

RLD Seed-to-Sale Transfers/Manifest Training Manual

**Cannabis Control Division (CCD)
Seed-to-Sale Tracking System**

Version: 2.0

Date: August 2026

Contents

TR01 - Add a New Driver	3
Transfers.....	3
Add Driver	4
TR02 - Add a New Vehicle	7
Transfers.....	7
Add Vehicle	8
TR03 - Create Manifest	11
Transfers.....	11
Manifest Creation	12
TR04 - Add Item to Manifest / Finalize Manifest	19
Enter Inventory Rooms	19
Add Inventory to Manifest.....	20
Finalize Manifest.....	23
TR05 - Create Testing Sample / Send Inventory Item to Testing Lab	26
Transfers.....	26
Manifest Creation	27
Create Testing Sample	33
Manifest Finalization.....	37
TR06 – Fully Receive a Transfer Manifest.....	42
Receiving Location Opens Transfers	42
Fully Receive Manifest	43
TR07 - Partially Receive a Transfer Manifest	46
Receiving Location Opens Transfers.....	46
Partially Receive Manifest	46

TR01 - Add a New Driver

Learn how to add a new driver and save the required driver information in the system.

Transfers

1. Click the **Transfers** tab

LocationsReportsManage Users

2001 Producer Blvd NE, Albuquerque
MANF-001-TC, PRD-001-TC, RET-001-TC
Manufacturing, Production, Retail

[Back to Locations List](#) | Activities: Manufacturing, Production, Retail

TOTAL READY TO RECEIVE
0

TOTAL RECEIVED
0

TOTAL DRAFTS
1

TOTAL PENDING
0

TOTAL SENT
1

Production RoomsInventory RoomsSales Floor Room**Transfers**Genetics RequestsArchive

TransfersDriversVehicles

Create ManifestSearch...Start: mm/dd/yyyyEnd: mm/dd/yyyyDirection: AllTransfer Status: All

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address	Created Date	Departure Date/Time
5650927994469395	Outbound	0	Draft	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	08/13/2026	08/13/2026 6:58 PM

Add Driver

2. Click the **Drivers** tab

[Back to Locations List](#) | Activities: Manufacturing, Production, Retail

TOTAL READY TO RECEIVE 0	TOTAL RECEIVED 0	TOTAL DRAFTS 1	TOTAL PENDING 0	TOTAL SENT 1
------------------------------------	----------------------------	--------------------------	---------------------------	------------------------

Production RoomsInventory RoomsSales Floor Room**Transfers**Genetics RequestsArchive

Transfers

Transfers**Drivers**Vehicles

Drivers

Add New Driver

Search...

Full Name	License (Last 4)	License State	Actions
Jane Doe	1234	New Mexico	Edit
Mike Smith	4441	New Mexico	Edit

3. Click **Add New Driver**

TOTAL READY TO RECEIVE
0

TOTAL RECEIVED
0

TOTAL DRAFTS
1

TOTAL PENDING
0

TOTAL SENT
1

Production RoomsInventory RoomsSales Floor Room**Transfers**Genetics RequestsArchive

Transfers

Transfers**Drivers**Vehicles

Drivers

Add New Driver

Search...

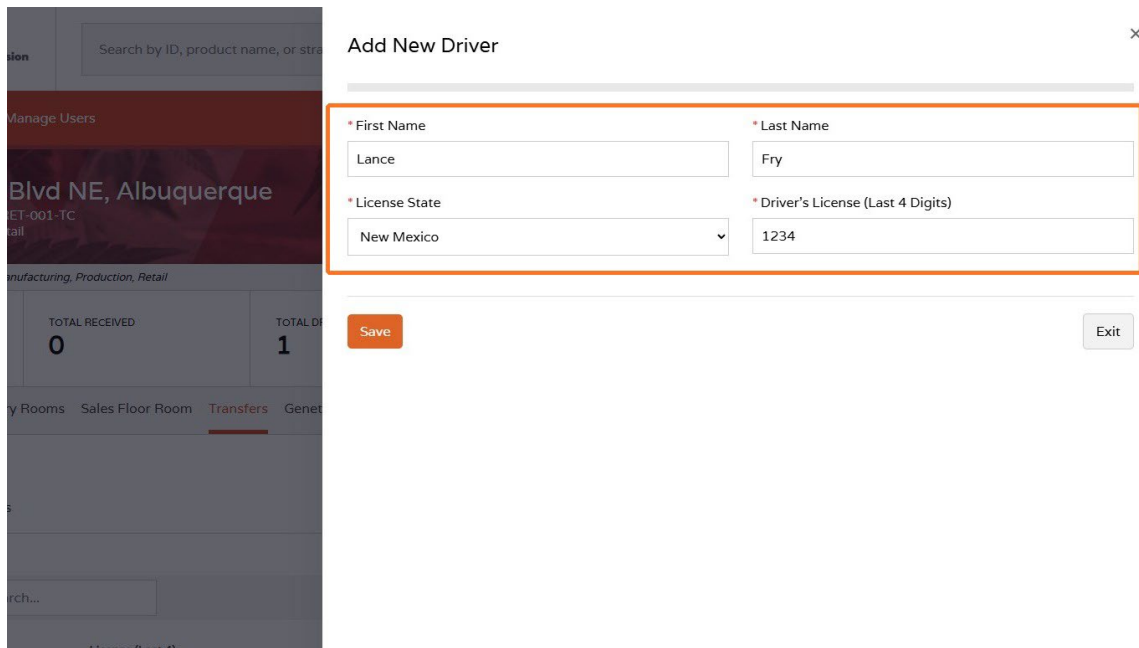
Full Name	License (Last 4)	License State	Actions
Jane Doe	1234	New Mexico	Edit Remove
Mike Smith	4441	New Mexico	Edit Remove

1

10

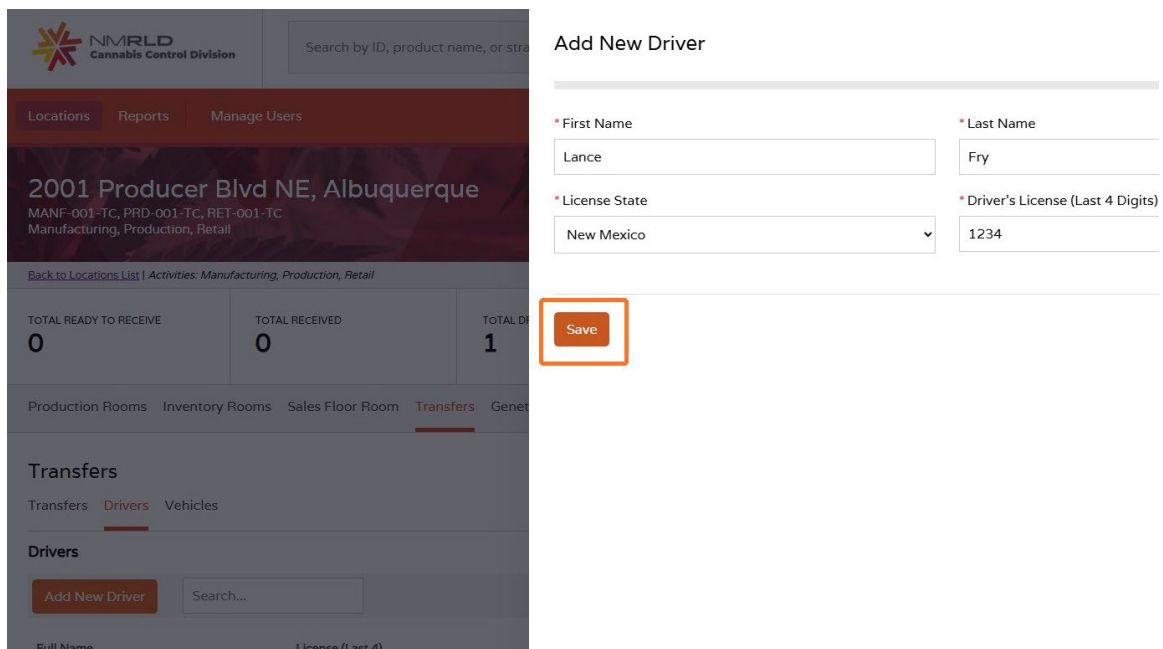
items per page

4. Fill out the **Add New Driver** fields



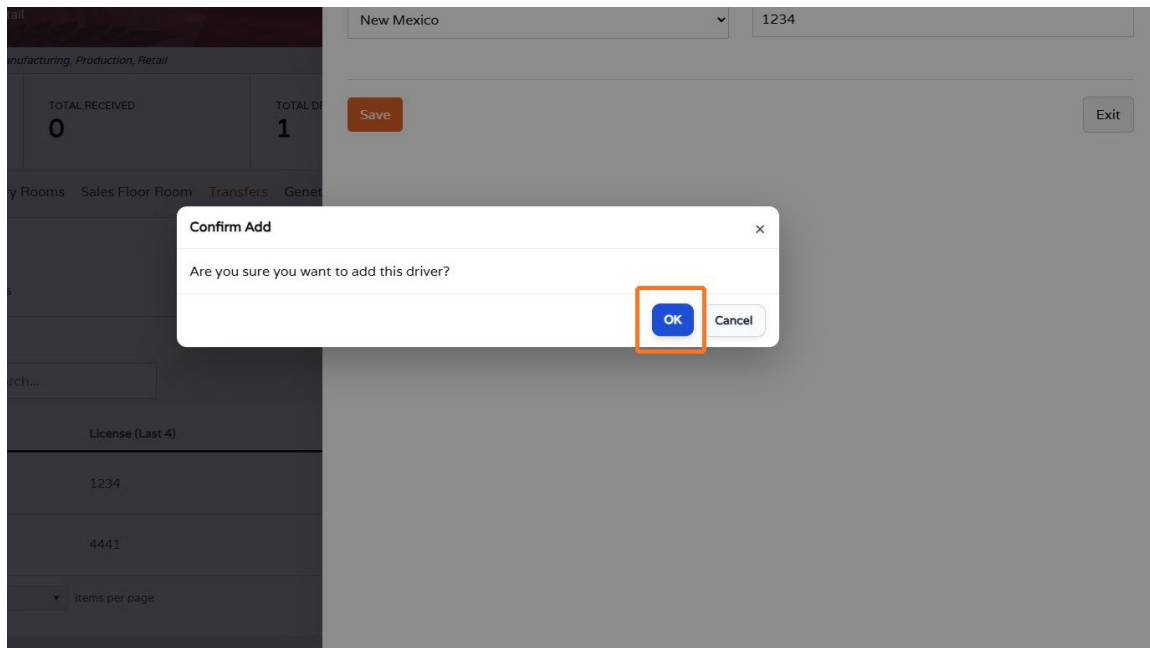
The screenshot shows a modal window titled "Add New Driver" with a close button (X) in the top right corner. The modal contains four input fields arranged in a 2x2 grid, all of which are highlighted by an orange rectangular box. The fields are: "First Name" with the value "Lance", "Last Name" with the value "Fry", "License State" with a dropdown menu showing "New Mexico", and "Driver's License (Last 4 Digits)" with the value "1234". Below the input fields, there are two buttons: a blue "Save" button on the left and a grey "Exit" button on the right. In the background, a blurred view of the main application interface is visible, showing a search bar, a "Manage Users" tab, and a location entry for "2001 Producer Blvd NE, Albuquerque".

5. Click **Save**



This screenshot shows the same "Add New Driver" modal window as in the previous step. The "Save" button, which is blue with white text, is now highlighted by an orange rectangular box. The background interface is more visible, showing the "NMRLD Cannabis Control Division" logo, a search bar, and a navigation menu with "Locations", "Reports", and "Manage Users". The main content area displays "2001 Producer Blvd NE, Albuquerque" and "MANF-001-TC, PRD-001-TC, RET-001-TC Manufacturing, Production, Retail". Below this, there are summary statistics: "TOTAL READY TO RECEIVE 0", "TOTAL RECEIVED 0", and "TOTAL DISPOSED 1". At the bottom, there are tabs for "Production Rooms", "Inventory Rooms", "Sales Floor Room", "Transfers", and "General". The "Transfers" tab is active, and within it, there are sub-tabs for "Transfers", "Drivers", and "Vehicles". The "Drivers" sub-tab is selected, showing an "Add New Driver" button and a search bar.

6. Click **OK** to confirm adding new driver



TR02 - Add a New Vehicle

Learn how to add a new vehicle and save the required vehicle information for use in transfers.

Transfers

- 1. Click **Transfers** tab

LocationsReportsManage Users

2001 Producer Blvd NE, Albuquerque
MANF-001-TC, PRD-001-TC, RET-001-TC
Manufacturing, Production, Retail

[Back to Locations List](#) | Activities: Manufacturing, Production, Retail

TOTAL READY TO RECEIVE
0

TOTAL RECEIVED
0

TOTAL DRAFTS
1

TOTAL PENDING
0

TOTAL SENT
1

Production RoomsInventory RoomsSales Floor Room**Transfers**Genetics RequestsArchive

Transfers

TransfersDriversVehicles

Create Manifest

Search...

Start: mm/dd/yyyy

End: mm/dd/yyyy

Direction
All

Transfer Status
All

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address	Created Date	Departure Date/Tir
5650927994469395	Outbound	0	Draft	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	08/13/2026	08/13/2026 6:58 PM

Add Vehicle

2. Click **Vehicles** tab

MANF-001-TC, PRD-001-TC, RET-001-TC
Manufacturing, Production, Retail

[Back to Locations List](#) | Activities: Manufacturing, Production, Retail

TOTAL READY TO RECEIVE 0	TOTAL RECEIVED 0	TOTAL DRAFTS 1	TOTAL PENDING 0	TOTAL SENT 1
------------------------------------	----------------------------	--------------------------	---------------------------	------------------------

Production Rooms Inventory Rooms Sales Floor Room **Transfers** Genetics Requests Archive

Transfers Drivers **Vehicles**

Vehicles

Add New Vehicle Search...

Nickname ↑	Make	Model	Year	Color	License Plate	VIN	Action:
Car 1	Accura	Integra	2025	Black	NM-123-788	48785215487963124	Edit
Jeep Grand Cherokee	Jeep	Grand Cherokee	2026	White	NM-ABC-123	12384576184576549	Edit

1

3. Click **Add New Vehicle**

MANF-001-TC, PRD-001-TC, RET-001-TC
Manufacturing, Production, Retail

[Back to Locations List](#) | Activities: Manufacturing, Production, Retail

TOTAL READY TO RECEIVE 0	TOTAL RECEIVED 0	TOTAL DRAFTS 1	TOTAL PENDING 0	TOTAL SENT 1
------------------------------------	----------------------------	--------------------------	---------------------------	------------------------

Production Rooms Inventory Rooms Sales Floor Room **Transfers** Genetics Requests Archive

Transfers Drivers **Vehicles**

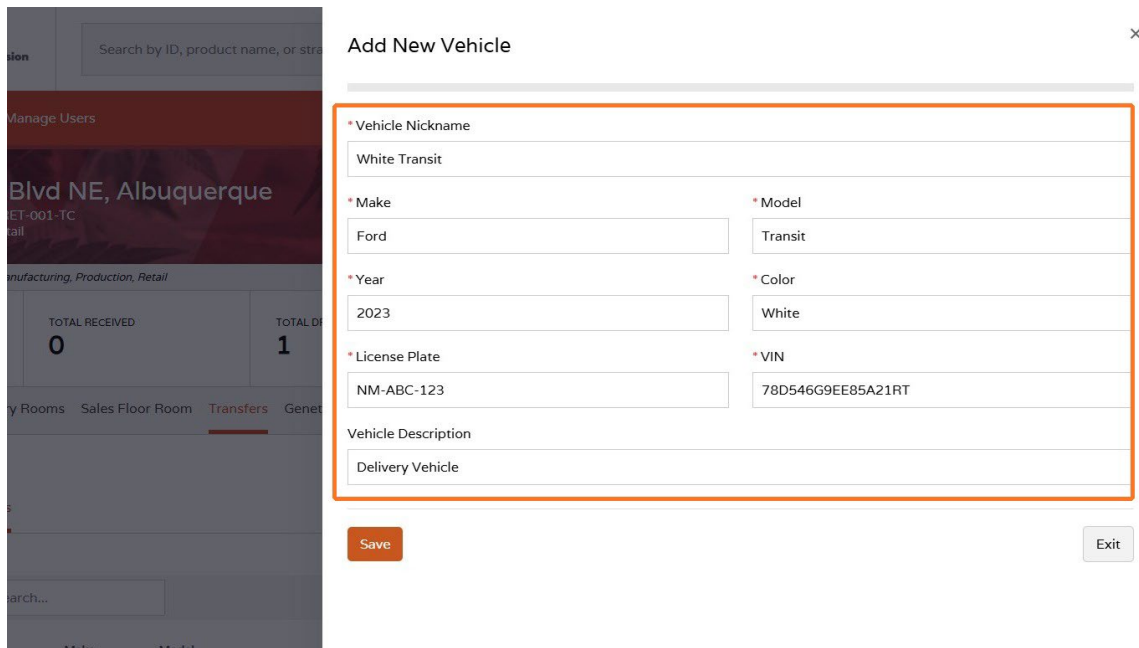
Vehicles

Add New Vehicle Search...

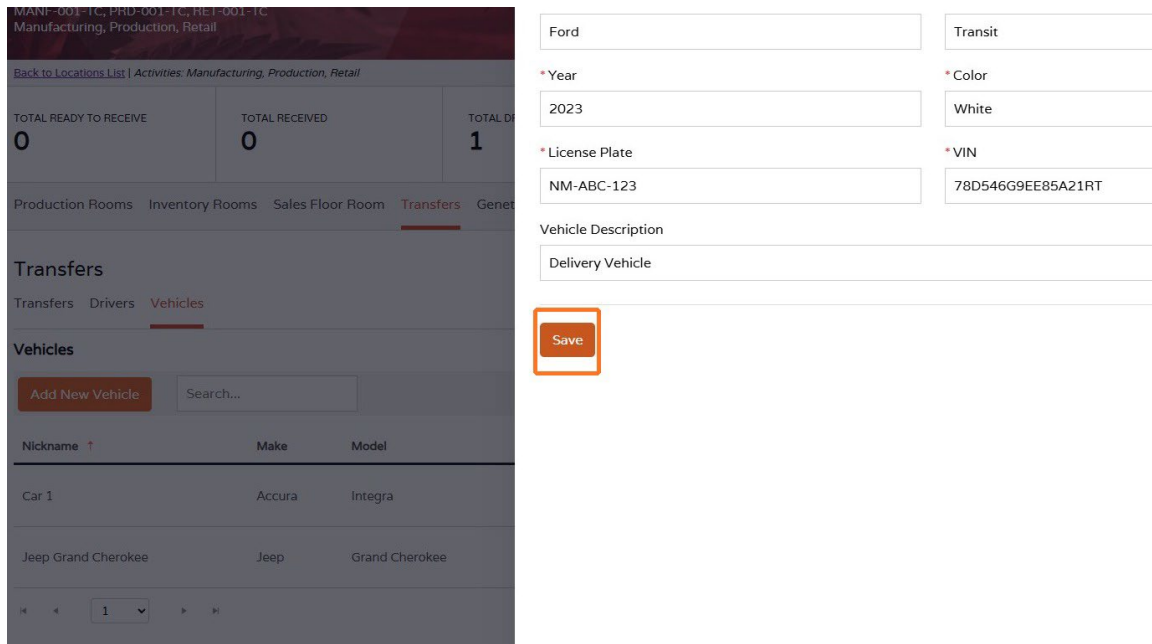
Nickname ↑	Make	Model	Year	Color	License Plate	VIN	Action:
Car 1	Accura	Integra	2025	Black	NM-123-788	48785215487963124	Edit
Jeep Grand Cherokee	Jeep	Grand Cherokee	2026	White	NM-ABC-123	12384576184576549	Edit

1

4. Fill out **Add New Vehicle** fields



5. Click **Save**



6. Click **OK** to confirm adding vehicle

The screenshot shows a software interface for vehicle management. In the background, there is a form with fields for 'Make' (Ford), 'Model' (Transit), 'Year' (2023), 'Color' (White), 'License Plate' (NM-ABC-123), and 'VIN' (78D546G9EE85A21RT). To the left, there are summary statistics: 'TOTAL RECEIVED' with a value of 0 and 'TOTAL D' with a value of 1. A modal dialog box titled 'Confirm Add' is centered on the screen, asking 'Are you sure you want to add this vehicle?'. The dialog has two buttons: 'OK' (highlighted with an orange square) and 'Cancel'. An 'Exit' button is also visible in the bottom right corner of the background form.

TR03 - Create Manifest

Learn how to create a new transfer manifest to transport inventory between licensed locations.

Transfers

- 1. Navigate to **Transfers**

Back to Locations List | Activities: Manufacturing, Production, Retail

TOTAL READY TO RECEIVE
0

TOTAL RECEIVED
0

TOTAL DRAFTS
0

TOTAL PENDING
0

Production Rooms Inventory Rooms Sales Floor Room **Transfers** Genetics Requests Archive

Transfers Drivers Vehicles

Create Manifest

Search...

Start: mm/dd/yyyy

End: mm/dd/yyyy

DirectionAll

Transfer StatusAll

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address	Crea
9967966284083054	Outbound	1	Complete	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	07/2
0820011381060190	Outbound	1	Complete	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	07/2

1

100 items per page

Manifest Creation

2. Click **Create Manifest**

[Back to Locations List](#) | Activities: Manufacturing, Production, Retail

TOTAL READY TO RECEIVE 0	TOTAL RECEIVED 0	TOTAL DRAFTS 0	TOTAL PENDING 0
------------------------------------	----------------------------	--------------------------	---------------------------

Production Rooms Inventory Rooms Sales Floor Room **Transfers** Genetics Requests Archive

Transfers

Transfers Drivers Vehicles

Create Manifest Search... Start: mm/dd/yyyy End: mm/dd/yyyy Direction: All Transfer Status: All

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address	Created
9967966284083054	Outbound	1	Complete	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	07/2
0820011381060190	Outbound	1	Complete	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	07/2

1 100 items per page

3. Enter **Contact Phone For This Manifest**

Source

LOCATION DETAILS

Date Created: 7/30/2026 Location License Number(s): MANF-001-TC, PRD-001-TC, RET-001-TC

Organization Name: Tye's Producer Location Address: 2001 Producer Blvd NE, Albuquerque

*** Contact Phone For This Manifest**

(505) 555 - 0000

Standard Transport

Select who is transporting and which vehicle. Full transporter and vehicle profiles are maintained on the **Drivers and Vehicles** tab.

*** Transport Type**

Source Organization Transport

Receiver Driver must be an agent of the receiving business. Responsibility for the compliant transportation of cannabis is a mutual responsibility between the sending and receiving Cannabis Businesses.

*** Driver's Name**

Choose driver...

*** Vehicle Identifier or Nickname**

Choose vehicle...

Add or edit drivers and vehicles under **Drivers and Vehicles** — selections here reference those records.

4. Select Transport Type

TOTAL RECEIVED
0

TOTAL
0

Inventory Rooms

Sales Floor Room

Transfers

Genetics Requests

Search...

Start: mm/dd/yyyy

End: mm/dd/yyyy

Direction

Item Count

Transportation

Outbound

1

Completed

Outbound

1

Completed

Items per page

Organization Name

Tye's Producer

Location Address

2001 Producer Blvd NE, Albuquerque, NM 87106

* Contact Phone For This Manifest

(505) 555 - 0000

Standard Transport

Select who is transporting and which vehicle. Full transporter and vehicle profiles are maintained on the **Drivers and Vehicles** page.

* Transport Type

Source Organization Transport

Receiver Driver must be an agent of the receiving business. Responsibility for the compliant transportation of cannabis is a mutual responsibility of the sending and receiving businesses.

* Driver's Name

Choose driver...

* Vehicle Identifier or Nickname

Choose vehicle...

Add or edit drivers and vehicles under **Drivers and Vehicles** — selections here reference those records.

Destination

Search Destination Organization

Search by organization, address, city, or license...

5. Select Driver's Name

Division

Search by ID, product name, or strain name... Preview

Manage Users

Manufacturing, Production, Retail

TOTAL RECEIVED
0

TOTAL
0

Inventory Rooms

Sales Floor Room

Transfers

Genetics Requests

Search...

Start: mm/dd/yyyy

End: mm/dd/yyyy

Direction

Item Count

Transportation

Outbound

1

Completed

(505) 555 - 0000

Standard Transport

Select who is transporting and which vehicle. Full transporter and vehicle profiles are maintained on the **Drivers and Vehicles** page.

* Transport Type

Source Organization Transport

Receiver Driver must be an agent of the receiving business. Responsibility for the compliant transportation of cannabis is a mutual responsibility of the sending and receiving businesses.

* Driver's Name

Mike Smith

* Vehicle Identifier or Nickname

Choose vehicle...

Add or edit drivers and vehicles under **Drivers and Vehicles** — selections here reference those records.

Destination

Search Destination Organization

Search by organization, address, city, or license...

DESTINATION LOCATION DETAILS

Destination Organization Name

Destination Location License

6. Select **Vehicle Identifier** or Nickname

(505) 555 - 0000

Standard Transport

Select who is transporting and which vehicle. Full transporter and vehicle profiles are maintained on the **Drivers and Vehicles** tab.

* Transport Type
Source Organization Transport

Receiver Driver must be an agent of the receiving business. Responsibility for the compliant transportation of cannabis is a mutual responsibility between the sending and receiving Cannabis Businesses.

* Driver's Name
Mike Smith

* Vehicle Identifier or Nickname
Car 1 - NM-123-788

Add or edit drivers and vehicles under **Drivers and Vehicles** — selections here reference those records.

Destination

Search Destination Organization
Search by organization, address, city, or license...

DESTINATION LOCATION DETAILS

Destination Organization Name	Destination Location License Number

7. Select **Destination Organization** (search by typing location name)

Receiver Driver must be an agent of the receiving business. Responsibility for the compliant transportation of cannabis is a mutual responsibility between Cannabis Businesses.

* Driver's Name
Mike Smith

* Vehicle Identifier or Nickname
Car 1 - NM-123-788

Add or edit drivers and vehicles under **Drivers and Vehicles** — selections here reference those records.

Destination

Search Destination Organization

tyd

Tye Town
1234 Second Street, Albuquerque
Licenses: CON - 2026-07, MICB-2026-Man-001, MICB-2026-PRM-001, RET-2026-05
Activities: Consumption, Manufacturing, Production, Retail

Tye Town
800 Courier Rd, Albuquerque
Licenses: CR-Tye-001
Activities: Courier

Schedule

Actual departure and arrival dates and times for the manifest.

ACTUAL TIMES

8. Enter **Destination Contact Phone For This Manifest**

Requests

En

Transf

Comp

Comp

Destination

Search Destination Organization

Tye Town - 1234 Second Street, Albuquerque - Licenses: CON - 2026- 07, MICB-2026-Man-001, MICB-2026-PRM-001, RET-2026-05 - Activities: Consumption, Manuf... x v

DESTINATION LOCATION DETAILS

Destination Organization Name

Tye Town

Destination Location License Number

CON - 2026- 07, MICB-2026-Man-001, MICB-2026-PRM-001, RET-2026-

Destination Location Address

1234 Second Street, Albuquerque, New Mexico 87110

* Destination Contact Phone For This Manifest

(505) 555 - 0000

Schedule

Actual departure and arrival dates and times for the manifest.

ACTUAL TIMES

Recorded at departure and arrival.

Actual Departure

mm/dd/yyyy --:-- --

9. Select **Actual Departure**

TOT
0

Requests

En

Transf

Comp

Destination Location Address

1234 Second Street, Albuquerque, New Mexico 87110

* Destination Contact Phone For This Manifest

(505) 555 - 0000

Schedule

Actual departure and arrival dates and times for the manifest.

ACTUAL TIMES

Recorded at departure and arrival.

Actual Departure

07/30/2026 09:36 AM

Route

* Travel Route

Enter planned route (manual entry)

*You must plan your route so that you always remain within the State of New Mexico. Min 50 characters.

10. Enter Travel Route

ACTUAL TIMES

Recorded at departure and arrival.

Actual Departure

07/30/2026 09:36 AM

Route

* Travel Route

Depart source location and travel east on Producer Blvd NE. Turn south on Juan Tabo Blvd NE, continue west on Montgomery Blvd NE, merge onto I-25 South, exit on Gibson Blvd SE, then continue east to the approved Testing Lab destination.

*You must plan your route so that you always remain within the State of New Mexico. Min 50 characters.

Next step after Create Manifest: Open **Inventory Rooms**, add package IDs to this draft manifest using **add to manifest**.

Workflow

Clicking **Create Manifest** generates a draft manifest. You can view and edit the draft before finalizing.

The manifest can be modified by the sender until the send/finalize transfer action is completed. Inventory IDs with a transfer status of "Draft" cannot be modified unless removed from the manifest.

After creating the manifest header, build the inventory list by adding IDs from the Inventory Room tab using the "add to manifest" action.

11. Manifest Line Items will be added **AFTER** the Manifest is created

(follow the "**TR04 - Add Item to Manifest / Finalize Manifest**" training guide for step-by-step instructions)

*** Travel Route**

Depart source location and travel east on Producer Blvd NE. Turn south on Juan Tabo Blvd NE, continue west on N South, exit on Gibson Blvd SE, then continue east to the approved Testing Lab destination.

*You must plan your route so that you always remain within the State of New Mexico. Min 50 characters.

Next step after Create Manifest: Open **Inventory Rooms**, add package IDs to this draft manifest using **add to manifest**.

Workflow

Clicking **Create Manifest** generates a draft manifest. You can view and edit the draft before finalizing.

The manifest can be modified by the sender until the send/finalize transfer action is completed. Inventory IDs with a transfer status of "Draft" cannot be modified unless removed from the manifest.

After creating the manifest header, build the inventory list by adding IDs from the Inventory Room tab using the "add to manifest" action.

Draft Manifest Line Items

Add packages from **Inventory Rooms** after saving the manifest header.

ID	Product	Strain	Expiration Date	Quantity / Package Count	Amount
No records to display					

Save Manifest Finalize Manifest Print Manifest Void Manifest

12. Click **Create Manifest**

07/30/2026 09:36 AM

Route

* Travel Route

Depart source location and travel east on Producer Blvd NE. Turn south on Juan Tabo Blvd NE, continue south, exit on Gibson Blvd SE, then continue east to the approved Testing Lab destination.

*You must plan your route so that you always remain within the State of New Mexico. Min 50 characters.

Next step after Create Manifest: Open **Inventory Rooms**, add package IDs to this draft manifest using **add to manifest**.

Workflow

Clicking **Create Manifest** generates a draft manifest. You can view and edit the draft before finalizing.

The manifest can be modified by the sender until the send/finalize transfer action is completed. Inventory IDs with a transfer status of "Draft" cannot be modified unless removed from the manifest.

After creating the manifest header, build the inventory list by adding IDs from the Inventory Room tab using the "add to manifest" action.

Create Manifest

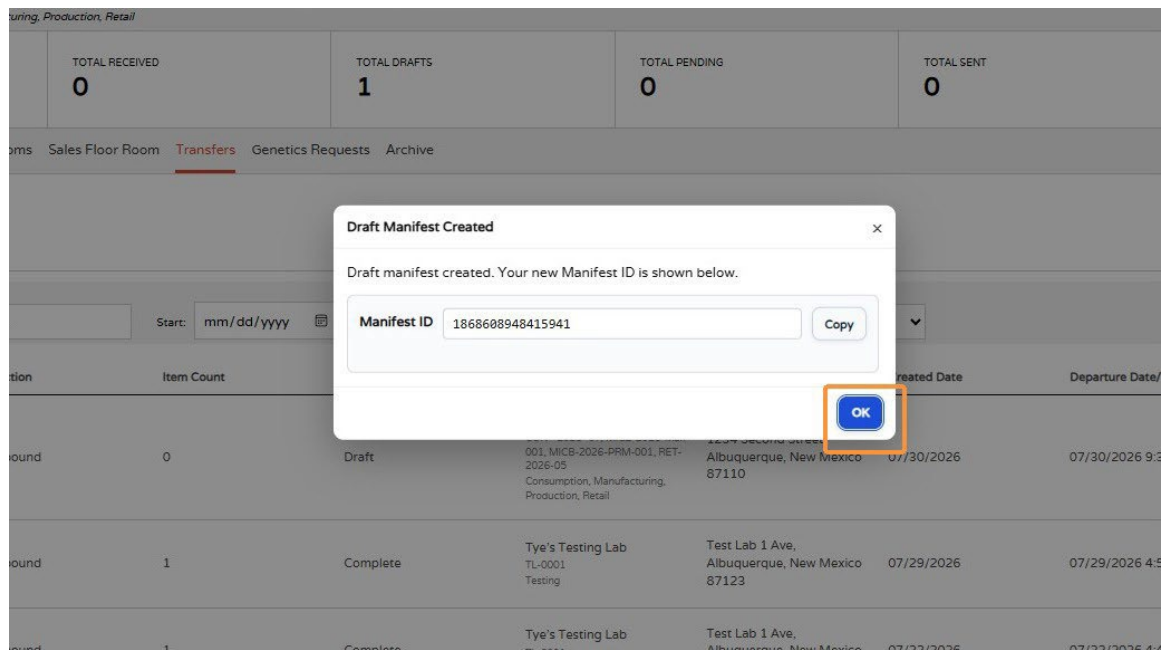
13. Click **OK** to confirm manifest creation

Confirm Create X

Are you sure you want to create this draft manifest?

OK Cancel

14. Click **OK** to close new ID window



TR04 - Add Item to Manifest / Finalize Manifest

Learn how to add an inventory item to an existing manifest and finalize the manifest for transfer.

Enter Inventory Rooms

1. Navigate to **Inventory Rooms**

Locations

Reports

Manage Users

2001 Producer Blvd NE, Albuquerque

MANF-001-TC, PRD-001-TC, RET-001-TC

Manufacturing, Production, Retail

[Back to Locations List](#) | Activities: Manufacturing, Production, Retail

TOTAL INVENTORY ROOMS

3

TOTAL ITEMS

44

FRESH FROZEN MATERIAL BATCHES

3

FRESH FROZEN MATERIAL GRAMS

800

Production Rooms

Inventory Rooms

Sales Floor Room

Transfers

Genetics Requests

Archive

Inventory Rooms

Please select an inventory room to manage its contents.

Add New Room

Search...

Filter by Room Type ▾

[Manage Columns](#)

ID	Room Details ↑	Room Type	Total Items	Total Items Pen...	Total Cannabis ...	Total Packages	Total Failed Test...	Total Seeds
2039998938289174 	Bud Bay - Main Room	Order Room	18	1	7660	20	0	10
3388023710234405 	Seeds and Clones	Storage	9	0	0	2	0	95

2. Click the **Inventory Room** containing the item that will be added to the manifest

3

44

3

800

Production Rooms **Inventory Rooms** Sales Floor Room Transfers Genetics Requests Archive

Inventory Rooms

Please select an inventory room to manage its contents.

[Add New Room](#)

Filter by Room Type ▼

[Manage Columns](#)

ID	Room Details ↑	Room Type	Total Items	Total Items Pen...	Total Cannabis ...	Total Packages	Total Failed Test...	Total Seeds
2039998938289174	Bud Bay - Main Room	Order Room	18	1	7660	20	0	10
3388023710234405	Seeds and Clones	Storage	9	0	0	2	0	95
8957156809690144	Trim and Waste	Trim	17	0	296	0	0	0

◀ 1 ▶ 100 items per page

Add Inventory to Manifest

3. Click **Item** that will be added to manifest

Bud Bay - Main Room
2001 Producer Blvd NE, Albuquerque

[Back to Room List](#) | Room Type: Order Room - [Modify Room Details](#)

TOTAL ITEMS
18

TOTAL AVAILABLE UNITS
tbd

ACTIVE INVENTORY
tbd

Bulk Inventory

Please select a room to manage inventory items.

Filter by Product Type ▼

[Bulk Actions](#) [Manage Columns](#) [Transfers](#)

☐	ID	Product Type	Product Name	Strain Name	Total Cannabi...	Seeds / Clone...	Testing	Delta-9 THC	Status	Medic
☐	1651869785356584	Deli Style Cannabis	GeoForce	GG#1	100.00 g		Pass 07/22/2026	1.00%	Unknown	
☐	5297390836486519	Collected Trim	GeoForce	GG#1	10.00 g		Pass 07/22/2026	1.00%	Unknown	
☐	883154540777526	Dry Flower	GeoForce	GG#1	640.00 g		Pass 07/22/2026	1.00%	Unknown	
☐	3269770487120449	Infused Cannabis Material (Concentrate)		GG#1	50.00 g				Created	

4. Select **Add to Manifest** action

The screenshot shows the 'Inventory Item Details' page for 'Deli Style Cannabis—1651869785356584'. The 'Inventory Actions' tab is active. In the 'Select an Inventory Action' dropdown, 'Add to Manifest' is selected and highlighted with an orange box. Below this, the 'Add to Manifest' section is visible, showing a prompt to 'Add this item to the manifest.' and a 'Manifest' dropdown with the option 'Select draft manifest...'. At the bottom, there are 'Add to Manifest' and 'Exit' buttons.

Inventory Item Details
Deli Style Cannabis—1651869785356584

[Inventory Actions](#) [Inventory Item Information](#) [Item History](#)

Select an Inventory Action

* Select an Action

Add to Manifest

Add to Manifest

Add this item to the manifest.

* Manifest

Select draft manifest...

Add to Manifest Exit

Strain Name	Total Cannabi...	Seeds / Clone...	Testing
IG#1	100.00 g		Pass 07/22/20
IG#1	10.00 g		Pass 07/22/20

5. Select the relevant manifest

The screenshot shows the 'Add to Manifest' section. The 'Manifest' dropdown is open, showing a list of draft manifests. The first manifest is selected and highlighted with an orange box. It contains the following information: ID: 1868608948415941, Destination: Tye Town, , Albuquerque, Driver: Mike Smith, Departure: 07/30/2026 9:36 AM, Items: 0, and Status: Draft.

* Select an Action

Add to Manifest

Add to Manifest

Add this item to the manifest.

* Manifest

Select draft manifest...

ID: 1868608948415941
Destination: Tye Town, , Albuquerque
Driver: Mike Smith
Departure: 07/30/2026 9:36 AM
Items: 0
Status: Draft

Total Cannabi...	Seeds / Clone...	Testing
100.00 g		Pass 07/22/20
10.00 g		Pass 07/22/20
640.00 g		Pass 07/22/20
50.00 g		

6. Click **Add to Manifest**

The screenshot shows a software interface with a table of inventory items and a modal dialog box. The table has columns: Product Name, Strain Name, Total Cannab..., Seeds / Clone..., and Testing. It lists four items, all with Strain Name 'GG#1' and a 'Pass' status. The modal dialog, titled 'Add to Manifest', contains a 'Select an Action' dropdown set to 'Add to Manifest', a text field for a manifest ID containing '1868608948415941 / Tye Town, Albuquerque / 07/30/2026 9:36 AM', and two buttons: 'Add to Manifest' (highlighted with an orange box) and 'Exit'.

Product Name	Strain Name	Total Cannab...	Seeds / Clone...	Testing
Force	GG#1	100.00 g		Pass 07/22/2026
Force	GG#1	10.00 g		Pass 07/22/2026
Force	GG#1	640.00 g		Pass 07/22/2026
	GG#1	50.00 g		

7. Click **OK** to confirm adding the inventory item to the manifest

This screenshot shows the same interface as the previous one, but with a 'Confirm Add to Manifest' dialog box open. The dialog asks, 'Are you sure you want to add this inventory item to the selected manifest?' and features 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with an orange box.

8. Click **Transfers**

TOTAL AVAILABLE UNITS
tbd

ACTIVE INVENTORY
tbd

PENDING QA
1

▼

[Bulk Actions](#)
[Manage Columns](#)

Transfers

Act Name	Strain Name	Total Cannabi...	Seeds / Clone...	Testing	Delta-9 THC	Status	Medical Use ...	Transfer Status	Expiration Date	Testing Results
orce	GG#1	100.00 g		Pass 07/22/2026	1.00%	Unknown			07/08/2027	
orce	GG#1	10.00 g		Pass 07/22/2026	1.00%	Unknown			07/08/2027	
orce	GG#1	640.00 g		Pass 07/22/2026	1.00%	Unknown			07/08/2027	

Production Rooms	Inventory Rooms	Sales Floor Room	Transfers	Genetics Requests	Archive
------------------	-----------------	------------------	-----------	-------------------	---------

Transfers

[Transfers](#)
[Drivers](#)
[Vehicles](#)

Create Manifest

Search...

Start: mm/dd/yyyy

End: mm/dd/yyyy

Direction

Transfer Status

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address	Created
1868608948415941	Outbound	1	Draft	Tye Town CON - 2026-07, MICB-2026-Man-001, MICB-2026-PRM-001, RET-2026-05 Consumption, Manufacturing, Production, Retail	1234 Second Street, Albuquerque, New Mexico 87110	07/2
9967966284083054	Outbound	1	Complete	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	07/2
0820011381060190	Outbound	1	Complete	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	07/2

1

100

items per page

10. Click **Finalize Manifest**

Depart source location and travel east on Producer Blvd NE. Turn south on Juan Tabo Blvd NE, continue west on Montgomery Blvd NE, merge onto I-25 South, exit on Gibson Blvd SE, then continue east to the approved Testing Lab destination.

*You must plan your route so that you always remain within the State of New Mexico. Min 50 characters.

Next step after Create Manifest: Open **Inventory Rooms**, add package IDs to this draft manifest using **add to manifest**

Workflow

- Clicking **Create Manifest** generates a draft manifest. You can view and edit the draft before finalizing.
- The manifest can be modified by the sender until the send/finalize transfer action is completed. Inventory IDs with a transfer status of "Draft" manifest.
- After creating the manifest header, build the inventory list by adding IDs from the **Inventory Room** tab using the "add to manifest" action.

Draft Manifest Line Items

Add packages from **Inventory Rooms** after saving the manifest header.

ID	Product	Strain	Expiration Date	Quantity / Package Count	Amount Per Package	Actions
1651869785356584	GeoForce	GG#1	07/08/2027	100.00 g		Remove

Buttons: Save Manifest, **Finalize Manifest**, Print Manifest, Void Manifest

11. Click **OK** to confirm finalizing the manifest

Confirm Finalize Manifest

Are you sure you want to finalize this manifest? Once this manifest is finalized it can't be modified.

Buttons: OK, Cancel

12. Manifest status updates to **Sent** for the sending organization. Once the **Actual Departure Date/Time** has elapsed, the manifest displays Ready to Receive for the receiving organization.

Locations

Repairs

Manage Sales

2001 Producer Blvd NE, Albuquerque

MANF-001-TC, PRB-001-TC, RET-001-TC

Manufacturing, Production, Retail

[Back to Locations List](#) | Activities: Manufacturing, Production, Retail

TOTAL READY TO RECEIVE

0

TOTAL RECEIVED

0

TOTAL DRAFTS

0

TOTAL PENDING

0

Production Rooms

Inventory Rooms

Sales Floor Room

Transfers

Genetics Requests

Archive

Transfers

Transfers

Drivers

Vehicles

Create Manifest

Search...

Start: mm/dd/yyyy

End: mm/dd/yyyy

Direction

All

Transfer Status

All

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address
1868608948415941	Outbound	1	Sent	Tye Town CON - 2026-07, MICB-2026-Man-001, MICB-2026-PRM-001, RET-2026-05 Consumption, Manufacturing, Production, Retail	1234 Second Street, Albuquerque, New Mexico 87110
9967966284083054	Outbound	1	Complete	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123
				Tye's Testing Lab	Test Lab 1 Ave, Albuquerque, New Mexico 87123

TR05 - Create Testing Sample / Send Inventory Item to Testing Lab

Learn how to create a testing sample and send it to a licensed Testing Lab using a transfer manifest.

Transfers

1. Navigate to **Transfers**

2001 Producer Blvd NE, Albuquerque
MANF-001-Tc, PRD-001-Tc, RET-001-Tc
Manufacturing, Production, Retail

[Back to Locations List](#) | Activities: Manufacturing, Production, Retail

TOTAL READY TO RECEIVE 0	TOTAL RECEIVED 0	TOTAL DRAFTS 0	TOTAL PENDING 0
------------------------------------	----------------------------	--------------------------	---------------------------

Production Rooms Inventory Rooms Sales Floor Room **Transfers** Genetics Requests Archive

Transfers

Transfers Drivers Vehicles

Create Manifest

Search...

Start: mm/dd/yyyy

End: mm/dd/yyyy

Direction
All

Transfer Status
All

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address
0820011381060190	Outbound	1	Complete	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123

1

100 items per page

Manifest Creation

2. Click **Create Manifest**

[Back to Locations List](#) | Activities: Manufacturing, Production, Retail

TOTAL READY TO RECEIVE 0	TOTAL RECEIVED 0	TOTAL DRAFTS 0	TOTAL PENDING 0
------------------------------------	----------------------------	--------------------------	---------------------------

Production Rooms Inventory Rooms Sales Floor Room **Transfers** Genetics Requests Archive

Transfers

Transfers Drivers Vehicles

Create Manifest Search... Start: mm/dd/yyyy End: mm/dd/yyyy Direction: All Transfer Status: All

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address
0820011381060190	Outbound	1	Complete	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123

100 Items per page

3. Enter **Contact Phone For This Manifest**

Create Manifest
Create the manifest header first. You will add package line items afterward from **Inventory Rooms**.

Source

LOCATION DETAILS

Date Created: 7/29/2026
Location License Number(s): MANF-001-TC, PRD-001-TC, RET-001-TC

Organization Name: Tye's Producer
Location Address: 2001 Producer Blvd NE, Albuquerque

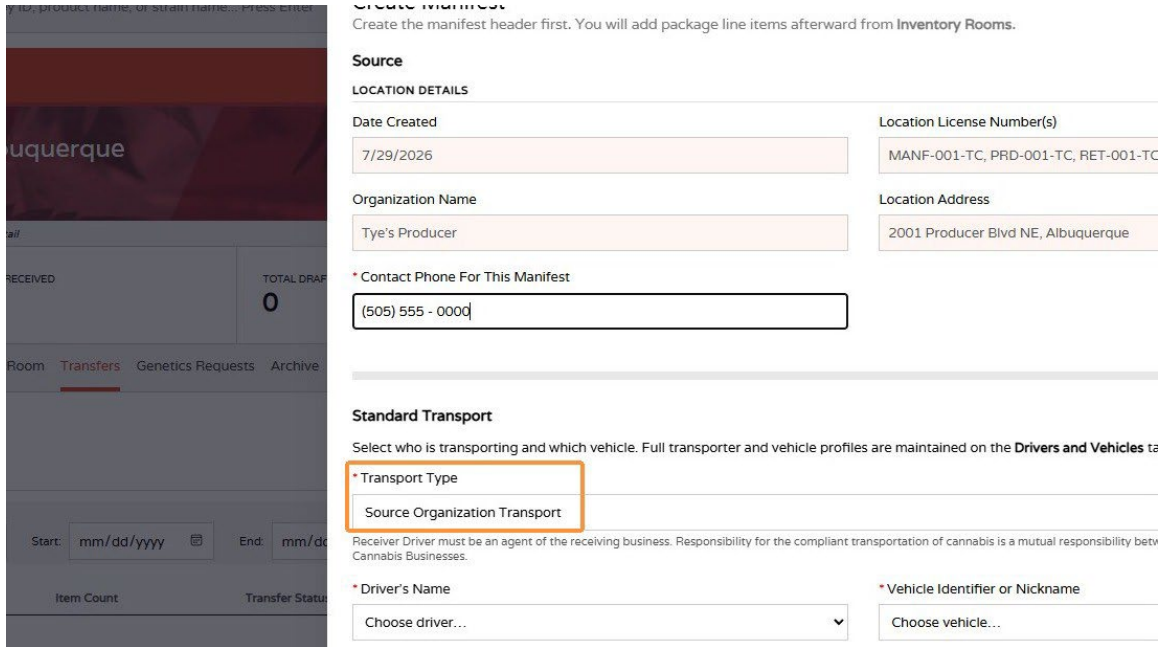
* Contact Phone For This Manifest: (505) 555 - 0000

Standard Transport
Select who is transporting and which vehicle. Full transporter and vehicle profiles are maintained on the **Drivers and Vehicles** tab.

* Transport Type: Source Organization Transport
Receiver Driver must be an agent of the receiving business. Responsibility for the compliant transportation of cannabis is a mutual responsibility between Cannabis Businesses.

* Driver's Name: Choose driver...
* Vehicle Identifier or Nickname: Choose vehicle...

4. Select Transport Type



Create Manifest
Create the manifest header first. You will add package line items afterward from **Inventory Rooms**.

Source

LOCATION DETAILS

Date Created: 7/29/2026

Location License Number(s): MANF-001-TC, PRD-001-TC, RET-001-TC

Organization Name: Tye's Producer

Location Address: 2001 Producer Blvd NE, Albuquerque

* Contact Phone For This Manifest: (505) 555 - 0000

Standard Transport
Select who is transporting and which vehicle. Full transporter and vehicle profiles are maintained on the **Drivers and Vehicles** tab.

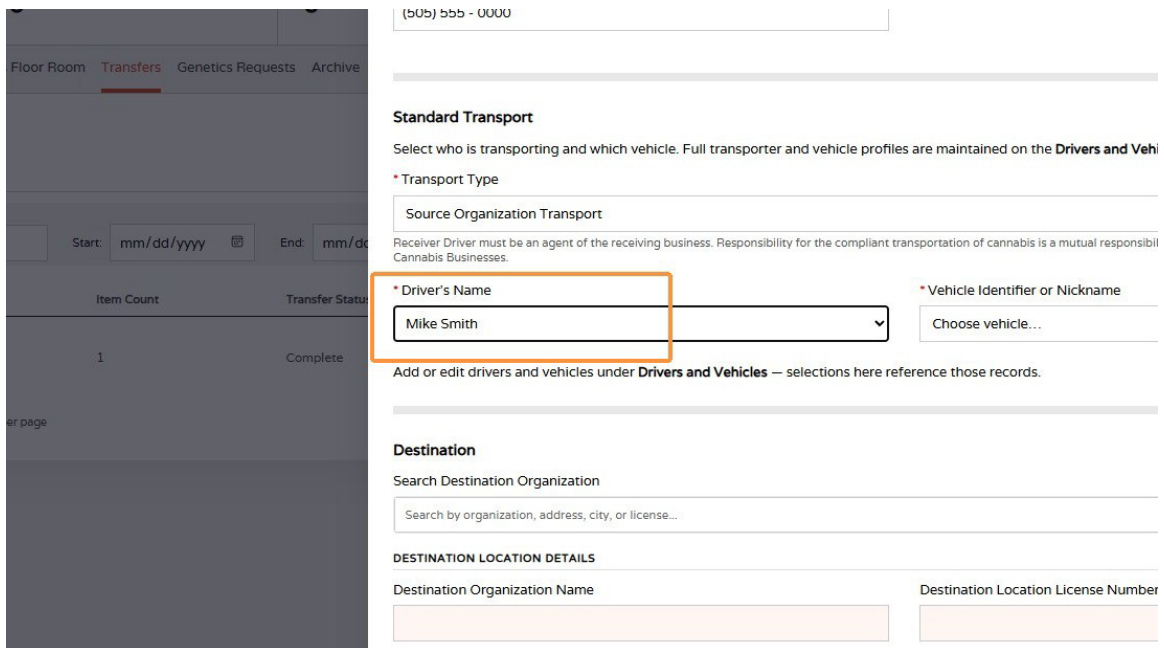
* Transport Type: Source Organization Transport

Receiver Driver must be an agent of the receiving business. Responsibility for the compliant transportation of cannabis is a mutual responsibility between Cannabis Businesses.

* Driver's Name: Choose driver...

* Vehicle Identifier or Nickname: Choose vehicle...

5. Select Driver's Name



(505) 555 - 0000

Standard Transport
Select who is transporting and which vehicle. Full transporter and vehicle profiles are maintained on the **Drivers and Vehicles** tab.

* Transport Type: Source Organization Transport

Receiver Driver must be an agent of the receiving business. Responsibility for the compliant transportation of cannabis is a mutual responsibility between Cannabis Businesses.

* Driver's Name: Mike Smith

* Vehicle Identifier or Nickname: Choose vehicle...

Add or edit drivers and vehicles under **Drivers and Vehicles** — selections here reference those records.

Destination
Search Destination Organization: Search by organization, address, city, or license...

DESTINATION LOCATION DETAILS

Destination Organization Name:

Destination Location License Number:

6. Select Vehicle Identifier or Nickname

(505) 555 - 0000

Archive

Standard Transport

Select who is transporting and which vehicle. Full transporter and vehicle profiles are maintained on the **Drivers and Vehicles** tab.

* Transport Type

Source Organization Transport

Receiver Driver must be an agent of the receiving business. Responsibility for the compliant transportation of cannabis is a mutual responsibility between the sending and receiving Cannabis Businesses.

* Driver's Name

Mike Smith

* Vehicle Identifier or Nickname

Car 1 - NM-123-788

Add or edit drivers and vehicles under **Drivers and Vehicles** — selections here reference those records.

Destination

Search Destination Organization

Search by organization, address, city, or license...

DESTINATION LOCATION DETAILS

Destination Organization Name	Destination Location License Number

7. Select Destination Organization (search by typing location name)

* Driver's Name

Mike Smith

* Vehicle Identifier or Nickname

Car 1 - NM-123-788

Add or edit drivers and vehicles under **Drivers and Vehicles** — selections here reference those records.

Destination

Search Destination Organization

tye

Tye's Testing Lab
Test Lab 1 Ave, Albuquerque
Licenses: TL-0001
Activities: Testing

Tye's Testing Lab
Test Lab 2 Ave, Albuquerque
Licenses: 000000123
Activities: Testing

Schedule

Actual departure and arrival dates and times for the manifest.

ACTUAL TIMES

Recorded at departure and arrival.

8. Enter Destination Contact Phone For This Manifest

TOTAL DRAFT
0

Archive

mm/dd

Transfer Status

Complete

Search Destination Organization

Tye's Testing Lab - Test Lab 1 Ave, Albuquerque - Licenses: TL-0001 - Activities: Testing

X

▼

DESTINATION LOCATION DETAILS

Destination Organization Name

Tye's Testing Lab

Destination Location License Number

TL-0001

Destination Location Address

Test Lab 1 Ave, Albuquerque, New Mexico 87123

* Destination Contact Phone For This Manifest

(505) 555 - 0000

Schedule

Actual departure and arrival dates and times for the manifest.

ACTUAL TIMES

Recorded at departure and arrival.

Actual Departure

mm/dd/yyyy --:-- --

📅

9. Select Actual Departure

TOTAL DRAFT
0

Archive

mm/dd

Transfer Status

Complete

Tye's Testing Lab - Test Lab 1 Ave, Albuquerque - Licenses: TL-0001 - Activities: Testing

X

▼

DESTINATION LOCATION DETAILS

Destination Organization Name

Tye's Testing Lab

Destination Location License Number

TL-0001

Destination Location Address

Test Lab 1 Ave, Albuquerque, New Mexico 87123

* Destination Contact Phone For This Manifest

(505) 555 - 0000

Schedule

Actual departure and arrival dates and times for the manifest.

ACTUAL TIMES

Recorded at departure and arrival.

Actual Departure

07/29/2026 04:58 PM

📅

Route

* Travel Route

Depart source location and travel east on Producer Blvd NE. Turn south on Juan Tabo Blvd NE, continue west on Montgomery Blvd NE, merge onto I-25.

10. Enter Travel Route

Actual departure and arrival dates and times for the manifest.

ACTUAL TIMES

Recorded at departure and arrival.

Actual Departure

07/29/2026 04:58 PM

Route

* Travel Route

Depart source location and travel east on Producer Blvd NE. Turn south on Juan Tabo Blvd NE, continue west on Montgomery Blvd NE, merge onto I-25 South, exit on Gibson Blvd SE, then continue east to the approved Testing Lab destination.

*You must plan your route so that you always remain within the State of New Mexico. Min 50 characters.

Next step after Create Manifest: Open **Inventory Rooms**, add package IDs to this draft manifest using **add to manifest**.

Workflow

Clicking **Create Manifest** generates a draft manifest. You can view and edit the draft before finalizing.

The manifest can be modified by the sender until the send/finalize transfer action is completed. Inventory IDs with a transfer status of "Draft" cannot be modified unless removed from the manifest.

After creating the manifest header, build the inventory list by adding IDs from the Inventory Room tab using the "add to manifest" action.

11. Click Create Manifest

07/29/2026 04:58 PM

Route

* Travel Route

Depart source location and travel east on Producer Blvd NE. Turn south on Juan Tabo Blvd NE, continue west on Montgomery Blvd NE, merge onto I-25 South, exit on Gibson Blvd SE, then continue east to the approved Testing Lab destination.

*You must plan your route so that you always remain within the State of New Mexico. Min 50 characters.

Next step after Create Manifest: Open **Inventory Rooms**, add package IDs to this draft manifest using **add**

Workflow

Clicking **Create Manifest** generates a draft manifest. You can view and edit the draft before finalizing.

The manifest can be modified by the sender until the send/finalize transfer action is completed. Inventory IDs with a transfer status of "Draft" cannot be modified unless removed from the manifest.

After creating the manifest header, build the inventory list by adding IDs from the Inventory Room tab using the "add to manifest" action.

Create Manifest

12. Click **OK** to confirm manifest creation

The screenshot shows a 'Schedule' form in the background with fields for 'Actual Departure' (07/29/2026 04:58 PM) and 'Actual Times'. Overlaid on this is a 'Confirm Create' dialog box with the text 'Are you sure you want to create this draft manifest?'. The 'OK' button in the dialog is highlighted with an orange box.

13. Click **OK** to close new ID window

The screenshot shows a 'Draft Manifest Created' dialog box with the text 'Draft manifest created. Your new Manifest ID is shown below.' and a field containing the ID '9967966284083054'. The 'OK' button is highlighted with an orange box. In the background, a table lists manifests with columns for Status, Location, Address, Created Date, Departure Date/Time, and Arrival Date.

	TOTAL DRAFTS	TOTAL PENDING	TOTAL SENT	TOTAL COMPLETE
	1	0	0	1

Status	Location	Address	Created Date	Departure Date/Time	Arrival Date
Draft	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	07/29/2026	07/29/2026 4:58 PM	
Complete	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	07/22/2026	07/22/2026 4:43 PM	07/22/2026

Create Testing Sample

14. Open an **Inventory Room**

3

42

3

800

[Production Rooms](#) [Inventory Rooms](#) [Sales Floor Room](#) [Transfers](#) [Genetics Requests](#) [Archive](#)

Inventory Rooms

Please select an inventory room to manage its contents.

[Add New Room](#) [Filter by Room Type](#) [Manage Columns](#)

ID	Room Details ↑	Room Type	Total Items	Total Items Pendin...	Total Cannabis Mat...	Total Packages	Total Failed Testin...
2039998938289174	Bud Bay - Main Room	Order Room	16	0	7520	40	0
3388023710234405	Seeds and Clones	Storage	9	0	0	2	0
8957156809690144	Trim and Waste	Trim	17	0	296	0	0

[◀](#) [▶](#) [1](#) [▶](#) [▶](#) [▶](#) [100](#) items per page

15. Select an item to create a testing sample

TOTAL ITEMS
16

TOTAL AVAILABLE UNITS
tbd

ACTIVE INVENTORY
tbd

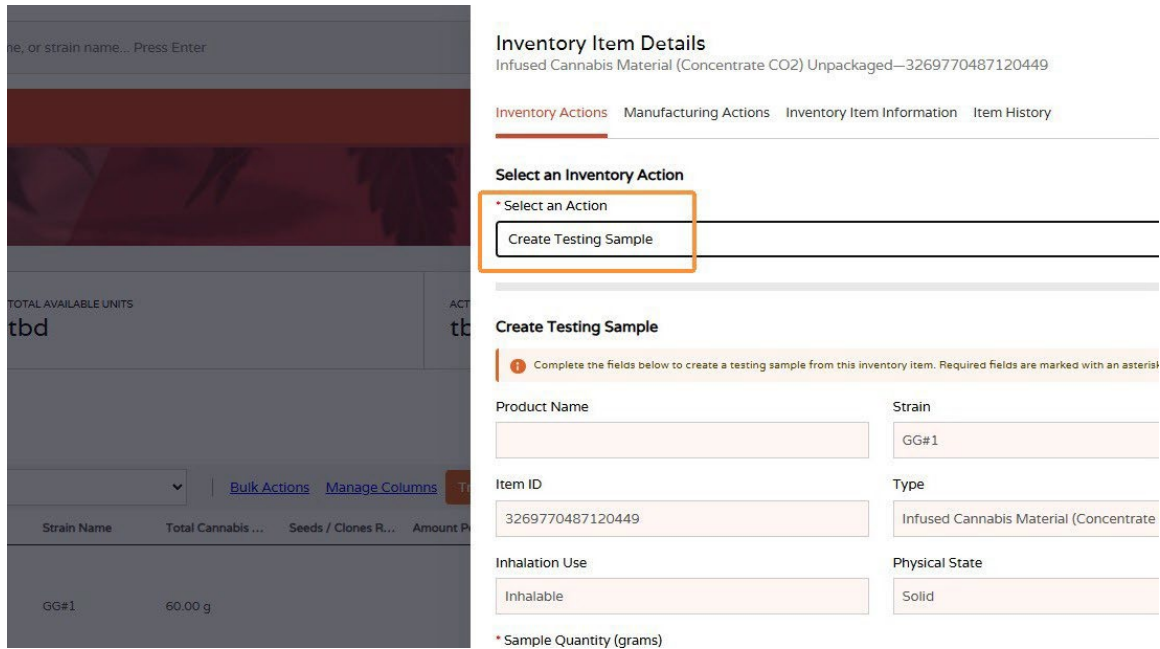
Bulk Inventory

Please select a room to manage inventory items.

[Filter by Product Type](#) [Bulk Actions](#) [Manage Columns](#) [Transfers](#)

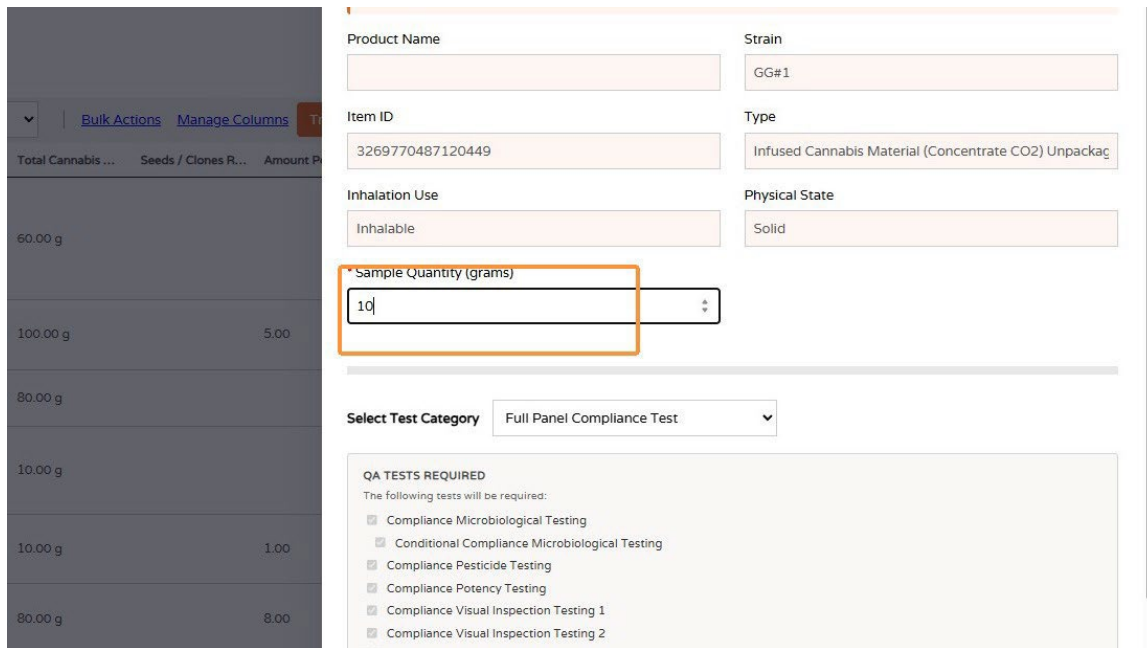
☐	ID	Product Type	Product Name	Strain Name	Total Cannabis ...	Seeds / Clones ...	Amount Per Unit...	Unit/Package C...	Testing
☐	3269770487120449	Infused Cannabis Material (Concentrate CO2) Unpackaged		GG#1	60.00 g				
☐	7227263414909548	Cannabis Packaged		GG#1	100.00 g		5.00	20	Pass 0
☐	9576809717584500	Collected Waste		GG#1	80.00 g				
☐	4415043189113262	Concentrate (CO2) Unpackaged		GG#1	10.00 g				
☐	1542259183313881	Pre Rolls Packaged		GG#1	10.00 g		1.00	10	

16. Select the **Create Testing Sample** action



The screenshot shows the 'Inventory Item Details' page for 'Infused Cannabis Material (Concentrate CO2) Unpackaged—3269770487120449'. The 'Inventory Actions' tab is active. In the 'Select an Inventory Action' dropdown, 'Create Testing Sample' is highlighted. Below the dropdown, the 'Create Testing Sample' form is visible, with a note: 'Complete the fields below to create a testing sample from this inventory item. Required fields are marked with an asterisk'. The form includes fields for Product Name, Strain (GG#1), Item ID (3269770487120449), Type (Infused Cannabis Material (Concentrate CO2) Unpackaged), Inhalation Use (Inhalable), and Physical State (Solid). A note at the bottom indicates '* Sample Quantity (grams)'.

17. Enter **Sample Quantity**



The screenshot shows the 'Create Testing Sample' form with the 'Sample Quantity (grams)' field highlighted. The value '10' is entered in the field. Below the form, the 'Select Test Category' dropdown is set to 'Full Panel Compliance Test'. A section titled 'QA TESTS REQUIRED' lists the following tests: Compliance Microbiological Testing, Conditional Compliance Microbiological Testing, Compliance Pesticide Testing, Compliance Potency Testing, Compliance Visual Inspection Testing 1, and Compliance Visual Inspection Testing 2. All tests are marked as required.

18. Select **Test Category**

Bulk ActionsManage Columns

Strain Name	Total Cannabis ...	Seeds / Clones R...	Amount P
GG#1	60.00 g		
GG#1	100.00 g	5.00	
GG#1	80.00 g		
GG#1	10.00 g		
GG#1	10.00 g	1.00	
GG#1	80.00 g	8.00	
GG#1	1,400.00 g		

Inhalation Use

Inhalable

Physical State

Solid

* Sample Quantity (grams)

10.00

Select Test Category

Full Panel Compliance Test

QA TESTS REQUIRED

The following tests will be required:

☒

 Compliance Microbiological Testing

☒

 Conditional Compliance Microbiological Testing

☒

 Compliance Pesticide Testing

☒

 Compliance Potency Testing

☒

 Compliance Visual Inspection Testing 1

☒

 Compliance Visual Inspection Testing 2

☐

 Compliance Residual Solvents Testing

Create Testing Sample

19. Click **Create Testing Sample**

Bulk ActionsManage Columns

Strain Name	Total Cannabis ...	Seeds / Clones R...	Amount P
GG#1	60.00 g		
GG#1	100.00 g	5.00	
GG#1	80.00 g		
GG#1	10.00 g		
GG#1	10.00 g	1.00	
GG#1	80.00 g	8.00	
GG#1	1,400.00 g		

Inhalation Use

Inhalable

Physical State

Solid

* Sample Quantity (grams)

10.00

Select Test Category

Full Panel Compliance Test

QA TESTS REQUIRED

The following tests will be required:

☒

 Compliance Microbiological Testing

☒

 Conditional Compliance Microbiological Testing

☒

 Compliance Pesticide Testing

☒

 Compliance Potency Testing

☒

 Compliance Visual Inspection Testing 1

☒

 Compliance Visual Inspection Testing 2

☐

 Compliance Residual Solvents Testing

Create Testing Sample

20. Click **OK** to confirm sample creation

Confirm Create Testing Sample

Are you sure you want to create a testing sample for this inventory item?

OK Cancel

Product Name

Strain

Item ID

3269770487120449

Type

Infused Cannabis Material (Concentrate CO2)

Physical State

Solid

Select Test Category

Full Panel Compliance Test

QA TESTS REQUIRED

The following tests will be required:

- ☒ Compliance Microbiological Testing
- ☒ Conditional Compliance Microbiological Testing
- ☒ Compliance Pesticide Testing
- ☒ Compliance Potency Testing
- ☒ Compliance Visual Inspection Testing 1

21. Click **OK** to close new ID window

Test Sample Created

Test sample created. Your new inventory ID is shown below.

New Test Sample Inventory ID

0047107352242900

Copy

OK

Product Name	Strain Name	Status	Medical Use Only	Test
	GG#1	Pending		
	GG#1	Created		
	GG#1	Created	No	
	GG#1	Unknown		

22. Click the **new testing sample item**

[Back to Room List](#) | Room Type: [Order Room](#) - [Inventory Room](#) [Logout](#)

TOTAL ITEMS 17	TOTAL AVAILABLE UNITS tbd	ACTIVE INVENTORY tbd
--------------------------	-------------------------------------	--------------------------------

Bulk Inventory

Please select a room to manage inventory items.

[Bulk Actions](#) [Manage Columns](#)

☐	ID	Product Type	Product Name	Strain Name	Total Cannabis ...	Seeds / Clones ...	Amount Per Unit...	Unit/Package C...	Testing
☐	0047107352242900	Testing Sample Solid		GG#1	10.00 g				
☐	3269770487120449	Infused Cannabis Material (Concentrate CO2) Unpackaged		GG#1	50.00 g				
☐	7227263414909548	Cannabis Packaged		GG#1	100.00 g		5.00	20	Pass 0
☐	9576809717584500	Collected Waste		GG#1	80.00 g				

[Concentrate](#)

Manifest Finalization

23. Select the **Add to Manifest** action

me, or strain name... Press Enter

TOTAL AVAILABLE UNITS
tbd

ACT
tb

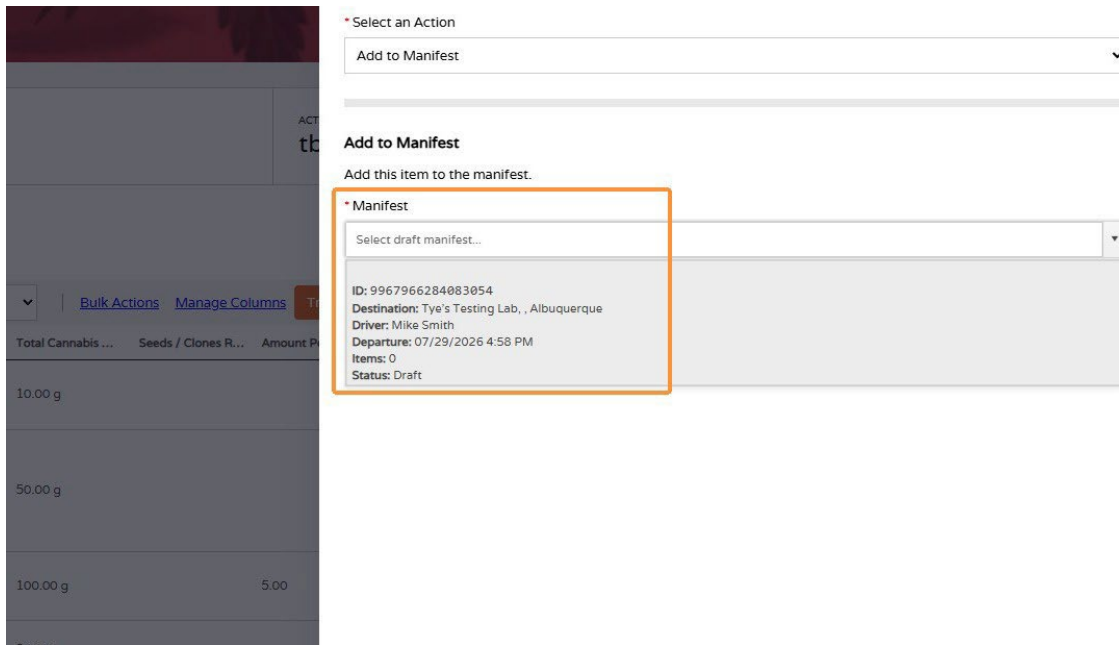
Inventory Actions [Inventory Item Information](#) [Item History](#)

Select an Inventory Action

Add to Manifest

Add this item to the manifest.

24. Select the relevant manifest



* Select an Action

Add to Manifest

Add to Manifest

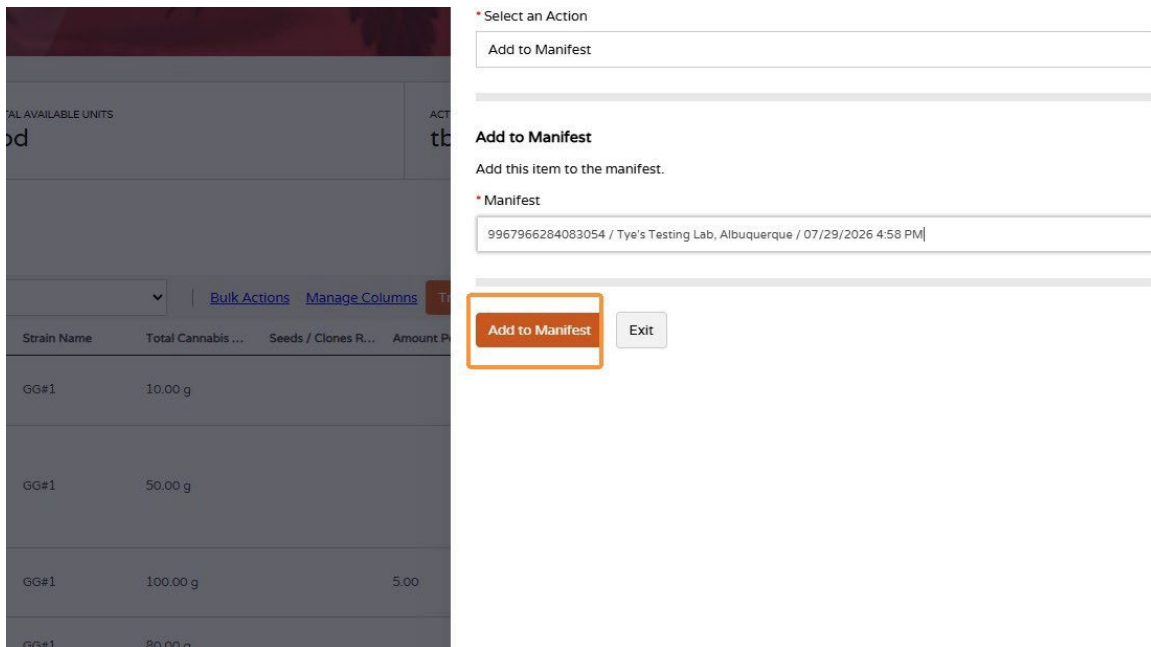
Add this item to the manifest.

* Manifest

Select draft manifest...

ID: 9967966284083054
Destination: Tye's Testing Lab, , Albuquerque
Driver: Mike Smith
Departure: 07/29/2026 4:58 PM
Items: 0
Status: Draft

25. Click **Add to Manifest**



* Select an Action

Add to Manifest

Add to Manifest

Add this item to the manifest.

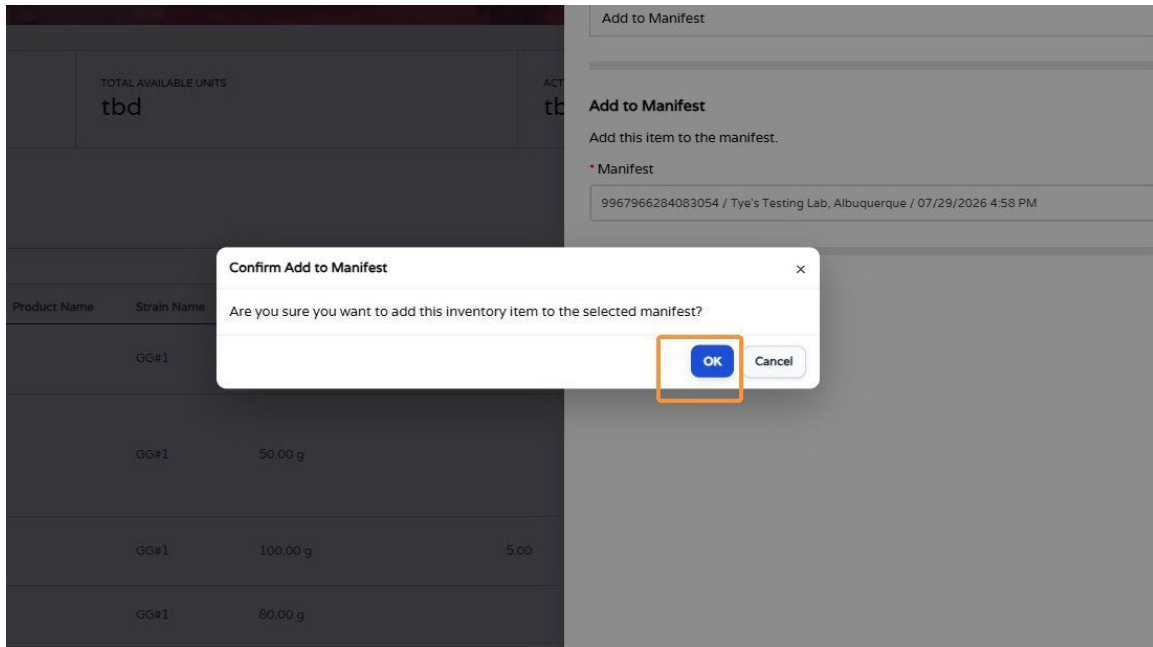
* Manifest

9967966284083054 / Tye's Testing Lab, Albuquerque / 07/29/2026 4:58 PM

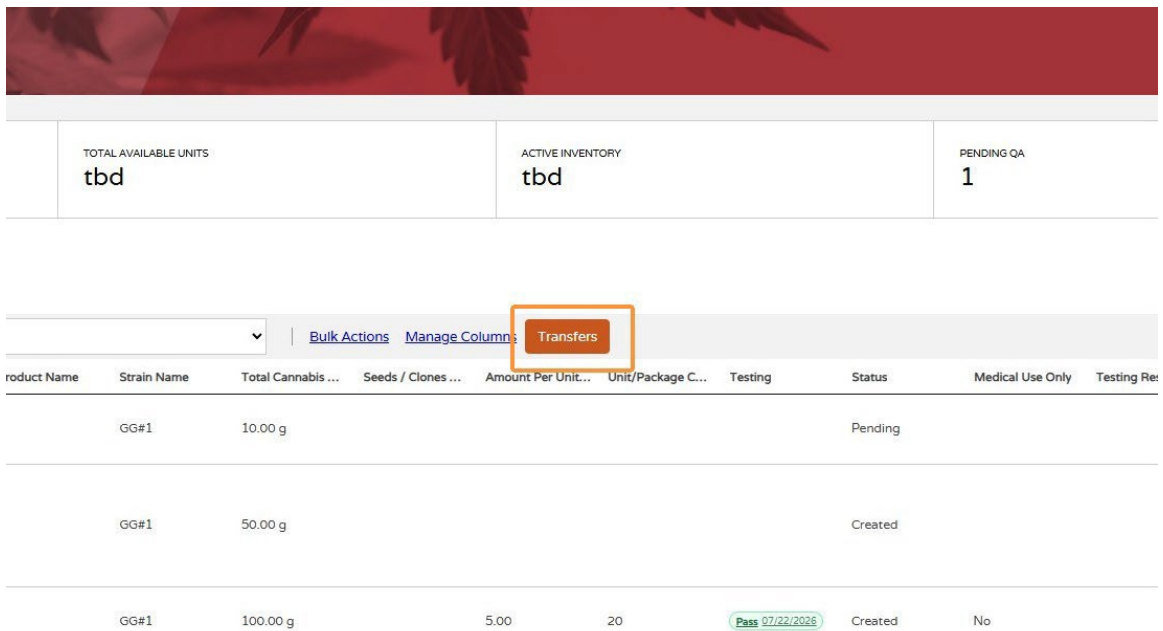
Add to Manifest Exit

Strain Name	Total Cannabis ...	Seeds / Clones R...	Amount P
GG#1	10.00 g		
GG#1	50.00 g		
GG#1	100.00 g		5.00
GG#1	80.00 g		

26. Click **OK** to confirm adding the item to the manifest



27. Click **Transfers** button



28. Open the manifest containing the product that will be transferred

[Production Rooms](#) [Inventory Rooms](#) [Sales Floor Room](#) **Transfers** [Genetics Requests](#) [Archive](#)

Transfers [Drivers](#) [Vehicles](#)

Create Manifest

Search...

Start: mm/dd/yyyy

End: mm/dd/yyyy

Direction: All

Transfer Status: All

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address
9967966284083054	Outbound	1	Draft	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123
0820011381060190	Outbound	1	Complete	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123

1

100 items per page

29. Click Finalize Manifest

Start: mm/dd/yyyy

End: mm/dd/yyyy

Item Count

Transfer Status

1

Draft

1

Complete

Depart source location and travel east on Producer Blvd NE. Turn south on Juan Tabo Blvd NE, continue west on Montgor South, exit on Gibson Blvd SE, then continue east to the approved Testing Lab destination.

*You must plan your route so that you always remain within the State of New Mexico. Min 50 characters.

Next step after Create Manifest: Open **Inventory Rooms**, add package IDs to this draft manifest using **add to manifest**.

Workflow

Clicking **Create Manifest** generates a draft manifest. You can view and edit the draft before finalizing.

The manifest can be modified by the sender until the send/finalize transfer action is completed. Inventory IDs with a transfer status of "Draft" can be modified.

After creating the manifest header, build the inventory list by adding IDs from the Inventory Room tab using the "add to manifest" action.

Draft Manifest Line Items

Add packages from **Inventory Rooms** after saving the manifest header.

ID	Product	Strain	Expiration Date	Quantity / Package Count	Amc
0047107352242900	Testing Sample Solid	GG#1		10.00 g	

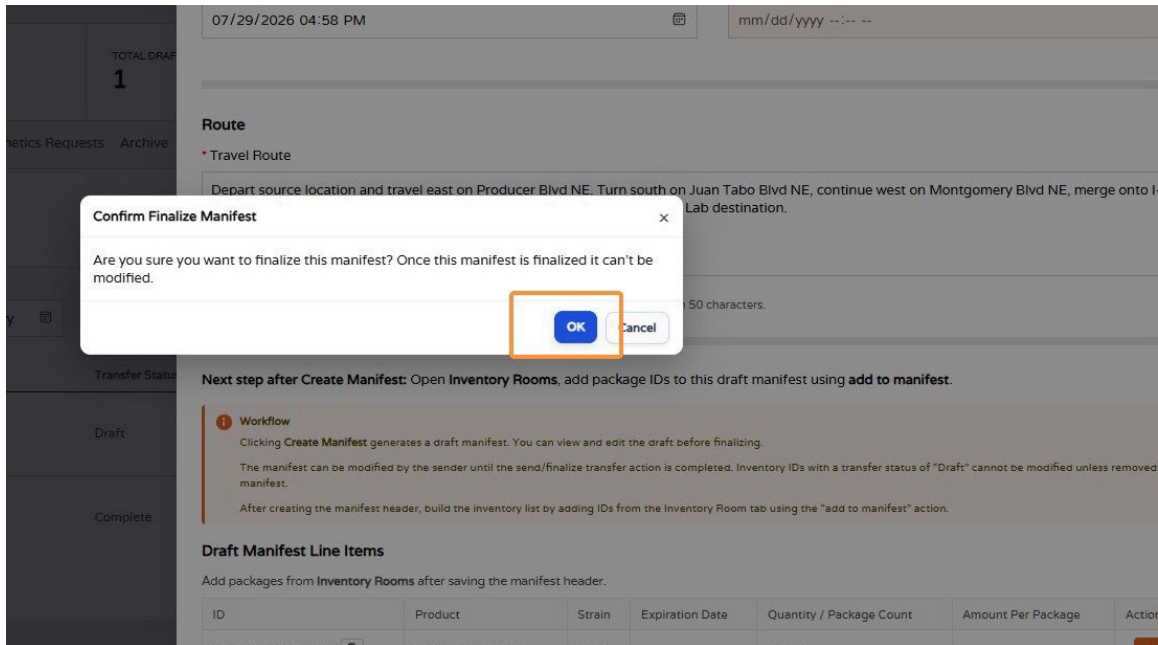
Save Manifest

Finalize Manifest

Print Manifest

Void Manifest

30. Click **OK** to confirm finalizing manifest



TR06 – Fully Receive a Transfer Manifest

Learn how to receive an incoming transfer manifest, confirm the received inventory, and complete the receiving process.

Prerequisite:

- The manifest must display Ready to Receive for the receiving organization.
- The Actual Departure Date/Time must have elapsed before that status is available.

Receiving Location Opens Transfers

1. Click **Transfers** tab

The screenshot shows the 'Test Lab 1 Ave, Albuquerque' page with the 'Transfers' tab selected. The page includes a summary section with four statistics: TOTAL READY TO RECEIVE (2), TOTAL RECEIVED (7), TOTAL DRAFTS (0), and TOTAL PENDING (0). Below this is a navigation bar with tabs: Inventory Samples, Transfers (highlighted), Analyte Settings, Inventory Rooms, and Archive. The 'Transfers' section features a search bar, start and end date pickers, and dropdowns for Direction (All) and Transfer Status (All). A table lists the transfers with columns: Manifest ID, Direction, Item Count, Transfer Status, Destination / Source, and Address.

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address
9967966284083054	Inbound	1	Ready to Receive	Tye's Producer MANF-001-TC, PRD-001-TC, RET-001-TC Manufacturing, Production, Retail	2001 Producer Blvd NE, Albuquerque, New Mexico 87111
				Tye's Producer	2001 Producer Blvd NE,

Fully Receive Manifest

2. Click **Manifest ID** that has a **Ready to Receive** Transfer Status

Inventory Samples	Transfers	Analyte Settings	Inventory Rooms	Archive
-------------------	-----------	------------------	-----------------	---------

Transfers

Start: mm/dd/yyyy

End: mm/dd/yyyy

Direction: All

Transfer Status: All

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address
9967966284083054	Inbound	1	Ready to Receive	Tye's Producer MANF-001-TC, PRD-001-TC, RET-001-TC Manufacturing, Production, Retail	2001 Producer Blvd NE, Albuquerque, New Mexico 87111
0820011381060190	Inbound	1	Received	Tye's Producer MANF-001-TC, PRD-001-TC, RET-001-TC Manufacturing, Production, Retail	2001 Producer Blvd NE, Albuquerque, New Mexico 87111
2851680954897022	Inbound	1	Ready to Receive	Tye Town CON - 2026-07, MICB-2026-Man-001, MICB-2026-PRM-001, RET-2026-05 Consumption, Manufacturing, Production, Retail	1234 Second Street, Albuquerque, New Mexico 87110

3. Select the **Fully Received** option in the **Decision** dropdown

TRANSPORT TYPE	DRIVER	VEHICLE	LICENSE PLATE
Source Organization Transport	Mike Smith	Car 1	NM-123-788

SCHEDULE

DEPARTURE DATE & TIME	ARRIVAL DATE & TIME
07/29/2026 4:58 PM	

TRAVEL ROUTE: Depart source location and travel east on Producer Blvd NE. Turn south on Juan Tabo Blvd NE, continue west on Montgomery Blvd NE, merge onto I-25 South, exit on Gibson Blvd SE, then continue east to the approved Testing Lab destination.

Manifest Line Items

ID	Product	Strain	Expiration Date	Quantity / Package Count	Amount Per Package	Decision
0047107352242900	Testing Sample Solid	GG#1		10.00 g		Fully Received

TRANSFER SUMMARY

Fully Received: 1

Partially Received: 0

Rejected: 0

Pending: 0

ARRIVAL INFORMATION

* Arrival Date / Time	* Name of Manifest Receiver
mm/dd/yyyy --:-- --	Full name of the person receiving the manifest

4. Enter Arrival Date / Time

TRANSFER SUMMARY

TRAVEL ROUTE Depart source location and travel east on Producer Blvd NE, turn south on Juan Tabo Blvd NE, continue west on Montgomery Blvd NE, merge onto I-25 South, exit on Gibson Blvd SE, then continue east to the approved Testing Lab destination.

Manifest Line Items

ID	Product	Strain	Expiration Date	Quantity / Package Count	Amount Per Package	Decision
0047107352242900	Testing Sample Solid	GG#1		10.00 g		Fully Received

TRANSFER SUMMARY

Fully Received: 1 Partially Received: 0 Rejected: 0 Pending: 0

ARRIVAL INFORMATION

* Arrival Date / Time 07/29/2026 05:06 PM

* Name of Manifest Receiver Full name of the person receiving the manifest

Submit Print Manifest Exit

5. Enter Name of Manifest Receiver

TRANSFER SUMMARY

TRAVEL ROUTE Depart source location and travel east on Producer Blvd NE, turn south on Juan Tabo Blvd NE, continue west on Montgomery Blvd NE, merge onto I-25 South, exit on Gibson Blvd SE, then continue east to the approved Testing Lab destination.

Manifest Line Items

ID	Product	Strain	Expiration Date	Quantity / Package Count	Amount Per Package	Decision
0047107352242900	Testing Sample Solid	GG#1		10.00 g		Fully Received

TRANSFER SUMMARY

Fully Received: 1 Partially Received: 0 Rejected: 0 Pending: 0

ARRIVAL INFORMATION

* Arrival Date / Time 07/29/2026 05:06 PM

* Name of Manifest Receiver Mike Smith

Submit Print Manifest Exit

6. Click **Submit**

Direction	Item Count	Transfer Status
Inbound	1	Ready to Receive
Inbound	1	Received
Inbound	1	Ready to Receive
Inbound	3	Received
Inbound	3	Received

TRAVEL ROUTE
Depart source location and travel east on Producer Blvd NE. Turn south on Juan Tabo Blvd NE, continue west on Montgomery Blvd NE, merge onto I-25 South, exit on Gibsonville Rd and travel east to the approved Testing Lab destination.

Manifest Line Items

ID	Product	Strain	Expiration Date	Quantity / F
0047107352242900	Testing Sample Solid	GG#1		10.00 g

TRANSFER SUMMARY

Fully Received: 1 Partially Received: 0 Rejected: 0 Pending: 0

ARRIVAL INFORMATION

* Arrival Date / Time: 07/29/2026 05:06 PM * Name of Manifest Receiver: Mike Smith

Submit **Print Manifest**

7. Click **OK** to confirm fully receiving the manifest

Archive

mm/dd/yyyy

TRANSPORT

TRANSPORT TYPE: Source Organization Transport DRIVER: Mike Smith VEHICLE: Car 1 LICENSE PLATE: NM-123-788

SCHEDULE

DEPARTURE DATE & TIME: 07/29/2026 4:58 PM ARRIVAL DATE & TIME:

TRAVEL ROUTE
Depart source location and travel east on Producer Blvd NE. Turn south on Juan Tabo Blvd NE, continue west on Montgomery Blvd NE, merge onto I-25 South, exit on Gibsonville Rd and travel east to the approved Testing Lab destination.

Confirm Receive Manifest

Are you sure you want to submit this received manifest?

OK **Cancel**

	ID	Product	Strain	Expiration Date	Quantity / Package Count	Amount Per Package	Decision
Received	0047107352242900	Testing Sample Solid	GG#1		10.00 g		Fully Received

TRANSFER SUMMARY

Fully Received: 1 Partially Received: 0 Rejected: 0 Pending: 0

ARRIVAL INFORMATION

* Arrival Date / Time: * Name of Manifest Receiver:

TR07 - Partially Receive a Transfer Manifest

Learn how to partially receive an incoming transfer manifest when the full expected inventory is not received.

Prerequisite:

- The manifest must display Ready to Receive for the receiving organization.
- The Actual Departure Date/Time must have elapsed before that status is available.

Receiving Location Opens Transfers

1. Click **Transfers**

LocationsReportsManage Users

2001 Producer Blvd NE, Albuquerque
MANF-001-TC, PRD-001-TC, RET-001-TC
Manufacturing, Production, Retail

[Back to Locations List](#) | Activities: Manufacturing, Production, Retail

TOTAL READY TO RECEIVE
1

TOTAL RECEIVED
0

TOTAL DRAFTS
1

TOTAL PENDING
0

TOTAL SENT
1

Production RoomsInventory RoomsSales Floor Room**Transfers**Genetics RequestsArchive

Transfers

TransfersDriversVehicles

Create ManifestSearch...Start: mm/dd/yyyyEnd: mm/dd/yyyyDirection: AllTransfer Status: All

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address	Created Date	Departure Date/Tir
5658927994469395	Outbound	0	Draft	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	08/13/2026	08/13/2026 6:58 PM

Partially Receive Manifest

2. Click **Manifest ID** that has a **Ready to Receive** Transfer Status

Production Rooms Inventory Rooms Sales Floor Room **Transfers** Genetics Requests Archive

Transfers

Transfers Drivers Vehicles

[Create Manifest](#) Search... Start: mm/dd/yyyy End: mm/dd/yyyy Direction: All Transfer Status: All

Manifest ID	Direction	Item Count	Transfer Status	Destination / Source	Address	Created Date	Departure Date/Tir
5658927994469395	Outbound	0	Draft	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	08/13/2026	08/13/2026 6:58 PM
9715699158128887	Inbound	1	Ready to Receive	Tye Town CON - 2026-07, MICB- 2026-Man-001, MICB- 2026-PRM-001, RET- 2026-05 Consumption, Manufacturing, Production, Retail	1234 Second Street, Albuquerque, New Mexico 87110	08/11/2026	08/11/2026 2:25 PM
8834683168542179	Outbound	1	Sent	Tye's Testing Lab TL-0001 Testing	Test Lab 1 Ave, Albuquerque, New Mexico 87123	08/06/2026	08/06/2026 9:11 AM

3. Select the **Partially Received** option in the **Decision** dropdown

Tye's Producer

MANF-001-TC, PRD-001-TC, RET-001-TC

2001 Producer Blvd NE, Albuquerque, New Mexico 87111

(505) 555 - 5555

TRANSPORT

TRANSPORT TYPE

Source Organization Transport

DRIVER

Spongebob Squarepants

VEHICLE

Car 1

LICENSE PLATE

NM-123-456

SCHEDULE

DEPARTURE DATE & TIME

08/11/2026 2:25 PM

ARRIVAL DATE & TIME

TRAVEL ROUTE

Albuquerque-SantaFe-Taos-Farmington-Gallup-Route01

Manifest Line Items

ID	Product	Strain	Expiration Date	Quantity / Package Count	Amount Per Package	Decision
5194454171272010	Dry Flower	GeoForce RTX	07/08/2027	170.00 grams		Partially Received

Amount Received

Notes

4. Enter **Amount Received**. **Notes** may be entered if needed

08/11/2025 4:25 PM

TRAVEL ROUTE Albuquerque-SantaFe-Taos-Farmington-Gallup-Route01

Manifest Line Items

ID	Product	Strain	Expiration Date	Quantity / Package Count	Amount Per Package	Decision
5194454171272010	Dry Flower	GeoForce RTX	07/08/2027	170.00 grams		Partially Received

Amount Received

100.00

Notes

One item was damaged during transport and not accepted.

TRANSFER SUMMARY

Fully Received: 0 Partially Received: 1 Rejected: 0 Pending: 0

ARRIVAL INFORMATION

* Arrival Date / Time * Name of Manifest Receiver

5. Fill out **Arrival Information**

Amount Received

100.00

Notes

One item was damaged during transport and not accepted.

TRANSFER SUMMARY

Fully Received: 0 Partially Received: 1 Rejected: 0 Pending: 0

ARRIVAL INFORMATION

* Arrival Date / Time

08/14/2026 02:37 PM

* Name of Manifest Receiver

Brandon Talbot

* Receiving Inventory Room

Bud Bay - Main Room

Submit

Print Manifest

Exit

6. Click **Submit**

The screenshot shows the 'Transfers' page with a sidebar on the left containing 'Transfers', 'Drivers', and 'Vehicles' tabs. The main area displays a form for a transfer. At the top, there's a section for 'Amount Received' (100.00) and 'Notes' (One item was damaged during transport and not accepted). Below this is a 'TRANSFER SUMMARY' section with buttons for 'Fully Received: 0', 'Partially Received: 1', 'Rejected: 0', and 'Pending: 0'. The 'ARRIVAL INFORMATION' section includes fields for 'Arrival Date / Time' (08/14/2026 02:37 PM), 'Name of Manifest Receiver' (Brandon Talbot), and 'Receiving Inventory Room' (Bud Bay - Main Room). At the bottom, the 'Submit' button is highlighted with an orange box, next to a 'Print Manifest' button.

7. Click **OK** to confirm partially receiving the manifest

The screenshot shows the 'Manifest Line Items' table with columns: ID, Product, Strain, Expiration Date, Quantity / Package Count, Amount Per Package, and Decision. A row is visible with ID 5194454171272010, Product Dry Flower, Strain GeoForce RTX, Expiration Date 07/08/2027, Quantity 170.00 grams, and Decision Partially Received. Below the table, there's a section for 'Amount Received' (100.00) and 'Notes' (One item was damaged during transport and not accepted). A 'Confirm Receive Manifest' dialog box is open in the center, asking 'Are you sure you want to submit this received manifest?'. The 'OK' button in the dialog is highlighted with an orange box. The background shows the same 'TRANSFER SUMMARY' and 'ARRIVAL INFORMATION' sections as in the previous screenshot.

8. Click **OK** to close new ID window

