

<b>Bulletin Number:</b> NVIB#029_092519	<b>Distribution Date:</b> 09/25/19	<b>Effective Date:</b> 9/23/19
<b>Contact Point:</b> Support@metrc.com	<b>Subject:</b> Release Memo - New Features	
<b>Reason:</b> Metrc is providing details on new features & functionality within Metrc.		

Greetings Metrc Users,

Metrc is pleased to provide information on our newest enhancements within the software that is available as of September 23<sup>rd</sup>. Users with permission to manage transfers will now see color coded transporters and packages on the PDF transfer manifests. Users with permission to manage packages will now see enhancements around the New Package(s) process. All grids in Metrc will now have a Clear Filter button that indicates the filters currently in use. When the Clear Filter button is selected, the user will be able to remove multiple filters within the grid at one time.

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

### **Additional Information: Color-Coding Transporters and Packages**

Transfer Manifests in Metrc will now be color-coded according to the status of each transfer in the system. “Outbound” and “Return” transporters will be color-coded to indicate the direction of the transfer. Outbound transporters will have light green shading, while Return transporters will have light red (or pink) shading as shown in **Figure 1**.

Any package in transit, meaning the package has not been received or rejected, will have light gray shading. Once the destination facility takes an action to receive or reject a package, the package status on the manifest will be updated and color-coded accordingly. Received packages will have a status of “Accepted” with light green shading. Rejected packages will have a status of “Rejected” with light red (or pink) shading. Rejected packages that have been received back into the shipping facility’s inventory will have a status of “Returned” with light red (or pink) shading.

<b>1. Outbound Transporter</b>		OR LOFTY ESTABLISHMENT, LLC		<b>No Layover Scheduled</b>	
Transporter License Number		020-X0002			
Address of Transporter		9079 SE McLoughlin Blvd. Portland, OR 97222-7355			
Contact Phone No. for Inquiries: 123.456.7890					
Name of Person Transporting		X		Employee ID of Driver	
State Driver's License No.		X		Signature of Person Transporting	
Make, Model, License Plate No.		X X X			
<b>2. Return Transporter</b>		OR LOFTY ESTABLISHMENT, LLC		<b>No Layover Scheduled</b>	
Transporter License Number		020-X0002			
Address of Transporter		9079 SE McLoughlin Blvd. Portland, OR 97222-7355			
Contact Phone No. for Inquiries: 123.456.7890					
Name of Person Transporting		X		Employee ID of Driver	
State Driver's License No.		X		Signature of Person Transporting	
Make, Model, License Plate No.		X X X			
Name of Person Transporting		X		Employee ID of Driver	
State Driver's License No.		X		Signature of Person Transporting	
Make, Model, License Plate No.		X X X		Pending	
<b>1. Package   Rejected</b>		<b>Production Batch No.</b>		<b>Item Name</b>	
ABCDEF012345670000012370 Lab Test:				Shake/Trim (Shake/Trim)	
<b>Quantity</b>		Shp: 11.0000 g			
<b>Item Details</b>					
<b>Source Harvest(a)</b>		2017-08-16-Harvest Room-M			

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		<b>METRC®</b>			
<b>MARIJUANA TRANSPORTATION MANIFEST</b>					
All sales transactions are to be completed prior to transportation of any MARIJUANA. The receiving entity may reject product delivered, but amount delivered must be limited to amount agreed upon in prior sales transaction.					
<b>Manifest No.</b>		0000000016		<b>Date Created</b>	
				10/5/2017 4:31 AM	
<b>2. Package   Accepted</b>		<b>Production Batch No.</b>		<b>Item Name</b>	
ABCDEF012345670000012371 Lab Test:				Shake/Trim (Shake/Trim)	
<b>Quantity</b>		Shp: 14.0000 g Rcv: 14.0000 g			
<b>Item Details</b>					
<b>Source Harvest(a)</b>		2017-08-16-Harvest Room-H			

Figure 1: Color Coded Manifest Layout Example

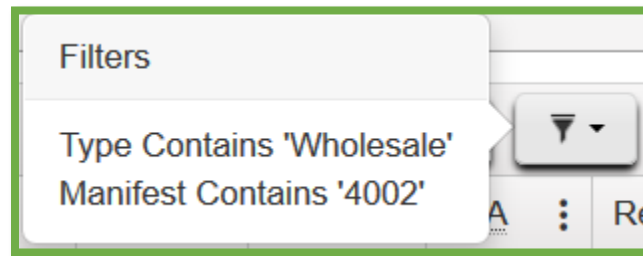
## New Button: Clear Filter

Users will now have a new button, as seen in **Figure 2**, on the right-hand side of all grid toolbars.



**Figure 2: Clear Filter Button**

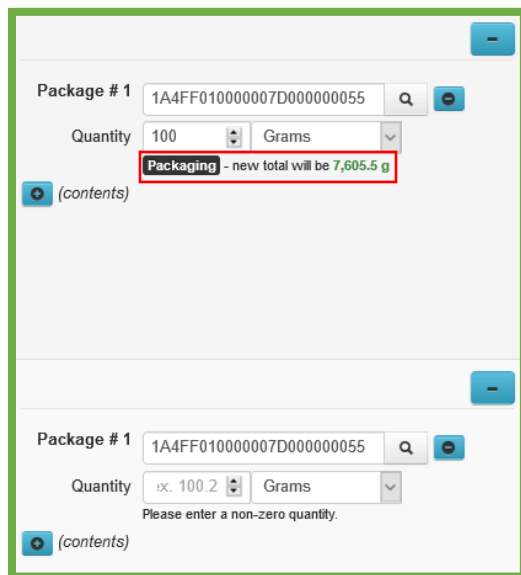
Placing the mouse over the clear filter button like you see in the example below from **Figure 3** will show all currently applied filters. Clicking the clear filter button will display a drop-down menu including **Clear Filters**. Click **Clear Filters** and all applied filters will be cleared.



**Figure 3: Hovering over Filter Button**

## Feature Enhancement: Remaining Quantity in New Package

The remaining quantity of a source/content package(s) in the New Packages modal will now take into account all other New Package entries for that same source/content package. In the past, using a package multiple times would subtract the amount used from the package's quantity independently. As shown in the Figures below, a user will now see the true total remaining quantity when the the same package is used to create New Packages.



Package # 1 1A4FF010000007D000000055 Q

Quantity 100 Grams

Packaging - new total will be 7,605.5 g

(contents)

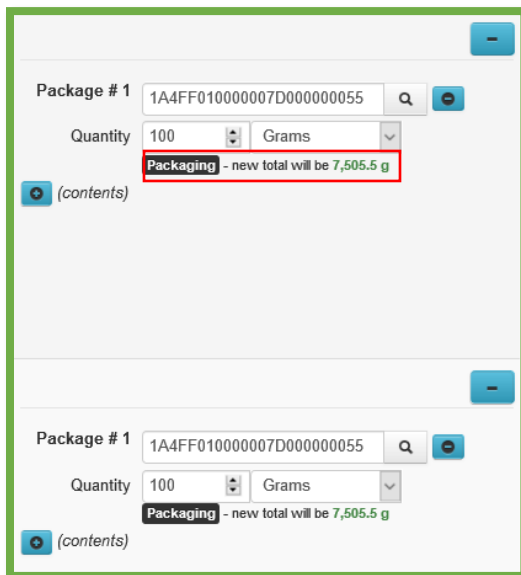
Package # 1 1A4FF010000007D000000055 Q

Quantity 100.2 Grams

Please enter a non-zero quantity.

(contents)

Figure 4: Remaining Quantity in Source Package



Package # 1 1A4FF010000007D000000055 Q

Quantity 100 Grams

Packaging - new total will be 7,505.5 g

(contents)

Package # 1 1A4FF010000007D000000055 Q

Quantity 100 Grams

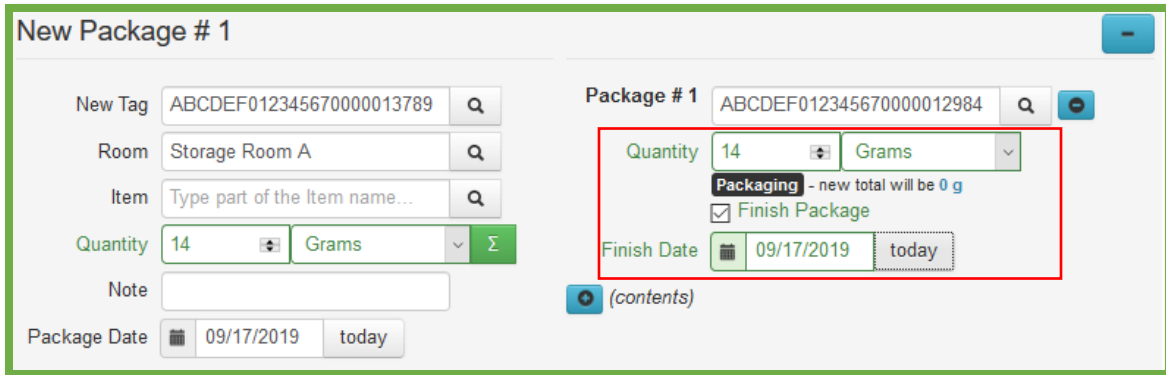
Packaging - new total will be 7,505.5 g

(contents)

Figure 5: Remaining Quantity Removing Total Amount Deducted

## Feature Enhancement: Finish Package in New Packages

If a source/content package remaining quantity is calculated to be zero (0) when creating a new package, the user will now be able to finish that source package at the same time as creating the new package(s). **Figure 6** below shows an example of finishing a source package when creating a new package. Once the user has selected the Finish Package box, identified a Finish Date, and selected “Create Packages” the source package will be moved to the Inactive tab.

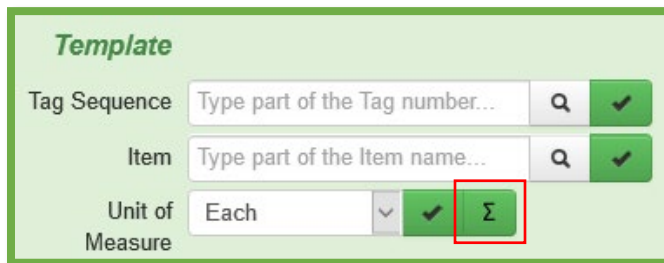


The screenshot shows the 'New Package # 1' form. On the left, there are input fields for 'New Tag' (ABCDEF012345670000013789), 'Room' (Storage Room A), 'Item' (Type part of the Item name...), 'Quantity' (14), 'Grams' (unit), and 'Package Date' (09/17/2019). On the right, there is a 'Package # 1' field (ABCDEF012345670000012984) and a 'Quantity' field (14) with a 'Grams' unit. Below these, there is a 'Packaging' section with a checkbox for 'Finish Package' which is checked. A 'Finish Date' field is set to '09/17/2019' with a 'today' button. A red box highlights the 'Quantity', 'Packaging', and 'Finish Date' fields. At the bottom right, there is a '(contents)' button.

Figure 6: Finishing a Source Package

## New Button: Auto-Sum Quantity in Packages Template

Users will now have a new button within the packages template that will allow for all new package quantities to be “Auto-Summed” from the source package. This button in **Figure 7** functions exactly as the Auto-Sum button does for each individual new package. Meaning, if a licensee has one source package of one hundred (100) cookies, and that licensee wanted to create ten (10) delivery packages of ten (10) cookies each. Then the source package would be the same for all ten (10) new packages. The quantity removed from the source package would be set to ten (10) each. The auto sum button when selected would populate each new package with ten (10) cookies for the quantity.

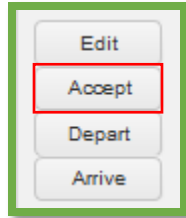


The screenshot shows the 'Template' form. It has input fields for 'Tag Sequence' (Type part of the Tag number...) and 'Item' (Type part of the Item name...). Below these, there is a 'Unit of Measure' field set to 'Each'. To the right of the 'Unit of Measure' field, there is a green button with a white sigma symbol (Σ), which is the 'Auto-Sum' button. A red box highlights this button.

Figure 7: Auto-Sum Button in Packages Template

### New Button: Accept Packages in Transfer Hub

Licensees that have access to the Transfers Hub in Metrc will now see a new “Accept” button for each of their respective transfers that they will be transporting. The button represents a Transporter’s acceptance of the packages on a Manifest prior to departing and is optional at this time. Please see **Figure 8** below.



**Figure 8: Accept Button in Transfers Hub**

## Metrc – Industry Training

Metrc provides industry training & education workshops in person and online as well as training guides and videos.

- Register for workshops or classes online at: [www.metrc.com/nevada](http://www.metrc.com/nevada)
- *You must attend at least one New Business (Level 1) class online before you may register for other classes.*
- *We recommend that all industry users take classes every 3-4 months to stay up to date on any new features or changes.*

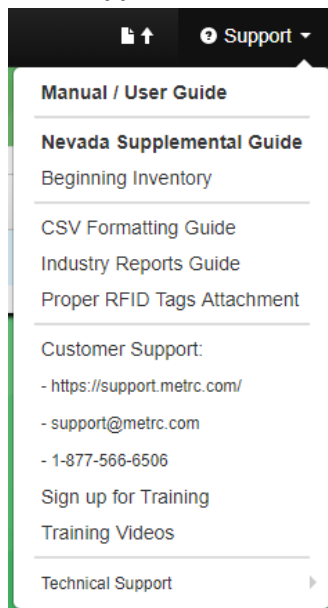
### Online classes:

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2) – All Facilities
- Metrc Advanced (Level 2) – Testing Labs (labs must request training via email to Support)

## Metrc – Industry Support

Metrc provides live interactive support for industry users and licensees. This information can be found on our website, when logged into Metrc under your Support tab, and is listed below.

**Check under the “Support” tab for additional resources.**



Please be advised that the new CSV Formatting Guide and Industry Reports Guide are now located under the Support Tab.

Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.