Metrc Support Bulletin

Bulletin Number: NV_IB_0050	**Distribution Date**: 11/1/21	**Effective Date**: 11/3/21
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.   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.   New Item Categories
VI.   Updated CSV Formatting Guide

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

Harvest/Manicure Batch Weight Template

Users at Cultivation/Grower 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 use the "Harvest" button. This step is shown in **Figure 1** below.
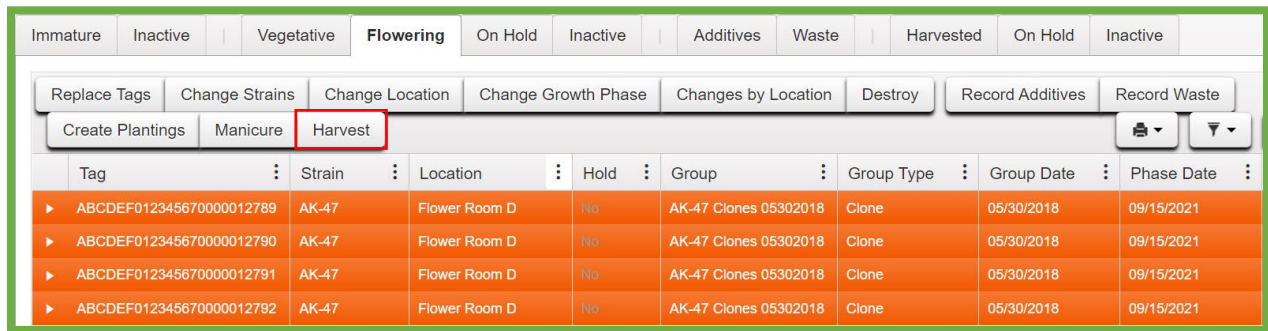

Figure 1: Select Plants and Harvest Button

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**.
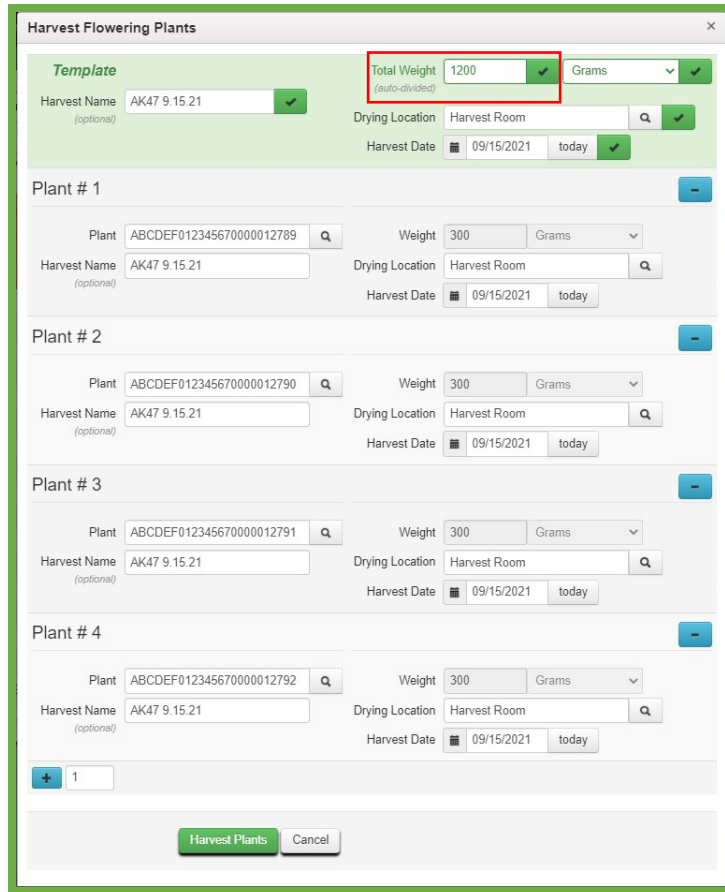
Figure 2: Harvest Batch Action Window

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**.
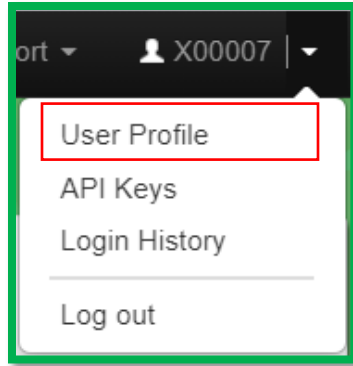
Figure 3: Navigate to User Profile

Once on the screen you will see the option to save grid configurations remotely under the User Preferences section of the page. 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**.
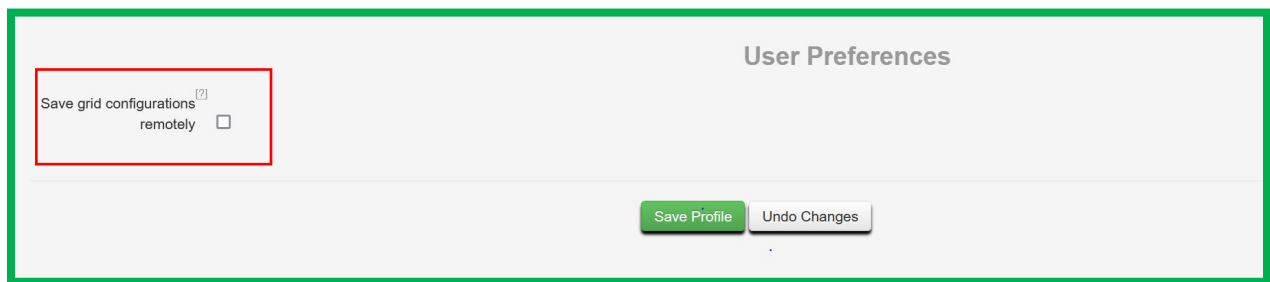

Figure 4: Save Grid Configurations Option

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.
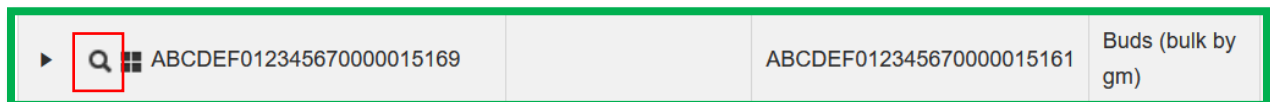

Figure 5: Click on the Additional Details Button

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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**.

ABCDEF012345670000015169					✕
Type	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		

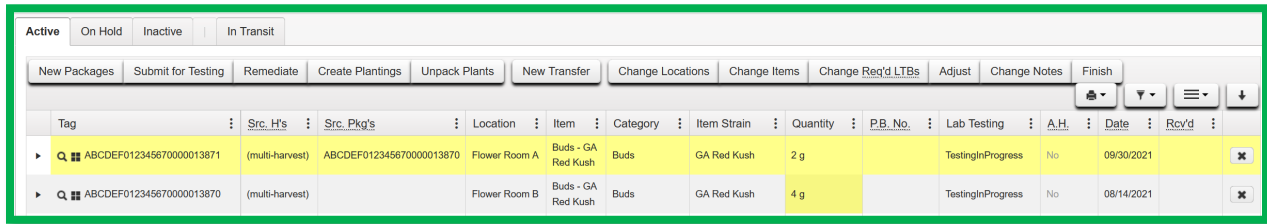**Figure 6: Package Details Popover Window**

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 you see below in **Figure 7**.

This change was intentional, and the purpose was to provide users a clearer indication when a change had occurred on their screen. 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 support@metrc.com.

Figure 7: Grid Highlights

New Item Categories

The CCB and Metrc are pleased to present three new item categories that will be added into the Metrc system with this upcoming release. Below are the 3 new item categories and how to create a new item using the new item categories as shown in **Figures 8, 9 & 10**. Please note the new items will only be available for Production Licenses.

- *Infused Flower (each)*: This item category will only be available for Retail/Medical Production.
- *Infused Non-Edible (weight based)*: This item category will only be available for Retail/Medical Production.
- *Infused Edible (weight):* This item category will only be available for Retail/Medical Production and will require the unit weight and unit THC content.
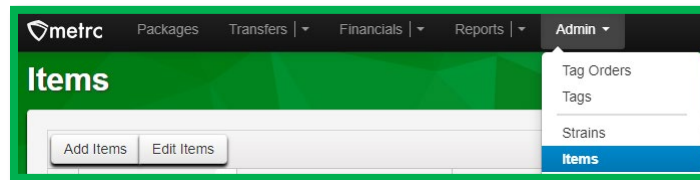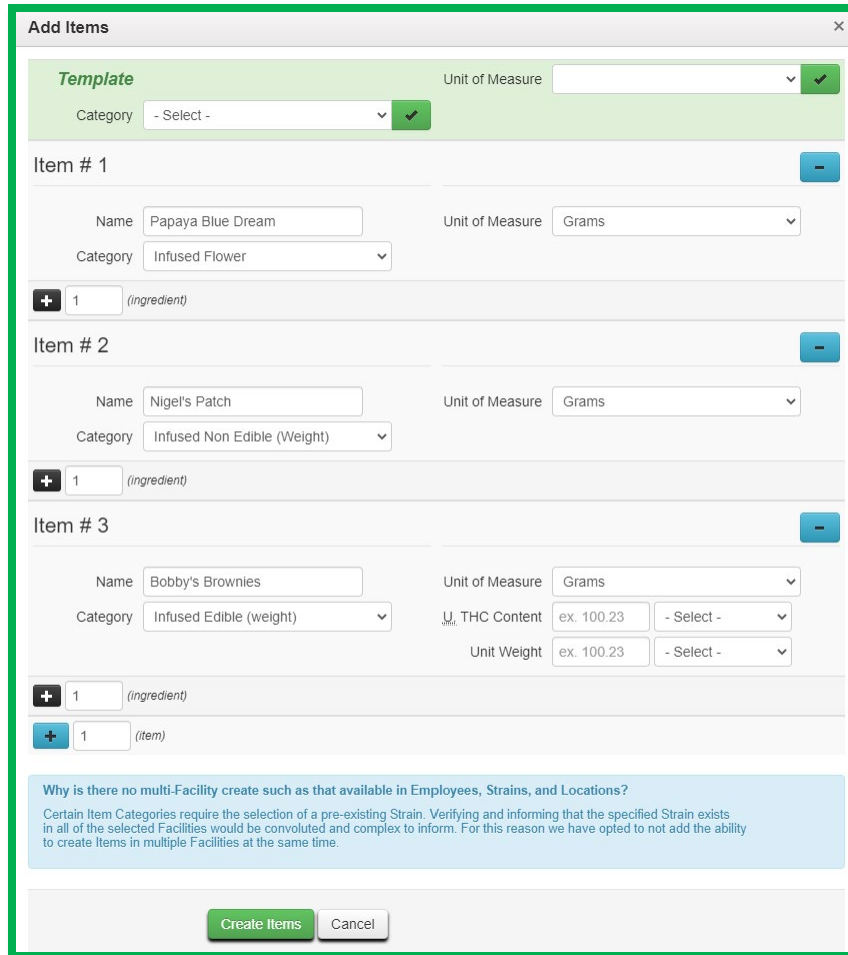
Figure 8: Navigating Dashboard to access Items menu

Figure 9: Creating new items using the new item categories

Figure 10: New item categories now available to use to create new packages

Please note that the Item Names can be edited as much as needed prior to using them. Once the item has been used the name will be locked.

Updated CSV Formatting Guide

Metrc has updated its 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 11** below.

Figure 11: CSV Formatting Guide

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