



Gobi Portal

User Manual

<https://gobilabs.com/>




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Getting Started

A screenshot of the "Client Portal Registration" form. At the top is the Gobi Labs logo. Below it is the title "Client Portal Registration". The form contains five input fields: "Username", "Email", "Password", "Repeat Password", and "Invite Code". Below these fields is a checkbox labeled "I agree to the Terms of Service". At the bottom is a large orange button labeled "Register".



Client Portal Registration

Username

Email

Password

Repeat Password

Invite Code

☐ I agree to the [Terms of Service](#)

Register

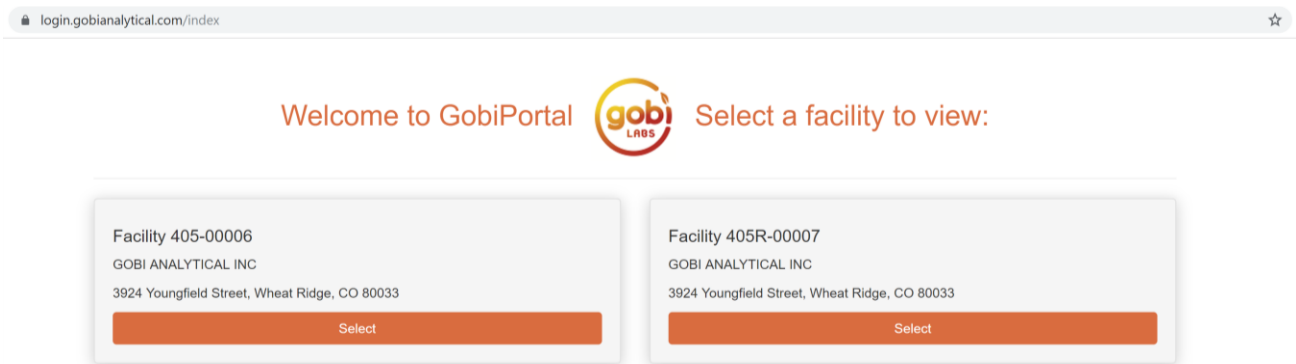
New User Registration

- Contact Gobi Labs at info@gobianalytical.com to be issued your Invite Code
- Proceed to <https://login.gobianalytical.com/> register to create your username and password, and register your account



Login and Select Facility

- Once you have registered, log in with the username and password you have created at <https://login.gobianalytical.com>
- On the "Welcome" page you can select a facility to view
- Switch between facilities by using the dropdown menu on the navigation bar (shown in the image below)
- You can now view your sample and result data and access additional features through your Gobi Portal account



The image above shows an example of the Welcome page where you can select a facility.

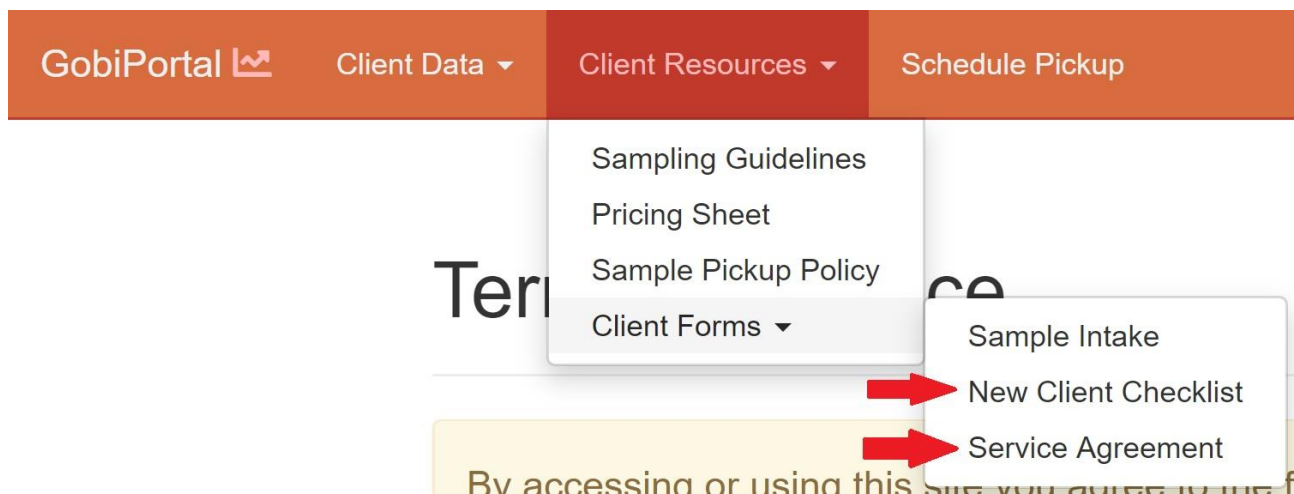


You can also switch between facilities by using the dropdown menu shown in the image above.



Submit Client Forms

- New clients must submit two forms to Gobi upon registration
 - Gobi Laboratory Service Agreement – This is a copy of the terms of the legally binding service agreement to have samples tested at Gobi Labs.
 - New Client Checklist – This is a list of new client information needed for internal records.
- Navigate to the form submission pages by using the "Client Resources" > "Client Forms" menu option shown in the image below



- Follow the three steps described on the form submission page to:
 - Download the form
 - Print, complete, and scan the form
 - Import the completed form into the portal

A screenshot of the form submission process. It shows three steps in a row: 1. Download New Client Checklist, 2. Print, Complete & Scan Form, and 3. Upload Scanned PDF File. Step 3 includes a "Select PDF File" button and an "Import File" button. Below the steps is a table with the following headers: Imported Files, User, Timestamp, Facility, and Accepted. The table is currently empty.



Viewing Data

Manifests

- This tab manages the manifests that you've submitted
- Use the search fields to find specific manifests
- Click the "Manifest No." link to see each Metrc (RFID) Tag and which test types have been selected on the intake form
- By hovering over the "Date Created" on a sample, the due date is displayed for each sample type once the sample has been received in Gobi's inventory system and the time tracking begins

View Manifests For 402-00055

Manifest:

Search Term

Start Date:

End Date:

Search

Manifest No.	Package Count	Date Created
9165488	30	4/9/2019 1:35 PM
9164316	33	4/9/2019 1:35 PM
9163859	14	4/9/2019 1:35 PM
3163859	1	4/9/2019 1:35 PM
9163796	25	4/9/2019 1:35 PM
9165670	16	4/9/2019 1:35 PM

← Newer manifests

Older manifests →



Packages

- Hover over the incoming date to see the package's anticipated due date for testing results
- In this tab you can view sample submissions
- Use the search fields to filter by test type, Metrc (RFID) Tag, start or end date

View Packages: 402-00055 ?

Package Id:

Start Date:

End Date:

Package Id	Package Name	Manifest	Date Created	Type	Pot.	RSA	Hom.	Micro.	Terp.	Pest.	
1A400050026875D60100784	Cherry Lime Haze Shatter	9165488	<u>4/9/2019 1:38 PM</u>	Concentrate	X	X			X		<input type="button" value="Delete"/>
1A400050026875D60100684	Bubba Fett Live Sugar	9165488	<u>4/9/2019 1:38 PM</u>	Concentrate	X	X					<input type="button" value="Delete"/>
1A400050026875D60100686	Bubba Fett Live Vape Sauce	9165488	<u>4/9/2019 1:38 PM</u>	Concentrate	X	X			X		<input type="button" value="Delete"/>
1A400050026875D60100685	Bubba Fett Live Sugar	9165488	<u>4/9/2019 1:38 PM</u>	Concentrate	X	X			X		<input type="button" value="Delete"/>
1A400050026875D60100682	Blueberry Headband Sugar Wax	9165488	<u>4/9/2019 1:38 PM</u>	Concentrate	X	X					<input type="button" value="Delete"/>
1A400050026875D60100683	Bubba Fett Live Vape Sauce	9165488	<u>4/9/2019 1:38 PM</u>	Concentrate	X	X					<input type="button" value="Delete"/>
1A400050026875D60100667	CO2 oil Sativa	9164316	<u>4/9/2019 1:38 PM</u>	Concentrate	X	X					<input type="button" value="Delete"/>
1A400050026875D60100668	CO2 oil Hybrid	9164316	<u>4/9/2019 1:38 PM</u>	Concentrate	X	X					<input type="button" value="Delete"/>



Reports

- In the Reports tab you can search testing reports by name and date
- Testing results are uploaded into an official Gobi report that can be accessed in this tab
- View your results online or download a PDF to send to your customers or print for your records

View Reports For 402-00055

Report Name:

Search Term

Start Date:

End Date:

Search

Report Name	Manifest	Version	Date Created	Test Type		
Concentrate Company - RSA Report - 9163796v1	9163796	1	8/1/2019 11:19 AM	RSA	Download	Delete
Flower Company - Pesticide Report - 9163796v1	9163796	1	8/1/2019 11:19 AM	Pesticide	Download	Delete
Flower Company - Potency Report - 9163796v1	9163796	1	8/1/2019 11:19 AM	Potency	Download	Delete
Concentrate Company - Potency Report - 9165488v1	9165488	1	4/11/2019 10:38 AM	Potency	Download	Delete
Edible Company - Homogeneity Report - 9165670v1	9165670	1	4/9/2019 4:36 PM	Homogeneity	Download	Delete
Flower Company - Pesticide Report - 9165670v1	9165670	1	4/9/2019 4:36 PM	Pesticide	Download	Delete
Concentrate Company - RSA Report - 9165670v1	9165670	1	4/9/2019 4:16 PM	RSA	Download	Delete
Concentrate Company - Terpene Report - 9165670v3	9165670	3	4/9/2019 3:18 PM	Terpene	Download	Delete
Concentrate Company - Potency Report - 9165670v2	9165670	2	4/9/2019 3:09 PM	Potency	Download	Delete

← Newer reports

Older reports →



Gobi Labs

Analytical Report

Manifest: 0002611832
METRC ID: 1A4000500266F00200002156
Sample Name: TEST SAMPLE
Sample Type: Buds
License: 405R-00007
Licensee: GOBI ANALYTICAL INC
Facility Address: 3924 Youngfield Street, Wheat Ridge,
CO 80033

Test Performed: Chemistry Lab
Report No: P-2611832-V1
Receive Date: 2018-09-21
Test Date: 2019-09-02
Report Date: 2019-09-02
Sample Condition: Good
Method Reference: GA-OP-06

Scope

The content of ten cannabinoids was determined by an in-house developed method certified by CDPHE for solvent extraction followed by High Performance Liquid Chromatography with Diode Array Detection.

Cannabinoids	Percent	mg/gram
CBDV	ND	ND
CBDA	ND	ND
CBGA	ND	ND
CBG	ND	ND
CBD	ND	ND
THCV	ND	ND
CBN	ND	ND
THC	ND	ND
CBC	ND	ND
THCA	ND	ND

ND - not detected; T - trace; ULOQ - limit of quantitation

	Percent	mg/gram
Total THC	0.00	0.00
Total Cannabinoids	0.00	0.00
Total THC:CBD Ratio	NA	NA

Total THC = THC + (THCA x 0.877)
Total CBD = CBD + (CBDA x 0.877)

Laboratory Comments:

DEMO REPORT

2019-09-02
Date

This report has been prepared by Gobi Analytical, Inc. exclusively for our Client and their Authorized Representatives. All analytical work is conducted in accordance with a mutually agreed upon scope of work and the terms and conditions as expressed in the Gobi Analytical Inc. Laboratory Service Agreement. This report is not to be reproduced in whole or in part without prior written approval. The results shown on this report relate only to the samples submitted to the laboratory. Estimated Uncertainty available upon request. The laboratory is accredited for THC, THCA, CBD, CBDA, and CBN only.

Gobi Analytical
● 3924 Youngfield St. ●
● Wheat Ridge CO 80033 ●
● ISO/IEC 17025:2017 Accredited ●
● (303) 456-2040 ●



Results

- Search and sort all your lab results by:
 - Metrc (RFID) Tag
 - Manifest number
 - Date range
 - Name of product
 - Sample type (Flower, Concentrate, Infused Product)
 - Test type
- Download and export result data into a CSV format for Excel
- View result data and visualizations
- View aggregate result data including trends in cannabinoid concentrations over time

View Results: 402-00055

Results Displayed: 59

CSV Download*

Data Visualization*

*currently for potency results only

Package Id:

Name:

Manifest:

Sample Type:

All

Test Type:

All

Start Date:

End Date:

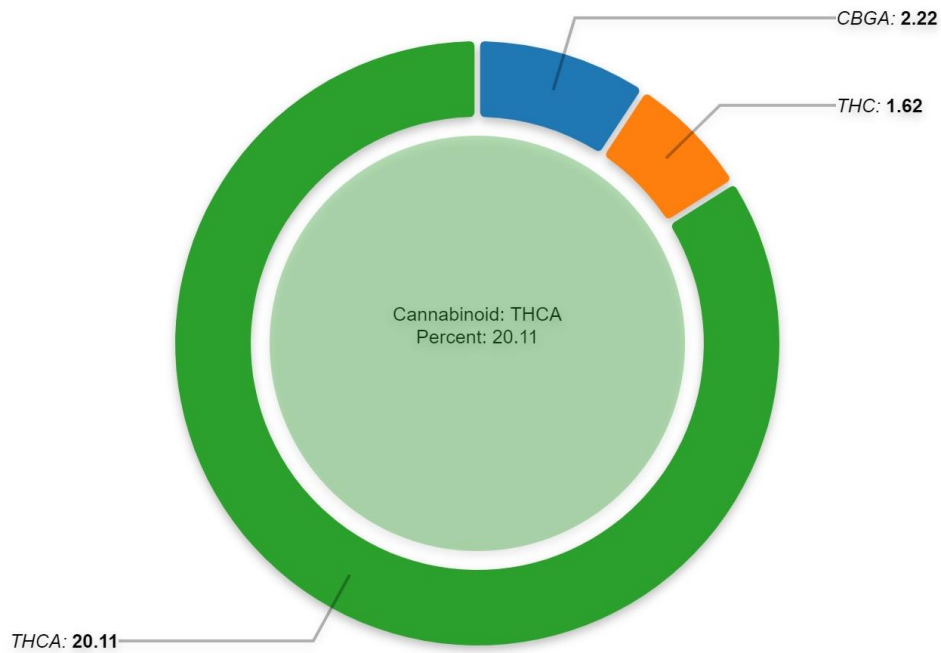
Search

Package Id	Name	Manifest	Type	Test	Timestamp	
1A400050026875D60100584	GG4 Shatter	9165670	Concentrate	Potency	4/9/2019 3:09 PM	Delete
1A400050026875D60100584	GG4 Shatter	9165670	Concentrate	Terpene	4/9/2019 3:19 PM	Delete
1A400050026875D60100584	GG4 Shatter	9165670	Concentrate	RSA	4/9/2019 4:17 PM	Delete
1A400050026875D60100585	Wifi Glue OG Shatter	9165670	Concentrate	Potency	4/9/2019 3:09 PM	Delete
1A400050026875D60100585	Wifi Glue OG Shatter	9165670	Concentrate	Terpene	4/9/2019 3:19 PM	Delete



Package Id: [REDACTED]
License: [REDACTED]
Name: [REDACTED]
Type: [REDACTED]
Units: [REDACTED]

CBDV	CBDA	CBGA	CBG	CBD	THCV	CBN	THC	CBC	THCA
0.00	0.00	2.22	0.00	0.00	0.00	0.00	1.62	0.00	20.11



Close



Account Management

New User Invites

- Selecting "My Invites" under the "User" menu on the navigation bar brings you to the invite management page shown in the image below
- Generate an Invite Code for a new user by:
 - Selecting the licenses for the new user to access
 - Select the Administrator option if the new user will need access to the account management features
 - Click Create Invite Code
- Once you have created an invite code, it can be used in the registration process described on page 1

A screenshot of a web application interface. At the top, there's a header "Create New Invite" with a help icon (question mark in a circle) on the right. Below the header, there are three checkboxes: "405-00006", "405R-00007", and "Administrator". Below these is a button labeled "Create Invite Code". Below the form is a table with five columns: "Invite Code", "Licenses", "Administrator", "Username", and "Created By".

Invite Code	Licenses	Administrator	Username	Created By
-------------	----------	---------------	----------	------------

Existing Users

- An Admin can enable or disable existing user accounts from the "My Invites" page shown above



Email Recipients:

- Selecting "Manage Reporting Emails" on the navigation bar brings you to the email management page shown in the image below
- This page allows you to manage a list of email addresses that will receive automated emails from the portal when a new report is added for your facility

Manage Reporting Emails: CID-00027

Email Address

Add Email

Email Addresses

send.reports.here@your.company.com	Delete
email@your.company.com	Delete
quality.control@your.company.com	Delete
email@gmail.com	Delete



Client Resources

Sampling Guidelines

This tab provides a direct link to the Gobi website for testing FAQs. Here you'll find useful links to MED and CDPHE's guidelines for sampling procedures and regulations (required tests and sample size requirements for Flower, Concentrates, and Infused Products).

ALL THE ANSWERS YOU NEED
TO GET GOING AND GET TESTING



STEP 1:
Fill out new client
checklist
>



STEP 2:
Collect Sample

*Follow CDHPE sample
collection protocols*
>



STEP 3:
Fill out order
intake form
>



STEP 4:
Request Pickup
>

Or drop off sample

Pricing

Clicking this tab leads to Gobi's Pricing PDF with information on specific test types, pricing, and turn around time options (this does not include our monthly specials).

Sample Pick up

This navigates to Gobi's official Sample Pick-up guidelines. Here you'll learn information on how to request and prepare your samples for pick-up, and information on cancellations or route limitations. Reference the Schedule Pick-up section for more information on Gobi's Pick-up Policy.



Client Forms

Sample Intake

Here you can download and print the PDF version of Gobi's intake form. The form can then be completed, scanned, and uploaded to the Portal for Gobi and client records.

Manifest Number: _____
License #: _____

Sample Origin (Name of Company) _____

☒ YES ☐ NO

Date: _____
State and Local License up-to-date

METRC TAG LAST 4 DIGITS	Sample Type				Microbial lab		Chemistry Lab												Other		Sample Condition		Notes Additional notes. Please add target dosages and weights for edibles
	Bud/Flower	Edibles	Concentrate	Infused non edibles	Full panel Microbial	Total yeast and mold	Potency			Residual Solvent			Homogeneity			Terpene	15 panel Pesticide	R&D Testing <small>(Please select test type too)</small>	Other	Min. Weight	External Package Seal		
							8h	16h	24h	8h	16h	24h	8h	16h	24h								
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
12																							
13																							
14																							
TOTAL																							

Customer Signature: _____
Gobi Signature: _____

*Test result turn around times begin once samples are received at the lab and are based on Gobi Labs business hours: M-F 8AM - 6PM & SAT 10AM - 2PM

Gobi Analytical Laboratory Forms
Document NO: GA-GEN-F3
Last Revised 01/01/2019
INTAKE FORM



New Client Checklist

This is where to find the checklist form for new client information needed for internal records.

Gobi Labs



NEW CLIENT CHECKLIST

Company Information			Gobi Employee Initials	Receipt date
Licensee Name:				
Licensee Phone Number (s):				
Business Address				
Sample Pick up address (if different from above)				
Copy of State License				
Copy of Local License				
Gobi Service Agreement				
Test Reports Contact Information:	Contact Licensee:			
	Email (s):			
	Phone Number (s):			
Licensee accounting contact information:	Contact Licensee:			
	Email (s):			
	Phone Number (s):			
Special Requests (optional):				

Additional Licenses (with the same contact information as above)			Gobi Employee Initials	Receipt date
Licensee Name:				
Licensee Phone Number:				
Copy of State License				
Copy of Local License				
Business Address:				

Document No: GA-GEN-F20

Gobi Analytical Form

Last Revised: 08/01/2011

Gobi Laboratory Service Agreement

This is a copy of the terms of the legally binding service agreement to have samples tested at Gobi Labs.



Schedule Pickup

Here you can request a sample pick-up by date and the location/facility you're signed into. It is best practice to email driver@gobianalytical or submit your pick-up request by gam the day you need the pick-up. You'll receive a confirmation email with the driver's information to add to the Metrc Manifest.

Once confirmed, please have two copies of your Metrc Manifest along with the completed Sample Intake Form ready for our driver. For three or more samples we provide complimentary pick-up service; any less than three can easily be picked up with a small transport fee of \$25 applied directly to your account.

Cancellations are easily accommodated, but we ask that you please email driver@gobianalytical.com before gam the day of your pick-up to avoid a cancellation fee of \$25. Our drivers can wait at your facility for a maximum of 15 minutes if you are unavailable or unprepared; we are unable to change our daily route if a pick-up is missed.

Gobi provides pick-up services to the greater Metro Denver area, Boulder, Colorado Springs, and Fort Collins. Our pick-up services are offered throughout other areas of Colorado for a small fee dependent upon order size. Please contact us for full details and customized pricing.

GOBI ANALYTICAL INC
3924 Youngfield Street, Wheat Ridge,
CO 80033


Pickup Date:

Address:

User Manual

CONTACT US

 3924 Youngfield St.
Wheat Ridge, CO 80033

 303-456-2040

 info@gobianalytical.com
contact@gobianalytical.com
www.gobilabs.com