## **Metrc Support Bulletin**



Bulletin Number: DC_IB_0003	<b>Distribution Date</b> : 5/21/18	Effective Date: 4/30/18								
Contact Point: Metrc <sup>®</sup> Support	<b>Subject</b> : Software Update for Dispensary Employees to be able to view Patient Statuses									
<b>Reason:</b> The update will allow a Dispensary Employee to check a patient status and amount of Medical Marijuana available prior to making a sale. This bulletin was released to Dispensary's via email on 4/30/18 and was posted into Metrc for all users on 5/11/18.										

## Software Update for Patient Statuses:

The Metrc team had released this bulletin via email to the dispensary managers, but to ensure industry wide communication. We are releasing the bulletin through Metrc to explain the most recent update within the system to allow a Dispensary employee to view a Patient Status prior to making a sale. Now that this has been implemented, the employees will need to be granted the permission by the Metrc admin, or an employee who can edit employee permissions. The permission will be found within the **Search Menu** for **Dispensaries** only.

Permissions	Packages Page	
	Grids (reg'd)	View
	Inventory	Manage
	Create/Submit/Disc.	Manage
	Transfers Menu	
	Licensed & External	Manage
	Templates	Manage
	Sales Menu	
	Sales	Manage
	Financials Menu	
	All	Manage
	Reports Menu	
	All	View
	All Admin Menu	View
	All Admin Menu Tag Orders	View
	All Admin Menu Tag Orders Tags	View
	All Admin Menu Tag Orders Tags Rooms	View Manage Manage Manage
	All Admin Menu Tag Orders Tags Rooms Strains	View Manage Manage Manage Manage
	All Admin Menu Tag Orders Tags Rooms Strains Items	View Manage Manage Manage Manage Manage Manage
	Reports Menu All Admin Menu Tag Orders Tags Rooms Strains Items Employees	View Manage Manage Manage Manage Manage Manage Manage
	Reports Menu All Admin Menu Tag Orders Tags Rooms Strains Items Employees Search Menu	View Manage Manage Manage Manage Manage Manage Manage

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Once the permission is granted to a user, the patient status lookup will be the magnifying glass in the top right-hand side of the toolbar.



When selecting the magnifying glass, you will be prompted to a patient lookup that will be the same as the example below.

Patient	Stat	us Lookup																			>
	Patie	nt [				Look Up															
																					٥.
Patient	:	Reg. No.	ł	Reg. Status	÷	Reg, Start	1	Reg. Expires	÷	Flower Allowed	:	THC Allowed	:	Flower Purchased	ł	THC Purchased	:	Flower Available	:	THC Available	•
									N	o data is av	ai	ilable to	dis	play.							
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Notes about the patient lookup:

- DC Patients will be designated with an Active or Inactive status. A sale should not occur to an Inactive patient.
- Patients from outside of the District will only appear if they have made a previous purchase within the District. Patient limits are automatically associated to a patient once a sale occurs.
- No dispensary will be able to see the purchases or previous locations of the patient, only the available amounts.
- Patients outside of the District will not have any information other than a patient number and Flower Allowed, Flower Purchased, and Flower Available.
- Flower Allowed, Flower Purchased, and Flower Available will designate the Medical Marijuana that is available. This will be capture all items that are being sold, not just the flower product.
- Patient's numbers must be entered exactly as they appear on their card.