Metrc Support Bulletin

Bulletin Number: DC_IB_009	**Distribution Date**: 9/7/2018	**Effective Date**: 9/10/2018
Contact Point: Metrc® Support	**Subject**: New Feature Releases	
Reason: Metrc is providing details on the newest feature releases for the system.		

Greetings Metrc Users,

Metrc is pleased to provide some updates and information on the newest features available in the software.

Navigation – Industry User
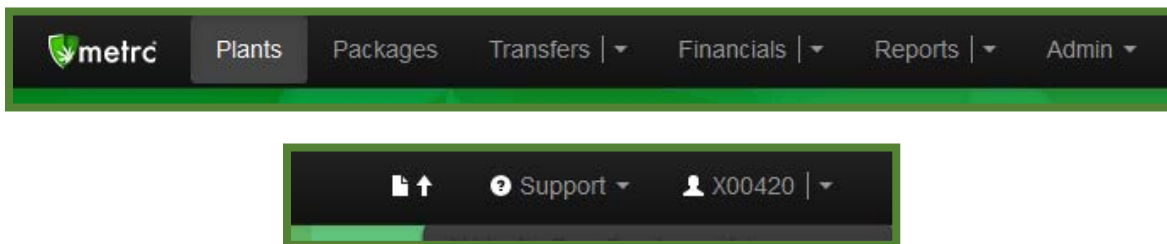
You will notice that the navigation bar has changed. Several navigation options have been delineated with "|". This represents a two-fold ability for that option. In the example below, if Transfers is selected, Metrc navigates to the default page for Transfers ("Licensed Transfers") and if the down caret is selected, a drop-down menu of options is displayed.
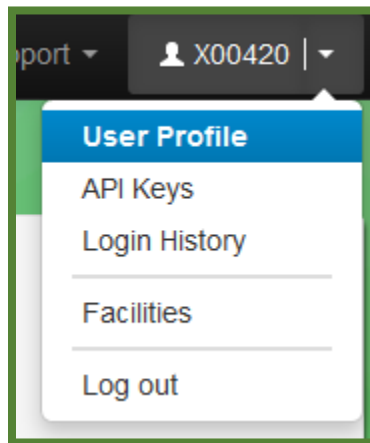
Clicking Transfers vs Clicking the Down Caret

Clicking Transfers
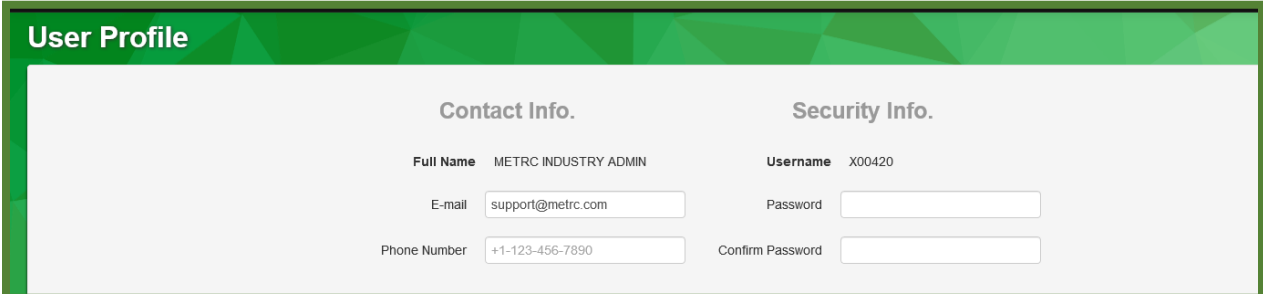
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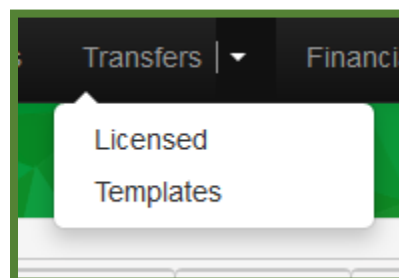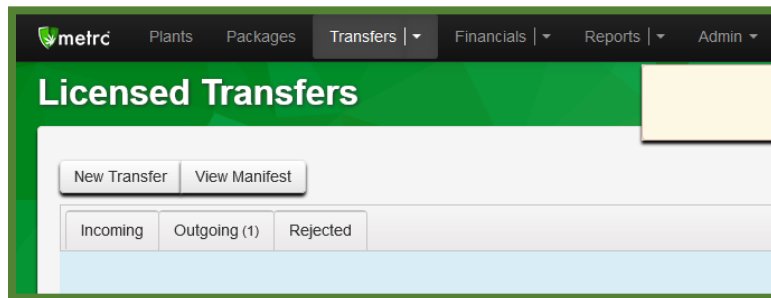
Clicking the Down Caret

You will also notice that the user account area is delineated. In the example above, if X00420 is selected, Metrc navigates to the User Profile. If the down caret is selected, the drop-down menu of options is displayed.


If the navigation option is not delineated, it functions as it did before.

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Sales Receipt Finalize and Unfinalize Buttons

The Sales Receipt section of Metrc has been updated to include two new buttons: Finalize and Unfinalize. A new Finalized column (filterable) has been added to the Sales Receipt grid as well.


When a receipt is no longer active, select the receipt and click the Finalize button. The following window will appear. Verify the receipt number and click the "Finalize Sales Receipts" button. **Note: *A receipt should be considered "no longer active" once it becomes unlikely that it will need editing. Larger stores may want to Finalize older Sales Receipts at a faster pace (e.g. on a weekly basis).***
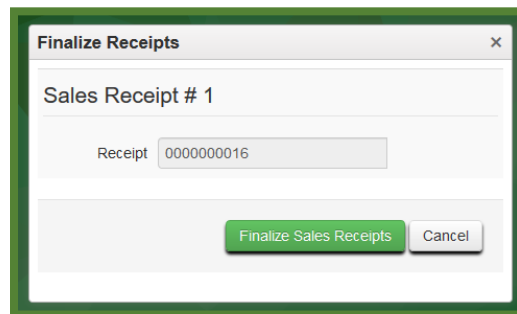
This will remove the receipt from the list of current receipts Metrc pulls when you edit receipts, which will improve the performance of that functionality. **Note: *Only those receipts not marked as "finalized" will display in the edit receipts window.***

If a "finalized" receipt later needs to be edited, utilize the Unfinalize button on the Sales Receipts grid. Select the desired receipt and click the Unfinalize button. The following window will appear. Verify the receipt number and click the "Unfinalize Sales Receipts" button.
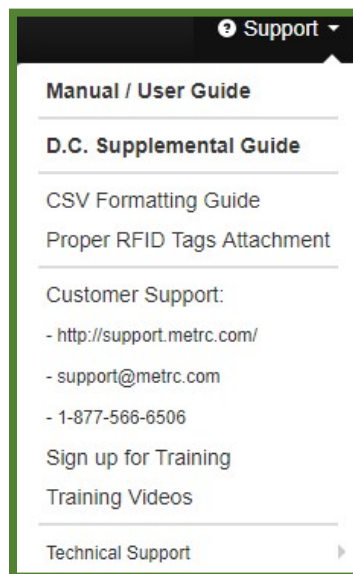
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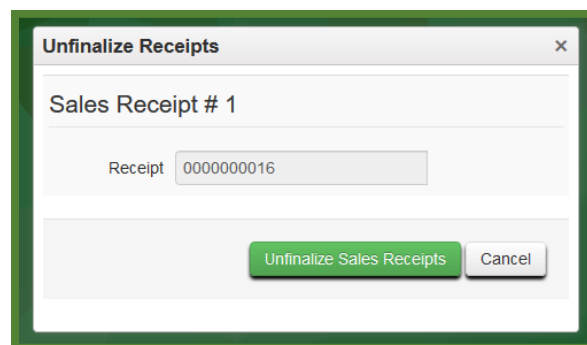
Metrc – Industry Training

Metrc provides industry training and education workshops in person and online, as well as training guides and videos available under the Support tab in the software.

Register for workshops or classes online at: http://www.metrc.com/dc

Metrc – Industry Support

Metrc provides live, interactive support for industry users. Support information can be found on our website (www.metrc.com/dc), or under the Support tab when logged into Metrc.

Please notice that the new *CSV Formatting Guide* is now available under the Support Tab.

Please feel free to email **support@metrc.com** or call 877-566-6506 with any questions, or to request a copy of previous industry bulletins.