

<b>Bulletin Number:</b> MO_IB_0015	<b>Distribution Date:</b> 4/22/22	<b>Effective Date:</b> 4/25/22
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> New Features in Metrc	
<b>Reason:</b> Metrc is providing an update on our newest features for transfers.		

Greetings Metrc Users,

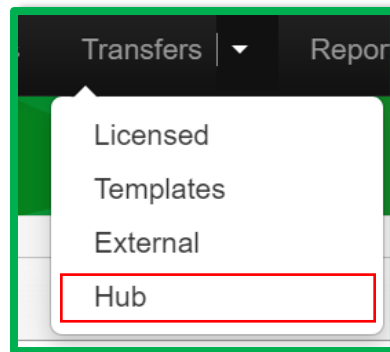
Metrc is pleased to provide information on our newest enhancements within the software that will be available on April 25, 2022.

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.

### **Transfers Process Updates**

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 user with access to the Transfers Hub, located under the transfers dropdown, **Figure 1**, will have selectable buttons, as seen in **Figure 2**, when listed as the transporting license during a transfer. These buttons are treated as reportable actions a transporting licensee takes with each transfer.



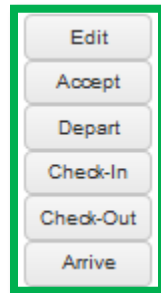
**Figure 1: Transfers Dropdown**

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 Metric. 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 Transfers

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

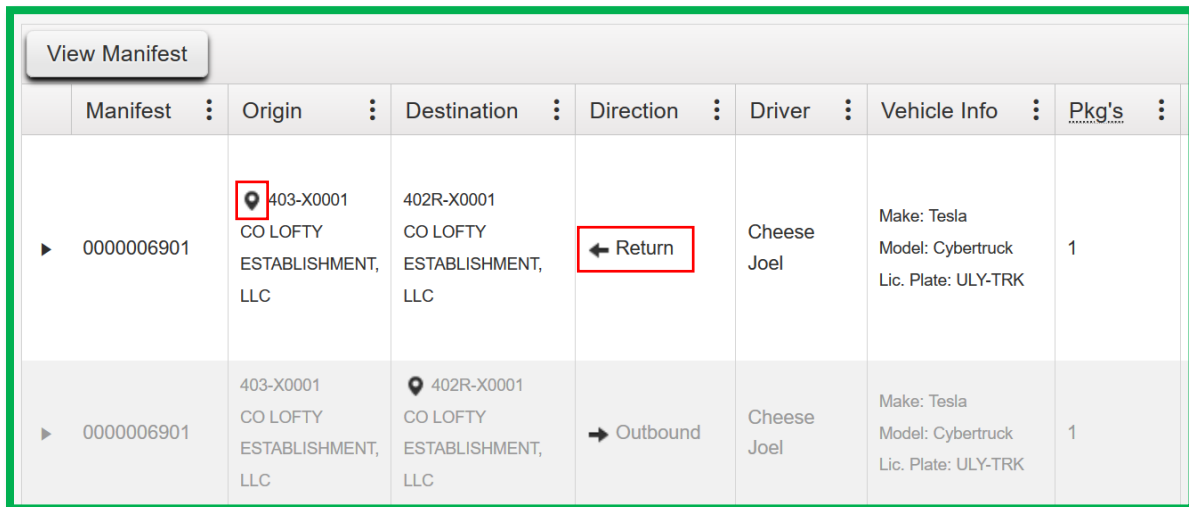
The use cases behind each button for a rejected transfer are outlined below.

- 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 the planned route.
- The “Arrive” button indicates the transporter arrived at the originating shipping facility with the rejected packages.

### **New Transfers Hub Icons**

Licensees with access to the Transfers Hub grid in Metrc will have a new icon and column outlined in **Figure 3**. 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.



Manifest	Origin	Destination	Direction	Driver	Vehicle Info	Pkg's
▶ 0000006901	📍 403-X0001 CO LOFTY ESTABLISHMENT, LLC	402R-X0001 CO LOFTY ESTABLISHMENT, LLC	← Return	Cheese Joel	Make: Tesla Model: Cybertruck Lic. Plate: ULY-TRK	1
▶ 0000006901	403-X0001 CO LOFTY ESTABLISHMENT, LLC	📍 402R-X0001 CO LOFTY ESTABLISHMENT, LLC	→ Outbound	Cheese Joel	Make: Tesla Model: Cybertruck Lic. Plate: ULY-TRK	1

**Figure 3: Transfers Hub Grid**

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