying 0

Details

Move

Print

Destroy

Harvest/Cure

Move to Inventory

Select All

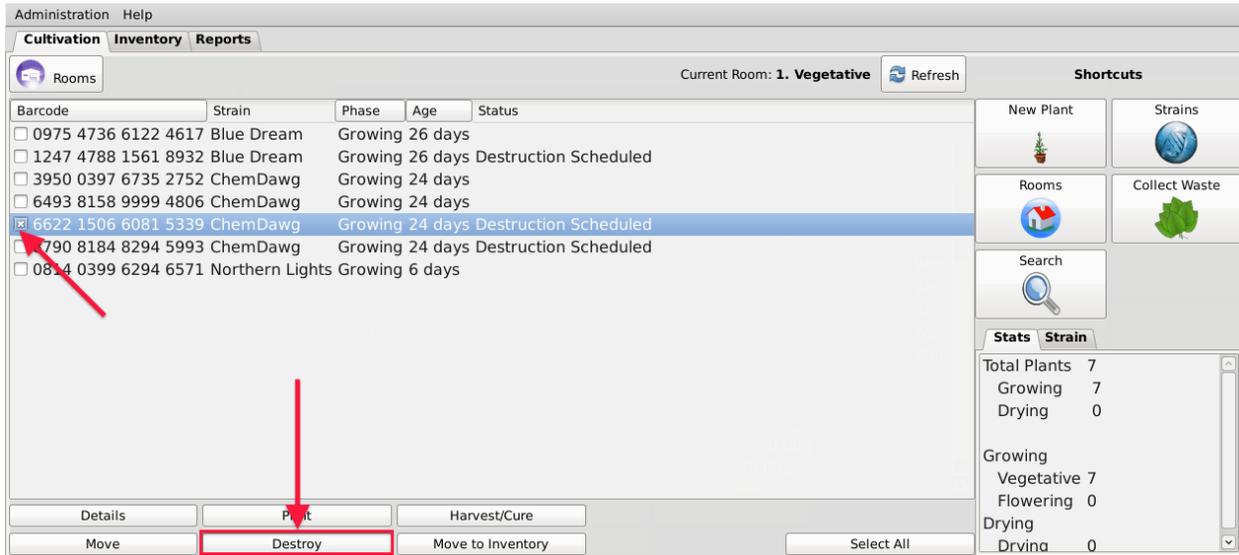
Destroy Plant

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

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

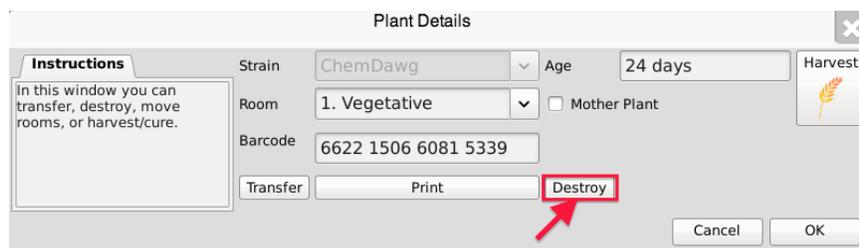
Method 1

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

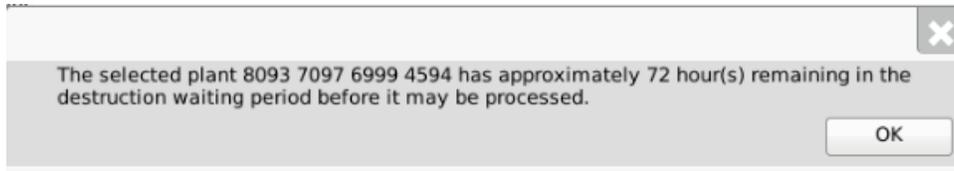


Method 2

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



- Regardless of which method you use to click “Destroy”, if the plant’s 72-hour waiting period has elapsed, then the plant is destroyed in the Traceability System.
- Should you attempt to destroy the plant prior to the 72-hour waiting period expiring, a pop-up window displays to inform you how many hours remain in the waiting period before that plant may be destroyed.



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

Schedule Inventory Destruction

This function allows you to schedule inventory for destruction. This event begins the 72-hour 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 checkbox to the left of the item to be destroyed.
- Click on the “Destroy” button at the bottom of the screen.

The screenshot shows the 'Inventory' tab with the 'Current' sub-tab selected. The room is set to 'Bulk Inventory'. A table lists inventory items with columns for Product, Strain, Type, Available, QA, and Status. The 'Waste' category is expanded, and the item with barcode '2060 4721 7143 0787' is selected. A red arrow points to the 'Destroy' button at the bottom of the screen.

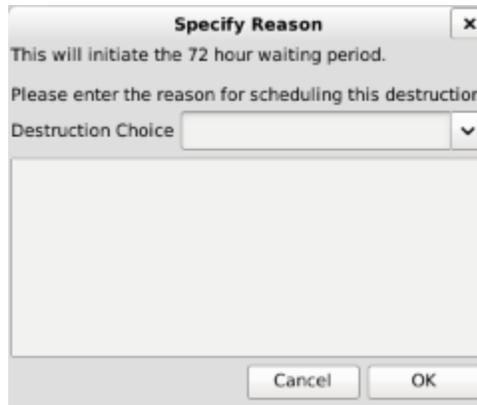
Product	Strain	Type	Available	QA	Status
Clone (2)			197		
Other Material (8)			2859.00g		
Seed (3)			499		
Plant Tissue (1)			30		
Mature Plant (3)			92		
Flower Lot (3)			1324.00g		
Other Material Lot (2)			765.00g		
Waste (11)			4628.30g		
<input type="checkbox"/> 1245 9904 7390 8253	Blue Dream	Waste	1000.00g		
<input checked="" type="checkbox"/> 2060 4721 7143 0787	Blue Dream	Waste	987.00g		
<input type="checkbox"/> 772 0931 6349 2774	Blue Dream	Waste	500.00g		
<input type="checkbox"/> 6824 8464 0659 9217	Blue Dream	Waste	400.00g		
<input type="checkbox"/> 3604 6439 3568 0400	Blue Dream	Waste	300.00g		
<input type="checkbox"/> 0315 6434 3377 6761	Blue Dream	Waste	100.00g		
<input type="checkbox"/> 1901 9697 7965 7043	Blue Dream	Waste	2.00g		

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”.

The screenshot shows the 'Inventory Details' dialog box. It contains fields for Barcode (2060 4721 7143 0787), Product, Type (Waste), Strain (Blue Dream), Available (34.815 oz (987.00 g)), and Room (Bulk Inventory). There are buttons for Print, Adjust, Destroy, Cancel, and OK. A red box highlights the 'Destroy' button, and a red arrow points to it.

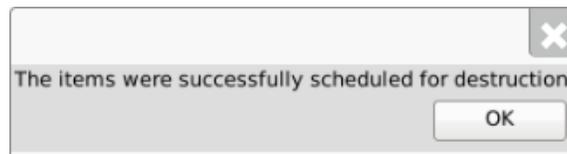
- Regardless of which method you use to click “Destroy”, a pop-up window displays where you can specify the reason for the destruction event.



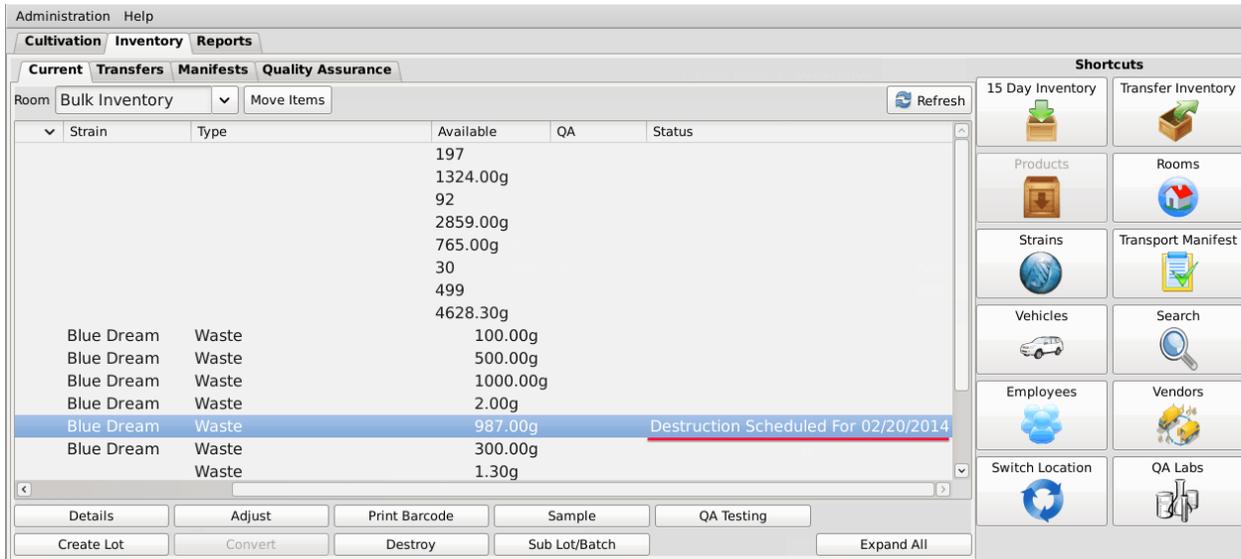
- Select the reason from the drop down menu. Click “OK” when completed.



- Another pop-up window displays 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”.



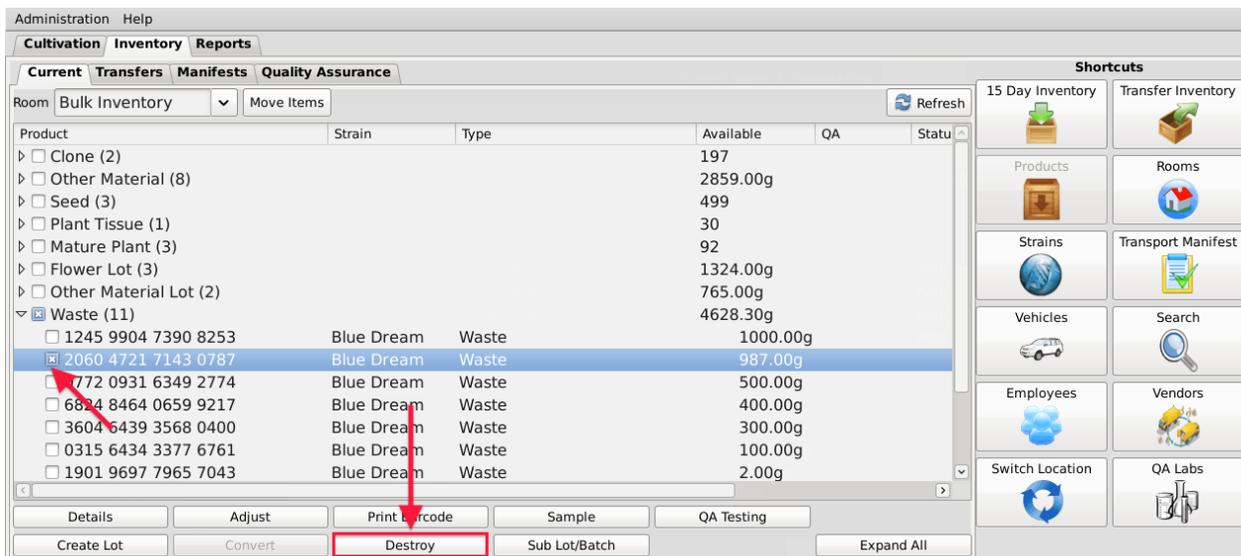
Destroy Inventory

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

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

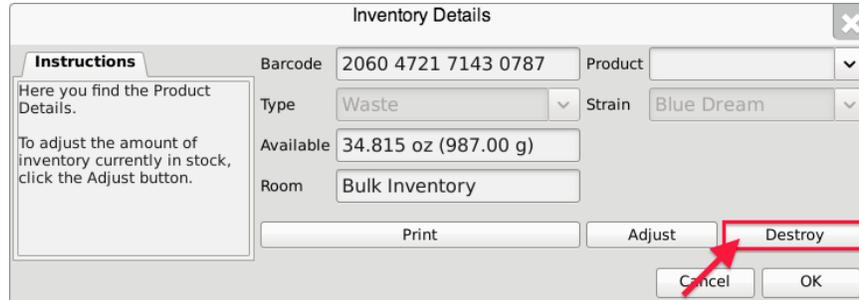
Method 1

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

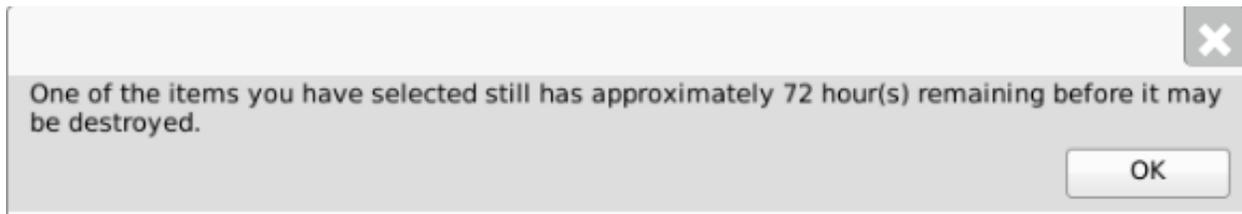


Method 2

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



- If the item's 72-hour waiting period has elapsed, then the item is destroyed in the Traceability System.
- Should you attempt to destroy the inventory item prior to the 72-hour waiting period expiring, a pop-up window displays to inform you how many hours remain in the waiting period before that plant may be destroyed.



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

Chapter 19: Samples

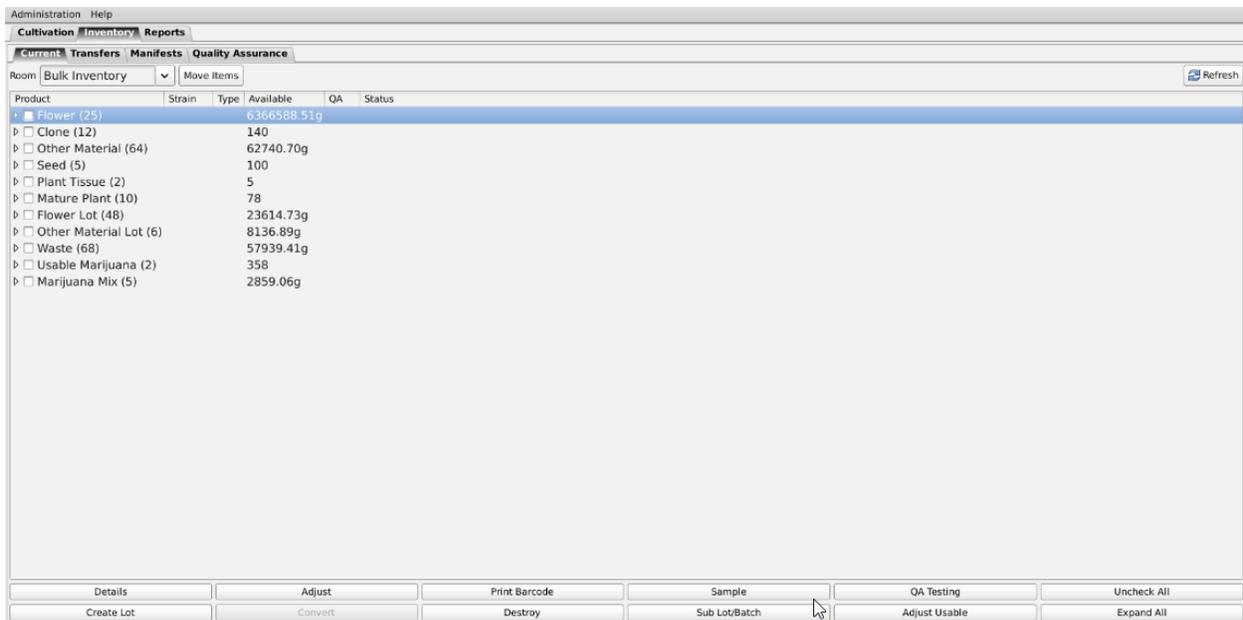
In this chapter, you will learn how to:

- ✓ Account for inventory deductions resulting from samples for negotiating a sale
- ✓ Account for inventory deductions resulting from internal sampling

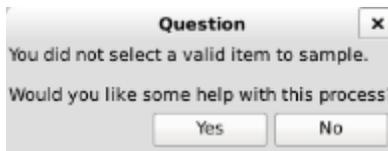
Generate a Vendor Sample

To generate a vendor sample after the lot has been QA tested:

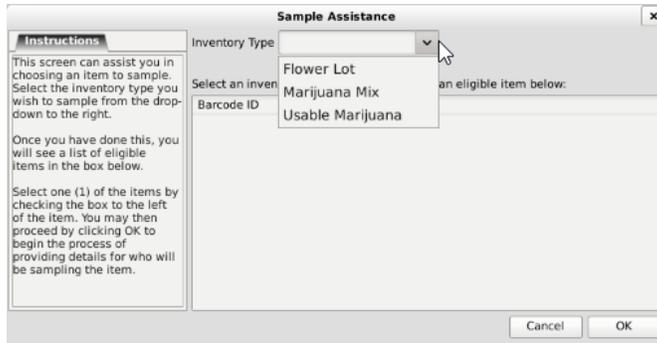
1. Select the Inventory type
2. Click the Sample button at the bottom of the screen.



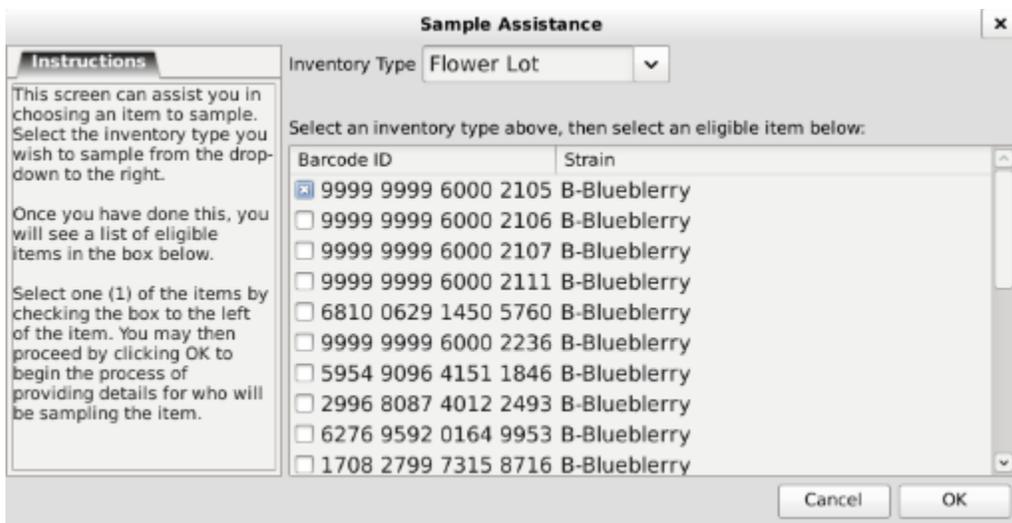
3. The Question box displays. Click the Yes button to select a valid item to sample.



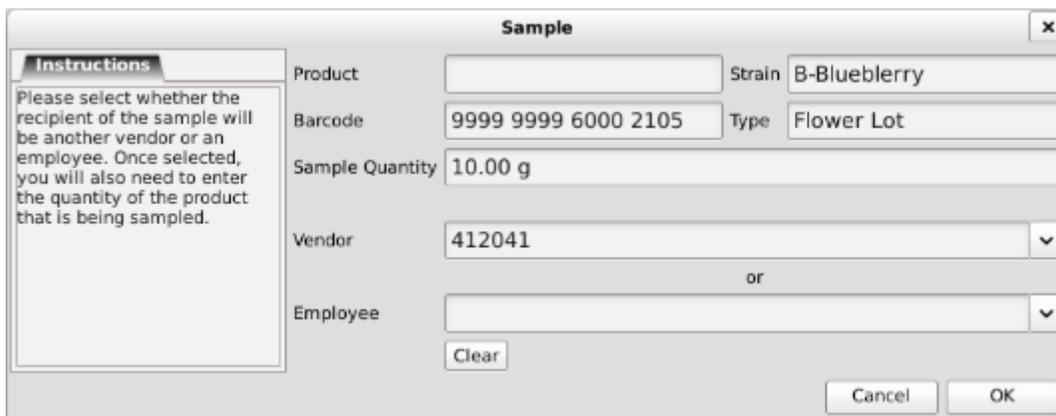
4. From the Sample Assistance box, select the inventory type and click the OK button.



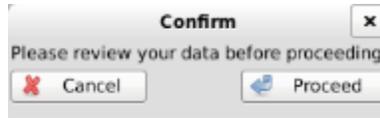
5. Select the Strain from the flower lot and click the OK button.



6. In the Sample box, enter the Sample Quantity and select the Vendor.



7. Click Proceed to confirm the Vendor Sample.



The vendor sample can now be viewed in the Current Inventory box with confirmation that it has passed QA testing.

Product	Strain	Type	Available	QA	Status
Flower Lot (51)			23614.73g		
<input type="checkbox"/> 9999 9999 6000 2692 AK-47		Flower Lot	1.00g		Transportation Scheduled For 10/07/2015
<input type="checkbox"/> 9999 9999 6000 2105 B-Blueblerry		Flower Lot	4401.93g	Passed QA	
<input type="checkbox"/> 9999 9999 6000 2106 B-Blueblerry		Flower Lot	1133.50g		
<input type="checkbox"/> 9999 9999 6000 2107 B-Blueblerry		Flower Lot	1133.50g		
<input type="checkbox"/> 9999 9999 6000 2111 B-Blueblerry		Flower Lot	1767.96g	Passed QA	
<input type="checkbox"/> 6810 0629 1450 5760 B-Blueblerry		Flower Lot	100.00g	QA Sample	
<input type="checkbox"/> 9999 9999 6000 2236 B-Blueblerry		Flower Lot	2254.96g	Pending QA	
<input type="checkbox"/> 5954 9096 4151 1846 B-Blueblerry		Flower Lot	2.00g	Pending QA	
<input type="checkbox"/> 2996 8087 4012 2493 B-Blueblerry		Flower Lot	1.00g	Passed QA (Vendor Sample)	
<input type="checkbox"/> 6276 9592 0164 9953 B-Blueblerry		Flower Lot	1.00g	Passed QA (Vendor Sample)	
<input type="checkbox"/> 9999 9999 6000 2345 B-Blueblerry		Flower Lot	123.00g	Passed QA	Transportation Scheduled For 08/18/2015
<input type="checkbox"/> 1708 2799 7315 8716 B-Blueblerry		Flower Lot	2.00g	QA Sample	
<input type="checkbox"/> 9999 9999 6000 2346 B-Blueblerry		Flower Lot	11.00g	Pending QA	
<input type="checkbox"/> 2949 1972 2391 3736 B-Blueblerry		Flower Lot	2.00g	QA Sample	
<input type="checkbox"/> 9999 9999 6000 2594 B-Blueblerry		Flower Lot	2267.00g		
<input type="checkbox"/> 9999 9999 6000 2671 B-Blueblerry		Flower Lot	2267.96g		
<input type="checkbox"/> 9999 9999 6000 2672 B-Blueblerry		Flower Lot	2267.96g	Passed QA	
<input checked="" type="checkbox"/> 7570 1235 2275 1479 B-Blueblerry		Flower Lot	10.00g	Passed QA (Vendor Sample)	
<input type="checkbox"/> 8778 0724 1304 3753 B-Blueblerry		Flower Lot	10.00g	Passed QA (Vendor Sample)	
<input type="checkbox"/> 8532 7890 7949 1350 B-Blueblerry		Flower Lot	14.00g	Passed QA (Vendor Sample)	
<input type="checkbox"/> 9999 9999 6000 2691 Blue Hash		Flower Lot	2267.96g		Transportation Scheduled For 10/07/2015
<input type="checkbox"/> 9999 9999 6000 0343 Blueberry		Flower Lot	447.00g	Passed QA	

Create a Sample Jar

To create a Sample Jar from a flower lot:

1. Select the flower lot that will provide the sample.
2. Click the Convert button.

The screenshot shows the 'Inventory Reports' window in the BioTrackTHC system. The 'Current' tab is active, and the 'Room' is set to 'Bulk Inventory'. A table lists various products and their available quantities. The 'Agent Orange Flower Lot' is selected, and the 'Convert' button is highlighted.

Product	Strain	Type	Available	QA	Status
Flower Lot (6)			4076.36g		
<input checked="" type="checkbox"/> 2763 6142 6433 4922	Agent Orange	Flower Lot	2.00g	Passed QA	
<input type="checkbox"/> 9999 9999 6000 2382	B-Blueberry	Flower Lot	2200.00g		
<input type="checkbox"/> 6033 1053 2000 0006	Blackberry 1	Flower Lot	2.00g		Destruction Scheduled (Now)
<input type="checkbox"/> 6033 2469 4000 0005	Thai	Flower Lot	1814.36g		
<input type="checkbox"/> 6033 4068 0000 0004	strawberry	Flower Lot	58.00g		
<input type="checkbox"/> Bubble Hash (1)			1000.00g		
<input type="checkbox"/> CO2 Hash Oil (2)			150.00g		
<input type="checkbox"/> Food Grade Solvent Extract (1)			8.00g		
<input type="checkbox"/> Infused Cooking Oil (1)			7.00g		
<input type="checkbox"/> Usable Marijuana (1)			74		

Buttons at the bottom: Details, Adjust, Print Barcode, Sample, Create Lot, Convert, Destroy, Sub Lot/Batch.

3. Click the Sample Jar button.

The 'Inventory Conversion Assistance' dialog box provides instructions and a list of products that can be converted from the current inventory. The 'Sample Jar' option is highlighted.

Instructions

Based on what you have available in your current inventory, you will see a list of end products that can currently be created.

Simply click on a button and the system will walk you through the process of selecting the items that you will convert to the end product.

Inventory Conversion Assistance

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

Intermediate Products	End Products
Bubble Hash	Liquid Marijuana Infused Edible
CO2 Hash Oil	Marijuana Extract for Inhalation
Food Grade Solvent Extract	Marijuana Infused Topicals
Hash	Sample Jar
Hydrocarbon Wax	Solid Marijuana Infused Edible
Infused Cooking Oil	Usable Marijuana
Infused Dairy Butter or Fat in Solid Form	
Kief	
Marijuana Mix	

- Select the Flower Lot item to convert into a Sample Jar and click the OK button.

Convert Inventory Assistance x

Sample Jar Creation Assistance

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

Barcode ID	Strain	Type	QA Test
<input checked="" type="checkbox"/> 2763 6142 6433 4922	Agent Orange	Flower Lot	Passed QA
<input type="checkbox"/> 9999 9999 6000 2382	B-Blueblerry	Flower Lot	
<input type="checkbox"/> 6033 1053 2000 0006	Blackberry 1	Flower Lot	
<input type="checkbox"/> 6033 2469 4000 0005	Thai	Flower Lot	
<input type="checkbox"/> 6033 4068 0000 0004	strawberry	Flower Lot	

Cancel OK

- Enter the Amount to Deduct quantity and the Total Units Produced From Conversions.

Create Sample Jar x

Sample Jar Creation Tool

Barcode ID: 2763 6142 6433 4922 (Flower Lot)

Amount to Deduct Quantity Available: **2.00**

Total Deduction Quantity (Calculated Above)

Weight Per Unit (Pre-Packaged Weight)

Total Units Produced From Conversion

Cancel OK

- Click the Proceed button to confirm the process.

Confirm x

Please review your data before proceeding.

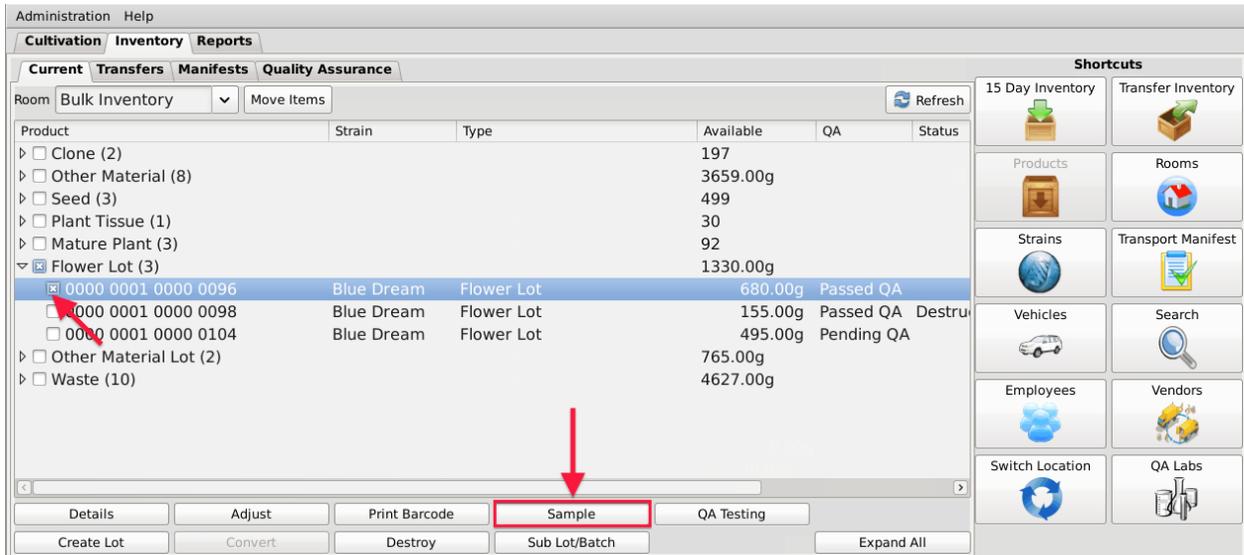
The sample jar item has been created and placed in the Current Inventory Dashboard

Administration Help					
Inventory Reports					
Current Transfers Manifests Quality Assurance					
Room: Bulk Inventory		Move Items			
Product	Strain	Type	Available	QA	Status
[-] Flower Lot (6)			4075.36g		
<input type="checkbox"/> 2763 6142 6433 4922	Agent Orange	Flower Lot	1.00g	Passed QA	
<input type="checkbox"/> 9999 9999 6000 2382	B-Blueblerry	Flower Lot	2200.00g		
<input type="checkbox"/> 6033 1053 2000 0006	Blackberry 1	Flower Lot	2.00g		Destruction Scheduled (Now)
<input type="checkbox"/> 6033 2469 4000 0005	Thai	Flower Lot	1814.36g		
<input type="checkbox"/> 6033 4068 0000 0004	strawberry	Flower Lot	58.00g		
[+] Bubble Hash (1)			1000.00g		
[+] CO2 Hash Oil (2)			150.00g		
[+] Food Grade Solvent Extract (1)			8.00g		
[+] Infused Cooking Oil (1)			7.00g		
[-] Sample Jar (2)			1		
<input checked="" type="checkbox"/> 9999 9999 6000 2709	Agent Orange	Sample Jar	1	Passed QA	
[+] Usable Marijuana (1)			74		

Account for Free Sample

This function will notify the Traceability System of inventory deductions resulting from free samples provided to another licensee for purposes of negotiating a sale and samples provided to cultivator/employee for internal quality sampling. Though the example screen shots illustrate the accounting for product quality samples, accounting for sale negotiation samples follows the same path.

- Navigate to the Inventory Room within which the to-be-sampled inventory is located (make sure that you are within the Inventory tab and the Current sub-tab).
- If the product groups are collapsed, click on the expand arrow to view all of the available inventory.
- Click on the checkbox to left of the item to be sampled.
- Click on the “Sample” button at the bottom of the screen



- This will bring up the Sample screen.

Samples

Instructions: Please select whether the recipient of the sample will be another vendor or an employee. Once selected, you will also need to enter the quantity of the product that is being sampled.

Product: Blue Deram Strain: Blue Dream

Barcode: 0000 0001 0000 0096 Type: Flower Lot

Sample Quantity: [Empty]

Vendor: [Dropdown]

or

Employee: [Dropdown]

Buttons: Clear, Cancel, OK

- From the Sample screen,
 - Enter the Sample Quantity, and
 - Select the recipient of the sample from either
 - Vendor dropdown (if for negotiating a sale) or
 - Employee dropdown (if product quality sample).

Samples

Instructions: Please select whether the recipient of the sample will be another vendor or an employee. Once selected, you will also need to enter the quantity of the product that is being sampled.

Product: Blue Deram Strain: Blue Dream

Barcode: 0000 0001 0000 0096 Type: Flower Lot

Sample Quantity: 1.00 g

Vendor: [Dropdown]

or

Employee: [Dropdown]

John Smith

Jane Doe

Alex Krochmal

- Click on the “OK” button when complete.

Samples

Instructions
Please select whether the recipient of the sample will be another vendor or an employee. Once selected, you will also need to enter the quantity of the product that is being sampled.

Product: Blue Deram Strain: Blue Dream
Barcode: 0000 0001 0000 0096 Type: Flower Lot
Sample Quantity: 1.00 g
Vendor:
or
Employee: Alex Krochmal
Clear

Cancel OK

- The Traceability System automatically deducts the sample quantity from inventory.
Note: The sample automatically generates a barcode that will be placed on the manifest.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room: Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	Status
▸ <input type="checkbox"/> Clone (2)			197		
▸ <input type="checkbox"/> Other Material (8)			3659.00g		
▸ <input type="checkbox"/> Seed (3)			499		
▸ <input type="checkbox"/> Plant Tissue (1)			30		
▸ <input type="checkbox"/> Mature Plant (3)			92		
▾ <input type="checkbox"/> Flower Lot (3)			1329.00g		
<input checked="" type="checkbox"/> 0000 0001 0000 0096	Blue Dream	Flower Lot	679.00g	Passed QA	
<input type="checkbox"/> 0000 0001 0000 0098	Blue Dream	Flower Lot	155.00g	Passed QA	Destru
<input type="checkbox"/> 0000 0001 0000 0104	Blue Dream	Flower Lot	495.00g	Pending QA	
▸ <input type="checkbox"/> Other Material Lot (2)			765.00g		
▸ <input type="checkbox"/> Waste (10)			4627.00g		

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

Details Adjust Print Barcode Sample QA Testing
Create Lot Convert Destroy Sub Lot/Batch Expand All

Chapter 20: Inventory Adjustments

In this chapter, you will learn how to:

- ✓ Adjust Inventory

Types of Inventory Adjustments

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

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 non-DOA 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.

Depleted. Reserved for Plant Tissue, removes plant tissue from inventory after its final use.

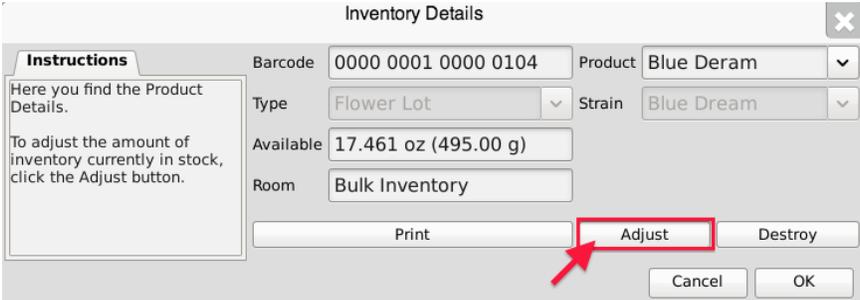
Though the example screen shots illustrate an inventory adjustment due to theft, all of the inventory adjustment types follow the same path.

Accessing the Inventory Adjustment Screen

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

Method 1

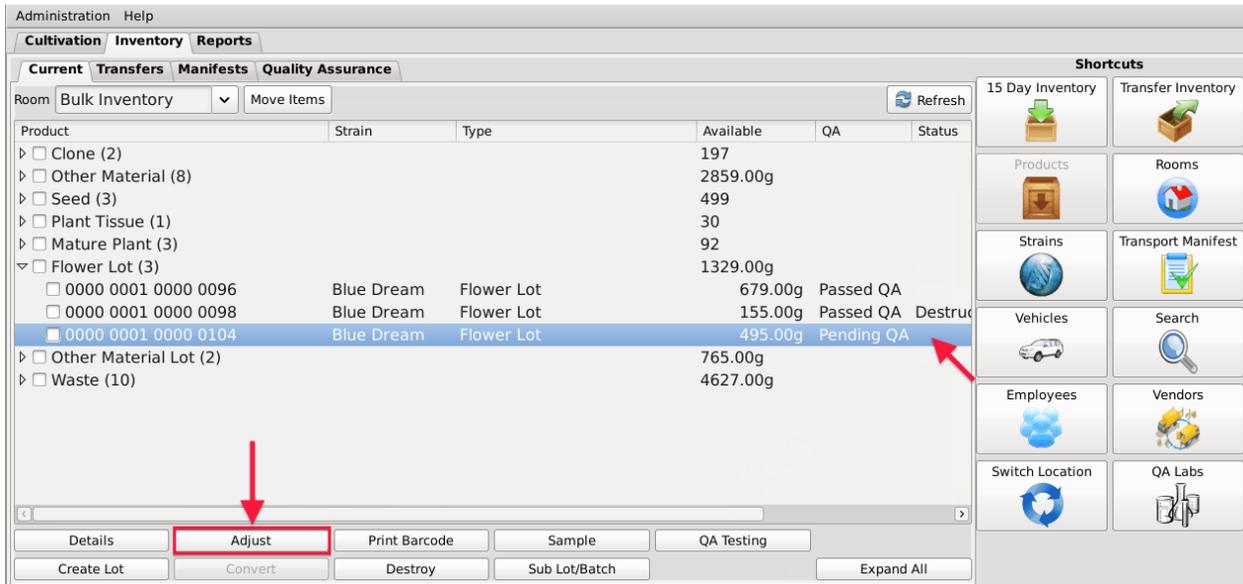
- Bring up the Inventory Details screen for the item to-be-adjusted, either by double-clicking the item within its room or by using the Inventory Lookup function described earlier.
- Click on the “Adjust” button.



The screenshot shows the 'Inventory Details' window. On the left, there is an 'Instructions' box with the text: 'Here you find the Product Details. To adjust the amount of inventory currently in stock, click the Adjust button.' The main area contains several input fields: 'Barcode' (0000 0001 0000 0104), 'Product' (Blue Deram), 'Type' (Flower Lot), 'Strain' (Blue Dream), 'Available' (17.461 oz (495.00 g)), and 'Room' (Bulk Inventory). At the bottom, there are three buttons: 'Print', 'Adjust', and 'Destroy'. The 'Adjust' button is highlighted with a red box, and a red arrow points to it from below. Below these buttons are 'Cancel' and 'OK' buttons.

Method 2

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



Adjust Inventory

- Regardless of which method you use, the Inventory Adjustment screen will display.

Instructions

To make an inventory adjustment, simply weigh the inventory and the new amount will be shown to the right. When you are finished, click OK.

Product: Blue Deram Strain: Blue Dream
Barcode: 0000 0001 0000 0104 Type: Flower Lot
Current Weight: 495.00 g
New Weight:
Adjustment Type:
Comments:
Cancel OK

- From the Inventory Adjustment screen,
 - Enter the New Weight (current actual weight that needs to be reflected in the Traceability System), and
 - Select the Adjustment Type via the dropdown.

Instructions
To make an inventory adjustment, simply weigh the inventory and the new amount will be shown to the right. When you are finished, click OK.

Product: Blue Deram Strain: Blue Dream
 Barcode: 0000 0001 0000 0104 Type: Flower Lot
 Current Weight: 495.00 g
 New Weight: 490.00 g
 Adjustment Type: Inventory Audit
Theft
Seizure by Federal, State, Local or Tribal Law Enforcement
Mistake
Moisture Loss
Depleted

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

Instructions
To make an inventory adjustment, simply weigh the inventory and the new amount will be shown to the right. When you are finished, click OK.

Product: Blue Deram Strain: Blue Dream
 Barcode: 0000 0001 0000 0104 Type: Flower Lot
 Current Weight: 495.00 g
 New Weight: 490.00 g
 Adjustment Type: Theft
 Comments: Stolen by employee #1234 who has been terminated.

Cancel OK

- The item now reflects the actual weight and the reason for the discrepancy has been submitted to the DOA.

Administration Help

Cultivation Inventory Reports

Current Transfers Manifests Quality Assurance

Room: Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	Status
▶ <input type="checkbox"/> Clone (2)			197		
▶ <input type="checkbox"/> Other Material (8)			2859.00g		
▶ <input type="checkbox"/> Seed (3)			499		
▶ <input type="checkbox"/> Plant Tissue (1)			30		
▶ <input type="checkbox"/> Mature Plant (3)			92		
▼ <input type="checkbox"/> Flower Lot (3)			1324.00g		
<input type="checkbox"/> 0000 0001 0000 0096	Blue Dream	Flower Lot	679.00g	Passed QA	
<input type="checkbox"/> 0000 0001 0000 0098	Blue Dream	Flower Lot	155.00g	Passed QA	Destroyed
<input checked="" type="checkbox"/> 0000 0001 0000 0104	Blue Dream	Flower Lot	490.00g	Pending QA	
▶ <input type="checkbox"/> Other Material Lot (2)			765.00g		
▶ <input type="checkbox"/> Waste (10)			4627.00g		

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

Buttons: Details, Adjust, Print Barcode, Sample, QA Testing, Create Lot, Convert, Destroy, Sub Lot/Batch, Expand All

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

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

Instructions
To make an inventory adjustment, simply weigh the inventory and the new amount will be shown to the right. When you are finished, click OK.

Product: Blue Deram Strain: Blue Dream
Barcode: 0000 0001 0000 0086 Type: Flower Lot
Current Weight: 316.00 g
New Weight: 0.00 g
Adjustment Type: Seizure by Federal, State, Local or Tribal Law Enforcer ▼

Comments
Agency: Thurston County Sheriff's Office
Case Number: 13579
Officer Name: Lieutenant Dan Taylor
Badge Number: 5678

Cancel OK

Chapter 21: Monthly Reporting

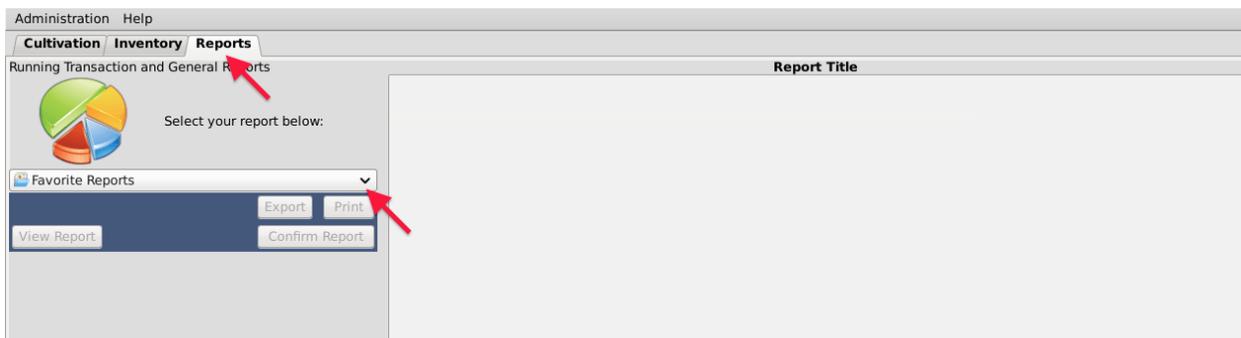
In this chapter, you will learn how to:

- ✓ Access and submit the Tax Obligation Report

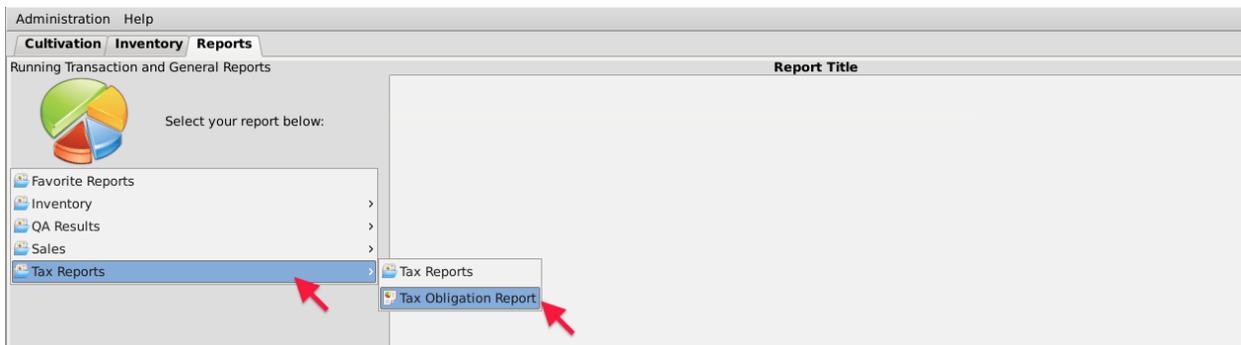
Accessing the Tax Obligation Report

You will need to access the tax obligation report section in order to view, electronically confirm, export, and print your monthly tax obligation report.

- Navigate to the “Reports” tab found in the top-left corner of the screen, and then click on the “Favorite Reports” dropdown located on the left-hand side of the screen.



- Hover the cursor over “Tax Reports” and then click on “Tax Obligation Report”.



Viewing the Tax Obligation Report

- Using the provided dropdowns select the desired year, month, and location (if more than one) for the report.

Administration Help

Cultivation Inventory Reports

Running Transaction and General Reports

Select your report below:

Tax Obligation Report

Export Print

View Report

Year: 2014

Month: March

Location: BioTrackTHC ProducerProces

- When complete, click “View Report”.

Administration Help

Cultivation Inventory Reports

Running Transaction and General Reports

Select your report below:

Tax Obligation Report

Export Print

View Report

Year: 2014

Month: March

Location: BioTrackTHC ProducerProces

- The primary window will populate with the Reporting Period, Privilege Type, Gross Sales, and Amount Due to the DOA for each privilege code.

Administration Help

Cultivation Inventory Reports

Running Transaction and General Reports

Select your report below:

Tax Obligation Report

Export Print

View Report Confirm Report

Year: 2014

Month: March

Location: BioTrackTHC ProducerProces

Tax Obligation Report				
Reporting Period	Privilege Type	Gross Sales	Marijuana Excise Tax	Amount Due to WSLCB
3/1/2014 - 3/31/2014	0392	48,750.00	12,187.50	12,187.50
3/1/2014 - 3/31/2014	0393	190,960.00	47,740.00	47,740.00

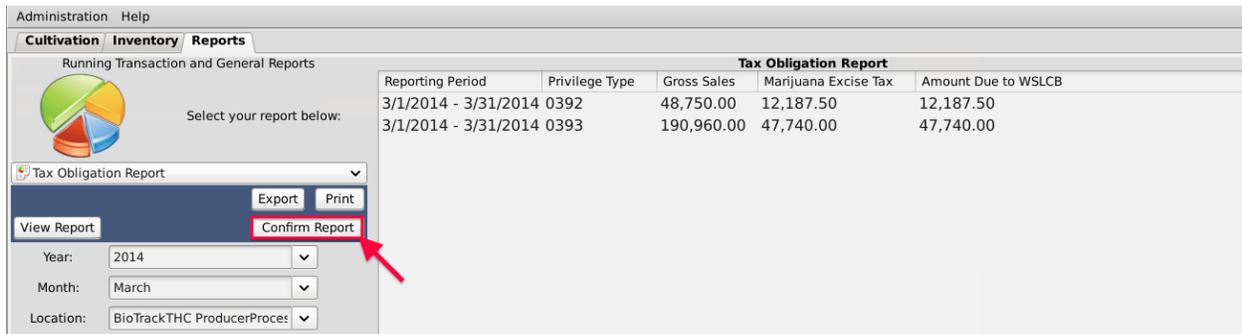
- **NOTE: IF YOUR INTERNAL RECORDS DO NOT MATCH THE REPORT, PLEASE REVIEW THE LAST SECTION OF THIS CHAPTER, TITLED “SALES REPORTS”, SO YOU CAN RECONCILE SUBMITTED TRACEABILITY DATA WITH YOUR INTERNAL RECORDS.**

Confirming and Electronically Submitting the Tax Obligation Report

Once you have verified that the reporting period's gross sales match your internal records, you will need to electronically submit the tax obligation report to the DOA through the Traceability System.

NOTE: The Traceability System will break out sales tax obligations by privilege types on the report submitted to the DOA. You will only need to confirm one report to meet your tax obligation reporting requirement.

- Click on the "Confirm Report" button.

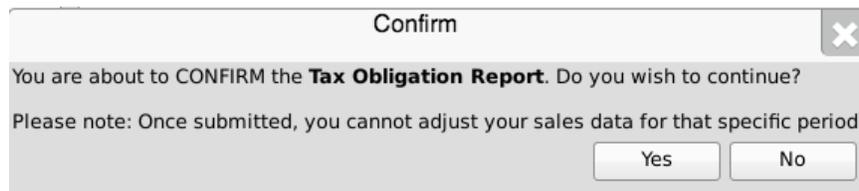


The screenshot shows the 'Reports' section of the Traceability System. A table titled 'Tax Obligation Report' displays the following data:

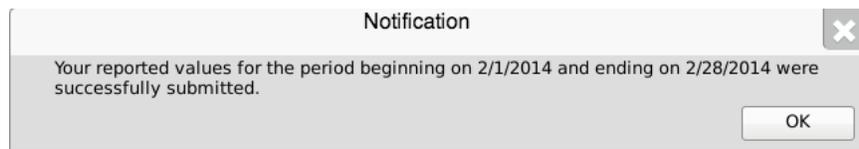
Reporting Period	Privilege Type	Gross Sales	Marijuana Excise Tax	Amount Due to WSLCB
3/1/2014 - 3/31/2014	0392	48,750.00	12,187.50	12,187.50
3/1/2014 - 3/31/2014	0393	190,960.00	47,740.00	47,740.00

Below the table, there are buttons for 'Export', 'Print', and 'Confirm Report'. The 'Confirm Report' button is highlighted with a red box and a red arrow. There are also dropdown menus for 'Year' (2014), 'Month' (March), and 'Location' (BioTrackTHC ProducerProce).

- A prompt will display warning you that once the tax obligation report is confirmed, you may no longer adjust sales data for that specific period. Click "Yes" when you wish to confirm.



- You will see the following notification when the DOA has received the confirmation of the reporting period's tax obligation report.

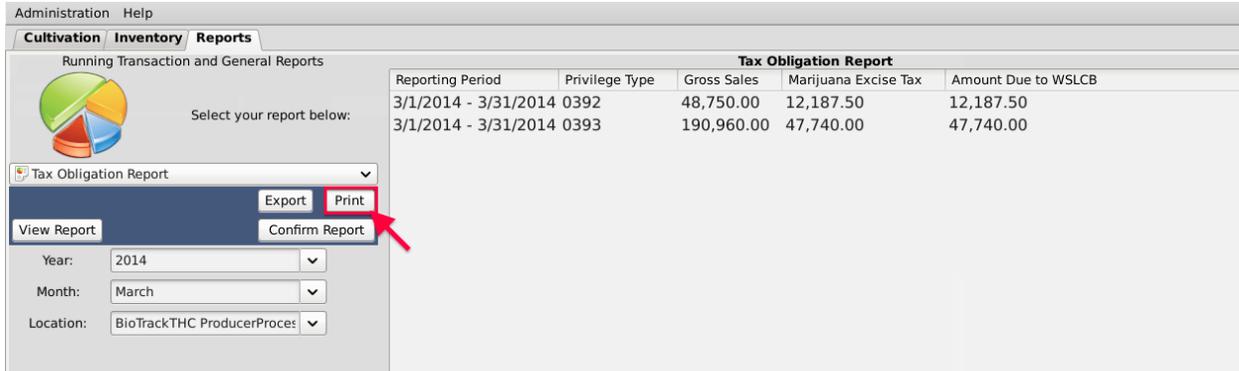


- NOTE: IF YOU DISCOVER AN ERROR IN THE REPORTING PERIOD AFTER THE CONFIRMATION HAS BEEN PROCESSED, YOU WILL NEED TO CONTACT THE DOA TO HAVE THE REPORTING PERIOD TEMPORARILY UNLOCKED IN ORDER TO MAKE THE NECESSARY PRIOR-PERIOD REPORTING ADJUSTMENTS.

Downloading and Printing the Tax Obligation Report

Once you have confirmed the Tax Obligation Report within the Traceability System, you must submit the monthly report.

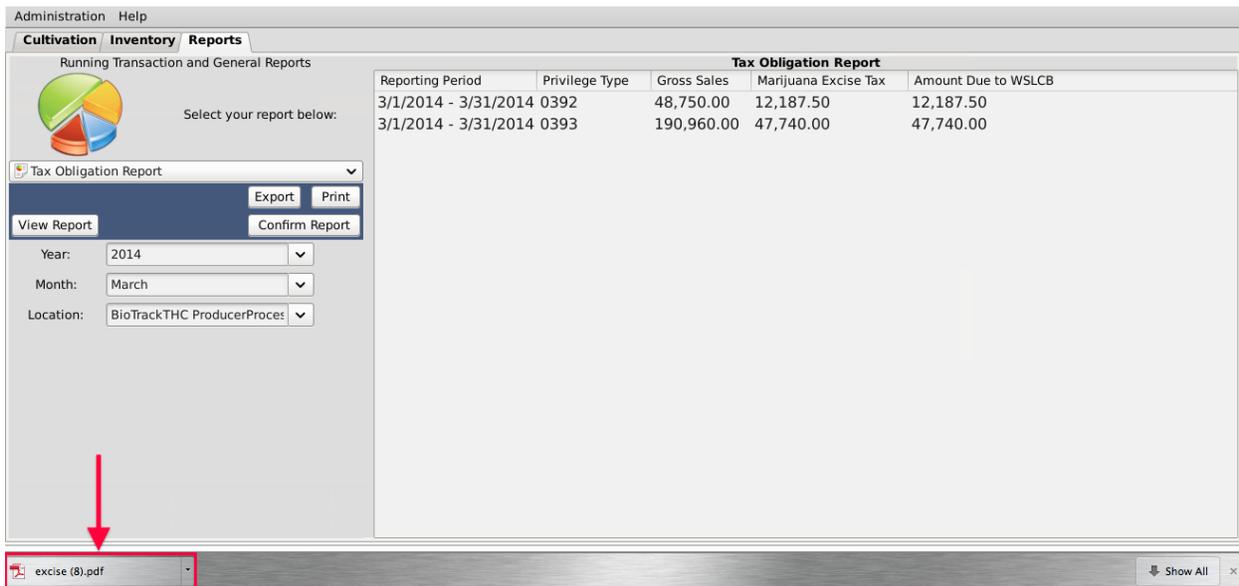
- Click on the “Print” button.



The screenshot shows the 'Tax Obligation Report' interface. On the left, there is a pie chart and a dropdown menu set to 'Tax Obligation Report'. Below the dropdown are buttons for 'Export', 'Print', 'View Report', and 'Confirm Report'. The 'Print' button is highlighted with a red box and a red arrow. Below these buttons are dropdown menus for 'Year' (2014), 'Month' (March), and 'Location' (BioTrackTHC ProducerProce). On the right, a table displays the report data.

Reporting Period	Privilege Type	Gross Sales	Marijuana Excise Tax	Amount Due to WSLCB
3/1/2014 - 3/31/2014	0392	48,750.00	12,187.50	12,187.50
3/1/2014 - 3/31/2014	0393	190,960.00	47,740.00	47,740.00

- Depending on your internet browser and your settings, your computer may automatically begin downloading a pdf version of the tax obligation report, or may prompt you to allow, keep, or accept the file.



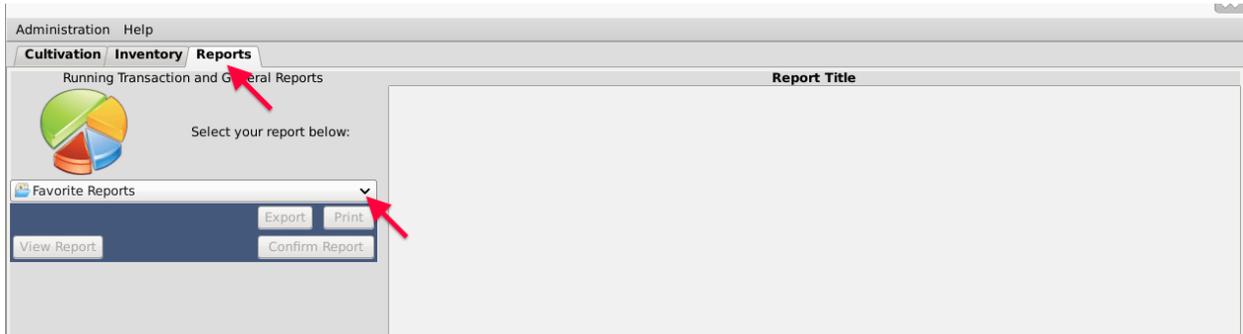
This screenshot is identical to the previous one, but with a red arrow pointing to a download prompt at the bottom of the browser window. The prompt shows a file named 'excise (8).pdf' with a download icon and a 'Show All' button.

- Open and print the tax obligation report pdf file and follow its instructions for remitting the hardcopy of the report and payment to the DOA.

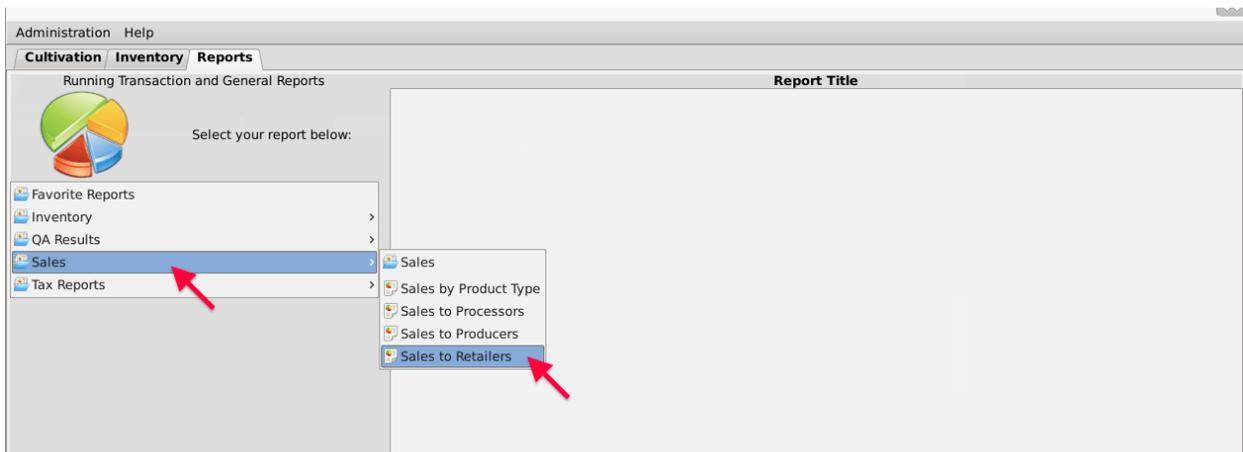
Sales Reports

You may view your sales activity—as entered into the Traceability System—by looking up the sales reports within the Reports tab.

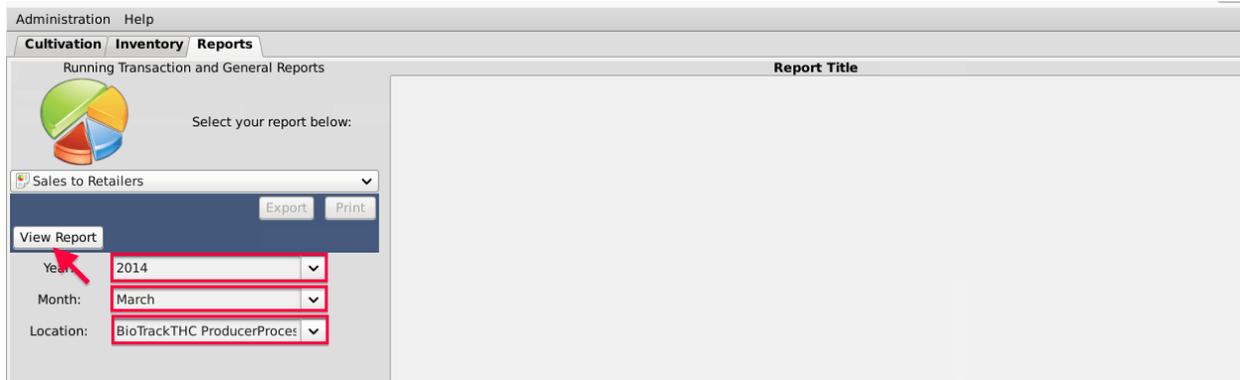
- Navigate to the Reports Tab and click on the “Favorite Reports” dropdown



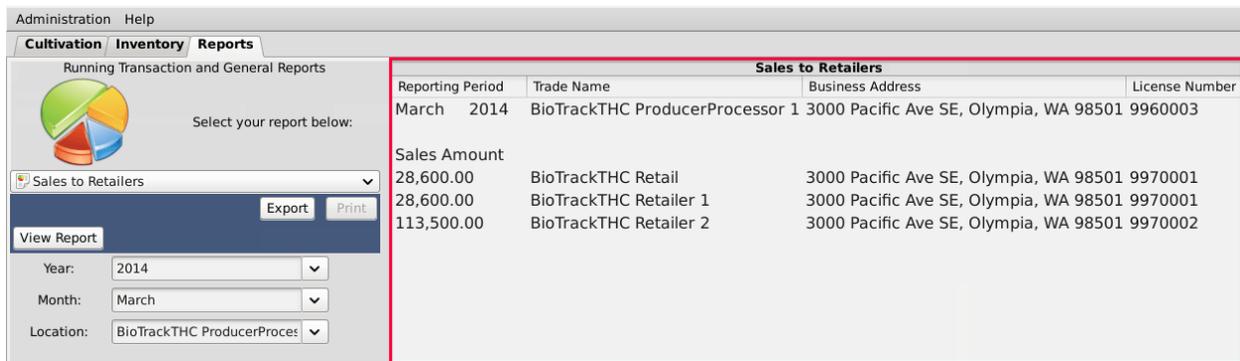
- Hover your cursor over the “Sales” category and then select the licensee-type that you would like to look-up.



- Three dropdown menus will display on the left-hand side. Select the year, month, and location (if you have multiple locations under the same UBI) that you would like to look-up and then click on the “View Report” button.



- A breakdown of total sales to each licensee for the reporting period selected will display in the primary report window.
- NOTE: Cultivators may sell to Cultivators and Dispensaries. Therefore, you may need to query the “Sales to Cultivators” report and the “Sales to Dispensaries” report to compute your combined total sales figure.



Chapter 22: Miscellaneous

In this chapter, you will learn how to:

- ✓ Transfer mature plant from Cultivation to Inventory

Plant Transfer from Cultivation to Inventory

This function allows transfers a plant out of the Cultivation area and into Inventory for the purposes of selling a mature plant in a Cultivator-to-Cultivator transaction.

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

Barcode	Strain	Phase	Age	Status
<input checked="" type="checkbox"/> 0975 4736 6122 4617	Blue Dream	Growing	26 days	
<input type="checkbox"/> 1247 4788 1561 8932	Blue Dream	Growing	26 days	Destruction Scheduled
<input type="checkbox"/> 3950 0397 6735 2752	ChemDawg	Growing	24 days	
<input type="checkbox"/> 6493 8158 9999 4806	ChemDawg	Growing	24 days	
<input type="checkbox"/> 6622 1506 6081 5339	ChemDawg	Growing	24 days	Destruction Scheduled
<input type="checkbox"/> 8790 8184 8294 5993	ChemDawg	Growing	24 days	Destruction Scheduled
<input type="checkbox"/> 0814 0399 6294 6571	Northern Lights	Growing	6 days	

- Click on the “Transfer” button.

Plant Details

Instructions: In this window you can transfer, destroy, move rooms, or harvest/cure.

Strain: Blue Dream | Age: 26 days | Harvest

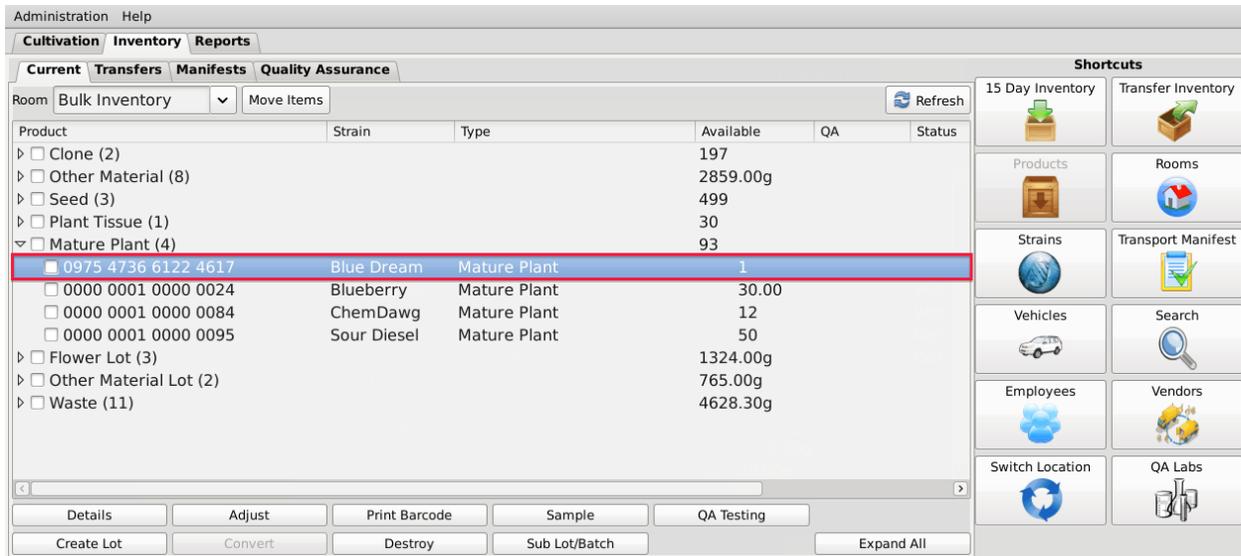
Room: 1. Vegetative | Mother Plant

Barcode: 0975 4736 6122 4617

Transfer | Print | Destroy

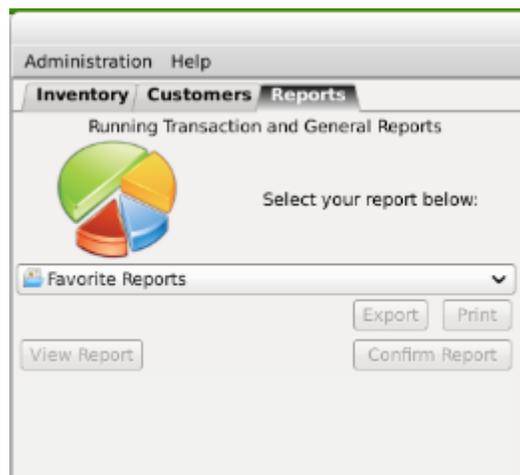
Cancel | OK

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

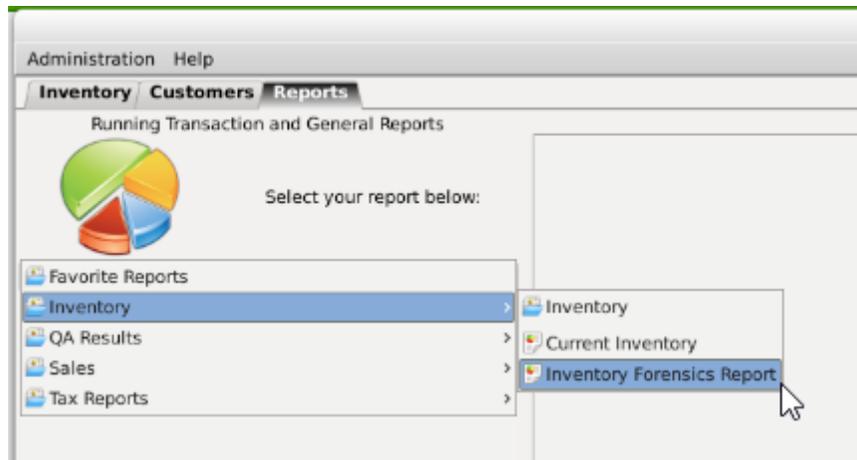


Inventory Forensics Reports

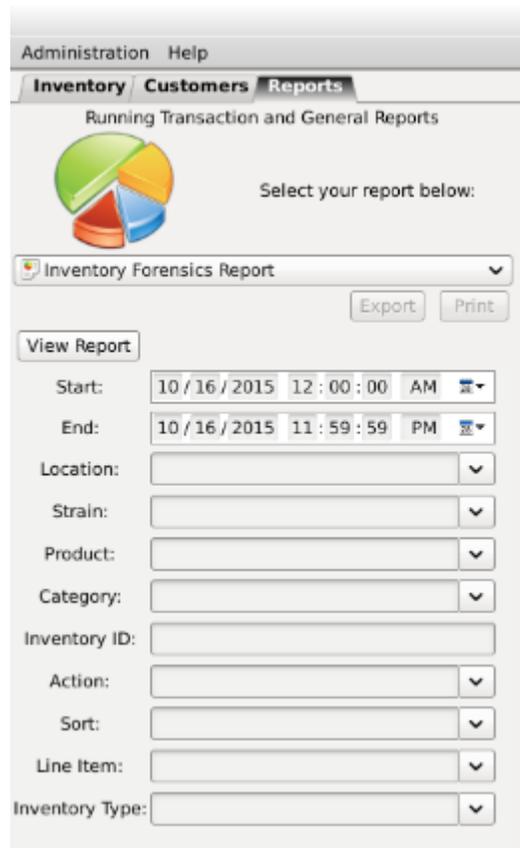
- To view Invenotry Forensics Reports:
- Go to the Reports tab.



- Click the Favorite Reports dropdown menu>Inventory>Inventory Forensics Reports



- The Inventory Forensics Report Menu displays.



- Use the filter options to view the desired report. Reports can be filtered based on the date, location, strain type, product type, Category, Inventory ID number, Action performed, Sort, Line item and inventory type.

- The following example sorts the reports based on date and strain type.
- Click the 'View Report' button.

- The list of reports that pertain to that search criteria display on the screen.

Inventory Forensics Report					
Name	Inventory ID	Location	Previous Quantity	New Quantity	Difference
Usable Marijuana - AK-47 - Usable Marijuana - 2.00 grams 9999 9999 6000 0756		BioTrackTHC Retailer 1	25.00	25.00	0.00
		BioTrackTHC Retailer 1	25.00	25.00	0.00
Usable Marijuana - AK-47 - Usable Marijuana - 3.00 grams 9999 9999 6000 0759		BioTrackTHC Retailer 2	900.00	900.00	0.00
		BioTrackTHC Retailer 2	900.00	900.00	0.00
Usable Marijuana - AK-47 - Usable Marijuana - 0.50 grams 9999 9999 6000 0770		BioTrackTHC Retailer 1	77.00	77.00	0.00
		BioTrackTHC Retailer 1	77.00	77.00	0.00
Usable Marijuana - AK-47 - Usable Marijuana - 2.00 grams 9999 9999 6000 1594		BioTrackTHC Retailer 1	49.00	49.00	0.00
		BioTrackTHC Retailer 1	49.00	49.00	0.00
Usable Marijuana - AK-47 - Usable Marijuana - 1.00 grams 9999 9999 6000 1595		BioTrackTHC Retailer 1	99.00	99.00	0.00
		BioTrackTHC Retailer 1	99.00	99.00	0.00
Usable Marijuana - AK-47 - Usable Marijuana - 3.00 grams 9999 9999 7000 0014		BioTrackTHC Retailer 2	150.00	150.00	0.00
		BioTrackTHC Retailer 2	150.00	150.00	0.00

