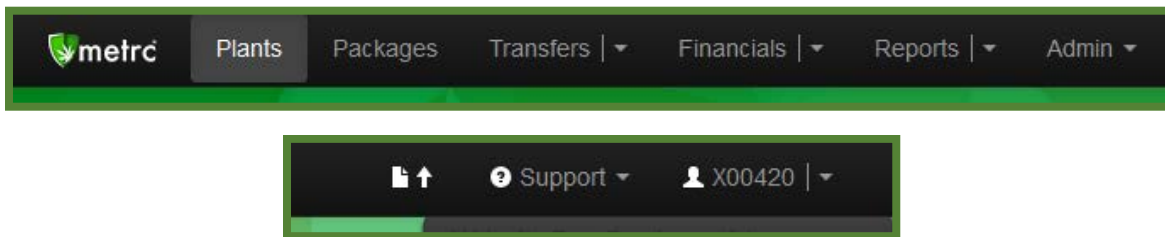


<b>Bulletin Number:</b> AKIB#011_091018	<b>Distribution Date:</b> 09/10/18	<b>Effective Date:</b> 09/10/18
<b>Contact Point:</b> support@metrc.com	<b>Subject(s):</b> New Features Release	
<b>Reason:</b> Metrc is providing details on the newest feature releases for the system.		

Greetings Metrc Users;

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

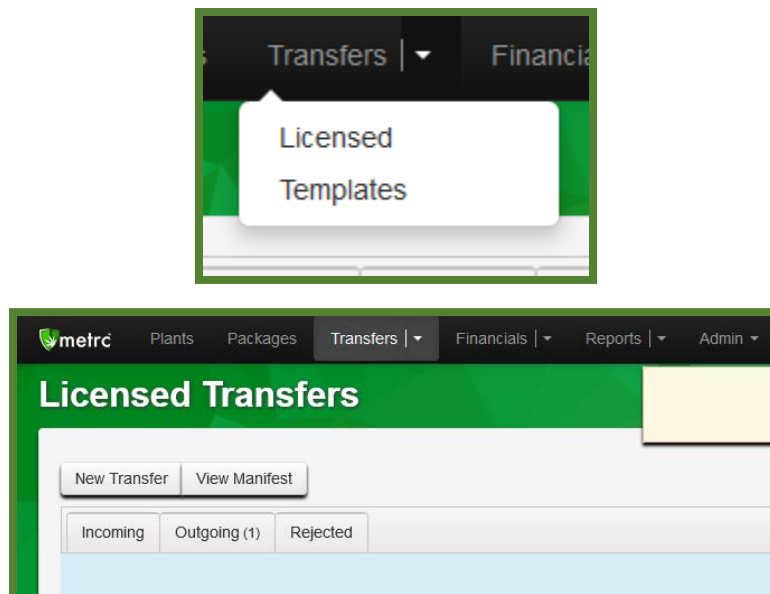
## Navigation – Industry User



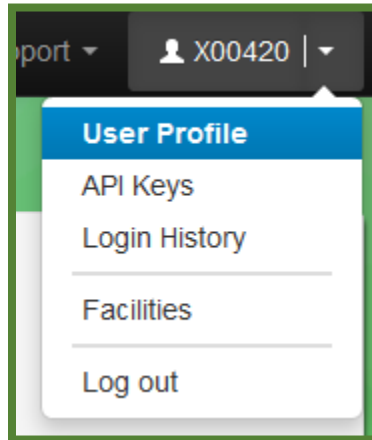
You will notice that the navigation bar has changed. Several navigation options have been delineated with “|”. This represents a two-fold ability for that option. In the example below, if Transfers is selected, Metrc navigates to the default page for Transfers (“Licensed Transfers”) and if the down caret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

### Clicking Transfers vs Clicking the Down Caret

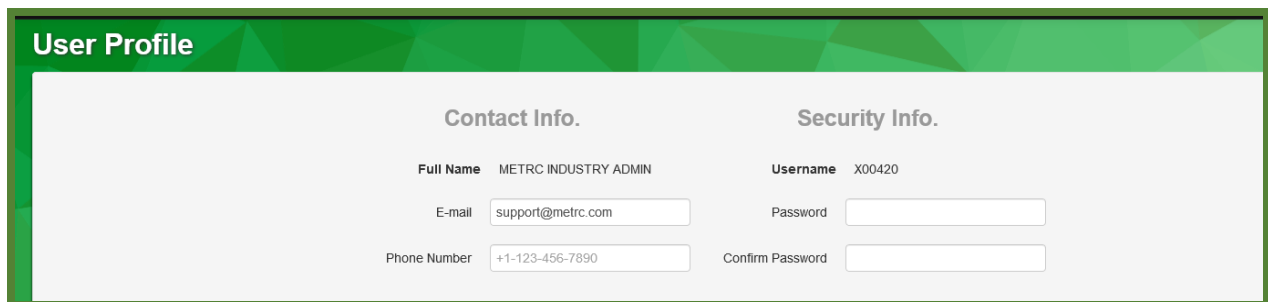
#### Clicking Transfers



### 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.



Contact Info.		Security Info.	
Full Name	METRC INDUSTRY ADMIN	Username	X00420
E-mail	<input type="text" value="support@metrc.com"/>	Password	<input type="password"/>
Phone Number	<input type="text" value="+1-123-456-7890"/>	Confirm Password	<input type="password"/>

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

## Sales Receipt Finalize and Unfinalize Buttons

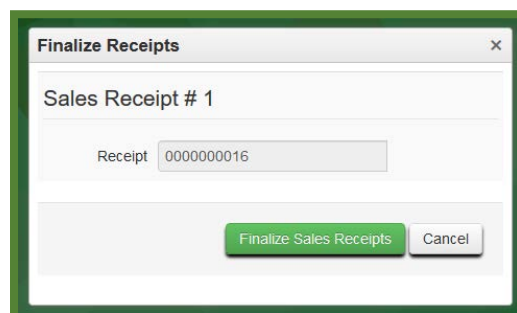
The Sales Receipt section of Metrc has been updated to include two new buttons: Finalize and Unfinalize. A new Finalized column (filterable) has been added to the Sales Receipt grid as well.



Receipt	Sales	Customer Type	Patient	Packages	Total	Finalized
0000000016	08/16/2018 10:00 am	Consumer		1	\$1,000.00	<span>Finalize</span>

Page 1 of 1 | 20 rows per page | Viewing 1 - 1 (1 total)

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).**



**Finalize Receipts**

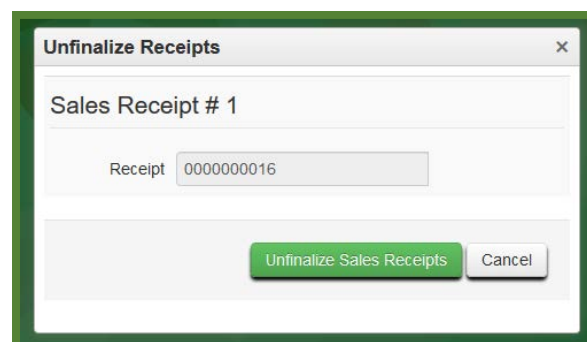
Sales Receipt # 1

Receipt: 0000000016

Finalize Sales Receipts Cancel

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.



**Unfinalize Receipts**

Sales Receipt # 1

Receipt: 0000000016

Unfinalize Sales Receipts Cancel

## **Metrc – Industry Training**

Metrc provides industry training and education workshops in person and online as well as training guides and videos available online 24/7x365.

- Register for workshops or classes online at: [Metrc.com/Alaska](https://metrc.com/Alaska)
- *You must attend at least one New Business (Level 1) class online before you may register for other classes*
- *We recommend that all industry users take classes every 3-4 months to stay updated on new features or changes*

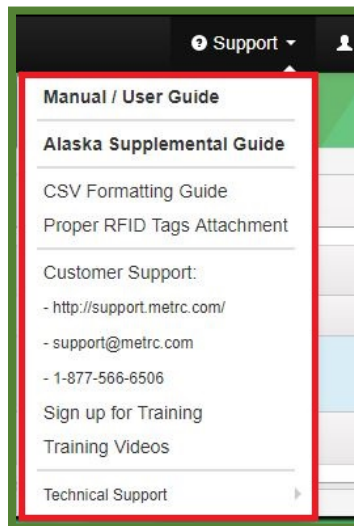
### **Online classes available:**

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2)
- Metrc Advanced (Level 2) – Testing Labs (Labs must request training via email)

## **Metrc – Industry Support**

Metrc provides live, interactive support for industry users and licensees. This information can be found on our website, or when logged into Metrc under your Support tab, as shown below.

**Check under the “Support” tab for additional resources.**



Please be advised that the new [CSV Formatting Guide](#) is now located under the Support Tab when you login to Metrc.

Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions or to request a copy of previous industry bulletins.