

Volume

1

BIO-TECH MEDICAL SOFTWARE, INC.

BIOTRACKTHC ILLINOIS TRACEABILITY SYSTEM

LICENSEE MANUAL - RETAILER



LICENSEE MANUAL

RETAILER

BIO-TECH MEDICAL SOFTWARE, INC.

BioTrackTHC Illinois Traceability System

Licensee Manual - Retailer

© 2014 Bio-Tech Medical Software, Inc.
Fort Lauderdale, FL
Phone 800.797.4711
ilhelp@biotrackthc.com@biotrackthc.com

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Chapter 1: User Access

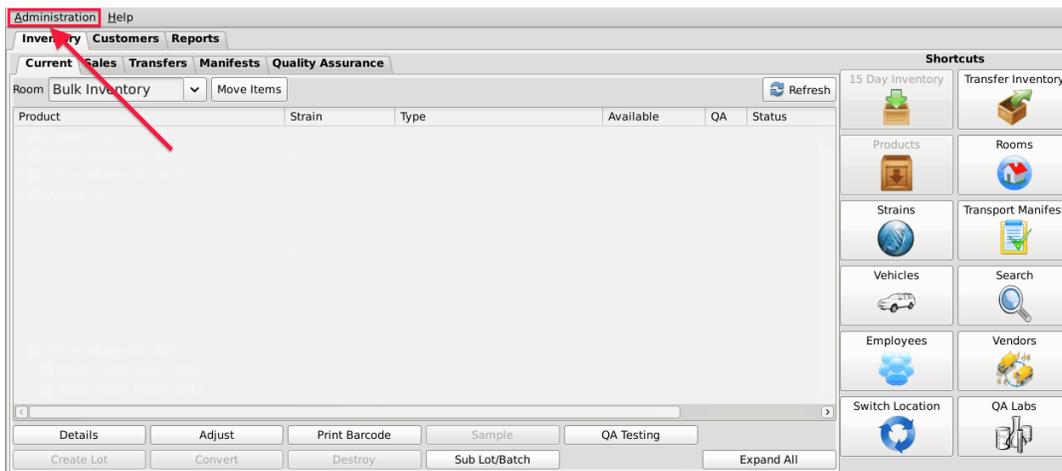
In this chapter, you will learn how to:

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

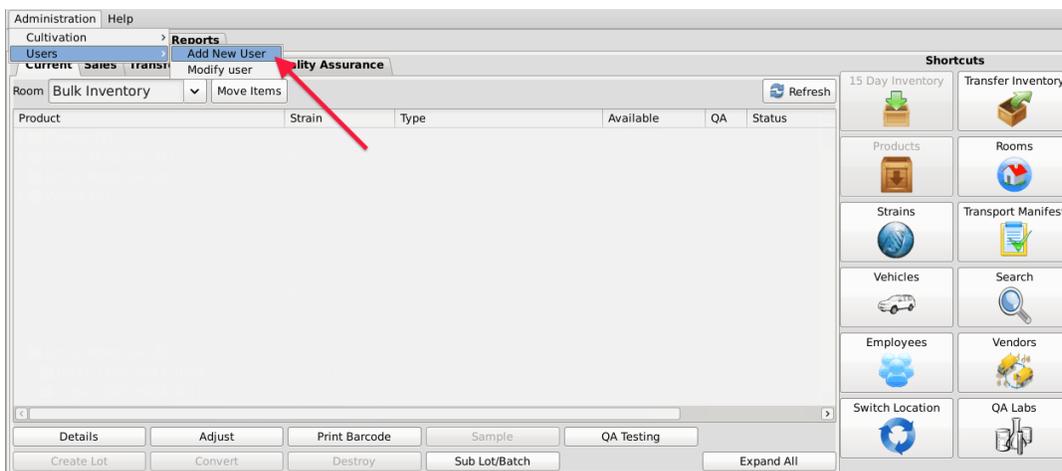
In addition to the login credentials given to you by the DOA, the Traceability System allows each licensee the ability to grant system access to additional users for data submission on your behalf. Please be aware that this is distinct from employees as defined in Chapter 2: Employees (e.g., not all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

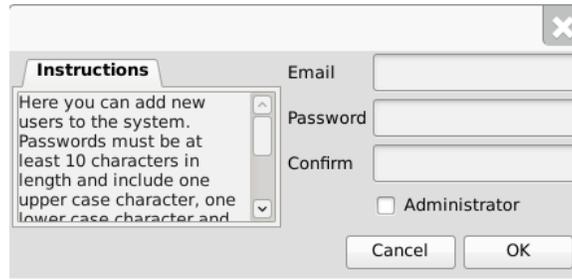
- To add new users into the system, click on the Administration menu near the top left corner of the window.



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

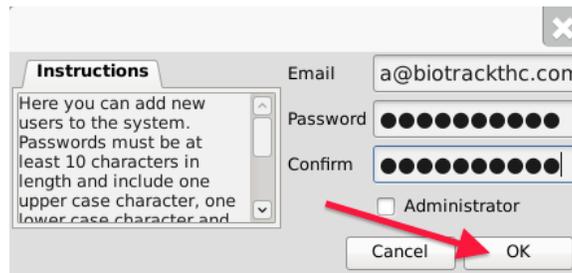


- This will bring up the New User screen.



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 to the "OK" button. The "Instructions" tab and "Cancel" button are also visible.

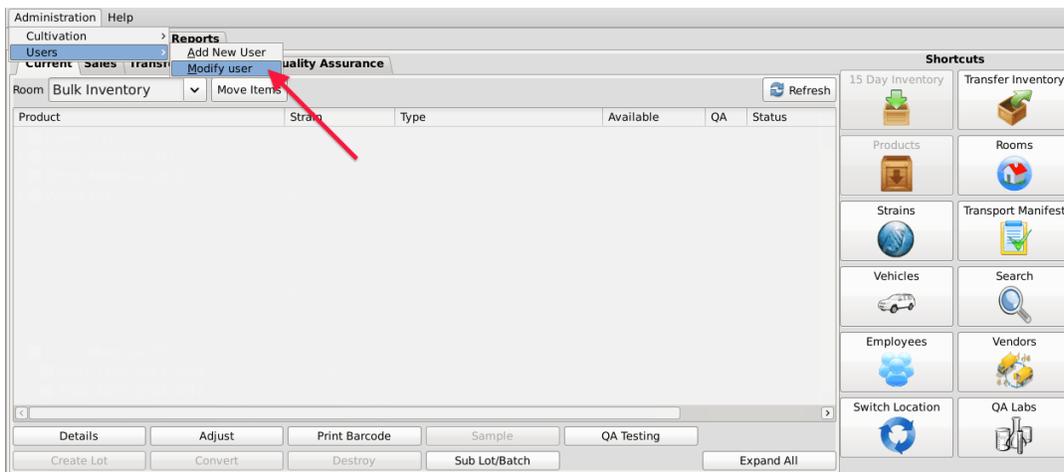
- Click on the "OK" button when complete.

Modifying an Existing user

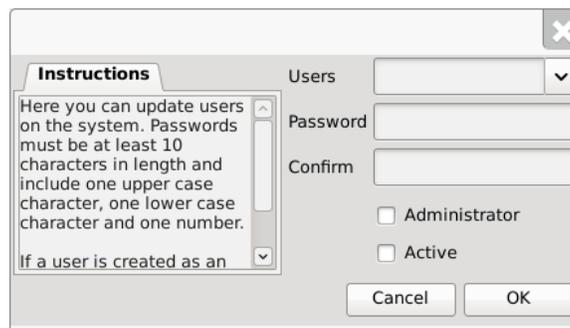
- To modify users previously given access to the system, click on the Administration menu near the top left corner of the window.



- 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' tab 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 right, there are 'Cancel' and 'OK' buttons.

- Select the user to be modified from the Users dropdown

The screenshot shows a dialog box for user management. On the left, there is an 'Instructions' tab with 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.' Below this is a dropdown for 'If a user is created as an'. The main area has a 'Users' dropdown menu that is open, showing a list of users. The user 'a@biotrackthc.com' is selected and highlighted in blue. A red arrow points to the dropdown arrow, and another red arrow points to the selected user. Below the 'Users' dropdown are fields for 'Password' (a@biotrackthc.com) and 'Confirm' (patrick.vo@biotrackthc.com). There are checkboxes for 'Administrator' and 'Active', and 'Cancel' and 'OK' buttons.

- You may modify the following:
 - Password. The password associated with the user.
 - Addministrator. 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

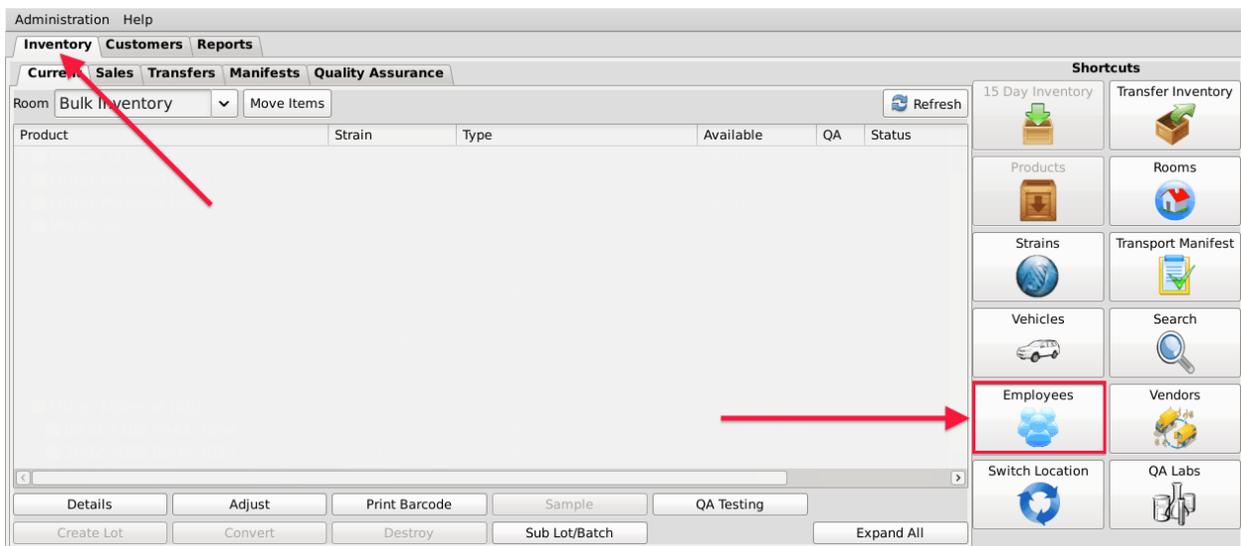
In this chapter, you will learn how to:

- ✓ 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.

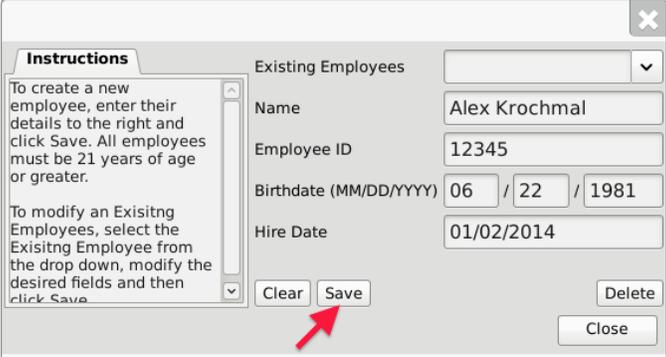


- This will bring up the Employee screen.

The screenshot shows a form for managing employees. It has a title bar with a close button (X). On the left, there is an "Instructions" box with 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." The form fields include: "Existing Employees" (a dropdown menu), "Name" (text input), "Employee ID" (text input), "Birthdate (MM/DD/YYYY)" (date input with slashes), and "Hire Date" (text input). At the bottom, there are buttons for "Clear", "Save", "Delete", and "Close".

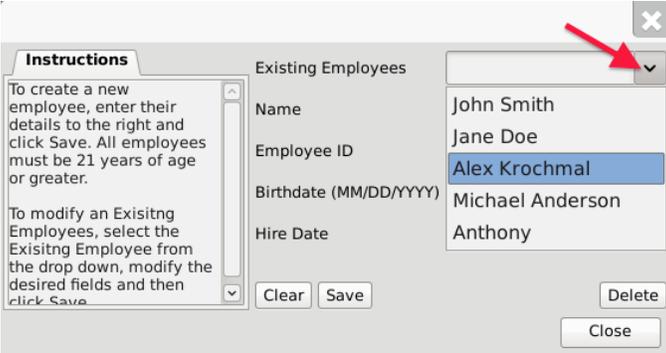
Add a New Employee

- 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 software window titled "Add a New Employee". On the left is an "Instructions" panel with 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." 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 is a form with an "Existing Employees" dropdown menu. Below it are input fields for "Name" (Alex Krochmal), "Employee ID" (12345), "Birthdate (MM/DD/YYYY)" (06 / 22 / 1981), and "Hire Date" (01/02/2014). At the bottom are "Clear", "Save", "Delete", and "Close" buttons. A red arrow points to the "Save" button.

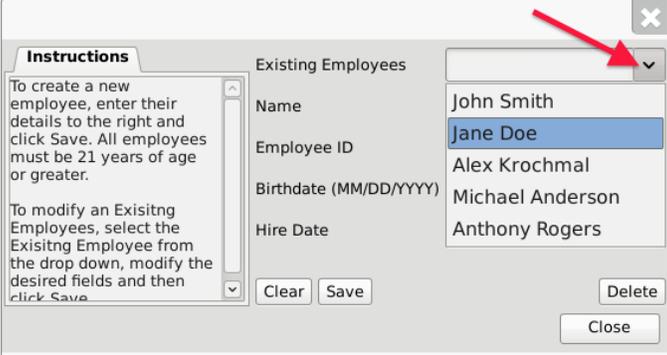
- The new employee will now appear within the Existing Employees dropdown for selection.



This screenshot shows the same form as the previous one, but the "Existing Employees" dropdown menu is open, displaying a list of names: John Smith, Jane Doe, Alex Krochmal, Michael Anderson, and Anthony. The "Save" button is highlighted with a red arrow.

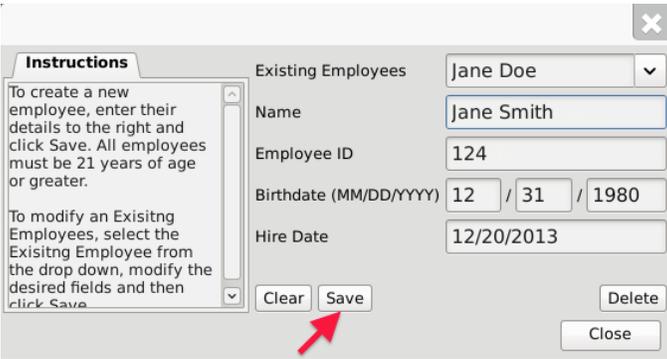
Modifying an Existing Employee

- 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" on the left. The main area is titled "Existing Employees" and features a dropdown menu. The dropdown is open, displaying a list of names: John Smith, Jane Doe (highlighted in blue), Alex Krochmal, Michael Anderson, and Anthony Rogers. 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 appear within their respective fields.
- Modify the necessary field/s (in the example below, Jane Doe changed her last name to Jane Smith).



The screenshot shows the same software window as the previous one, but now the "Existing Employees" dropdown is set to "Jane Doe". The "Name" field is updated to "Jane Smith". The "Employee ID" is 124, "Birthdate (MM/DD/YYYY)" is 12 / 31 / 1980, and "Hire Date" is 12/20/2013. A red arrow points to the "Save" button.

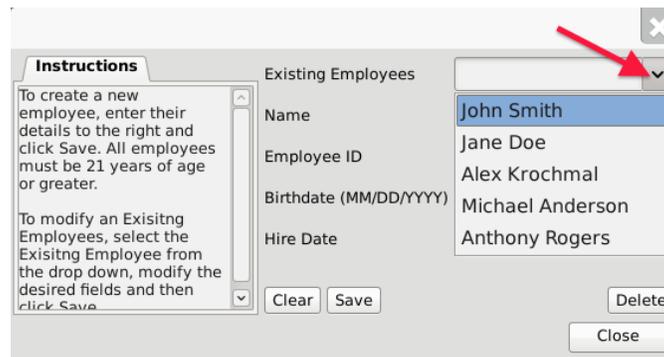
- Click on the "Save" button when complete.

Deleting an Existing Employee

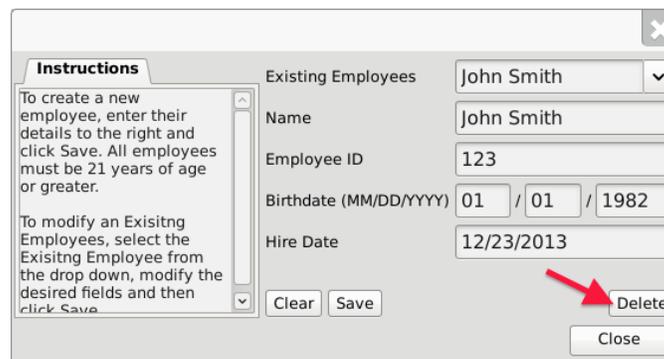
If you find that an existing employee is no longer needed (e.g., employee is terminated, employee record was created in error, etc...) you may delete the employee record.

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.



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



- Click on the "Delete" button.

Chapter 3: Vehicles

In this chapter, you will learn how to:

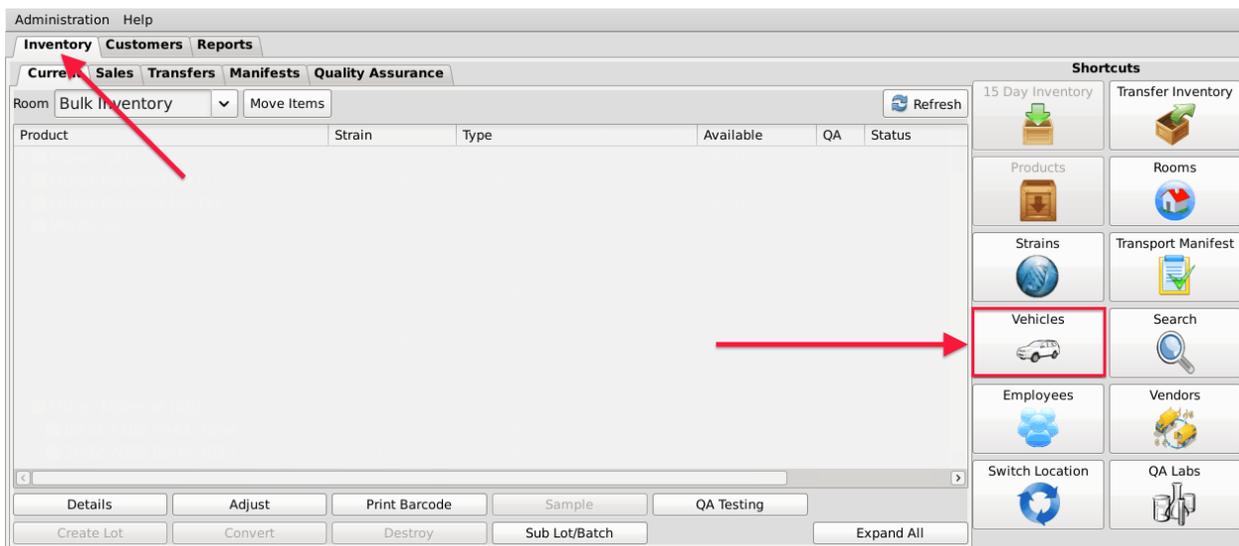
- ✓ Add, modify and remove company vehicles

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

Accessing the Vehicle Screen

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

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

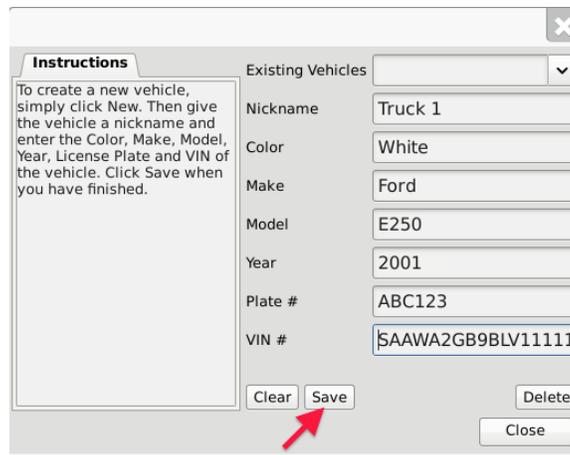


- This will bring up the Vehicle screen.

The screenshot shows the 'Vehicle' screen. It features an 'Instructions' box on the left 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', 'Color', 'Make', 'Model', 'Year', 'Plate #', and 'VIN #'. At the bottom of the form are buttons for 'Clear', 'Save', 'Delete', and 'Close'.

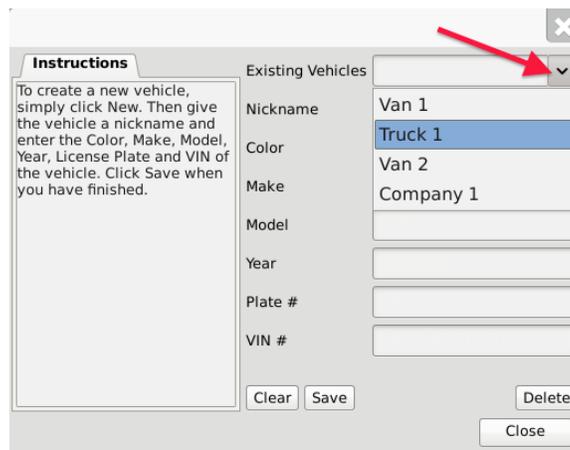
Add a New Vehicle

- 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.

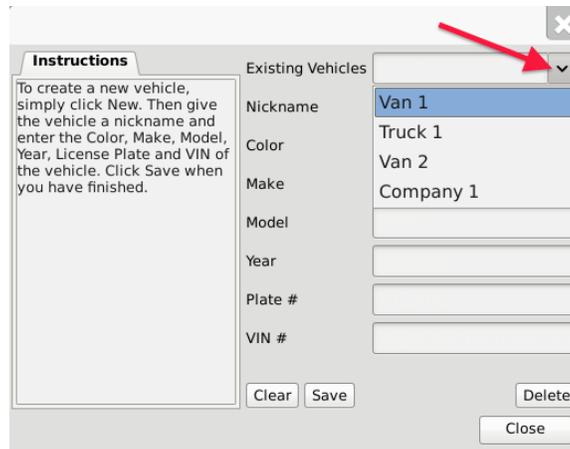
- The new vehicle will now appear within the Existing Vehicles dropdown for selection.



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 on the "Existing Vehicles" field.

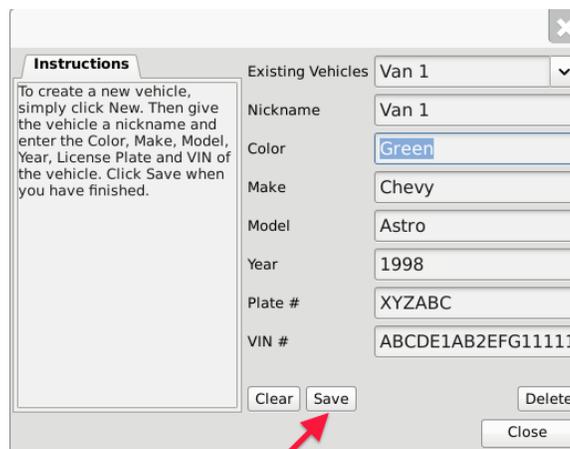
Modifying an Existing Vehicle

- 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 a red arrow pointing to it), "Nickname" (text input), "Color" (text input), "Make" (text input), "Model" (text input), "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 appear 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 menu is set to "Van 1". The fields are populated with the following information: "Nickname" is "Van 1", "Color" is "Green" (highlighted with a blue selection box), "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.

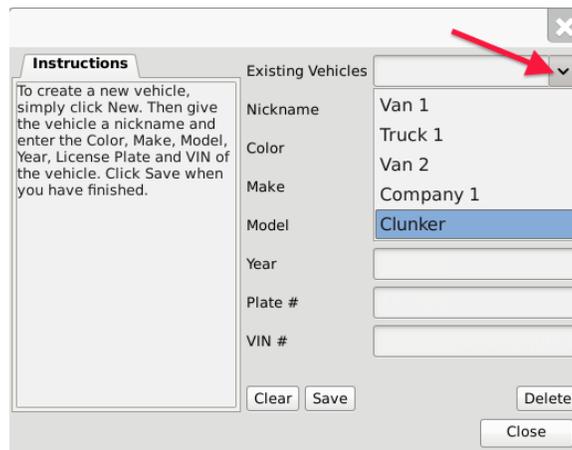
- Click on the "Save" button when complete.

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.

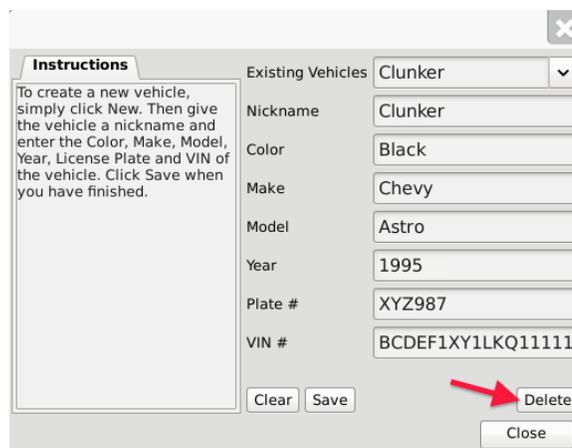
NOTE: Removing a vehicle does not delete any of the already submitted Traceability System data associated with that vehicle record. It simply removes the vehicle record from use moving forward.

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



The screenshot shows a web application window with a close button (X) in the top right corner. 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 titled 'Existing Vehicles'. At the top of this form is a dropdown menu currently showing a downward arrow. A red arrow points to this dropdown. Below the dropdown are input fields for 'Nickname', 'Color', 'Make', 'Model', 'Year', 'Plate #', and 'VIN #'. The 'Model' field is currently filled with 'Clunker' and is highlighted in blue. At the bottom of the form are three buttons: 'Clear', 'Save', and 'Delete'. A 'Close' button is located at the bottom right of the window.

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



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

- Click on the "Delete" button.

Chapter 4: Vendors

In this chapter, you will learn how to:

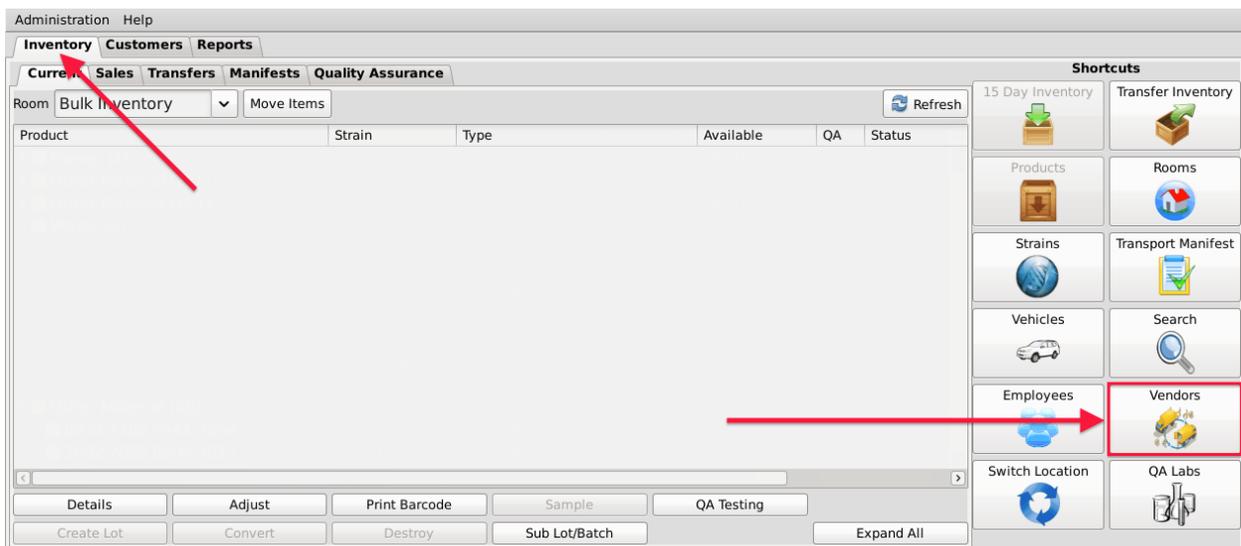
- ✓ View Preferred Vendor List
- ✓ Search for and Add Vendors to Preferred Vendor List
- ✓ Remove Vendors from Preferred Vendor List

Within the Traceability System, vendors are Licensees outside of your own that you can either wholesale to or make wholesale purchases from. You must add vendors to your Preferred Vendor List in order to receive inbound shipments and to make outbound shipments. 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



- This will bring up the Vendor Information screen.

Viewing Vendor Information

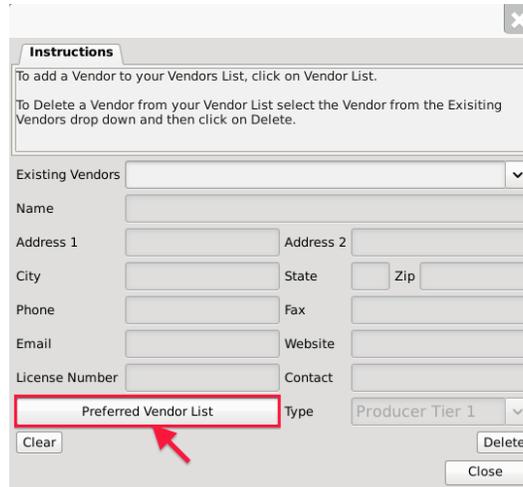
- The detailed information of Licensees that are on your Preferred Vendors List (i.e., those you have indicated that you do business with) may be found in the Existing Vendors dropdown. Be aware that the dropdown will start empty and you will need to add vendors per the instructions below.

- Once selected, the vendor's information will automatically appear 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

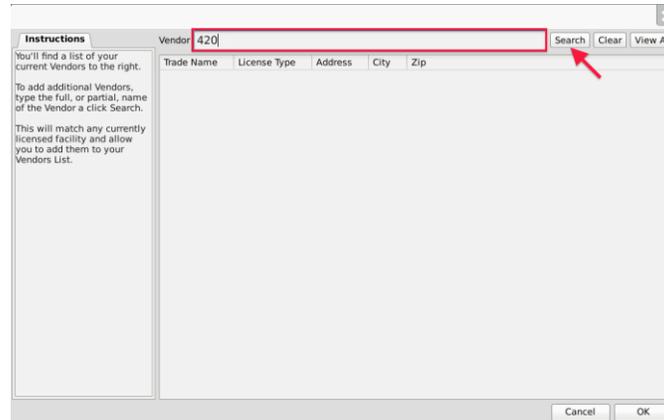
- From the Vendor Screen, click on the “Preferred Vendor List” button to add or remove other DOA-approved Licensees that you do business with.



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" (a 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 rectangular box, and a red arrow points to it from the right. 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.



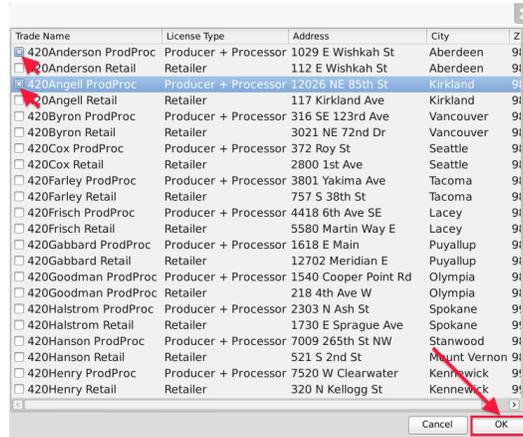
The screenshot shows the same "Instructions" dialog box. The "Vendor" field at the top is now populated with the text "420". The "Search" button is highlighted with a red rectangular box, and a red arrow points to it from the right. The "Clear" and "View All" buttons are also visible to the right of the search bar. The main area of the dialog box is empty, with a table header visible: "Trade Name", "License Type", "Address", "City", and "Zip". At the bottom right, there are "Cancel" and "OK" buttons.

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

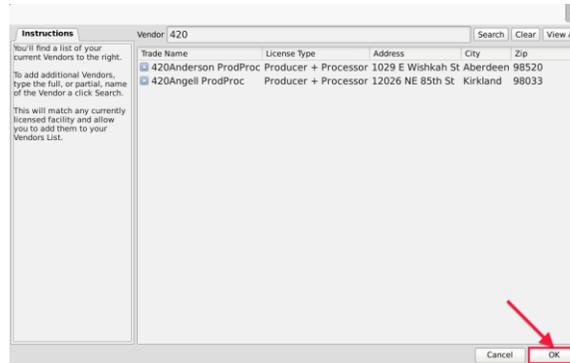


This is a close-up screenshot of the bottom right corner of the "Instructions" dialog box. It shows the "Vendor" text input field, the "Search" button, the "Clear" button, and the "View All" button. The "View All" button is highlighted with a red rectangular box, and a red arrow points to it from the right.

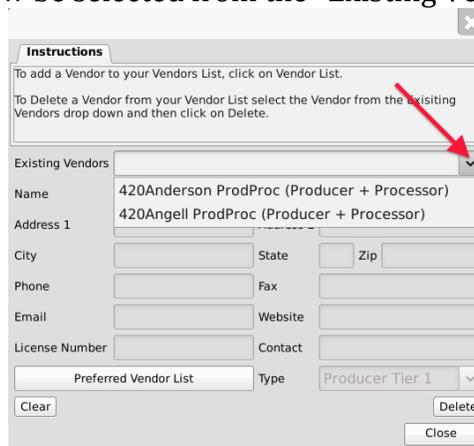
- A list of all Licensees that match the search criteria will appear in a popup.
- Click the checkbox(s) of the Licensee(s) to add to your Preferred Vendor List.
- Click “OK” when complete.



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



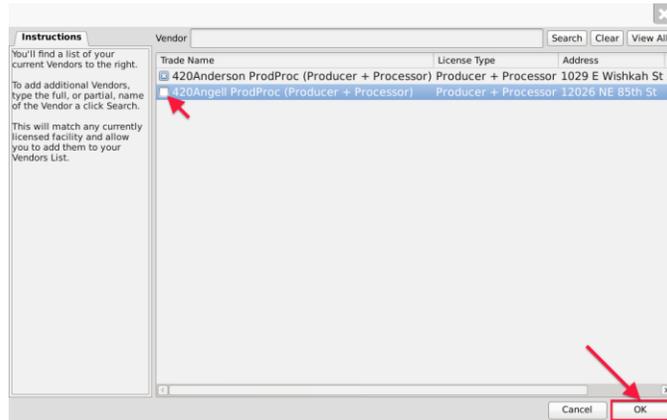
- Click “OK” when complete.
- The Vendors may now be selected from the “Existing Vendors” dropdown.



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: Inventory Rooms

In this chapter, you will learn how to:

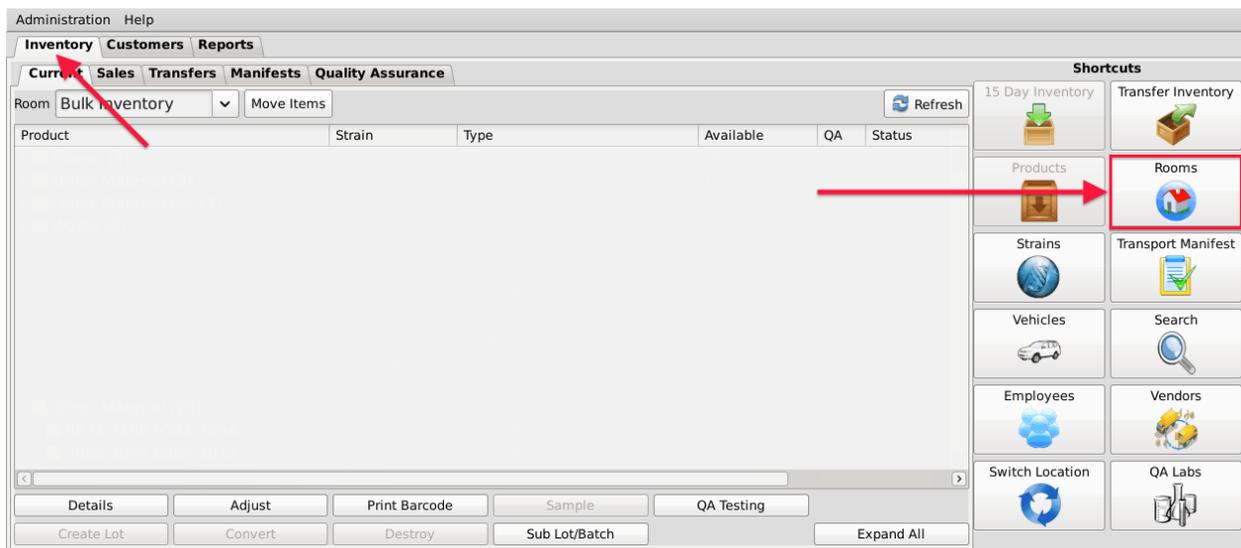
- ✓ Add, modify and remove inventory rooms
- ✓ Navigate the inventory rooms and screens

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

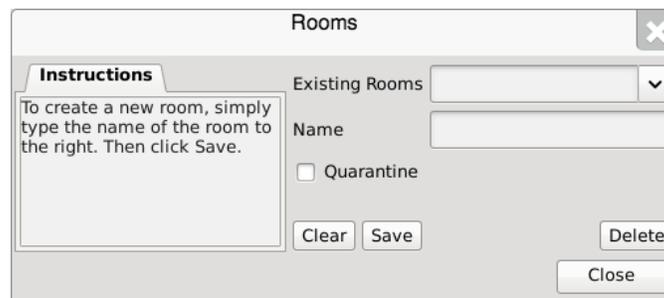
Accessing the Rooms Screen

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

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



- This will bring up the Rooms screen.

A screenshot of a 'Rooms' dialog box. It has a title bar with 'Rooms' and a close button. Inside, there is an 'Instructions' section with a text box containing: 'To create a new room, simply type the name of the room to the right. Then click Save.' To the right of the instructions, there is a dropdown menu for 'Existing Rooms', a text input field for 'Name', a checkbox for 'Quarantine', and 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, Extra Room etc.).
- Click on the “Save” button when complete.

The screenshot shows a dialog box titled "Rooms" with a close button (X) in the top right. On the left, there is an "Instructions" box with the text: "To create a new room, simply type the name of the room to the right. Then click Save." To the right of the instructions, there is a dropdown menu for "Existing Rooms" and a text input field for "Name" containing the word "Safe". Below the "Name" field is a checkbox labeled "Quarantine" which is currently unchecked. At the bottom of the dialog, there are four buttons: "Clear", "Save", "Delete", and "Close". A red arrow points to the "Save" button.

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

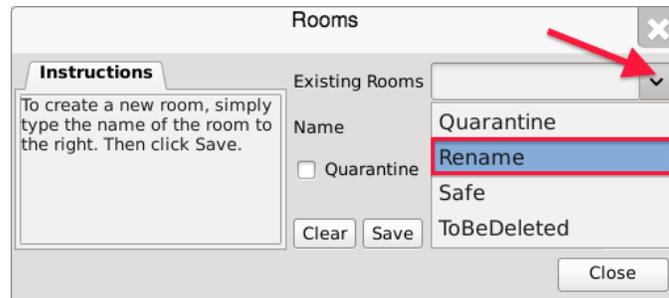
The screenshot shows the main application interface. At the top, there are tabs for "Administration" and "Help". Below that, there are tabs for "Inventory", "Customers", and "Reports". Under "Inventory", there are sub-tabs for "Current", "Sales", "Transfers", "Manifests", and "Quality Assurance". The "Room" dropdown menu is open, showing "Bulk Inventory", "Quarantine", and "Safe". A red arrow points to the "Safe" option. The "Shortcuts" panel on the right contains various icons for "15 Day Inventory", "Transfer Inventory", "Products", "Rooms", "Strains", "Transport Manifest", "Vehicles", "Search", "Employees", "Vendors", "Switch Location", and "QA Labs". At the bottom, there are several buttons: "Details", "Adjust", "Print Barcode", "Sample", "QA Testing", "Create Lot", "Convert", "Destroy", "Sub Lot/Batch", and "Expand All".

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

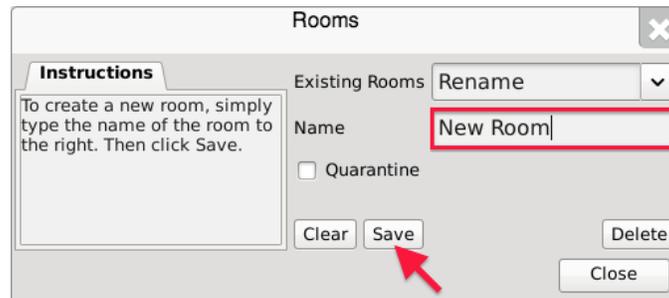
The screenshot shows the "Rooms" dialog box. The "Name" field contains "Quarantine 2" and is highlighted with a red box. The "Quarantine" checkbox is now checked. A red arrow points to the checked checkbox. The "Clear" and "Save" buttons are visible at the bottom.

Modifying an Existing Inventory Room

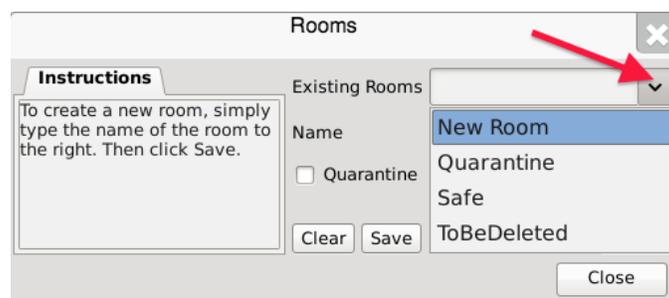
- From the Rooms screen, select the room to be modified from the Existing Rooms dropdown.

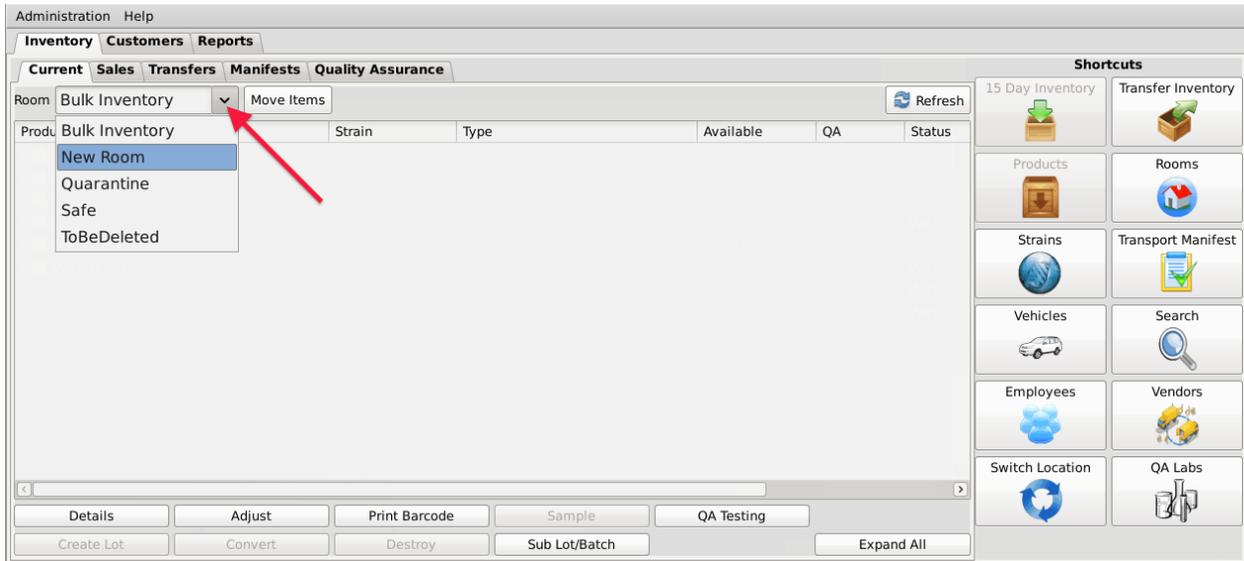


- Once selected, the room's name will automatically appear within the Name text box.
- Within the Name text box, rename the room as desired.



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



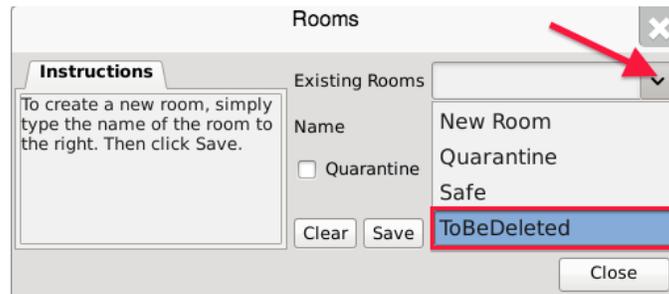


Deleting an Inventory Room

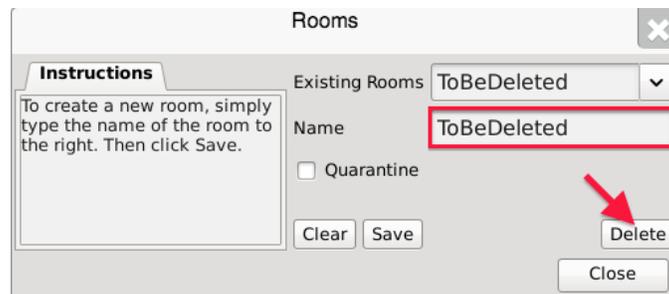
If you find that an existing inventory room is no longer needed, you may delete the room.

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

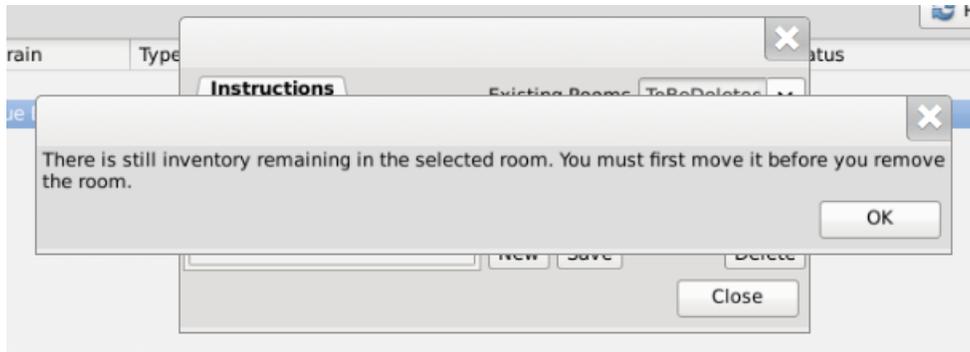
- From the Rooms screen, select the room to be removed from the Existing Rooms dropdown.



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



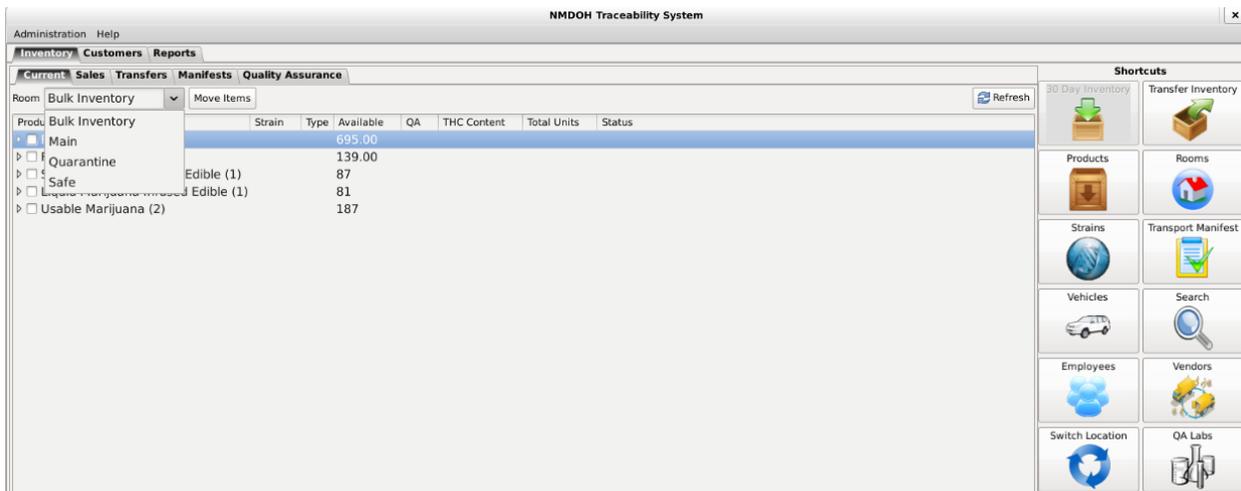
- Click on the “Delete” button.
 - If there is still inventory in the room, the following will appear:



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

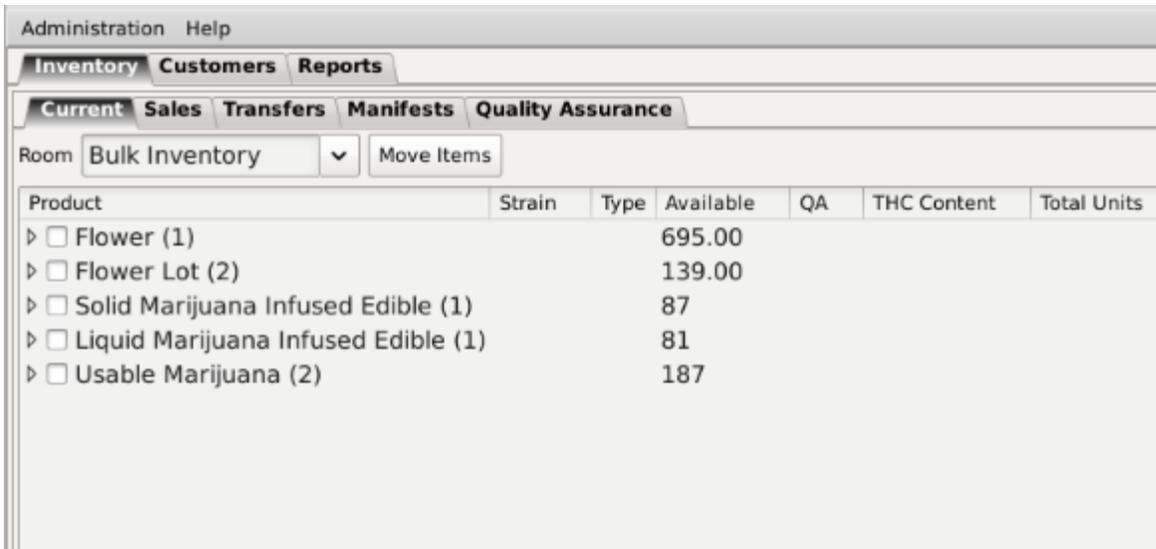
Navigating Inventory Rooms

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



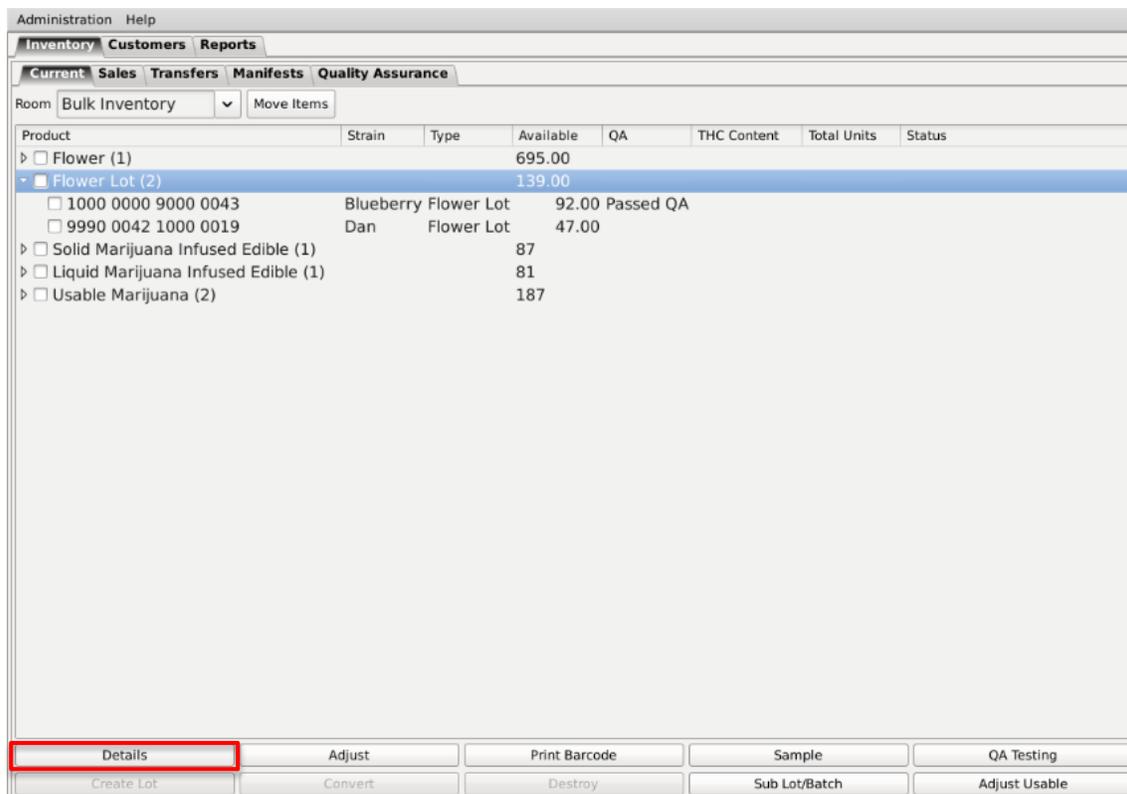
Click on a room to view its contents.

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 appears to the right of the product type indicates how many Traceability Identifiers are grouped within it, if more than one.

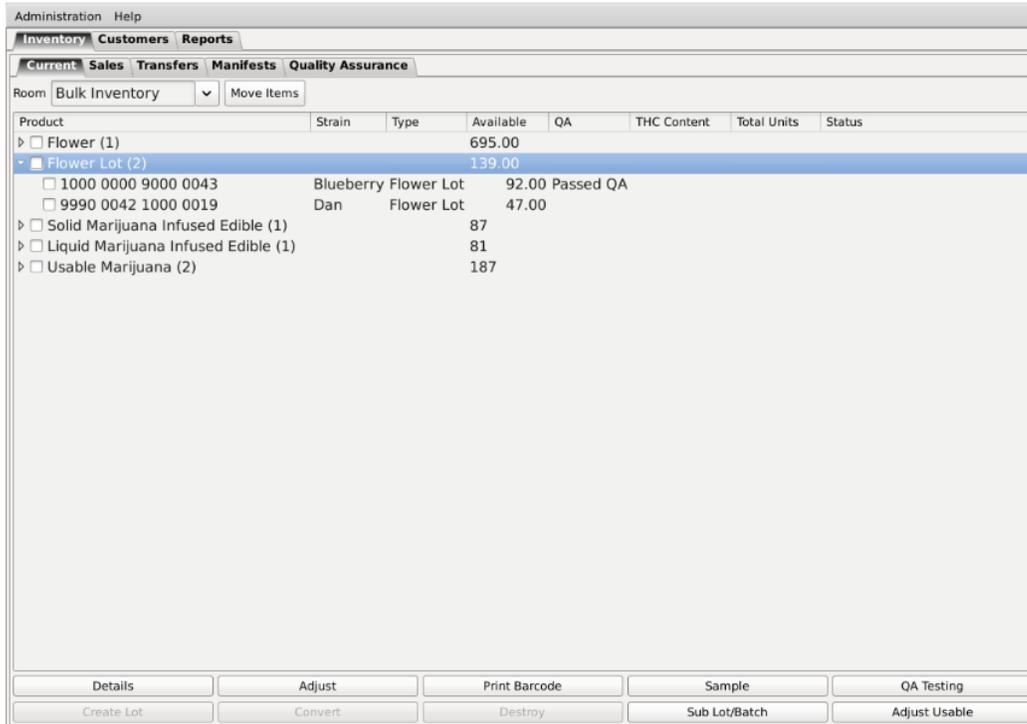


To view the individual inventory items contained within a group you can perform either of the following three actions:

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



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



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

Administration Help

Inventory Customers Reports

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Room Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	THC Content	Total Units	Status
Flower (1)			695.00				
Flower Lot (2)			139.00				
Solid Marijuana Infused Edible (1)			87				
Liquid Marijuana Infused Edible (1)			81				
Usable Marijuana (2)			187				

Details Adjust Print Barcode Sample QA Testing Uncheck All

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

Administration Help

Inventory Customers Reports

Current Sales Transfers Manifests Quality Assurance

Room Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	THC Content	Total Units	Status
Flower (1)			695.00				
0260 8174 1187 6918	OG Kush	Flower	695.00				
Flower Lot (2)			139.00				
1000 0000 9000 0043	Blueberry	Flower Lot	92.00	Passed QA			
9990 0042 1000 0019	Dan	Flower Lot	47.00				
Solid Marijuana Infused Edible (1)			87				
1000 0000 9000 0039	Blueberry	Solid Marijuana Infused Edible	87.00	Passed QA			
Liquid Marijuana Infused Edible (1)			81				
1000 0000 9000 0036	Obama Kush	Liquid Marijuana Infused Edible	81.00	Passed QA			
Usable Marijuana (2)			187				
1000 0000 9000 0015	Blueberry	Usable Marijuana	98.00	Passed QA			
1000 0000 9000 0042	Blueberry	Usable Marijuana	89.00	Passed QA			

Details Adjust Print Barcode Sample QA Testing Uncheck All

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

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

Administration Help

Inventory Customers Reports

Current Sales Transfers Manifests Quality Assurance

Room: Bulk Inventory

Product	Strain	Type	Available	QA	THC Content	Total Units	Status
[-] Flower (1)			695.00				
<input type="checkbox"/> 0260 8174 1187 6918	OG Kush	Flower	695.00				
[+] Flower Lot (2)			139.00				
<input type="checkbox"/> 1000 0000 9000 0043	Blueberry	Flower Lot	92.00	Passed QA			
<input type="checkbox"/> 9990 0042 1000 0019	Dan	Flower Lot	47.00				
[-] Solid Marijuana Infused Edible (1)			87				
<input type="checkbox"/> 1000 0000 9000 0039	Blueberry	Solid Marijuana Infused Edible	87.00	Passed QA			
[-] Liquid Marijuana Infused Edible (1)			81				
<input type="checkbox"/> 1000 0000 9000 0036	Obama Kush	Liquid Marijuana Infused Edible	81.00	Passed QA			
[-] Usable Marijuana (2)			187				
<input type="checkbox"/> 1000 0000 9000 0015	Blueberry	Usable Marijuana	98.00	Passed QA			
<input type="checkbox"/> 1000 0000 9000 0042	Blueberry	Usable Marijuana	89.00	Passed QA			

Chapter 6: Wholesale Inventory Transfers

In this chapter, you will learn how to:

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

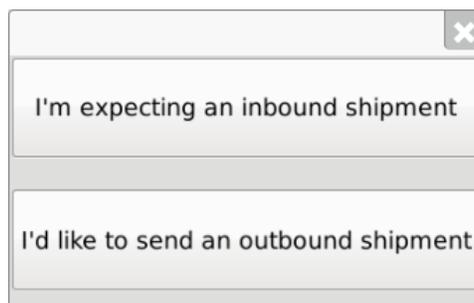
Initiating an Inventory Transfer

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

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



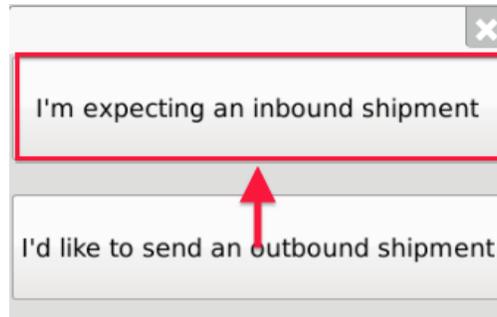
- The following pop-up appears:



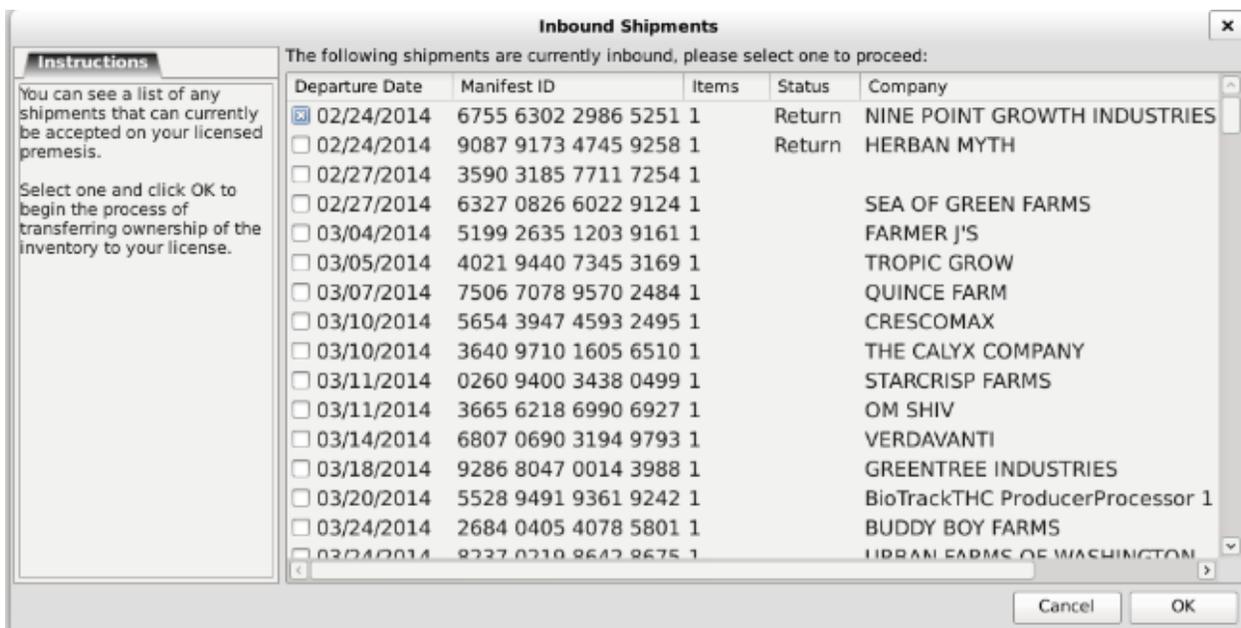
Inbound Shipment

To receive an inbound shipment from a processor,

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



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



- The Inventory Transfer for Manifest ID displays.

Inventory Transfer for Manifest ID: 6755 6302 2986 5251

No.	ID	Strain	Product	Description	Qty Shipped	Qty Received	QA Status	Inventory Type
1	6033 4068 0000 0006	Blueberry	Usable Marijuana	Usable Marijuana 10			Passed QA	Usable Marijuana

Previous Item: Save Item

Item 1 of 1

Barcode ID: 6033 4068 0000 0006 Strain: Blueberry View QA Results

Product: Usable Marijuana Inventory Type: Usable Marijuana

Description: Usable Marijuana Unit Weight: 181.44

Quantity Received:

Cancel OK

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

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

- Click “OK” after the quantities have been entered.
- The Inventory Transfer Receipt Confirmation screen displays.

Inventory Transfer Receipt Confirmation

Please confirm that: 0 item(s) will be fully accepted, 1 item(s) will be partially accepted, 0 item(s) will be rejected.

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

ID #	Inventory Type	Status	Shipped	Received	Qty Not Accepted
6033 4068 0000 0006	Usable Marijuana	Partial Acceptance	10.00	2.00	8.00

Cancel OK

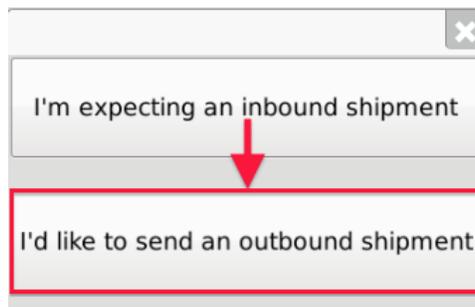
- The Traceability System automatically moves the inventory on the manifest into the Current Inventory room.

Inventory Customers Reports						
Current Sales Transfers Manifests Quality Assurance						
Room Bulk Inventory		Move Items				
Product	Strain	Type	Available	QA	Status	
▸ <input type="checkbox"/> Solid Marijuana Infused Edible (8)			501			
▸ <input type="checkbox"/> Marijuana Extract for Inhalation (1)			5			
▸ <input type="checkbox"/> Marijuana Infused Topicals (3)			109			
▸ <input type="checkbox"/> Sample Jar (4)			20			
▾ <input type="checkbox"/> Usable Marijuana (44)			2149			
<input type="checkbox"/> 9999 9999 6000 2534	B-Blueblerry	Usable Marijuana	50.00	Passed QA		
<input type="checkbox"/> 9999 9999 6000 2357	Patrick's Strain	Usable Marijuana	48.00	Passed QA		
<input type="checkbox"/> 9999 9999 6000 0486	Northernberry	Usable Marijuana	80			
<input type="checkbox"/> 9999 9999 7000 0010	Northernberry	Usable Marijuana	100			
<input type="checkbox"/> 9999 9999 7000 0011	Northernberry	Usable Marijuana	100			
<input type="checkbox"/> 9999 9999 7000 0012	Northernberry	Usable Marijuana	100			
<input type="checkbox"/> 9999 9999 7000 0013	Northernberry	Usable Marijuana	200			
<input type="checkbox"/> 9999 9999 6000 1595	AK-47	Usable Marijuana	99.00	Passed QA		
<input type="checkbox"/> 9999 9999 6000 0756	AK-47	Usable Marijuana	25.00	Passed QA		
<input type="checkbox"/> 9999 9999 6000 1594	AK-47	Usable Marijuana	49.00	Passed QA		
<input type="checkbox"/> 9999 9999 6000 2543	Afgooeey	Usable Marijuana	1.00			
<input type="checkbox"/> 9999 9999 6000 2542	Afgooeey	Usable Marijuana	9.00			
<input type="checkbox"/> 9999 9999 6000 2030	Blueberry	Usable Marijuana	48.00	Passed QA		
<input checked="" type="checkbox"/> 6033 4068 0000 0006	Blueberry	Usable Marijuana	2.00			
<input type="checkbox"/> 9999 9999 6000 2029	Blueberry	Usable Marijuana	46.00	Passed QA		
<input type="checkbox"/> 6033 2469 4000 0006	Blueberry	Usable Marijuana	5.00			

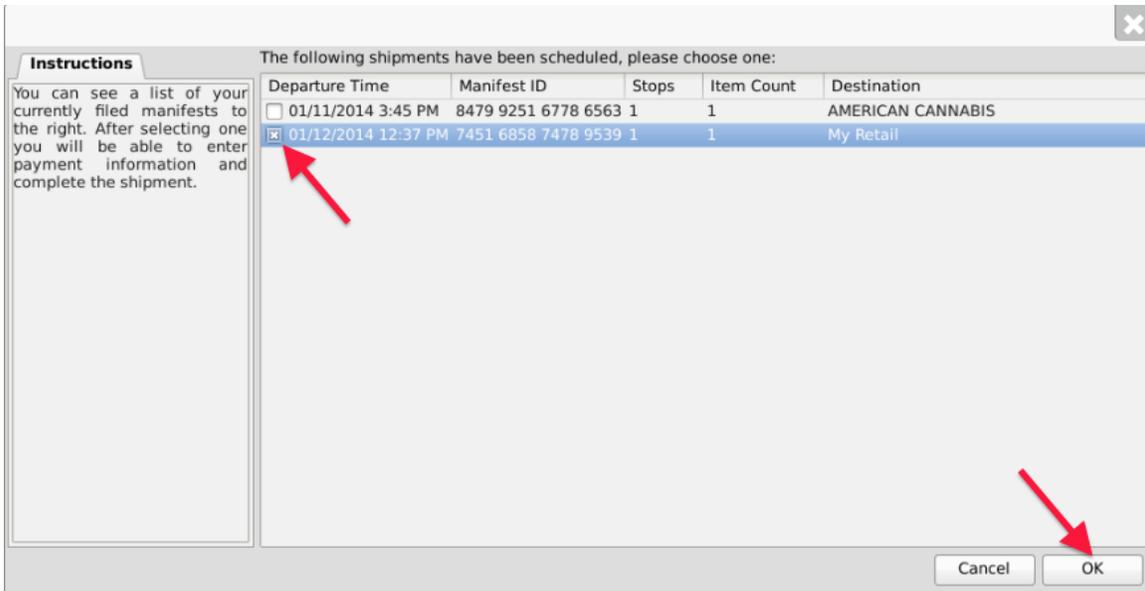
Outbound Shipment

To send an outbound shipment, or a rejected item, back to a processor,

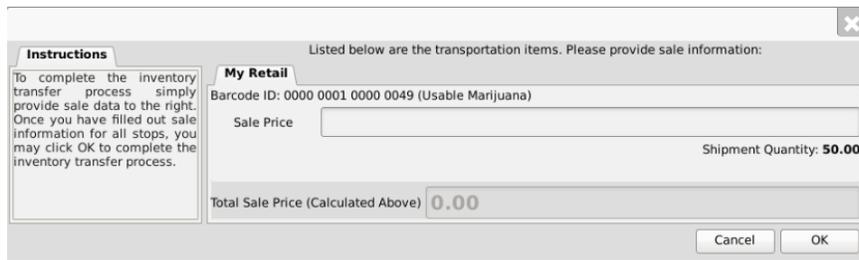
- Click on “I’d like to send an outbound shipment”



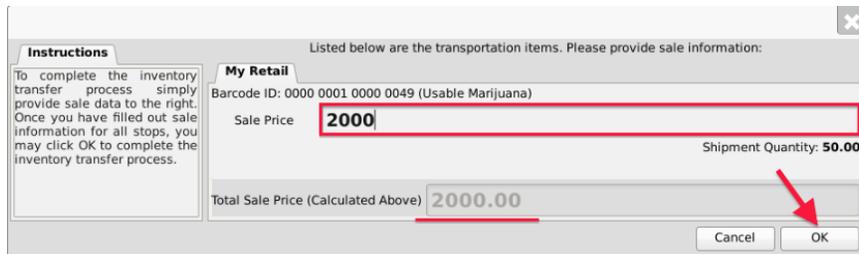
- A list of all currently filed but un-shipped outbound manifests to vendors appears.
- Click on the checkbox to the left of the manifest being shipped.
- Click “OK”.



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



- 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).



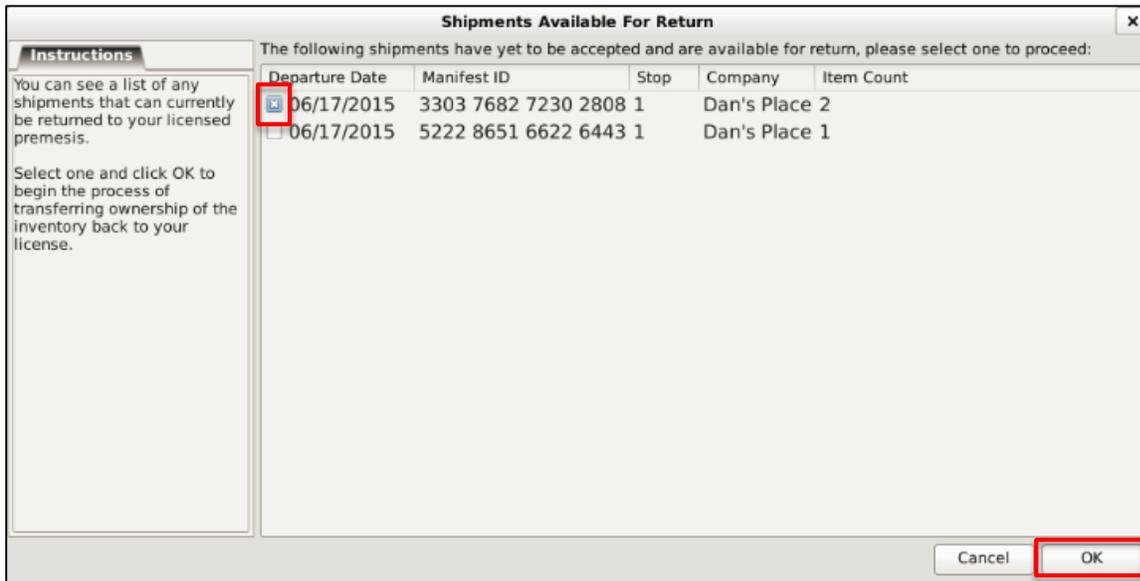
- The Traceability System automatically moves the inventory on the manifest out of the Quarantine room.

I'd like to receive a rejected shipment

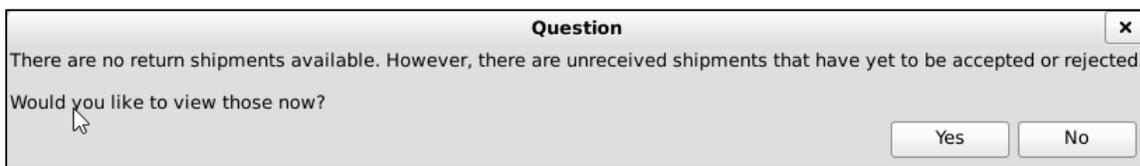
Click to retrieve inventory from a shipment that has been partially accepted or rejected.

I'd like to receive a returned shipment

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



Note: If there are no return shipments available, the 'Question' screen will appear. 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.

I'd like to view unreceived shipments

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

Note: Unreceived shipments are considered outstanding invoices.

Instructions

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

Unreceived Shipments x

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

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

OK

To partially accept or reject items:

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



2. Click the 'I'm Expecting an Inbound Shipment' button.

Inventory Transfer Assistance x

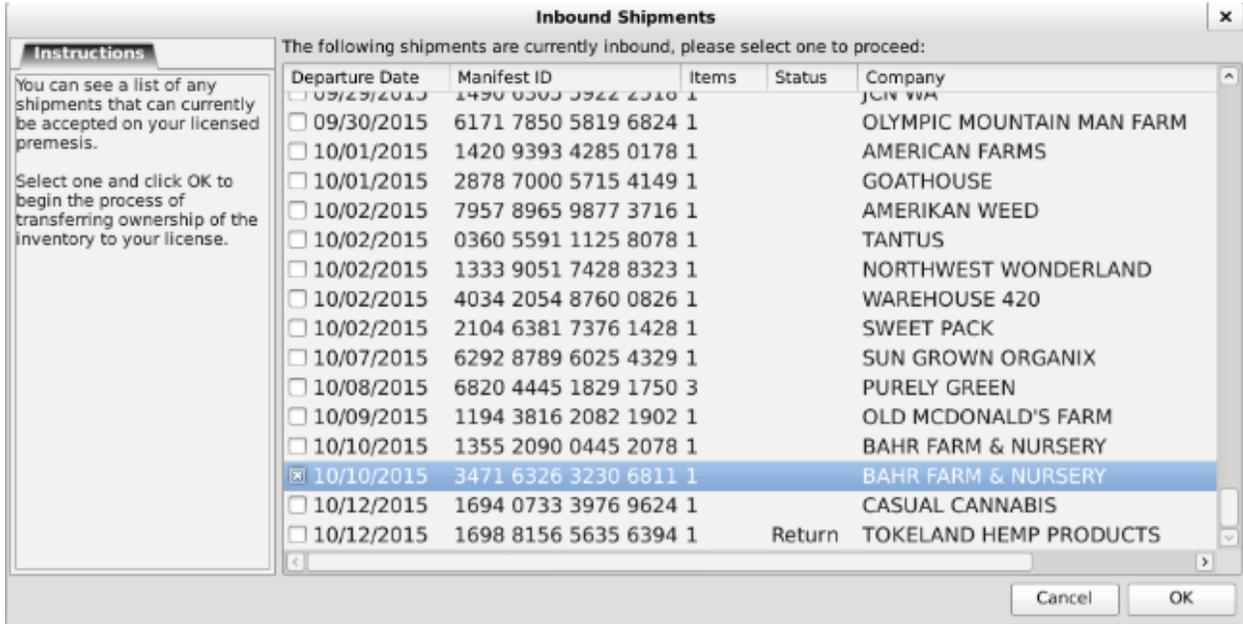
I'm expecting an inbound shipment

I'd like to send an outbound shipment

I'd like to receive a rejected shipment

I'd like to view unreceived shipments

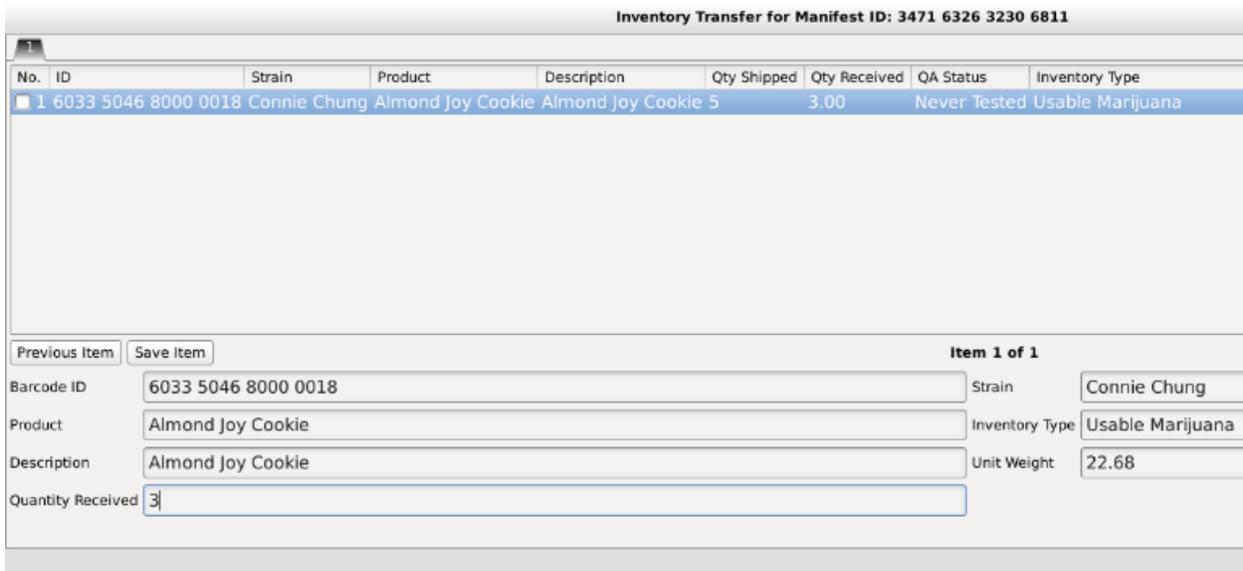
3. Select the Inbound Shipment and click the 'OK' button.



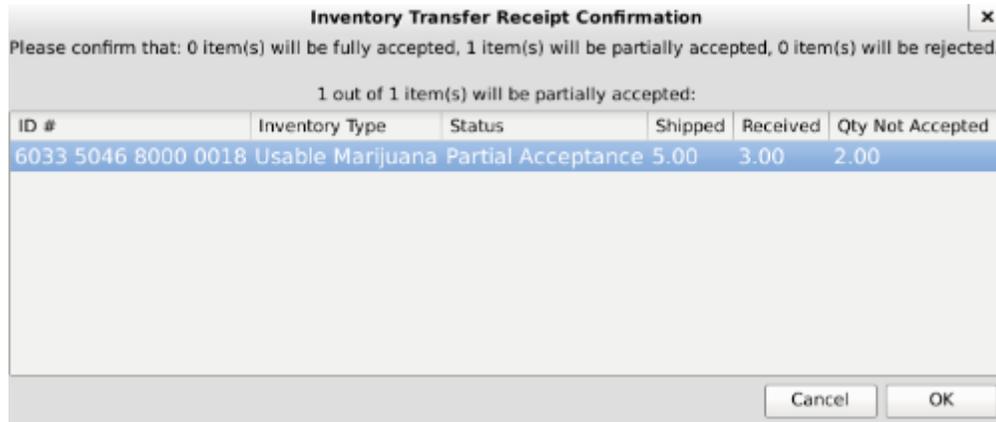
To partially accept an item, enter a quantity received that's less than the quantity that was originally shipped. In the example below, the quantity shipped was 5 and the quantity received is 3.

4. Enter quantity received.
5. Click the 'Save item' button.
6. Click the 'OK' button that's located on the bottom left corner.

Note: At this point, enter a quantity of 0 to reject an item.



7. Click the 'OK' button.



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

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

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

To view QA results in Inventory Transfer:

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



Administration Help

Inventory Customers Reports

Current Sales Transfers Manifests Quality Assurance

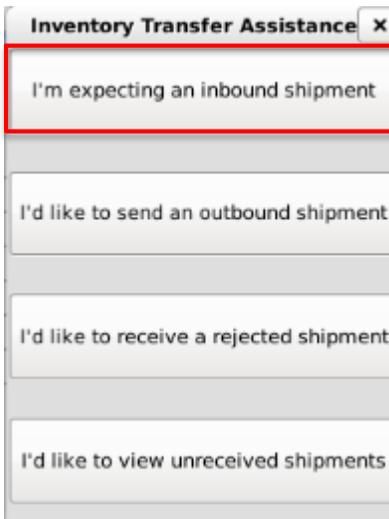
Start: 09/02/2015 End: 10/18/2015 Refresh

Time	Strain	Direction	User	Quantity	Vendor	Price	ID #
10/12/2015 8:17 PM	OG Kush	Inbound	moe@biotrackthc.com	700.00 g	Trade Name NM1	0.00	0260 8174 1187 6918
10/08/2015 7:44 AM	Blueberry	Inbound	moe@biotrackthc.com	99.00 g	Trade Name NM1	0.00	1000 0000 9000 0043
10/08/2015 7:39 AM	Blueberry	Inbound	moe@biotrackthc.com	95.00	Trade Name NM1	0.00	1000 0000 9000 0042
10/08/2015 7:33 AM	Dan	Inbound	moe@biotrackthc.com	50.00 g	Publishers Clearing Growhouse Test	0.00	9990 0042 1000 0019
10/06/2015 12:24 PM	Blueberry	Inbound	moe@biotrackthc.com	99.00	Trade Name NM1	0.00	1000 0000 9000 0039
10/06/2015 11:45 AM	Obama Kush	Inbound	moe@biotrackthc.com	99.00	Trade Name NM1	0.00	1000 0000 9000 0036
10/06/2015 11:27 AM	Obama Kush	Inbound	moe@biotrackthc.com	30.00	Trade Name NM1	0.00	1000 0000 9000 0028
10/06/2015 11:27 AM	Blueberry	Inbound	moe@biotrackthc.com	100.00	Trade Name NM1	0.00	1000 0000 9000 0015
10/06/2015 11:02 AM	OG Kush	Inbound	moe@biotrackthc.com	50.00	Trade Name NM1	0.00	1000 0000 9000 0021
10/06/2015 11:02 AM	Blueberry	Inbound	moe@biotrackthc.com	35.00	Trade Name NM1	0.00	1000 0000 9000 0018
10/06/2015 11:02 AM	Blueberry	Inbound	moe@biotrackthc.com	5.00	Trade Name NM1	0.00	1000 0000 9000 0014

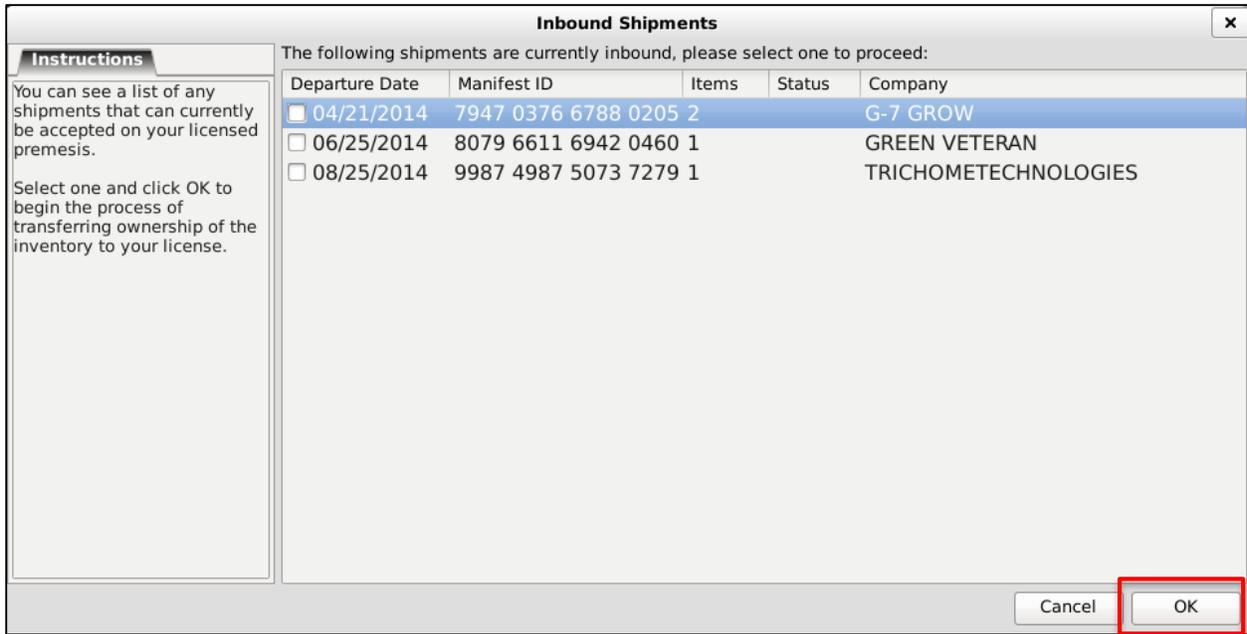
Shortcuts

- 30 Day Inventory
- Transfer Inventory**
- Products
- Rooms
- Strains
- Transport Manifest
- Vehicles
- Search

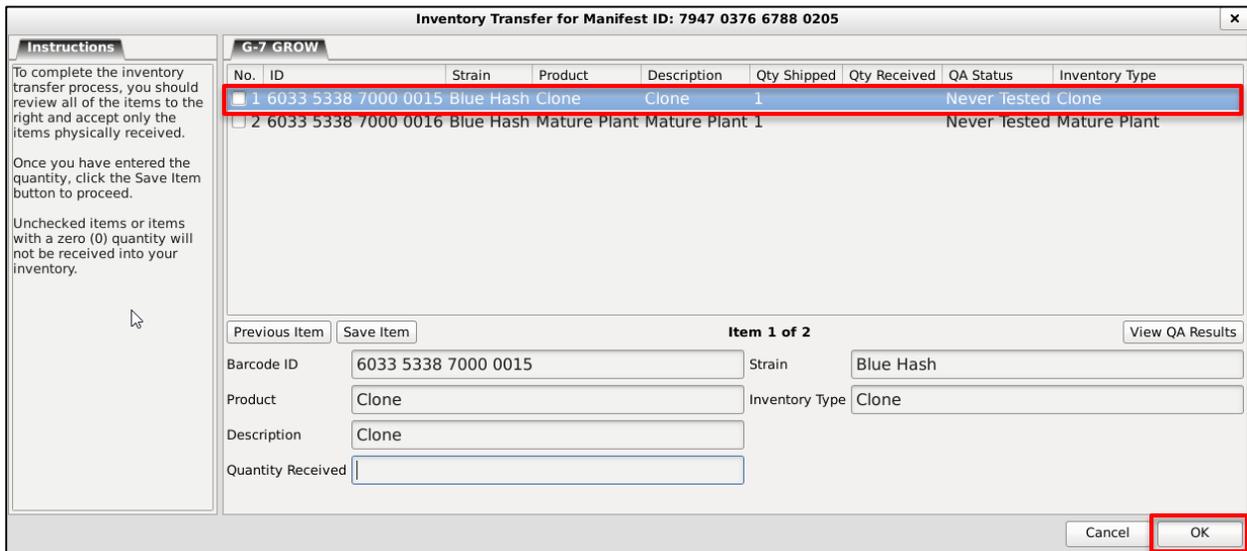
2. Click 'I'm expecting an inbound shipment'.



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



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



- The 'QA Test Results' screen displays.

QA Test Results x

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)

Close

Create Sub-Lot

This function will notify the Traceability System of the creation of an end-product sub-lot from a batch of usable marijuana or finished items that had been brought into your inventory via the aforementioned inbound shipment. Sublots will only be created for items that were returned. This may be appropriate when a partial amount needs to be moved to a separate area or in preparation of rejected merchandise. Though the example screen shots illustrate the creation of a flower sub-lot, creation of a usable marijuana sub-lot follows the same path. Keep in mind for retail licenses in your amount to deduct and new quantities will always be in units not by weight.

Note: The system will generate extra barcodes for sub-lots that were created for other items that were not returned.

- 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.

Product	Strain	Type	Available	QA	THC Content	Total Units	Status
Flower (1)			695.00				
Flower Lot (2)			139.00				
<input type="checkbox"/> 1000 0000 9000 0043	Blueberry	Flower Lot	92.00	Passed QA 25 %		92.00	
<input type="checkbox"/> 9990 0042 1000 0019	Dan	Flower Lot	47.00				
<input type="checkbox"/> Solid Marijuana Infused Edible (1)			87				
<input type="checkbox"/> Liquid Marijuana Infused Edible (1)			81				
<input type="checkbox"/> Usable Marijuana (2)			187				

- 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.

Administration Help

Inventory Customers Reports

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Room Bulk Inventory Move Items Refresh

Product	Strain	Type	Available	QA	THC Content	Total Units	Status
Flower (1)			695.00				
Flower Lot (2)			139.00				
1000 0000 9000 0043	Blueberry	Flower Lot	92.00	Passed QA 25 %		92.00	
9990 0042 1000 0019	Dan	Flower Lot	47.00				
Solid Marijuana Infused Edible (1)			87				
Liquid Marijuana Infused Edible (1)			81				
Usable Marijuana (2)			187				

Details Adjust Print Barcode Sample QA Testing Uncheck All

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

- The Sub-Lot Creation Tool 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 quantity in units of the Sub-Lot.

Create Sub-Lot/Sub-Batch Flower Lot Sub-Lot Creation Tool

Barcode ID: 1000 0000 9000 0043

Amount to Deduct

Quantity Available: **92.00**

Total Sub-Lot Quantity (Calculated Above)

Cancel OK

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

Create Sub-Lot/Sub-Batch Flower Lot Sub-Lot Creation Tool

Barcode ID: 1000 0000 9000 0043

Amount to Deduct

Quantity Available: **92.00**

Total Sub-Lot Quantity (Calculated Above)

Cancel

- The newly created Sub-Lot may now be found within the same room under the same group as the source Lot.

Administration Help

Inventory Customers Reports

Current Sales Transfers Manifests Quality Assurance

Room Bulk Inventory Move Items

Product	Strain	Type	Available	QA	THC Content	Total Units	Status
▶ <input type="checkbox"/> Flower (1)			695.00				
▼ <input checked="" type="checkbox"/> Flower Lot (3)			139.00				
<input checked="" type="checkbox"/> 1000 0000 9000 0043	Blueberry	Flower Lot	42.00	Passed QA 25 %		42.00	
<input checked="" type="checkbox"/> 1000 0000 1000 0008	Blueberry	Flower Lot	50.00	Passed QA 25 %		50.00	
<input type="checkbox"/> 9990 0042 1000 0019	Dan	Flower Lot	47.00				
▶ <input type="checkbox"/> Solid Marijuana Infused Edible (1)			87				
▶ <input type="checkbox"/> Liquid Marijuana Infused Edible (1)			81				
▶ <input type="checkbox"/> Usable Marijuana (2)			187				

Chapter 7: Sales Activity

In this chapter, you will learn how to:

- ✓ Verify Patient Eligibility and Sales Limits
- ✓ Record Product Sales

Verify Patient Eligibility and Sales Limits

- From the 'Customer's Tab', click the 'Verify Patient ID' button.

Administration Help

Inventory Customers Reports

Lookup 2014-0000001 Exp 11/11 Go Clear Limit 173.88 units

Item	Quantity	Sales Price
------	----------	-------------

Subtotal 0.00 **Verify Patient ID**

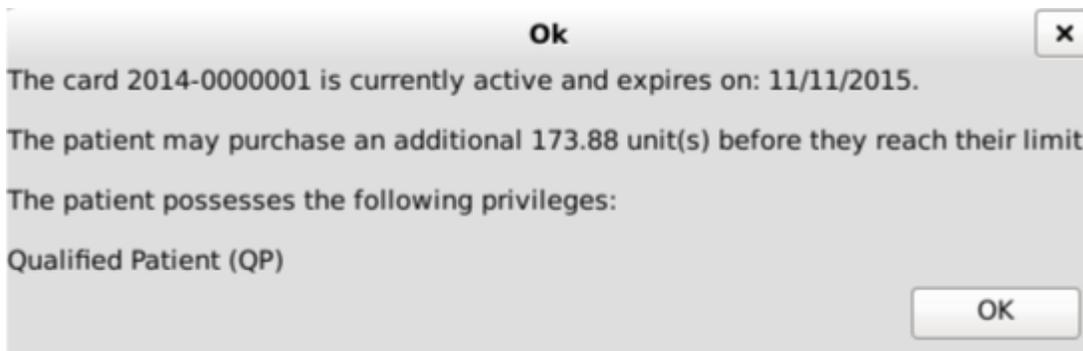
- The 'Patient ID Lookup' screen displays
- Enter the Card ID number and click the 'OK' button.

Patient ID Lookup x

Card ID 2014-0000001

Cancel **OK**

- The Patient Information and Sales Limits display.

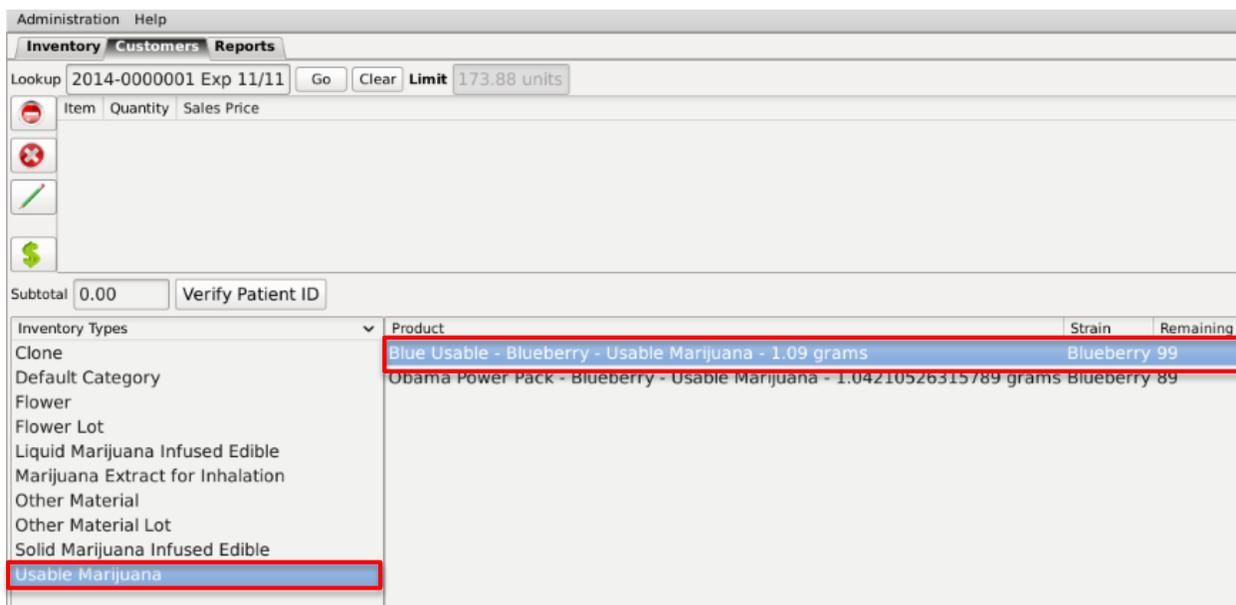


Summarize Product Sales

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

Note: The patient information must be verified before a sale can be conducted.

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



- The 'Quantity' screen displays.
- Enter the Quantity Sold and the Sales Price then click "OK" when complete.

Quantity x

Instructions

Please enter the quantity and the sales price, BEFORE any applicable taxes.

Quantity

Price

Usable

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

Administration Help

Inventory Customers Reports

Lookup: 2014-0000001 Exp 11/11 **Limit** 172.79 units

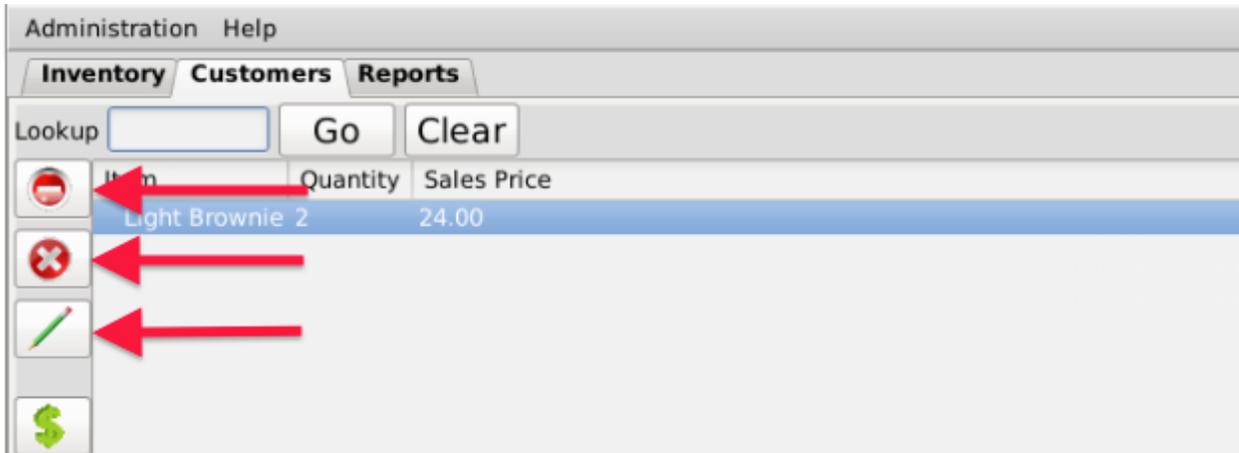
Item	Quantity	Sales Price
Blue Usable - Blueberry - Usable Marijuana - 1.09 grams	1	50.00

Subtotal \$50.00

Inventory Types	Product	Strain	Remaining
Clone	Blue Usable - Blueberry - Usable Marijuana - 1.09 grams	Blueberry 99	
Default Category	Obama Power Pack - Blueberry - Usable Marijuana - 1.04210526315789 grams	Blueberry 89	
Flower			
Flower Lot			
Liquid Marijuana Infused Edible			
Marijuana Extract for Inhalation			
Other Material			
Other Material Lot			
Solid Marijuana Infused Edible			
Usable Marijuana			

Modify Sales Summary Before Submission

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



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

Submit Sales Data

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

Administration Help

Inventory Customers Reports

Lookup 2014-0000001 Exp 11/11 Go Clear Limit 172.79 units

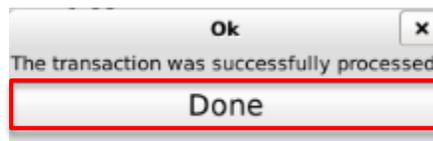
Item	Quantity	Sales Price
Blue Usable - Blueberry - Usable Marijuana - 1.09 grams	1	50.00

Subtotal \$50.00 Verify Patient ID

- Review data before proceeding. Once data is reviewed, click the ‘Proceed’ button.



Click the ‘Done’ button.



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

Administration Help

Inventory Customers Reports

Lookup No Patient Selected Go Clear Limit

Item	Quantity	Sales Price
------	----------	-------------

Subtotal 0.00 Verify Patient ID

Chapter 8: Inventory Adjustments

In this chapter, you will learn how to:

- ✓ Adjust Inventory

Inventory Adjustments

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

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.

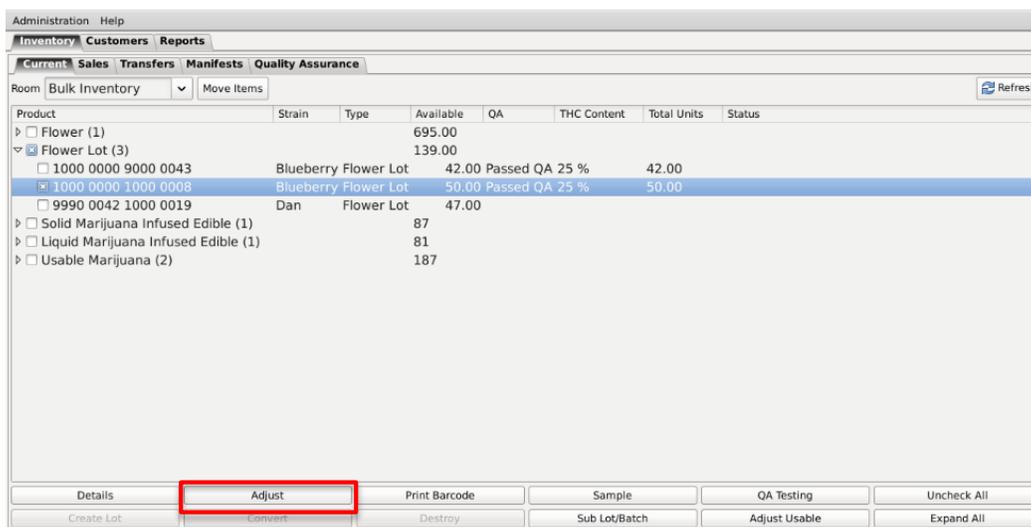
Theft. If inventory loss is determined to be due to theft.

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).

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

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



- This will bring up the Inventory Adjustment screen.

Inventory Adjust [x]

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: Flower Lot - Blueberry Strain: Blueberry
Barcode: 1000 0000 1000 0008 Type: Flower Lot
Current Weight: 50.00 g
New Weight: []
Adjustment Type: [v]
Comments: []

Cancel OK

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

Enter Weight [x]

40

Gram Mode Ounce Mode
Milligram Mode Pound Mode

7 8 9
4 5 6
1 2 3
0 / .

Cancel OK

- Select the Adjustment Type via the dropdown.

Inventory Adjust

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: Flower Lot - Blueberry Strain: Blueberry
Barcode: 1000 0000 1000 0008 Type: Flower Lot
Current Weight: 50.00 g
New Weight: 40.00 g
Adjustment Type: **▼**

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

OK

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

Inventory Adjust

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: Flower Lot - Blueberry Strain: Blueberry
Barcode: 1000 0000 1000 0008 Type: Flower Lot
Current Weight: 50.00 g
New Weight: 40.00 g
Adjustment Type: Theft

Comments
Stolen by employee 123456 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

Inventory Customers Reports

Current Sales Transfers Manifests Quality Assurance

Room: Bulk Inventory Move Items

Product	Strain	Type	Available	QA	THC Content	Total Units	Status
▶ <input type="checkbox"/> Flower (1)			695.00				
▼ <input checked="" type="checkbox"/> Flower Lot (3)			129.00				
<input type="checkbox"/> 1000 0000 9000 0043	Blueberry	Flower Lot	42.00	Passed QA 25 %		42.00	
<input checked="" type="checkbox"/> 1000 0000 1000 0008	Blueberry	Flower Lot	40.00	Passed QA 25 %		40	
<input type="checkbox"/> 9990 0042 1000 0019	Dan	Flower Lot	47.00				
▶ <input type="checkbox"/> Solid Marijuana Infused Edible (1)			87				
▶ <input type="checkbox"/> Liquid Marijuana Infused Edible (1)			81				
▶ <input type="checkbox"/> Usable Marijuana (2)			187				

Chapter 9: Tax Obligation Report

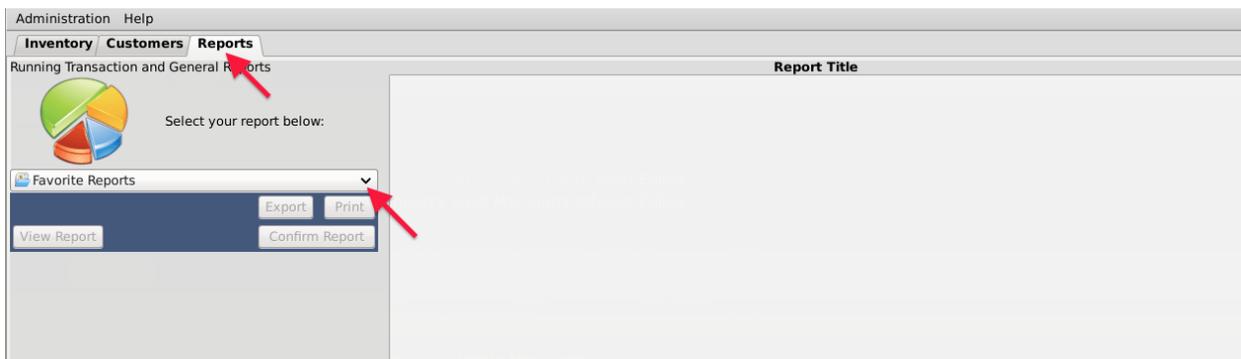
In this chapter, you will learn how to:

- ✓ Access and submit the Tax Obligation Report

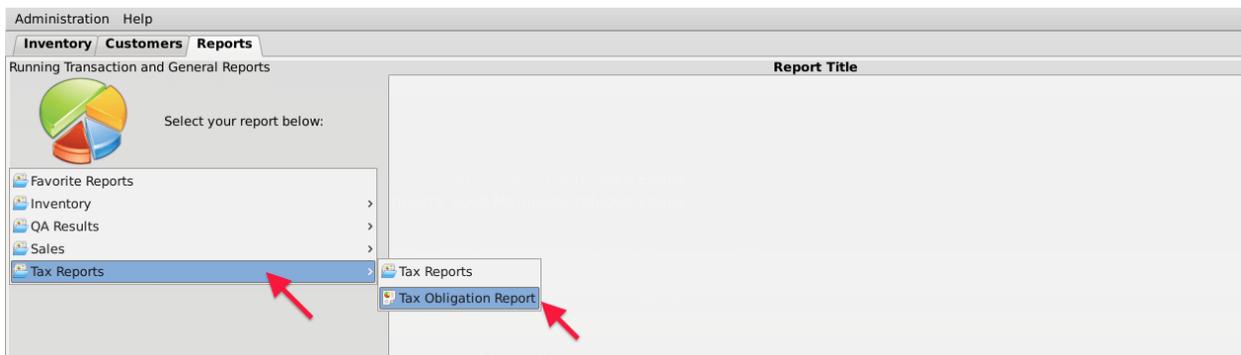
Accessing the Tax Obligation Report

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.

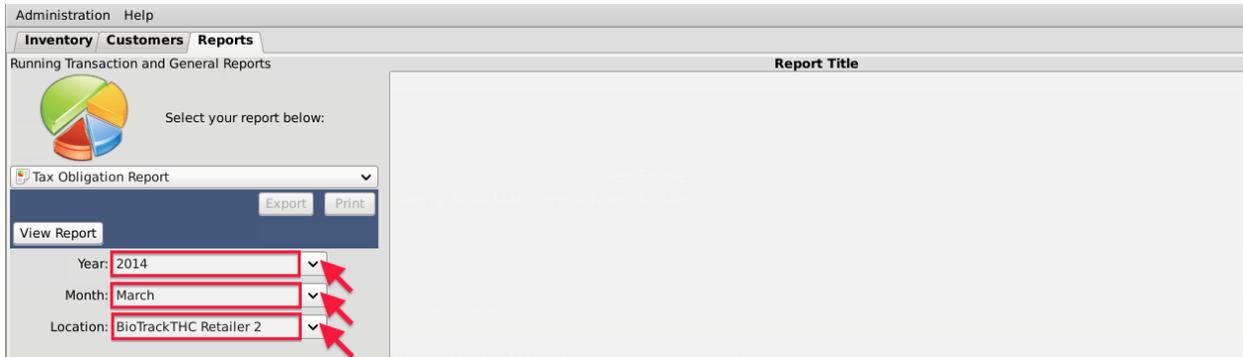


- Hover the cursor over “Tax Reports” and then click on “Tax Obligation Report”.

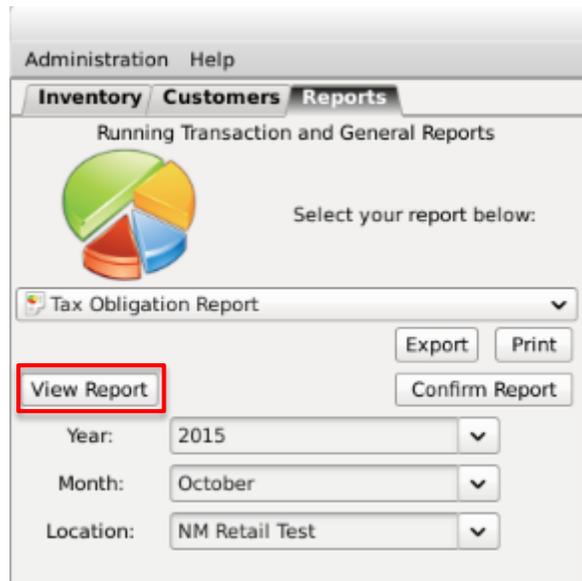


Viewing the Tax Obligation Report

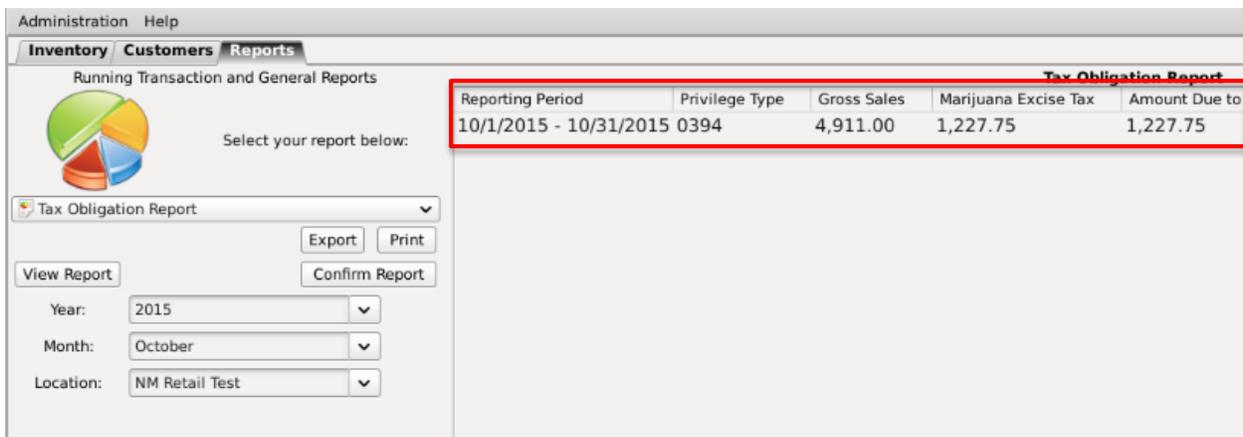
- Using the provided dropdowns select the desired year, month, and location (if more than one) for the report.



- When complete, click “View Report”.



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



- 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.

- Click on the “Confirm Report” button.

Administration Help

Inventory Customers Reports

Running Transaction and General Reports

Select your report below:

Tax Obligation Report

Export Print

View Report

Year: 2014

Month: March

Location: BioTrackTHC Retailer 2

Reporting Period	Privilege Type	Gross Sales	Marijuana Excise Tax	Amount Due to WSLCB
3/1/2014 - 3/31/2014	0394	196,800.00	49,200.00	49,200.00

- A prompt will appear 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.

Confirm

You are about to CONFIRM the **Tax Obligation Report**. Do you wish to continue?

Please note: Once submitted, you cannot adjust your sales data for that specific period.

Yes No

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

Notification

Your reported values for the period beginning on 2/1/2014 and ending on 2/28/2014 were successfully submitted.

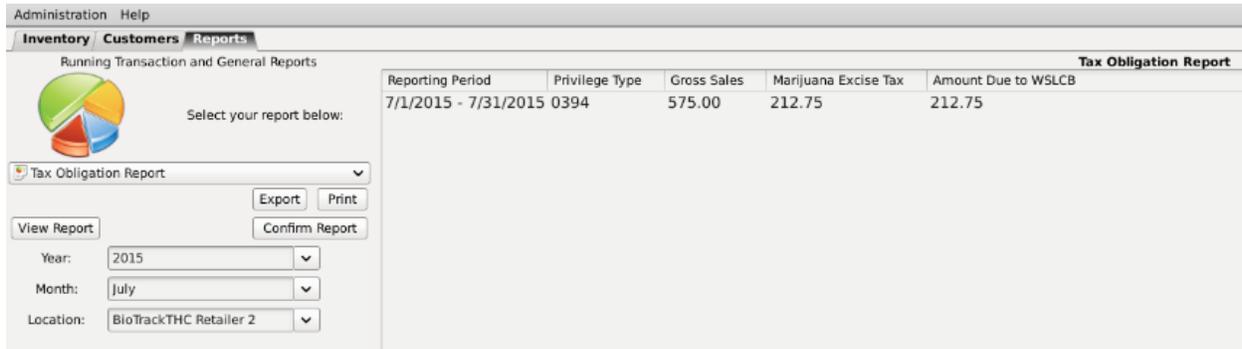
OK

- **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 download and print the tax obligation report for the purposes of sending it to the DOA with payment due.

- Click on the “Print” button.



Administration Help

Inventory Customers Reports

Running Transaction and General Reports

Select your report below:

Tax Obligation Report

Export Print

View Report Confirm Report

Year: 2015

Month: July

Location: BioTrackTHC Retailer 2

Reporting Period	Privilege Type	Gross Sales	Marijuana Excise Tax	Amount Due to WSLCB
7/1/2015 - 7/31/2015	0394	575.00	212.75	212.75

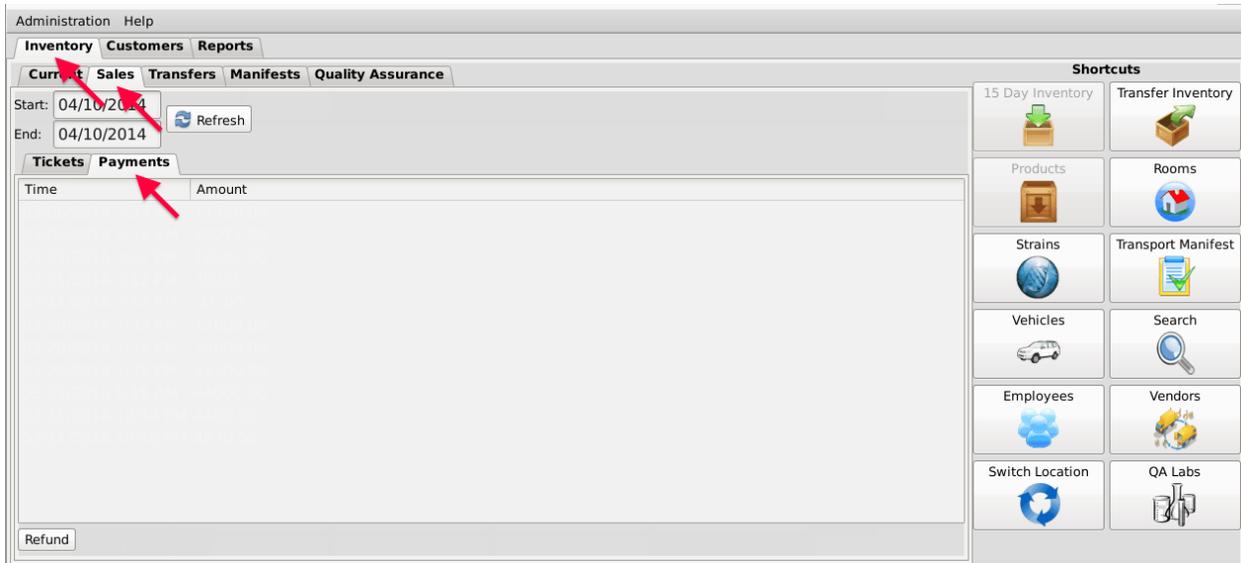
Tax Obligation Report

- 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.
- 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.

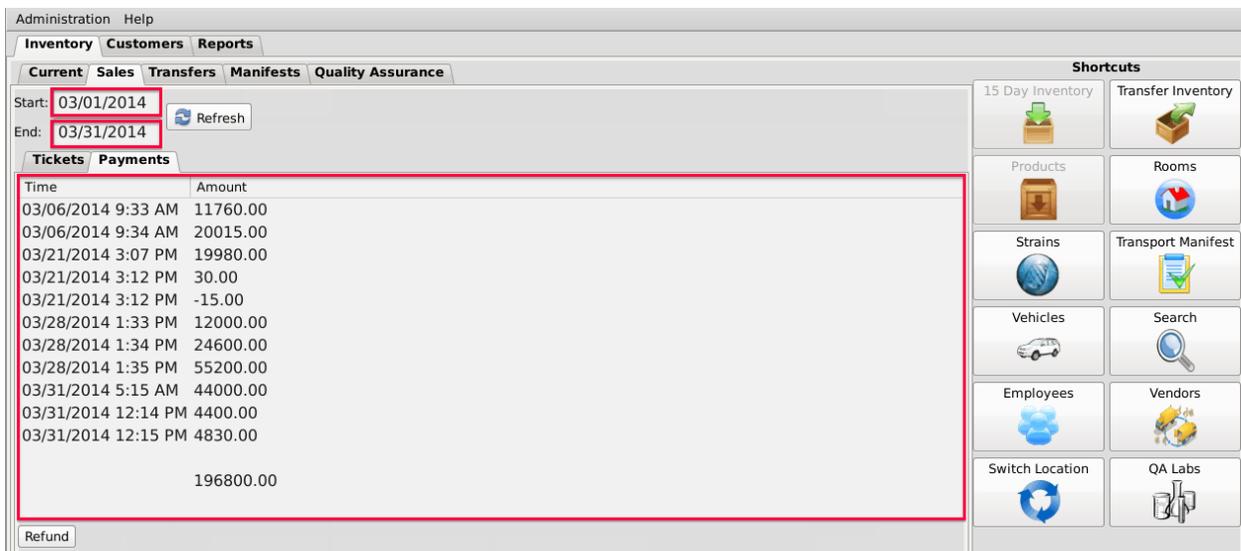
Sales Reports

You may view your sales activity—as entered into the Traceability System—by looking up the submitted Payments within the Sales tab.

- Navigate to the Inventory tab, then the Sales tab, and click on the Payments tab.

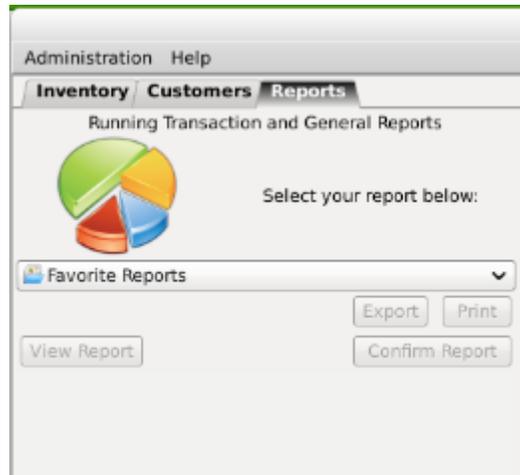


- Enter the desired date range and the report window will populate with a breakdown of reported sales activity for that time frame.

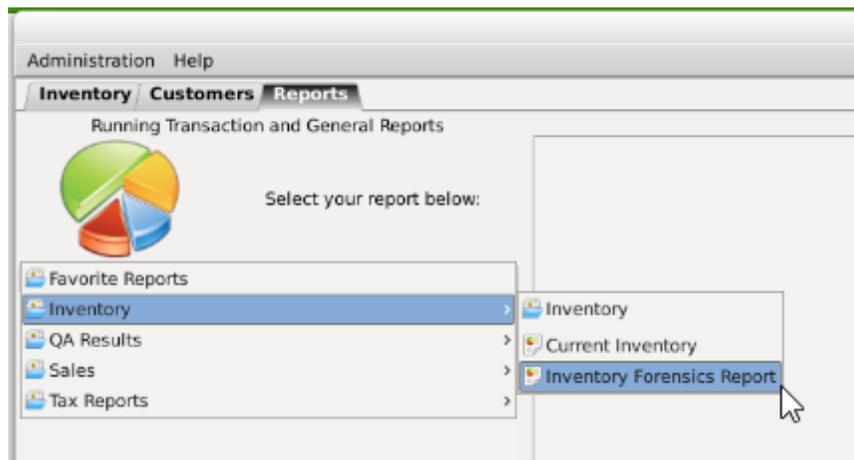


Chapter 10: Inventory Forensics Reports

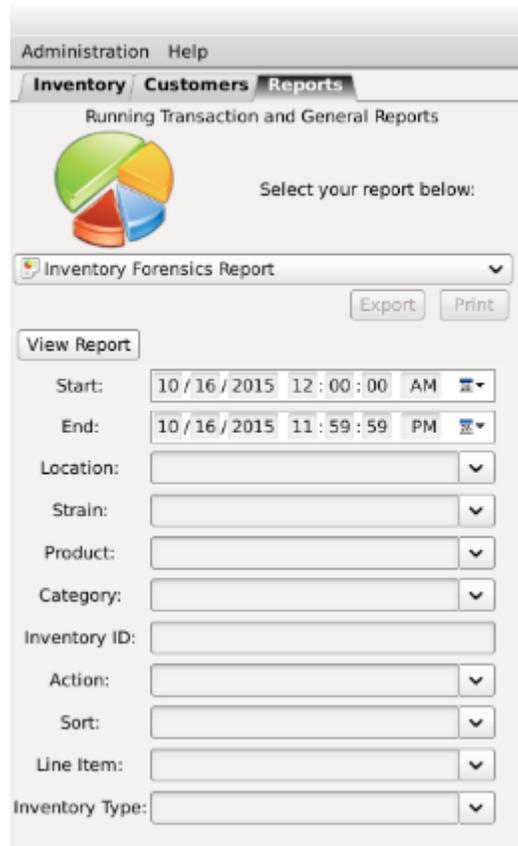
- To view Invenotry Forensics Reports:
- Go to the Reports tab.



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



- The Inventory Forensics Report Menu displays.



The screenshot shows a software interface with a menu bar containing 'Administration' and 'Help'. Below the menu bar, there are three tabs: 'Inventory', 'Customers', and 'Reports', with 'Reports' being the active tab. Under the 'Reports' tab, the text 'Running Transaction and General Reports' is displayed. A 3D pie chart icon is shown to the left of the text 'Select your report below:'. Below this, a dropdown menu is set to 'Inventory Forensics Report'. To the right of the dropdown are 'Export' and 'Print' buttons. A 'View Report' button is located below the dropdown. The 'View Report' section contains several filter options: 'Start:' (10 / 16 / 2015 12 : 00 : 00 AM), 'End:' (10 / 16 / 2015 11 : 59 : 59 PM), 'Location:', 'Strain:', 'Product:', 'Category:', 'Inventory ID:', 'Action:', 'Sort:', 'Line Item:', and 'Inventory Type:'. Each filter option has a corresponding input field or dropdown menu.

- 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