# Metrc Support Bulletin

| **Bulletin No.**: MT_0034_5.6.22 | **Distribution Date**: 5/9/22 | **Effective Date**: 5/22/22 |
|---|---|---|
| **Contact Point**: Metrc® Support | **Subject**: Guidance on Discontinuing Category Items | |
| **Reason:** Metrc is providing information guidance based on discontinuing of Micro Grow item categories, Same Item functionality, and Product ID search. | | |

Greetings Metrc Users,

The CCD would like to provide guidance on discontinuing "microgrow" item categories. Also note, the Joint and Joint (Micro Grow) categories are also being discontinued.

- Buds (Micro Grow)
- Concentrate (Micro Grow)
- Infused Edible (Micro Grow)
- Infused Non-Edible
- Joint (Micro Grow)
- Joint
- Kief (Micro Grow)
- Pre-Roll (Micro Grow)
- Shake/Trim (by strain) (Micro Grow)
- Shake/Trim (Micro Grow)

Also included in this bulletin, is the use of Same Item for item categories that have been discontinued.

Please see the following pages for more details on how to do this in Metrc.

## <u>Discontinuing Items</u>

The CCD is discontinuing the use of (Micro Grow) item categories. Metrc recommends that an admin, with permission, discontinue those items that have been created. To do this, navigate to the Items under the Admin ara on the navigational bar.

Once on the Items grid, identify any unnecessary or duplicate items then use the discontinue button ( ✖ ) as seen in **Figure 1** below.
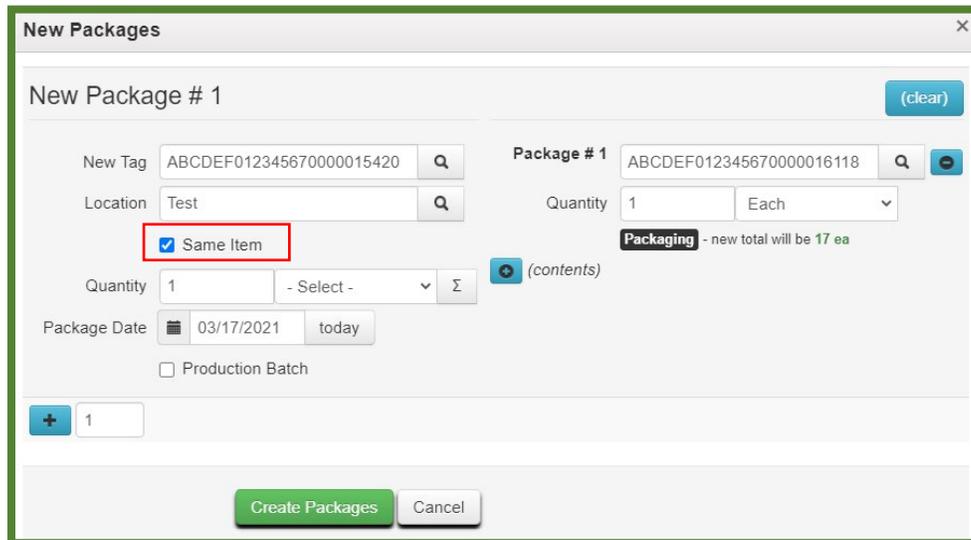


*Figure 1: Discontinuing an Item*

It will be required to confirm that the item is being discontinued. Once discontinued, an item will no longer be available to be be selected when creating a new package. However, the same item designation will work.

## <u>Same Item Functionality</u>

The Same Item designation was designed and released in Metrc as a solution for  having to utilize the same item name when repackaging products. To use this functionality, select the source package and use the "New Packages" button which will open an action window to create a new package. There is a "Same Item" checkbox, which when selected, will automatically associate the same item from the source package to the derived package. This step can be seen in **Figure 2** below.



*Figure 2: Create a New Package Using the Same Item Checkbox*

## Product ID Functionality

Upon creating an item, there will be an automatically generated 12-character Product ID as part of the item name. This functionality is tied to the item catalog to differentiate similar items bein created at different licenses. This identifier does not impact a users' ability to filter items by name, as seen in **Figure 3** and **Figure 4** below.
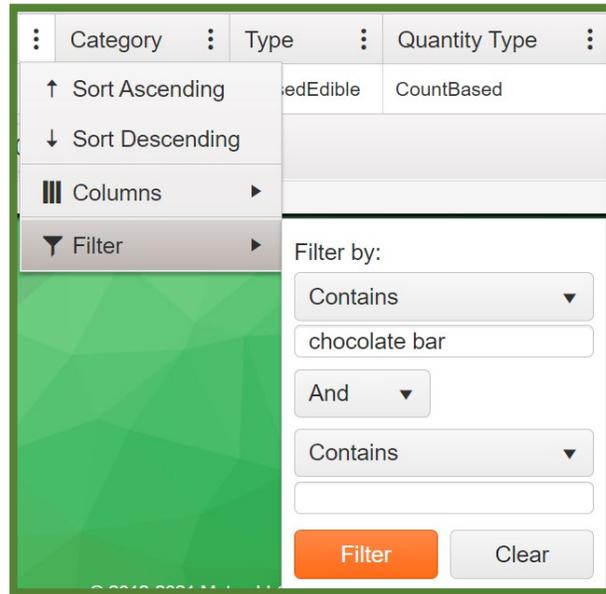


*Figure 3: Search by Item Name*



*Figure 4: Filter Results*

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