Metrc Support Bulletin

Bulletin Number: MA_IB_0018	**Distribution Date**: 1/2/19	**Effective Date**: 1/6/19
Contact Point: Metrc® Support	**Subject**: New Features in Metrc	
Reason: Metrc is providing an update on our newest features for Transporters, lab test notes, and additional filter options.		

Greetings Metrc Users,

Metrc is pleased to provide information on our newest enhancements within the software that will be available on January 6th, 2020.

Users with Transfers Hub access will now be able to acknowledge receipt for rejected packages and record departure, arrival and layovers when necessary for the return trip. The Transfers Hub will have new icons within the grid for visual indicators on the direction and point of delivery for a transfer. In addition, licensees that are shipping packages and licensed transporters who are listed on a manifest will now be able to update the transporter information if a package is rejected by the destination facility.

Licensees who are able to record test results on packages will now see new template options available in the Record Tests action window. All licensees who have packages with test results can now see notes associated with any specific test type when entered by the facility recording the test.

All users will now have new selectable "Starts With" option when filtering any column in the system. Additionally, all users will now see that multiple rows can be entered across all action windows in the system. This feature was initially released for just the packages action windows.

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

Transfers Process Updates

Outbound Trip

When the shipping licensee creates a transfer manifest where a layover will occur, the licensee must ensure the layover box is checked as seen in **Figure 1**.

Figure 1: Registering a Transfer Manifest with a Layover

Once the transfer is registered, both the transporter and destination licensees can see the transfer information entered. The designated transporter can edit certain details within the manifest from the Transfers Hub, while the destination licensee can view all information that has been registered.

A licensed transporter who has been designated by the shipping licensee to transfer the packages, will have selectable buttons as seen in **Figure 2** within their Transfers Hub. These buttons are treated as reportable actions a transporter licensee takes with each transfer.

The use cases behind each button are outlined below.

- The "Edit" button allows for a transporter to update Estimate Departure and Arrival times as well as Driver and Vehicle information.
- The "Accept" and "Depart" buttons are designed to be used when a transporter accepts custody of the packages for delivery and then departs the originating facility.
- The "Check-In" and "Check-Out" buttons are only applicable when a layover is selected and that transfer will be stored at a transporter's facility for a certain period of time. A Check-In selection indicates the transporter has arrived at their layover facility and will select Check-Out once they are leaving the layover facility to continue on the planned route.
- The "Arrive" button indicates the transporter arrived at the destination facility.

It is also important to note the following when using these buttons for transporters.

- Buttons pictured in **Figure 2** are applied in chronological order. For example, if Arrive is clicked prior to Depart, the Depart button will no longer be visible. Also, no date/time would be recorded for Depart.
- All buttons outlined for transporters to report their actions are not enforced by Metrc. Meaning, if a transporter does not select any button during their route or layover and the manifest is received by the destination facility then these options would no longer be selectable by the transporter.
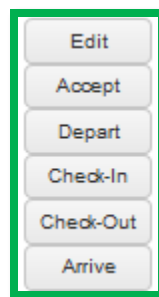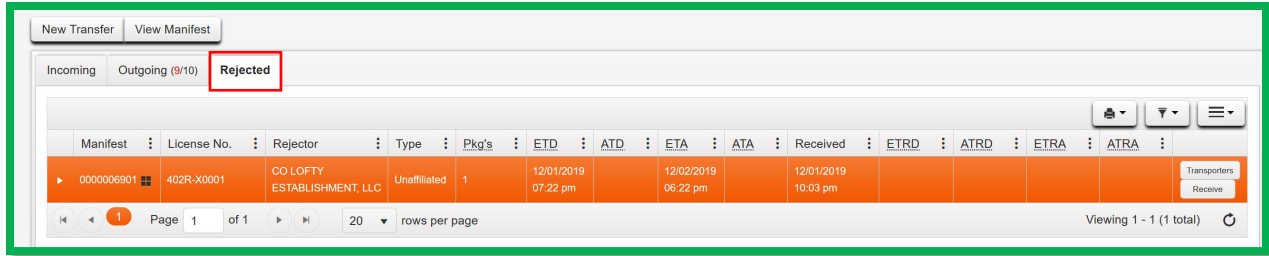

Figure 2: Selectable Buttons for Transporters

Return Trip

If the destination facility rejects a package in the transfer, the originating facility will have access to the return manifest under their Rejected tab as pictured in **Figure 3**.

Figure 3: Rejected Transfers Grid

Users will now see a new "Transporters" button within the Rejected transfers grid pictured in **Figure 4**. This button allows the originating licensee to update details of the return transporter as pictured in **Figure 5**
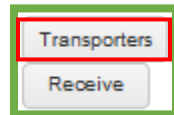

Figure 4: New Selectable Button to Update Transporters for Rejected Transfers
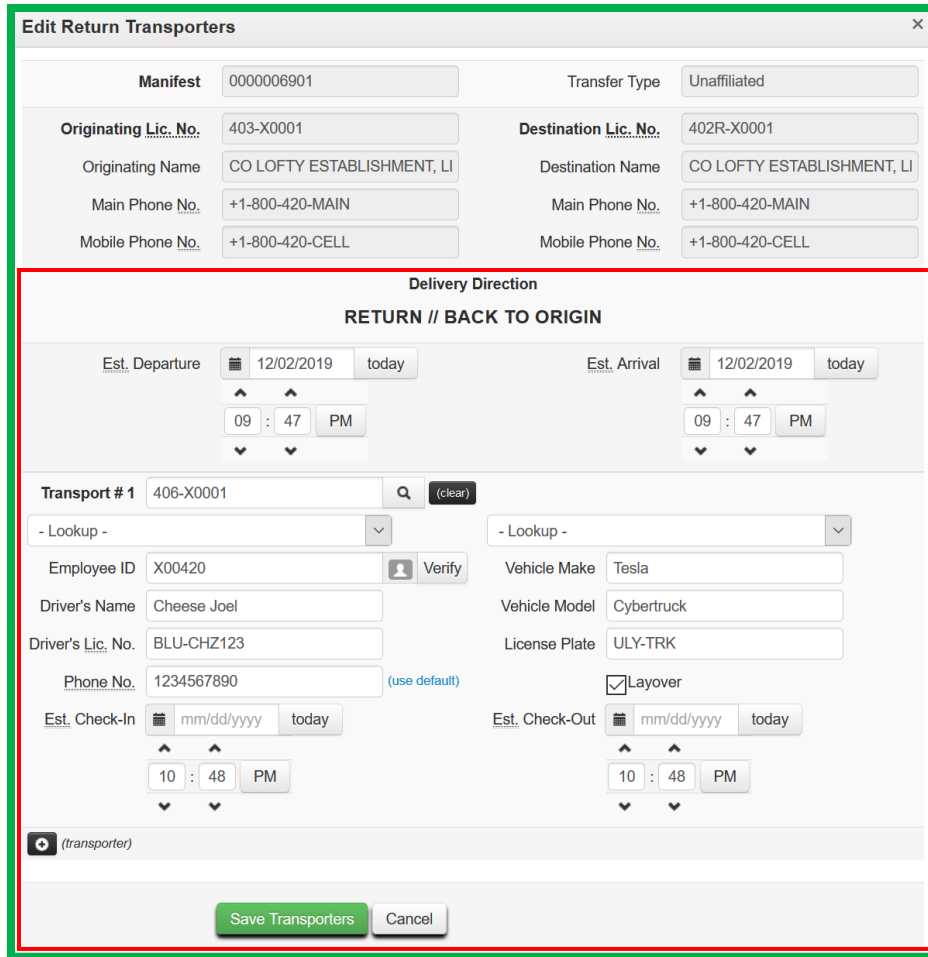
Figure 5: Updating Transporter Manifest Information on Rejected Transfers Tab

Once modified, the return transporter will have access to the manifest under the Transfers Hub.

The use cases behind each button for a rejected transfer are outlined below.

- The "Edit" button allows for a transporter to update Estimate Departure and Arrival times as well as Driver and Vehicle information.
- The "Accept" and "Depart" buttons are designed to be used when a transporter accepts custody of the rejected packages and then departs the original destination facility.
- The "Check-In" and "Check-Out" buttons are only applicable when a layover is selected and that transfer will be stored at a transporter's facility for a certain period of time. A Check-In selection indicates the transporter has arrived at their layover facility and will select Check-Out once they are leaving the layover facility to continue on the planned route.
- The "Arrive" button indicates the transporter arrived at the originating shipping facility with the rejected packages.

New Transfers Hub Icons

Transporters with access to the Transfers Hub grid in Metrc will have a new icon and column outlined in **Figure 6**. The icon will identify the point of delivery for each transfer and the new column will indicate a direction (Outbound or Return) in which the designated transporter license is going.

Figure 6: Transfers Hub Grid

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New Filter By Option

Each column and grid in Metrc has been updated to include a **Starts With** filter option, as seen in **Figure 7** below.
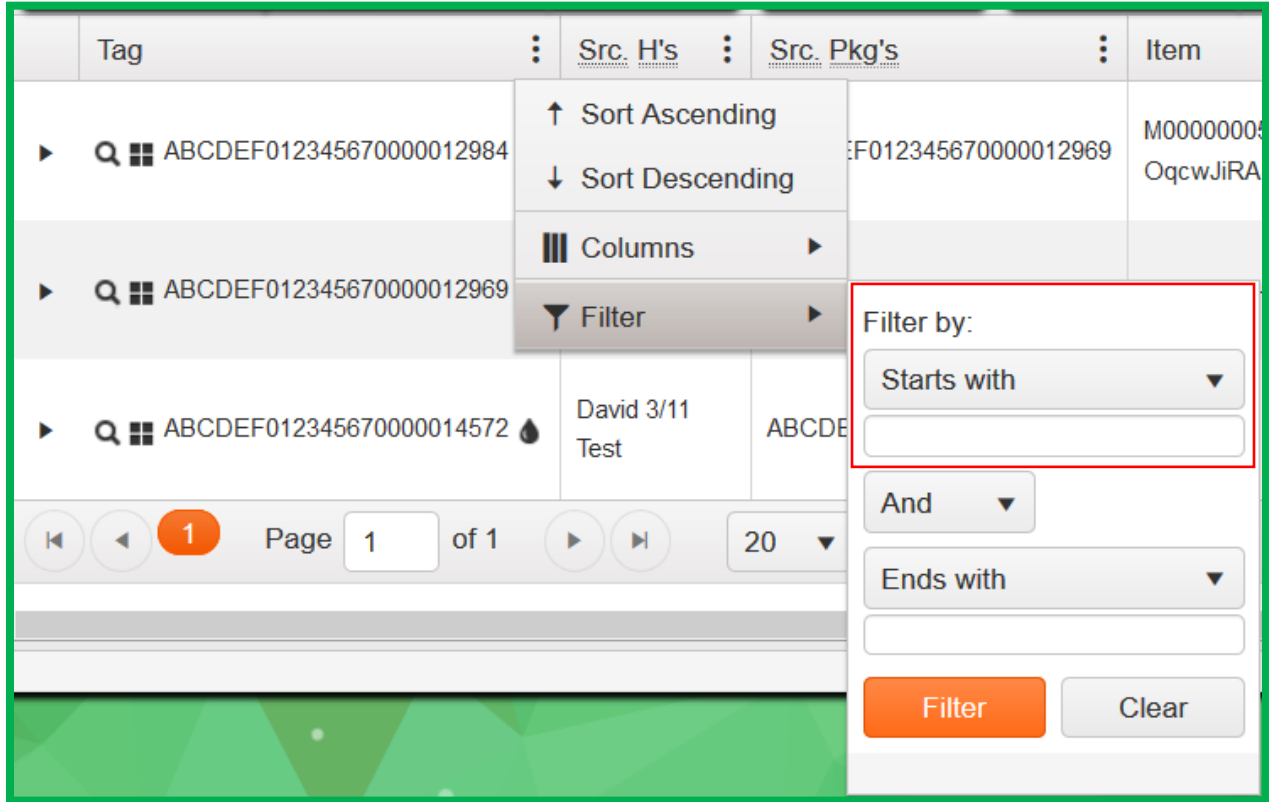

Figure 7: Starts with Filter

Record Test Template Update

The Record Tests action window has been updated to include two additional fields in the template:

Test Batch was included to apply configured test batch(es) when applicable to all Test Packages displayed in the action window.

Test Type was included to apply test type to all Test Packages displayed in action window.
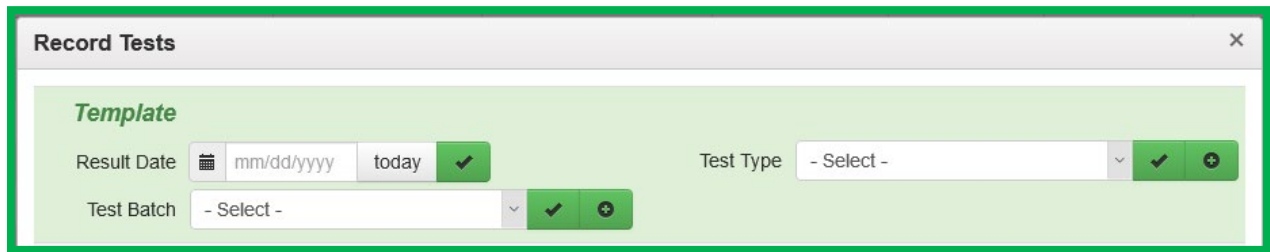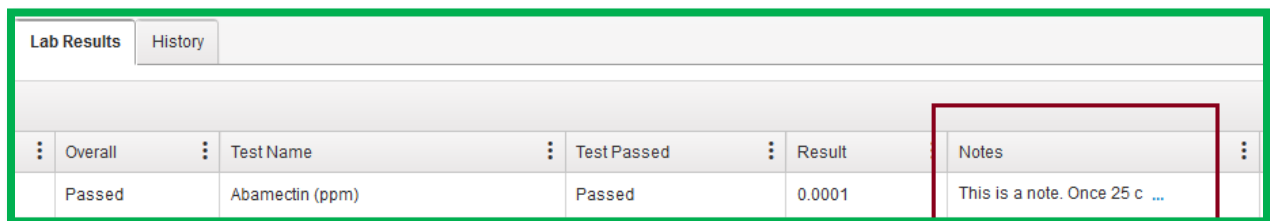

Figure 8: Record Tests Template

Please Note: The checkmark and plus added next to the above-mentioned fields can be used to append (with plus) or apply/overwrite (with checkmark) all test packages that follow in the action window.

New Column for Notes on Lab Tests

The existing Lab Results tab within the Package(s) drilldown has been updated to include a column that displays the notes that are entered by the lab in the Record Tests action window. Notes are displayed specific to each result for each sample package. The notes column displays up to 25 characters followed by ellipses (3 dots in a row), as pictured below in **Figure 9**. If the user clicks on the ellipses the note will expand and display as seen in **Figure 10** below.

Figure 9: Notes Field added to Packages/Lab Results Tab

This is a note. Once 25 characters has been included you will see elipses
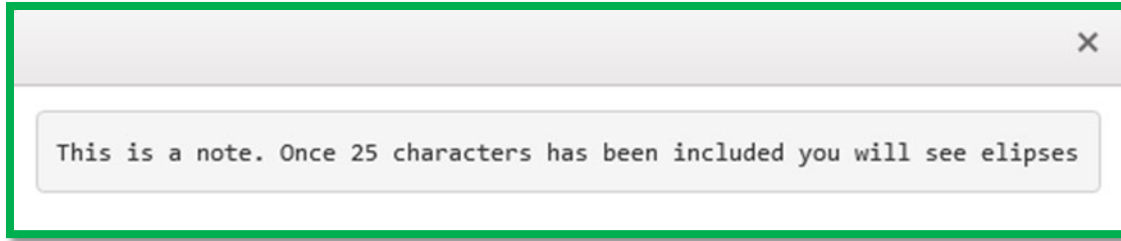
Figure 10: Note Expanded

Add Multiple Rows Functionality

The add multiple rows functionality from the package's action window has been added to all action window within Metrc. The user will enter a value into the field next to the + icon and the action window will create that many rows for use.
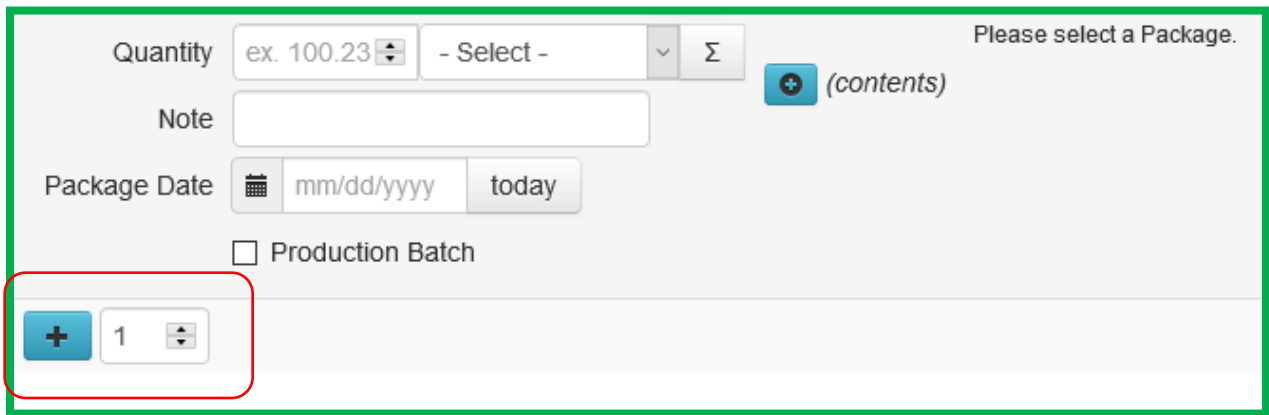

Figure 11: Plus X addition

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