

| Bulletin Number: State_IB_0036 | Distribution Date: 10-4-21 Effective Date: 10-05-21 | | | | | | | | |
|------------------------------------|---|---------|--|--|--|--|--|--|--|
| Contact Point: Metrc® Support | Subject: New Features in Metrc | | | | | | | | |
| Reason: Metrc is providing an upda | ate on our upcoming feature re | elease. | | | | | | | |

Greetings Metrc Users,

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

- I. Harvest Batch Weight Template
- II. Ability to Save Grid Column Configurations
- III. Magnifying Glass Button for More Details can be Clicked for the Information
- IV. Fixed Grid Highlighting Issue
- V. Updated CSV Formatting Guide

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



Harvest/Manicure Batch Weight Template

Users at Producer licenses will now be able to record the total weight for harvest batches and using a template, automatically averaging the individual plant weights across all plants selected.

To record a harvest batch, navigate to the Flowering tab of the Plants screen, select the plants that will be harvested and click the "Harvest" button. This step is shown in **Figure 1** below.

| m | mature | Inactiv | ve | I | Veget | tative | Flo | wering | On Hold | 1 | Inactive | | Additives | Waste | | Harv | ested | On Hold | In | nactive |
|---|---------|----------|--------------------------|--------|--|---------------|------------|---------|-----------|-----------------|------------|-------|-----------------|------------|------------|------------|------------|---------------|----|--------------|
| | Replace | Tags | Cha | nge S | Strains | Cha | nge L | ocation | Change G | Gro | wth Phase | • | Changes by L | ocation | Des | troy | Rec | ord Additives | | Record Waste |
| Ī | Create | Planting | s | Mani | cure | Harve | st | | | | | | | | | _ | _ | | | A- 7- |
| | Tag | Strain | | Loc | Location : | | | : | Group | | Group Type | | : | Group Date | | Phase Date | | | | |
| | ABCD | EF01234 | 56700 | 000012 | 789 | AK-47 | | Flow | er Room D | | | | AK-47 Clones 05 | 302018 | Clone | | | 05/30/2018 | | 09/15/2021 |
| Þ | ABCD | EF01234 | 5670000012790 AK-47 Flow | | Flow | wer Room D No | | | | AK-47 Clones 05 | 302018 | Clone | | | 05/30/2018 | | 09/15/2021 | | | |
| | ABCD | EF01234 | 56700 | 000012 | 012791 AK-47 Flower Room D No AK-47 Clones 05302018 Clone 05/30/2018 09/19 | | 09/15/2021 | | | | | | | | | | | | | |
| Þ | ABCD | EF01234 | 56700 | 000012 | 792 | AK-47 | | Flow | er Room D | | | | AK-47 Clones 05 | 302018 | Clone | | | 05/30/2018 | | 09/15/2021 |

Figure 1: Select Plants and Harvest Button

This button will trigger an action window to enter all the required information for the harvest. There is now a field in the template to enter the **total wet weight of all plants** being harvested. Enter this amount and use the check button to automatically assign the average weight for all plants in the harvest. This step is show below in **Figure 2**.



| Harvest Flowe | ring Plants | | _ | [| | | |
|----------------------------|--------------------------|------|--------------------------------|--------------|--------------|-----|--|
| Template | | | Total Weight (auto-divided) | 1200 | Grams | × * | |
| Harvest Name (optional) | AK47 9.15.21 | | Drying Location | Harvest Room | | Q 🖌 | |
| | | | Harvest Date | ₩ 09/15/202 | | ~ | |
| Plant # 1 | | | | | | - | |
| Plant | ABCDEF012345670000012789 | Q | Weight | 300 | Grams | ~ | |
| Harvest Name | AK47 9.15.21 | | Drying Location | Harvest Room | 1 | Q | |
| (optional) | | | Harvest Date | ■ 09/15/202 | 1 today | | |
| Plant # 2 | | | | | | - | |
| Plant | ABCDEF012345670000012790 | Q | Weight | 300 | Grams | ~ | |
| Harvest Name | AK47 9.15.21 | | Drying Location | Harvest Room | 1 | Q | |
| (optional) | | | Harvest Date | ■ 09/15/202 | 1 today | | |
| Plant # 3 | | | | | | - | |
| Plant | ABCDEF012345670000012791 | Q | Weight | 300 | ~ | | |
| Harvest Name | AK47 9.15.21 | | Drying Location | Harvest Room | Harvest Room | | |
| (optional) | | | Harvest Date | ₩ 09/15/202 | 1 today | | |
| Plant # 4 | | | | | | - | |
| Plant | ABCDEF012345670000012792 | Q | Weight | 300 | Grams | ~ | |
| Harvest Name | AK47 9.15.21 | | Drying Location | Harvest Room | 1 | Q | |
| (optional) | | | Harvest Date | ₩ 09/15/202 | 1 today | | |
| + 1 | | | | | | | |
| | | | | | | | |
| | Harvest Plants Ca | ncel | | | | | |
| | | | | | | | |

Figure 2: Harvest Batch Action Window

Once all the information is entered, click the "Harvest Plants" button.

Please Note: Individual weights can still be entered for each plant. If individual weights are being entered, after using the template, use the check button for the total weight a second time to unlock the individual amounts.

Save Grid Configurations

Grid configurations will now be able to be saved in Metrc. This functionality means that if the same user edits the columns shown/hidden for a particular screen (Plants, Packages, Transfers, etc.) the same columns will appear when the user logs into that account. This functionality will even work when logging into different computers.

To turn on this feature, select the User Profile option under their profile dropdown on the top navigational bar. This step is shown below in **Figure 3**.



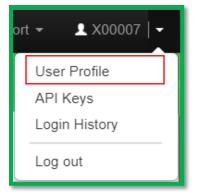


Figure 3: Navigate to User Profile

Once on the screen, the option to save grid configurations remotely under the User Preferences section of the page can be seen. To turn on the functionality to save the grid configurations, enable it by checking the box and saving the profile. This new option is shown below in **Figure 4**.

| Save grid configurations ^[2] remotely | User Preferences |
|---|---------------------------|
| | Save Profile Undo Changes |

Figure 4: Save Grid Configurations Option

Clickable Additional Details Button

Additional details can be viewed about packages and harvests by selecting the magnifying glass symbol instead of hovering over it. The button for all package details is shown below in **Figure 5.** Please note that information will still be accessible by hovering over the magnifying glass.



Figure 5: Click on the Additional Details Button



By clicking this button, it will trigger the full package details window that will not disappear once you move the mouse from magnifying glass button as it did previously. An example of this window is shown below in **Figure 6**.

| Туре | Product | Unit Volume | N/A | Process Val. Sample | No |
|-----------------------|--------------------------|-----------------------------|--------------|------------------------------|------------|
| Source Harvest(s) | N/A | Unit Weight | N/A | Product Requires Remediation | No |
| Source Package(s) | ABCDEF012345670000015161 | Unit Quantity | N/A | Contains Remediated Product | No |
| Location | N/A | Item Serving Size | N/A | Administrative Hold | No |
| Location Type | N/A | Item Supply Duration Days | N/A | Packaged By | 060-X0001 |
| Patient | N/A | Quantity | 200 g | Packaged Date | 09/10/2018 |
| Item | Buds (bulk by gm) | Note | N/A | Received Date | N/A |
| Item From License No. | N/A | Production Batch | No | Received From License | N/A |
| Item From Facility | N/A | Source Production Batch(es) | N/A | Received From Facility | N/A |
| Category | Buds | Trade Sample | No | Status | Active |
| Item Strain | Blu Kayote | Donation | No | | |
| Unit CBD Percent | N/A | Source Package Donation | No | | |
| Unit CBD Content | N/A | Donation License No. | N/A | | |
| Unit CBD Content Dose | N/A | Donation Facility | N/A | | |
| Unit THC Percent | N/A | Initial Lab Testing | NotSubmitted | | |
| Unit THC Content | N/A | Lab Testing | NotSubmitted | | |
| Unit THC Content Dose | N/A | Lab Testing Date | 09/10/2018 | | |

Figure 6: Package Details Popover Window

Grid Highlight Update

In the most recent release, it may have been noticed when a new action was recorded within the screen they were working in, certain areas highlighted in yellow as seen below in **Figure 7**.

This change was intentional, and the purpose was to provide a clearer indication when a change had occurred on the grid. Examples of highlighting that could occur would be repackaging, adjusting, changing locations, etc.

It was identified during the release, that some areas were highlighting unexpectedly. Within this release, the areas that aren't changing such as history will no longer



highlight when being selected. If there are any areas that are still highlighting when no changes occur, please notify <u>support@metrc.com</u>.

| ctive | On Hold | Inactive | In | Transit | | | | | | | | | | | | | | | | | | | | | |
|-------|----------|--------------|--------|---------------|------|------------------------|-------|-------------|----|-----------------------|----------|-----|--------------|------|------------|------------|---|------------------|-------|-------------|--------|----------|-----|-------|---|
| New | Packages | Submit for T | esting | Remediate | C | reate Plantings Unpa | ick F | lants N | ew | Transfer | Change L | oca | tions Change | Iter | ms Change | Req'd LTBs | 1 | Adjust Chan | ge No | otes | Finish |] | | | |
| | | | | ~ | | | | | | | | | | | | | | | | | ۰ه | J | -16 | ≣∙ | L |
| т | ag | | : | Src. H's | : 3 | Src. Pkg's | : | Location | : | Item : | Category | ÷ | Item Strain | : | Quantity : | P.B. No. | : | Lab Testing | : | <u>A.H.</u> | : [| ate | Rc | v'd : | |
| • | ABCDEFO | 123456700000 | 13871 | (multi-harves | t) A | ABCDEF0123456700000138 | 70 | Flower Room | A | Buds - GA Red Kush | Buds | | GA Red Kush | | 2 g | | | TestingInProgres | is | No | 0 | 9/30/202 | 1 | | C |
| | | 123456700000 | 13870 | (multi-harves | • | | | Flower Room | R | Buds - GA | Bude | | GA Red Kush | | 4 a | | | TestingInProgres | | No | 0 | 8/14/202 | 1 | | |

Figure 7: Grid Highlights

Updated CSV Formatting Guide

Metrc has updated the CSV Formatting Guide to cover all available options. This Guide can be found under the Support area of the top navigational bar. This menu is shown in **Figure 8** below.

| Manual / User Guide |
|------------------------------|
| Oregon Supplemental Guide |
| CSV Formatting Guide |
| Industry Reports Guide |
| Proper RFID Tags Attachment |
| Customer Support: |
| - https://support.metrc.com/ |
| - support@metrc.com |
| - 1-877-568-6506 |
| Sign up for Training |
| Training Videos |
| Technical Support |

Figure 8: CSV Formatting Guide

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