

WeedTraQR Manual

Tracking and Tracing Cannabis

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Introduction

WeedTraQR is the only seed to sale solution that provides a fluid system to make your farm, processing facility or testing laboratory maintain full compliance with US DOJ "Guidance Regarding Marijuana Enforcement" (aka: "the Cole memo") and your State regulatory compliance system.

As a web-based application WeedTraQR is accessible from any device that can access the internet - computers, tablets, phones. We support a wide range of scanner and printer hardware as well. See weedtraqr.com/hardware

We offer a 30 day free trial before billing for our subscription based services. Annual and referral discounts are available.

State Traceability

WeedTraQR provides a direct, real-time connection to your State provided inventory tracking system in Alaska, California, Colorado, Hawaii, Nevada, New Mexico, Oregon, Washington - and we continue to expand.

Web Application Overviews

WeedTraQR is just a plain old Web-Application - this means that things like multiple views, link sharing and .

Hovering a mouse over buttons or icons will show a tip on what can be accomplished. Additionally, there are help icons

Also, right-clicking (or shift-click) can open details in new tabs or new windows allowing you to view multiple items at a time.

The Main Menu

Navigating the application starts with the Main Menu on the left side, search in the center and a secondary Page Menu available on the right and side. The Gears Menu opens the settings.



The currently highlighted item here is the Dashboard. Each of the Plants, Inventory or Sales items will be highlighted when using those sections of the application. The Search box allows you to find *anything* in the application and can be accessed quickly with the "hot key" '/'.

The second level menu appears directly below and changes based on the active section of the application. Section specific controls appear here.

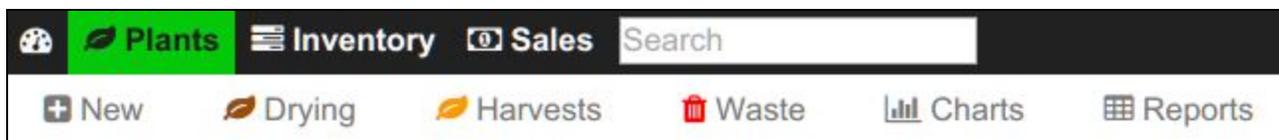
The Dashboard

The Dashboard provides an overview of your entire operation. Indications of how many plants are active, how many are drying, scheduled for harvest or other active states.

A breakdown of Strain counts is also displayed.

Plants

When managing your grow operation your time will be spent in the Plants section.



The New link will allow you to create new Plants from your available Inventory of Seeds, Clones, Tissue or Mature Plants. The Drying menu shows a list of all Plants in their drying stage. Harvests provides a list of historical harvest data and Waste is for entering any ad-hoc/daily waste weights.

All active inventory is shown by default - you can filter and sort. The Venus icon indicates mothers. Plants that are actively growing have green leaves; scheduled for harvest have orange leaves and plants that are drying have brown leaves. The trash bin indicates if this item is scheduled for destruction (blue, with timer), ready for destruction (red) or destroyed and remove (black).

Growing

During the grow cycle there is not much in terms of traceability that needs to be done. When moving the plants from room to room you will need to keep that information updated.

Harvesting

Select one or more plants and select the Harvest button. When harvesting weights for Wet Flower, Wet Other (aka: Trim) and Wet Waste can be entered. A Wet Flower weight is required. Wet Other and Wet Waste are optional.

These classifications of products are determined by the farmer and are used by the system for determining what is permitted for processing. For example, Other Material cannot be packaged for retail sales.

Weights entered for Wet items can be assigned into Dry items during the Curing stage. Details for Whole Plant or Partial plant harvest and inventory type assignment are detailed below.

6566 7483 2488 0149	Granddaddy Purple	Plant 2339	90d	+
6651 7234 9176 9471	Granddaddy Purple	Plant 2339	90d	+
6892 1367 6228 0193	Granddaddy Purple	Plant 2339	90d	+
7526 2247 1578 2906	Granddaddy Purple	Plant 2339	90d	+
7613 7054 6851 2800	Granddaddy Purple	Plant 2339	90d	+
8318 2227 2315 2867	Granddaddy Purple	Plant 2339	91d	+
6070 3240				+
0318 2911				+
0962 3213				+
1184 0647				+
2986 2178				+
5344 6099				+

5 Items **0.00g**

Print Move Harvest Cure Convert Quote Destroy

The next step will show a list of the selected plants and a form to enter the Wet materials. The Wet Flower is a required field, some data must be entered. Wet Other materials would need to be weighed again and adjusted for a Dry weight; Wet Waste should be quarantined and destroyed.

Collection Time:	<input type="text" value="12/11 16:17"/>		
Move to Room:	<input type="text" value="Outdoor/CycleB"/>		
Wet Flower:	<input type="text" value="657.1234"/>	<input type="text" value="Grams"/>	657.1234g
Wet Other:	<input type="text" value="600"/>	<input type="text" value="Grams"/>	600.0000g
Wet Waste:	<input type="text" value="500"/>	<input type="text" value="Grams"/>	500.0000g
<input type="button" value="Schedule"/> <input type="button" value="Save & Reflower"/> <input type="button" value="Save & Complete"/>			

If you are making multiple collections choose **Save & Reflower** otherwise choose **Save & Complete**.

Whole Plant Harvest (aka: Chop and Hang)

In this scenario just chop the whole plant down, remove obvious waste and then weigh the entire plant. This is the Wet Flower, enter zero for Wet Other and whatever amount is necessary for Wet Waste. Then choose Save & Complete

Partial Harvest (aka: Top then Bottom)

When making multiple collections enter Wet Flower and Wet Waste accordingly and use Save & Reflower.

Harvesting Flower vs Other Material

The Wet weights entered are treated as a maximum reference for your Dry weights. However, it's acceptable to enter only Wet Flower and then when entering Dry weights enter a small amount of Dry Flower and put the bulk of the weight into Dry Other. Keeping in mind that Other materials must be processed into an Intermediate stage product before becoming Packaged goods.

Curing

Select one or more plants, that have brown leaf icons next to them, then choose the Cure button. Or you can visit the **Drying** page from the Plants page and use the filters to select the group of Plants to cure.

Dry Flower:	650	Grams	21.67%	Move To:	Processing
Additional Dry Other:	1900	Grams	633.33%	Move To:	Processing
Additional Dry Waste:	600	Grams	-.--%	Move To:	Quarantine
Schedule Destruction:	Yes	Waste from curing/drying process			

+ Cure & Collect Additional
☑ Cure & Complete
🔧 Modify Wet Yield

On the Cure page enter the amount of Dry Flower, Dry Other and Dry Waste. You can also select a room to move these items directly into and automatically schedule this Waste for destruction. The Dry Flower field is required, the other fields are optional.

The resulting Flower and Other Materials become Inventory and must be combined into Lots for further processing.

Cure & Collect Additional will save these dry weights and allow you to add additional dry weights in the future

Cure & Complete will save these dry weights and finalize the curing process. No additional weights will be allowed

Modify Wet Yield will use the weights entered and process them as updated wet weights.

Curing for Oils

If you are curing and want to make Other Material lots for processing into Oil you would enter a small amount for Flower and the bulk of the materials would be classified as Other. This would allow you to make large Lots (15lb) for conversion or sale to a processor.

Plants to Seeds & Clones

The Regulatory system is a closed loop: Plants create other source materials: Clones and Seeds. Plants that are used for these sources are considered "Mother" plants.

Select one or more Plants from the Plants in Cultivation list and choose the **More** option then select **Clone**.

✓	0623 5770 6522 7109	Allen Wrench	Alpha Grow	4d	♀
✓	2694 6767 9592 2729	Allen Wrench	Alpha Grow	4d	♀
✓	3010 3719 8780 4653	Allen Wrench	Alpha Grow	4d	♀
✓	4236 9548 5239 6199	Allen Wrench	Alpha Grow	4d	♀
✓	4746 9843 5493 2270	Allen Wrench	Alpha Grow	4d	♀
✓	4753 9005 9368 9898	Allen Wrench	Alpha Grow	4d	♀
✓	4867 6971 6764 5257	Allen Wrench	Alpha Grow	4d	♀
✓	5553				♀
✓	6132				♀
✓	6261				♀

10 Lots 0 units 0.0 g

Print
Harvest
Cure
More ...

Or when viewing a single Plant details choose **Clone**.

Seeds & Clones to Plants

Selling Plants & Clones

To sell plants they must be converted into Inventory as Mature Plant which are then transferred on a Manifest.

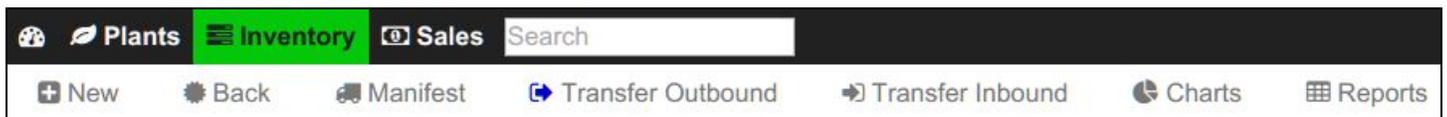
Select one or more Plants, choose **Convert** which will process them into Inventory. Select those Mature Plant items and then **Transfer**.

To sell existing Clones, simply select those inventory items and choose **Transfer**. If you need to make new clones for sale then first select the Plants and choose **Clone**. This will create the new Clone inventory for you.

If you are selling recently matured Clones as Plants then you may need to take Plants, create Clones then convert the Clones to Plants and finally those Plants to Mature Plants in inventory which can then be sold.

Inventory

Inventory represents your flower, plant materials, oils, keif and other intermediate materials as well as packaged goods ready for delivery to retailers.



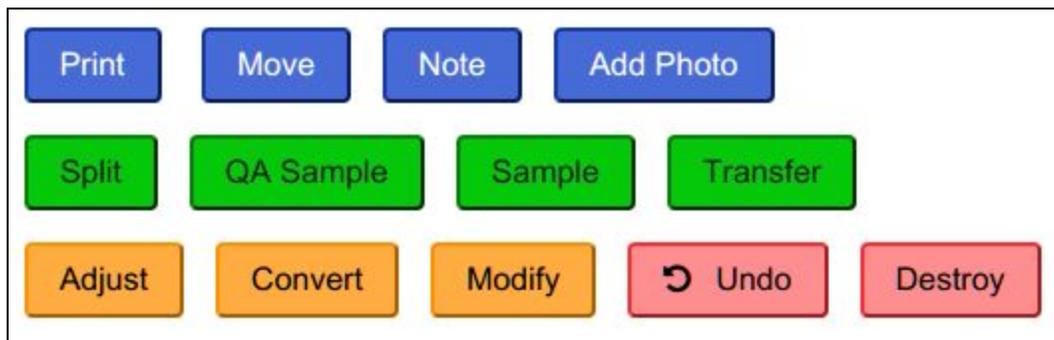
Overview

Inventory are all items that are non-farm items. Mature Plants for Sale, Seeds, Clones and Plant Tissue. There are source-stage Flower and Other Material that must be combined to Lots, then intermediate-stage products such as Hash, Keif and Oils and finally packaged-stage products (Usable MJ, Extract for Inhalation) that are ready for distribution to a Retailer.

When viewing the main Inventory screen a selection of filters will be available at the top. Use these to filter and sort the items on the screen.



One or more Inventory items can be selected which provides controls for printing labels, creating lots, sub-lotting, creating samples, adjusting and converting these inventory items.



Creating Lots

After a Harvest and Cure the system creates Flower and Other Material items that must be combined into Lots for further processing. Lots must be created from identical strains and inventory types, eg: *OG Kush/Flower*. Select one or more items and choose **Create Lot**. Then you will be able to enter the amounts from each source to use for creating this Lot. Flower Lots have a maximum weight of 5lb and Other Lots have a maximum weight of 15lb.

If you have selected source material that is over the weight limit the **Auto-Allocate** button will appear. Using the feature WeedTraQR will automatically allocate all these source materials into large lots and creating an even distribution on the remainders so we don't end up with very small lots.

This example shows a distribution from five source items into three lots. One is the full size and two and three are a balance from the remaining product.

Lot #	Source	Strain	Remove	New Lot
#1	4498405925179880	Granddaddy Purple	654.6300	654.63
#1	2244842001469487	Granddaddy Purple	654.6300	1309.26
#1	1669379309517046	Granddaddy Purple	654.6300	1963.89
#1	1622593930647418	Granddaddy Purple	304.07	2267.96
#2	1622593930647418	Granddaddy Purple	350.56	350.56
#2	1179572561508309	Granddaddy Purple	152.035	502.595
#3	1179572561508309	Granddaddy Purple	502.595	502.595

Converting

Select a bunch of Inventory items then choose Convert.

Caviar Joints

Convert the Flower Lot to Mix and send it for QA. Then select this Mix and the Hash or Keif (or other) that you want to combine. Input the correct weights for the Source materials and Output materials and click convert.

Adjusting Quantity and Usable Amounts

Adjusting the quantity of weight based or packaged products can be access using the **Adjust** button from either the list or item view.

Adjusting the quantity of Intermediate products (Flower Lot, Hash, etc) adjusts the weight on hand, best to use grams. End products have their unit quantity adjusted.

When adjusting a reason must be provided, this is an opportunity to record details about the process and create an audit trail. More information is better. Most likely the *Adjustment Type* will be either Inventory Audit or Correction - select the best option that describes the reason for the adjustment.

Adjusting Usable

Adjusting Usable is a tricky situation. When Adjusting Usable the system is actually using a weight based changed to adjust the quantity of items on hand. Starting with 10 x 1g packaged items and using Adjust Usable to 0.5g the result will be 20 x 0.5g items.

Additionally, Adjust Usable can only be used to modify weights resulting in whole number quantities, 1 to 0.5 for example. Modifying 0.54 to read 0.25 or correcting 0.63

to 0.50 requires some advanced steps. First locate the multiple of the values to adjust to, adjust the quantity to this value, adjust usable to the correct weight and then adjust quantity back to the original value. For example, adjusting 0.63 usable to 0.50g usable.

1. Adjust Quantity from \$Original_Value to 3150 (63 * 50)
2. Adjust Usable from 0.63 to 0.50 - Making Quantity 3969
3. Adjust Quantity back to \$Original_Value

Sub Lot / Split

From created inventory (Intermediate or Packaged) sub-lotting, or splitting, the inventory is possible. For example cutting a large collection of oil into two (for some reason) or for selecting 20 of your 200 packaged 2g bags; or 10 of 100 vape cartridges. Simply select the Inventory item you want to split and choose **Split**. The form will default to cutting the product in half. Just adjust this to the amount to use for the new Lot and press **Split** again.

Samples for Employees

Samples for Employees can be made from Flower Lot, Intermediate or Packaged products.

Samples for Vendors / Standard

Samples for retailers must be taken from Packaged products such as Usable Marijuana or Extract for Inhalation or Edibles. Once you have these packaged items simply select the **Sample** button to create a sample for a specific Employee or Vendor.

EG: If you have 100 count of 1g bags, use Sample to take 1 bag to Retailer.

If your products are not fully packaged (eg Flower Lots) then convert a small amount into Usable Marijuana and make samples from that.

EG: If you have 500g of Flower Lot, convert 3g into 3 count 1g bags, then take Sample from there.

It is also possible to create multiple Vendor Samples at one time. Simply select some Packaged type products and press Sample. Then add the Vendors to the list.

Inventory :: Create Sample

9800 0002 7000 **0054** Blueberry
9800 0002 7000 **0068** Blueberry
9800 0002 7000 **0049** Bubba Kush

40.0 × 2g
20.0 × 2g
50.0 × 2g

@ \$1000.00

Sample For

Enter either Employee or Vendor

Sample Type:

Vendor:



Happy Time (R) - #414777 #414777

The Happy Crop Shoppe (R) - #413481 #413481

The Happy Crop Shoppe (R) - #413600 #413600

Quantity:

Create 9 Samples

Samples for Vendors / Education

This is a similar case to the standard Vendor samples as above. Except in this case the item will be sent in a bulk-lot and the Vendor is responsible for allocating to their respective Employees.

For **Retailers** as an example: Convert 5g of Flower Lot into 10 x 0.5g packages of Usable Marijuana. Then select the new Usable Marijuana and use **Sample** to send all these items to the selected Vendor.

Quoting

Select a bunch of Inventory items; then select the Quote button.

Manifest

The Manifest process provides documentation of products both sent and received by your operation.

Delivering Product / Transfer Manifest

Select a bunch of Inventory items; then select the Transfer button.

Delivery Quarantine

The Delivery Quarantine period (24h) starts when the manifest is created. It does not matter when the product was created, or moved to your quarantine room.

Receiving Product

Receiving a Manifest can be access from Inventory -> Transfer Inbound. A list of pending transfers as well as pending returns will be displayed

Receiving Plants

When plants are received they will be visible on the 'Mature Plants' section of your Inventory. These items must be changed into Plants and issue a new ID to become part of your farm. Select the items, choose Plant and enter the quantity that will be moving onto the farm.

Receiving Product Returns / Voids

Receiving a Manifest from the Manifest section, Inbound. A list of pending transfers as well as pending returns will be displayed. Simply scroll to find the Manifest you are taking returns from and click the Manifest ID. Then enter the updated prices of the goods sold and press **Process Returns**

Voiding an Item, a Stop or Entire Manifest

Once a Manifest has been created and before it is Confirmed & Released there is the option to void out individual items, entire stops or the entire manifest. To begin click the 'Void Manifest' button.

On the screen that appears there are red buttons with trash bins in them. There are buttons associated with the item, the stop and at the bottom a button for the entire manifest. Clicking the button will void out the respective item, stop or full manifest.

Be very careful. Voiding a Manifest is not a process that can be undone. A new Manifest would have to be created (see Copy Manifest) and the quarantine period would be reset!

Selling Plants

Plants that are currently 'Growing on the Farm' (Plants page) must be converted into Inventory. Select the Plants, then choose 'Convert'. Then select these converted Inventory Mature Plants and press Transfer. Fill out the Manifest and move the inventory to a Quarantine area.

Returns / Rejections

If the receiving party does not accept the item they must either reject (entering zero amount) the item, or receive and then issue a return manifest. More frequently this process is handled as a rejection. Rejected items are visible on the Manifest page, in the lower section.

Historical inbound manifests are available on the Manifests :: Inbound page.

Sales Register

For retailers or dispensaries the primary interface is the Sales Register. This allows priced inventory items to be scanned or selected, summed, taxed and sold to the consumer or patient.

Reporting

Everybody loves reports!