

<b>Bulletin Number:</b> ME_IB_0012	<b>Distribution Date:</b> 5/21/21	<b>Effective Date:</b> On Going
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> New Kief(Flower) Item Category	
<b>Reason:</b> Metrc and the OMP are providing an update on the new Kief(Flower) item category and guidance on its proper use		

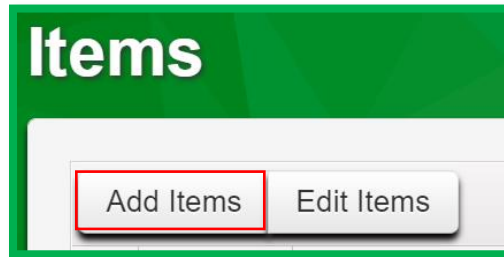
Greetings Metrc Users,

This bulletin provides notice that the OMP has made changes within Metrc to create a new item category for tracking Kief items. The new item category is “**Kief (Flower)**” and should be utilized for all kief items. If the user has kief items under any other categories, they should be discontinued and recreated using the correct category.

Please see the following pages for more details:

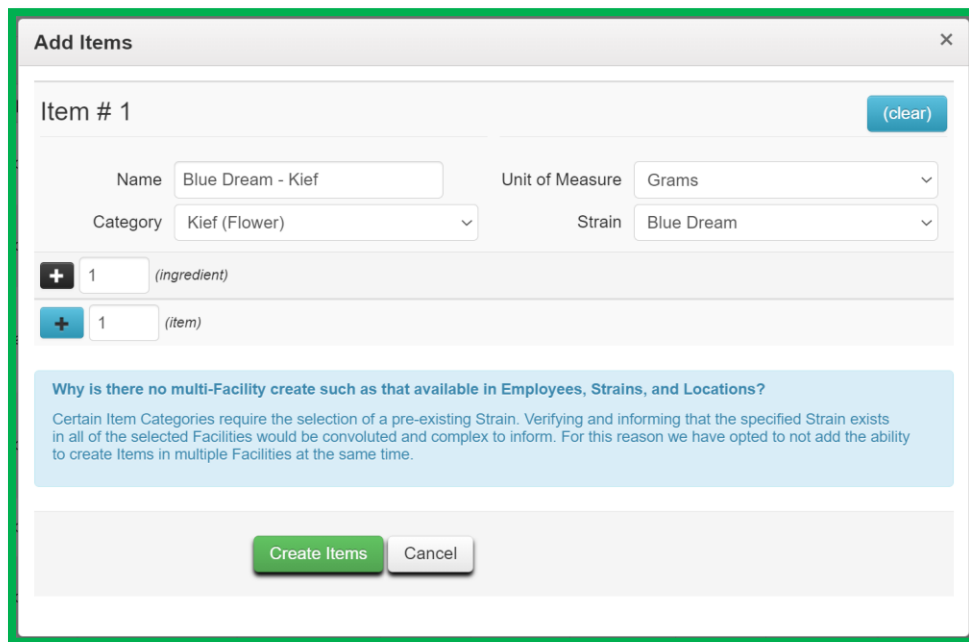
## Creating Kief(Flower) Items

To create new items for kief, navigate to the Items screen under the Admin area on the top navigational bar. Once on the Items screen, select the "Add Items" button, as seen in **Figure 1** below.



**Figure 1: Add Items Button**

This button will trigger an action window to enter the item information for the item being created, including selecting the **Kief (Flower)** item category and strain. Once the information is entered, use the green "Create Items" button to complete the process. This step is shown below in **Figure 2**.

A screenshot of a web application form titled "Add Items". The form has a close button (X) in the top right corner. It contains the following fields and elements:

- "Item # 1" with a "(clear)" button to its right.
- "Name" field with the value "Blue Dream - Kief".
- "Unit of Measure" dropdown menu with "Grams" selected.
- "Category" dropdown menu with "Kief (Flower)" selected.
- "Strain" dropdown menu with "Blue Dream" selected.
- A list of ingredients with a "+" button and a quantity field. The first entry is "1 (ingredient)".
- A list of items with a "+" button and a quantity field. The first entry is "1 (item)".
- A blue informational box with the text: "Why is there no multi-Facility create such as that available in Employees, Strains, and Locations? Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time."
- "Create Items" and "Cancel" buttons at the bottom.

**Figure 2: Select Immature Plant Batch to Package**

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