



<b>Bulletin Number:</b> MT_IB_26	<b>Distribution Date:</b> 05/28/21	<b>Effective Date:</b> 06/14/2021
<b>Contact Point:</b> Metric® Support	<b>Subject:</b> Enabling Locations for Packages	
<b>Reason:</b> DPHHS and Metric are providing industry notice on the upcoming changes that will add the ability for all licenses to assign locations to packages		

Greetings Metric® Users,

The DPHHS and Metric would like to announce an upcoming configuration change in functionality that will require locations to be associated with all packages kept within the facility. Locations for Packages will operate similarly to how Locations for Plants already functions for Montana licensees. This change will be in effect on June 14<sup>th</sup>, 2021.

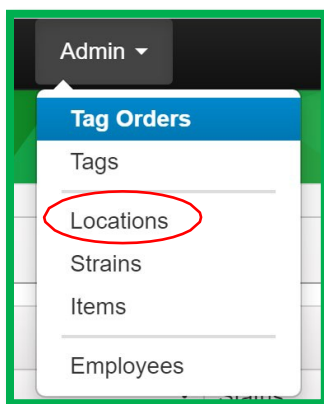
Please see the following pages for further details on these changes.

## Locations for Packages

*The “Locations” permission **must** be updated within an employee’s profile prior to using this functionality. Also, a user session may need to be refreshed for the permission to become available.*

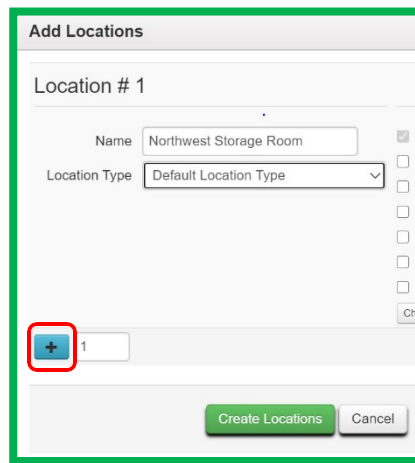
### **Creating Locations for Packages**

Before assigning a location to a package, locations must first be created to designate for the inventory packages. Locations are created on the “Locations” page which is found under the “Admin” area.




**Figure 1: Admin Dropdown for Locations**

Once on the Locations page, to create a location, use the  button. This will open an action window to be able to assign a name to the new locations. There also is the ability to add multiple locations at one time by clicking on the  button as shown in **Figure 2**.

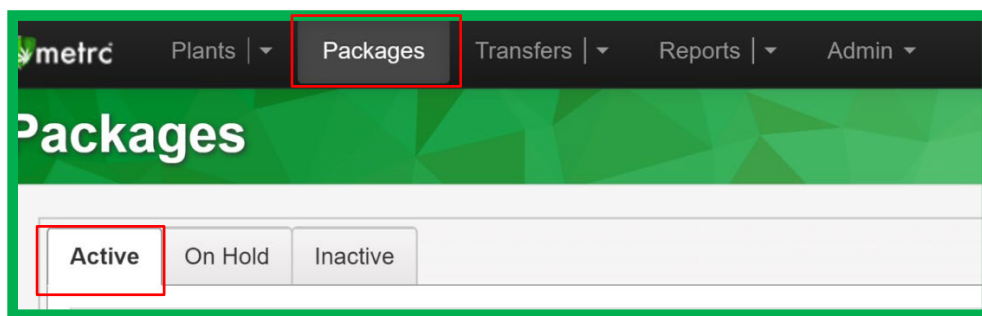


**Figure 2: Add Location Action Window**

When creating locations, they can be as specific or as generic as needed to help with inventory tracking, but at a minimum each physical location where product is kept should be created in Metrc. Once the location name(s) have been entered, select the green  button to complete the location creation process.

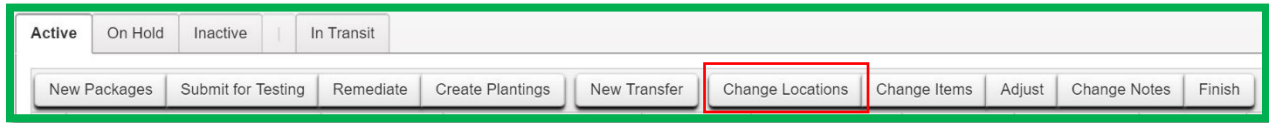
### **Assigning Packages to Locations**

Once locations have been created for all the areas of the facility where packages are physically kept, then all active inventory packages will need to be moved into those locations virtually in Metrc. To do this, navigate to the “Packages” grid reached from the top navigational bar and select the “Active” tab as shown in **Figure 3**.





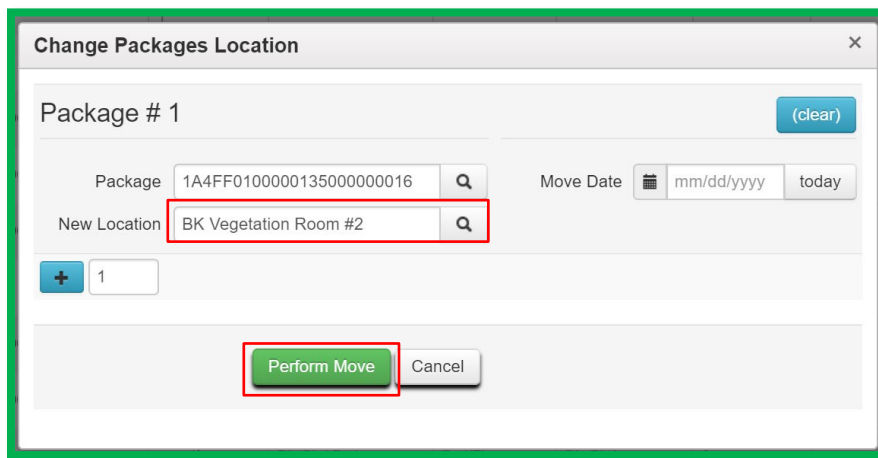
**Figure 3: Packages Grid**

Next, select the package that is being moved and select the “Change Locations” button. Note that multiple packages can be selected to move at the same time for efficiency purposes.



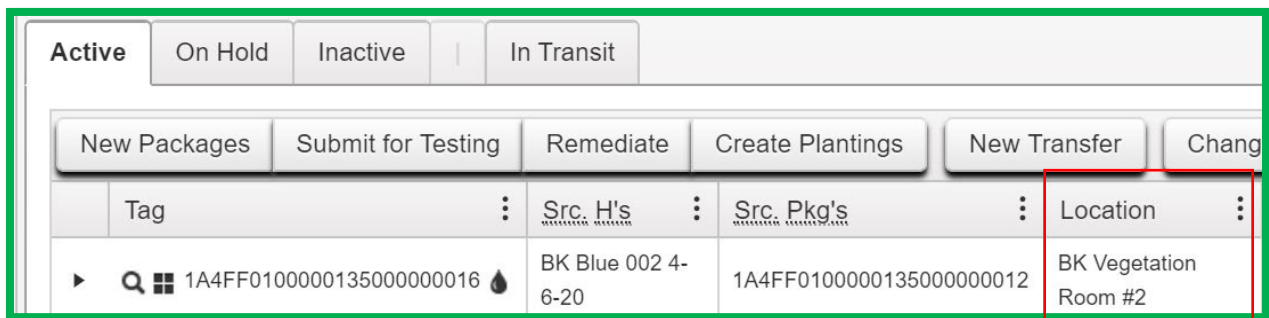
**Figure 4: Change Location Button on Packages Grid**

Once the package is selected, clicks the  button. An action window will open to input the location where the package is physically stored. Once it has been verified that the “New Location” field is correct, then select the green  button to complete the action as shown below in **Figure 4**.



**Figure 5: Change Location Action Window**

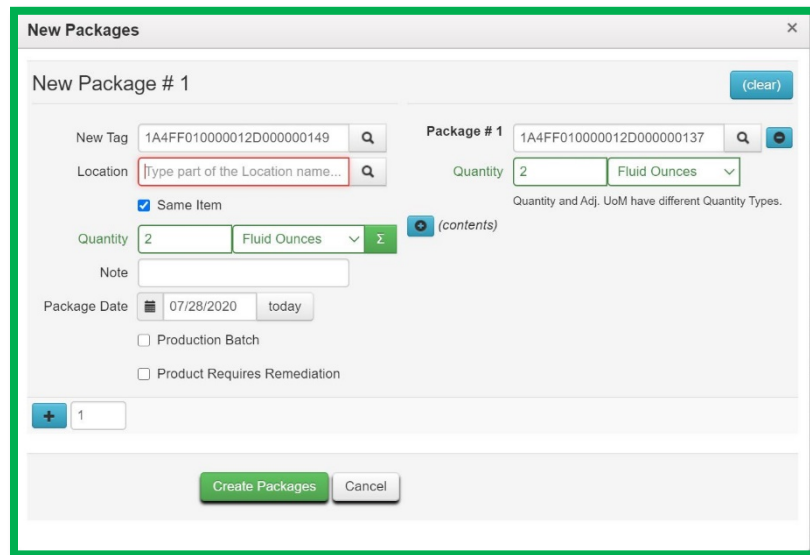
After the move has been completed, it should be verified that the item is in the correct location under the “Location” column as shown in **Figure 6**.



**Figure 6: Packages Grid with Updated Location**

## Creating New Packages

Once the changes to require locations for packages is enacted, anytime a new package is created, whether from a harvest batch or another package, a location must be assigned as shown below in **Figure 7**. Please follow the same process of verifying the location selected is correct before creating that package as stated above.



**Figure 7: Creating Packages with Location Action Window**

**Please note, the updated configuration changes to associate locations for packages does not change any other processes in the packaging process in Metrc. This includes tags to new packages, quantity amounts, item designation, package date, and if applicable Notes, Production Batch, or Remediation details.**

*Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions*