

Bulletin Number: MI_IB_0044	Distribution Date: 11/18/21	Effective Date: 11/18/21
Contact Point: Metric® Support	Subject: Package Creation	
Reason: Provide information on creating new packages for returns or testing		

Greetings Metric Users,

The MRA and Metric are providing this information to remind users how to create packages from existing packages, and how to create sample packages for testing. This information will allow users to return products that have sales out of the original package by creating new packages. **Without creating a new package for a return, the recorded sales will be lost.** Additionally, this function will allow users to create test samples from the newly created packages.

Please see the following pages for additional details below:

Creating a New Package



New Packages ✕

New Package # 1 (clear)

New Tag	1A4FF03000000C9000000007 🔍	Package # 1	1A4FF010000006F000000004 🔍 ⊖
Location	New Location Of Destiny 🔍	Quantity	440 Grams ▾
<input checked="" type="checkbox"/> Same Item		Packaging - new total will be 0 g	
Quantity	440 Grams ▾ Σ	<input type="checkbox"/> Finish Package	
Note	Recall	+ (contents)	
Package Date	📅 11/18/2021 today		
<input type="checkbox"/> Production Batch			

+ 1

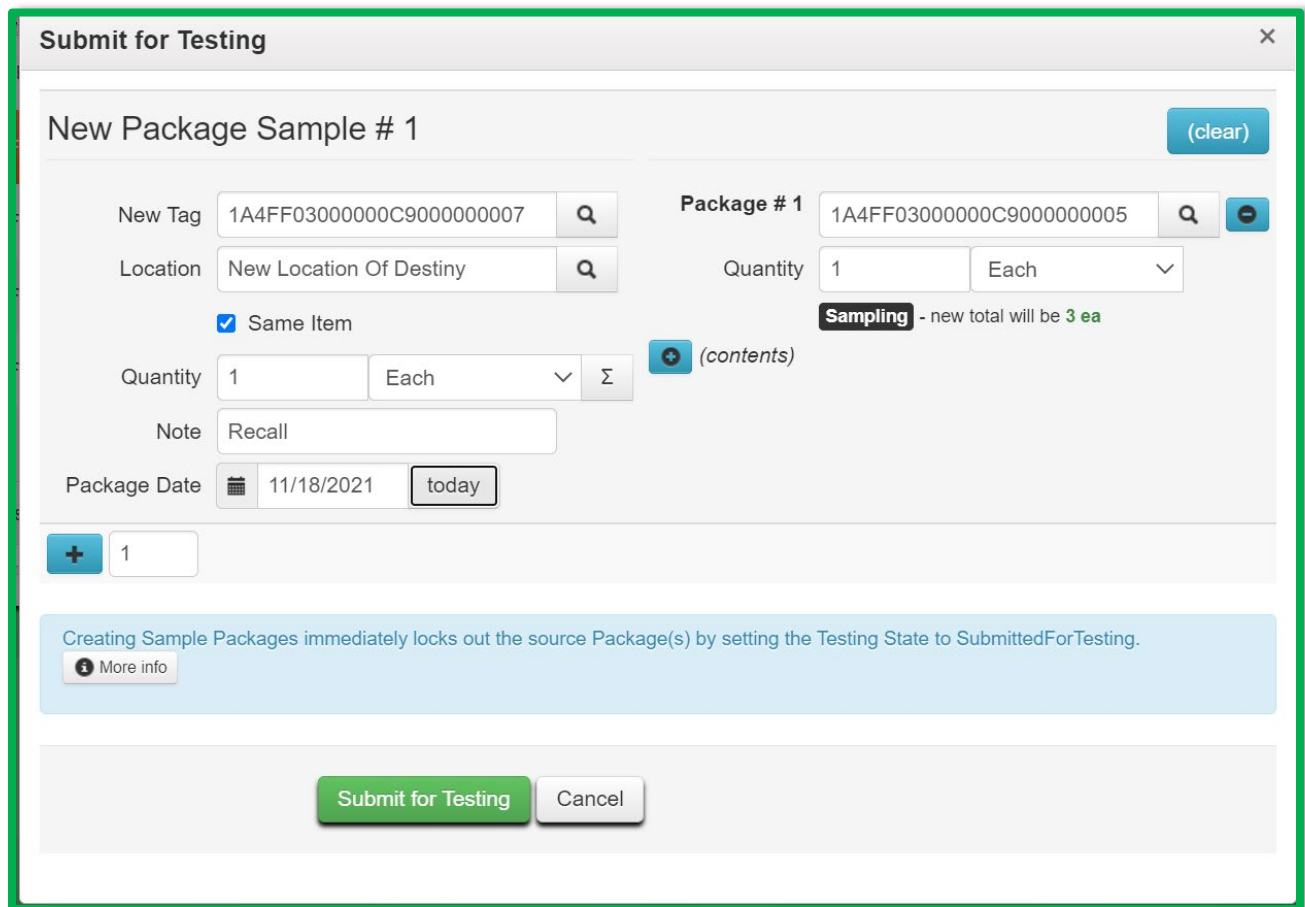
Create Packages Cancel

Figure 1: New Package Creation Screen

Creating a New Package for Testing

Users with the ability to manage packages will be able to create packages to submit for testing. Select the package to be tested, then select **Submit for Testing** in the top row. With the correct package selected, go through the package sample creation screen by selecting the appropriate information in the tag number, location, date fields, then click the “Same Item” box that will be used for the new package.

On the right-hand side, enter the amount of product removed from the original package after you have taken your sample. This will enable you to select the summation button **Σ** for the new package, converting the original quantity listed into the total quantity of the new package in the correct UoM that you have selected. This is show in **Figure 2**.



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