

Medical Cannabis Seed to Sale Website User Guide

How farmers, CODEP supervisors, warehouse teams, laboratory coordinators, and partners should navigate the portal and understand each section.



This guide explains the whole Medical Cannabis Seed to Sale website, not only the farming process. It shows where to click, what each section means, what information the section is giving, why that information matters, and how CODEP and supervised farmers should use it in daily operations.

The website exists to make the production chain understandable, auditable, and buyer-ready. Each section supports a different control question: What stage is the crop in? What proof exists? Is the stock labelled? Is it tested? Is it stored properly? Can CODEP defend the batch to regulators, buyers, laboratories, banks, and export authorities?

Who should use this guide

User	How to use the site
Farmers and producer teams	Use the website to understand the standard expected at each stage, what photos to take, what labels to print, and what corrections must be made before CODEP can approve movement.
CODEP supervisors	Use the website as a control checklist for traceability, evidence, quarantine decisions, laboratory release, secure storage, and export readiness.
Warehouse and transport teams	Use the storage, labels, waybills, and inspection report sections to organise sacks, protect custody, and show that stock was not mixed or mishandled.
Investors, buyers, and partners	Use the portal to understand CODEP's discipline, compliance logic, documentation flow, and ability to supervise many producers consistently.

How to Navigate the Website

Use the website from left to right as a control workflow: understand the status, compare the visual standard, select the stage, generate physical labels, inspect evidence, enter laboratory results, and keep quarantine/storage decisions clear.

1 Home status	2 Photo Standards	3 Flowchart / Manual	4 Labels
5 Inspection Report	6 Lab Entry	7 Quarantine	8 Secure Storage

Navigation item	What to do
Top navigation	Use the buttons at the top to jump directly to Flowchart, Photo Standards, User Guides, Inspection Report, Manual, Quarantine Log, Lab Entry, Labels & Waybills, and Analytics.
EN / FR toggle	Use EN or FR to switch the visible website text between English and French. This helps both international stakeholders and French-speaking Congolese teams use the same system.
Interactive sections	Many sections update when you click a stage, select a batch, choose a label type, or change an inspection answer. The website is not just text; it is a working control tool.
Print buttons	Use print buttons for labels, waybills, certificates, and inspection reports. These outputs become part of the evidence file for CODEP and the farmer.

Website Sections and What They Mean

Homepage and Active Batch Status

Where: Top of the website.

What it means: Introduces the purpose of the portal and shows the basic status of batches that are untested, compliant, or still controlled by CODEP.

Why it matters: Everyone must immediately understand that the portal is about traceability, compliance, laboratory evidence, and export readiness, not ordinary product advertising.

Example: If the dashboard shows untested batches, those batches must remain under quarantine until laboratory evidence supports release.

Controlled Chain of Custody

Where: Section below the homepage hero.

What it means: Summarises the required movement from seedling registration through cultivation, harvest, bagging, lab release, secure storage, and buyer inspection.

Why it matters: CODEP needs one common language for every handoff. Farmers need to know that every transfer must be labelled, weighed, sealed, and photographed.

Example: When a harvest leaves the farm for laboratory sampling, the website makes clear that the batch needs a seal, manifest, weight record, and photo evidence.

User Guides

Where: Click User Guides in the top menu.

What it means: Provides downloadable English and French PDF guides explaining how the portal works and how the process should be controlled.

Why it matters: Farmers and supervisors need offline instructions they can print, share, and use during training or field supervision.

Example: A new producer can read the guide before using the label generator or before submitting warehouse photos for review.

Photographic Standard Library

Where: Click Photo Standards.

What it means: Shows visual examples of what acceptable nursery, field, drying, bagging, quarantine, and warehouse presentation should look like.

Why it matters: Photos remove doubt. A farmer can compare their real room or field against the standard before asking CODEP for approval.

Example: If bags are piled on the floor or labels are missing, the farmer can see from the standard that pallets, airflow gaps, outward labels, and clean aisles are required.

Website Sections and What They Mean

Interactive Flowchart

Where: Click Flowchart, then click Stage 1 to Stage 7.

What it means: Explains each control gate, what is allowed, what is prohibited, what paperwork is needed, and what media evidence is expected.

Why it matters: CODEP and farmers need a clear decision map. No batch should move forward because someone guessed; it should move because the stage requirements are satisfied.

Example: At Stage 7, the flowchart shows that secure storage must have organised pallets, readable labels, batch separation, and buyer inspection readiness.

Chronological Manual

Where: Click Manual.

What it means: Presents the same process in a training-friendly order with stage descriptions, paperwork needs, and media references.

Why it matters: The manual is useful when explaining the process to a farmer step by step from nursery to secure storage.

Example: A CODEP trainer can open Stage 4 and explain drying-room temperature, humidity, PPE, and why flowers cannot touch the floor.

Quarantine Log

Where: Click Quarantine Log.

What it means: Separates untested, failed, and compliant stock so that risky material is not mixed with released stock.

Why it matters: Quarantine is one of the most important buyer and regulator confidence controls. Untested or failed material must not enter export-ready inventory.

Example: If a batch has not received a laboratory certificate, it should remain in quarantine even if it appears visually good.

Lab Entry

Where: Click Lab Entry.

What it means: Lets users record laboratory name, chemist, THC, CBD, moisture, pesticide status, heavy-metal status, and certificate-style evidence.

Why it matters: CODEP cannot rely on verbal claims. Laboratory data creates the evidence needed for release, buyer review, and export file preparation.

Example: If moisture is above the acceptable limit, the system should support a hold or correction decision instead of allowing premature release.

Website Sections and What They Mean

Inspection Report

Where: Click Inspection Report.

What it means: Allows a supervisor to assess a photo or packaging situation against minimum pass conditions and print a report.

Why it matters: It turns a messy photo into a documented decision: pass, conditional pass, or hold. This protects CODEP and gives the farmer clear corrective actions.

Example: If workers are in the warehouse without PPE and sacks are not labelled, the report can document why the batch is held and what must be corrected.

Labels & Waybills

Where: Click Labels & Waybills.

What it means: Generates barcode labels and transport documents for trays, grow bags, harvest totes, quarantine sacks, lab samples, released bags, and secure storage.

Why it matters: Labels and waybills are the physical link between the website record and the real product. Without them, traceability breaks.

Example: A bulk sack sticker should show batch ID, producer, net weight, status, seal number, CODEP code, barcode, and traceability URL.

Analytics

Where: Click Analytics.

What it means: Shows yield estimates and environmental stability indicators such as moisture, temperature, and humidity logic.

Why it matters: The section helps farmers and CODEP understand whether production conditions are commercially and scientifically credible.

Example: A drying room above the moisture limit can trigger microbial risk; the analytics explanation helps the team understand why correction is required.

The Seven Stages Explained

Stage	What the section teaches
1. Nursery / Seedling	Shows how genetics, tray labels, mother plant source, and early photo evidence begin traceability.
2. Transplant	Shows why each grow bag or row needs identification, spacing, irrigation control, and survival records.
3. Cultivation	Shows how field supervision, organic input logs, pest observations, and irrigation records protect GACP credibility.
4. Harvest and drying	Shows why wet weight, rack assignment, PPE, temperature, humidity, and no floor contact matter.
5. Bagging and quarantine	Shows how sacks are weighed, sealed, labelled, and kept separate until laboratory release.
6. Laboratory testing	Shows why samples, manifests, certificates, moisture, cannabinoids, pesticides, and metals determine release.
7. Secure storage	Shows how pallets, airflow, clean aisles, batch zones, labels, buyer inspection areas, and CODEP export files complete readiness.

Recommended Daily Use Workflow

- Start at the Photo Standards section and compare the real site against the visual standard.
- Open Flowchart or Manual and select the stage that matches the current work.
- Print or prepare labels before material is moved, bagged, sampled, or stored.
- Take wide photos, close-up label photos, and environment photos before asking CODEP for approval.
- Use Inspection Report to document pass, conditional pass, or hold decisions.
- Use Lab Entry only when formal laboratory results are available.
- Move released stock into Secure Storage only when labels, seals, lab evidence, and CODEP approval are complete.

Why This Information Is Necessary

Reason	Why it matters
Traceability	Every gram must be connected to a producer, batch, stage, weight, seal, and document trail.
Regulatory confidence	Authorities and buyers need proof that CODEP controls the process and can explain every movement.
Farmer protection	Clear standards protect farmers from rejection caused by missing labels, poor photos, mixed stock, or weak documentation.
Buyer confidence	Professional photos, labels, lab data, storage discipline, and reports make stock inspectable and commercially credible.
Export readiness	Export files require consistency across licence, batch identity, lab evidence, customs paperwork, and physical stock.

Practical example: using a warehouse photo

If a warehouse photo shows sacks on the floor, weak labels, no aisle control, or workers without PPE, do not treat it as only a photograph. Open Photo Standards, compare the picture, open Inspection Report, record the failure, print corrective instructions, then use Labels & Waybills after the sacks are reorganised and labelled.

The website should be used as a control dashboard, training tool, evidence generator, and buyer-readiness system. It does not replace legal or regulatory advice, but it helps CODEP and supervised farmers prepare the information that lawyers, regulators, laboratories, customs, banks, and buyers will expect to see.