

Bulletin Number: State_IB_0024	Distribution Date: 5/26/20	Effective Date: 5/26/20
Contact Point: Metrc® Support	Subject: New Features in Metrc and CSV Formatting Guide Update	
Reason: Metrc is providing an update on our most recent feature release related to Additional fields, Sales actions associated with finished packages, and an updated CSV Formatting Guide		

Greetings Metrc Users,

This bulletin provides information on the latest enhancements to Metrc, which will become effective on May 26th, 2020. The enhancements are listed below.

- I. Additional Functionality for Plant Batches
- II. Added "Packaged By" field to all Package popovers
- III. Added the "Strain" column to Lab Samples grids
- IV. Finished Packages must be unfinished before users can edit or record sales to the package
- V. Updated CSV Upload Guide

Detailed descriptions of each change are provided on the following pages:

New Feature: Plant Batch Enhancements

Users are now able to "split" immature plant batches after creation, as seen in **Figures 1 and 2**. This process can be used in a case the user is moving part of an immature plant batch to another location. *Please note that there is no way to undo this action nor merge different plant batches.*

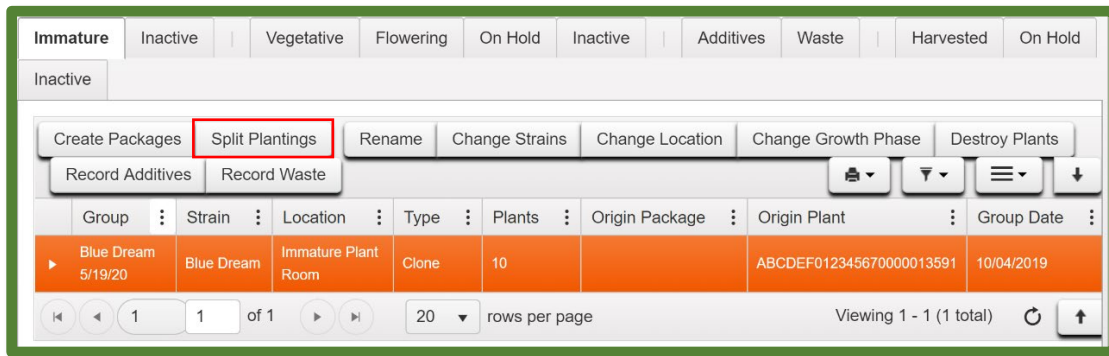


Figure 1: Select the Immature Plant Batch to Split

Once the user selects the split plantings option, they will see an action window where they will complete the information about the new planting, including plant count, plant batch name, Strain, location, and plant date. Once this information is completed, the user will select "Split Plantings" Button.

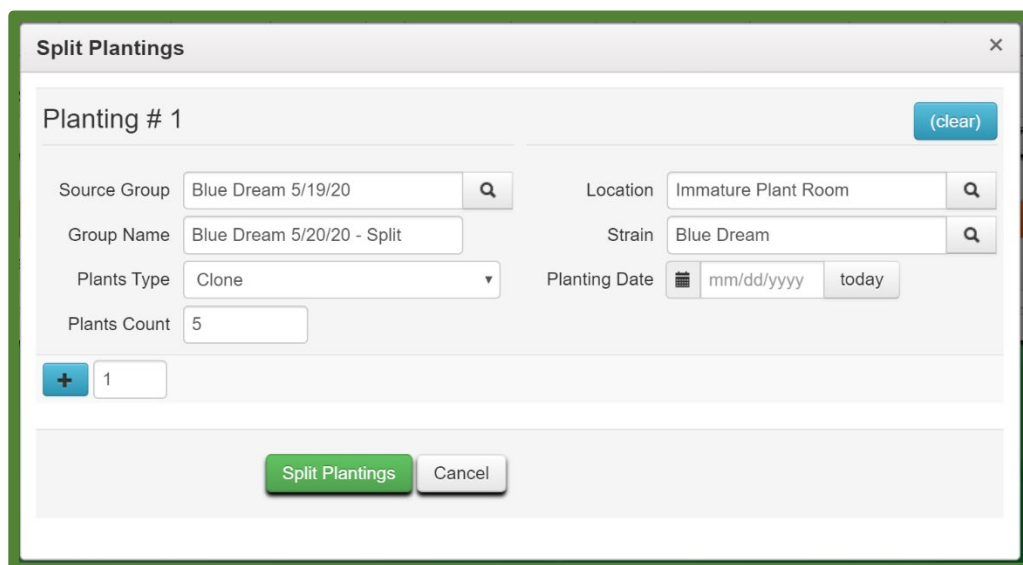



Figure 2: Split Plantings Action Window

New Feature: "Packaged By" Field in All Package Popovers

A popover grid is displayed by hovering the mouse over the  symbol anywhere in Metrc. In addition to all of the package and item information, newly added is a "Packaged By" field that will display the facility license number that created the package.

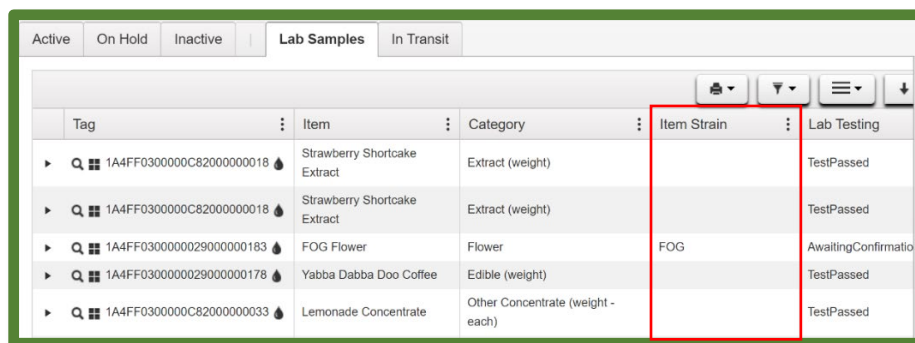


1A4FF0300000026000000395					
Type	Product	Unit Volume	N/A	Product Requires Remediation	No
Source Harvest(s)	N/A	Unit Weight	1 oz	Contains Remediated Product	No
Source Package(s)	N/A	Unit Quantity	N/A	Administrative Hold	No
Location	N/A	Item Serving Size	N/A	Packaged By	A11-0000002-LIC
Location Type	N/A	Item Supply Duration Days	N/A	Packaged Date	05/01/2020
Patient	N/A	Quantity	10 ea	Received Date	N/A
Item	Burnt Brownies	Note	N/A	Received From License	N/A
Item From License No.	N/A	Production Batch	No	Received From Facility	N/A
Item From Facility	N/A	Trade Sample	No	Status	Active
Category	Edible (weight - each)	Donation	No		
Item Strain	N/A	Source Package Donation	No		
Unit CBD Percent	N/A	Donation License No.	N/A		
Unit CBD Content	N/A	Donation Facility	N/A		
Unit CBD Content Dose	N/A	Initial Lab Testing	NotSubmitted		
Unit THC Percent	N/A	Lab Testing	NotSubmitted		
Unit THC Content	N/A	Lab Testing Date	05/01/2020		
Unit THC Content Dose	N/A	Process Val. Sample	No		

Figure 3: Package Popover Menu

New Feature: Lab Results "Item Strain" Field

Users within testing facilities who have the View Packages permission have access to a new Lab Samples tab on the Packages page. Newly added to the Lab Samples grid is the "Item Strain" field, which will populate with the Strain of the item, if applicable.



Tag	Item	Category	Item Strain	Lab Testing
1A4FF03000000C82000000018	Strawberry Shortcake Extract	Extract (weight)		TestPassed
1A4FF03000000C82000000018	Strawberry Shortcake Extract	Extract (weight)		TestPassed
1A4FF0300000029000000183	FOG Flower	Flower	FOG	AwaitingConfirmation
1A4FF0300000029000000178	Yabba Dabba Doo Coffee	Edible (weight)		TestPassed
1A4FF03000000C820000000033	Lemonade Concentrate	Other Concentrate (weight - each)		TestPassed

Figure 4: Lab Samples Grid "Item Strain" Field

New Feature: Editing and Recording Sales from Finished Packages

With this new update, users will no longer be able to record or edit sales receipts and deliveries from a finished package. Attempting to do so will result in the error message, as seen in **Figure 5**.

Contents from Package 1A4FF0300000026000000388 cannot be sold because it has been Finished.

Figure 5: Finished Package Sale Error

Unfinishing Packages

To unfinish a package, the user will navigate to the Inactive tab on the Packages screen and select the package with which they want to perform a sales action. Once selected, the user will use the "Unfinish" button as seen in **Figure 6** and confirm the package you are unfinishing in the action window that follows.

Active On Hold Inactive In Transit							
Unfinish							
Tag	Src. H's	Src. Pkg's	Location	Patient	Item		
▶ 🔍 ABCDEF012345670000014601			Storage Room		BHO Oil Cartridge 1 g		

Figure 6: Unfinish Package

Once the package is unfinished, the user can make take any sales actions required. *Please note that if the sales actions are performed that results in a non-zero amount, the user will not be able to finish that package.*

Updated CSV Formatting Guide

Metrc Support has updated the CSV Formatting Guide, which can be found under the support tab on the top navigational bar, as seen in **Figure 7**.

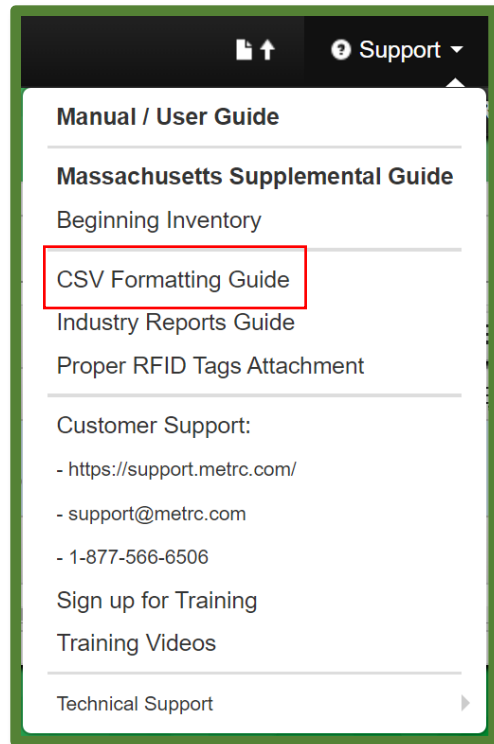


Figure 7: CSV Formatting Guide

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