RLD Seed-to-Sale

Inventory Training Manual

Cannabis Control Division (CCD)

Seed-to-Sale Tracking System

Version: 2.0

Date: August 2026

Contents

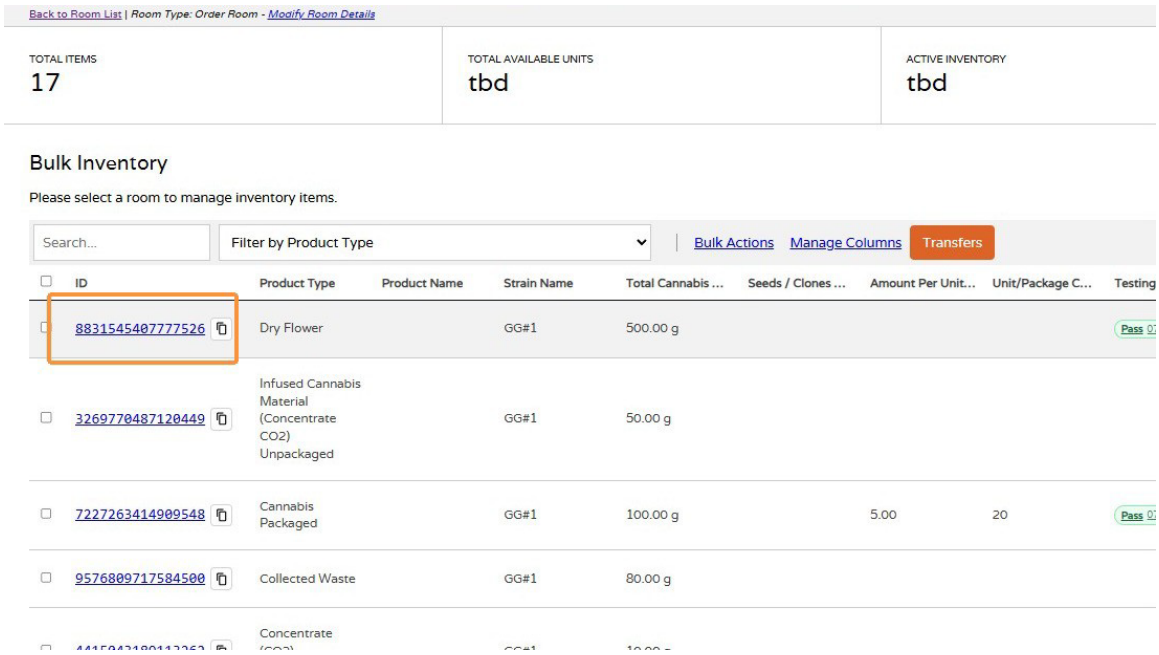
INV01 - Change Product Name 4
Add/Change Product Name 4
INV02 - Adjust Inventory 7
Adjustment Inventory 7
INV03 - Create Deli Style Cannabis 12
Create Deli Style Cannabis 12
INV04 - Create Trim 16
Create Trim 16
INV05 - Add item to Manifest 20
Add Inventory to Manifest 20
INV06 - Split Inventory Item 23
Split Inventory Item 23
INV07 - Move Inventory Item to Room 27
Move Inventory Item 27
INV08 - Move Inventory to Sales Floor Room 31
Move to Sales Floor Room 31
INV09 - Revert Finalize Cure 34
Revert Finalize Cure 34
INV10 - Print Inventory Labels 36
Print Labels 36
INV11 - Schedule Inventory for Destruction 40
Schedule for Destruction 40
INV12 - Finalize Destruction 45
Finalize Destruction 45
INV13 - Manage Column Headers 48
Manage Column Headers 48
INV14 - Bulk Actions 50
Bulk Actions 50
INV15 - Transformational Remediation 53
Transformational Remediation 53
INV16 - Non-Transformational Remediation 57
Non-Transformational Remediation 57

INV01 - Change Product Name

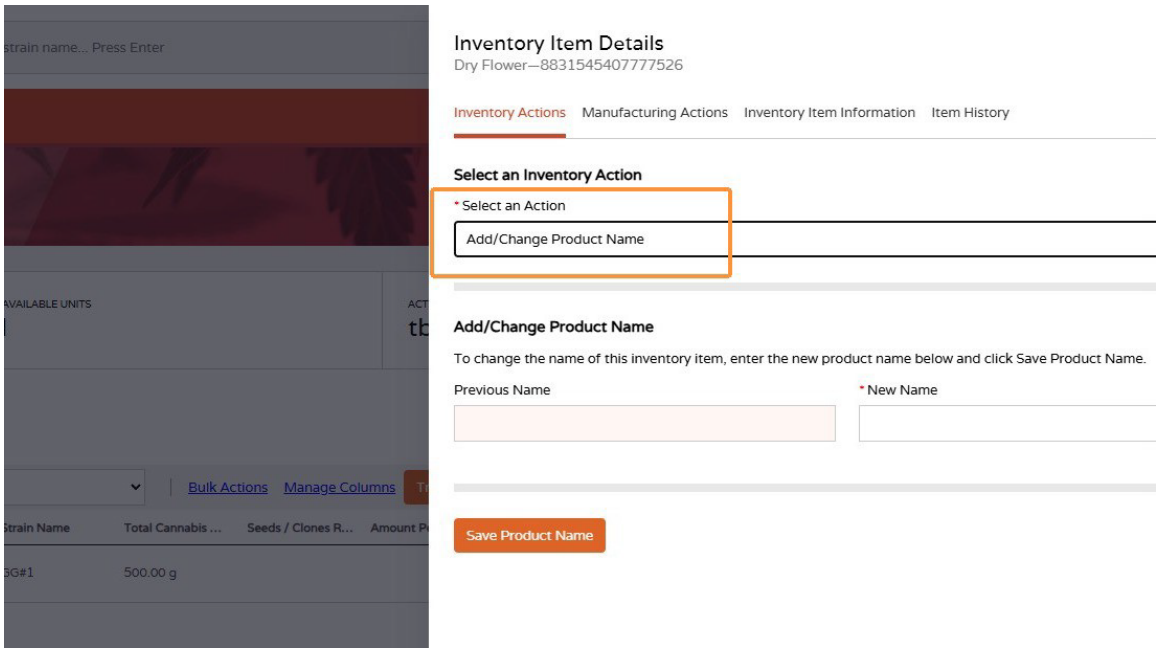
Learn how to update a product name in the system to keep product information accurate and current.

Add/Change Product Name

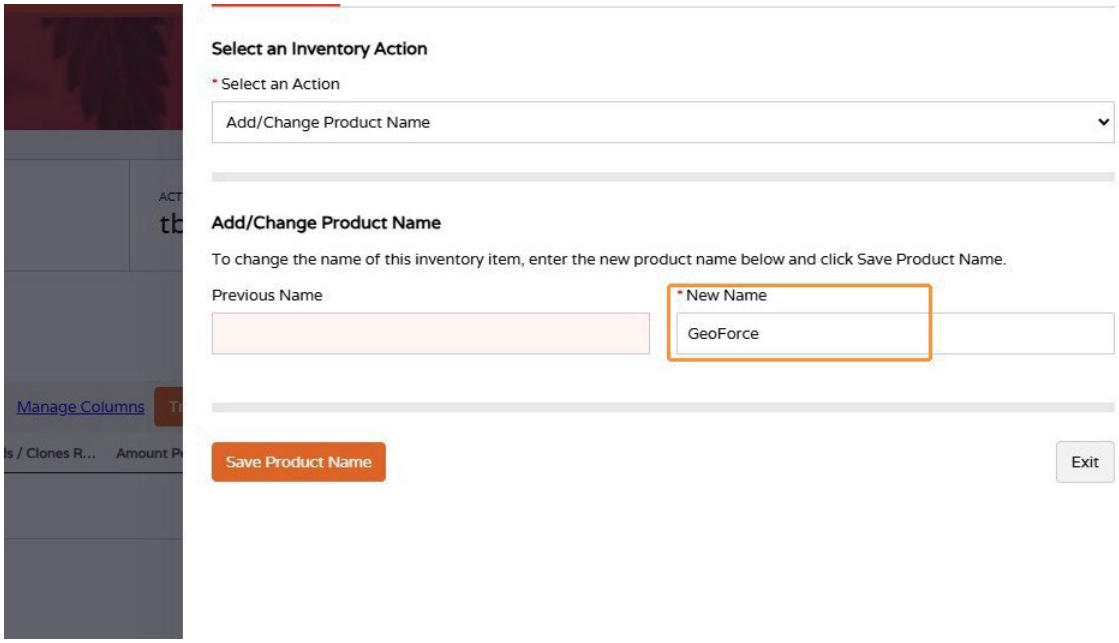
1. Click **Inventory Item**



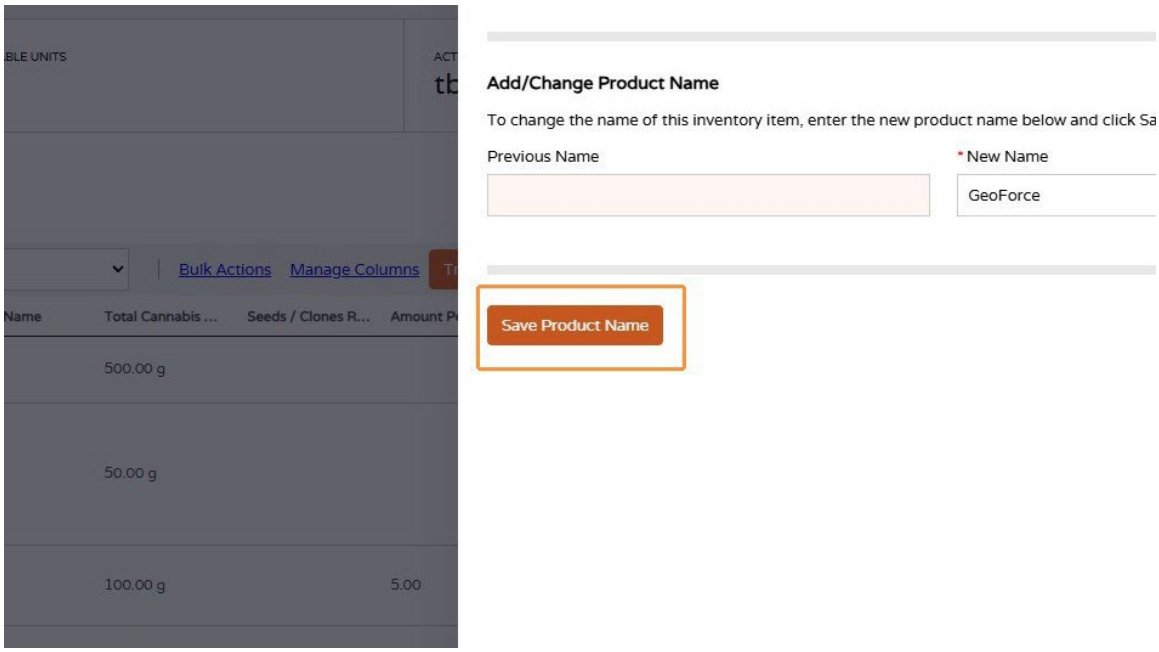
2. Select **Add/Change Product Name** action



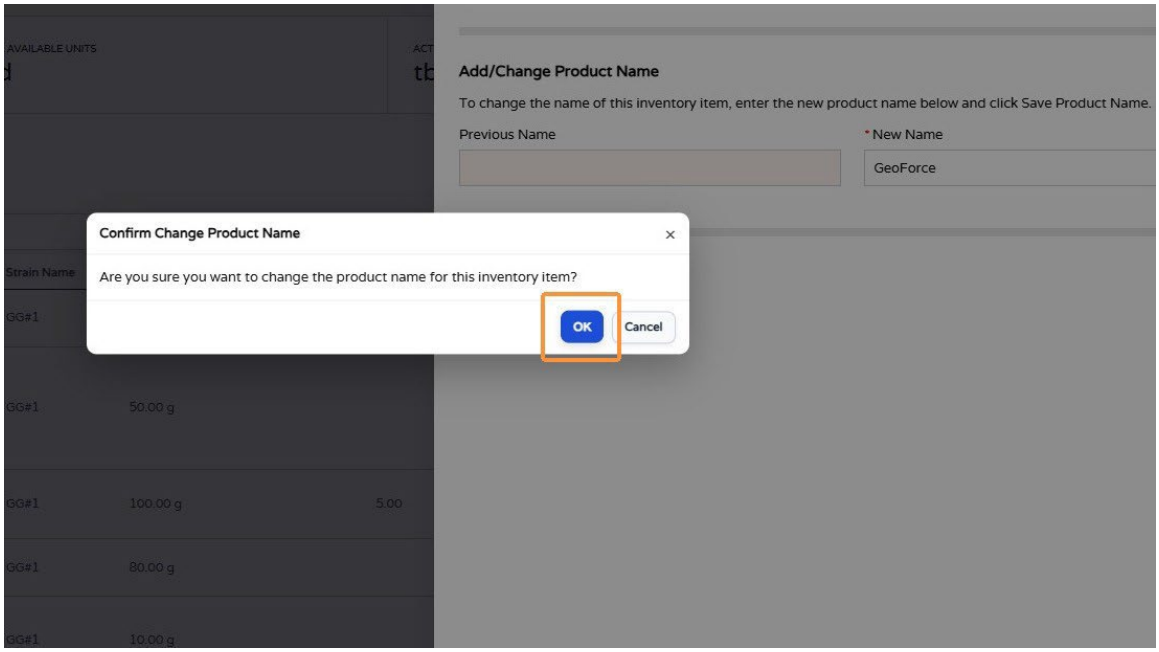
3. Enter **New Name**



4. Click **Save Product Name**



5. Click **OK** to confirm change product name

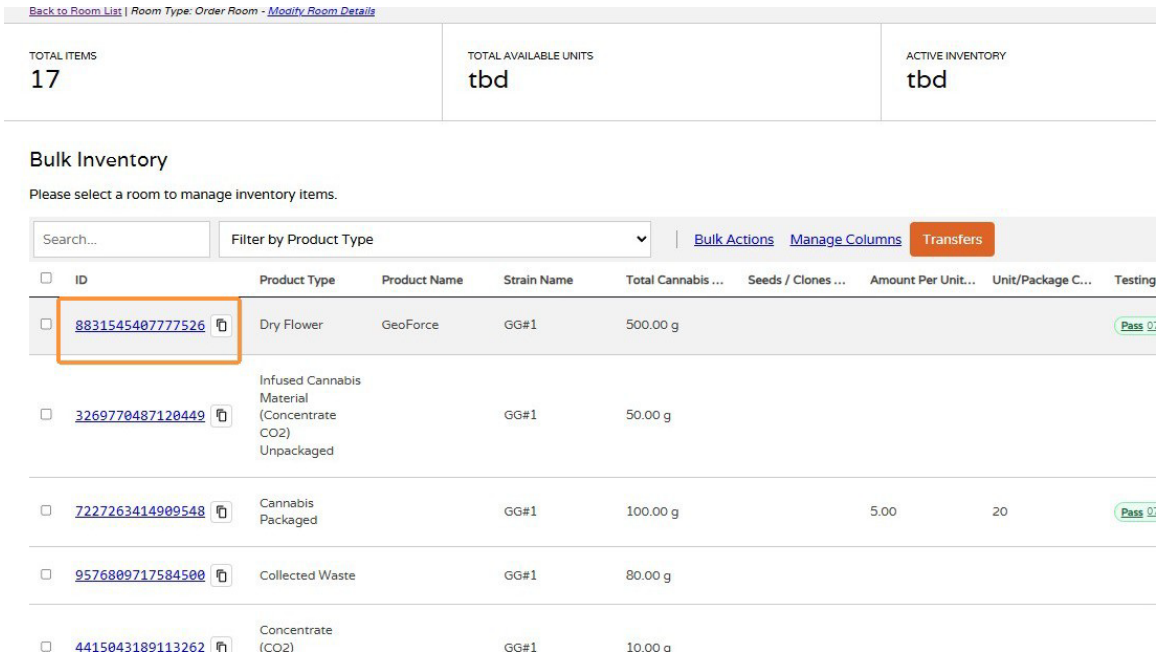


INV02 - Adjust Inventory

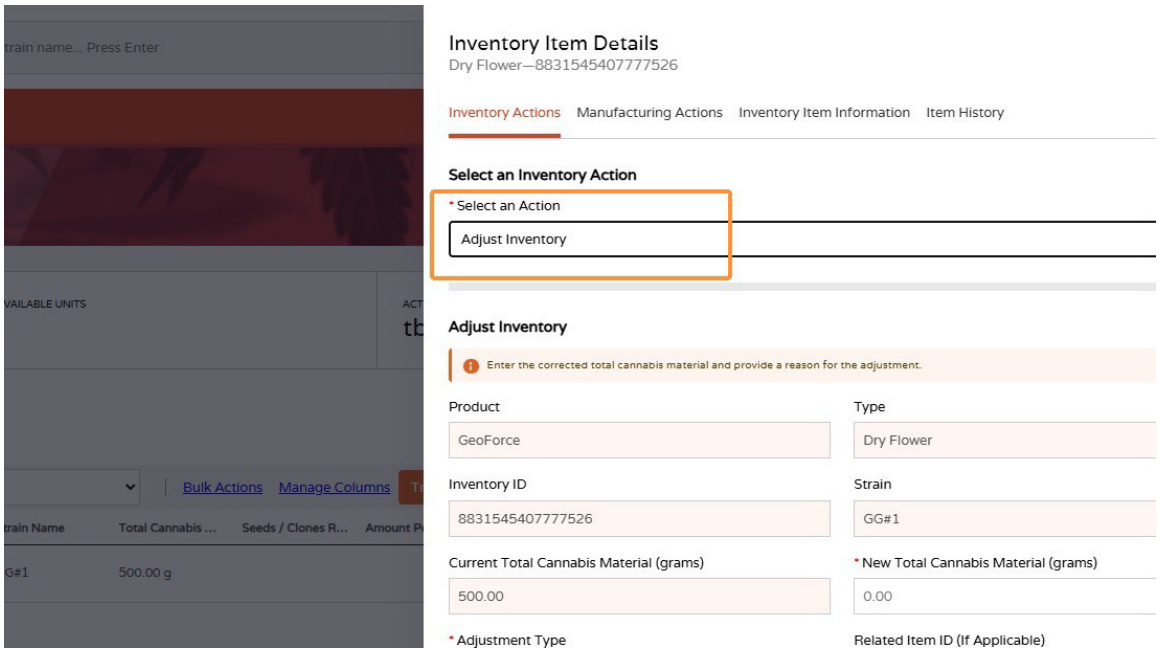
Learn how to adjust inventory quantities when a discrepancy is found and record the reason for the adjustment.

Adjustment Inventory

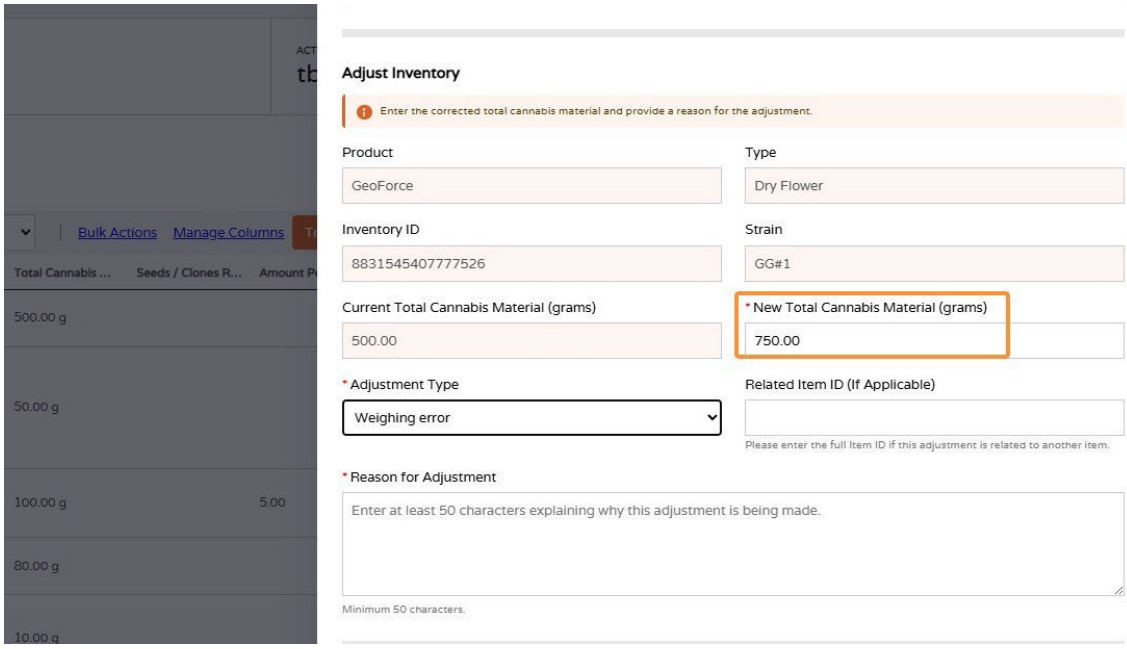
1. Click **Inventory Item**



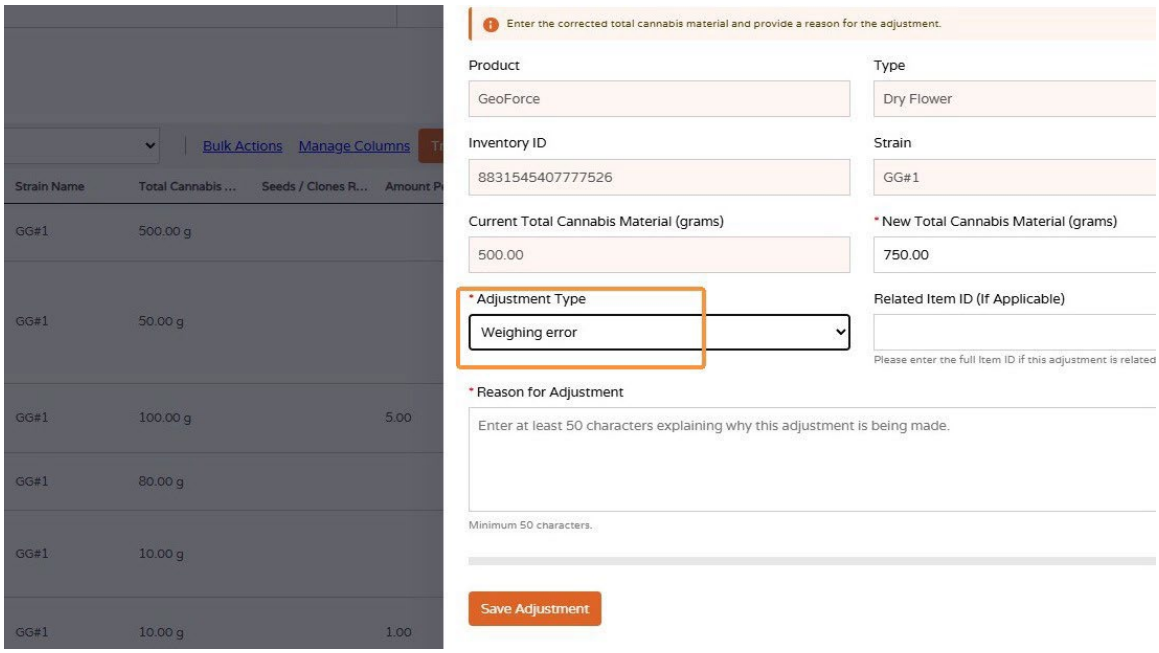
2. Select the **Adjust Inventory** action



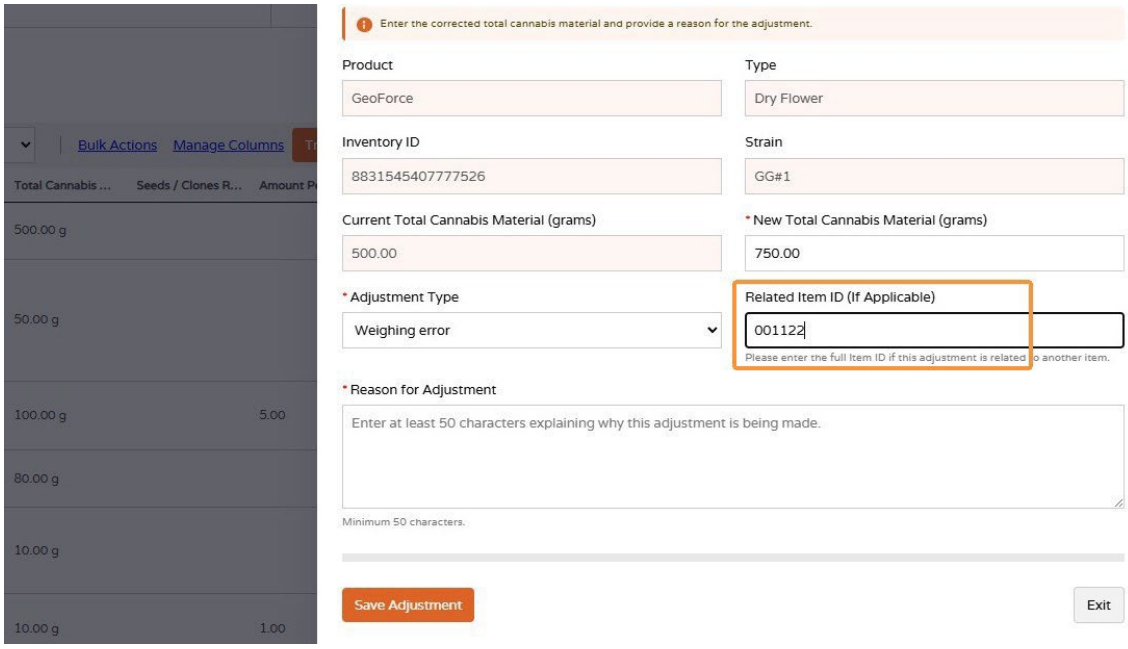
3. Enter **New Total Cannabis Material (grams)**



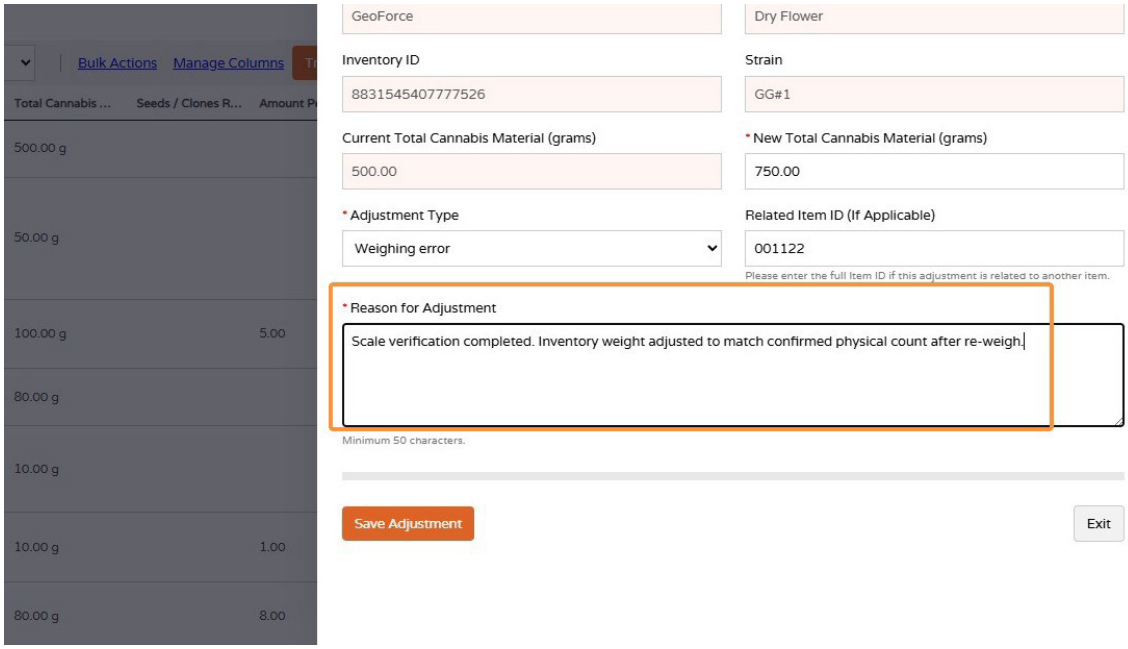
4. Select the **Adjustment Type**



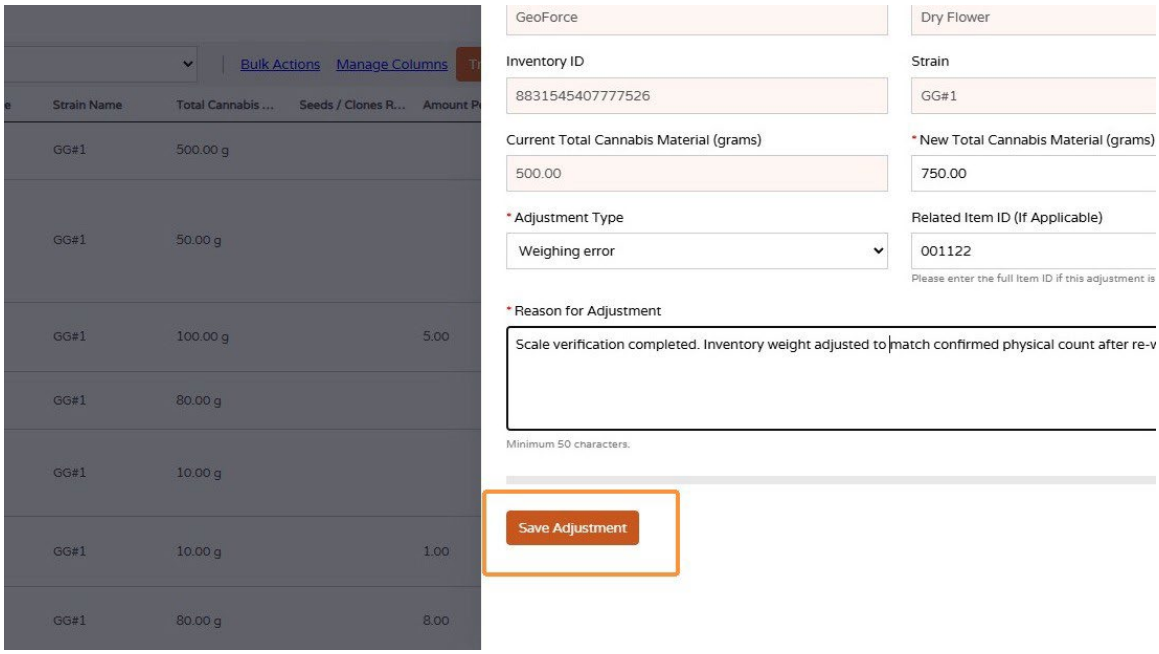
5. Enter the **Related Item ID (if applicable)**



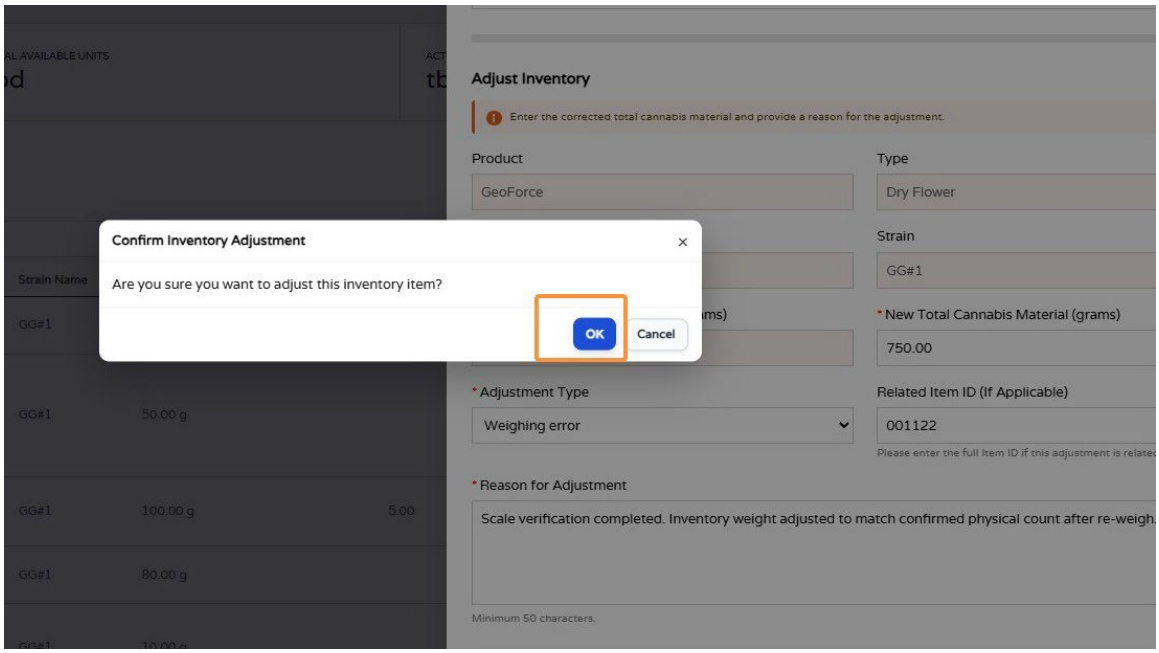
6. Enter the **Reason for Adjustment**



7. Click **Save Adjustment**



8. Click **OK** to confirm adjust inventory

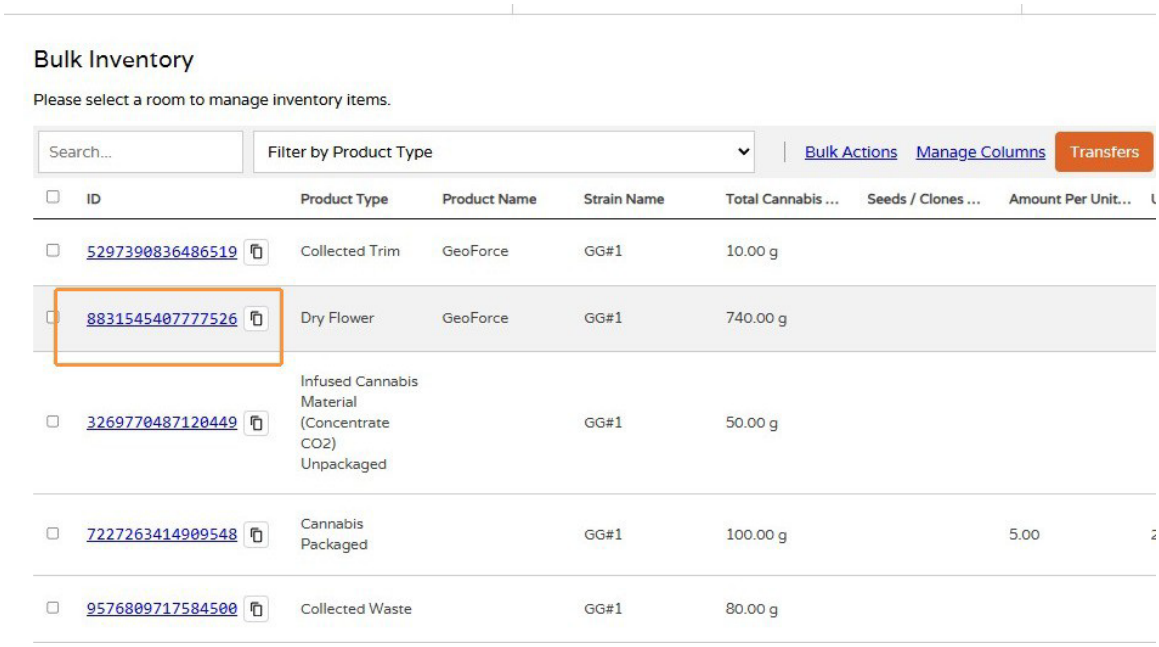


INV03 - Create Deli Style Cannabis

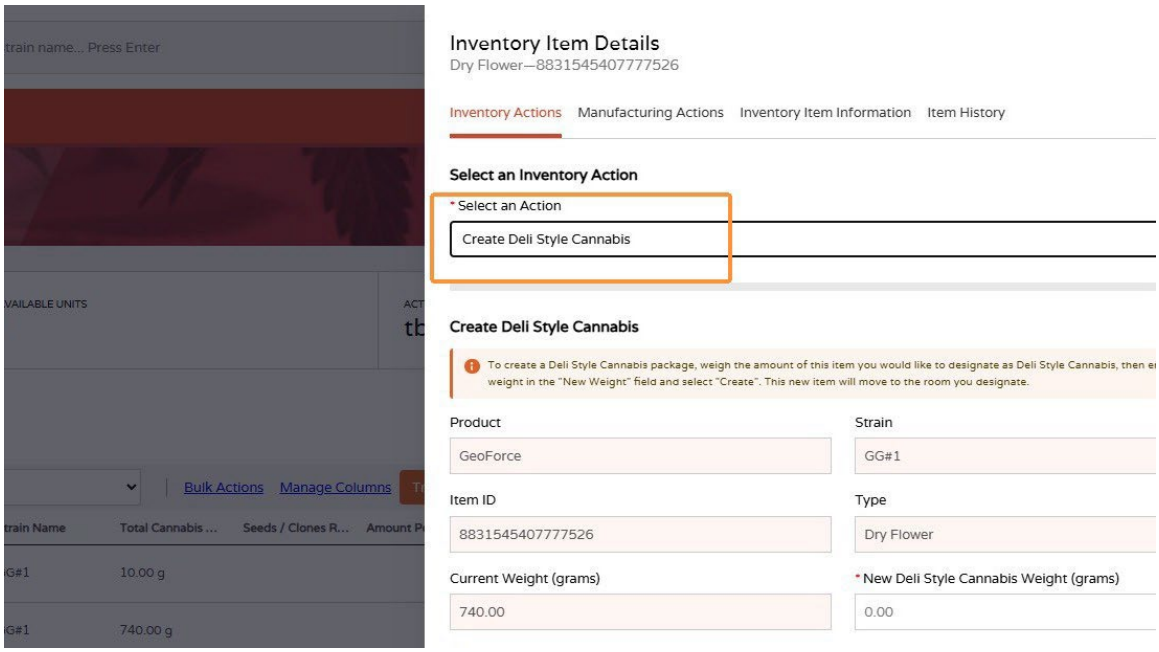
Learn how to convert an eligible inventory item into Deli Style Cannabis.

Create Deli Style Cannabis

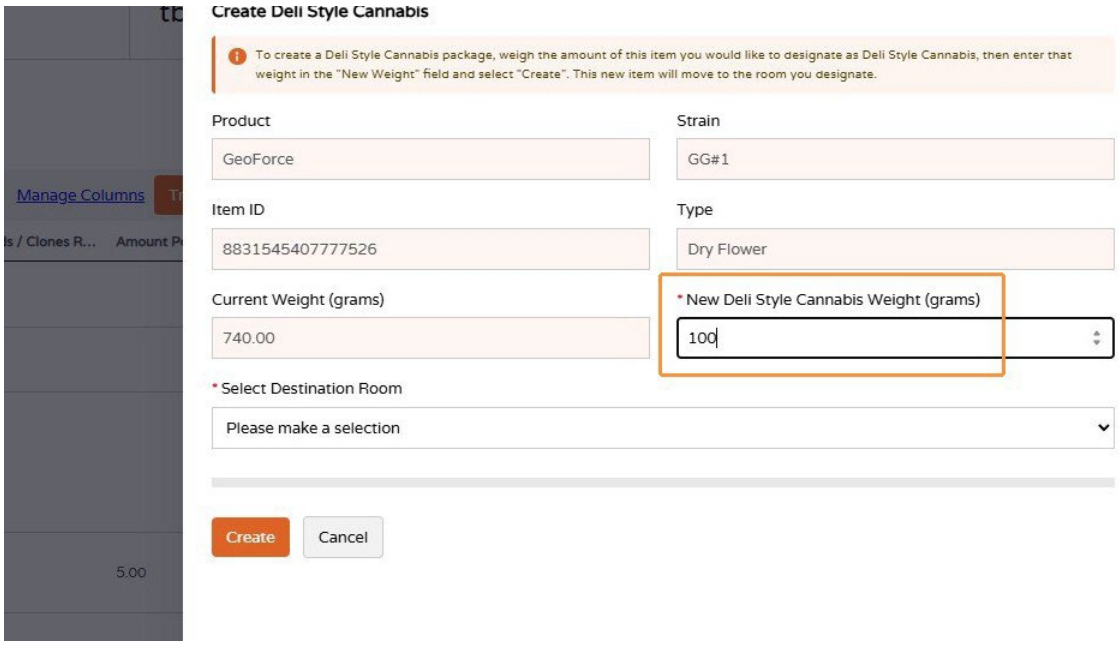
1. Click **Inventory Item**



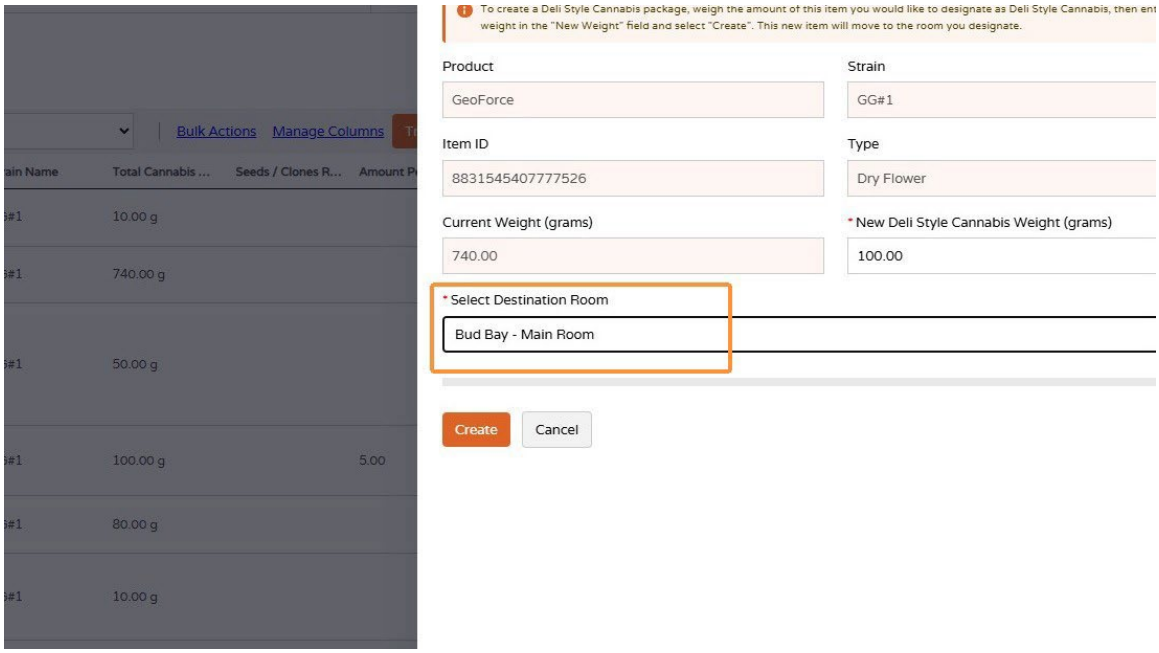
2. Select **Create Deli Style Cannabis** action



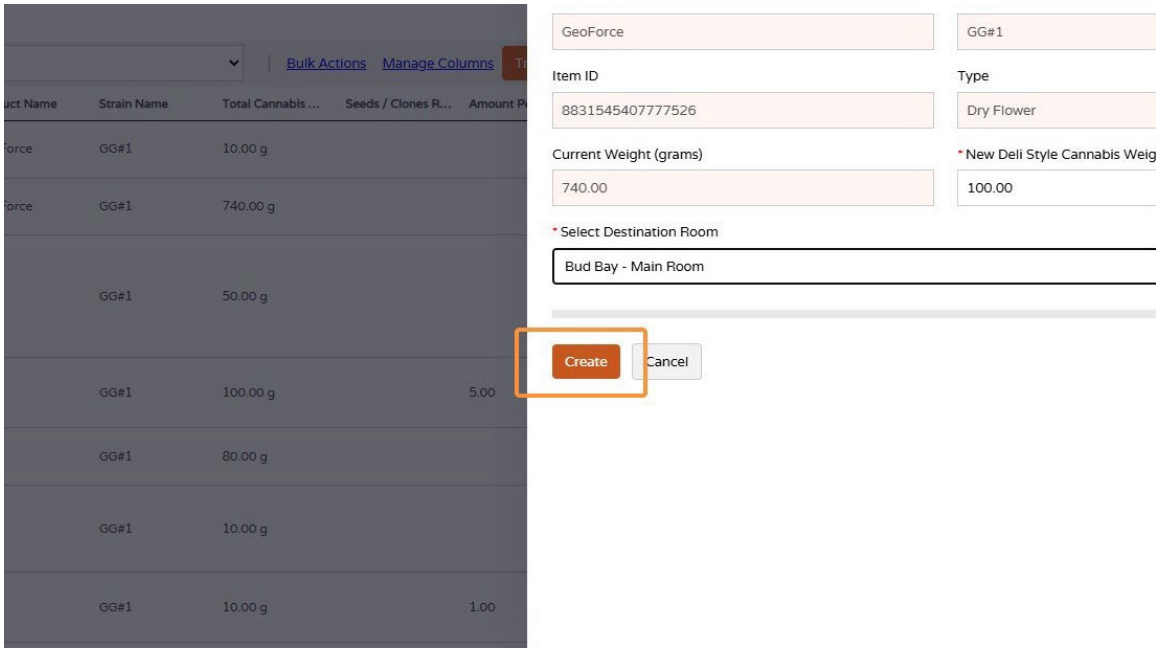
3. Enter the **New Deli Style Cannabis Weight (grams)**



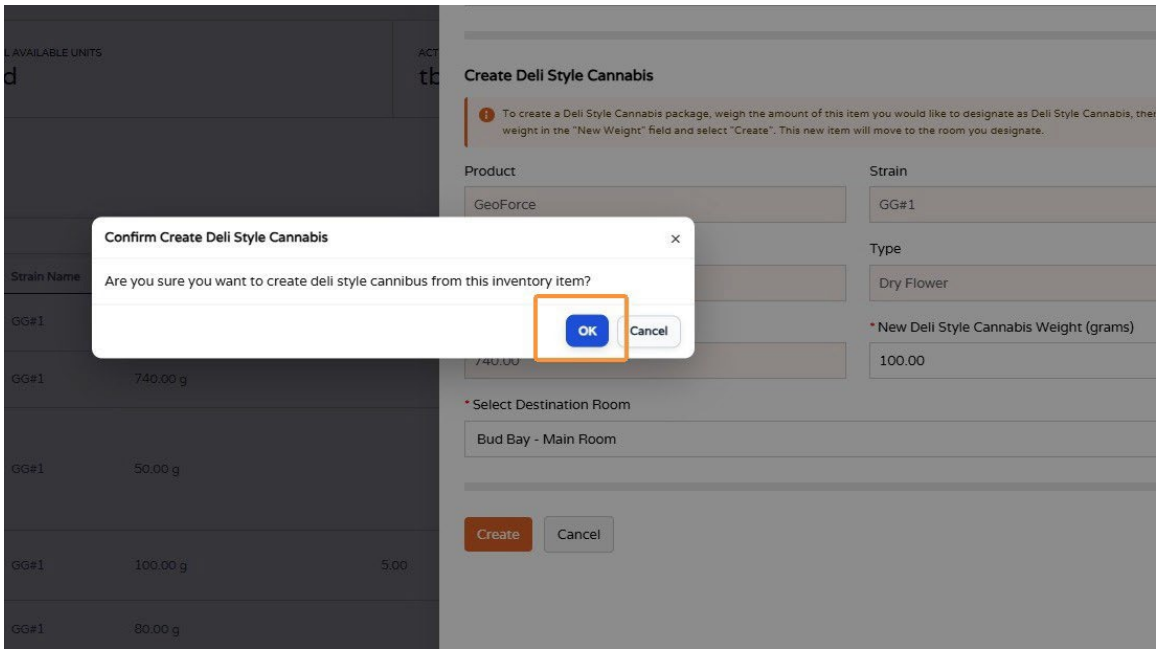
4. Select the **Destination Room**



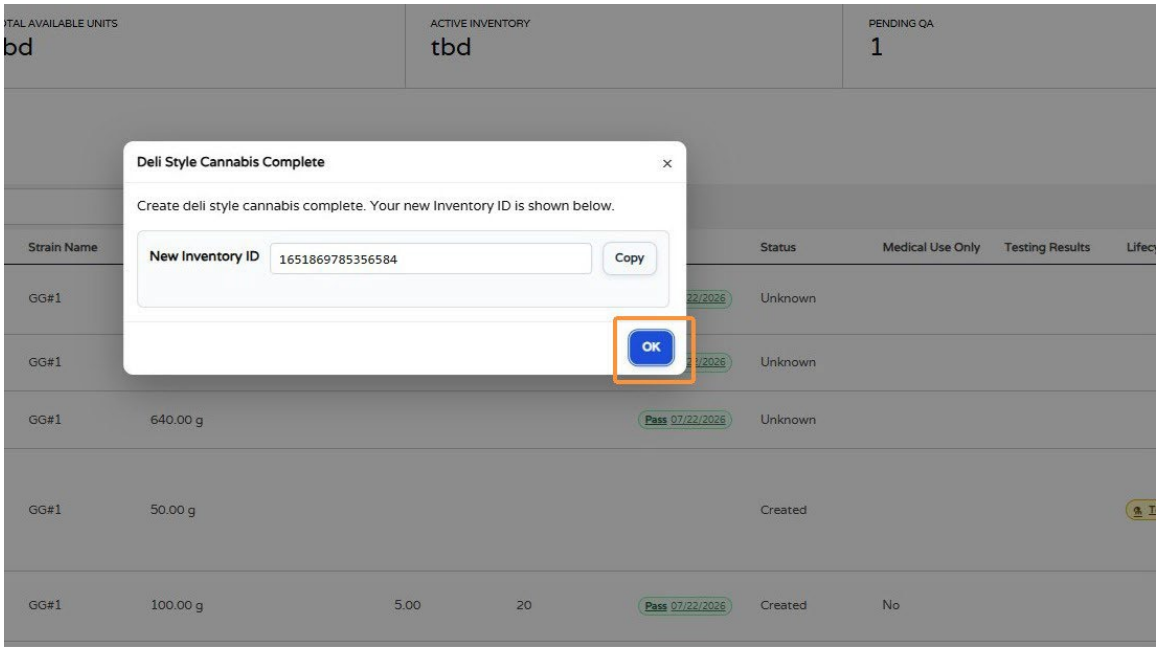
5. Click **Create**



6. Click **OK** to confirm create deli style cannabis



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

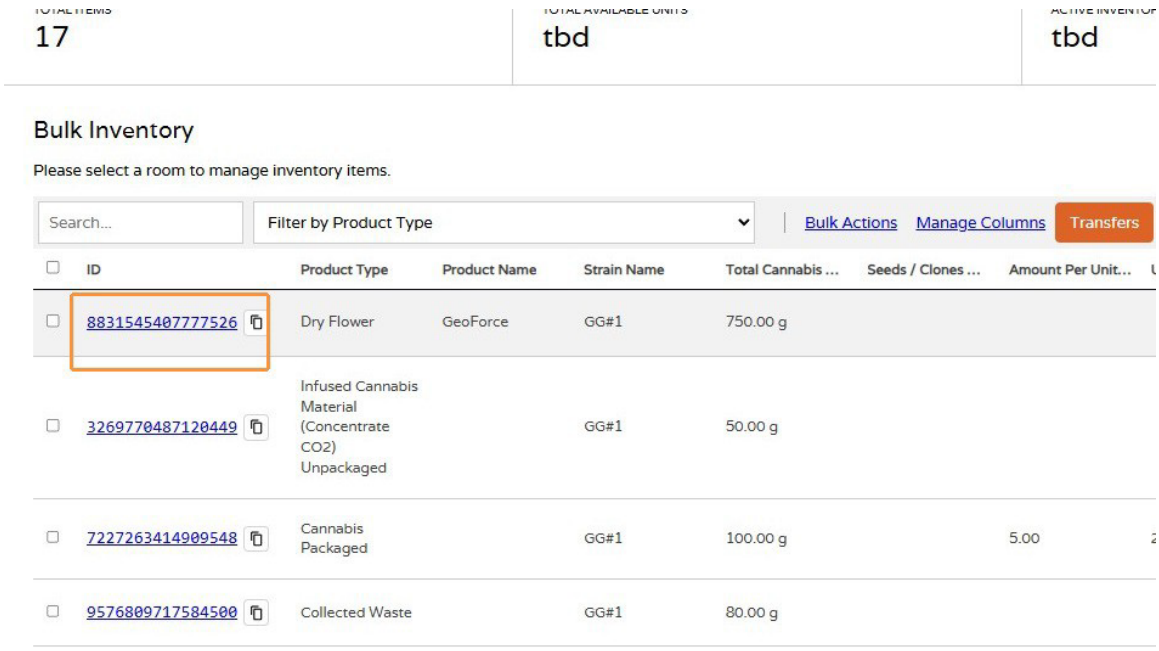


INV04 - Create Trim

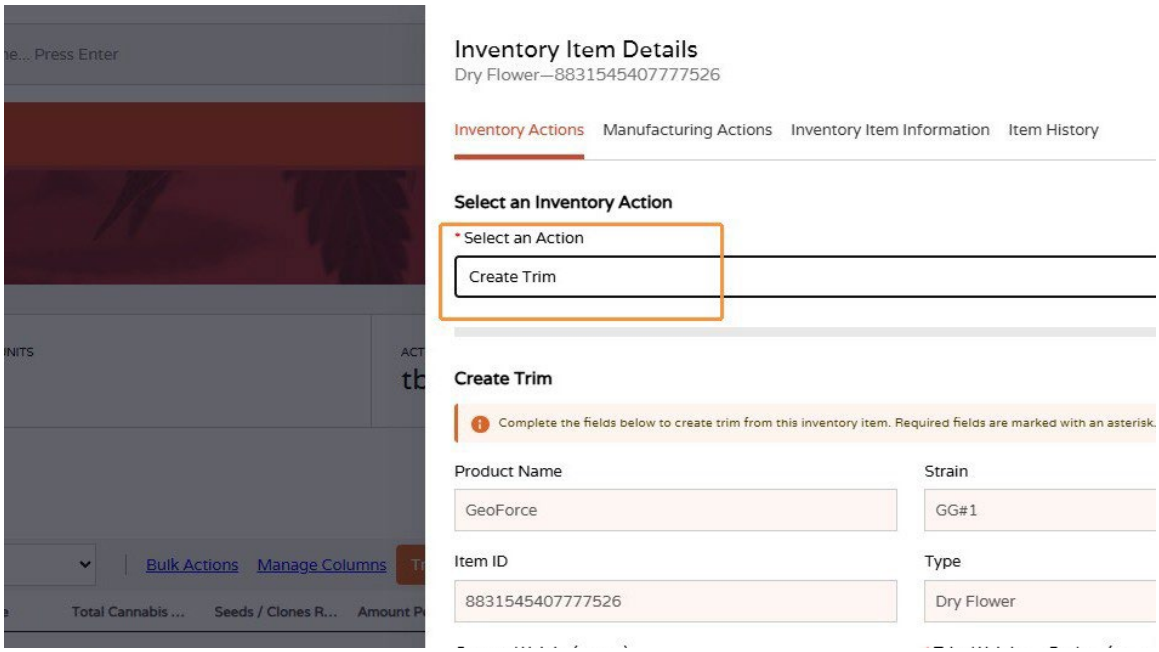
Learn how to create trim from an eligible cannabis inventory item by entering the weight and selecting the destination Inventory Room.

Create Trim

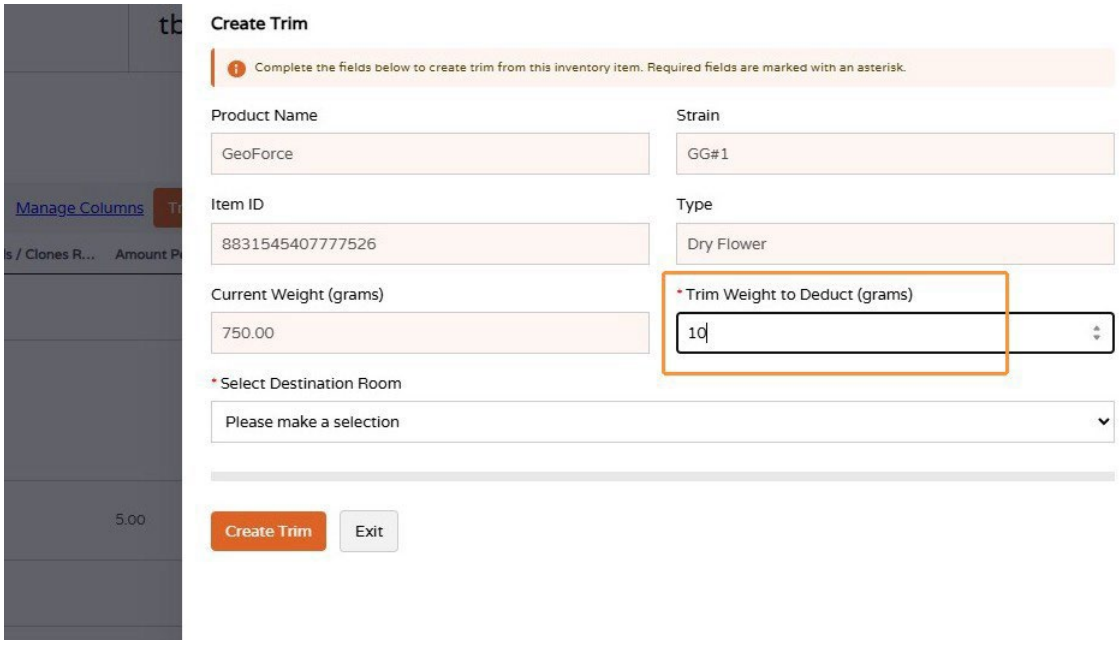
1. Click **Inventory Item**



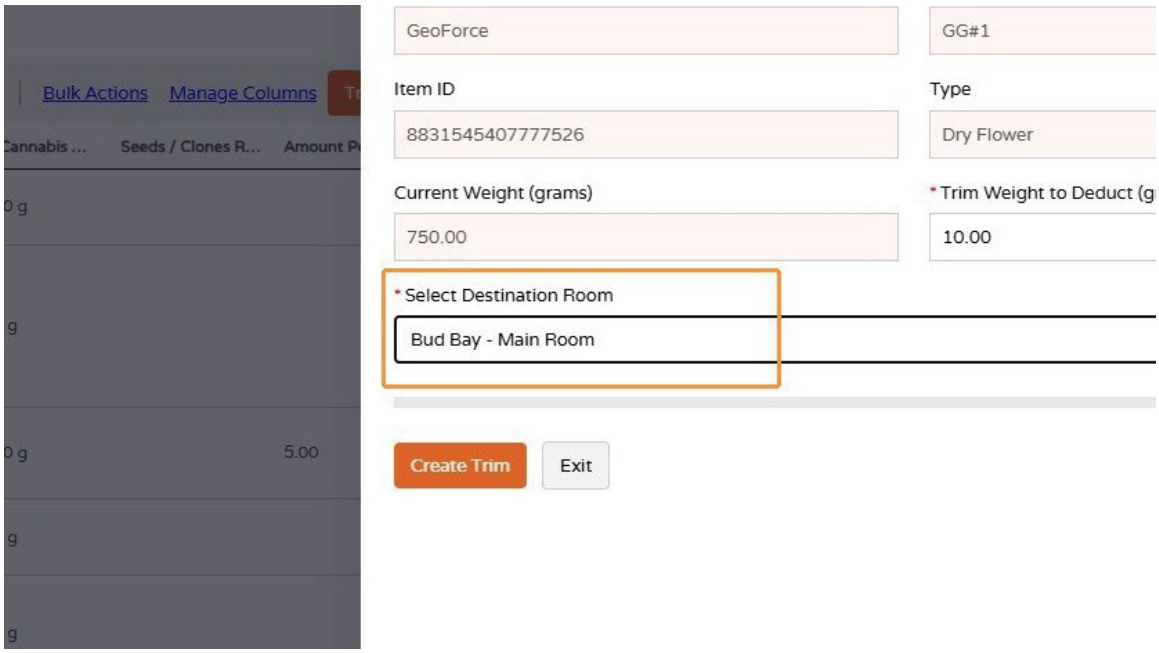
2. Select the **Create Trim** action



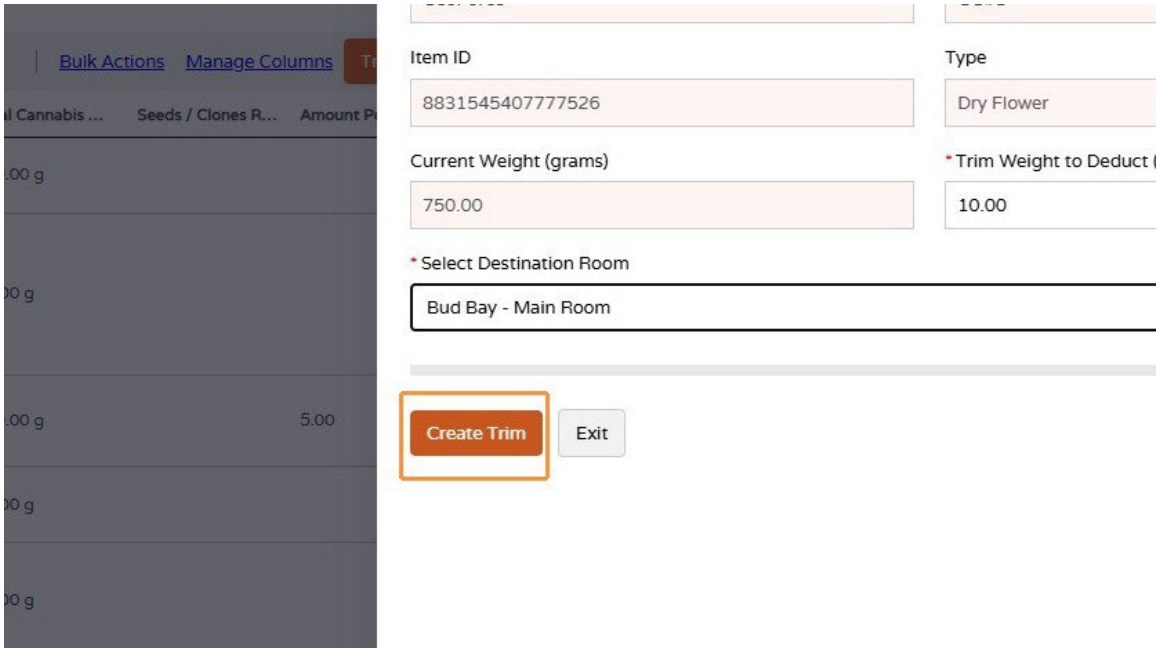
3. Enter the **Trim Weight to Deduct (grams)**



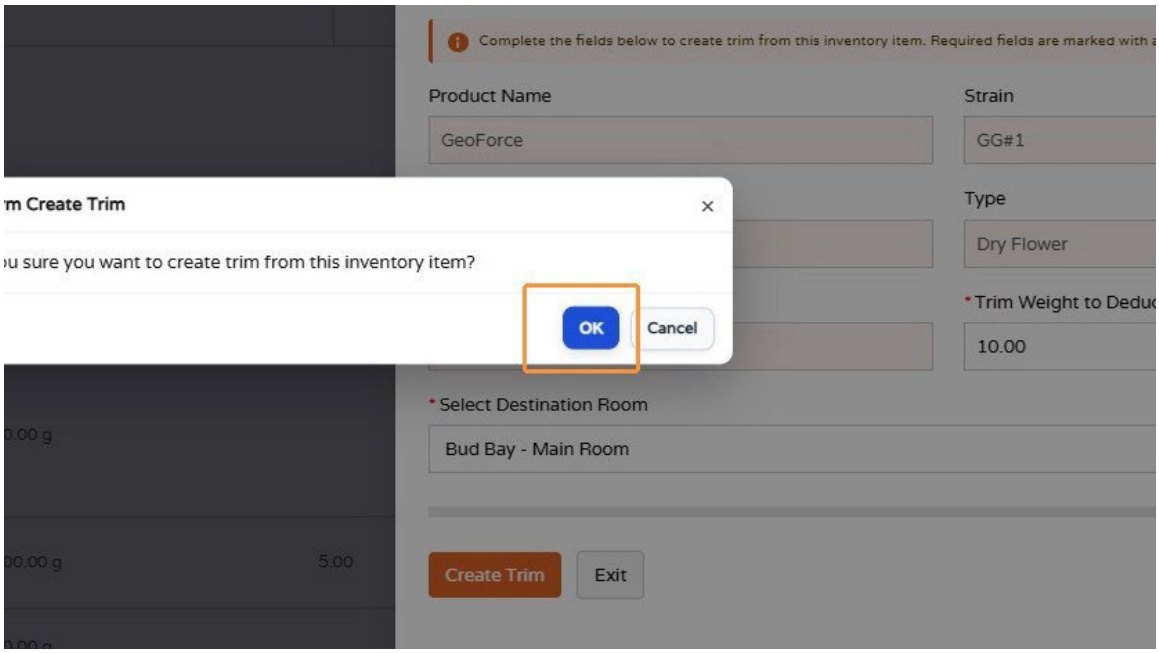
4. Select the **Destination Room**



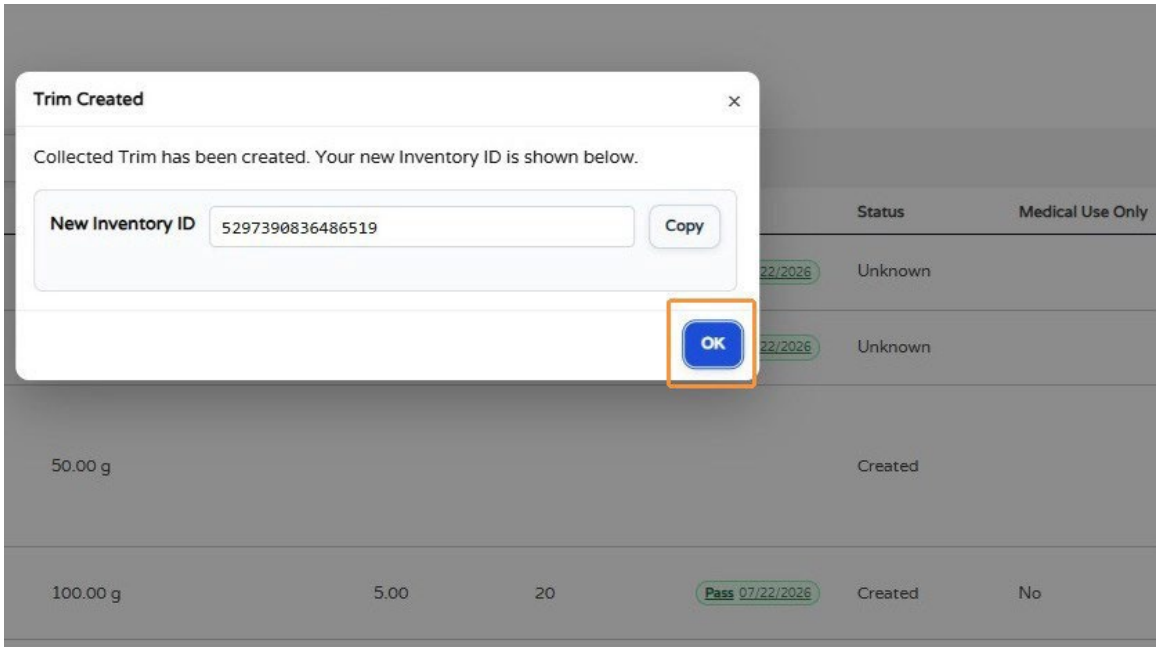
5. Click **Create Trim**



6. Click **OK** to confirm creating the trim.



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

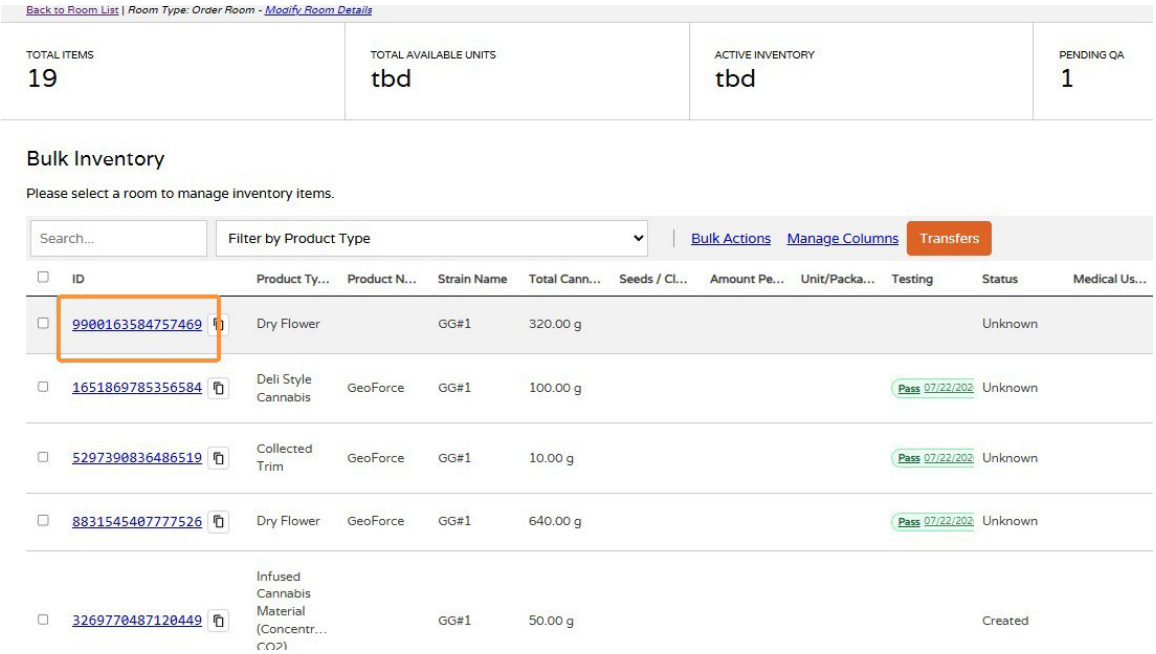


INV05 - Add item to Manifest

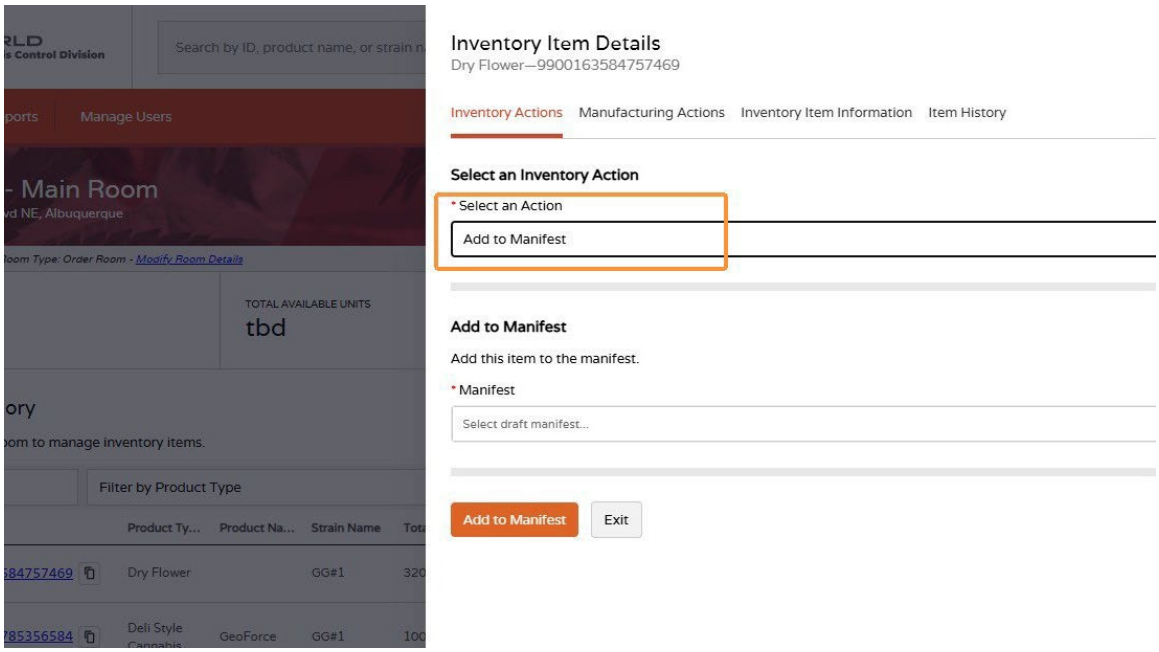
Learn how to add an inventory item to an existing transfer manifest for shipment to another licensed location.

Add Inventory to Manifest

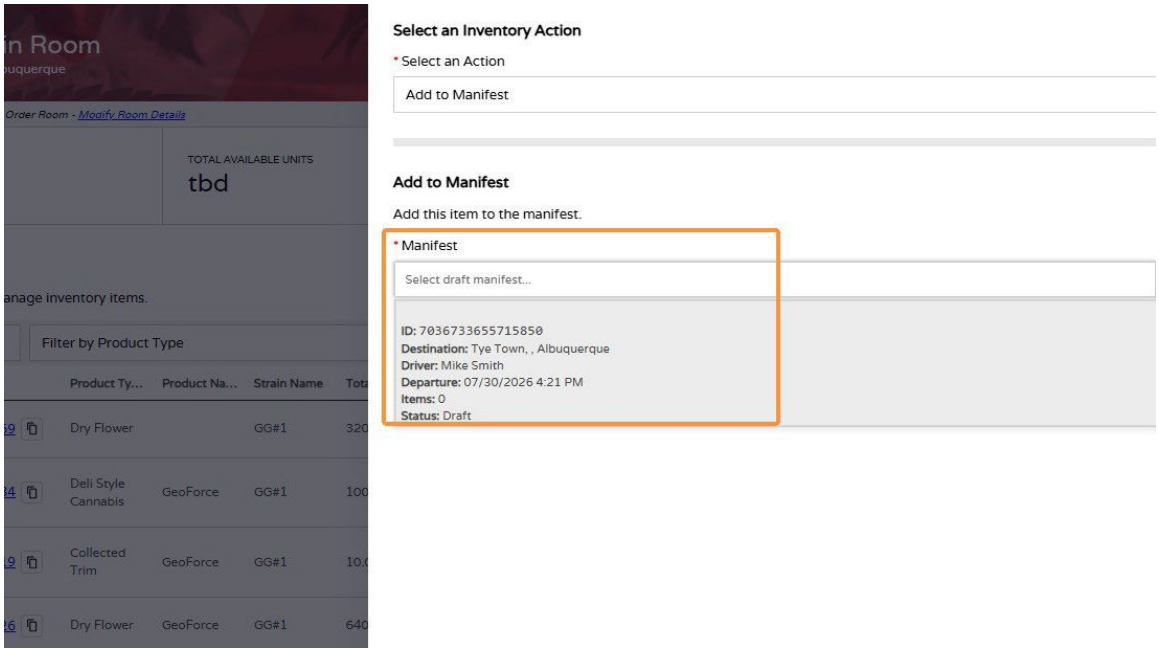
1. Click **Inventory Item** that will be added to manifest



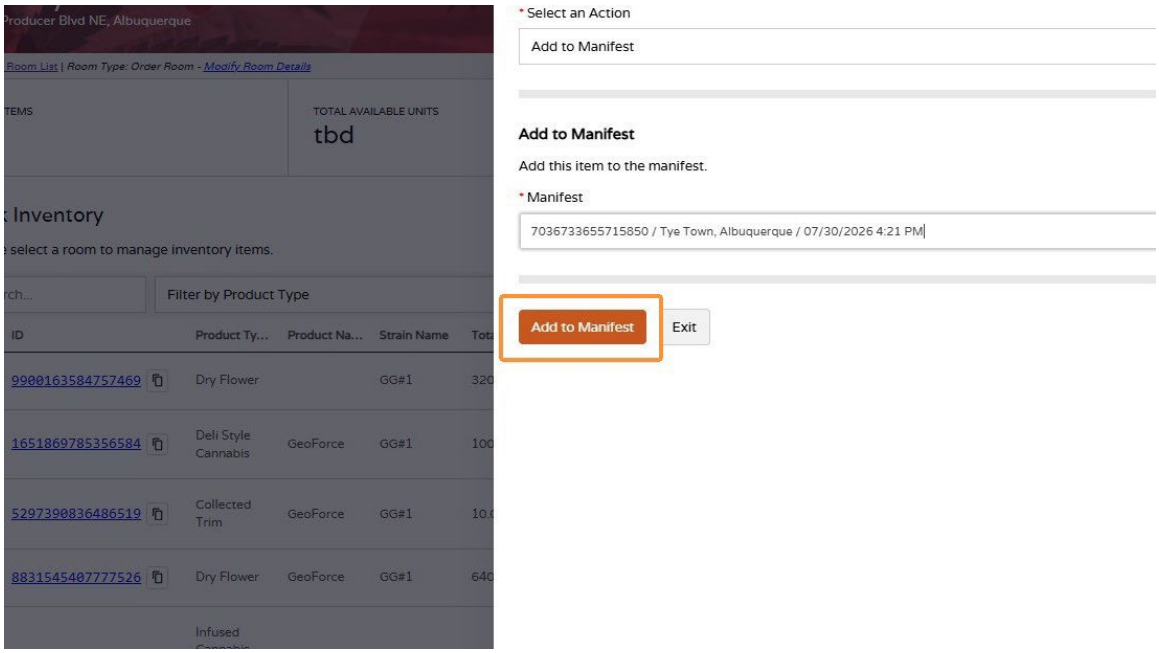
2. Select the **Add to Manifest** action



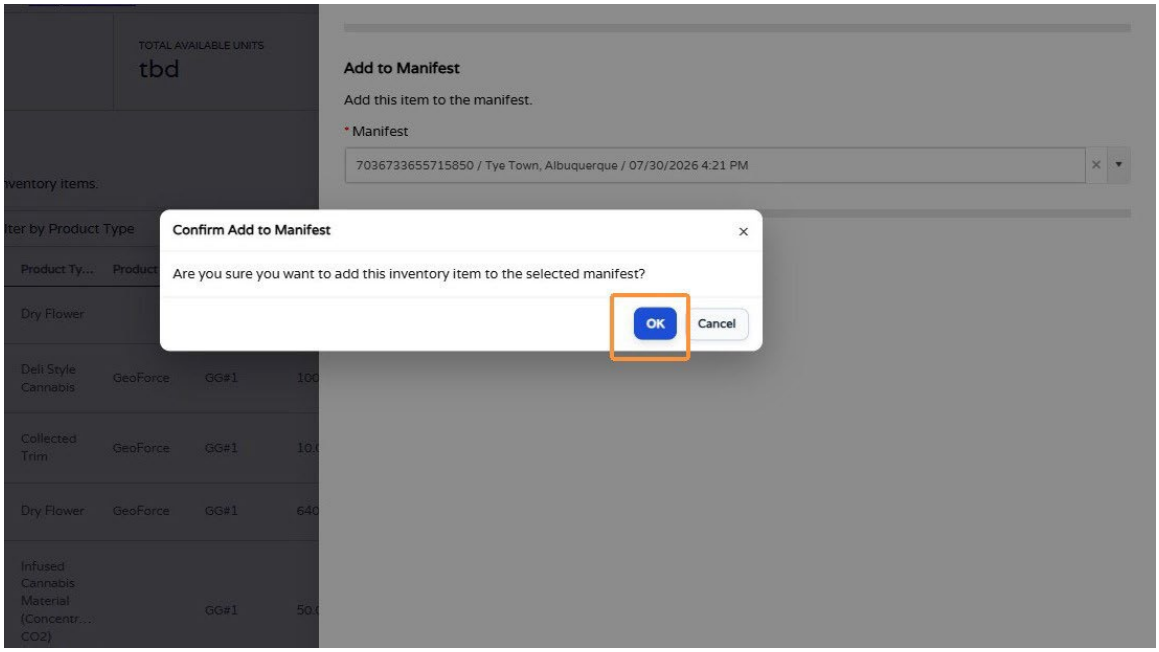
3. Select the relevant **manifest**



4. Click **Add to Manifest**



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

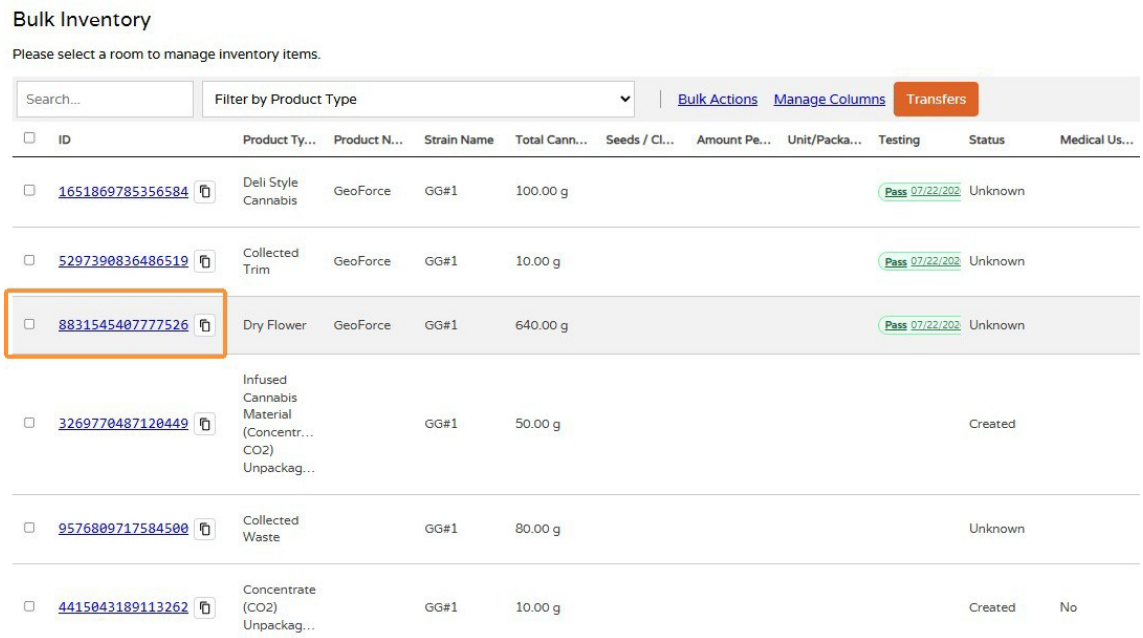


INV06 - Split Inventory Item

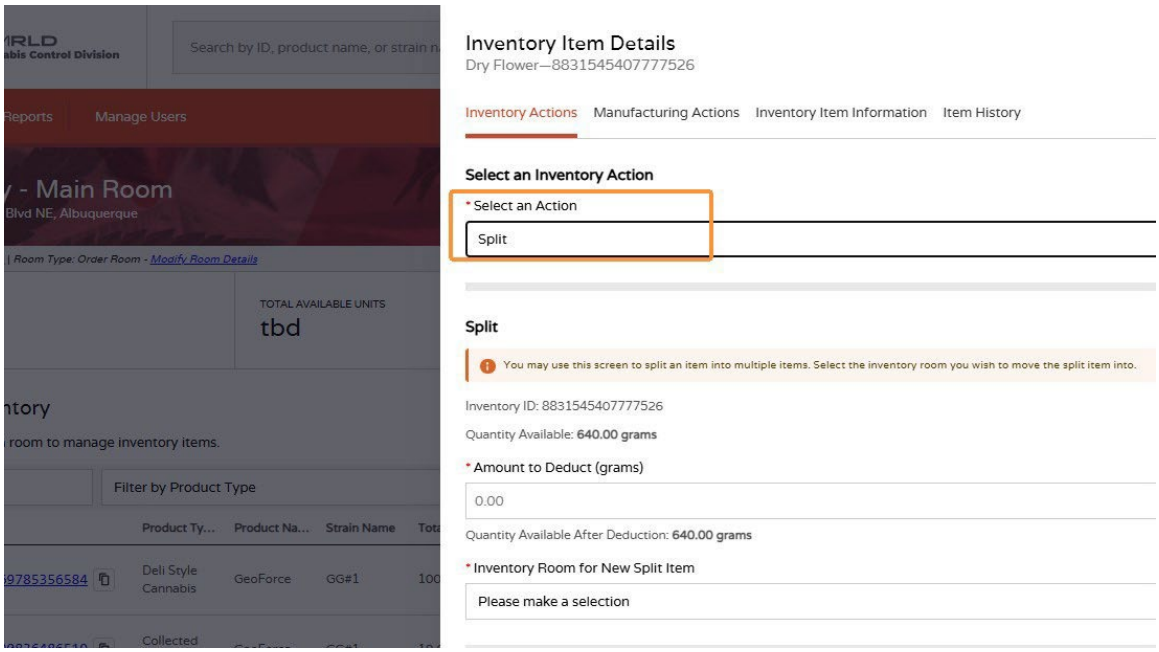
Learn how to split an inventory item into two separate inventory records while maintaining accurate inventory tracking.

Split Inventory Item

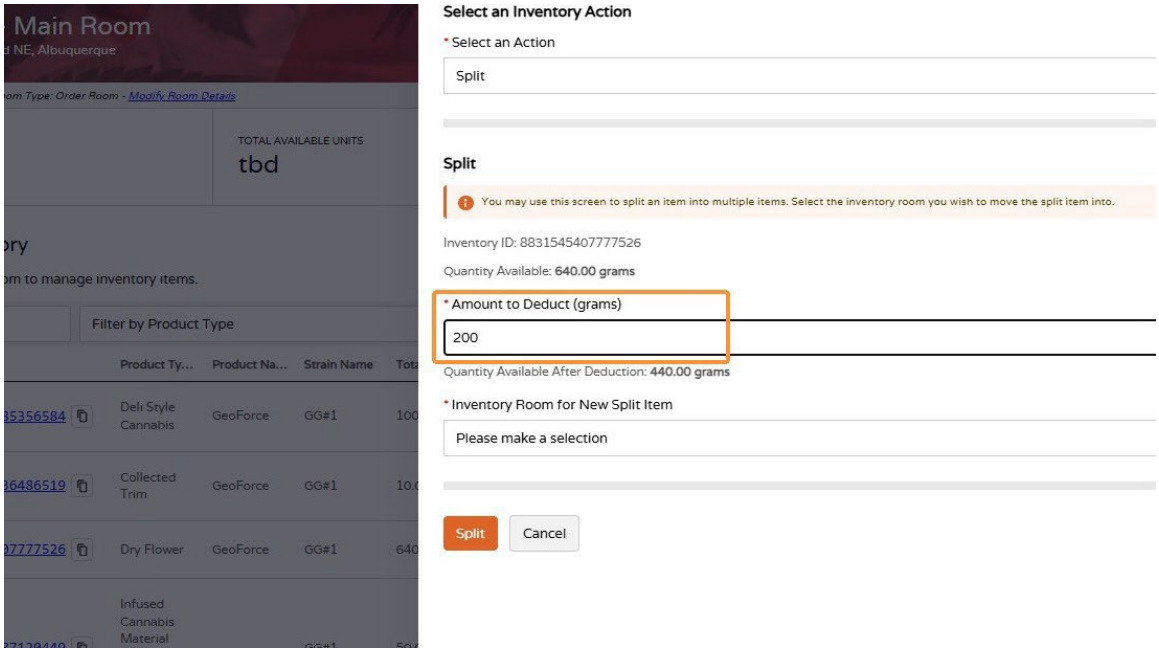
1. Click **Inventory Item** to Split



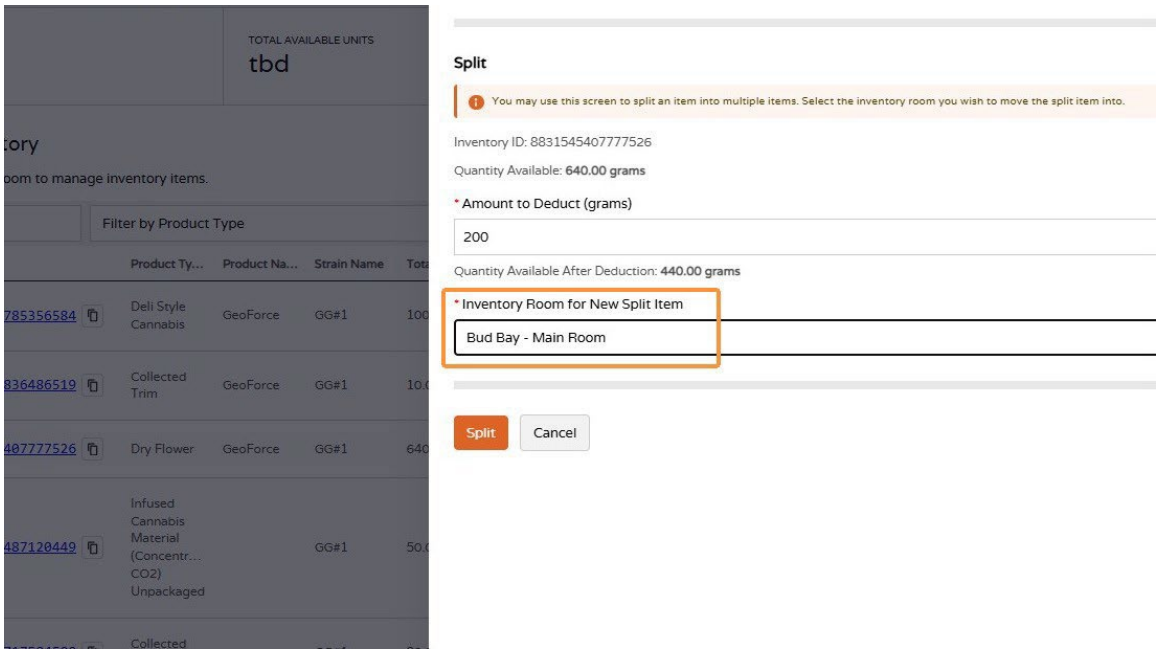
2. Select the **Split** action



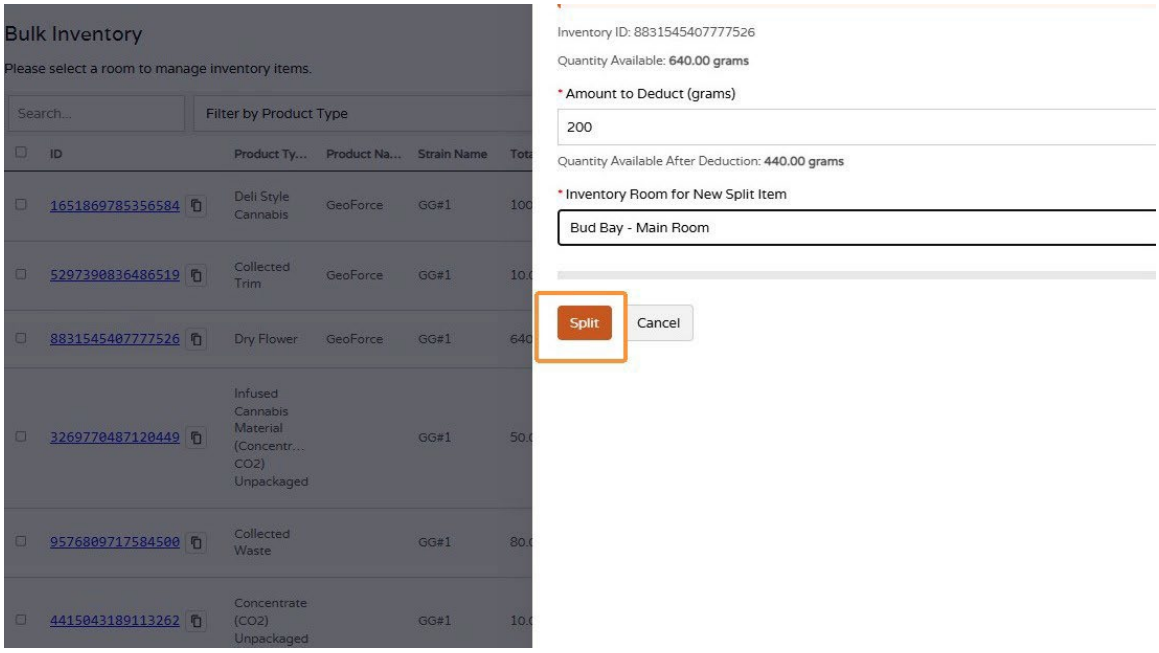
3. Enter the **Amount to Deduct (grams)**



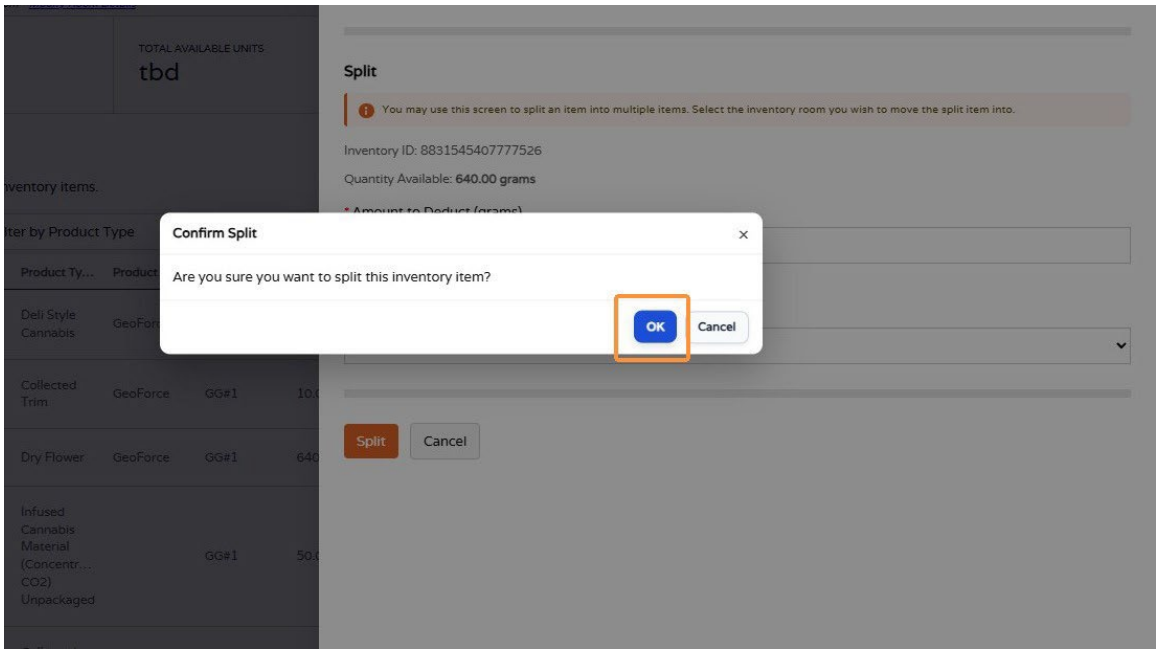
4. Select the **Inventory Room for New Split Item**



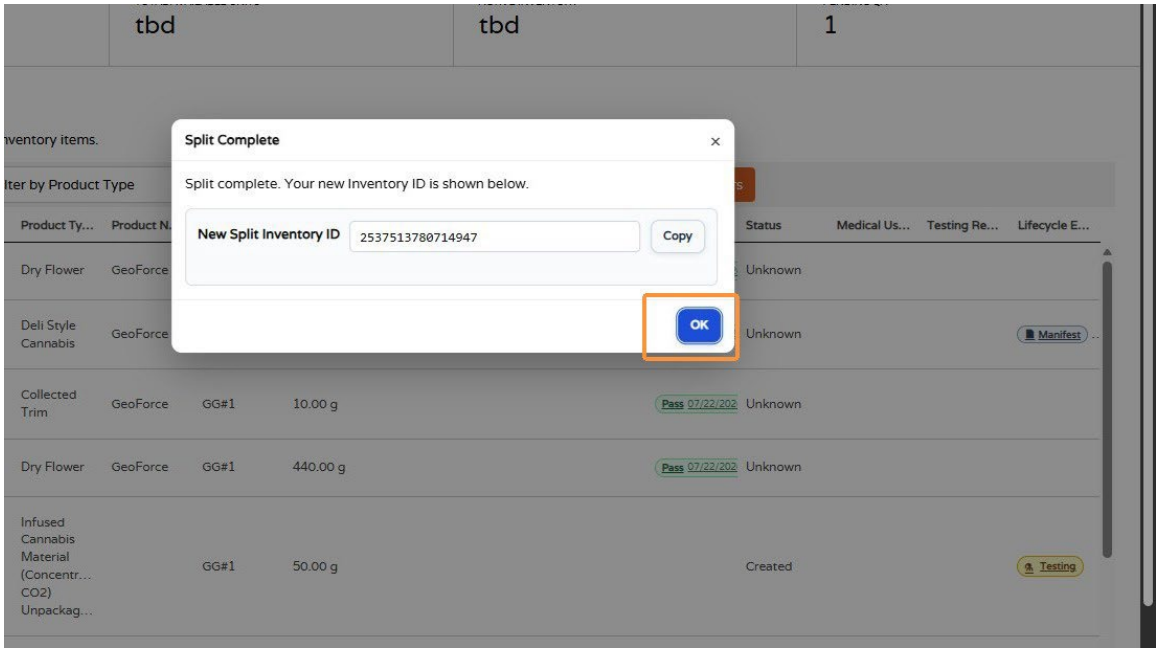
5. Click **Split**



6. Click **OK** to confirm the split.



7. Click **OK** to close the new ID window

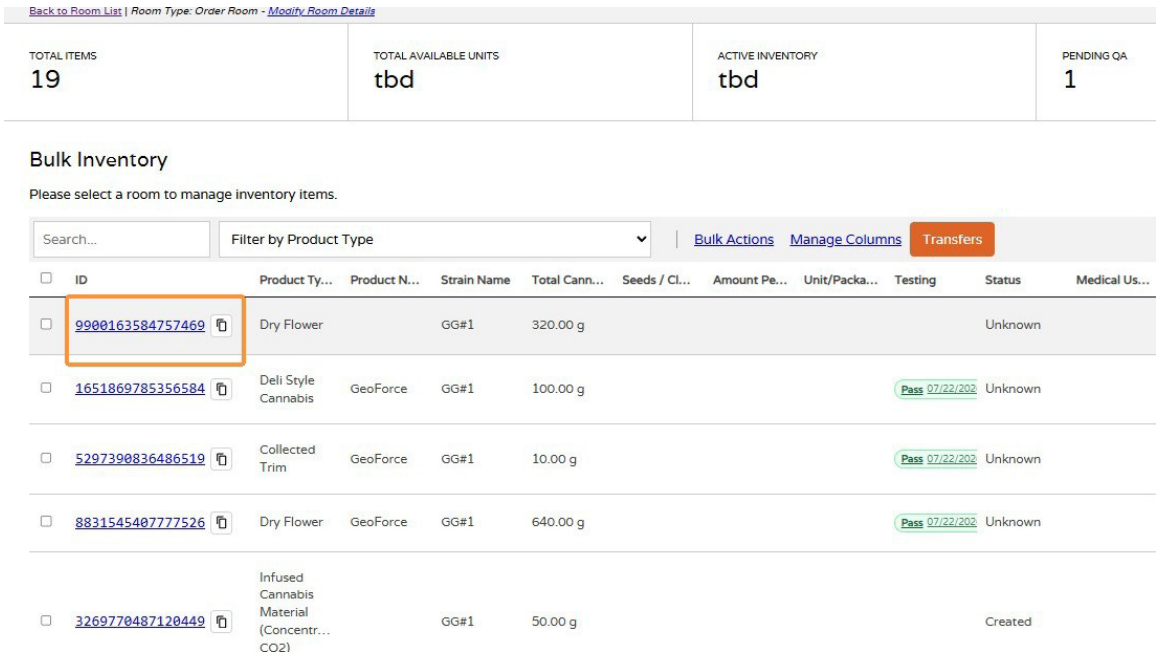


INV07 - Move Inventory Item to Room

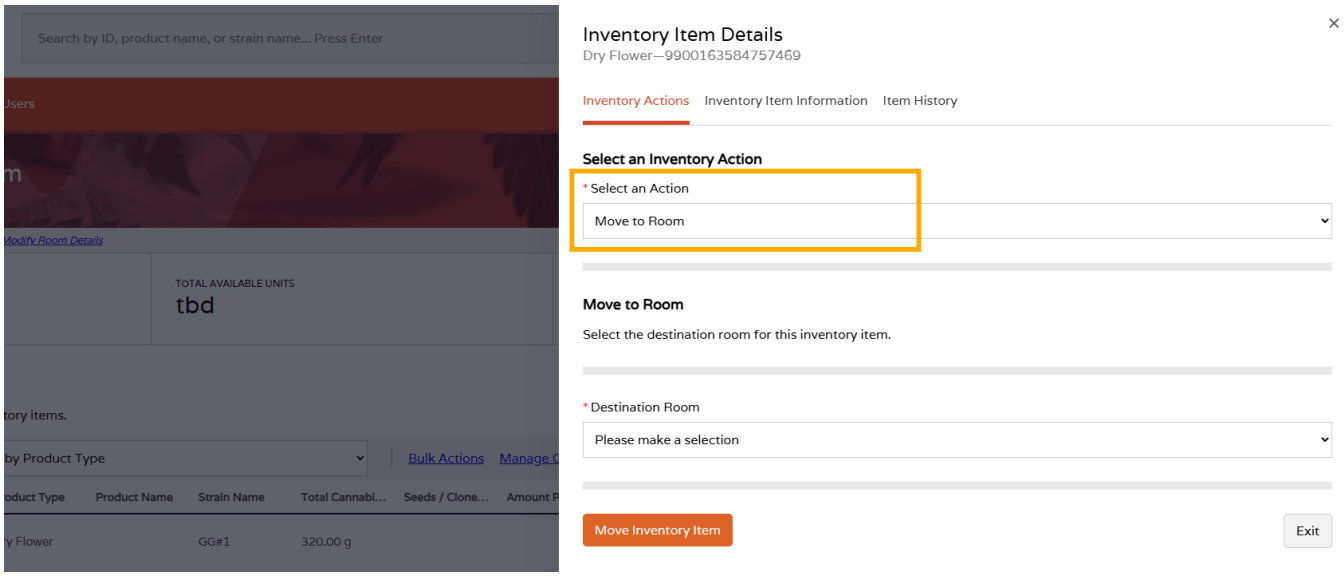
Learn how to move an inventory item from one Inventory Room to another while maintaining accurate inventory tracking.

Move Inventory Item

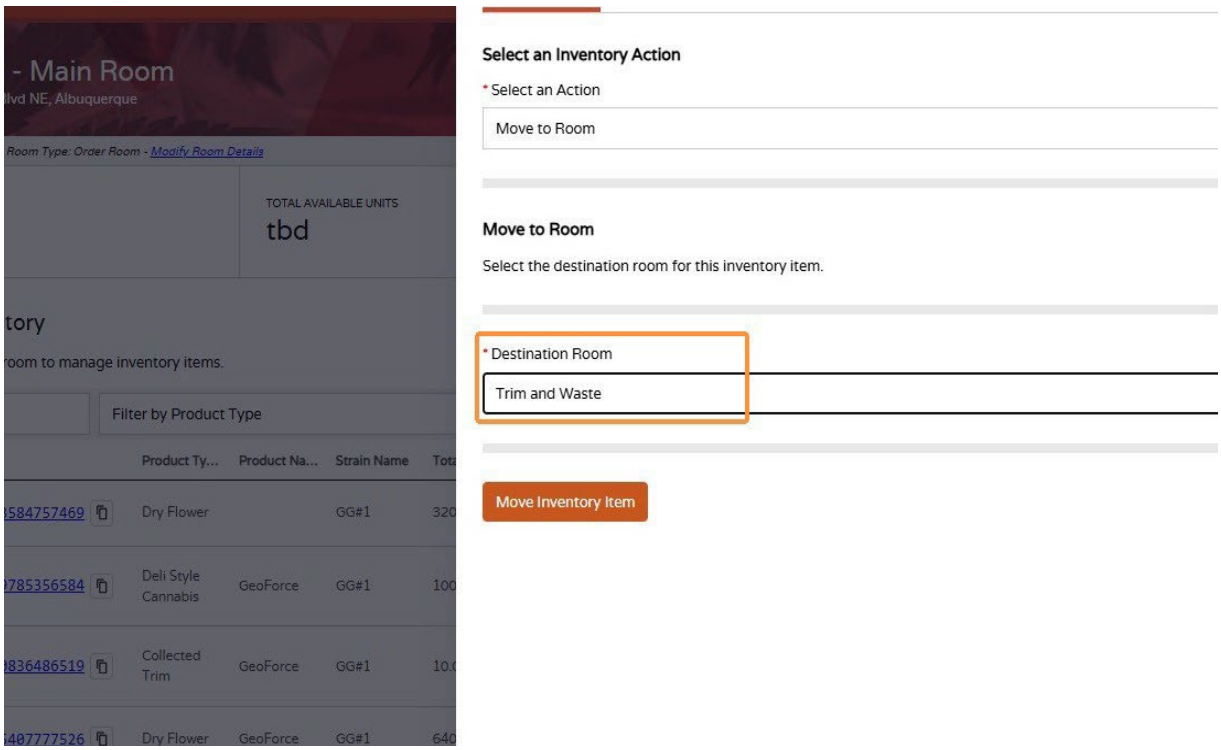
1. Click **Inventory Item** to move to a different room



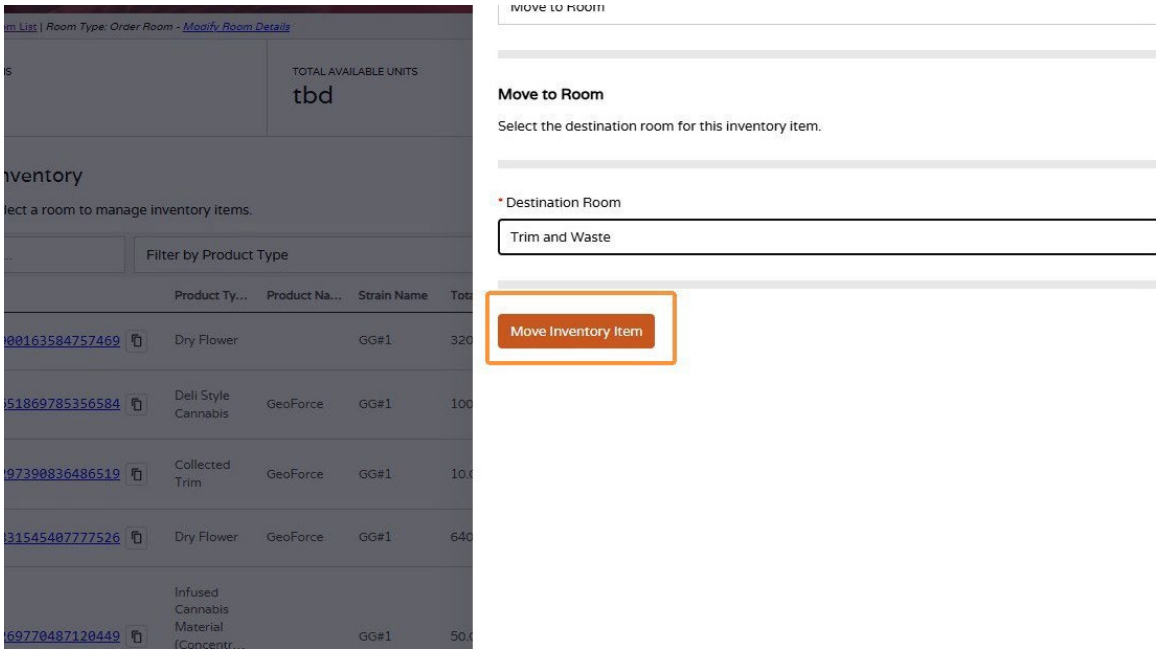
2. Select the **Move to Room** action



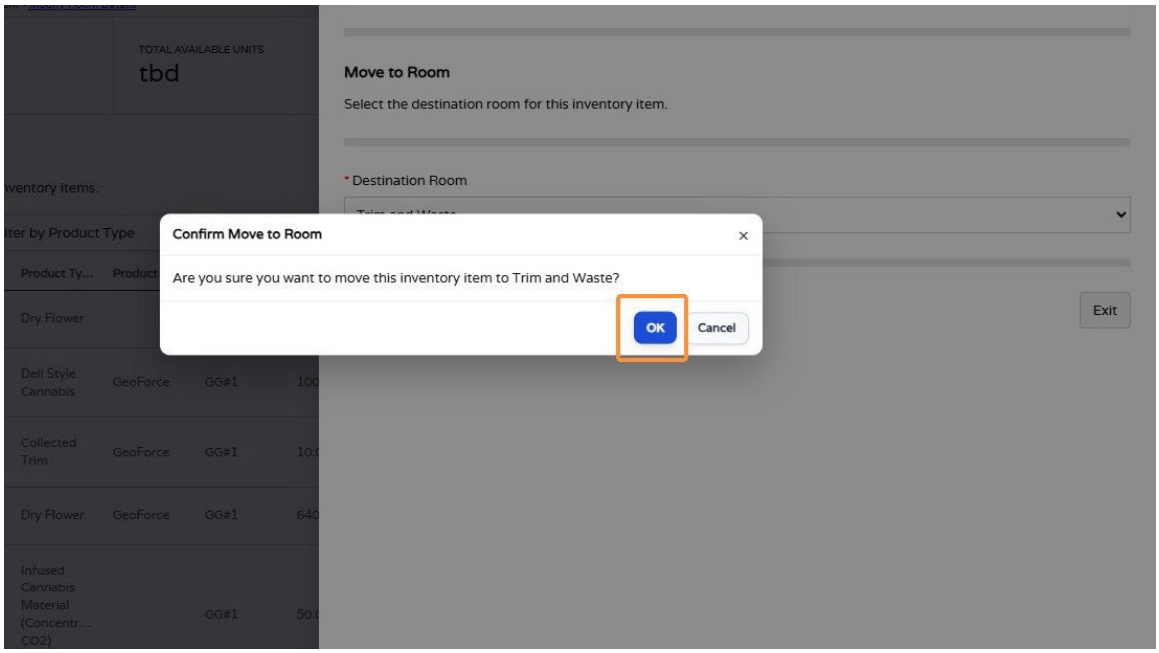
3. Select the **Destination Room**



4. Click **Move Inventory Item**



5. Click **OK** to confirm move to room

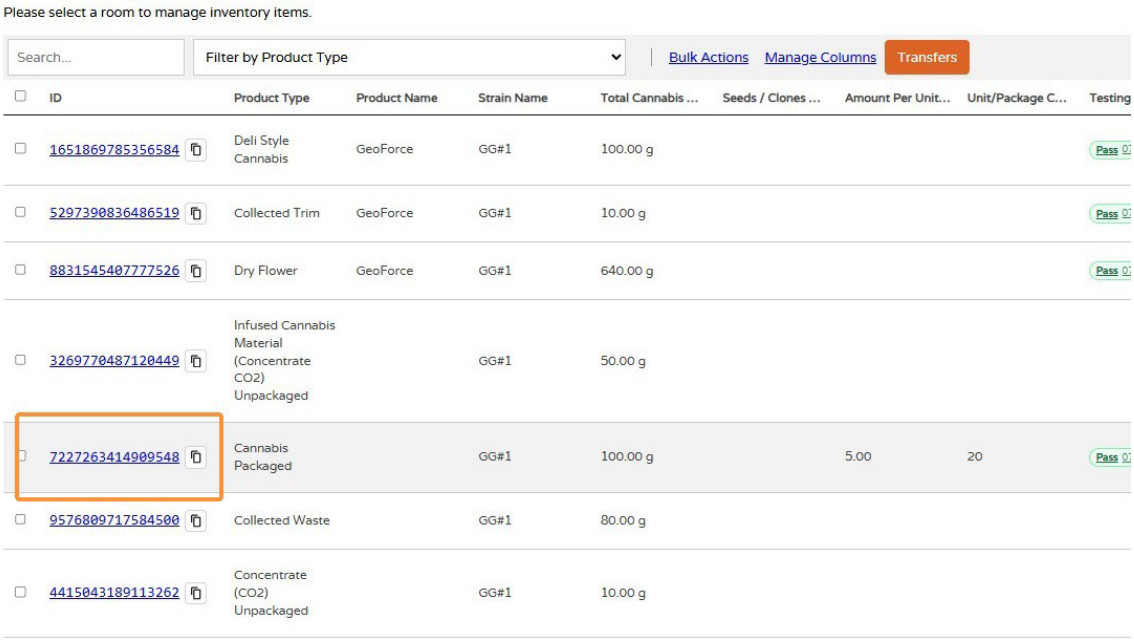


INV08 - Move Inventory to Sales Floor Room

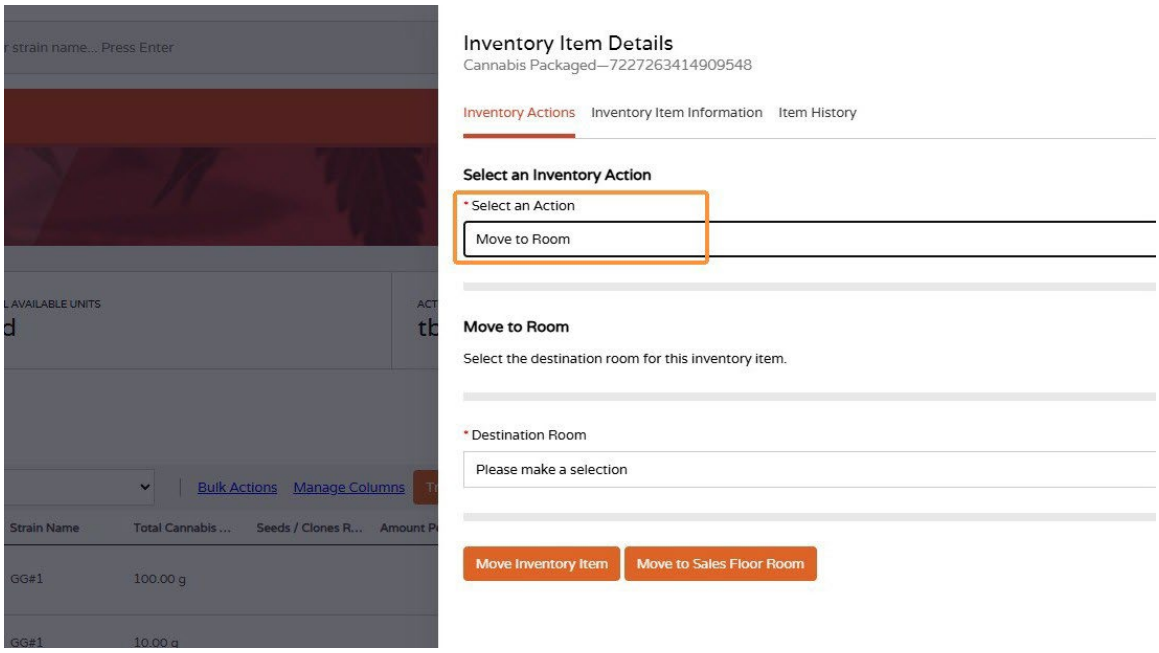
Learn how to move an eligible inventory item from an Inventory Room to the Sales Floor Room for dispensing.

Move to Sales Floor Room

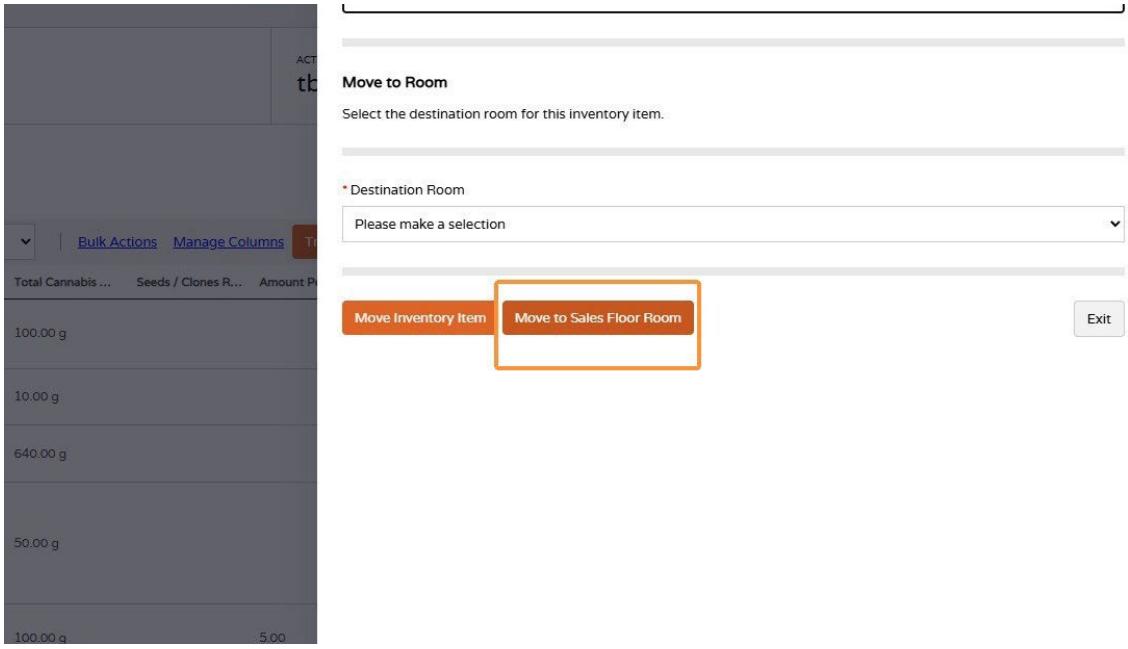
1. Click **Inventory Item**



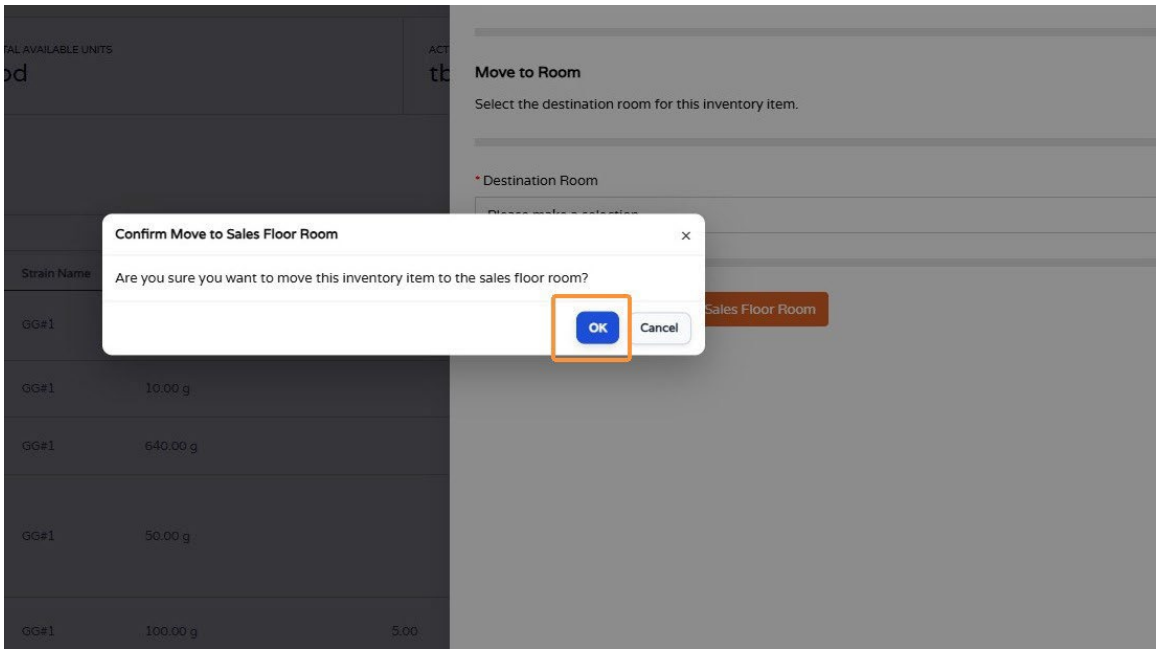
2. Select the **Move to Room** action



3. Click **Move to Sales Floor Room**



4. Click **OK** to confirm moving the inventory item to the sales floor room

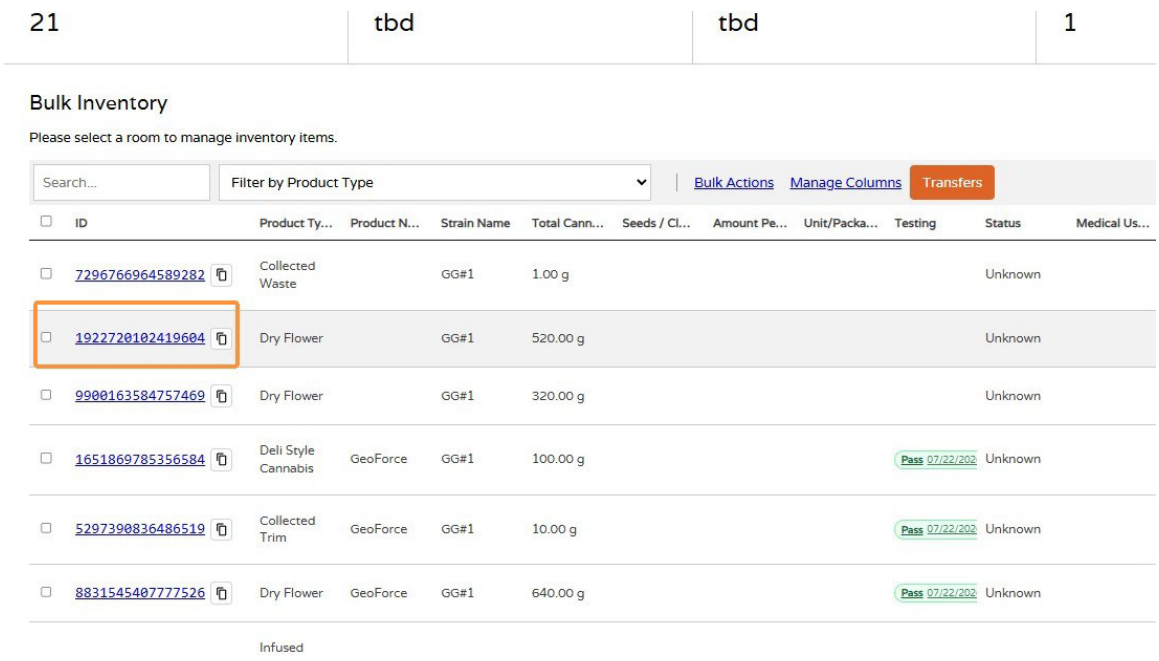


INV09 - Revert Finalize Cure

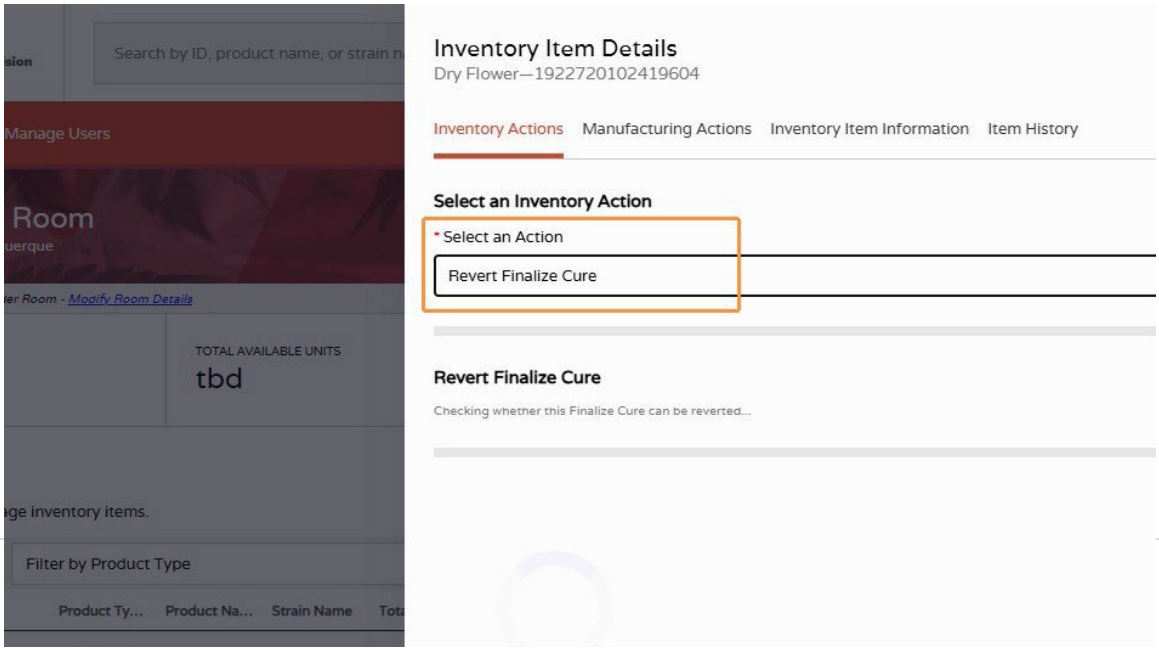
Learn how to revert a finalized cure and return the inventory item to its previous state.

Revert Finalize Cure

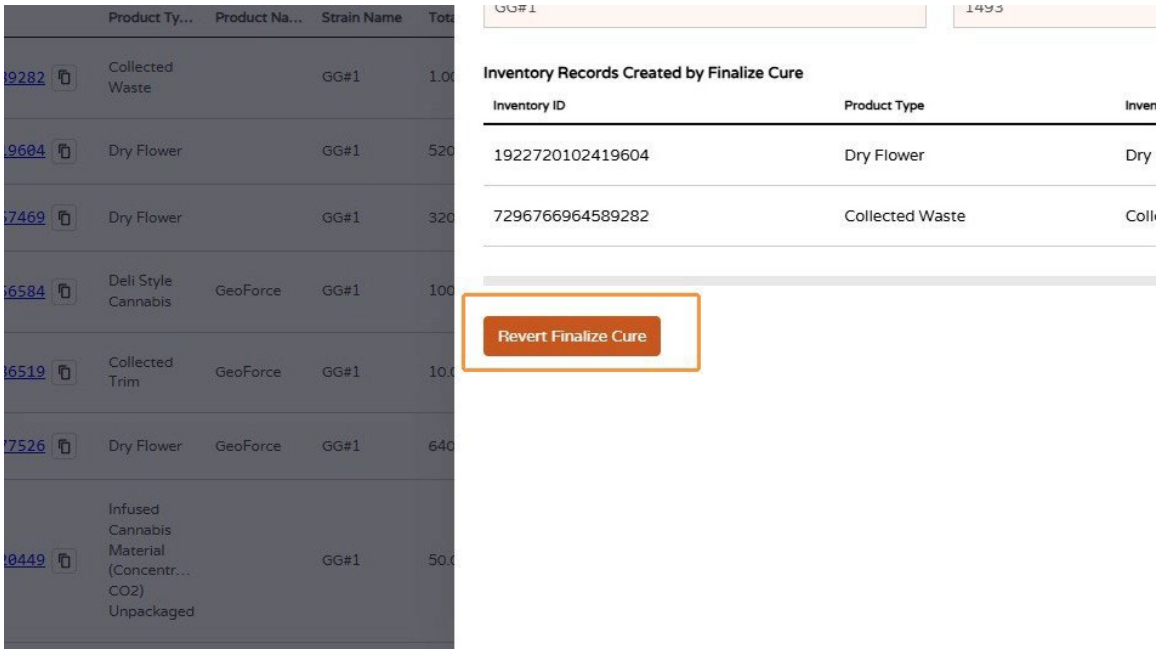
1. Click **Inventory Item** to revert



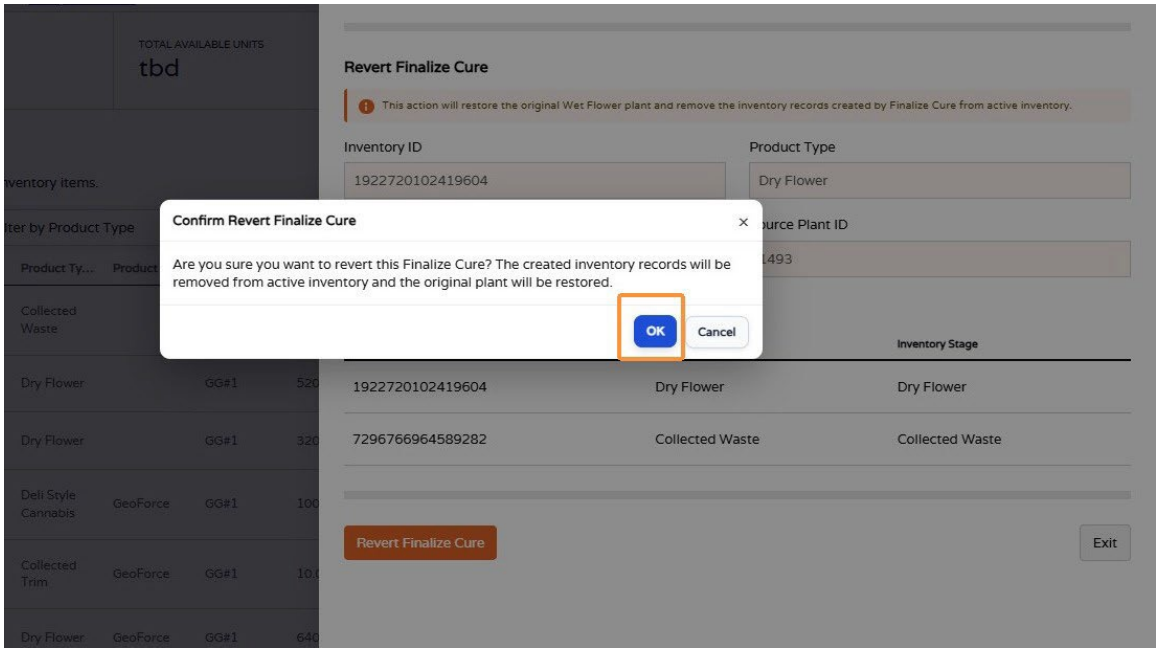
2. Select the **Revert Finalize Cure** action



3. Click **Revert Finalize Cure**



4. Click **OK** to confirm reverting Finalize Cure

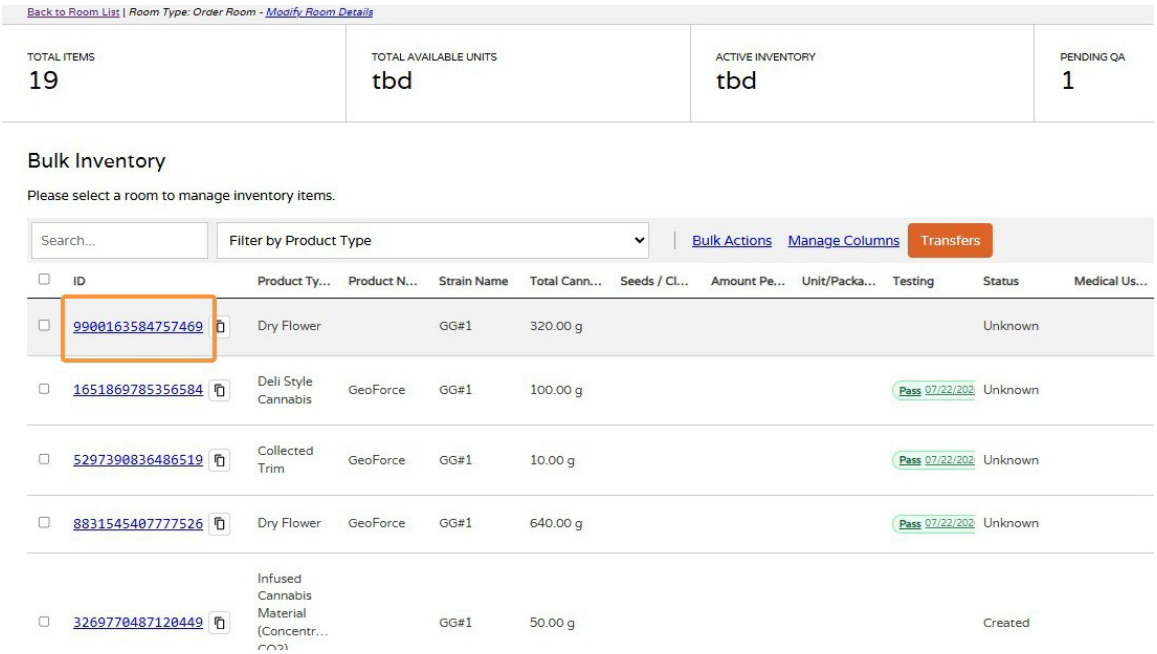


INV10 - Print Inventory Labels

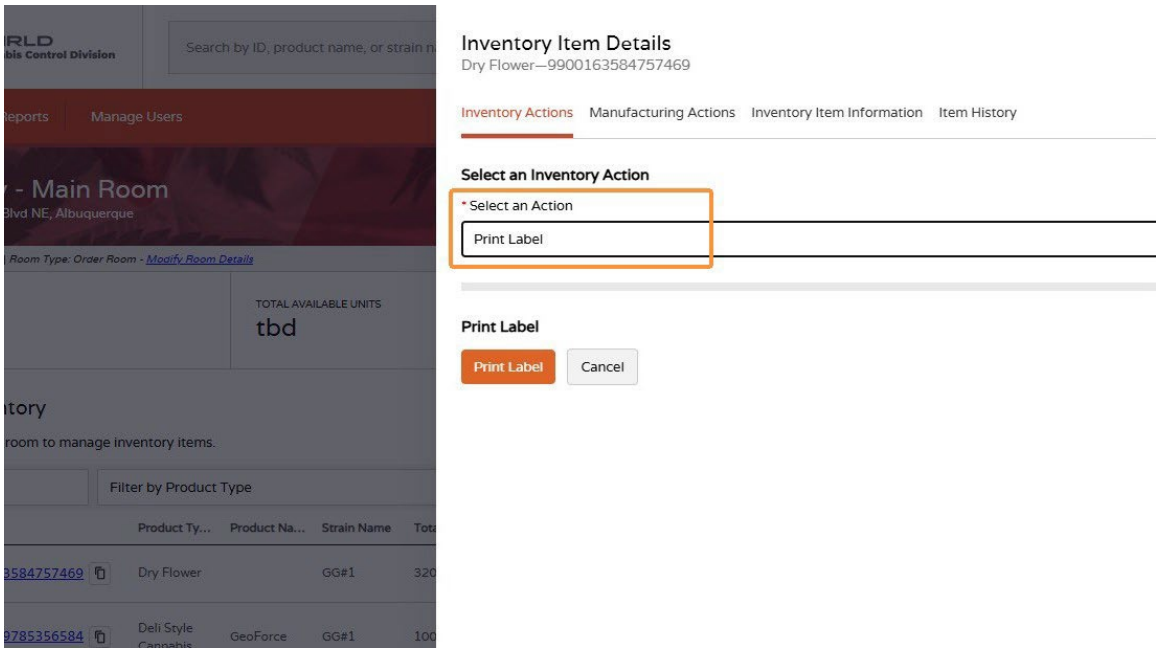
Learn how to print labels for selected inventory items to support accurate identification and tracking.

Print Labels

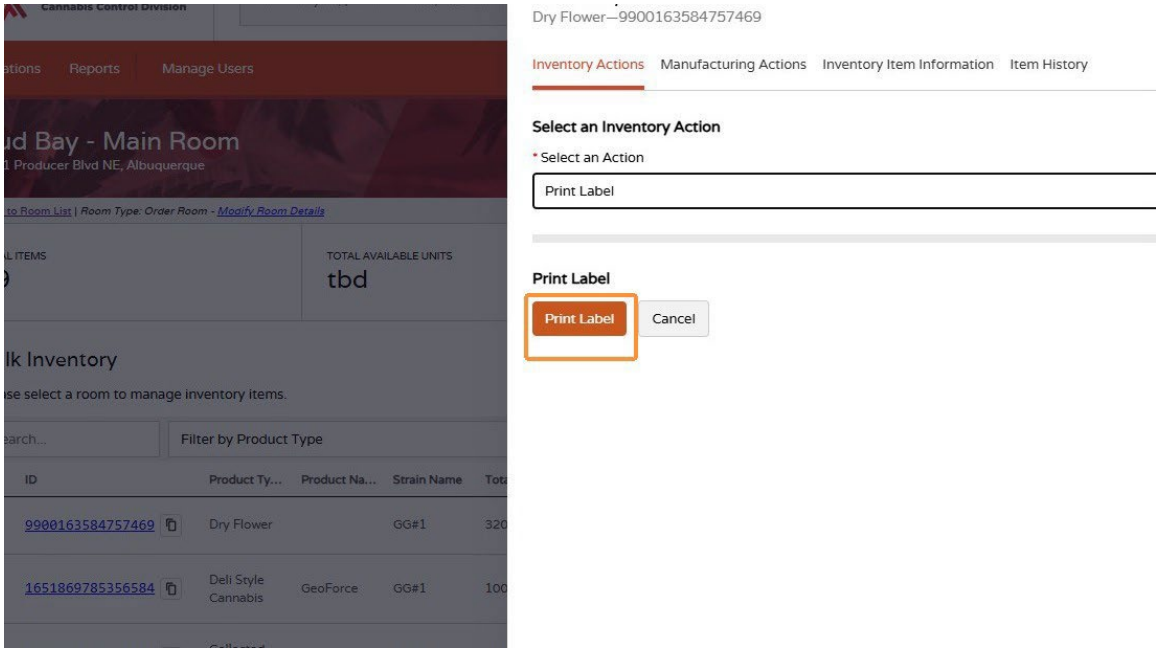
1. Click **Inventory Item** to print the label



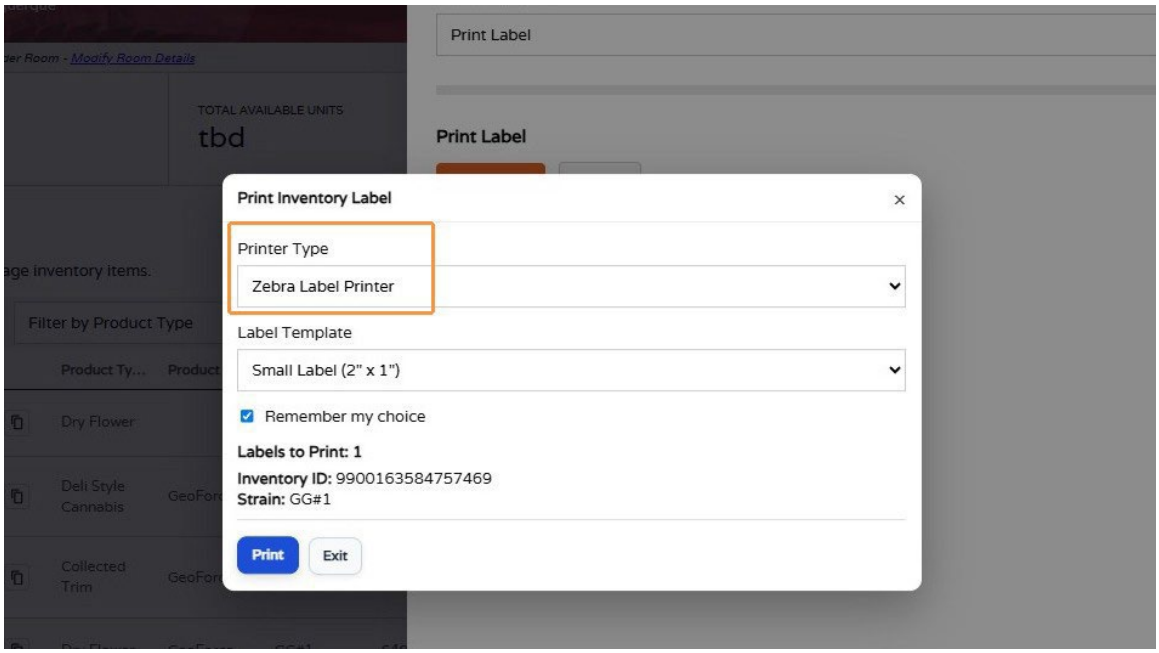
2. Select the **Print Label** action



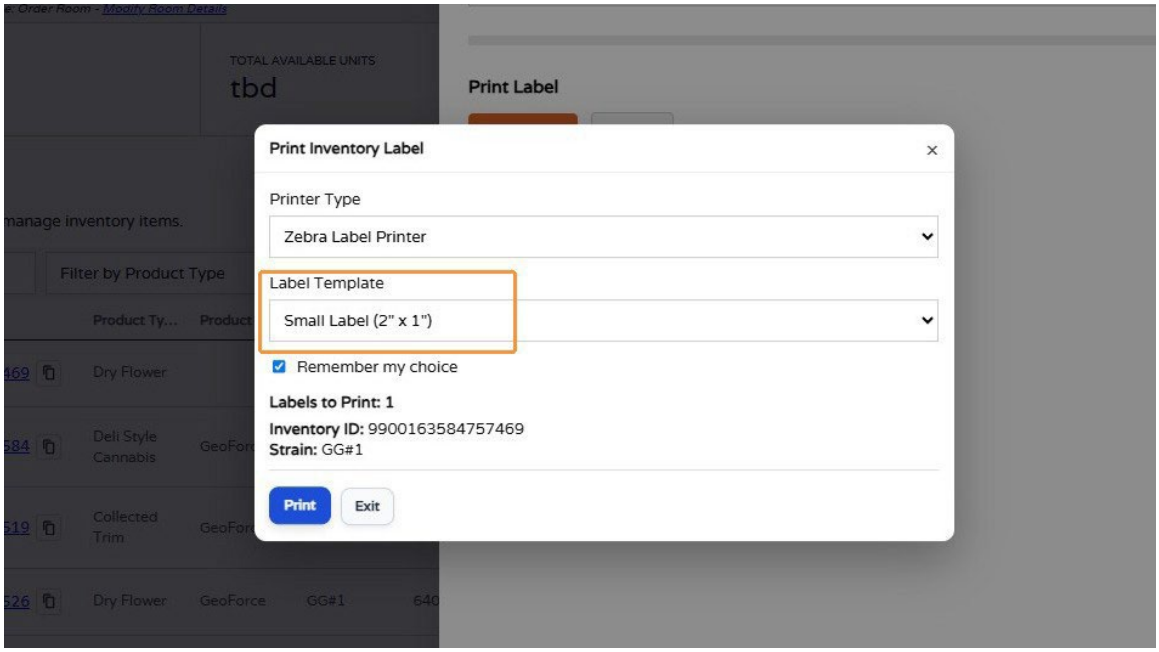
3. Click **Print Label**



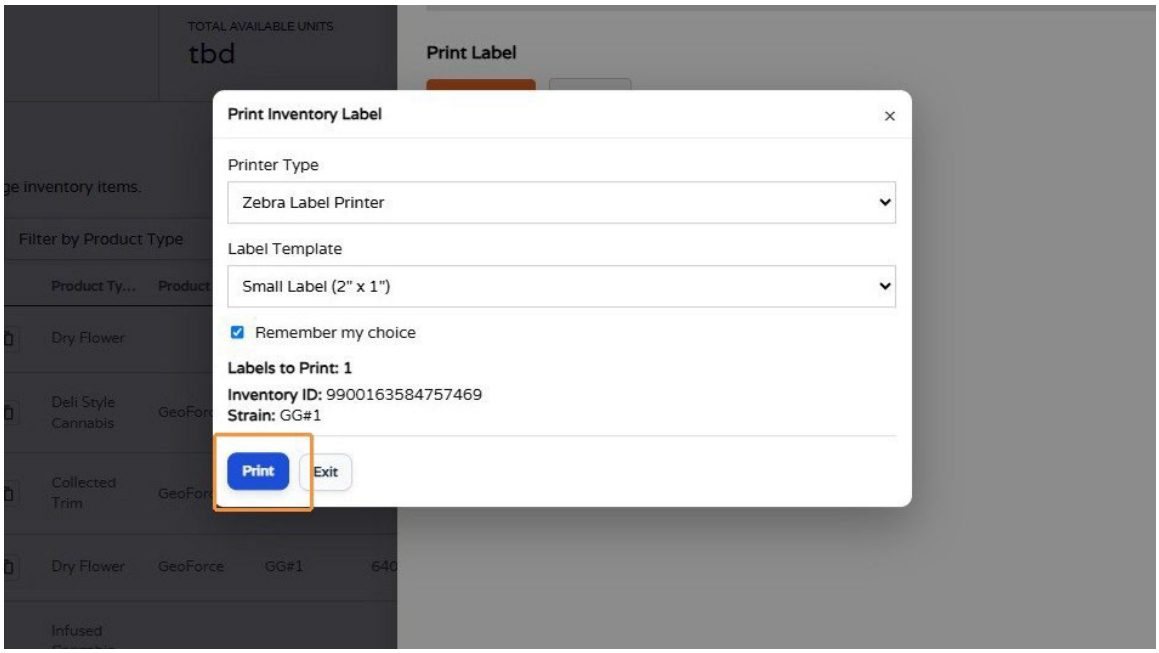
4. Select **Printer Type**



5. Select **Label Template**



6. Click **Print**

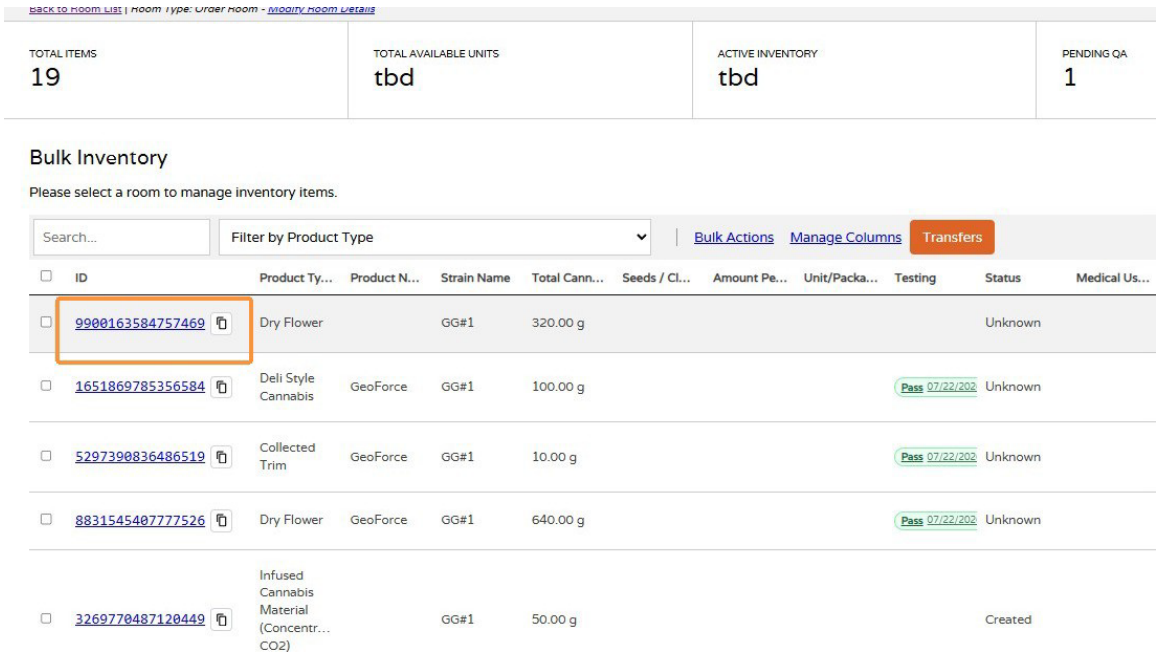


INV11 - Schedule Inventory for Destruction

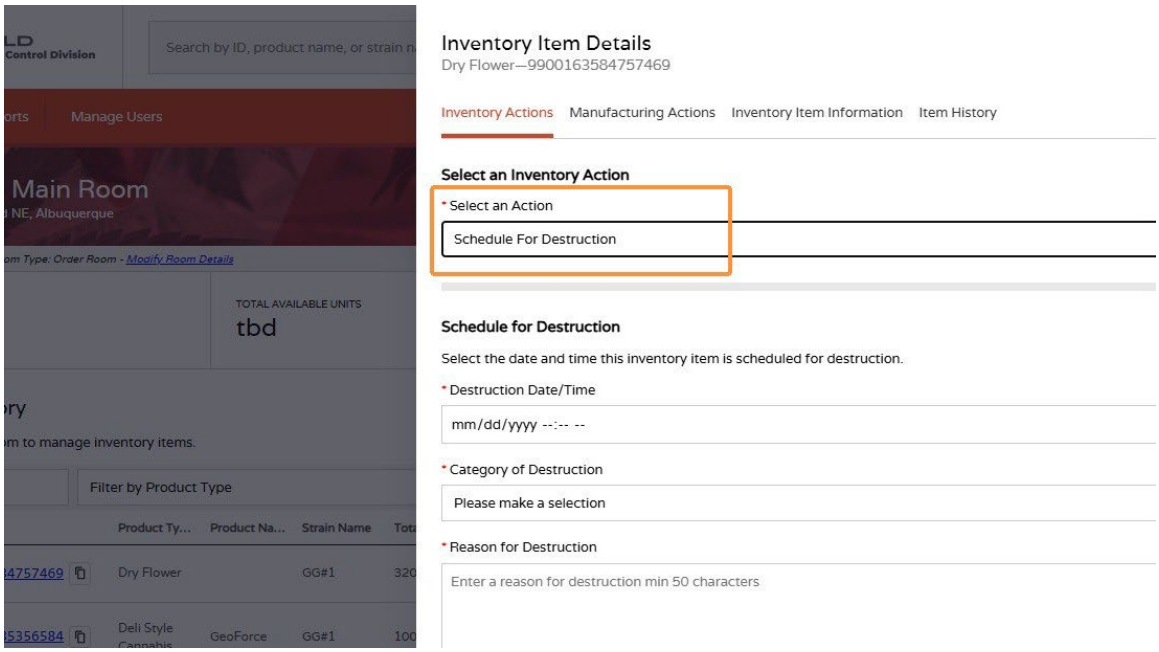
Learn how to schedule an inventory item for destruction and record the reason for disposal.

Schedule for Destruction

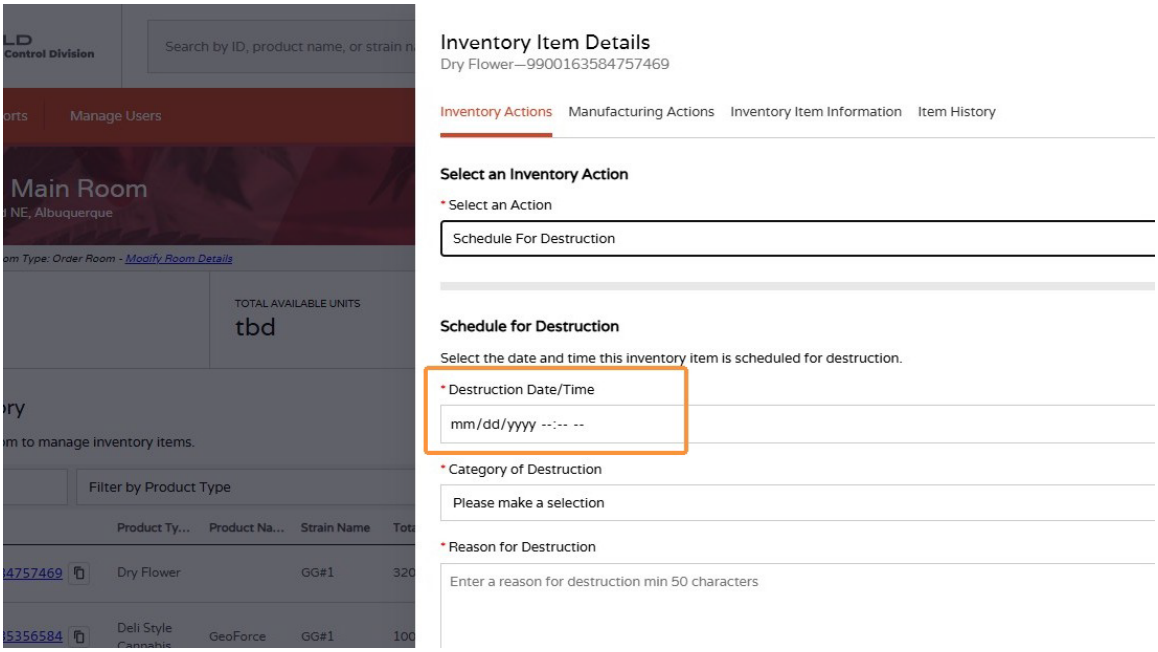
1. Click **Inventory Item** to schedule for destruction



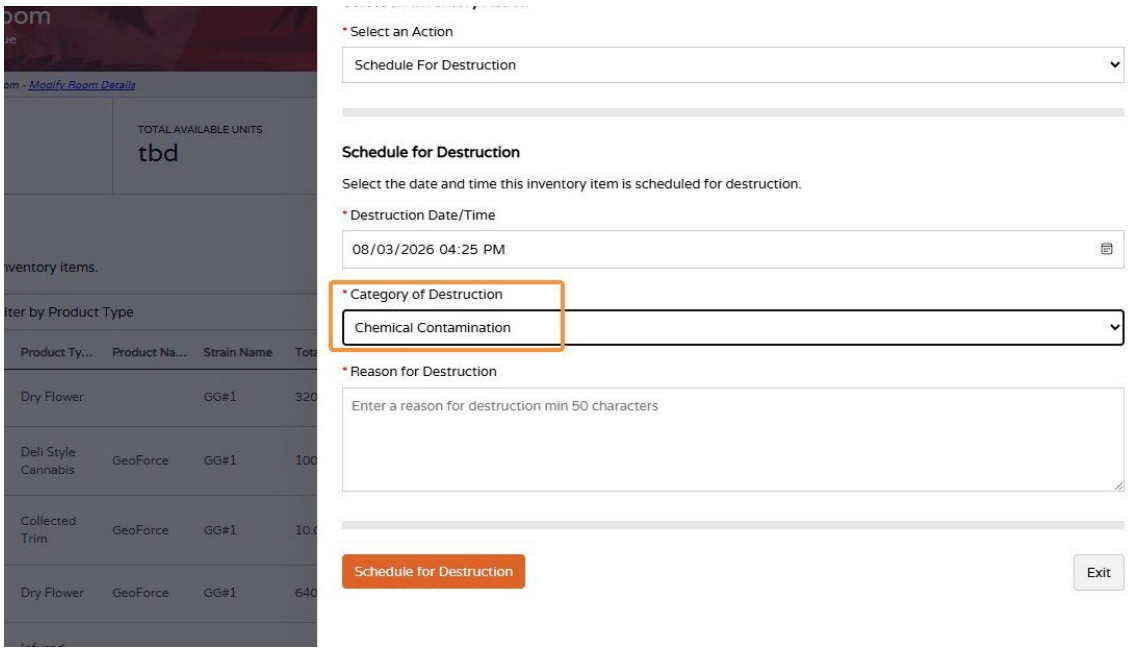
2. Select the **Schedule For Destruction** action



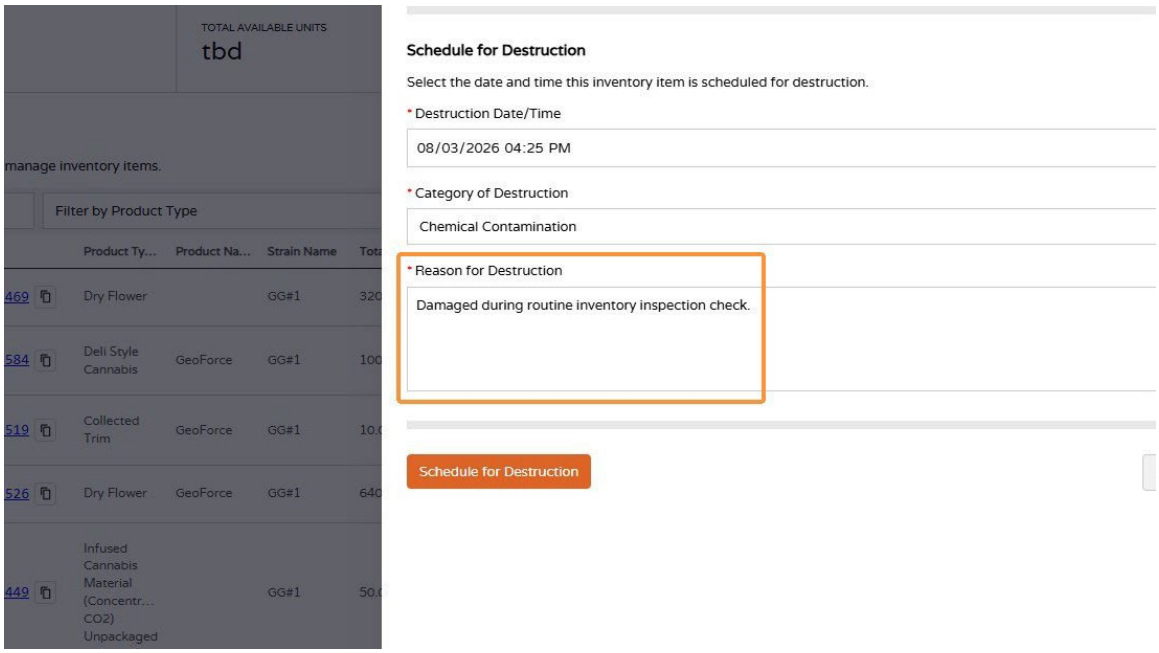
3. Select the **Destruction Date/Time**



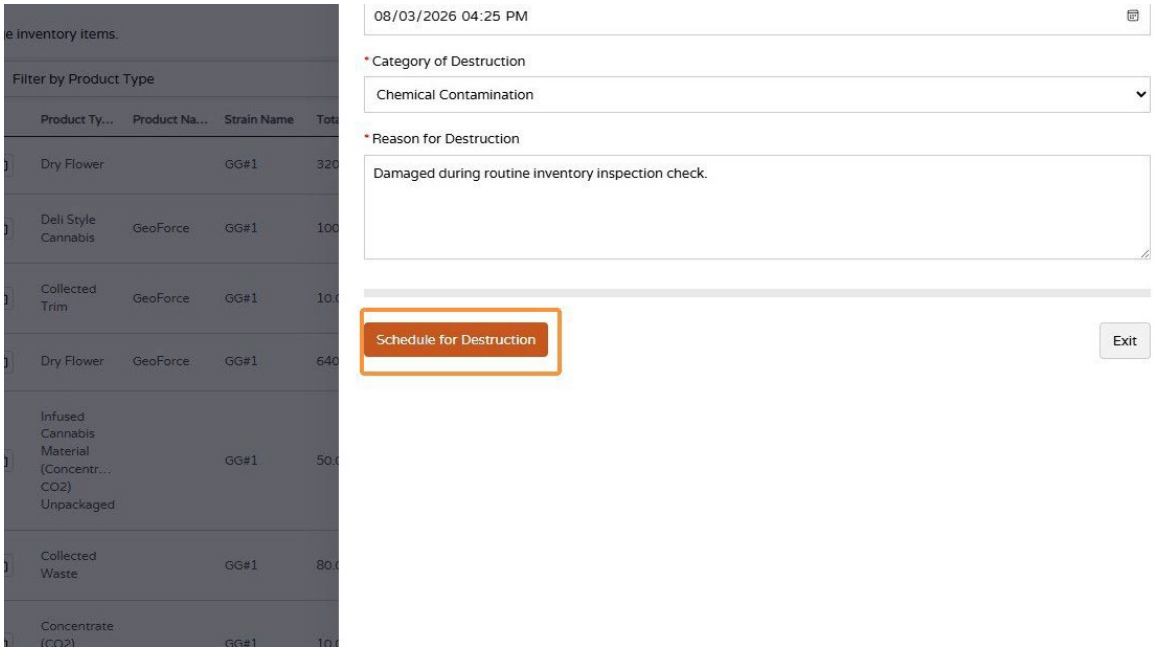
4. Select the **Category of Destruction**


Modify Room Details
TOTAL AVAILABLE UNITS
tbd
Product Ty...
Product Na...
Strain Name
Dry Flower
GG#1
Deli Style Cannabis
GeoForce
GG#1
Collected Trim
GeoForce
GG#1
Dry Flower
GeoForce
GG#1
* Select an Action
Schedule For Destruction
Schedule for Destruction
Select the date and time this inventory item is scheduled for destruction.
* Destruction Date/Time
08/03/2026 04:25 PM
* Category of Destruction
Chemical Contamination
* Reason for Destruction
Enter a reason for destruction min 50 characters
Schedule for Destruction
Exit

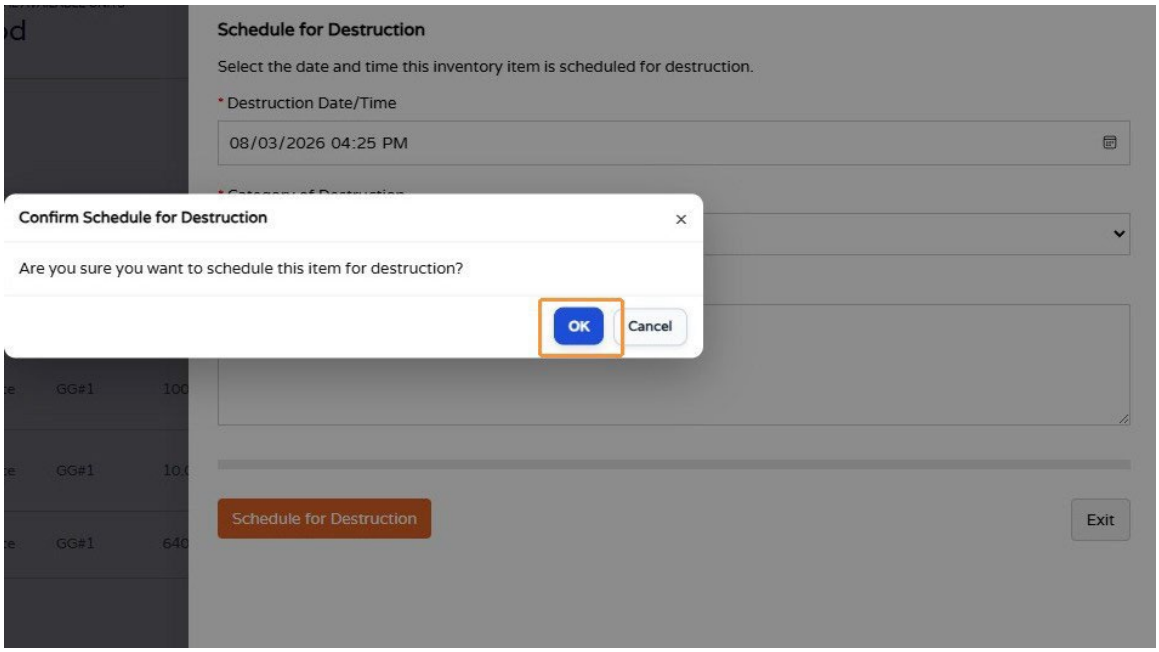
5. Enter the **Reason for Destruction**



6. Click **Schedule for Destruction**



7. Click **OK** to confirm schedule for destruction

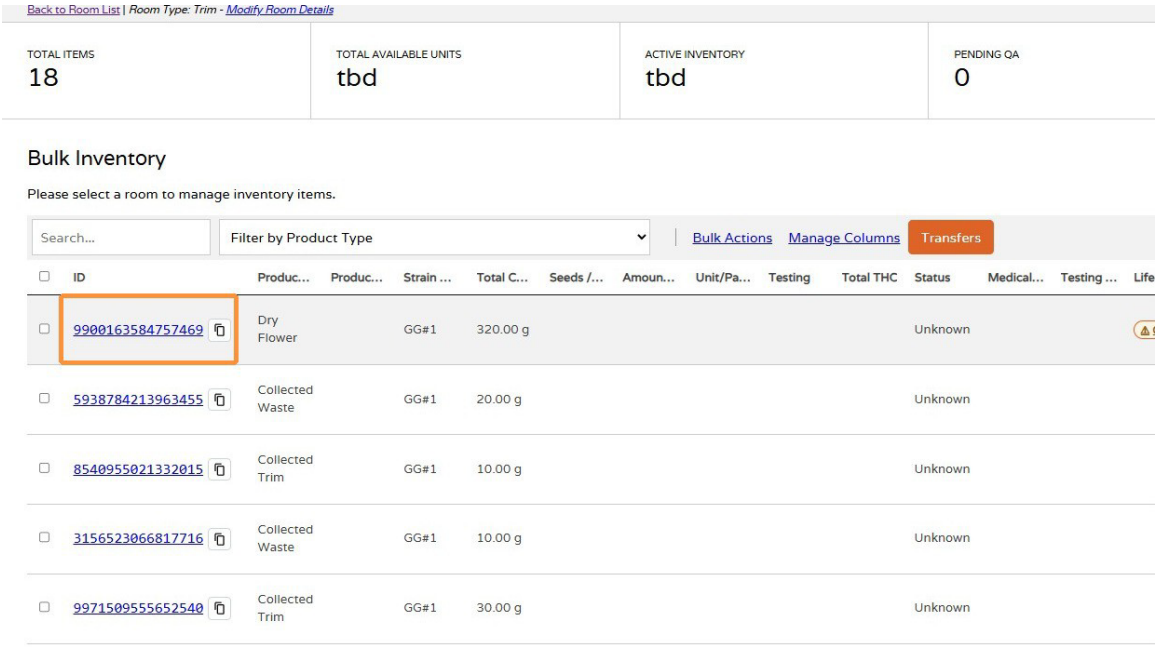


INV12 - Finalize Destruction

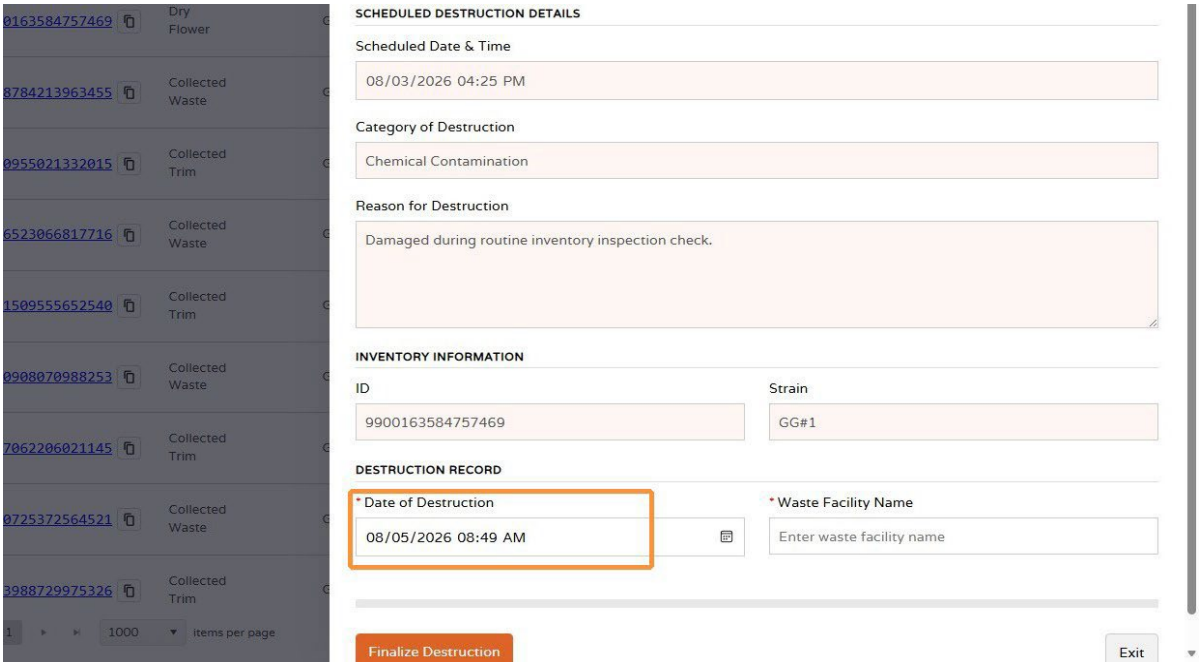
Learn how to finalize the destruction of scheduled inventory items and complete the destruction process.

Finalize Destruction

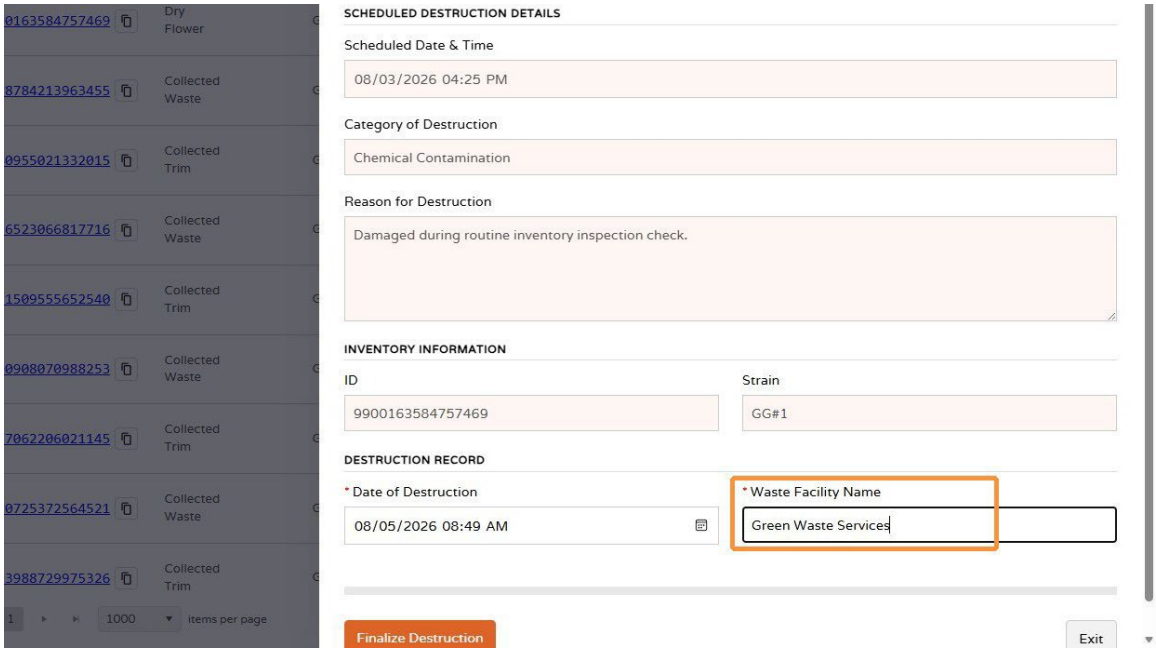
1. Click an inventory item that has been **Scheduled for Destruction for at least 72 hours** to finalize destruction.



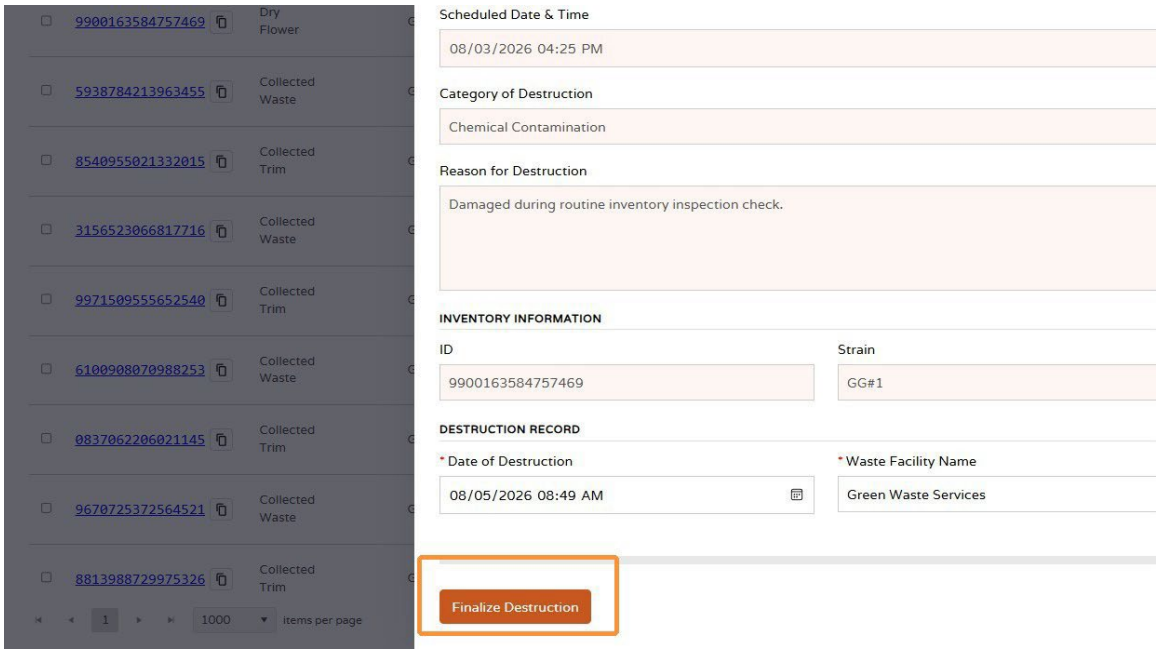
2. Select **Date of Destruction**



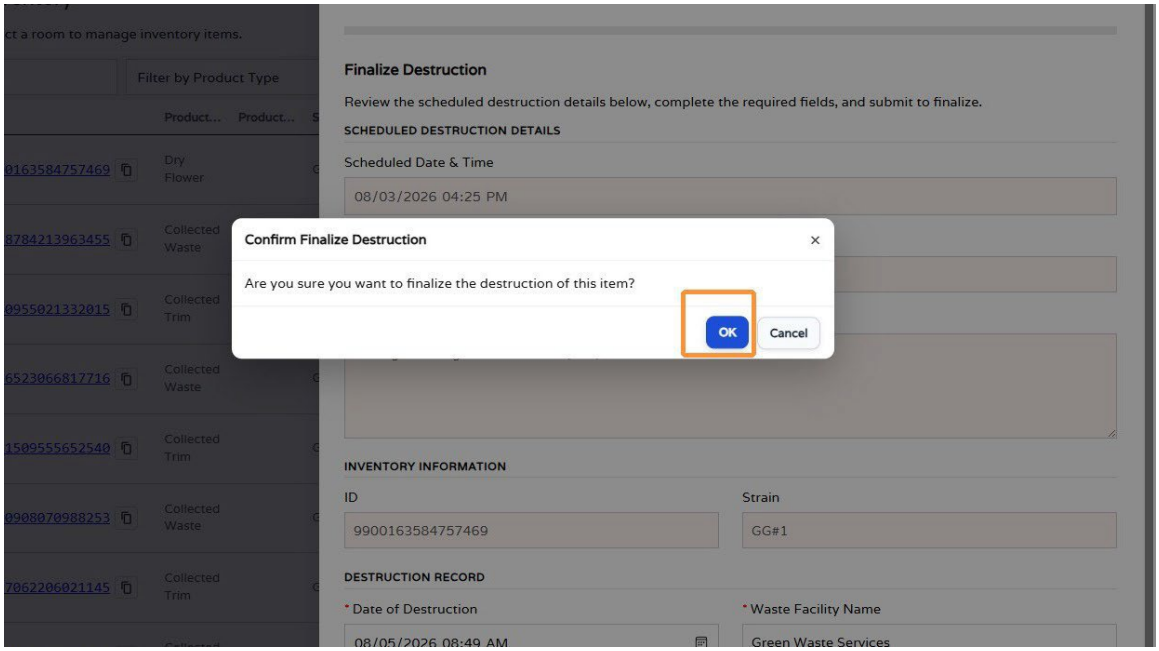
3. Enter **Waste Facility Name**



4. Click **Finalize Destruction**



5. Click **OK** to confirm Finalize Destruction

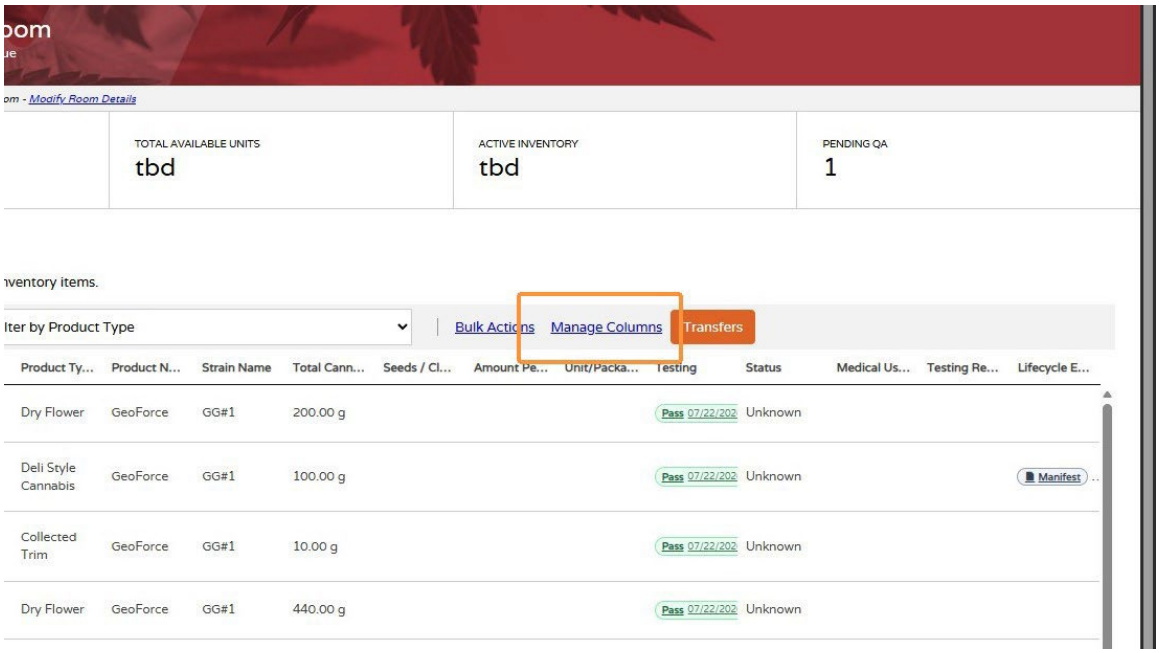


INV13 - Manage Column Headers

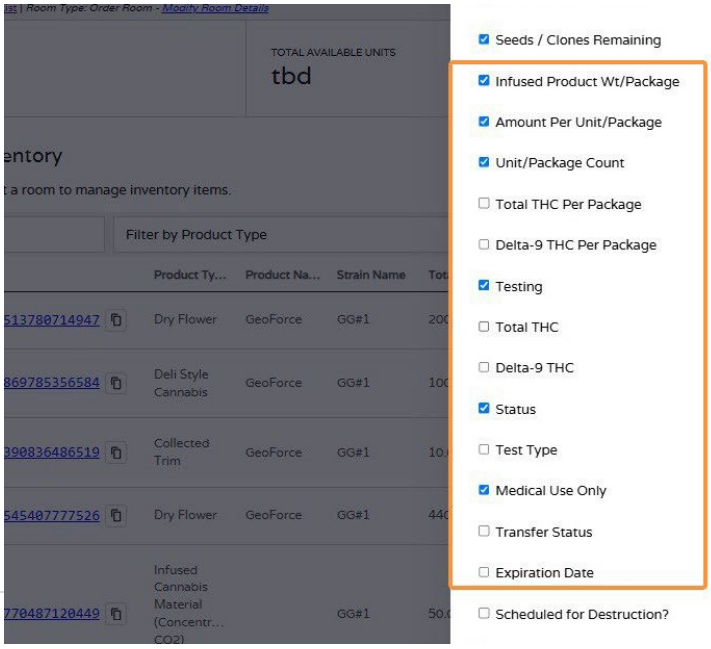
Learn how to customize the Inventory table by showing or hiding columns

Manage Column Headers

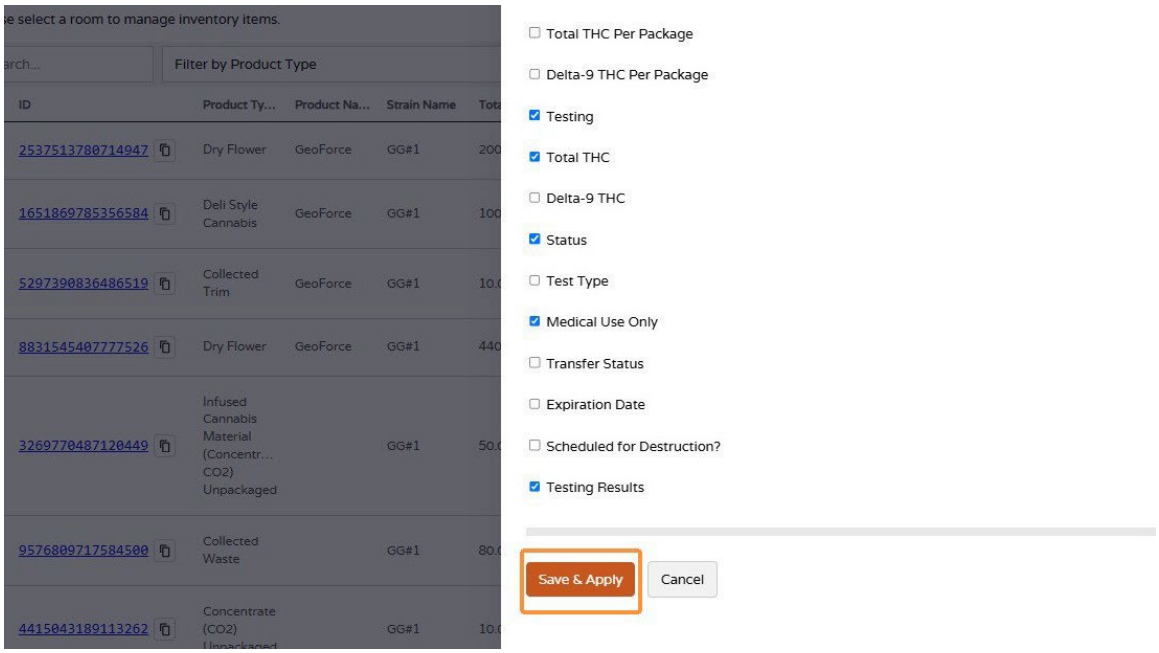
1. Click **Manage Columns**



2. Select the **checkbox** for each column you want to display



3. Click **Save & Apply**

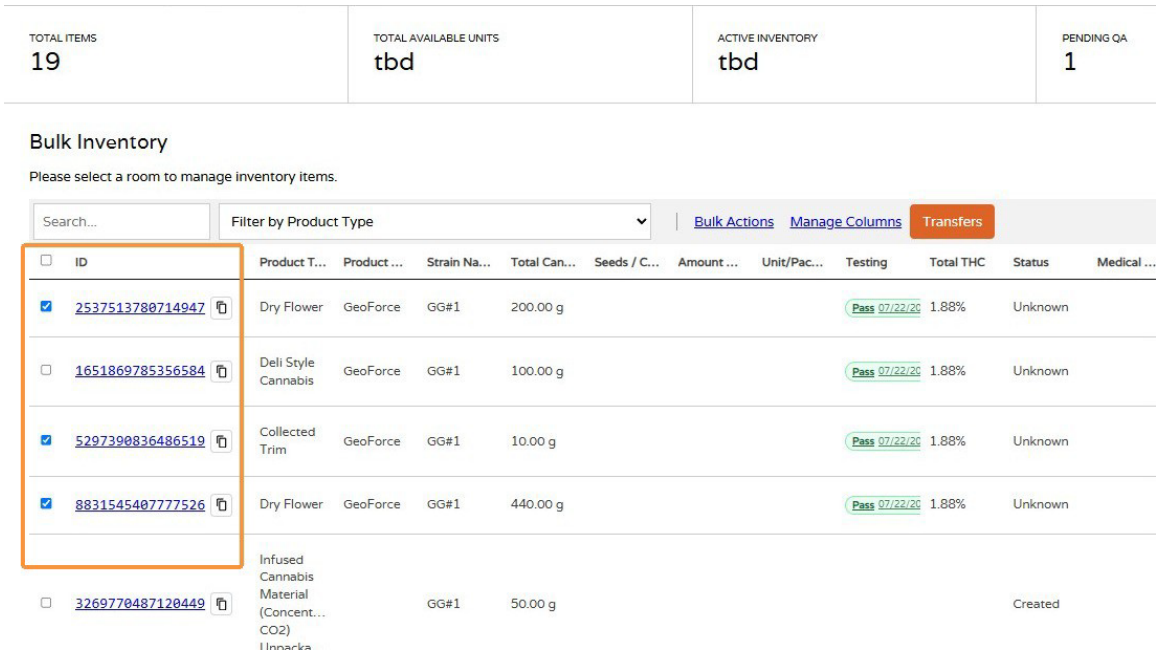


INV14 - Bulk Actions

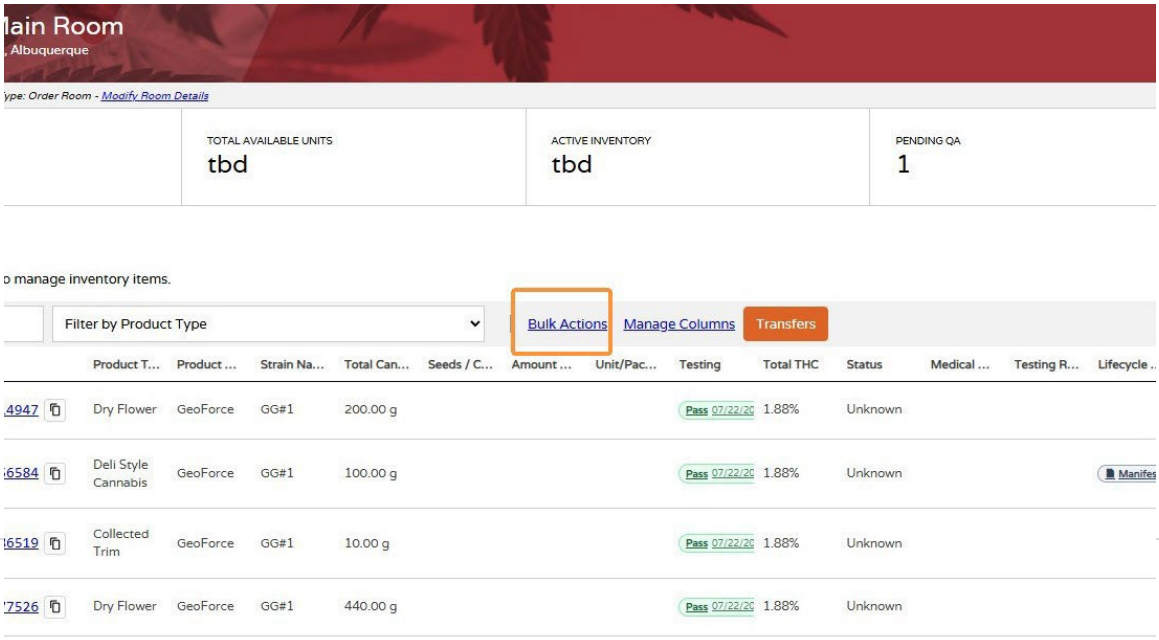
Learn how to perform actions on multiple inventory items at the same time to streamline inventory management.

Bulk Actions

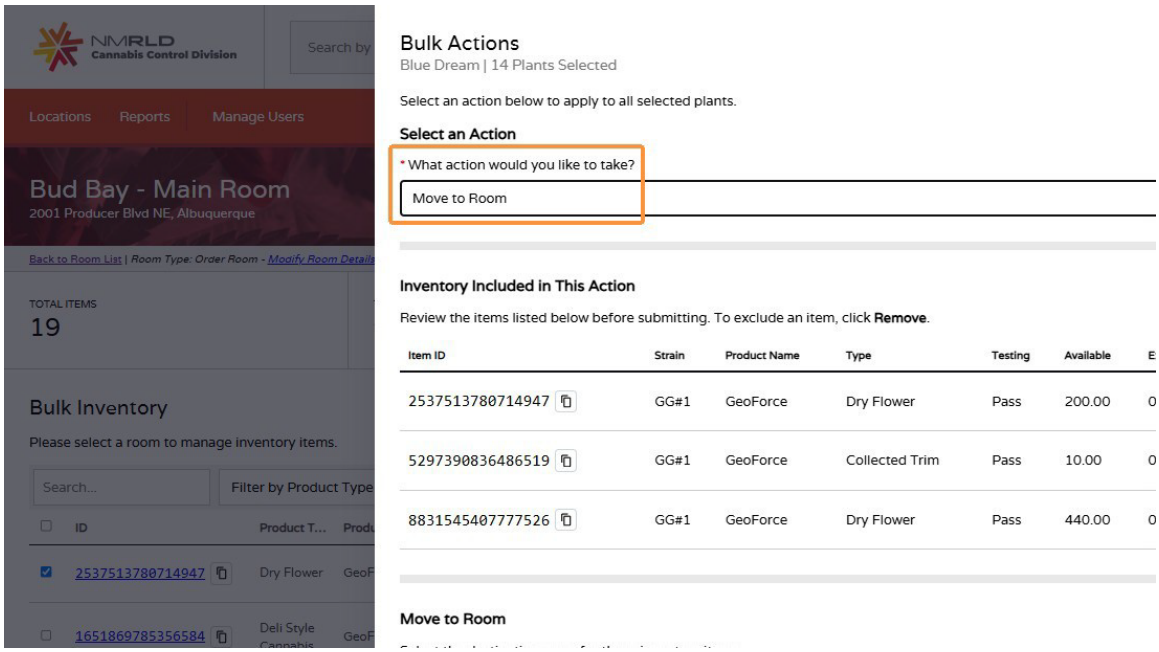
1. Select **multiple Inventory Items**



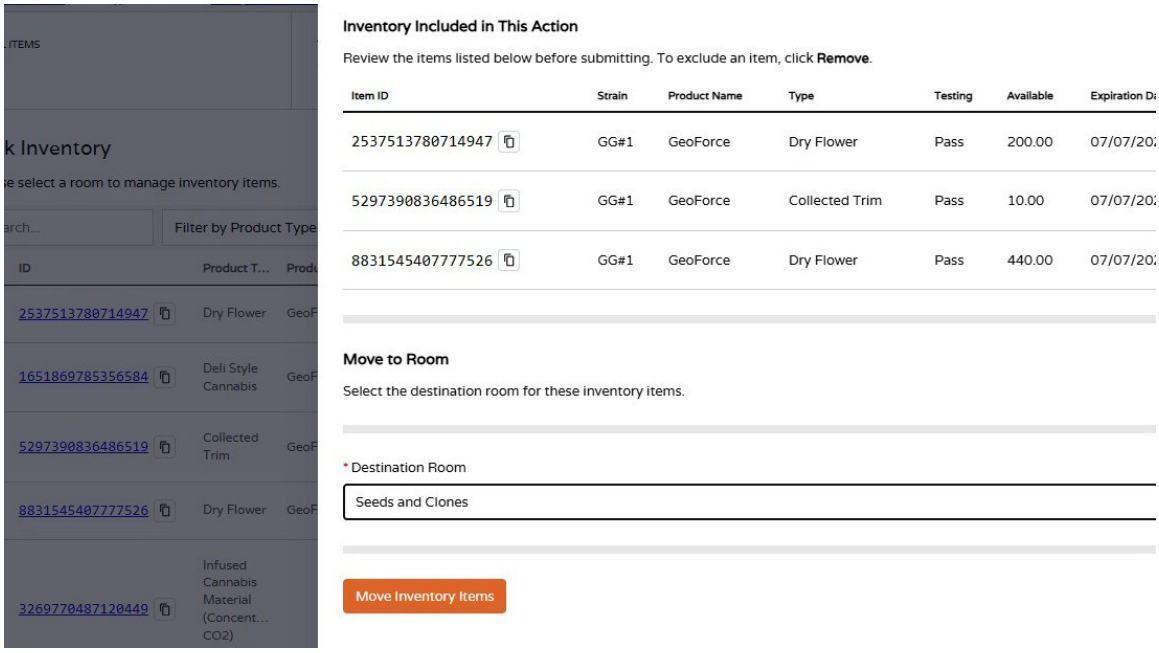
2. Click **Bulk Actions**



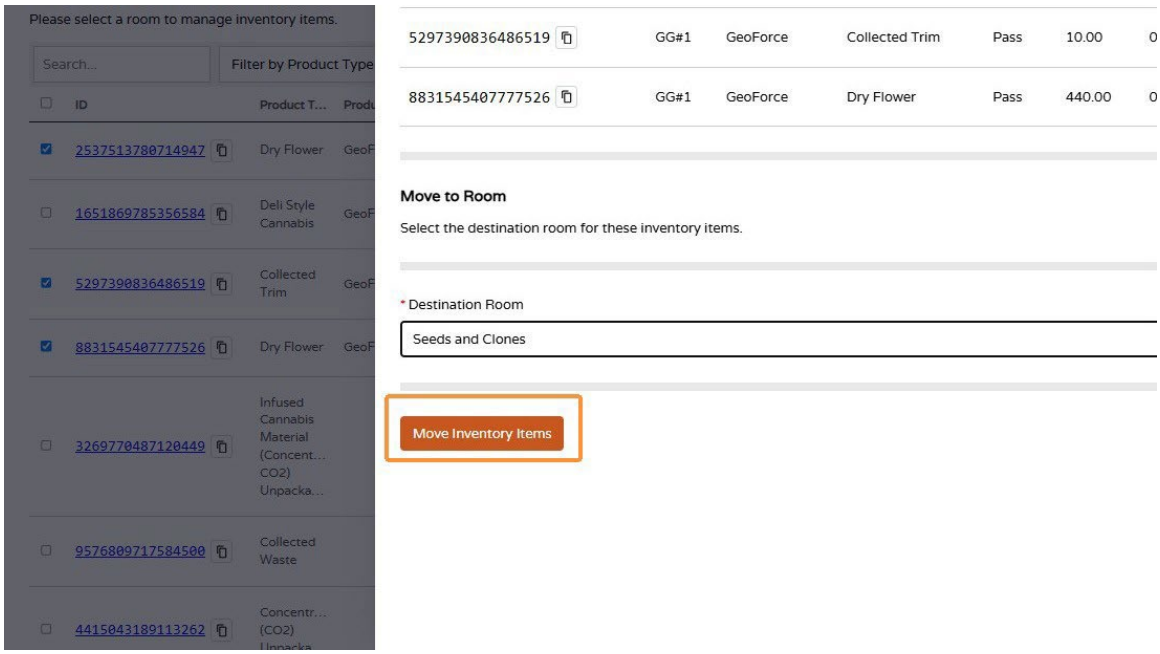
3. Select any available bulk action



4. Complete all fields for selected action



5. Click the displayed **action button** to complete the selected **Bulk Action**



INV15 - Transformational Remediation

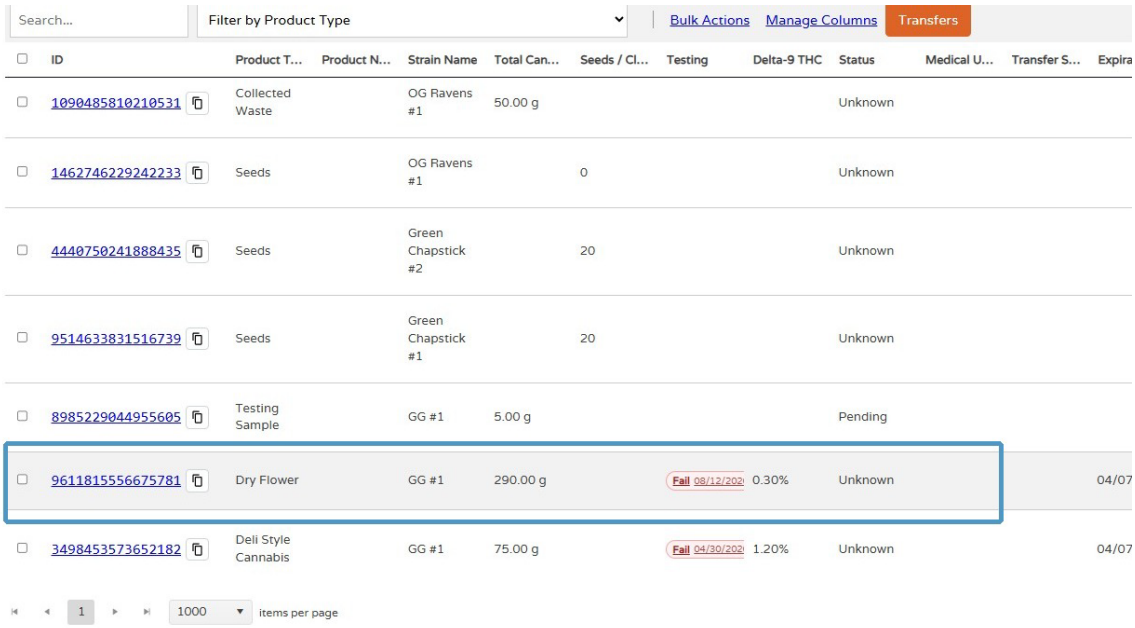
Learn how to perform Transformational Remediation on an eligible inventory item and complete the remediation process.

Prerequisite:

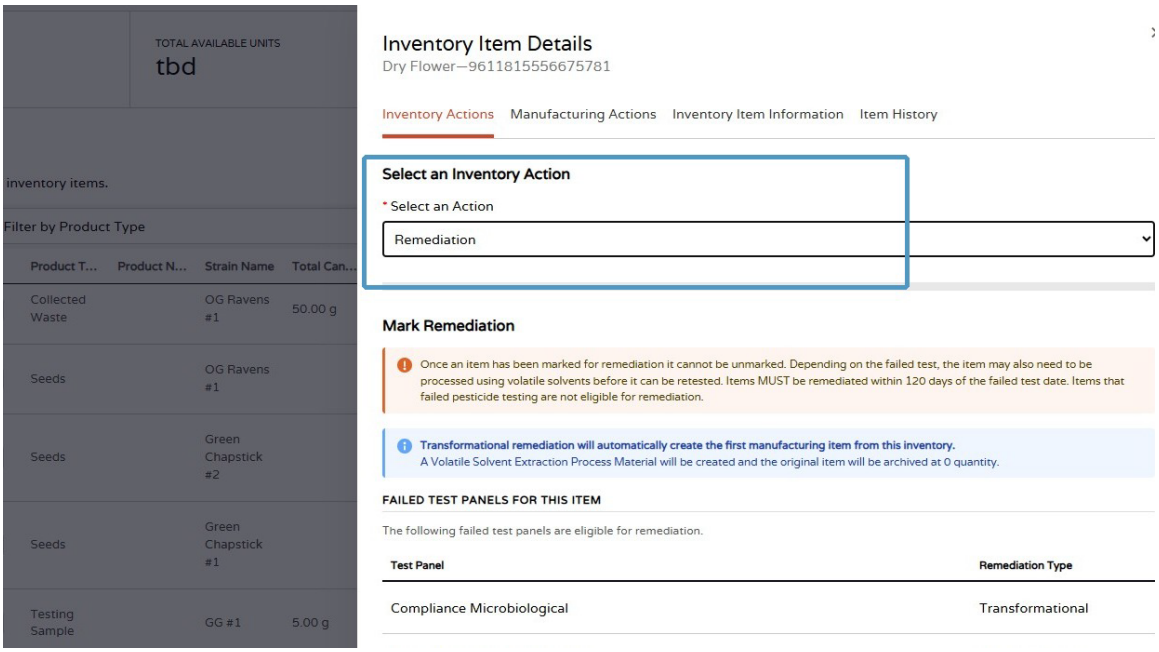
The inventory item must have a Failed testing status and qualify for Transformational Remediation based on the failed test results.

Transformational Remediation

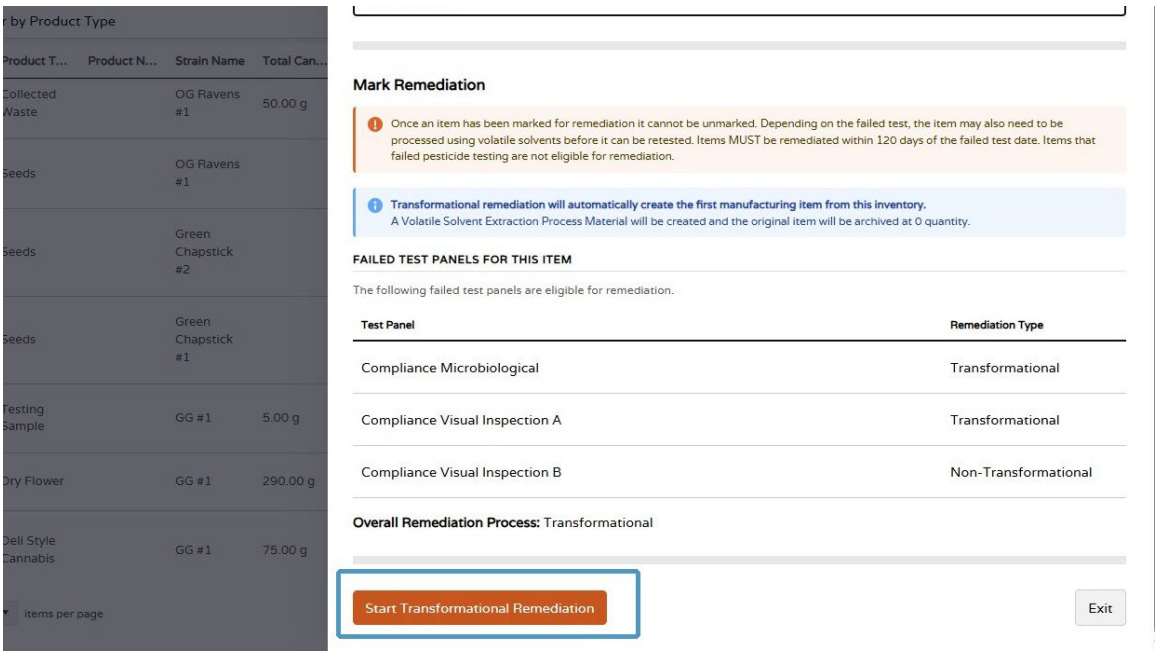
1. Click **Inventory Item** to Remediate *(must have Fail testing status and qualify for remediation)*



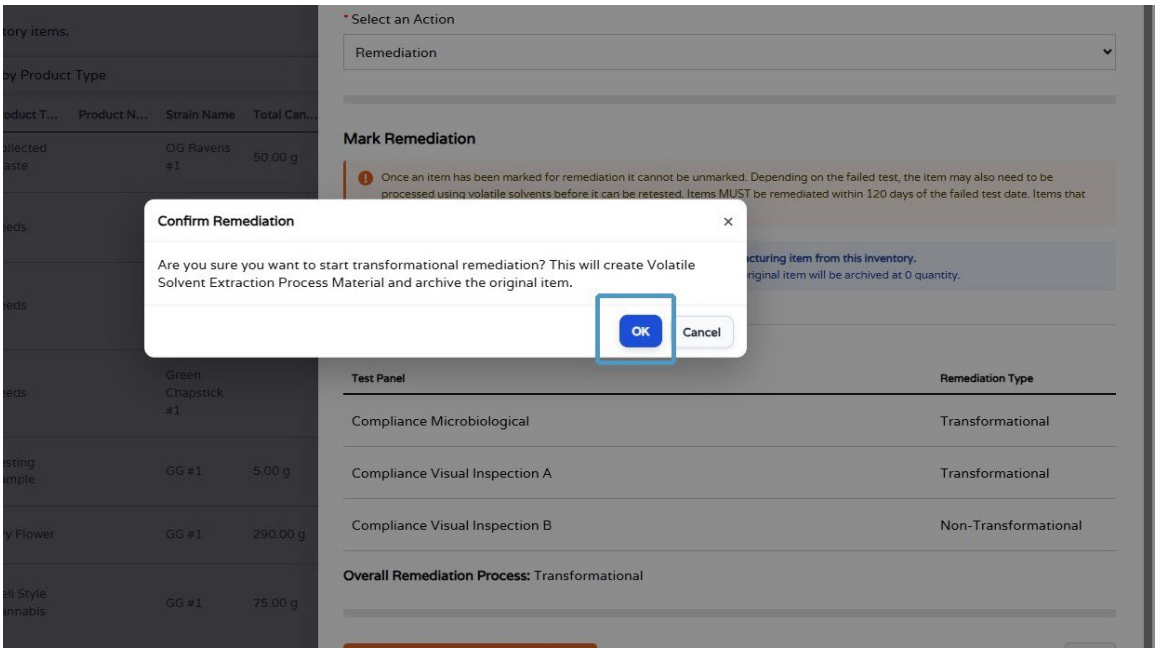
2. Select the **Remediation** action



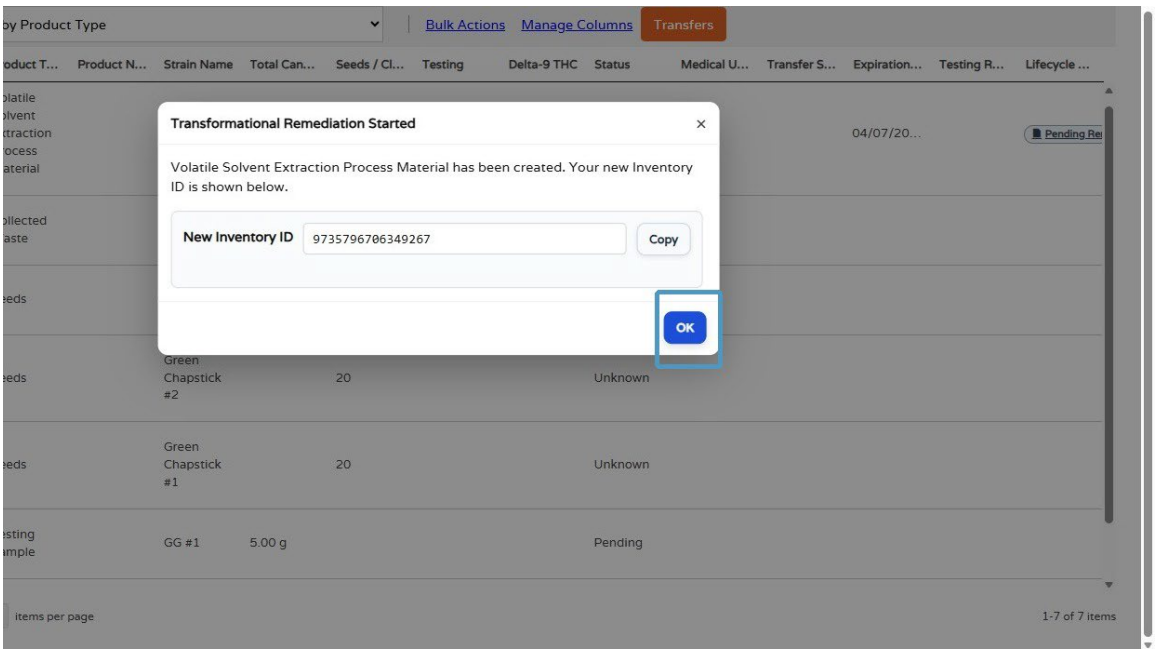
3. Click **Start Transformational Remediation**



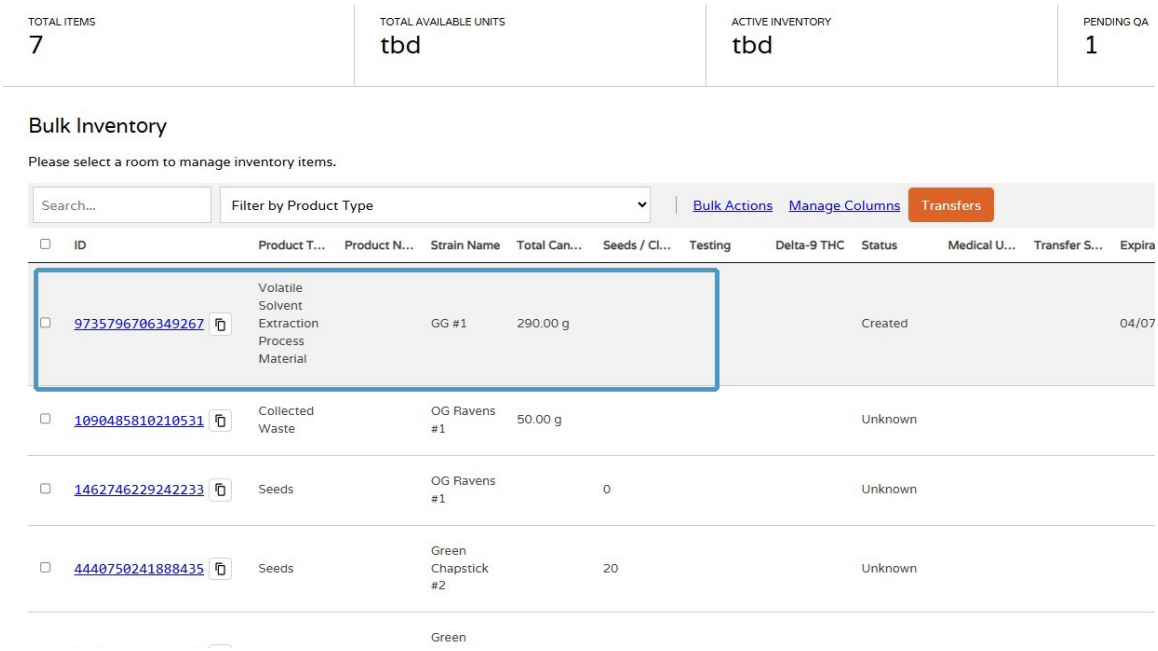
4. Click **OK** to confirm remediation



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



6. A new inventory item will be created for the remediated material. This item must go through the applicable extraction workflow using Manufacturing Actions before a testing sample can be created and sent to the Testing Lab.



INV16 - Non-Transformational Remediation

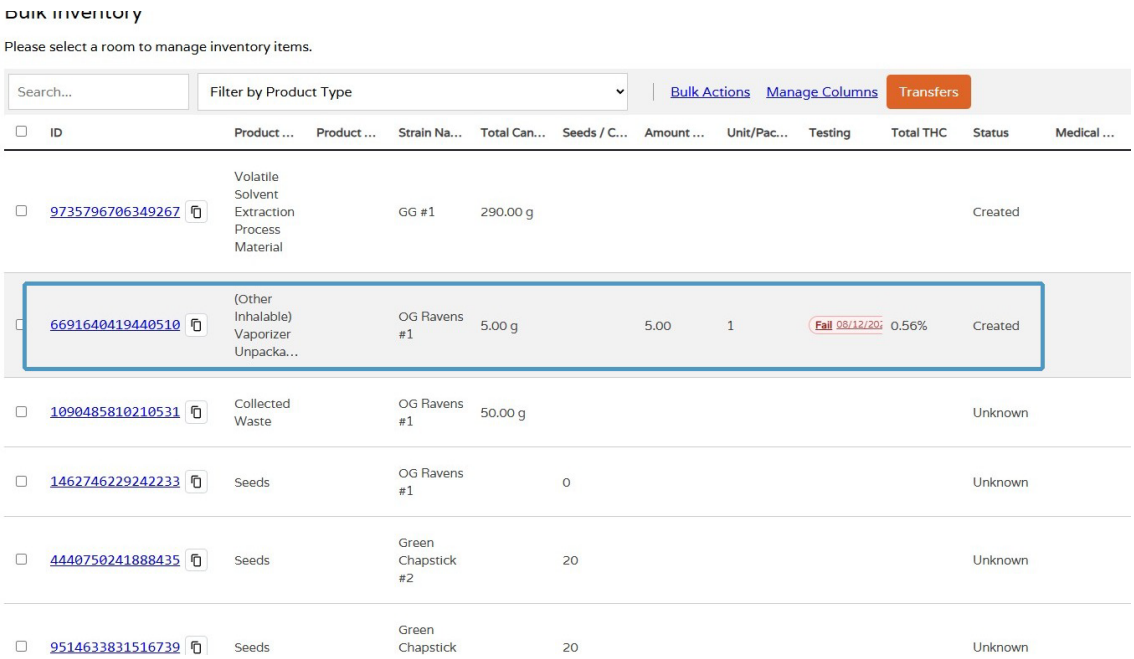
Learn how to complete a Non-Transformational Remediation request for an eligible inventory item and submit it for processing.

Prerequisites:

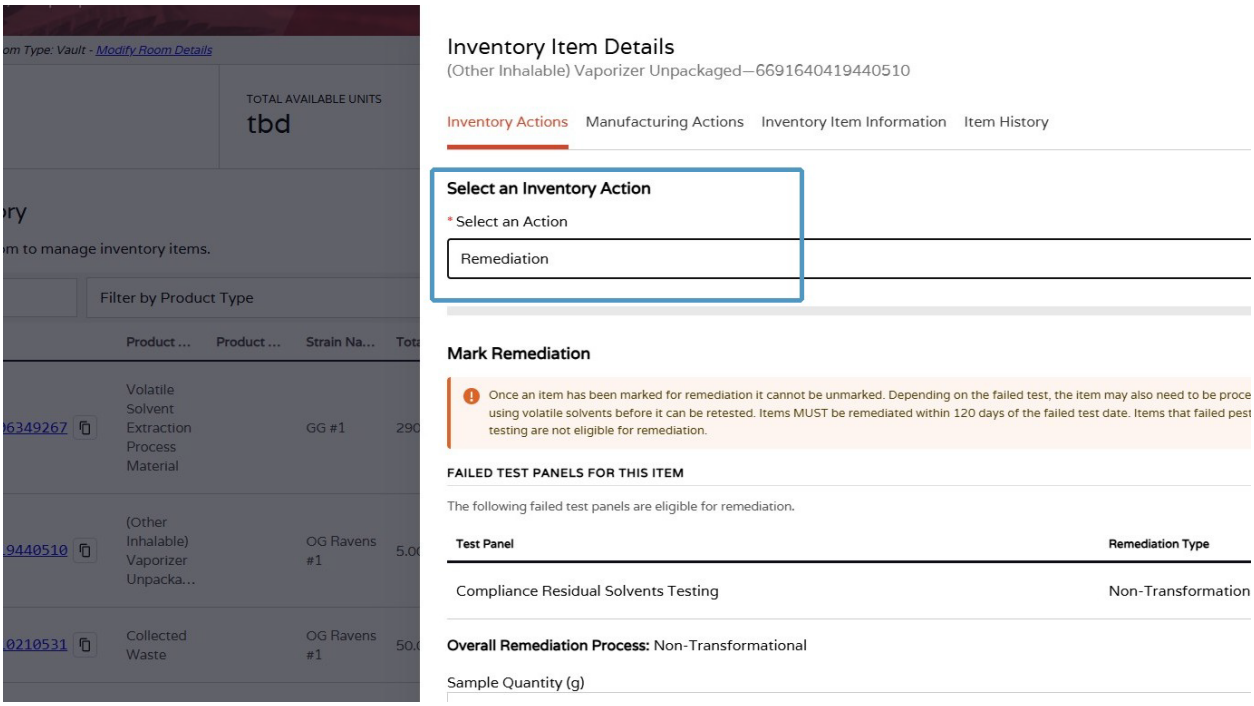
The inventory item must have a Failed testing status and qualify for Non-Transformational Remediation based on the failed test results.

Non-Transformational Remediation

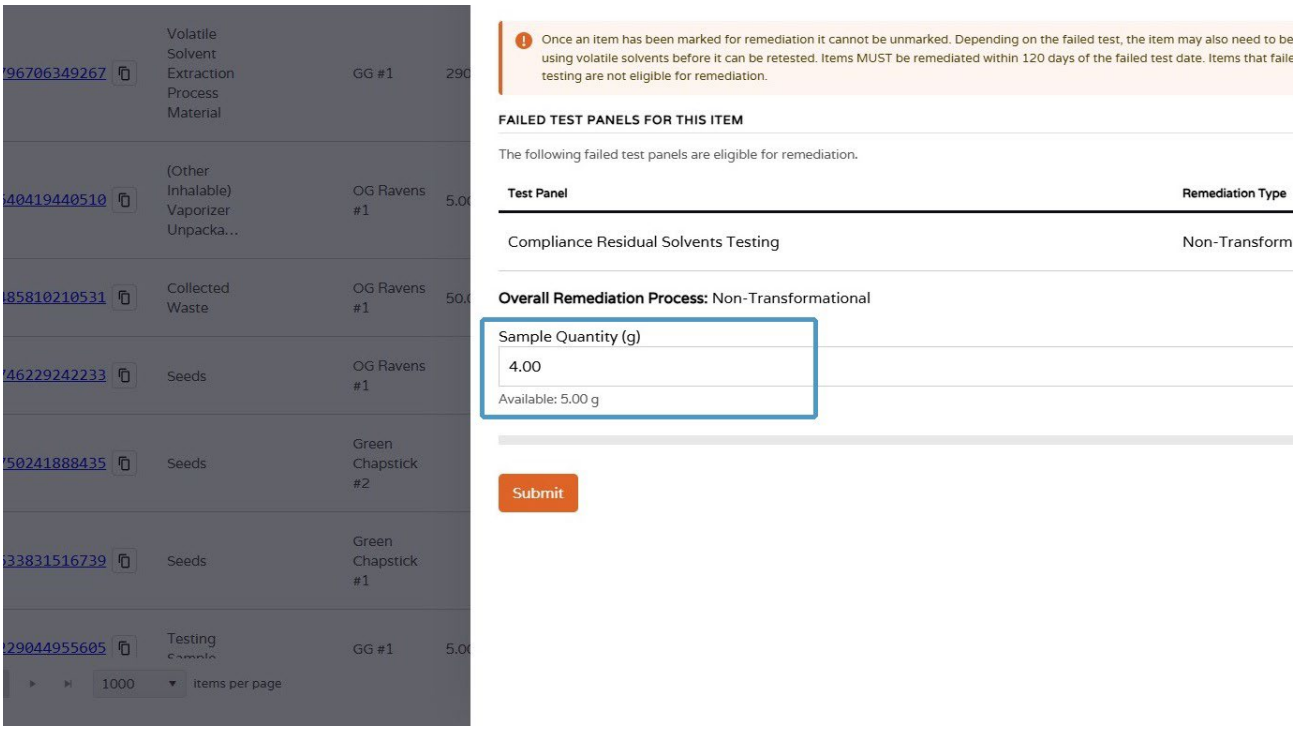
1. Click **Inventory Item** to Remediate *(must have Fail testing status and qualify for remediation)*



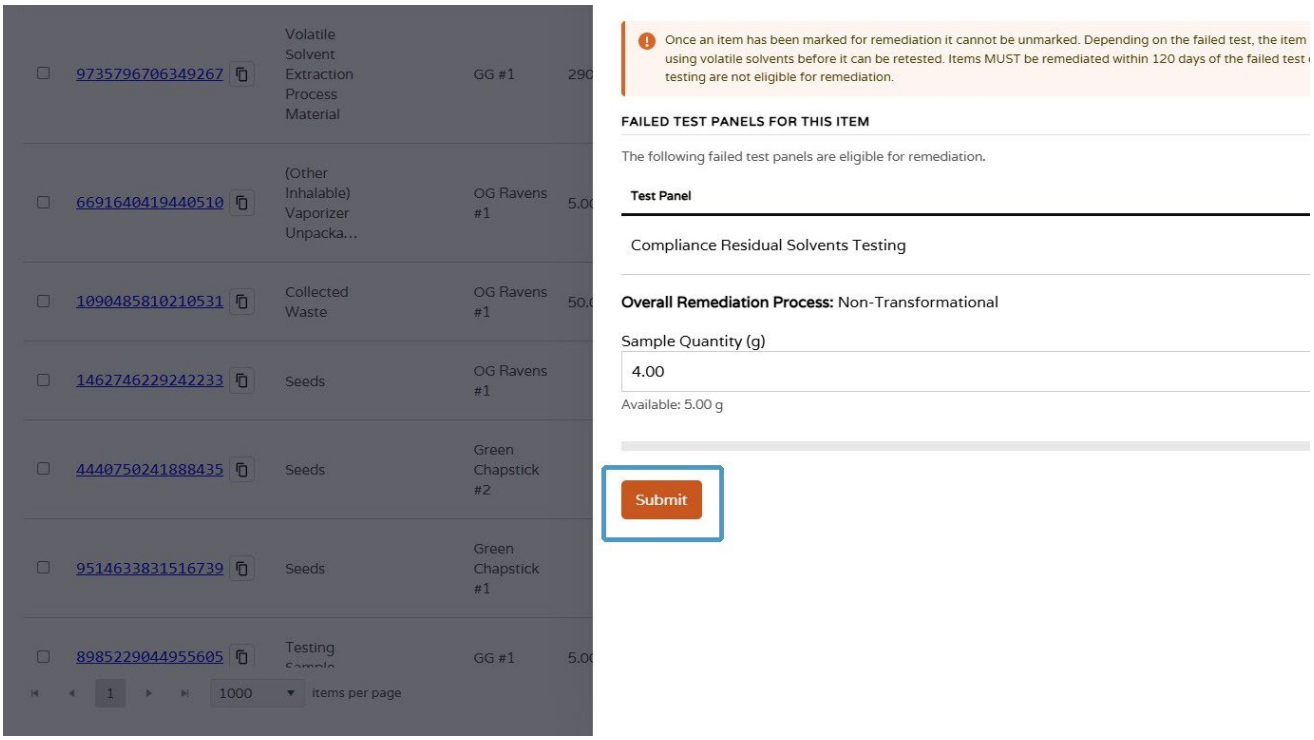
2. Select the **Remediation** action



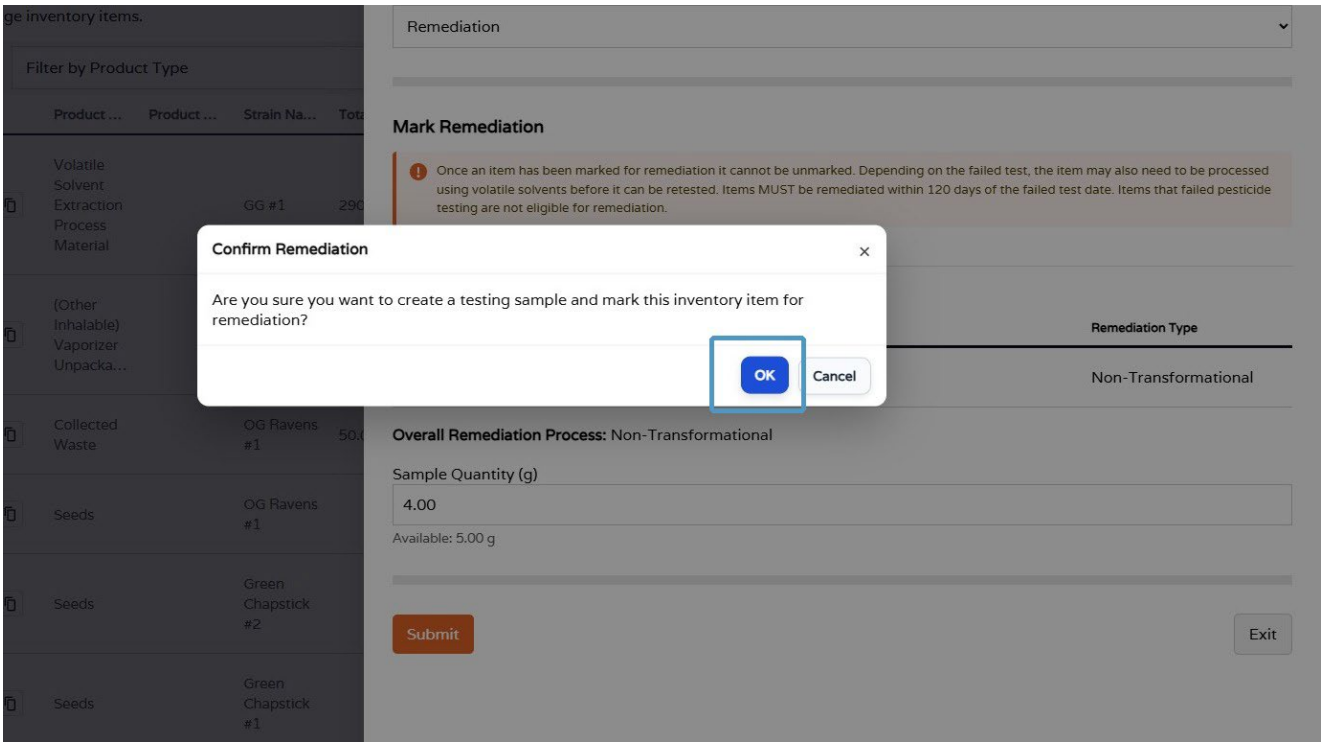
3. Enter the Sample Quantity (sample will be automatically created after submission)



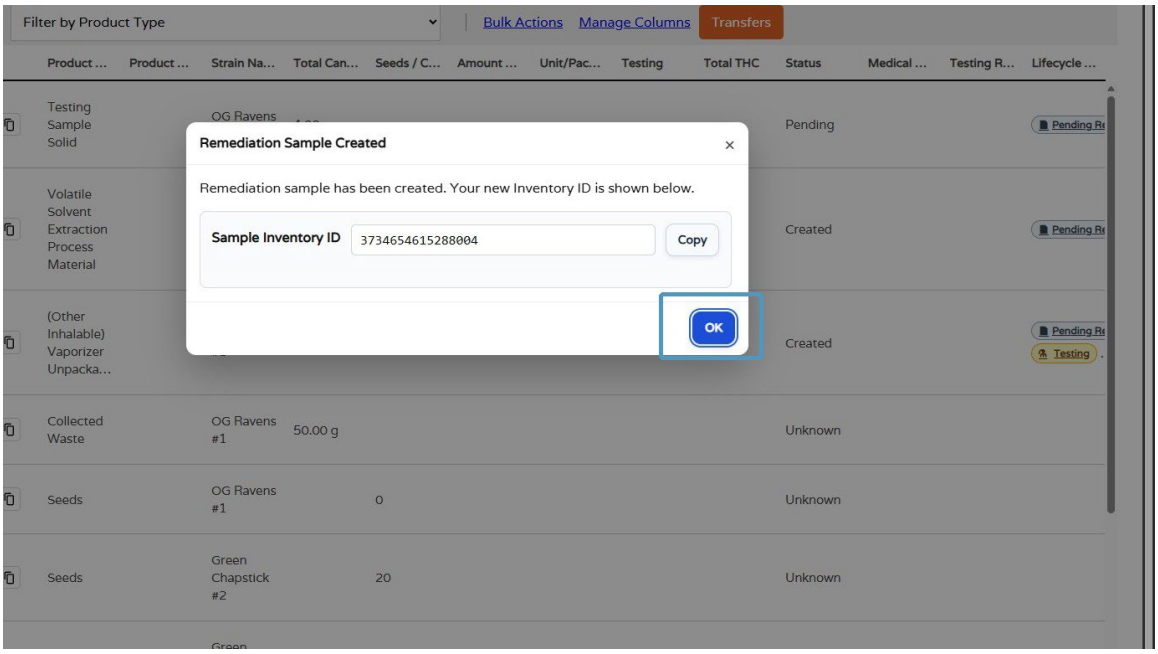
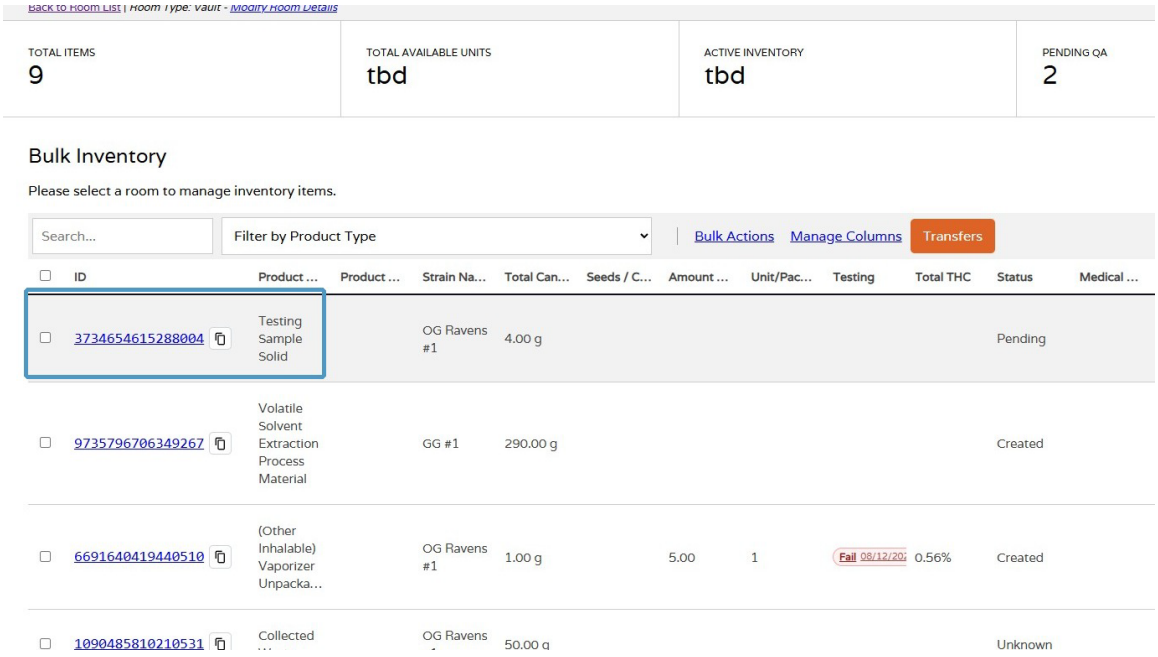
4. Click **Submit**



5. Click **OK** to confirm remediation



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



7. A test sample will be created and made available to send to a Testing Lab for remediation testing. The original inventory item remains in Pending Remediation status until the required retesting is completed and passed.