Metrc Support Bulletin

Bulletin Number: MI_IB_0038	Distribution Date: 6/22/21	Effective Date: 6/23/21
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 growers

    III.   Source Package field for the Package Inventory report

    IV.   Ability for shippers to edit packages and destinations on a manifest that has been picked up by a transporter.

    V.   Optional County field can be recorded on Sales Deliveries

    VI.   Fixed CSV Exports in Canned Reports

    VII.   Fixed Package History on Sales Delivery Drilldown

    VIII. Updated CSV Formatting Guidelines

    IX.   Updated Metrc General Manual

    X.   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 the user will select the Transporter option under the Admin menu. This step is show below in **Figure 1**.
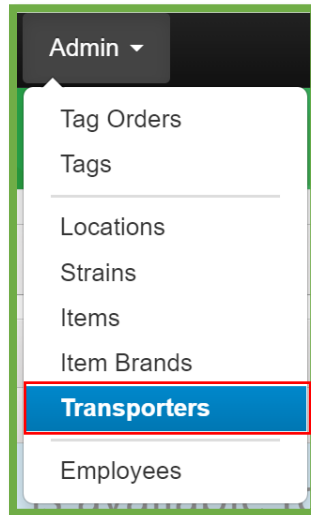

Figure 1: Admin Menu with Transporter Option

Please Note: If you do not see this option, you will need to be granted the permission under the employee admin menu.

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

Figure 2: Add Driver Button

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

Figure 3: Add Driver Action Window

Once the information is entered, the user will 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**.
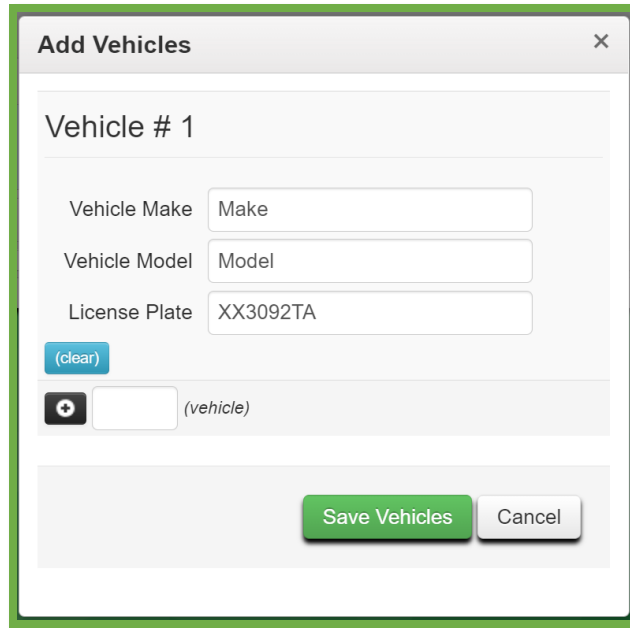

Figure 4: Add and Edit Vehicle Buttons

Figure 5: Add Vehicle Action Window

Production Management Report

Users at Grower 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, the user will select the option under the Reports menu. This step is demonstrated below in **Figure 6**.
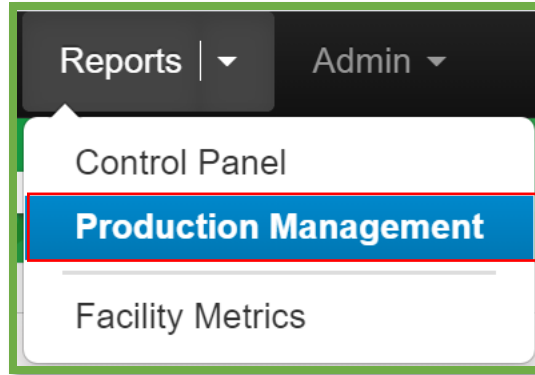
Figure 6: Navigate to the Production Management Report

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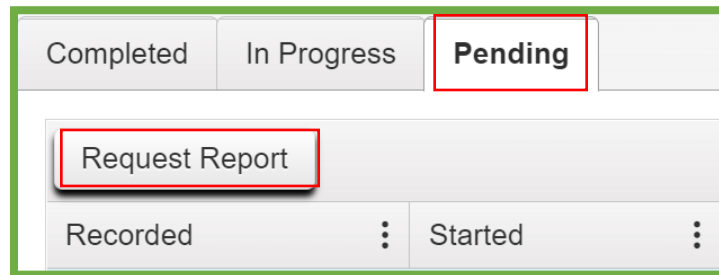

Figure 7: Pending Report Tab and Request Report Button

This button will initiate an action window where the user will 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.
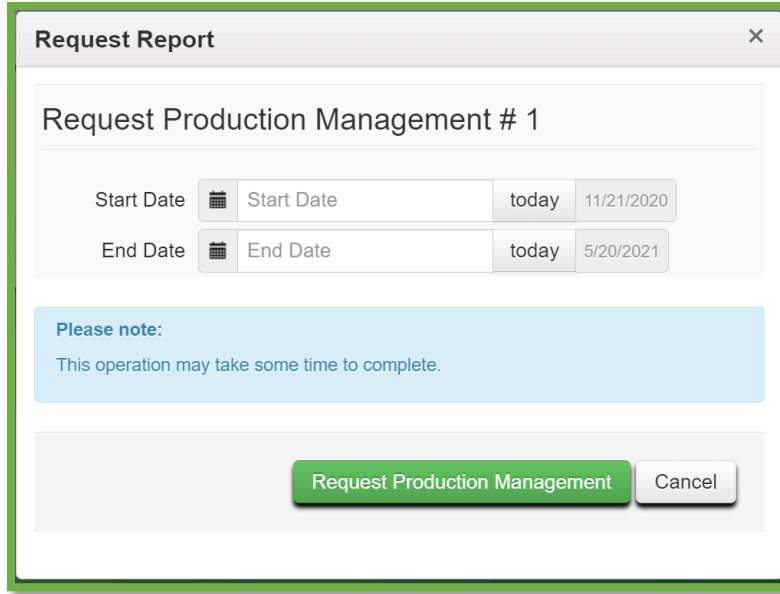
Figure 8: Request Production Report Action Window

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 Complete tab. This step is demonstrated in **Figure 9** below.

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, the user will navigate to the Control Panel screen under the Reports menu. Once there the user will run the Packages Inventory report. This report is shown below in **Figure 10**.
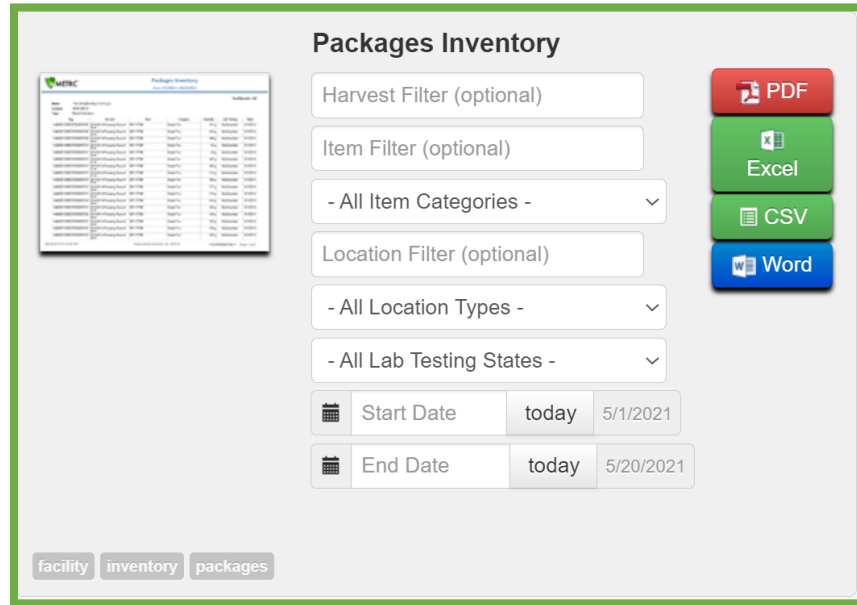
Figure 10: Run Packages Inventory Report

Once run the user will see 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

Edit Transfer Manifests After Transporter Acceptance

Users will now be able to edit the packages and destinations of transfers after they have been accepted by Transporter licenses for correction purposes.

To do this, the user will navigate to their outgoing transfers screen and drill down on the transfer requiring edits. Once the drill down arrow is utilized the user should select the Destination tab and use the "Edit" button. This step is demonstrated in **Figure 12** below.
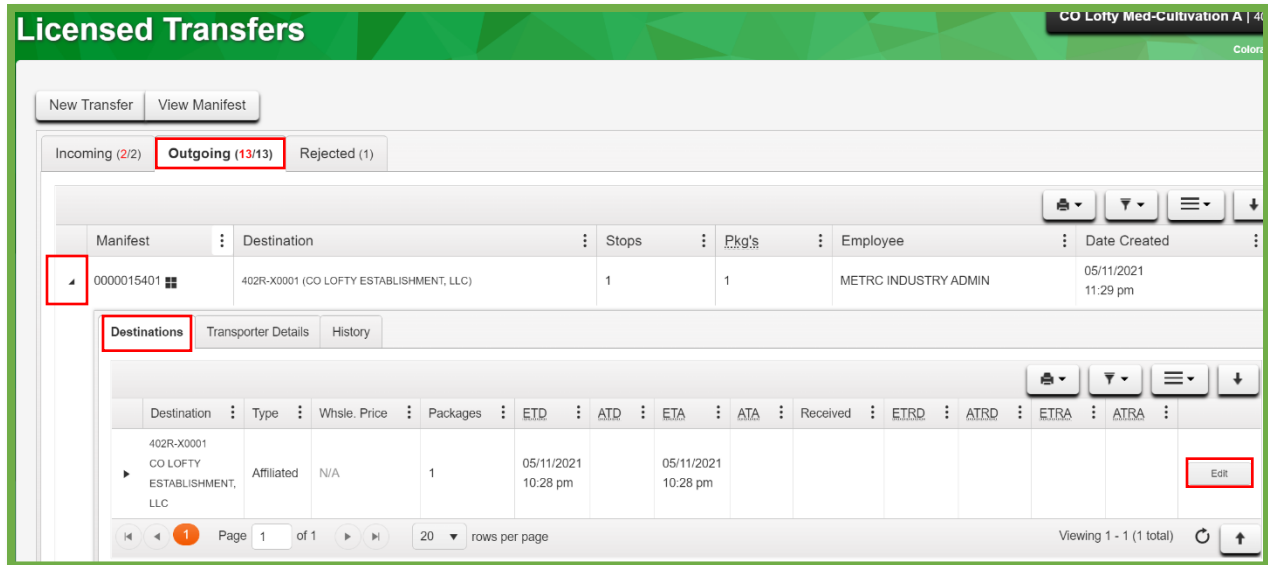

Figure 12: Edit Outgoing Transfer

The edit button will trigger an action window, where the user will be able to edit the destination and package information for the transfer. Once the edits are complete the user will use the save transfer button to complete the process. This step is demonstrated below in **Figure 13**.
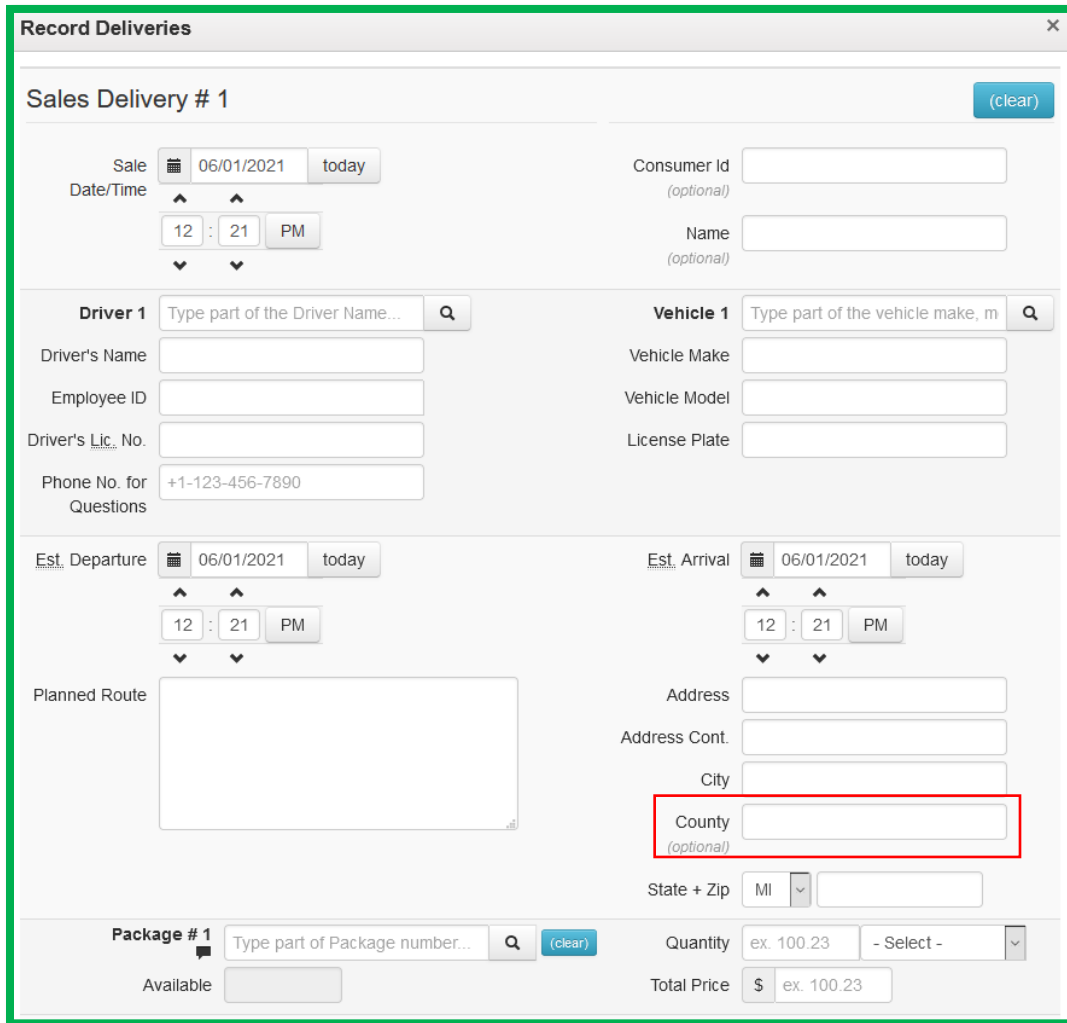
Figure 13: Edit Transfer Action Window

Optional County Field in Sales Deliveries

Users with permissions to the Sales Deliveries in Metrc will see a new optional filed to denote "County" for where the sales delivery is being delivered as seen in **Figure 14**.

Figure 14: Record Sales Delivery

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