

Bulletin Number: AK_IB_0037	Distribution Date: 6/18/21 Effective Date: 6/23					
Contact Point: Metrc® Support	Subject: New Features in Metrc					
Reason: Metrc is providing an update on our upcoming feature release.						

Greetings Metrc Users,

Metrc is pleased to provide information on our newest enhancements within the software. These enhancements, fixes, or document updates include:

- I. Ability to manage saved drivers and vehicles under the Admin Menu
- II. The new Production Management report available for cultivators
- III. Source Package field for the Package Inventory report
- IV. Fixed CSV Exports in Canned Reports
- V. Fixed Package History on Sales Delivery Drilldown
- VI. Updated CSV Formatting Guidelines
- VII. Updated Metrc General Manual
- VIII. Updated State Supplemental Manual

Please find on the following pages a detailed description of the enhancements:



# Manage Drivers and Vehicles

Users now have the ability to manage the saved drivers and vehicle information under their admin menu. These saved drivers and vehicles can be used to populate those fields when creating transfer manifests.

To navigate to this screen, select the Transporter option under the Admin menu. This step is shown below in **Figure 1**.

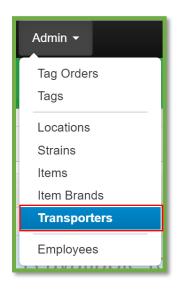


Figure 1: Admin Menu with Transporter Option

**Please Note:** If the option is not visible, then you will need to be granted the permission under the employee admin menu.

Once on the Transporter screen, navigate to either the driver or vehicle tab and use the button to create the entry. This step is demonstrated below in **Figure 2**.

Transportation							
Drivers	Vehi	cles					
Add Dr	ivers	Edit Drivers					

Figure 2: Add Driver Button



This button will trigger an action window to enter the driver's information. This step is demonstrated for drivers below in **Figure 3**.

Add Drivers ×							
Driver # 1							
Driver's Name	Joe Smith						
Employee ID	X00007						
Driver's <u>Lic.</u> No.	S509813894						
(clear)							
O (dr	iver)						
Save Drivers Cancel							
	ı						

Figure 3: Add Driver Action Window

Once the information is entered, save the driver to be used when creating transport manifests.

To save vehicle information, this process is repeated under the Vehicle tab. This process is demonstrated below in **Figure 4** and **Figure 5**.

Tr	Transportation							
	Drivers	Vehicles						
	Add Ve	hicles	Edit Vehicles					

Figure 4: Add and Edit Vehicle Buttons



Add Vehicles	×							
Vehicle # 1								
Vehicle Make	Make							
Vehicle Model	Model							
License Plate	XX3092TA							
(clear)								
C (Ve	hicle)							
Save Vehicles Cancel								

Figure 5: Add Vehicle Action Window

## **Production Management Report**

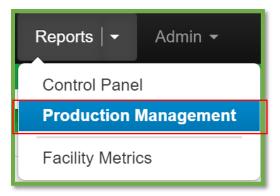
Users at Cultivation licenses will now be able to run an advanced report that will provide the following data points over a given data range (no longer than six months):

- Max Plants Maximum Number of Plants During Time Period
- Average Plants Average Number of Plants in Veg/Flowering During Time Period
- Percentage of Max Plants Average Number of Plants During Time Period Divided by Max Plants
- Harvested Weight Packaged Total Weight Packaged from Harvest During Time Period
- Harvested Weight Transferred Total Weight Transferred during Time Period
- Percentage of Harvested Weight Transferred Total Weight Transferred Divided by Total Weight Packaged from Transfer During Time Period

**Please Note:** This is intended to be an additional report to utilize and not one that is required to use at this time.

To navigate to the Production Management Report screen, select the option under the Reports area. This step is demonstrated below in **Figure 6**.





#### Figure 6: Navigate to the Production Management Report

Once on the Production Management Report screen, select the Pending tab and use the "Request Report" button to initiate the process. This step is demonstrated below in **Figure 7**.

Completed	In Pro	ogress	Pending					
Request F	Request Report							
Recorded		:	Started	:				

#### Figure 7: Pending Report Tab and Request Report Button

This button will initiate an action window to select the date range of the report. This step is demonstrated in **Figure 8** below.

Note: The date range must be less than 180 days or the report will not run.



Request Report ×								
Request Production Management # 1								
Start Date	e 🖬 Start Date today 11/21/2020							
End Date	End Date today 5/20/2021							
Please note: This operation ma	Please note: This operation may take some time to complete.							
Request Production Management Cancel								

Figure 8: Request Production Report Action Window

The request will remain under the Pending tab until it is moved to the In Progress Tab. Once completed, all the information will be made available under the Completed tab. This step is demonstrated in **Figure 9** below.

oduct	oduction Management Report									
Completed	lı	n Progress		Pending						
Recorded	:	Started	:	Completed Date	E	Beginning Period	:	Ending Period	:	Completed
05/20/2021 12:06 am		05/20/2021 12:15 am		05/20/2021 12:16 am	С	01/31/2021		05/19/2021		Yes

Figure 9: Production Management Report Complete Tab



# Packages Inventory Report Update

Users will notice the update to the packages inventory report now has an additional "Source Package" field. To run the report, navigate to the Control Panel screen under the Reports area. Once there, run the Packages Inventory report. This report is shown below in **Figure 10**.

Packages Inventory							
Palage-Institut Institute Institute Institute Institute	На	rvest Filter (optio	nal)		PDF		
	Ite	m Filter (optional		Excel			
	- /	All Item Categorie	~	CSV			
Anternet Production (1997) Anter Anter Anter Anternet (1997) Anternet (1997) Anter Anter Anternet (1997)	Lo	cation Filter (opti		Word			
	- /	All Location Types	6 -	~			
	- /	All Lab Testing Sta					
		Start Date	today	5/1/2021			
		End Date					
facility inventory packages							

Figure 10: Run Packages Inventory Report

Once the report has been run, it will show the source package field which will indicate the source of the package included in the report.

Package	Harvest	Source Packages
ABCDEF012345670000013908	GA 4.15.21	ABCDEF012345670000013904
ABCDEF012345670000013907	Blue Dream 6.22.20	ABCDEF012345670000013872

Figure 11: Source Package Field

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