



Metrc Support Bulletin

Bulletin Number: DC_IB_0019	Distribution Date: 5/29/19	Effective Date: N/A
Contact Point: Metrc® Support	Subject: New Features Release and Harvest Batch Steps	
Reason: Metrc is providing details on our upcoming new features and recommended best practices around the Harvest Batches.		

Greetings Metrc® Users,

Metrc is pleased to provide information on the newest features available in the software. Users with plants permissions will now have the ability to change rooms within the Harvest Batch and Edit Planting Names within the immature plant groups.

The DOH and Metrc have also provided a step by step guide to creating and packaging a harvest. There will be screenshots to aid in the understanding of this process.

Please see the following pages for further details on these changes and the step by step guidance.

New Feature: Change Rooms in Harvest

As seen below within **Figure 1**, users with permission to the plants section will now have a new selectable *Change Room* button within the harvested tab. This button should be utilized if a harvest batch has been moved from the initial designated room. Industry users should accurately identify the location of their harvest batches, and the entire harvest batch should be in the same location.



Figure 1: Upcoming Harvest Tab Layout

If a user identifies a harvest batch that requires a room update, **Figure 2** is an example on how the change would be made. The user would select the harvest batch in need of a change and click the *Change Room* button. After the selection, the user would see the box below. Selecting the magnifying glass icon will populate all available rooms. Once the available rooms are populated, the user would select the new room for the harvest batch and click Change Rooms.

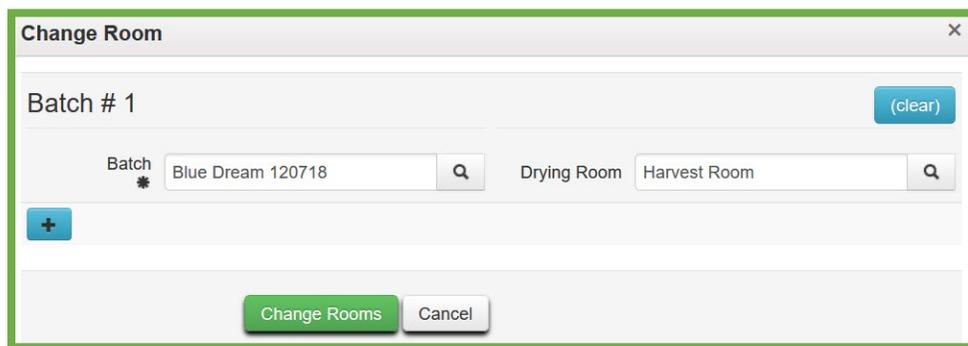


Figure 2: Changing Room for a Harvest Batch

New Feature: Edit Planting Names

As seen below within **Figure 3**, users with permission to the plants section will now have a new selectable *Edit Planting Name* button within the immature tab. This button should be utilized if an immature plant batch has an incorrect name associated to the batch. Industry users should accurately identify the names of their immature plant batches, and the recommended best practice is to enter the strain name and date of planting.

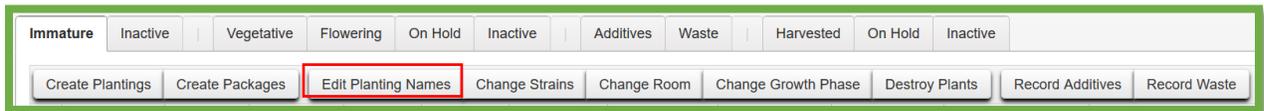


Figure 3: Upcoming Immature Tab Layout

If a user identifies an immature plant batch that requires a name update, **Figure 4** is an example on how the change would be made. The user would select the immature batch in need of a change and click the *Edit Planting Names* button. After the selection, the user would see the box below and make the edit within the group name field. Once the edit is deemed correct, the user would click Edit Plantings.

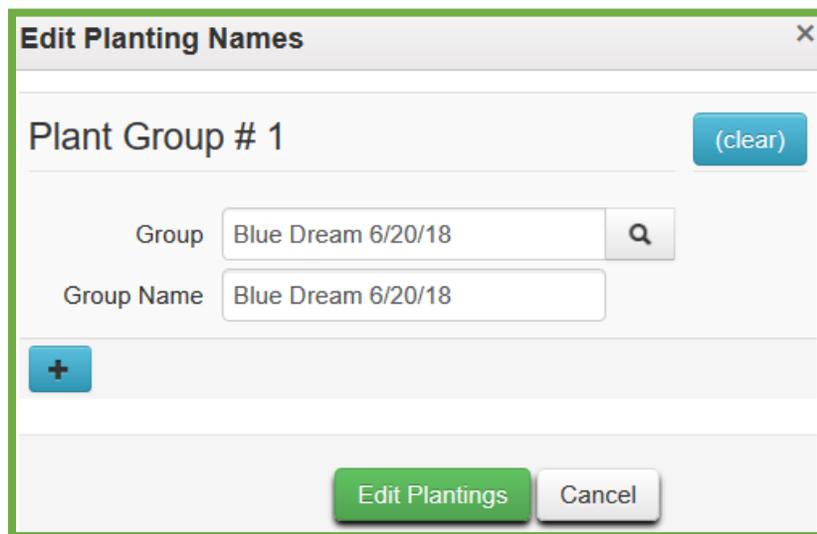


Figure 4: Editing an Immature Planting

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Harvest Steps

Step 1: Navigate to the flowering plants section of Metrc

The user will select the plants area on the top navigational bar and then select the flowering tab on the plants screen.

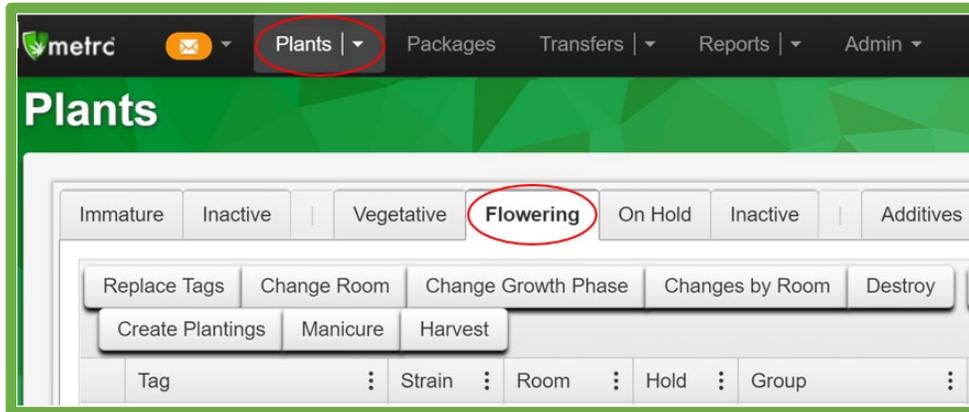


Figure 5: Example of Flowering Tab

Step 2: Identify plants to be harvested in the same harvest batch

The user will select the flowering plants they plan on harvesting. These plants will be a part of the same harvest batch. It should be noted that the harvest batch should only include plants that are of the same strain and harvested on the same day, unless otherwise permitted by the jurisdiction. Once the plants are highlighted, select the button and a new action window should appear.

Users also can select the button if usable marijuana product is being taken off the plant prior to the plant being fully harvested. The manicure button can be used within both the vegetative and flowering tabs.

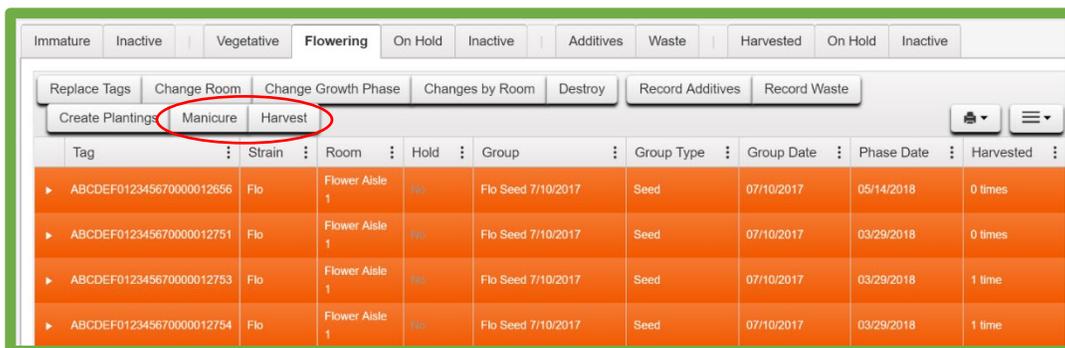


Figure 6: Selecting Plants for Harvest

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Step 3: Record the individual wet weights of the harvested plants

After the flowering plants are cut down, they should be individually weighed wet, and these measurements should be recorded in Metrc. The user will also have to indicate the Metrc room that the harvested plants are being moved into and a unique identifier for the harvest batch. The best practice for the harvest name is the strain name and date of harvest (similar to immature plant batches).

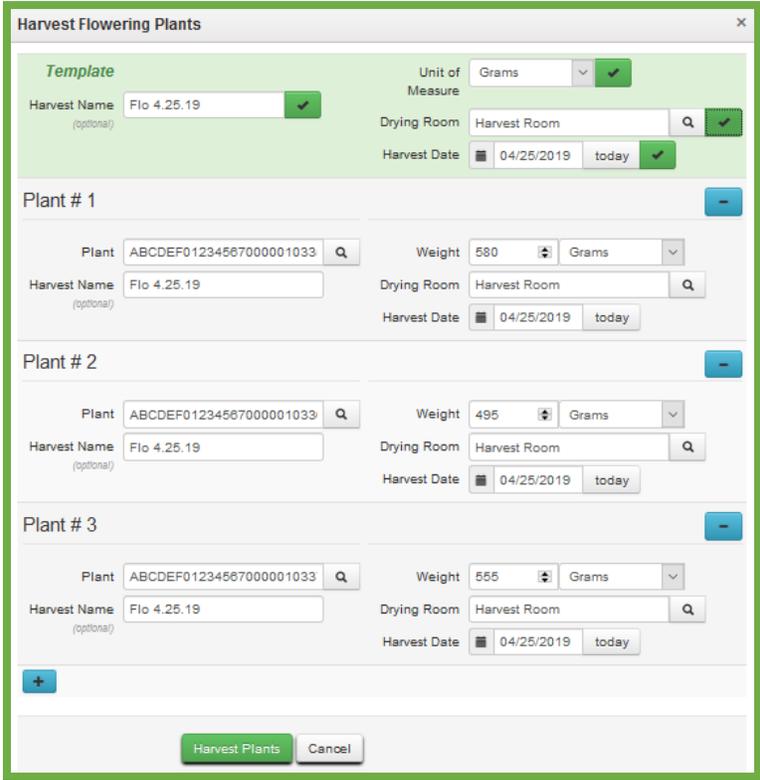


Figure 7: Harvesting Plants

Step 4: Verify that the harvest batch has been created under the harvested tab

The user should navigate to the harvested section by selecting the harvested tab. Once in the harvest tab, verify the harvest batch that was just created is listed with the correct name and total wet weight. The user should also verify that the Strain column indicates the proper strain that was harvested and does not show as “Multi-Strain”.

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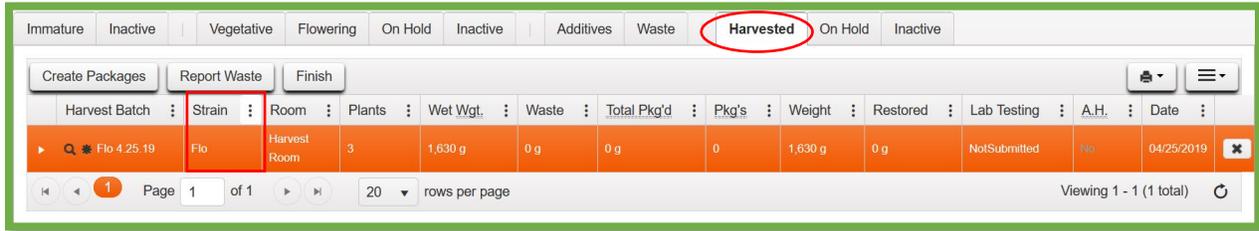


Figure 8: Harvested Tab

Step 5: Record wasted plant material

The user should collect and record the waste attributed to the harvest batch by highlighting the harvest batch and selecting **Report Waste**.



Figure 9: Reporting Waste in Harvest Batch

This will prompt a new action window to appear where the user will record the waste information. The user will fill in the waste type, waste date, and amount of waste in weight. Upon completing the record of waste and selecting **Report Waste** the waste amount will be deducted from the initial wet weight of the harvest and be recorded under the waste column of the harvested plant table.

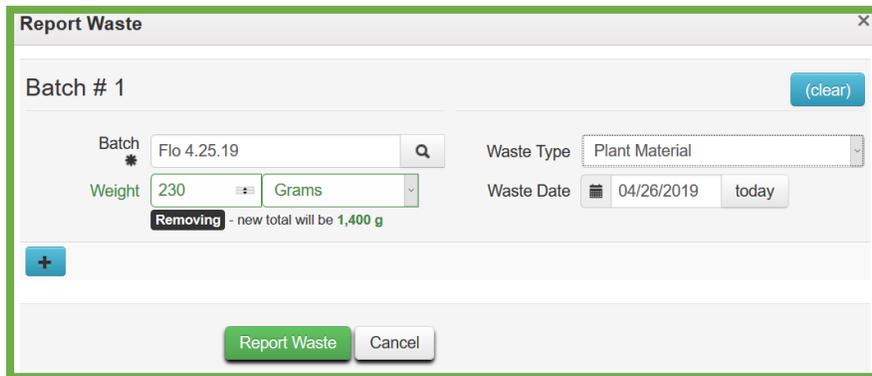


Figure 10: Reporting Waste in Harvest Batch

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Step 6: Create new packages for the useable plant material

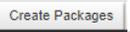
Once the plant material has finished drying and is ready to be packaged, the user will select the harvest batch and select .



Figure 11: Creating Packages from Harvest Batch

This will result in a new action window where the details of the package being created will be recorded by the user. This information includes the new package tag, room, item, and amount of product being pulled from the harvest batch to create the package.

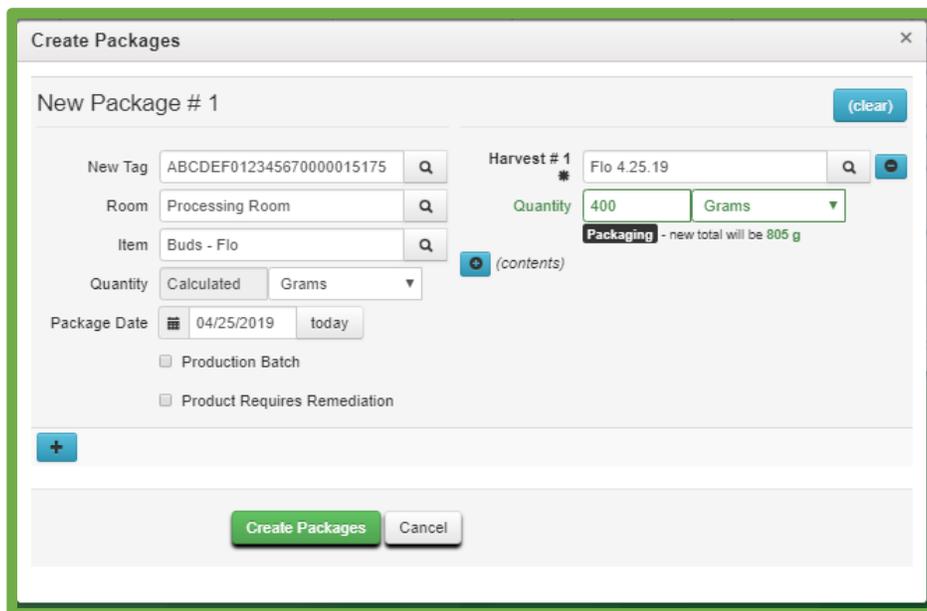
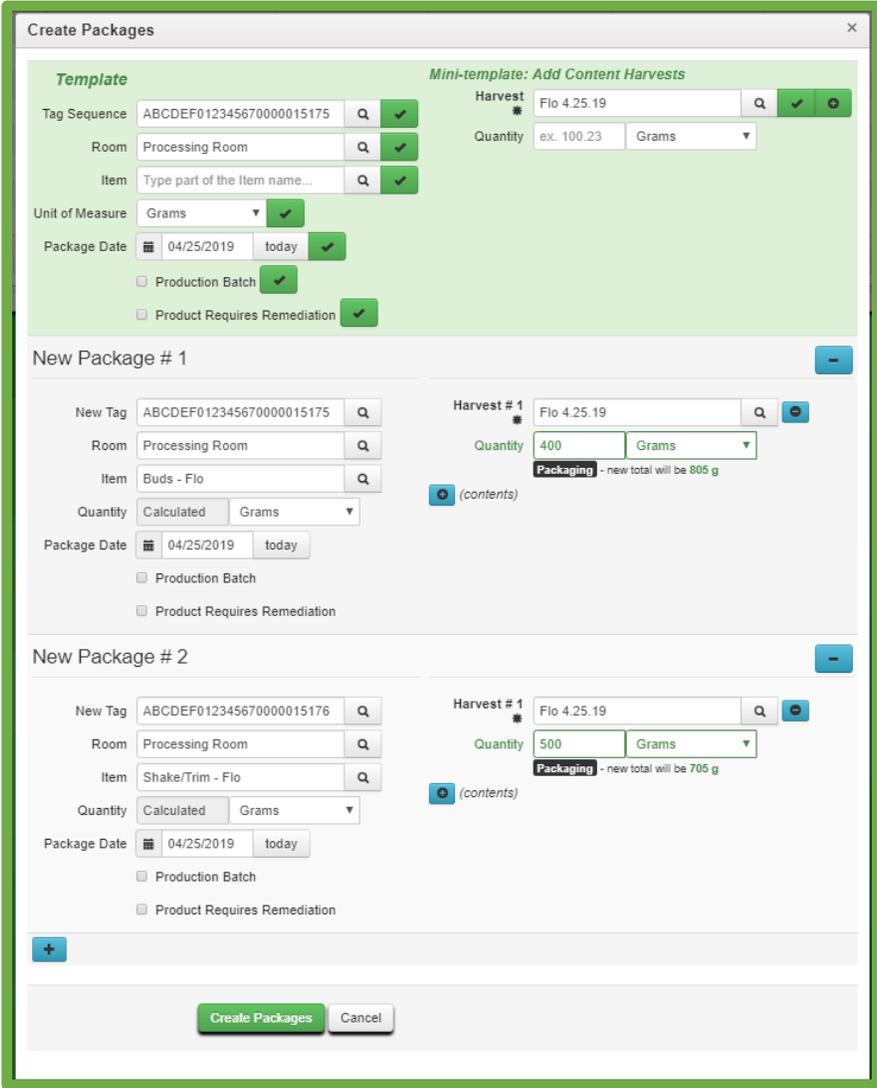


Figure 12: Creating Packages

Please note that at a minimum, two different types of item categories are being pulled from the harvest batch, and they should be recorded as separate packages (package(s) for shake/trim and package(s) for buds).



The screenshot shows the 'Create Packages' window in Metrc. At the top, there is a 'Template' section with fields for Tag Sequence (ABCDEF012345670000015175), Room (Processing Room), Item (Type part of the Item name...), Unit of Measure (Grams), Package Date (04/25/2019), and checkboxes for Production Batch and Product Requires Remediation. A 'Mini-template: Add Content Harvests' section shows Harvest # (Flo 4.25.19) and Quantity (ex. 100.23 Grams). Below the template are two sections for 'New Package # 1' and 'New Package # 2'. Each section has fields for New Tag, Room, Item, Quantity (Calculated Grams), Package Date, and checkboxes for Production Batch and Product Requires Remediation. The 'New Package # 1' section shows Harvest # (Flo 4.25.19) and Quantity (400 Grams) with a note: 'Packaging - new total will be 805 g'. The 'New Package # 2' section shows Harvest # (Flo 4.25.19) and Quantity (500 Grams) with a note: 'Packaging - new total will be 705 g'. At the bottom, there are 'Create Packages' and 'Cancel' buttons.

Figure 13: Creating Multiple Packages

Once the user is satisfied that the package information is accurate, they will select  and the packages will be created and appear under the user's active package tab. Metrc will deduct the weight of the usable product that has been taken from the harvest batch and those weights will be put into the new packages.

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Step 7: Finish the harvest

Now that the user has reported both the weight of the wasted plant material and the useable plant material has been packaged, the user should verify that there is no more plant material left unaccounted for within the harvest batch. Once the user has verified that there is no physical plant left, the user would highlight the harvest batch and select .



Figure 14: Finishing a Harvest Batch

This will prompt an action window to appear where the user will record the harvest batch and finish date.

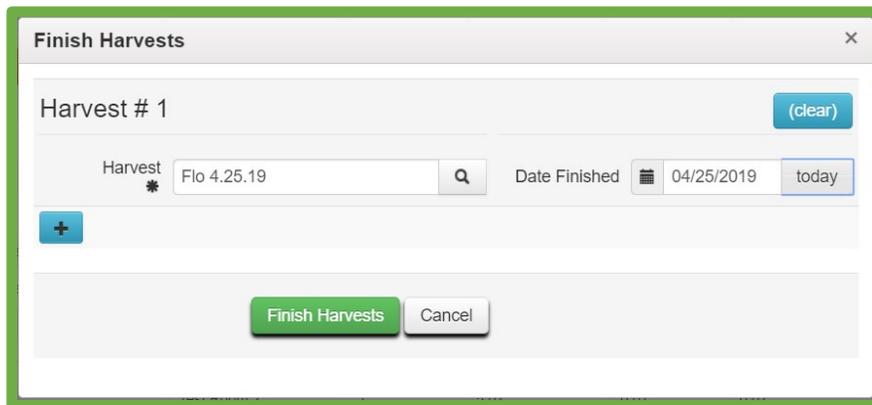


Figure 15: Finish Harvest Window

Once the user fills in the required information, the user will select and the harvest batch will be moved to the inactive harvest batch plant tab. Any remaining weight still associated to the harvest batch after all the plant material has been packaged or wasted will be automatically attributed to moisture loss and recorded under the moisture loss column.

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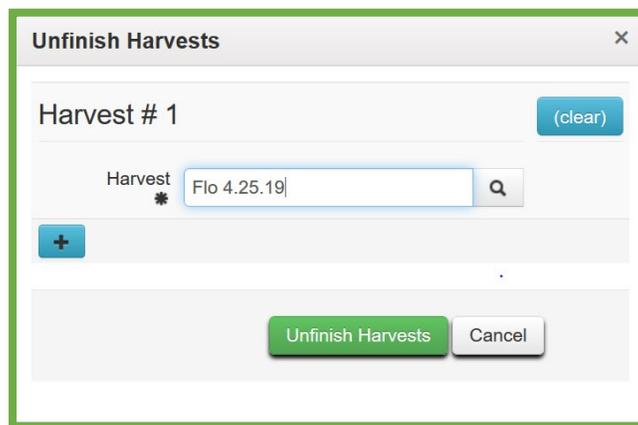
Unfinishing Harvests:

If a harvest batch was finished in error, Metrc does allow for users to unfinish harvest batches to allow additional plant material to be recorded as waste or packaged usable product. To do this, the user would go to the inactive harvest batches tab under plants, select the harvest to be unfinished, and select



Immature	Inactive	Vegetative	Flowering	On Hold	Inactive	Additives	Waste	Harvested	On Hold	Inactive
Unfinish										
Harvest Batch	Strain	Room	Patient	Plants	Wet Wgt.	Waste	Total Pkg'd	Pkg's	Moist. Loss	Restored
Flo 4.25.19	Flo	Harvest Room		4	2,205 g	1,000 g	900 g	2	305 g	0 g

This will prompt an action window to appear where the user will verify the harvest batch is the correct one and click the Unfinish Harvests button.



Unfinish Harvests [X]

Harvest # 1 [clear]

Harvest # Flo 4.25.19 [Q]

[+]

[Unfinish Harvests] [Cancel]

This will move the harvest batch back under the active harvest batch tab for the licensee to complete the actions needed before finally re-finishing the harvest batch.

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Harvest Reports:

A user who would like to do further reporting off their harvests can select the Reports dropdown on the navigational bar. Once the dropdown populates, the user should select the Control Panel, which will take the user to a new screen of selectable canned reports.

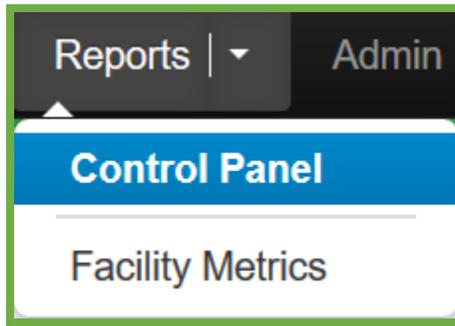


Figure 17: Metrc Reports

The user should identify the following harvest report, and at a minimum, a date range is required to be entered. Once the filters are set, the user may export the report in any of the four formats on the right (PDF, Excel, CSV, Word).

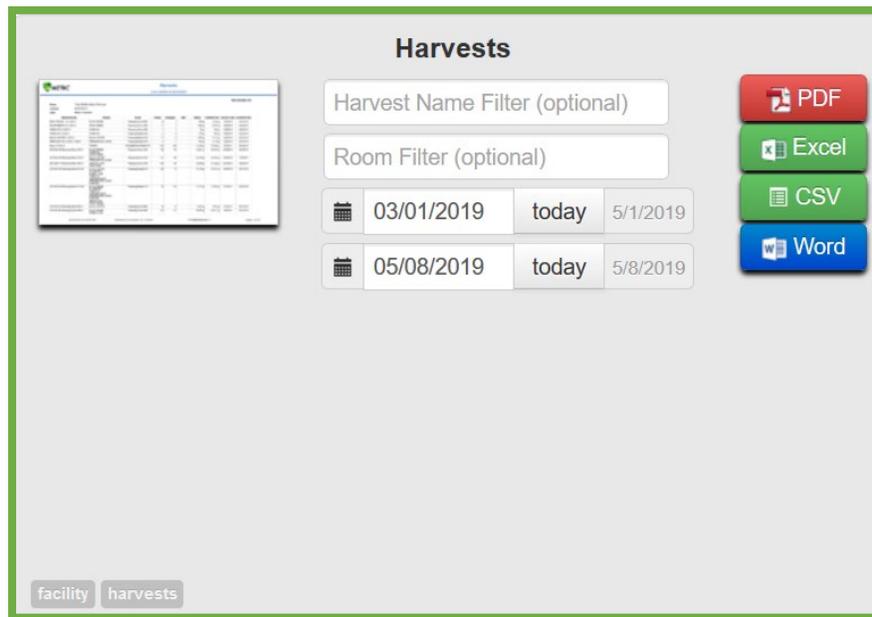


Figure 18: Harvest Report



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Once the user selects a format to export, the following harvest report will populate based on the filters set.

metrc		Harvests											
		From 3/1/2019 To 5/8/2019											
Name	CO LOFTY ESTABLISHMENT, LLC												
License	403-X0001												
Type	OPC												
													Total Records: 1
Harvest Name	Strains	Room	Plants	Wet Wgt.	Waste	Total Pkg'd	Pkg's	Weight	Lab Testing	Hold	Batch Date	Finished Date	
Flo 4.25.19		Harvest Room	3	1,630 g	230 g	900 g	2	500 g	NotSubmitted	No	4/25/2019	5/8/2019	

Figure 19: Harvest Reports Example

Please note, the initial wet weight is the total accumulated wet weights of all of the plants in the harvest batch when it is created. Once waste and packages are created, then the wet weight amount is deducted into the weight column. If the harvest does not have a finished date to it, then the weight column indicates that there is still potential waste and useable plant material within the open harvest batch. Once the harvest has a finished date, the weight column indicates the amount of moisture loss from the initial wet weight of the harvest.

Support:

On the far right of the navigation panel, a user will see that there is a Support dropdown. Please utilize this dropdown to reference guides, Metrc customer support, or training sign up. These tools can be used at any time for no additional charges as long as you are an owner, manager, administrator or employee entered within an active licensed business.

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Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.