# **Metrc Support Bulletin**



Bulletin Number: OR_IB_34	Distribution Date: 04/01/21	Effective Date: 04/26/2021			
Contact Point: Metrc <sup>®</sup> Support Subject: Enabling Locations for Packages					
Reason: OLCC and Metrc are providing industry notice on the upcoming changes that will add					

the ability for all licenses to assign locations to packages

Greetings Metrc<sup>®</sup> Users,

The OLCC and Metrc 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 Oregon licensees. This change will be in effect on April 26th.

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.

	Admin 👻
	Tag Orders
	Tags
-(	Locations
	Strains
	Items
	Employees

#### Figure 1: Admin Dropdown for Locations

Once on the Locations page, to create a location, use the Add Locations 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**.



Add Locations			
Location # <sup>2</sup>	1		
Name	Northwest Storage Room		
Location Type	Default Location Type		
	Ch		
+ 1			
	Create Locations Cancel		

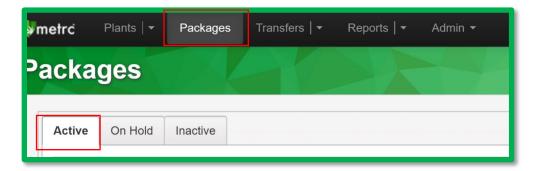
Figure 2: Add Location Action Window

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.

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Active On Hold	Inactive	In Transit							
New Packages	Submit for Testing	Remediate	Create Plantings	New Transfer	Change Locations	Change Items	Adjust	Change Notes	Finish

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

Once the package is selected, clicks the Change Locations 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**.

Change Packages Location			×
Package # 1			(clear)
Package 1A4FF0100000135000000016 New Location BK Vegetation Room #2	Q Q	Move Date mm/dd/yyyy	today
Perform Move Ca	ncel		

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**.

Active	On Hold	Inactive	In Transit					
New	Packages	Submit for Testing	Remediate	1	Create Plantings	New T	ransfer	Chang
	Tag	:	Src. H's	:	Src. Pkg's	:	Location	:
► Q III 1A4FF0100000135000000016 💧		BK Blue 002 4- 6-20 1A4FF010000013		1A4FF010000013500	0000012	BK Vegeta Room #2	tion	

Figure 6: Packages Grid with Updated Location

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### **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.

New Packages	5 ×						
New Packa	ge # 1 (dear)						
New Tag Location	1A4FF010000012D000000149 Q Package # 1 1A4FF010000012D000000137 Q   IType part of the Location name Q Quantity 2 Fluid Ounces						
	Same Item Quantity and Adj. UoM have different Quantity Types. (contents)						
Quantity Note	2 Fluid Ounces ν Σ						
Package Date	O7/28/2020 today  Production Batch						
	Product Requires Remediation						
+ 1							
	Create Packages Cancel						

Figure 7: Creating Packages with Location Action Window

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