

RLD Seed-to-Sale Inventory Training Manual

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

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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**

Back to Room List

Room Type: Order Room - [Modify Room Details](#)

TOTAL ITEMS

17

TOTAL AVAILABLE UNITS

tbd

ACTIVE INVENTORY

tbd

Bulk Inventory

Please select a room to manage inventory items.

Search...

Filter by Product Type

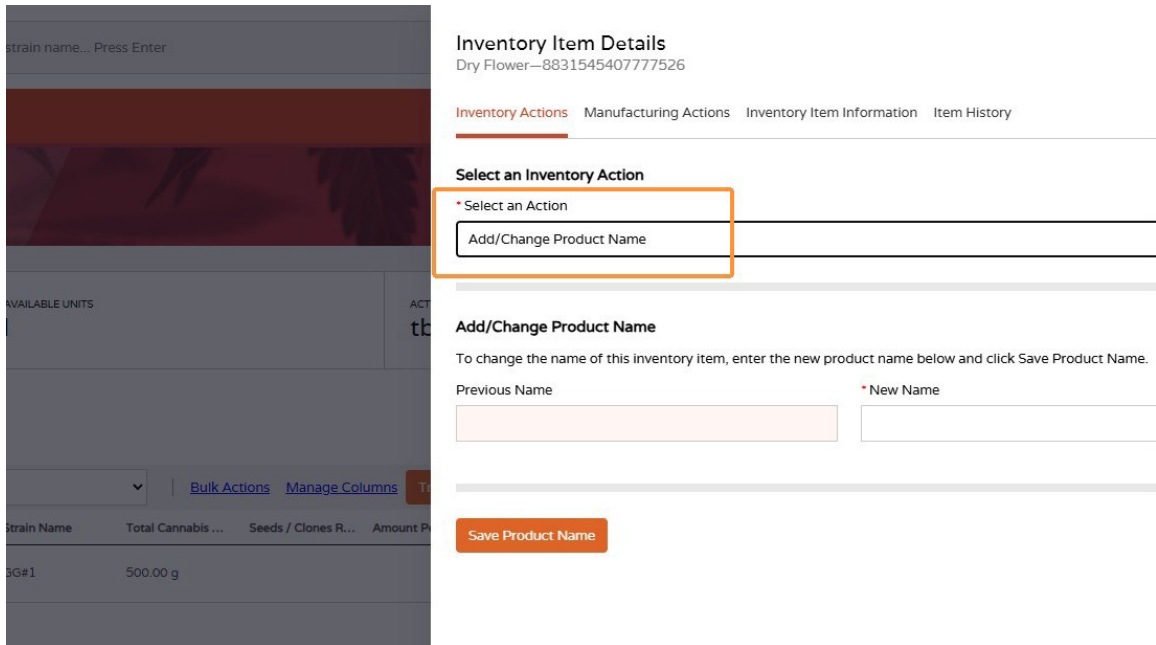
Bulk Actions

Manage Columns

Transfers

☐	ID	Product Type	Product Name	Strain Name	Total Cannabis ...	Seeds / Clones ...	Amount Per Unit...	Unit/Package C...	Testing
☐	883154540777526	Dry Flower		GG#1	500.00 g				Pass 0
☐	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				
☐	4415042180412263	Concentrate (CO2)		GG#1	10.00 g				

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



The screenshot shows the 'Inventory Item Details' page for 'Dry Flower—883154540777526'. The 'Inventory Actions' tab is active. In the 'Select an Inventory Action' dropdown, 'Add/Change Product Name' is selected and highlighted with an orange box. Below this, the 'Add/Change Product Name' section is visible, showing a 'Previous Name' field and a 'New Name' field. A 'Save Product Name' button is at the bottom.

Inventory Item Details
Dry Flower—883154540777526

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

Select an Inventory Action

* Select an Action

Add/Change Product Name

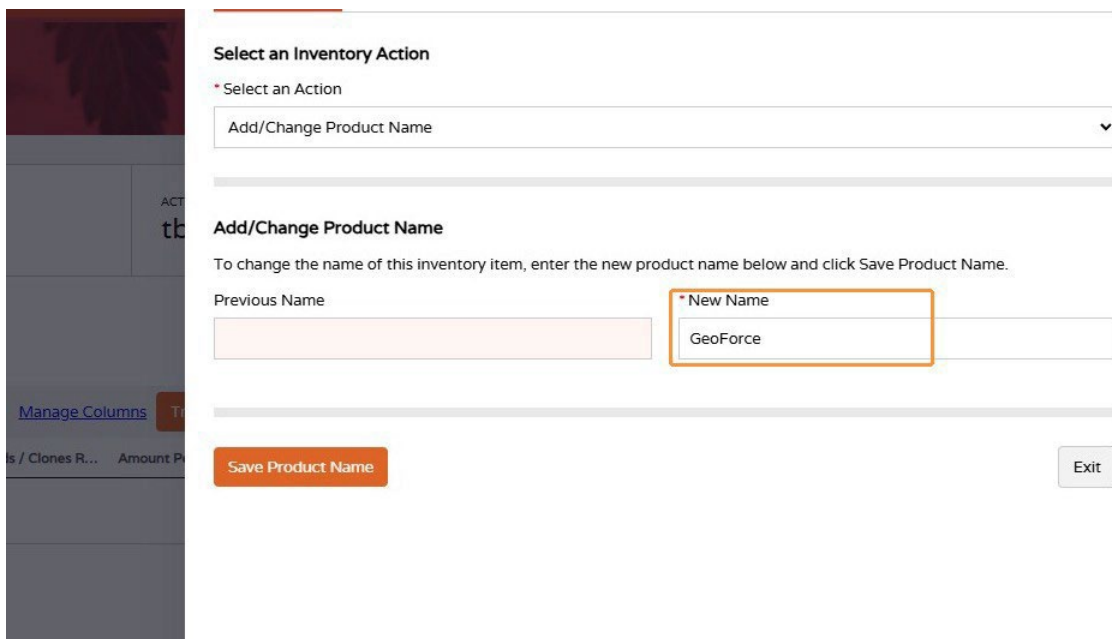
Add/Change Product Name

To change the name of this inventory item, enter the new product name below and click Save Product Name.

Previous Name * New Name

[Save Product Name](#)

3. Enter **New Name**



The screenshot shows the 'Add/Change Product Name' section. The 'New Name' field is highlighted with an orange box and contains the text 'GeoForce'. The 'Previous Name' field is empty. A 'Save Product Name' button is at the bottom left, and an 'Exit' button is at the bottom right.

Select an Inventory Action

* Select an Action

Add/Change Product Name

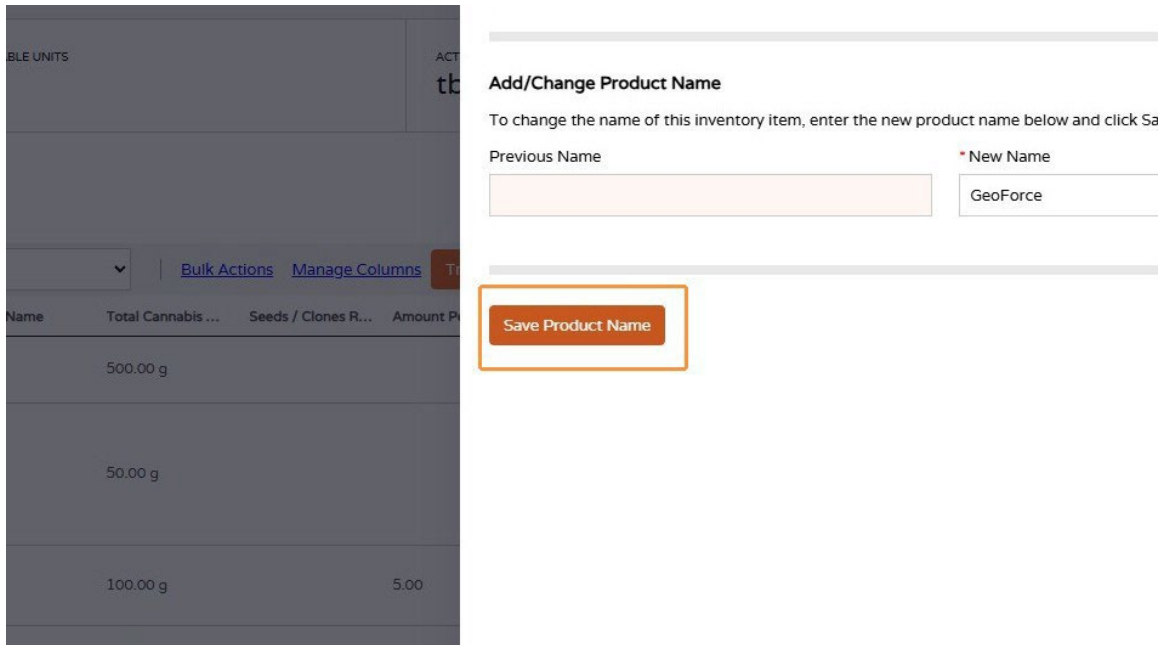
Add/Change Product Name

To change the name of this inventory item, enter the new product name below and click Save Product Name.

Previous Name * New Name

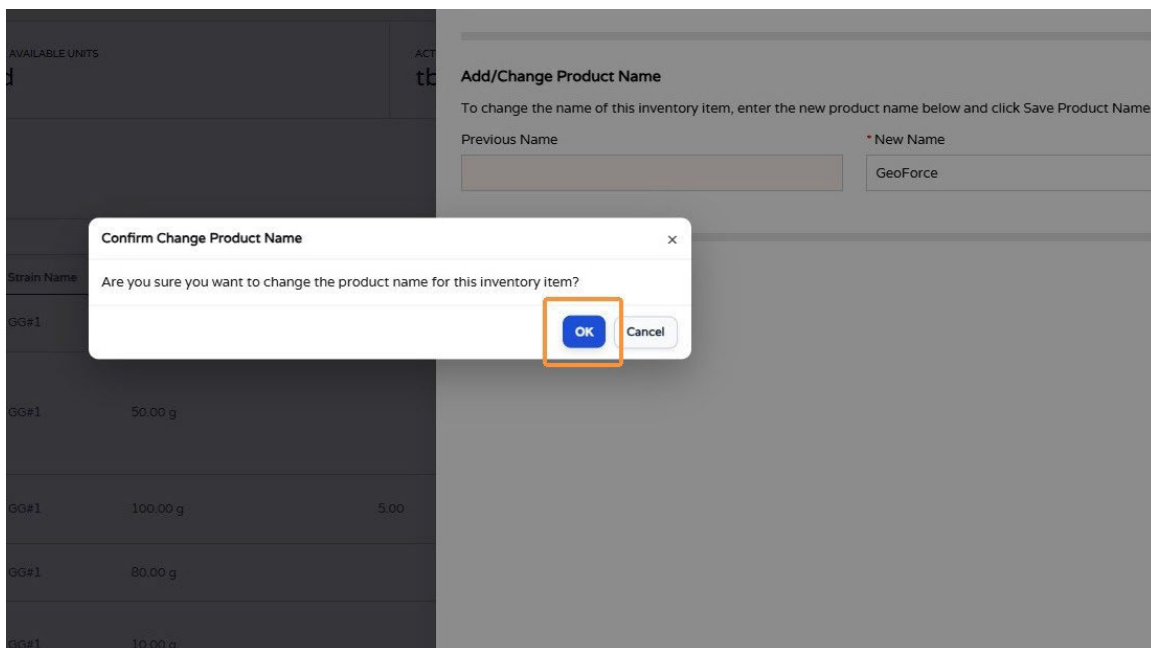
[Save Product Name](#) [Exit](#)

4. Click **Save Product Name**



The screenshot shows a web interface for managing inventory. On the left is a table with columns: Name, Total Cannabis..., Seeds / Clones R..., and Amount P. The table contains three rows with values: 500.00 g, 50.00 g, and 100.00 g (with 5.00 in the Amount P column). On the right is a form titled 'Add/Change Product Name'. It includes instructions: 'To change the name of this inventory item, enter the new product name below and click Save Product Name.' There are two input fields: 'Previous Name' (empty) and 'New Name' (containing 'GeoForce'). Below these fields is an orange button labeled 'Save Product Name', which is highlighted with an orange rectangle.

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



This screenshot shows the same 'Add/Change Product Name' form as in the previous step, but with a confirmation dialog box overlaid. The dialog box is titled 'Confirm Change Product Name' and contains the text: 'Are you sure you want to change the product name for this inventory item?'. At the bottom of the dialog are two buttons: 'OK' (highlighted with an orange rectangle) and 'Cancel'.

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**

Back to Room List Room Type: Order Room - Modify Room Details		
TOTAL ITEMS 17	TOTAL AVAILABLE UNITS tbd	ACTIVE INVENTORY tbd

Bulk Inventory

Please select a room to manage inventory items.

Search...		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
☐	883154540777526	Dry Flower	GeoForce	GG#1	500.00 g				Pass 0
☐	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				
☐	4415043189113262	Concentrate (CO2)		GG#1	10.00 g				

2. Select the **Adjust Inventory** action

The screenshot shows the 'Inventory Item Details' page for 'Dry Flower—883154540777526'. The 'Inventory Actions' tab is active. Under 'Select an Inventory Action', the 'Adjust Inventory' option is highlighted with an orange box. Below this, the 'Adjust Inventory' form is visible, showing fields for Product (GeoForce), Type (Dry Flower), Inventory ID (883154540777526), Strain (GG#1), Current Total Cannabis Material (grams) (500.00), and * New Total Cannabis Material (grams) (0.00). The * Adjustment Type field is empty, and the Related Item ID (If Applicable) field is also empty.

train name... Press Enter

AVAILABLE UNITS

ACT

train Name

Total Cannabis ...

Seeds / Clones R...

Amount P

G#1

500.00 g

Inventory Item Details

Dry Flower—883154540777526

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

Select an Inventory Action

* Select an Action

Adjust Inventory

Adjust Inventory

Enter the corrected total cannabis material and provide a reason for the adjustment.

Product

GeoForce

Type

Dry Flower

Inventory ID

883154540777526

Strain

GG#1

Current Total Cannabis Material (grams)

500.00

* New Total Cannabis Material (grams)

0.00

* Adjustment Type

Related Item ID (If Applicable)

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

The screenshot shows the 'Adjust Inventory' form with the 'New Total Cannabis Material (grams)' field highlighted with an orange box. The field contains the value '750.00'. The 'Adjustment Type' dropdown is set to 'Weighing error'. The 'Reason for Adjustment' field is empty, with a note indicating a minimum of 50 characters.

ACT

tb

Bulk Actions

Manage Columns

Total Cannabis ...

Seeds / Clones R...

Amount P

500.00 g

50.00 g

100.00 g

80.00 g

10.00 g

Adjust Inventory

Enter the corrected total cannabis material and provide a reason for the adjustment.

Product

GeoForce

Type

Dry Flower

Inventory ID

883154540777526

Strain

GG#1

Current Total Cannabis Material (grams)

500.00

* New Total Cannabis Material (grams)

750.00

* Adjustment Type

Weighing error

Related Item ID (If Applicable)

Please enter the full item ID if this adjustment is related to another item.

* Reason for Adjustment

Enter at least 50 characters explaining why this adjustment is being made.

Minimum 50 characters.

4. Select the **Adjustment Type**

Bulk ActionsManage Columns

Strain Name	Total Cannabis ...	Seeds / Clones R...	Amount P
GG#1	500.00 g		
GG#1	50.00 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	

Enter the corrected total cannabis material and provide a reason for the adjustment.

Product

GeoForce

Type

Dry Flower

Inventory ID

883154540777526

Strain

GG#1

Current Total Cannabis Material (grams)

500.00

* New Total Cannabis Material (grams)

750.00

* Adjustment Type

Weighing error

Related Item ID (If Applicable)

Please enter the full item ID if this adjustment is related

* Reason for Adjustment

Enter at least 50 characters explaining why this adjustment is being made.

Minimum 50 characters.

Save Adjustment

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

Bulk ActionsManage Columns

Total Cannabis ...	Seeds / Clones R...	Amount P
500.00 g		
50.00 g		
100.00 g	5.00	
80.00 g		
10.00 g		
10.00 g	1.00	

Enter the corrected total cannabis material and provide a reason for the adjustment.

Product

GeoForce

Type

Dry Flower

Inventory ID

883154540777526

Strain

GG#1

Current Total Cannabis Material (grams)

500.00

* New Total Cannabis Material (grams)

750.00

* Adjustment Type

Weighing error

Related Item ID (If Applicable)

001122

Please enter the full item ID if this adjustment is related to another item.

* Reason for Adjustment

Enter at least 50 characters explaining why this adjustment is being made.

Minimum 50 characters.

Save Adjustment

Exit

6. Enter the Reason for Adjustment

GeoForce	Dry Flower
Inventory ID	Strain
883154540777526	GG#1
Current Total Cannabis Material (grams)	* New Total Cannabis Material (grams)
500.00	750.00
* Adjustment Type	Related Item ID (If Applicable)
Weighing error	001122
Please enter the full item ID if this adjustment is related to another item.	
* Reason for Adjustment	
Scale verification completed. Inventory weight adjusted to match confirmed physical count after re-weigh	
Minimum 50 characters.	
Save Adjustment	
Exit	

7. Click Save Adjustment

GeoForce	Dry Flower
Inventory ID	Strain
883154540777526	GG#1
Current Total Cannabis Material (grams)	* New Total Cannabis Material (grams)
500.00	750.00
* Adjustment Type	Related Item ID (If Applicable)
Weighing error	001122
Please enter the full item ID if this adjustment is related to another item.	
* Reason for Adjustment	
Scale verification completed. Inventory weight adjusted to match confirmed physical count after re-weigh	
Minimum 50 characters.	
Save Adjustment	

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

The screenshot shows a web application interface for adjusting inventory. A modal dialog box titled "Confirm Inventory Adjustment" is centered on the screen, asking "Are you sure you want to adjust this inventory item?". The dialog has a close button (X) in the top right corner and two buttons at the bottom: "OK" (highlighted with an orange border) and "Cancel".

In the background, the "Adjust Inventory" form is visible. It includes the following fields and sections:

- Product:** GeoForce
- Type:** Dry Flower
- Strain:** GG#1
- * New Total Cannabis Material (grams):** 750.00
- Related Item ID (If Applicable):** 001122
- * Adjustment Type:** Weighing error (dropdown menu)
- * Reason for Adjustment:** Scale verification completed. Inventory weight adjusted to match confirmed physical count after re-weigh.
- Minimum 50 characters.** (Note below the reason field)

On the left side of the form, there is a table with the following data:

Strain Name	Weight
GG#1	50.00 g
GG#1	100.00 g
GG#1	80.00 g

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**

Bulk Inventory							
Please select a room to manage inventory items.							
Search...		Filter by Product Type ▼			Bulk Actions Manage Columns Transfers		
☐	ID	Product Type	Product Name	Strain Name	Total Cannabis ...	Seeds / Clones ...	Amount Per Unit... l
☐	5297390836486519	Collected Trim	GeoForce	GG#1	10.00 g		
☐	883154540777526	Dry Flower	GeoForce	GG#1	740.00 g		
☐	3269770487120449	Infused Cannabis Material (Concentrate CO2) Unpackaged		GG#1	50.00 g		
☐	7227263414909548	Cannabis Packaged		GG#1	100.00 g	5.00	2
☐	9576809717584500	Collected Waste		GG#1	80.00 g		

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

The screenshot shows the 'Inventory Item Details' page for 'Dry Flower--883154540777526'. The 'Inventory Actions' tab is active. Under 'Select an Inventory Action', the 'Create Deli Style Cannabis' option is highlighted with an orange box. Below this, the 'Create Deli Style Cannabis' form is visible, showing fields for Product (GeoForce), Strain (GG#1), Item ID (883154540777526), Type (Dry Flower), Current Weight (740.00), and New Deli Style Cannabis Weight (0.00). A table on the left shows available units for 'GeoForce'.

train name...	Total Cannabis...	Seeds / Clones R...	Amount P...
GG#1	10.00 g		
GG#1	740.00 g		

Inventory Item Details
Dry Flower--883154540777526

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

Select an Inventory Action

* Select an Action

Create Deli Style Cannabis

Create Deli Style Cannabis

To create a Deli Style Cannabis package, weigh the amount of this item you would like to designate as Deli Style Cannabis, then enter that weight in the "New Weight" field and select "Create". This new item will move to the room you designate.

Product: GeoForce Strain: GG#1

Item ID: 883154540777526 Type: Dry Flower

Current Weight (grams): 740.00 * New Deli Style Cannabis Weight (grams): 0.00

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

The screenshot shows the 'Create Deli Style Cannabis' form. The 'New Deli Style Cannabis Weight (grams)' field is highlighted with an orange box and contains the value '100'. The 'Select Destination Room' dropdown menu is also visible, showing 'Please make a selection'.

Create Deli Style Cannabis

To create a Deli Style Cannabis package, weigh the amount of this item you would like to designate as Deli Style Cannabis, then enter that weight in the "New Weight" field and select "Create". This new item will move to the room you designate.

Product: GeoForce Strain: GG#1

Item ID: 883154540777526 Type: Dry Flower

Current Weight (grams): 740.00 * New Deli Style Cannabis Weight (grams): 100

* Select Destination Room: Please make a selection

Create Cancel

4. Select the **Destination Room**

1 To create a Deli Style Cannabis package, weigh the amount of this item you would like to designate as Deli Style Cannabis, then enter weight in the "New Weight" field and select "Create". This new item will move to the room you designate.

Product	GeoForce	Strain	GG#1
Item ID	883154540777526	Type	Dry Flower
Current Weight (grams)	740.00	* New Deli Style Cannabis Weight (grams)	100.00
* Select Destination Room			
Bud Bay - Main Room			

Create Cancel

5. Click **Create**

GeoForce	GG#1		
Item ID	883154540777526	Type	Dry Flower
Current Weight (grams)	740.00	* New Deli Style Cannabis Weight (grams)	100.00
* Select Destination Room			
Bud Bay - Main Room			

Create Cancel

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

The screenshot shows a web application interface for creating deli style cannabis. A modal dialog box titled "Confirm Create Deli Style Cannabis" is centered on the screen, asking "Are you sure you want to create deli style cannabis from this inventory item?". The dialog has an "OK" button highlighted with an orange box and a "Cancel" button. In the background, the "Create Deli Style Cannabis" form is visible, showing fields for Product (GeoForce), Strain (GG#1), Type (Dry Flower), and a "New Deli Style Cannabis Weight (grams)" field set to 100.00. There is also a "Select Destination Room" dropdown menu showing "Bud Bay - Main Room".

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

The screenshot shows the "Deli Style Cannabis Complete" dialog box, which displays the message "Create deli style cannabis complete. Your new Inventory ID is shown below." The dialog shows the "New Inventory ID" as 1651869785356584, with a "Copy" button next to it. The "OK" button is highlighted with an orange box. In the background, a table of inventory items is visible, showing columns for Strain Name, Weight, Status, Medical Use Only, Testing Results, and Lifecycle. The table includes rows for GG#1 with weights of 740.00 g, 50.00 g, 100.00 g, and 80.00 g.

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**

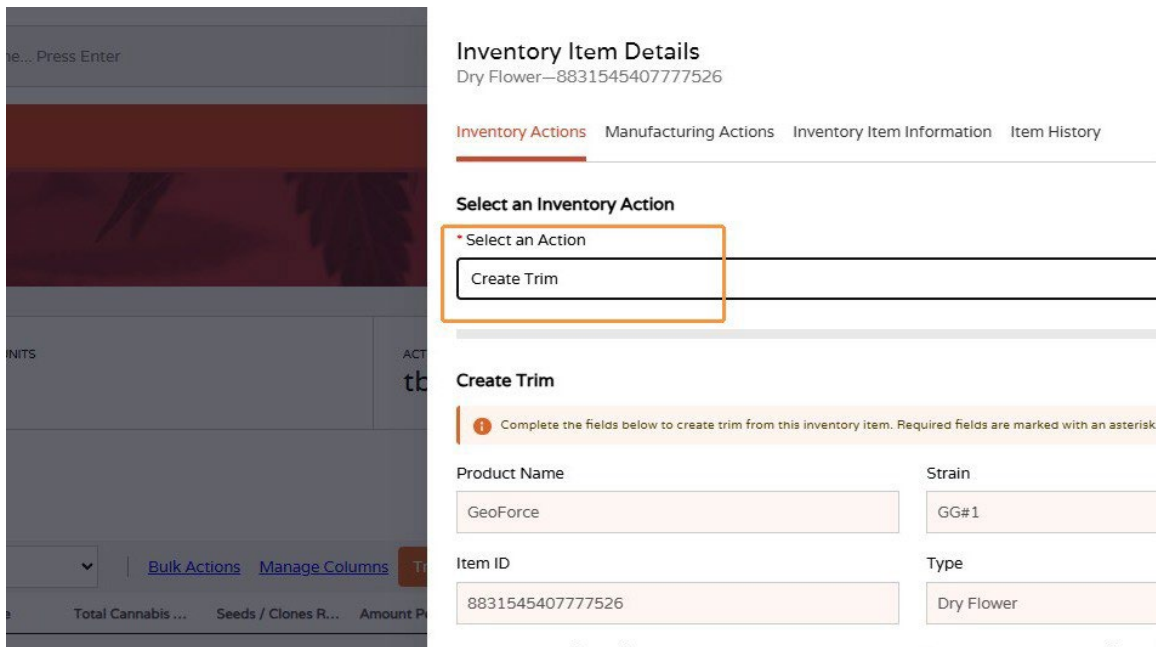
TOTAL ITEMS	TOTAL AVAILABLE UNITS	ACTIVE INVENTORY
17	tbd	tbd

Bulk Inventory

Please select a room to manage inventory items.

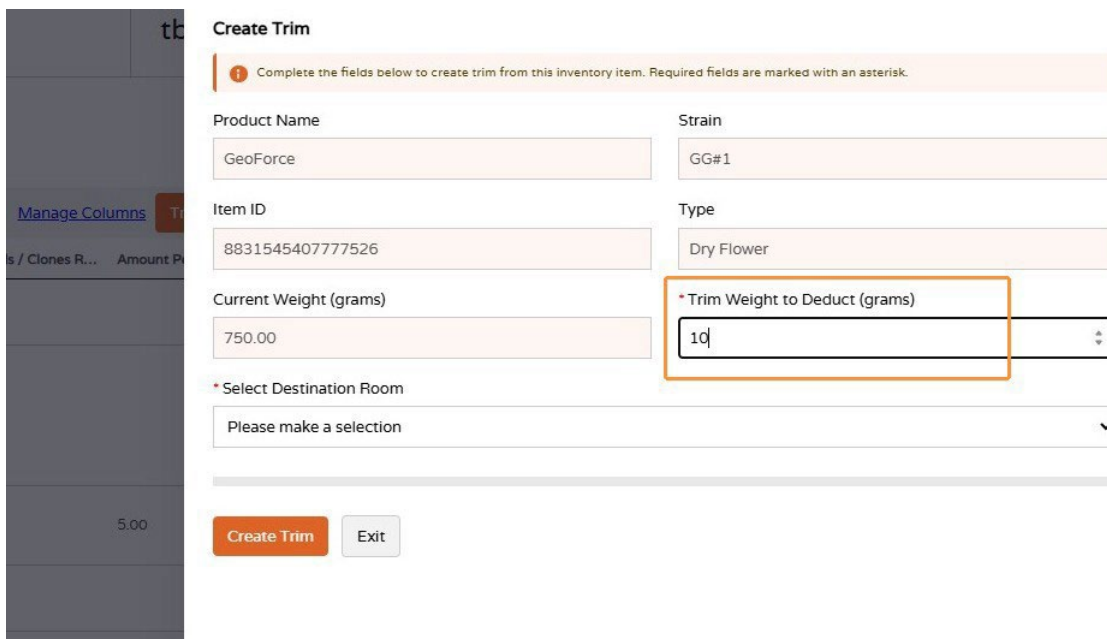
Search...		Filter by Product Type		Bulk Actions		Manage Columns		Transfers	
☐	ID	Product Type	Product Name	Strain Name	Total Cannabis ...	Seeds / Clones ...	Amount Per Unit...	U	
☐	883154540777526	Dry Flower	GeoForce	GG#1	750.00 g				
☐	3269770487120449	Infused Cannabis Material (Concentrate CO2) Unpackaged		GG#1	50.00 g				
☐	7227263414909548	Cannabis Packaged		GG#1	100.00 g		5.00		2
☐	9576809717584500	Collected Waste		GG#1	80.00 g				

2. Select the **Create Trim** action



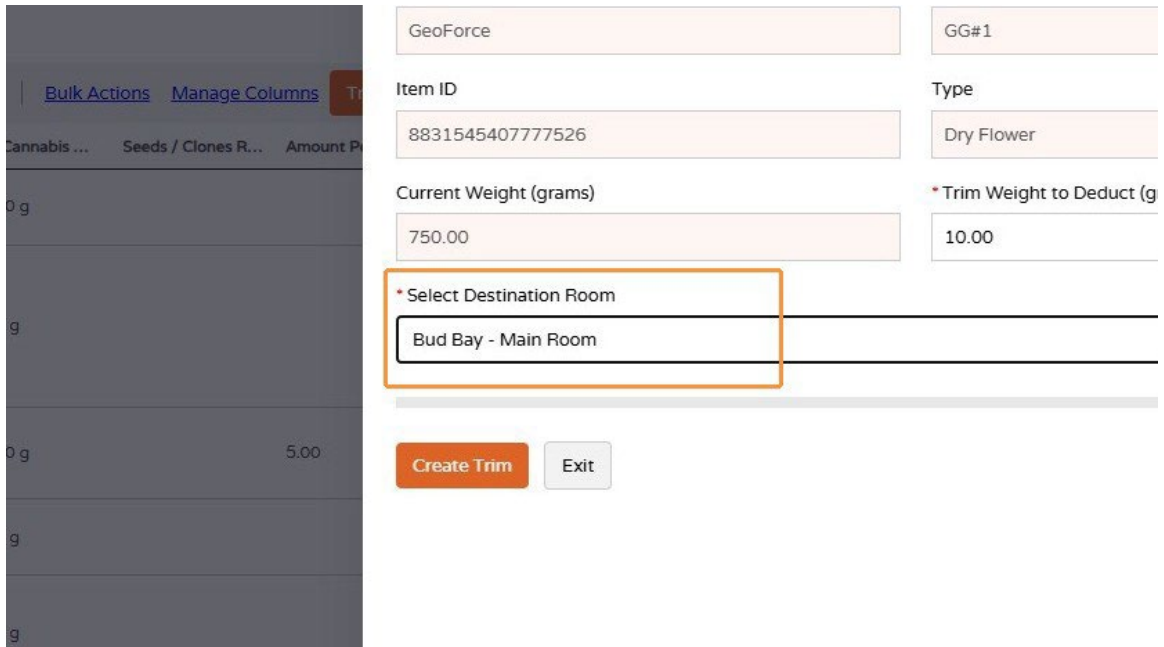
The screenshot shows the 'Inventory Item Details' page for 'Dry Flower—883154540777526'. The 'Inventory Actions' tab is active. Under 'Select an Inventory Action', the 'Create Trim' option is highlighted with an orange box. Below this, the 'Create Trim' form is visible, showing fields for Product Name (GeoForce), Strain (GG#1), Item ID (883154540777526), and Type (Dry Flower). A message at the top of the form states: 'Complete the fields below to create trim from this inventory item. Required fields are marked with an asterisk.'

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



The screenshot shows the 'Create Trim' form with the 'Trim Weight to Deduct (grams)' field highlighted with an orange box. The form includes fields for Product Name (GeoForce), Strain (GG#1), Item ID (883154540777526), Type (Dry Flower), and Current Weight (grams) (750.00). The 'Trim Weight to Deduct (grams)' field contains the value '10'. Below this is a dropdown menu for 'Select Destination Room' with the text 'Please make a selection'. At the bottom, there are 'Create Trim' and 'Exit' buttons. A message at the top of the form states: 'Complete the fields below to create trim from this inventory item. Required fields are marked with an asterisk.'

4. Select the **Destination Room**



The screenshot shows a web application interface for creating a trim. On the left is a sidebar with a table containing columns for 'Cannabis ...', 'Seeds / Clones R...', and 'Amount P'. The main area contains a form with the following fields: 'GeoForce' (top left), 'GG#1' (top right), 'Item ID' (8831545407777526), 'Type' (Dry Flower), 'Current Weight (grams)' (750.00), and '* Trim Weight to Deduct (g)' (10.00). Below these is a dropdown menu labeled '* Select Destination Room' with 'Bud Bay - Main Room' selected. At the bottom are two buttons: 'Create Trim' (highlighted with an orange box) and 'Exit'.

Cannabis ...	Seeds / Clones R...	Amount P
0 g		
g		
0 g	5.00	
g		
g		

GeoForce GG#1

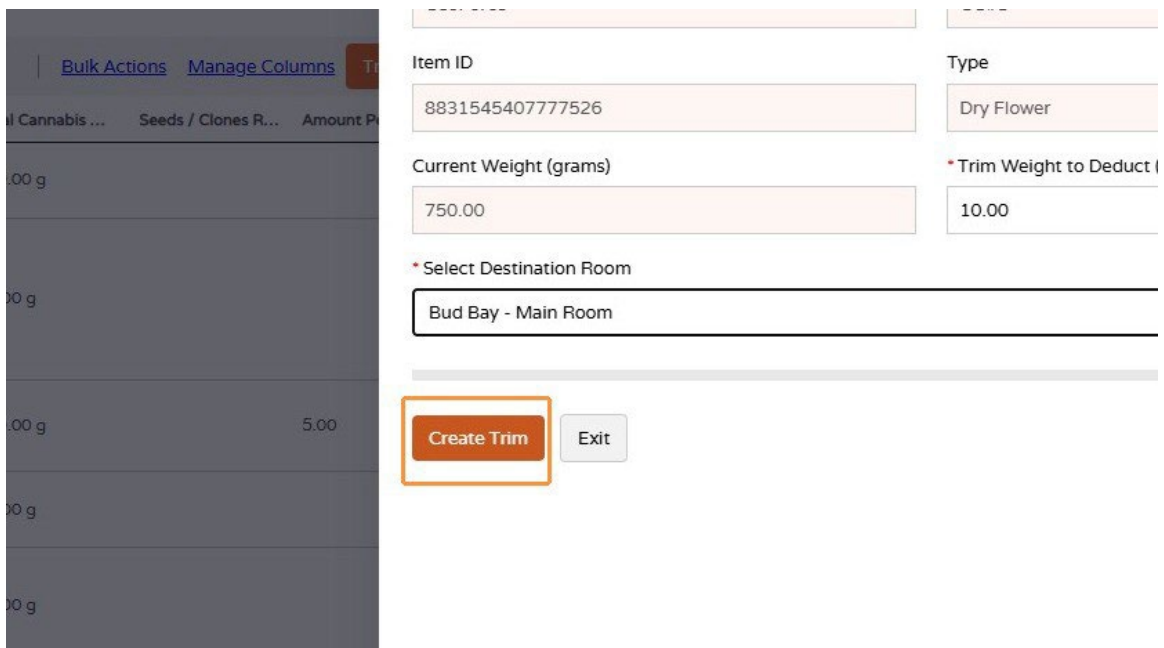
Item ID 8831545407777526 Type Dry Flower

Current Weight (grams) 750.00 * Trim Weight to Deduct (g) 10.00

* Select Destination Room
Bud Bay - Main Room

Create Trim Exit

5. Click **Create Trim**



This screenshot is identical to the one above, showing the same form and sidebar. The only difference is that the 'Create Trim' button is now highlighted with an orange box, indicating it should be clicked.

Cannabis ...	Seeds / Clones R...	Amount P
0.00 g		
00 g		
0.00 g	5.00	
00 g		
00 g		

Item ID 8831545407777526 Type Dry Flower

Current Weight (grams) 750.00 * Trim Weight to Deduct (g) 10.00

* Select Destination Room
Bud Bay - Main Room

Create Trim Exit

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

The screenshot shows a 'Create Trim' dialog box in the foreground. The dialog has a title bar with a close button (X). The main text asks, 'Are you sure you want to create trim from this inventory item?'. Below the text are two buttons: 'OK' (highlighted with an orange box) and 'Cancel'. In the background, a form for creating a trim is visible. It includes fields for 'Product Name' (GeoForce), 'Strain' (GG#1), 'Type' (Dry Flower), and 'Trim Weight to Deduct' (10.00). There is also a 'Select Destination Room' dropdown menu showing 'Bud Bay - Main Room'. At the bottom of the form are 'Create Trim' and 'Exit' buttons.

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

The screenshot shows a 'Trim Created' dialog box in the foreground. The dialog has a title bar with a close button (X). The main text says, 'Collected Trim has been created. Your new Inventory ID is shown below.' Below the text is a text box containing the 'New Inventory ID' 5297390836486519, with a 'Copy' button to its right. At the bottom of the dialog is an 'OK' button, which is highlighted with an orange box. In the background, a table of inventory items is visible. The table has columns for 'Status', 'Medical Use Only', and 'Created'. The first row shows 'Unknown' status, 'Medical Use Only' flag, and 'Created' date. The second row shows 'Unknown' status, 'Medical Use Only' flag, and 'Created' date. The third row shows 'Created' status, 'Medical Use Only' flag, and 'Created' date. The fourth row shows 'Created' status, 'Medical Use Only' flag, and 'Created' date.

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

Back to Room List Room Type: Order Room - Modify Room Details			
TOTAL ITEMS 19	TOTAL AVAILABLE UNITS tbd	ACTIVE INVENTORY tbd	PENDING QA 1

Bulk Inventory

Please select a room to manage inventory items.

Search...		Filter by Product Type		Bulk Actions		Manage Columns		Transfers			
☐	ID	Product Ty...	Product N...	Strain Name	Total Cann...	Seeds / Cl...	Amount Pe...	Unit/Packa...	Testing	Status	Medical Us...
☐	9900163584757469	Dry Flower		GG#1	320.00 g					Unknown	
☐	1651869785356584	Deli Style Cannabis	GeoForce	GG#1	100.00 g				Pass 07/22/202	Unknown	
☐	5297390836486519	Collected Trim	GeoForce	GG#1	10.00 g				Pass 07/22/202	Unknown	
☐	883154540777526	Dry Flower	GeoForce	GG#1	640.00 g				Pass 07/22/202	Unknown	
☐	3269770487120449	Infused Cannabis Material (Concentr... CO2)		GG#1	50.00 g					Created	

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

The screenshot shows the 'Inventory Item Details' page for 'Dry Flower—9900163584757469'. The 'Inventory Actions' tab is active. In the 'Select an Inventory Action' dropdown, 'Add to Manifest' is highlighted. Below, the 'Add to Manifest' section shows a 'Manifest' dropdown with 'Select draft manifest...' as the only option. At the bottom, there are 'Add to Manifest' and 'Exit' buttons.

Inventory Item Details
Dry Flower—9900163584757469

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

3. Select the relevant **manifest**

This screenshot shows the same 'Inventory Item Details' page, but now a manifest is selected in the 'Manifest' dropdown. The dropdown menu is open, showing details for manifest ID 7036733655715850, including destination, driver, departure time, and status.

Select an Inventory Action

* Select an Action

Add to Manifest

Add to Manifest

Add this item to the manifest.

* Manifest

Select draft manifest...

ID: 7036733655715850
Destination: Tye Town, , Albuquerque
Driver: Mike Smith
Departure: 07/30/2026 4:21 PM
Items: 0
Status: Draft

4. Click **Add to Manifest**

Producer Blvd NE, Albuquerque

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

ITEMS

TOTAL AVAILABLE UNITS

tbd

Inventory

Select a room to manage inventory items.

Search...

Filter by Product Type

ID	Product Ty...	Product Na...	Strain Name	Tot
9900163584757469	Dry Flower	GeoForce	GG#1	320
1651869785356584	Deli Style Cannabis	GeoForce	GG#1	100
5297390836486519	Collected Trim	GeoForce	GG#1	10.1
883154540777526	Dry Flower	GeoForce	GG#1	640
	Infused Cannabis			

* Select an Action

Add to Manifest

Add to Manifest

Add this item to the manifest.

* Manifest

7036733655715850 / Tye Town, Albuquerque / 07/30/2026 4:21 PM

Add to Manifest Exit

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

TOTAL AVAILABLE UNITS

tbd

Inventory items:

Filter by Product Type

Product Ty...	Product	Strain Name	Tot
Dry Flower	GeoForce	GG#1	320
Deli Style Cannabis	GeoForce	GG#1	100
Collected Trim	GeoForce	GG#1	10.1
Dry Flower	GeoForce	GG#1	640
Infused Cannabis			

Add to Manifest

Add this item to the manifest.

* Manifest

7036733655715850 / Tye Town, Albuquerque / 07/30/2026 4:21 PM

Confirm Add to Manifest

Are you sure you want to add this inventory item to the selected manifest?

OK Cancel

INV06 - Split Inventory Item

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

Split Inventory Item

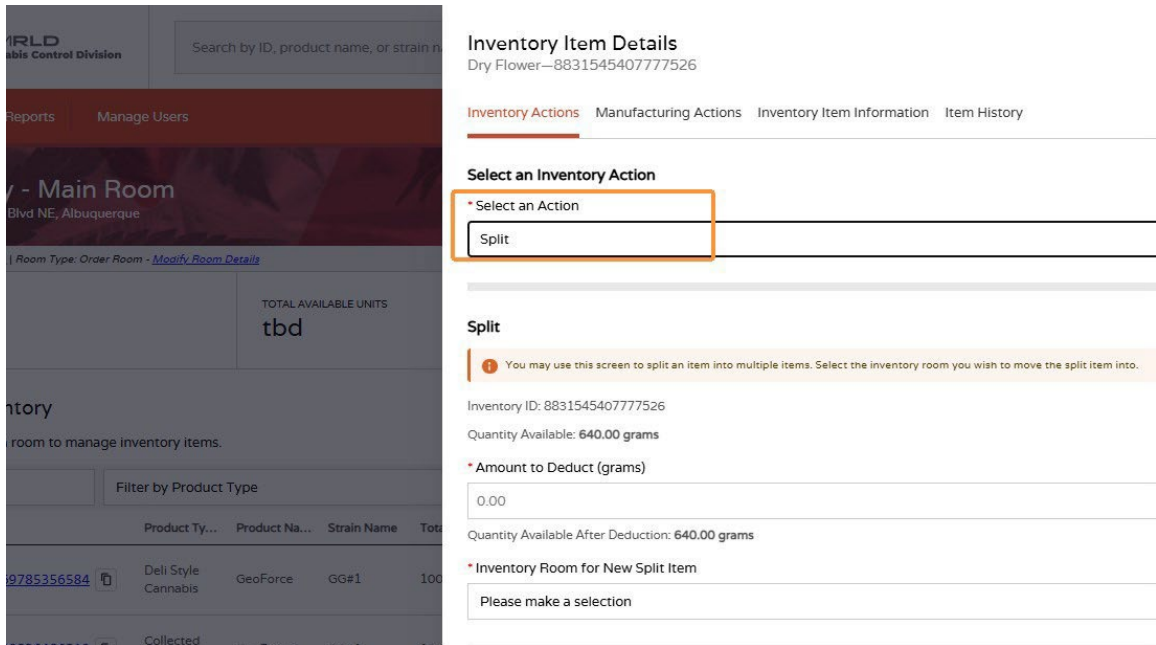
1. Click **Inventory Item** to Split

Bulk Inventory

Please select a room to manage inventory items.

Search...		Filter by Product Type			Bulk Actions		Manage Columns		Transfers		
☐	ID	Product Ty...	Product N...	Strain Name	Total Cann...	Seeds / Cl...	Amount Pe...	Unit/Packa...	Testing	Status	Medical Us...
☐	1651869785356584	 Deli Style Cannabis	GeoForce	GG#1	100.00 g				Pass 07/22/202	Unknown	
☐	5297390836486519	 Collected Trim	GeoForce	GG#1	10.00 g				Pass 07/22/202	Unknown	
☐	883154540777526	 Dry Flower	GeoForce	GG#1	640.00 g				Pass 07/22/202	Unknown	
☐	3269770487120449	 Infused Cannabis Material (Concentr... CO2) Unpackag...		GG#1	50.00 g					Created	
☐	9576809717584500	 Collected Waste		GG#1	80.00 g					Unknown	
☐	4415043189113262	 Concentrate (CO2) Unpackag...		GG#1	10.00 g					Created	No

2. Select the **Split** action



The screenshot shows the 'Inventory Item Details' page for 'Dry Flower—883154540777526'. The 'Inventory Actions' tab is active, and the 'Split' action is selected in the 'Select an Inventory Action' dropdown. The 'Split' section contains a message: 'You may use this screen to split an item into multiple items. Select the inventory room you wish to move the split item into.' Below this, the 'Inventory ID' is 883154540777526, and the 'Quantity Available' is 640.00 grams. The 'Amount to Deduct (grams)' field is currently empty, and the 'Inventory Room for New Split Item' dropdown is set to 'Please make a selection'.

Inventory Item Details
Dry Flower—883154540777526

Inventory Actions | Manufacturing Actions | Inventory Item Information | Item History

Select an Inventory Action

* Select an Action

Split

Split

You may use this screen to split an item into multiple items. Select the inventory room you wish to move the split item into.

Inventory ID: 883154540777526
Quantity Available: 640.00 grams

* Amount to Deduct (grams)

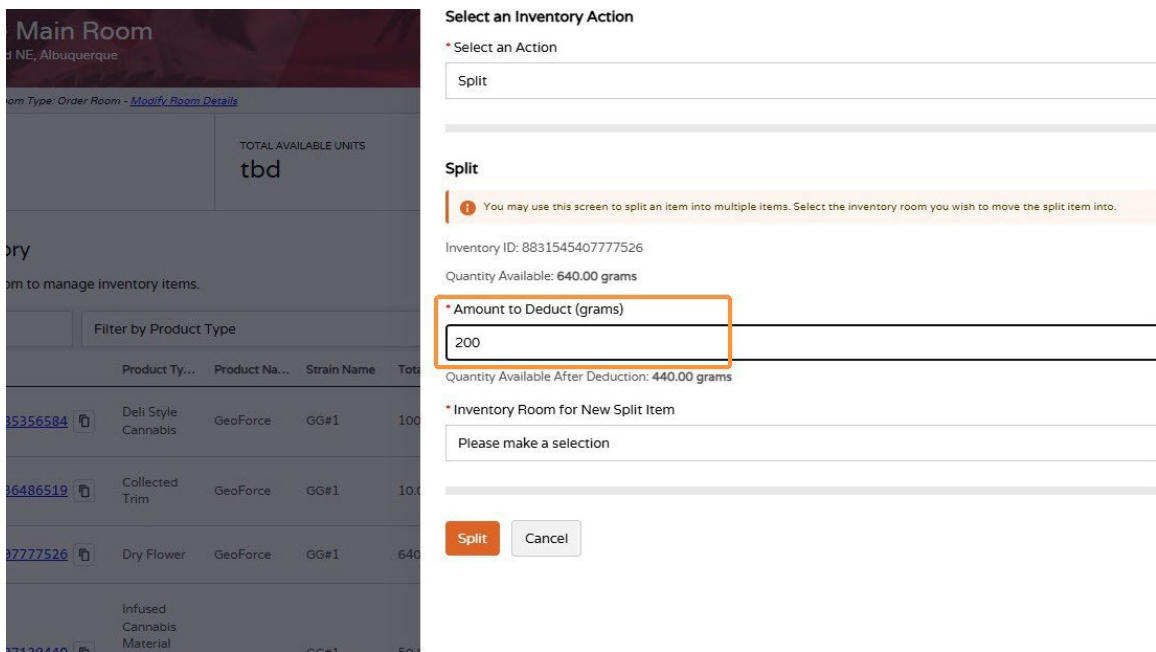
0.00

Quantity Available After Deduction: 640.00 grams

* Inventory Room for New Split Item

Please make a selection

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



The screenshot shows the 'Inventory Item Details' page for 'Dry Flower—883154540777526'. The 'Inventory Actions' tab is active, and the 'Split' action is selected. The 'Split' section contains a message: 'You may use this screen to split an item into multiple items. Select the inventory room you wish to move the split item into.' Below this, the 'Inventory ID' is 883154540777526, and the 'Quantity Available' is 640.00 grams. The 'Amount to Deduct (grams)' field is now entered with the value '200', and the 'Quantity Available After Deduction' is updated to 440.00 grams. The 'Inventory Room for New Split Item' dropdown is still set to 'Please make a selection'. At the bottom, there are 'Split' and 'Cancel' buttons.

Main Room
Blvd NE, Albuquerque

Room Type: Order Room - [Modify Room Details](#)

TOTAL AVAILABLE UNITS
tbd

Inventory

Room to manage inventory items.

Filter by Product Type

Product Ty...	Product Na...	Strain Name	Tot
9785356584	Deli Style Cannabis	GeoForce	GG#1
36486519	Collected Trim	GeoForce	GG#1
9777526	Dry Flower	GeoForce	GG#1
37130440	Infused Cannabis Material	GeoForce	GG#1

Select an Inventory Action

* Select an Action

Split

Split

You may use this screen to split an item into multiple items. Select the inventory room you wish to move the split item into.

Inventory ID: 883154540777526
Quantity Available: 640.00 grams

* Amount to Deduct (grams)

200

Quantity Available After Deduction: 440.00 grams

* Inventory Room for New Split Item

Please make a selection

Split **Cancel**

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

TOTAL AVAILABLE UNITS
tbd

Inventory

Room to manage Inventory Items.

Filter by Product Type

	Product Ty...	Product Na...	Strain Name	Tot...
785356584	Deli Style Cannabis	GeoForce	GG#1	100
836486519	Collected Trim	GeoForce	GG#1	100
487777526	Dry Flower	GeoForce	GG#1	640
487120449	Infused Cannabis Material (Concentr... CO2) Unpackaged		GG#1	500
487120449	Collected			

Split

You may use this screen to split an item into multiple items. Select the inventory room you wish to move the split item into.

Inventory ID: 883154540777526

Quantity Available: 640.00 grams

* Amount to Deduct (grams)

200

Quantity Available After Deduction: 440.00 grams

* Inventory Room for New Split Item

Bud Bay - Main Room

Split Cancel

5. Click **Split**

Bulk Inventory

Please select a room to manage inventory items.

Search...

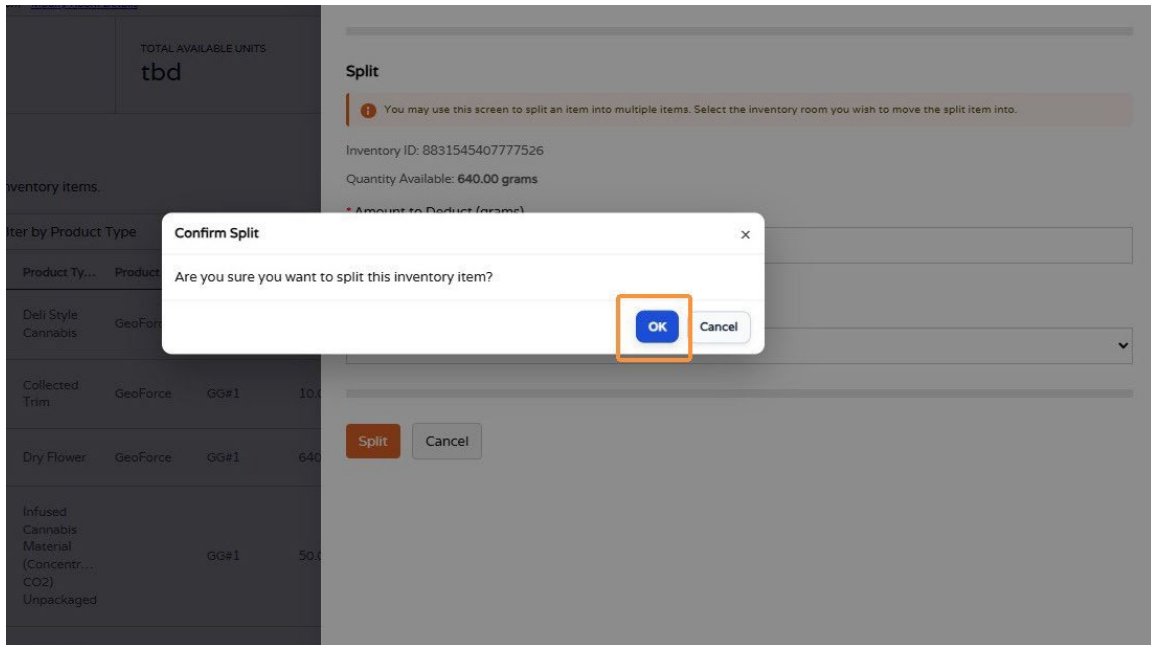
Filter by Product Type

☐	ID	Product Ty...	Product Na...	Strain Name	Tot...
☐	1651869785356584	Deli Style Cannabis	GeoForce	GG#1	100
☐	5297398836486519	Collected Trim	GeoForce	GG#1	100
☐	883154540777526	Dry Flower	GeoForce	GG#1	640
☐	3269770487120449	Infused Cannabis Material (Concentr... CO2) Unpackaged		GG#1	500
☐	9576809717584500	Collected Waste		GG#1	800
☐	4415043189113262	Concentrate (CO2) Unpackaged		GG#1	100

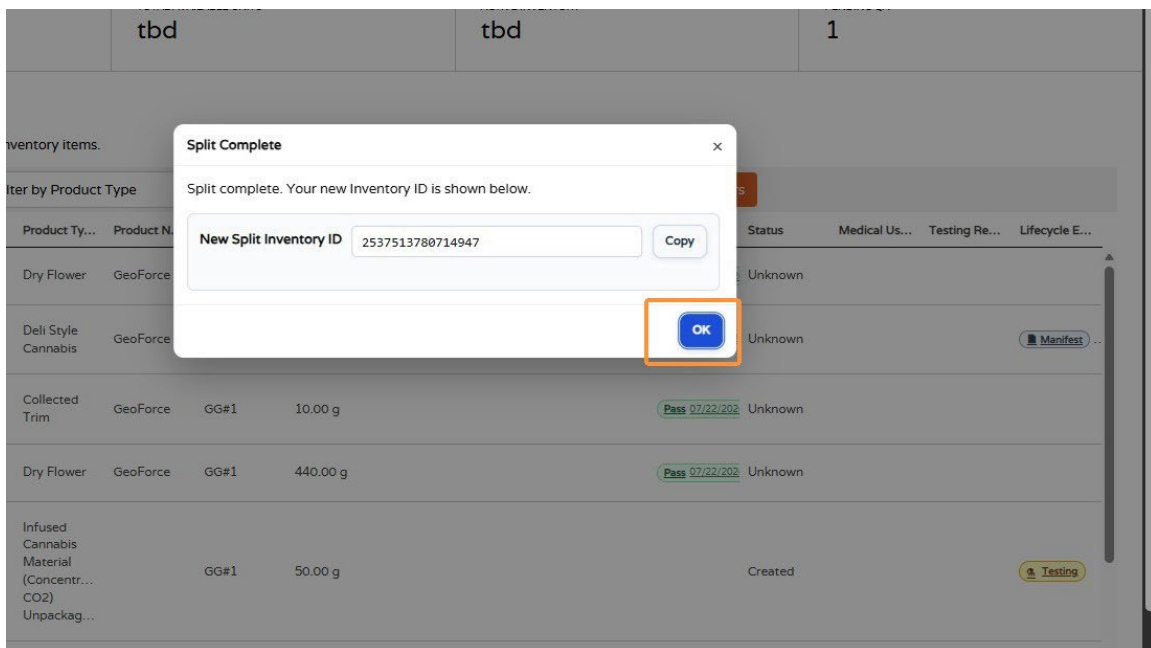
Split

Cancel

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

Back to Room List Room Type: Order Room - Modify Room Details			
TOTAL ITEMS 19	TOTAL AVAILABLE UNITS tbd	ACTIVE INVENTORY tbd	PENDING QA 1

Bulk Inventory

Please select a room to manage inventory items.

Search...		Filter by Product Type		▼		Bulk Actions		Manage Columns		Transfers	
☐	ID	Product Ty...	Product N...	Strain Name	Total Cann...	Seeds / Cl...	Amount Pe...	Unit/Packa...	Testing	Status	Medical Us...
☐	9900163584757469		Dry Flower	GG#1	320.00 g					Unknown	
☐	1651869785356584		Deli Style Cannabis	GeoForce	GG#1	100.00 g			Pass 07/22/2022	Unknown	
☐	5297390836486519		Collected Trim	GeoForce	GG#1	10.00 g			Pass 07/22/2022	Unknown	
☐	883154540777526		Dry Flower	GeoForce	GG#1	640.00 g			Pass 07/22/2022	Unknown	
☐	3269770487120449		Infused Cannabis Material (Concentr... CO2)	GG#1	50.00 g					Created	

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

Search by ID, product name, or strain name... Press Enter

Users

m

Modify Room Details

TOTAL AVAILABLE UNITS
tbd

Inventory items.

by Product Type

Product Type

Product Name

Strain Name

Total Cannabi...

Seeds / Clone...

Amount P

Dry Flower

GG#1

320.00 g

Inventory Item Details

Dry Flower--9900163584757469

Inventory Actions

Select an Inventory Action

* Select an Action

Move to Room

Move to Room

Select the destination room for this inventory item.

* Destination Room

Please make a selection

Move Inventory Item

Exit

3. Select the **Destination Room**

- Main Room

Alv NE, Albuquerque

Room Type: Order Room - Modify Room Details

TOTAL AVAILABLE UNITS
tbd

Inventory

room to manage inventory items.

Filter by Product Type

Product Ty...

Product Na...

Strain Name

Total

584757469

Dry Flower

GG#1

320

785356584

Deli Style Cannabis

GeoForce

GG#1

100

836486519

Collected Trim

GeoForce

GG#1

10.0

407777526

Dry Flower

GeoForce

GG#1

640

Select an Inventory Action

* Select an Action

Move to Room

Move to Room

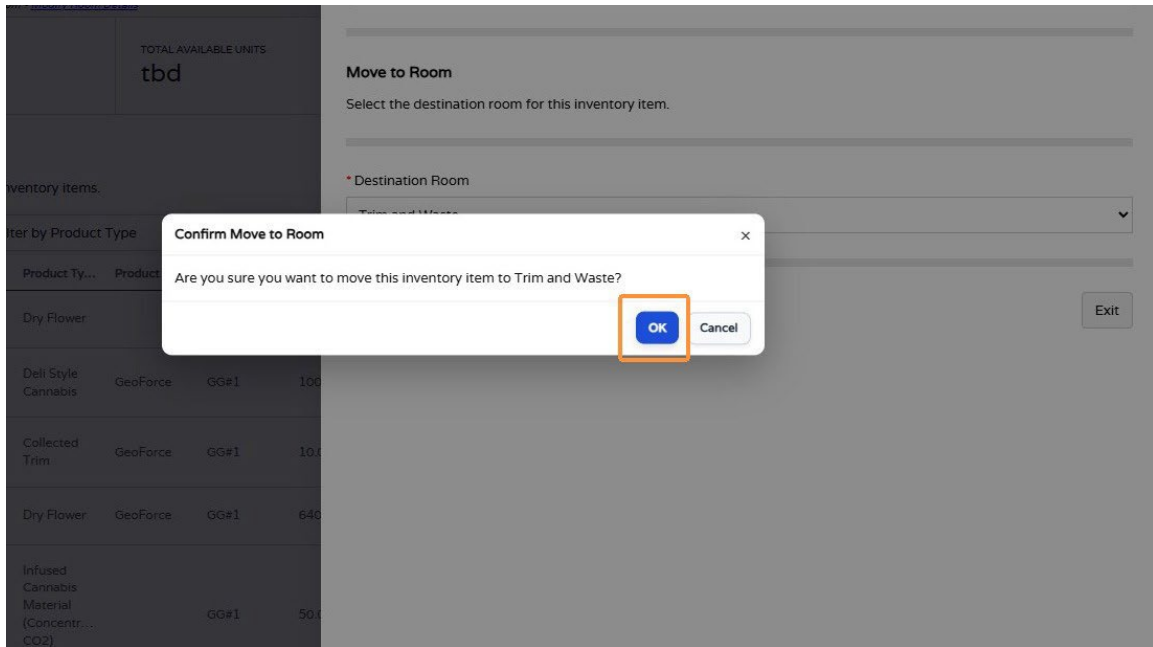
Select the destination room for this inventory item.

* Destination Room

Trim and Waste

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**

Please select a room to manage inventory items.

Please select a room to manage inventory items.									
Search...		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
☐	1651869785356584	Deli Style Cannabis	GeoForce	GG#1	100.00 g				Pass 02
☐	5297390836486519	Collected Trim	GeoForce	GG#1	10.00 g				Pass 02
☐	883154540777526	Dry Flower	GeoForce	GG#1	640.00 g				Pass 02
☐	3269770487120449	Infused Cannabis Material (Concentrate CO2) Unpackaged		GG#1	50.00 g				
☐	7227263414909548	Cannabis Packaged		GG#1	100.00 g		5.00	20	Pass 02
☐	9576809717584500	Collected Waste		GG#1	80.00 g				
☐	4415043189113262	Concentrate (CO2) Unpackaged		GG#1	10.00 g				

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

The screenshot shows the 'Inventory Item Details' page for 'Cannabis Packaged—7227263414909548'. The 'Inventory Actions' tab is active. In the 'Select an Inventory Action' dropdown, 'Move to Room' is selected and highlighted with an orange box. Below this, the 'Move to Room' section is visible, showing a 'Destination Room' dropdown menu with the text 'Please make a selection'. At the bottom, there are two orange buttons: 'Move Inventory Item' and 'Move to Sales Floor Room'.

Inventory Item Details
Cannabis Packaged—7227263414909548

Inventory Actions | Inventory Item Information | Item History

Select an Inventory Action

* Select an Action

Move to Room

Move to Room

Select the destination room for this inventory item.

* Destination Room

Please make a selection

Move Inventory Item | Move to Sales Floor Room

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

The screenshot shows the 'Move to Room' page. The 'Destination Room' dropdown menu is open, showing 'Please make a selection'. Below the dropdown, there are three buttons: 'Move Inventory Item', 'Move to Sales Floor Room' (highlighted with an orange box), and 'Exit'.

Move to Room

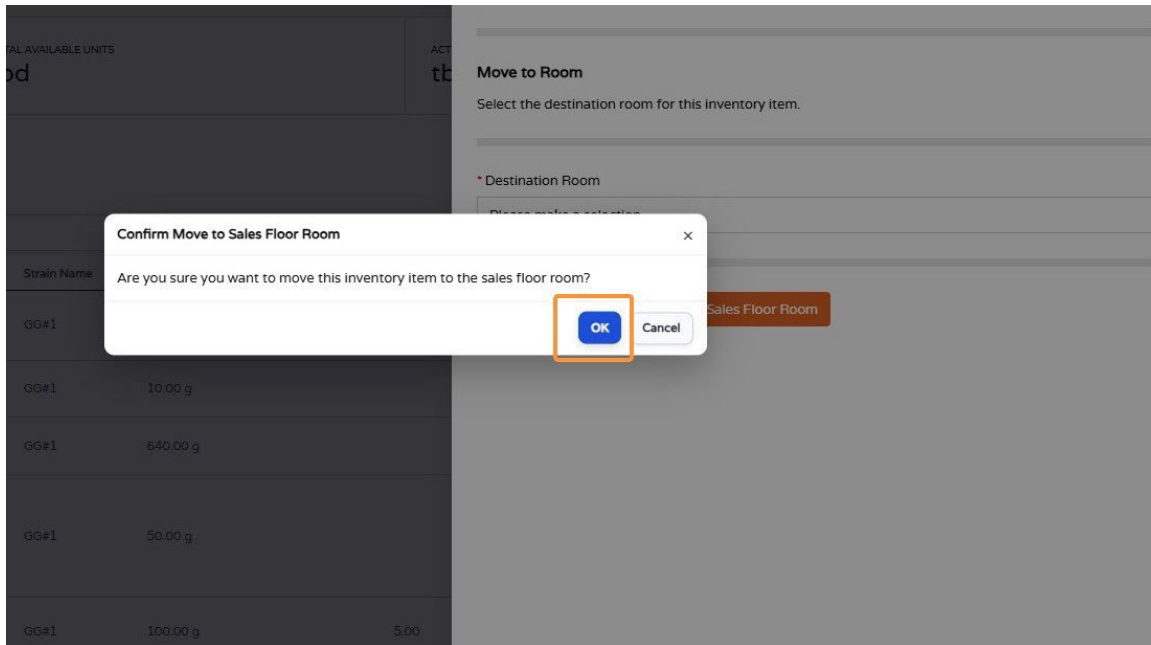
Select the destination room for this inventory item.

* Destination Room

Please make a selection

Move Inventory Item | Move to Sales Floor Room | Exit

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

21	tbd	tbd	1
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Bulk Inventory

Please select a room to manage inventory items.

Search...		Filter by Product Type		Bulk Actions		Manage Columns		Transfers			
☐	ID	Product Ty...	Product N...	Strain Name	Total Cann...	Seeds / Cl...	Amount Pe...	Unit/Packa...	Testing	Status	Medical Us...
☐	7296766964589282	Collected Waste		GG#1	1.00 g					Unknown	
☐	1922720102419604	Dry Flower		GG#1	520.00 g					Unknown	
☐	9900163584757469	Dry Flower		GG#1	320.00 g					Unknown	
☐	1651869785356584	Deli Style Cannabis	GeoForce	GG#1	100.00 g				Pass 07/22/202	Unknown	
☐	5297390836486519	Collected Trim	GeoForce	GG#1	10.00 g				Pass 07/22/202	Unknown	
☐	8831545407777526	Dry Flower	GeoForce	GG#1	640.00 g				Pass 07/22/202	Unknown	
Infused											

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

Search by ID, product name, or strain name

Manage Users

Room

Room - Modify Room Details

TOTAL AVAILABLE UNITS

tbd

Filter by Product Type

Product Ty... Product Na... Strain Name Total

Inventory Item Details

Dry Flower—1922720102419604

Inventory Actions Manufacturing Actions Inventory Item Information Item History

Select an Inventory Action

* Select an Action

Revert Finalize Cure

Revert Finalize Cure

Checking whether this Finalize Cure can be reverted...

3. Click **Revert Finalize Cure**

The screenshot shows a software interface with a table of inventory items on the left and a panel on the right. The table lists items with columns for Product Type, Product Name, Strain Name, and Total. The right panel, titled 'Inventory Records Created by Finalize Cure', contains a table with columns for Inventory ID, Product Type, and Inventory Stage. Below this table is a button labeled 'Revert Finalize Cure', which is highlighted with an orange rectangle.

Product Ty...	Product Na...	Strain Name	Total	
19282	Collected Waste	GG#1	1.0	
19604	Dry Flower	GG#1	520	
17469	Dry Flower	GG#1	320	
16584	Deli Style Cannabis	GeoForce	GG#1	100
16519	Collected Trim	GeoForce	GG#1	104
17526	Dry Flower	GeoForce	GG#1	640
10449	Infused Cannabis Material (Concentr... CO2) Unpackaged	GG#1	50.0	

Inventory ID	Product Type	Inven
1922720102419604	Dry Flower	Dry
7296766964589282	Collected Waste	Colli

Revert Finalize Cure

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

The screenshot shows a 'Revert Finalize Cure' dialog box overlaid on a blurred background of the inventory management interface. The dialog box contains a warning message and a confirmation question. The 'OK' button is highlighted with an orange rectangle.

Revert Finalize Cure

This action will restore the original Wet Flower plant and remove the inventory records created by Finalize Cure from active inventory.

Inventory ID: 1922720102419604

Product Type: Dry Flower

Source Plant ID: 1493

Inventory Stage

Are you sure you want to revert this Finalize Cure? The created inventory records will be removed from active inventory and the original plant will be restored.

OK Cancel

Revert Finalize Cure Exit

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

Back to Room List Room Type: Order Room - Modify Room Details			
TOTAL ITEMS 19	TOTAL AVAILABLE UNITS tbd	ACTIVE INVENTORY tbd	PENDING QA 1

Bulk Inventory

Please select a room to manage inventory items.

Search...		Filter by Product Type				Bulk Actions		Manage Columns		Transfers	
☐	ID	Product Ty...	Product N...	Strain Name	Total Cann...	Seeds / Cl...	Amount Pe...	Unit/Packa...	Testing	Status	Medical Us...
☐	9900163584757469	Dry Flower		GG#1	320.00 g					Unknown	
☐	1651869785356584	Deli Style Cannabis	GeoForce	GG#1	100.00 g				Pass 07/22/202	Unknown	
☐	5297390836486519	Collected Trim	GeoForce	GG#1	10.00 g				Pass 07/22/202	Unknown	
☐	883154540777526	Dry Flower	GeoForce	GG#1	640.00 g				Pass 07/22/202	Unknown	
☐	3269770487120449	Infused Cannabis Material (Concentr...		GG#1	50.00 g					Created	

2. Select the **Print Label** action

The screenshot shows the 'Inventory Item Details' page for 'Dry Flower—9900163584757469'. The 'Inventory Actions' tab is active. A dropdown menu titled 'Select an Inventory Action' is open, with 'Print Label' selected. Below the dropdown, the 'Print Label' button is highlighted in orange.

Inventory Item Details
Dry Flower—9900163584757469

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

Select an Inventory Action

* Select an Action

Print Label

Print Label

Print Label Cancel

Product Ty...	Product Na...	Strain Name	Total
Dry Flower	GG#1	320	
Deli Style Cannabis	GeoForce	GG#1	100

3. Click **Print Label**

The screenshot shows the 'Inventory Item Details' page for 'Dry Flower—9900163584757469'. The 'Inventory Actions' tab is active. The 'Print Label' button is highlighted in orange.

Inventory Item Details
Dry Flower—9900163584757469

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

Select an Inventory Action

* Select an Action

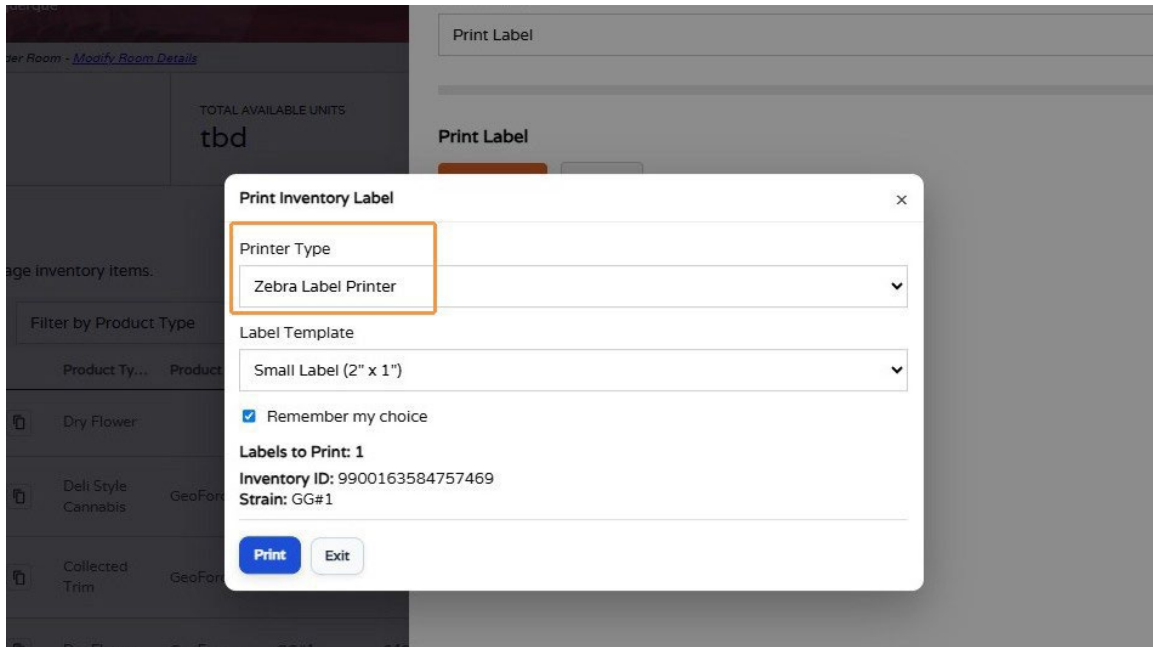
Print Label

Print Label

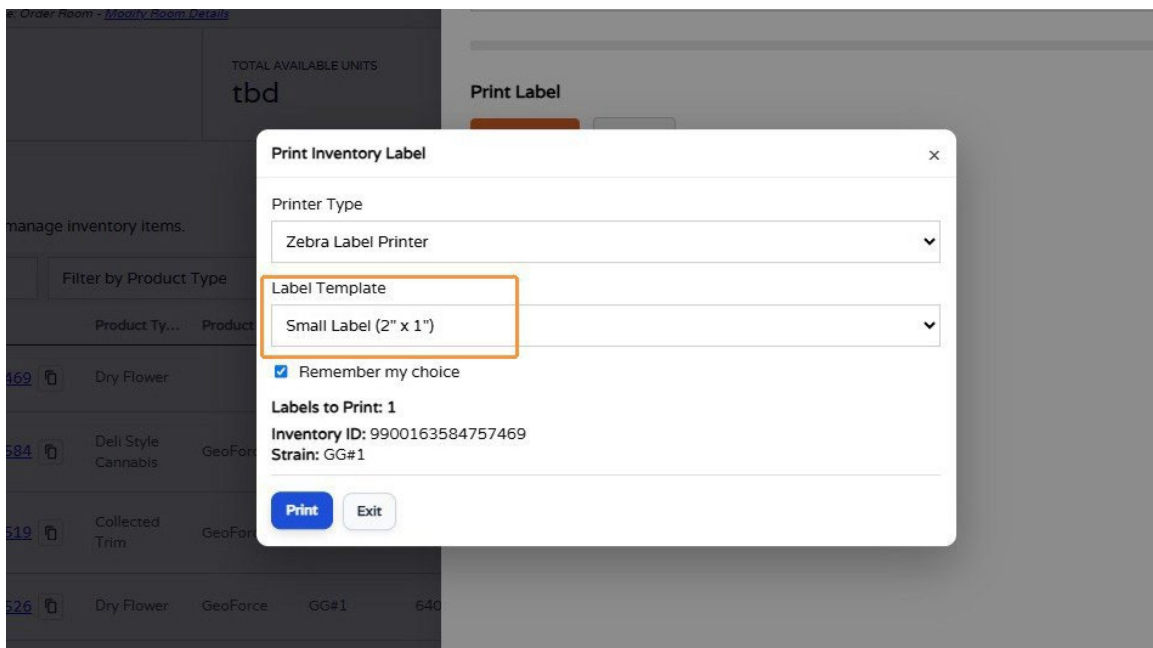
Print Label Cancel

ID	Product Ty...	Product Na...	Strain Name	Total
9900163584757469	Dry Flower	GG#1	320	
1651869785356584	Deli Style Cannabis	GeoForce	GG#1	100

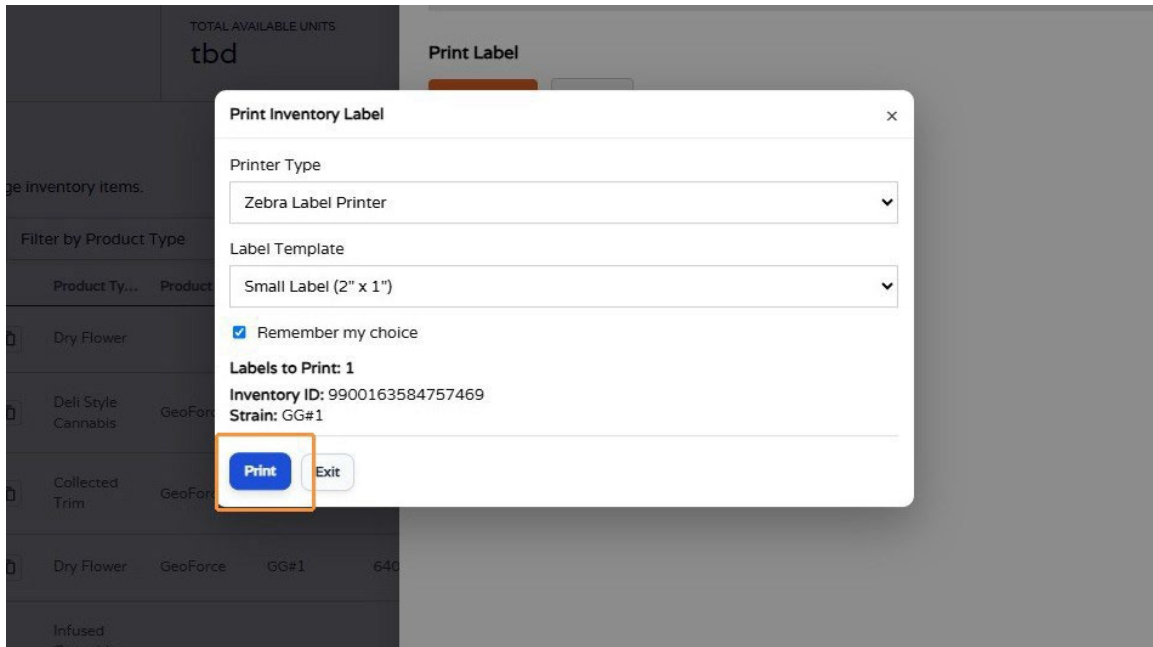
4. Select **Printer Type**



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

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

TOTAL ITEMS 19	TOTAL AVAILABLE UNITS tbd	ACTIVE INVENTORY tbd	PENDING QA 1
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Bulk Inventory

Please select a room to manage inventory items.

Search...		Filter by Product Type				Bulk Actions		Manage Columns		Transfers	
☐	ID	Product Ty...	Product N...	Strain Name	Total Cann...	Seeds / Cl...	Amount Pe...	Unit/Packa...	Testing	Status	Medical Us...
☐	9900163584757469	Dry Flower		GG#1	320.00 g					Unknown	
☐	1651869785356584	Deli Style Cannabis	GeoForce	GG#1	100.00 g				Pass 07/22/2022	Unknown	
☐	5297390836486519	Collected Trim	GeoForce	GG#1	10.00 g				Pass 07/22/2022	Unknown	
☐	883154540777526	Dry Flower	GeoForce	GG#1	640.00 g				Pass 07/22/2022	Unknown	
☐	3269770487120449	Infused Cannabis Material (Concentr... CO2)		GG#1	50.00 g					Created	

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

The screenshot shows the 'Inventory Item Details' page for 'Dry Flower—9900163584757469'. The 'Inventory Actions' tab is active. Under 'Select an Inventory Action', the 'Schedule For Destruction' option is highlighted with an orange box. Below this, the 'Schedule for Destruction' section is visible, containing fields for 'Destruction Date/Time', 'Category of Destruction', and 'Reason for Destruction'.

Inventory Item Details
Dry Flower—9900163584757469

Inventory Actions Manufacturing Actions Inventory Item Information Item History

Select an Inventory Action

- * Select an Action
- Schedule For Destruction

Schedule for Destruction
Select the date and time this inventory item is scheduled for destruction.

- * Destruction Date/Time
- mm/dd/yyyy --:-- --
- * Category of Destruction
- Please make a selection
- * Reason for Destruction
- Enter a reason for destruction min 50 characters

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

This screenshot is similar to the previous one, but the 'Destruction Date/Time' field in the 'Schedule for Destruction' section is highlighted with an orange box. The field contains the placeholder text 'mm/dd/yyyy --:-- --'.

Inventory Item Details
Dry Flower—9900163584757469

Inventory Actions Manufacturing Actions Inventory Item Information Item History

Select an Inventory Action

- * Select an Action
- Schedule For Destruction

Schedule for Destruction
Select the date and time this inventory item is scheduled for destruction.

- * Destruction Date/Time
- mm/dd/yyyy --:-- --
- * Category of Destruction
- Please make a selection
- * Reason for Destruction
- Enter a reason for destruction min 50 characters

4. Select the **Category of Destruction**

5. Enter the Reason for Destruction

TOTAL AVAILABLE UNITS
tbd

manage inventory items.

Filter by Product Type

	Product Ty...	Product Na...	Strain Name	Tot
469	Dry Flower		GG#1	320
584	Deli Style Cannabis	GeoForce	GG#1	100
519	Collected Trim	GeoForce	GG#1	100
526	Dry Flower	GeoForce	GG#1	640
449	Infused Cannabis Material (Concentr... CO2) Unpackaged		GG#1	500

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
Damaged during routine inventory inspection check.

Schedule for Destruction

6. Click Schedule for Destruction

Inventory items.

Filter by Product Type

	Product Ty...	Product Na...	Strain Name	Tot
	Dry Flower		GG#1	320
	Deli Style Cannabis	GeoForce	GG#1	100
	Collected Trim	GeoForce	GG#1	100
	Dry Flower	GeoForce	GG#1	640
	Infused Cannabis Material (Concentr... CO2) Unpackaged		GG#1	500
	Collected Waste		GG#1	800
	Concentrate (CO2)		GG#1	100

08/03/2026 04:25 PM

* Category of Destruction
Chemical Contamination

* Reason for Destruction
Damaged during routine inventory inspection check.

Schedule for Destruction

Exit

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

The screenshot shows a web application interface for scheduling the destruction of inventory items. A modal dialog titled "Schedule for Destruction" is open, prompting the user to "Select the date and time this inventory item is scheduled for destruction." It features a text input field for "Destruction Date/Time" containing "08/03/2026 04:25 PM" and a calendar icon. Below this is a dropdown menu for "Category of Destruction". A confirmation pop-up window is overlaid on the dialog, asking "Are you sure you want to schedule this item for destruction?" with "OK" and "Cancel" buttons. The "OK" button is highlighted with an orange border. In the background, a table lists inventory items with columns for item ID, quantity, and status. At the bottom of the dialog, there is a "Schedule for Destruction" button and an "Exit" button.

Item ID	Quantity	Status
GG#1	100	
GG#1	100	
GG#1	640	

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.

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

TOTAL ITEMS 18	TOTAL AVAILABLE UNITS tbd	ACTIVE INVENTORY tbd	PENDING QA 0
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Bulk Inventory

Please select a room to manage inventory items.

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

☐	ID	Produc...	Produc...	Strain ...	Total C...	Seeds /...	Amoun...	Unit/Pa...	Testing	Total THC	Status	Medical...	Testing ...	Life
☐	9900163584757469		Dry Flower		GG#1	320.00 g					Unknown			
☐	5938784213963455		Collected Waste		GG#1	20.00 g					Unknown			
☐	8540955021332015		Collected Trim		GG#1	10.00 g					Unknown			
☐	3156523066817716		Collected Waste		GG#1	10.00 g					Unknown			
☐	9971509555652540		Collected Trim		GG#1	30.00 g					Unknown			

2. Select Date of Destruction

0163584757469	Dry Flower	SCHEDULED DESTRUCTION DETAILS	
8784213963455	Collected Waste	Scheduled Date & Time 08/03/2026 04:25 PM	
0955021332015	Collected Trim	Category of Destruction Chemical Contamination	
6523066817716	Collected Waste	Reason for Destruction Damaged during routine inventory inspection check.	
1509555652540	Collected Trim	INVENTORY INFORMATION	
0908070988253	Collected Waste	ID 9900163584757469	Strain GG#1
7062206021145	Collected Trim	DESTRUCTION RECORD	
0725372564521	Collected Waste	* Date of Destruction 08/05/2026 08:49 AM	* Waste Facility Name Enter waste facility name
3988729975326	Collected Trim		
1	1000 items per page	Finalize Destruction Exit	

3. Enter Waste Facility Name

0163584757469	Dry Flower	SCHEDULED DESTRUCTION DETAILS	
8784213963455	Collected Waste	Scheduled Date & Time 08/03/2026 04:25 PM	
0955021332015	Collected Trim	Category of Destruction Chemical Contamination	
6523066817716	Collected Waste	Reason for Destruction Damaged during routine inventory inspection check.	
1509555652540	Collected Trim	INVENTORY INFORMATION	
0908070988253	Collected Waste	ID 9900163584757469	Strain GG#1
7062206021145	Collected Trim	DESTRUCTION RECORD	
0725372564521	Collected Waste	* Date of Destruction 08/05/2026 08:49 AM	* Waste Facility Name Green Waste Services
3988729975326	Collected Trim		
1	1000 items per page	Finalize Destruction Exit	

4. Click Finalize Destruction

The screenshot shows a web application interface for managing inventory items. On the left, a list of items is displayed with checkboxes and product types (Dry Flower, Collected Waste, Collected Trim). On the right, a form titled 'Finalize Destruction' is shown. The form contains the following fields:

- Scheduled Date & Time:** 08/03/2026 04:25 PM
- Category of Destruction:** Chemical Contamination
- Reason for Destruction:** Damaged during routine inventory inspection check.
- INVENTORY INFORMATION:**
 - ID:** 9900163584757469
 - Strain:** GG#1
- DESTRUCTION RECORD:**
 - * Date of Destruction:** 08/05/2026 08:49 AM
 - * Waste Facility Name:** Green Waste Services

At the bottom of the form, there is a button labeled 'Finalize Destruction' which is highlighted with an orange border.

5. Click OK to confirm Finalize Destruction

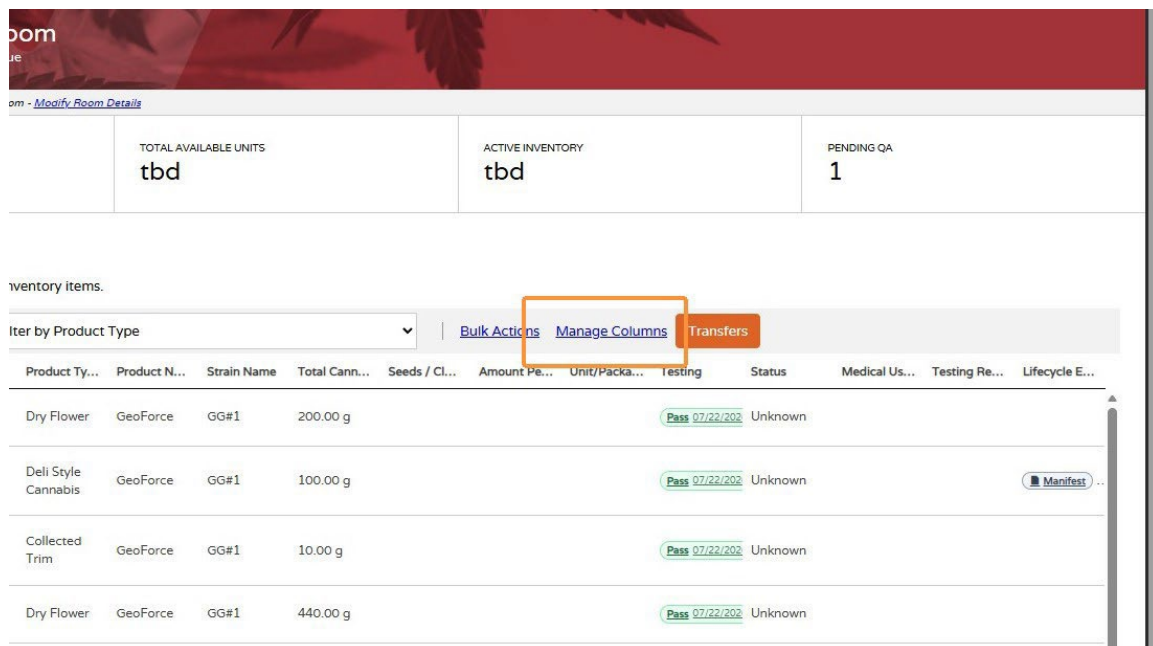
The screenshot shows the same 'Finalize Destruction' form as in the previous image. A confirmation dialog box is overlaid on top of the form. The dialog box has the title 'Confirm Finalize Destruction' and the text 'Are you sure you want to finalize the destruction of this item?'. There are two buttons in the dialog box: 'OK' and 'Cancel'. The 'OK' button is highlighted with an orange border.

INV13 - Manage Column Headers

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

Manage Column Headers

1. Click **Manage Columns**



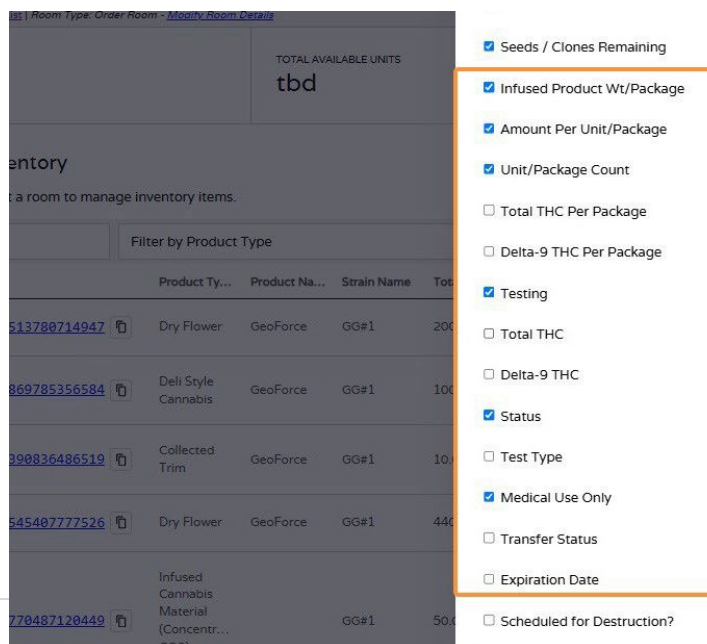
Inventory items.

Filter by Product Type

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

Product Ty...	Product N...	Strain Name	Total Cann...	Seeds / CL...	Amount Pe...	Unit/Packa...	Testing	Status	Medical Us...	Testing Re...	Lifecycle E...
Dry Flower	GeoForce	GG#1	200.00 g				Pass 07/22/202	Unknown			
Deli Style Cannabis	GeoForce	GG#1	100.00 g				Pass 07/22/202	Unknown			Manifest
Collected Trim	GeoForce	GG#1	10.00 g				Pass 07/22/202	Unknown			
Dry Flower	GeoForce	GG#1	440.00 g				Pass 07/22/202	Unknown			

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



Inventory

Filter by Product Type

Product Ty...	Product Na...	Strain Name	Tot
513780714947	Dry Flower	GeoForce	GG#1
869785356584	Deli Style Cannabis	GeoForce	GG#1
398836486519	Collected Trim	GeoForce	GG#1
545487777526	Dry Flower	GeoForce	GG#1
778487128449	Infused Cannabis Material (Concentr... CO2)	GG#1	50.0

- ☒ Seeds / Clones Remaining
- ☒ Infused Product Wt/Package
- ☒ Amount Per Unit/Package
- ☒ Unit/Package Count
- ☐ Total THC Per Package
- ☐ Delta-9 THC Per Package
- ☒ Testing
- ☐ Total THC
- ☐ Delta-9 THC
- ☒ Status
- ☐ Test Type
- ☒ Medical Use Only
- ☐ Transfer Status
- ☐ Expiration Date
- ☐ Scheduled for Destruction?

3. Click **Save & Apply**

Please select a room to manage inventory items.

arch... Filter by Product Type

ID	Product Ty...	Product Na...	Strain Name	Tot
2537513780714947	Dry Flower	GeoForce	GG#1	200
1651869785356584	Deli Style Cannabis	GeoForce	GG#1	100
5297398836486519	Collected Trim	GeoForce	GG#1	10.0
883154540777526	Dry Flower	GeoForce	GG#1	440
3269770487120449	Infused Cannabis Material (Concentr... CO2) Unpackaged		GG#1	50.0
9576809717584500	Collected Waste		GG#1	80.0
4415043189113262	Concentrate (CO2) Unpackaged		GG#1	10.0

☐ Total THC Per Package
☐ Delta-9 THC Per Package
☒ Testing
☒ Total THC
☐ Delta-9 THC
☒ Status
☐ Test Type
☒ Medical Use Only
☐ Transfer Status
☐ Expiration Date
☐ Scheduled for Destruction?
☒ Testing Results

Save & Apply

Cancel

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

TOTAL ITEMS 19	TOTAL AVAILABLE UNITS tbd	ACTIVE INVENTORY tbd	PENDING QA 1
-------------------	------------------------------	-------------------------	-----------------

Bulk Inventory

Please select a room to manage inventory items.

Search...		Filter by Product Type		Bulk Actions		Manage Columns		Transfers				
☐	ID	Product T...	Product ...	Strain Na...	Total Can...	Seeds / C...	Amount ...	Unit/Pac...	Testing	Total THC	Status	Medical ...
☒	2537513780714947	Dry Flower	GeoForce	GG#1	200.00 g				Pass 07/22/20	1.88%	Unknown	
☐	1651869785356584	Deli Style Cannabis	GeoForce	GG#1	100.00 g				Pass 07/22/20	1.88%	Unknown	
☒	5297390836486519	Collected Trim	GeoForce	GG#1	10.00 g				Pass 07/22/20	1.88%	Unknown	
☒	883154540777526	Dry Flower	GeoForce	GG#1	440.00 g				Pass 07/22/20	1.88%	Unknown	
☐	3269770487120449	Infused Cannabis Material (Concent... CO2) Unpacks		GG#1	50.00 g						Created	

2. Click Bulk Actions

Main Room Albuquerque												
Type: Order Room - Modify Room Details												
	TOTAL AVAILABLE UNITS tbd	ACTIVE INVENTORY tbd	PENDING QA 1									
o manage inventory items.												
	Filter by Product Type	Bulk Actions	Manage Columns	Transfers								
	Product T...	Product ...	Strain Na...	Total Can...	Seeds / C...	Amount ...	Unit/Pac...	Testing	Total THC	Status	Medical ...	Testing R... Lifecycle ..
4947	Dry Flower	GeoForce	GG#1	200.00 g				Pass 07/22/20	1.88%	Unknown		
6584	Deli Style Cannabis	GeoForce	GG#1	100.00 g				Pass 07/22/20	1.88%	Unknown		Manifest
6519	Collected Trim	GeoForce	GG#1	10.00 g				Pass 07/22/20	1.88%	Unknown		
7526	Dry Flower	GeoForce	GG#1	440.00 g				Pass 07/22/20	1.88%	Unknown		

3. Select any available bulk action



Search by

Locations

Reports

Manage Users

Bud Bay - Main Room

2001 Producer Blvd NE, Albuquerque

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

TOTAL ITEMS

19

Bulk Inventory

Please select a room to manage inventory items.

Search...

Filter by Product Type

☐ ID

Product T...

Prodi

☒ [2537513780714947](#)

Dry Flower

GeoF

☐ [1651869785356584](#)

Deli Style Cannabis

GeoF

Bulk Actions

Blue Dream | 14 Plants Selected

Select an action below to apply to all selected plants.

Select an Action

* What action would you like to take?

Move to Room

Inventory Included in This Action

Review the items listed below before submitting. To exclude an item, click **Remove**.

Item ID	Strain	Product Name	Type	Testing	Available	E
2537513780714947	GG#1	GeoForce	Dry Flower	Pass	200.00	0
5297390836486519	GG#1	GeoForce	Collected Trim	Pass	10.00	0
883154540777526	GG#1	GeoForce	Dry Flower	Pass	440.00	0

Move to Room

Select the destination room for these inventory items.

* Destination Room

Seeds and Clones

Move Inventory Items

4. Complete all fields for selected action

ITEMS

Bulk Inventory

Please select a room to manage inventory items.

Search...

Filter by Product Type

ID

Product T...

Prodi

[2537513780714947](#)

Dry Flower

GeoF

[1651869785356584](#)

Deli Style Cannabis

GeoF

[5297390836486519](#)

Collected Trim

GeoF

[883154540777526](#)

Dry Flower

GeoF

[3269770487120449](#)

Infused Cannabis Material (Concent... CO2)

GeoF

Inventory Included in This Action

Review the items listed below before submitting. To exclude an item, click **Remove**.

Item ID	Strain	Product Name	Type	Testing	Available	Expiration D
2537513780714947	GG#1	GeoForce	Dry Flower	Pass	200.00	07/07/20;
5297390836486519	GG#1	GeoForce	Collected Trim	Pass	10.00	07/07/20;
883154540777526	GG#1	GeoForce	Dry Flower	Pass	440.00	07/07/20;

Move to Room

Select the destination room for these inventory items.

* Destination Room

Seeds and Clones

Move Inventory Items

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

Please select a room to manage inventory items.

Filter by Product Type

☐	ID	Product T...	Prodi
☒	2537513780714947	Dry Flower	GeoF
☐	1651869785356584	Deli Style Cannabis	GeoF
☒	5297390836486519	Collected Trim	GeoF
☒	883154540777526	Dry Flower	GeoF
☐	3269770487120449	Infused Cannabis Material (Concent... CO2) Unpacka...	
☐	9576809717584500	Collected Waste	
☐	4415043189113262	Concentr... (CO2) Unpacka...	

5297390836486519	GG#1	GeoForce	Collected Trim	Pass	10.00	0
883154540777526	GG#1	GeoForce	Dry Flower	Pass	440.00	0

Move to Room

Select the destination room for these inventory items.

* Destination Room

Move Inventory Items

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)*

Search...

Filter by Product Type

▼

Bulk Actions

Manage Columns

Transfers

☐	ID	Product T...	Product N...	Strain Name	Total Can...	Seeds / Cl...	Testing	Delta-9 THC	Status	Medical U...	Transfer S...	Expira
☐	1090485810210531		Collected Waste	OG Ravens #1	50.00 g				Unknown			
☐	1462746229242233		Seeds	OG Ravens #1		0			Unknown			
☐	4440750241888435		Seeds	Green Chapstick #2		20			Unknown			
☐	9514633831516739		Seeds	Green Chapstick #1		20			Unknown			
☐	8985229044955605		Testing Sample	GG #1	5.00 g				Pending			
☐	9611815556675781		Dry Flower	GG #1	290.00 g		Fail 08/12/2020	0.30%	Unknown			04/07
☐	3498453573652182		Deli Style Cannabis	GG #1	75.00 g		Fail 04/30/2020	1.20%	Unknown			04/07

1

1000

▼

items per page

2. Select the **Remediation** action

TOTAL AVAILABLE UNITS
tbd

Inventory Item Details
Dry Flower—9611815556675781

Inventory Actions Manufacturing Actions Inventory Item Information Item History

Select an Inventory Action
* Select an Action
Remediation

Mark Remediation

Once an item has been marked for remediation it cannot be unmarked. Depending on the failed test, the item may also need to be processed using volatile solvents before it can be retested. Items **MUST** be remediated within 120 days of the failed test date. Items that failed pesticide testing are not eligible for remediation.

Transformational remediation will automatically create the first manufacturing item from this inventory.
A Volatile Solvent Extraction Process Material will be created and the original item will be archived at 0 quantity.

FAILED TEST PANELS FOR THIS ITEM
The following failed test panels are eligible for remediation.

Test Panel	Remediation Type
Compliance Microbiological	Transformational

Product T...	Product N...	Strain Name	Total Can...
Collected Waste		OG Ravens #1	50.00 g
Seeds		OG Ravens #1	
Seeds		Green Chapstick #2	
Seeds		Green Chapstick #1	
Testing Sample		GG #1	5.00 g

3. Click **Start Transformational Remediation**

Mark Remediation

Once an item has been marked for remediation it cannot be unmarked. Depending on the failed test, the item may also need to be processed using volatile solvents before it can be retested. Items **MUST** be remediated within 120 days of the failed test date. Items that failed pesticide testing are not eligible for remediation.

Transformational remediation will automatically create the first manufacturing item from this inventory.
A Volatile Solvent Extraction Process Material will be created and the original item will be archived at 0 quantity.

FAILED TEST PANELS FOR THIS ITEM
The following failed test panels are eligible for remediation.

Test Panel	Remediation Type
Compliance Microbiological	Transformational
Compliance Visual Inspection A	Transformational
Compliance Visual Inspection B	Non-Transformational

Overall Remediation Process: Transformational

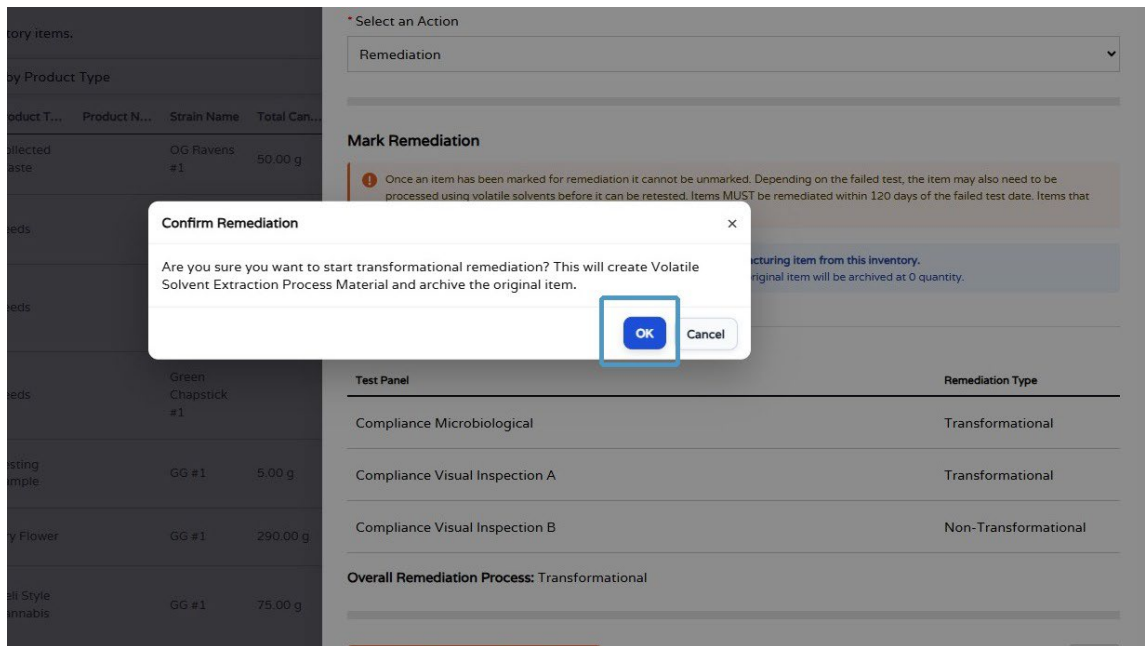
Start Transformational Remediation

Exit

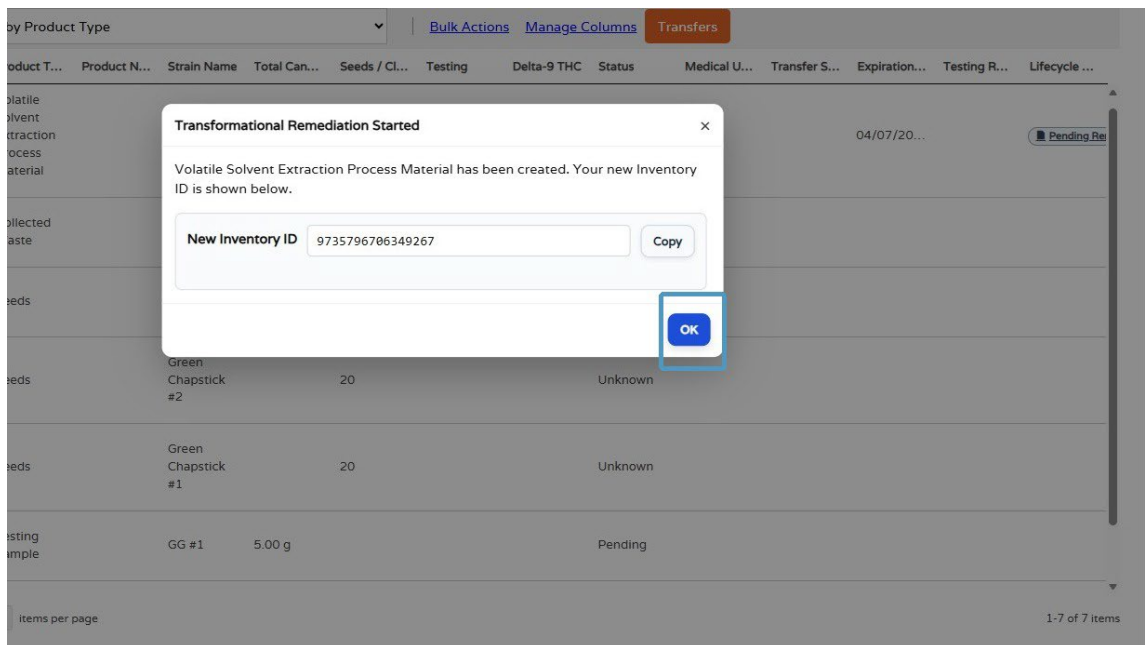
Product T...	Product N...	Strain Name	Total Can...
Collected Waste		OG Ravens #1	50.00 g
Seeds		OG Ravens #1	
Seeds		Green Chapstick #2	
Seeds		Green Chapstick #1	
Testing Sample		GG #1	5.00 g
Dry Flower		GG #1	290.00 g
Deli Style Cannabis		GG #1	75.00 g

Items per page

4. Click **OK** to confirm remediation



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



- 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.

TOTAL ITEMS 7	TOTAL AVAILABLE UNITS tbd	ACTIVE INVENTORY tbd	PENDING QA 1
------------------	------------------------------	-------------------------	-----------------

Bulk Inventory

Please select a room to manage inventory items.

Search...

Filter by Product Type

Bulk Actions

Manage Columns

Transfers

☐	ID	Product T...	Product N...	Strain Name	Total Can...	Seeds / Cl...	Testing	Delta-9 THC	Status	Medical U...	Transfer S...	Expira
☐	9735796706349267		Volatile Solvent Extraction Process Material	GG #1	290.00 g				Created			04/07
☐	1090485810210531		Collected Waste	OG Ravens #1	50.00 g				Unknown			
☐	1462746229242233		Seeds	OG Ravens #1		0			Unknown			
☐	4440750241888435		Seeds	Green Chapstick #2		20			Unknown			
				Green								

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*)

Bulk Inventory

Please select a room to manage inventory items.

Search...		Filter by Product Type			Bulk Actions		Manage Columns		Transfers			
☐	ID	Product ...	Product ...	Strain Na...	Total Can...	Seeds / C...	Amount ...	Unit/Pac...	Testing	Total THC	Status	Medical ...
☐	9735796706349267		Volatile Solvent Extraction Process Material	GG #1	290.00 g						Created	
☐	6691640419440510		(Other Inhalable) Vaporizer Unpacka...	OG Ravens #1	5.00 g	5.00	1	Fail 08/12/20	0.56%		Created	
☐	1090485810210531		Collected Waste	OG Ravens #1	50.00 g						Unknown	
☐	1462746229242233		Seeds	OG Ravens #1		0					Unknown	
☐	4440750241888435		Seeds	Green Chapstick #2		20					Unknown	
☐	9514633831516739		Seeds	Green Chapstick		20					Unknown	

2. Select the Remediation action

Inventory Item Details

(Other Inhalable) Vaporizer Unpackaged—6691640419440510

Inventory Actions Manufacturing Actions Inventory Item Information Item History

Select an Inventory Action

* Select an Action

Remediation

Mark Remediation

Once an item has been marked for remediation it cannot be unmarked. Depending on the failed test, the item may also need to be processed using volatile solvents before it can be retested. Items MUST be remediated within 120 days of the failed test date. Items that failed pest testing are not eligible for remediation.

FAILED TEST PANELS FOR THIS ITEM

The following failed test panels are eligible for remediation.

Test Panel	Remediation Type
Compliance Residual Solvents Testing	Non-Transformation

Overall Remediation Process: Non-Transformational

Sample Quantity (g)

Inventory

Inventory Type: Vault - Modify Room Details

TOTAL AVAILABLE UNITS

tbd

Filter by Product Type

Product ...	Product ...	Strain Na...	Tot...
6349267	Volatile Solvent Extraction Process Material	GG #1	290
9440510	(Other Inhalable) Vaporizer Unpacka...	OG Ravens #1	5.00
0210531	Collected Waste	OG Ravens #1	50.0

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

Inventory Item Details

(Other Inhalable) Vaporizer Unpackaged—6691640419440510

Inventory Actions Manufacturing Actions Inventory Item Information Item History

Select an Inventory Action

* Select an Action

Remediation

Mark Remediation

Once an item has been marked for remediation it cannot be unmarked. Depending on the failed test, the item may also need to be processed using volatile solvents before it can be retested. Items MUST be remediated within 120 days of the failed test date. Items that failed pest testing are not eligible for remediation.

FAILED TEST PANELS FOR THIS ITEM

The following failed test panels are eligible for remediation.

Test Panel	Remediation Type
Compliance Residual Solvents Testing	Non-Transformation

Overall Remediation Process: Non-Transformational

Sample Quantity (g)

4.00

Available: 5.00 g

Submit

Inventory

Inventory Type: Vault - Modify Room Details

TOTAL AVAILABLE UNITS

tbd

Filter by Product Type

Product ...	Product ...	Strain Na...	Tot...
96706349267	Volatile Solvent Extraction Process Material	GG #1	290
40419440510	(Other Inhalable) Vaporizer Unpacka...	OG Ravens #1	5.00
85810210531	Collected Waste	OG Ravens #1	50.0
46229242233	Seeds	OG Ravens #1	5.00
50241888435	Seeds	Green Chapstick #2	5.00
33831516739	Seeds	Green Chapstick #1	5.00
29044955605	Testing Sample	GG #1	5.00

4. Click **Submit**

The screenshot shows a table of inventory items with columns for checkboxes, IDs, descriptions, and quantities. A 'Submit' button is highlighted with a blue box. To the right, a 'FAILED TEST PANELS FOR THIS ITEM' section is visible, containing a warning message, a table of failed test panels, and an 'Overall Remediation Process' section with a 'Sample Quantity (g)' input field set to 4.00 and an 'Available: 5.00 g' label.

Item ID	Description	Category	Quantity
9735796706349267	Volatile Solvent Extraction Process Material	GG #1	290
6691640419440510	(Other Inhalable) Vaporizer Unpacka...	OG Ravens #1	5.00
1090485810210531	Collected Waste	OG Ravens #1	50.0
1462746229242233	Seeds	OG Ravens #1	
4440750241888435	Seeds	Green Chapstick #2	
9514633831516739	Seeds	Green Chapstick #1	
8985229044955605	Testing Sample	GG #1	5.00

Submit

FAILED TEST PANELS FOR THIS ITEM

The following failed test panels are eligible for remediation.

Test Panel
Compliance Residual Solvents Testing

Overall Remediation Process: Non-Transformational

Sample Quantity (g)

4.00

Available: 5.00 g

5. Click **OK** to confirm remediation

The screenshot shows the same remediation interface as before, but with a 'Confirm Remediation' dialog box open. The dialog box asks 'Are you sure you want to create a testing sample and mark this inventory item for remediation?' and has 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a blue box. The background interface shows the 'Mark Remediation' section with a warning message, a table of failed test panels, and an 'Overall Remediation Process' section with a 'Sample Quantity (g)' input field set to 4.00 and an 'Available: 5.00 g' label.

Confirm Remediation

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

OK **Cancel**

Mark Remediation

Once an item has been marked for remediation it cannot be unmarked. Depending on the failed test, the item may also need to be processed using volatile solvents before it can be retested. Items MUST be remediated within 120 days of the failed test date. Items that failed pesticide testing are not eligible for remediation.

Overall Remediation Process: Non-Transformational

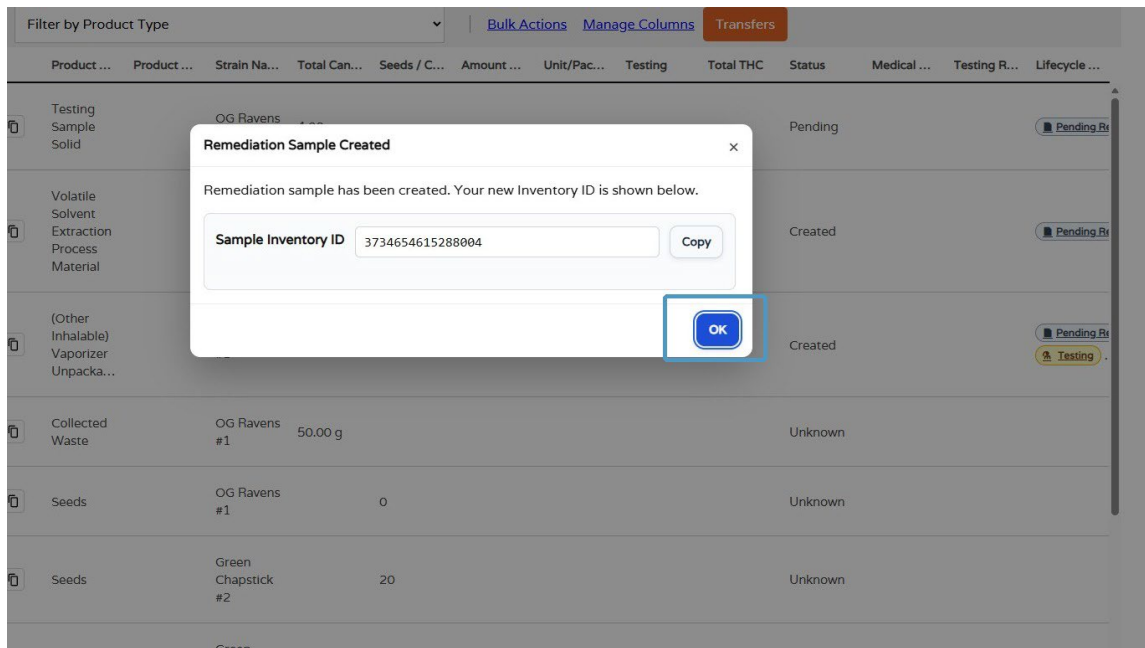
Sample Quantity (g)

4.00

Available: 5.00 g

Submit **Exit**

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.

Back to Room List Room type: Vapor - Inventory Room Details			
TOTAL ITEMS 9	TOTAL AVAILABLE UNITS tbd	ACTIVE INVENTORY tbd	PENDING QA 2

Bulk Inventory

Please select a room to manage inventory items.

Search...		Filter by Product Type		Bulk Actions		Manage Columns		Transfers				
☐	ID	Product ...	Product ...	Strain Na...	Total Can...	Seeds / C...	Amount ...	Unit/Pac...	Testing	Total THC	Status	Medical ...
☐	3734654615288004	 Testing Sample Solid		OG Ravens #1	4.00 g						Pending	
☐	9735796706349267	 Volatile Solvent Extraction Process Material		GG #1	290.00 g						Created	
☐	6691640419440510	 (Other Inhalable) Vaporizer Unpacka...		OG Ravens #1	1.00 g	5.00	1	Fail 08/12/20	0.56%		Created	
☐	1090485810210531	 Collected		OG Ravens	50.00 g						Unknown	