

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**.



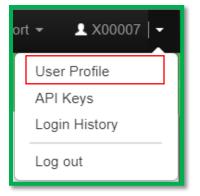


Figure 3: Navigate to User Profile

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.