

| Bulletin Number: DC_IB_030 | Distribution Date: 5/27/20 | Effective Date: 6/1/20 | | | |
|--|--|-----------------------------|--|--|--|
| Contact Point: Metrc [®] Support | Subject: New Features in Met Update | rc and CSV Formatting Guide | | | |
| Reason: Metrc is providing an update on our upcoming feature release related to Plant Batches, Ingredients Item field, Additional fields, Sales actions associated with finished packages, and an updated CSV Formatting Guide. | | | | | |

Greetings Metrc Users,

This bulletin provides information on the latest enhancements to Metrc, which will become effective on June 1st, 2020. The enhancements are listed below.

- I. Additional Functionality for Plant Batches
- II. The increased character limit for item ingredients field to 1000 (previously set to 500)
- III. Added "Packaged By" field to all Package popovers
- IV. Added the "Strain" column to Lab Samples grids
- V. Finished Packages must be unfinished before users can edit or record sales to the package
- VI. Updated CSV Upload Guide

Detailed descriptions of each change are provided on the following pages:



New Feature: Plant Batch Enhancements

Immature plant batches are not able to be "split" after creation, as seen in **Figures 1 and 2**. This process can be used in a case of moving part of an immature plant batch to another location. *Please note that there is no way to undo this action nor the ability to merge different plant batches.*

| | ature Inac | ctive | | /egetative | FIC | owering | On Hold | nactive Addit | ives Waste Harve | ested On Hold |
|-------|-----------------------|-------|-----------|--------------------|------|---------|--------------|-----------------|--------------------------|----------------|
| Inact | tive | | | | | | | | | |
| C | reate Package | es | Split Pla | ntings | Rena | ame Cha | ange Strains | Change Location | Change Growth Phase | Destroy Plants |
| L | Record Additiv | ves | Record | l Waste | | | | | A- T- | J≣∙l∔ |
| | Group | St | rain : | Location | : | Туре : | Plants : | Origin Package | Origin Plant | Group Date |
| | Blue Dream 5/19/20 | | ie Dream | Immature F Room | | Clone | | | ABCDEF012345670000013591 | 10/04/2019 |
| | 1 | 1 | of 1 | | | 20 🔻 | rows per pa | ae | Viewing 1 - 1 (1 | total) 🔿 1 |

Figure 1: Select the Immature Plant Batch to Split

Once the Split Plantings is selected, an action window opens where they will complete the information about the new planting, including Plants Count, Group Name, Strain, Location, and Planting Date. Once this information is completed, then select the "Split Plantings" Button.

| Split Plantings | 3 | | | | × |
|-----------------|----------------------------|-------|---------------|---------------------|---------|
| Planting # 1 | | | | | (clear) |
| Source Group | Blue Dream 5/19/20 | ٩ | Location | Immature Plant Room | ۹ |
| Group Name | Blue Dream 5/20/20 - Split | | Strain | Blue Dream | ۹ |
| Plants Type | Clone | ¥ | Planting Date | mm/dd/yyyy today | |
| Plants Count | 5 | | | | |
| + 1 | | | | | |
| | | | | | _ |
| | Split Plantings Ca | ancel | | | |
| | | | | | |
| | | | | | |

Figure 2: Split Plantings Action Window



New Feature: Increased Character Limit for Ingredients

To ensure that users are not restricted to using abbreviation **Q** /hen creating items with required ingredients, Metrc has **increased the character limit** (as seen in **Figure** 3) for **the Ingredients field to 1000**.

| Add Items | | | | | | × |
|-----------|-----------|---|-------------------|-----------------|------------|---------|
| Item # 1 | | | | | | (clear) |
| : Name | | | Unit of Measure | - Select - | | ¥ |
| Category | Tinctures | Ŧ | Admin. Method | | | |
| | | | U. CBD Content | ex. 100.23 | - Select - | Y |
| | | | U. THC Content | ex. 100.23 | - Select - | T |
| | | | Ingredients | List of Ingredi | ents | h |
| | | | Product Photo | Select files | | |
| + 1 | | | | | | |

Figure 3: Item Ingredients Field

New Feature: "Packaged By" Field in All Package Popovers

A popover grid is displayed by hovering the mouse over the **Q** symbol anywhere in Metrc. In addition to all of the package and item information, newly added is a "Packaged By" field that will display the facility license number that created the package shown in **Figure 4**.



| ~ - | Туре | Product | Unit Volume | N/A | Product Requires Remediation | No |
|-----|-----------------------|------------------------|---------------------------|--------------|------------------------------|----------------|
| ٩ | Source Harvest(s) | N/A | Unit Weight | 1 oz | Contains Remediated Product | No |
| | Source Package(s) | N/A | Unit Quantity | N/A | Administrative Hold | No |
| ۹∎ | Location | N/A | Item Serving Size | N/A | Packaged By | A11-0000002-LI |
| _ | Location Type | N/A | Item Supply Duration Days | N/A | Packaged Date | 05/01/2020 |
| | Patient | N/A | Quantity | 10 ea | Received Date | N/A |
| ٩ | Item | Burnt Brownies | Note | N/A | Received From License | N/A |
| | Item From License No. | N/A | Production Batch | No | Received From Facility | N/A |
| Q. | Item From Facility | N/A | Trade Sample | No | Status | Active |
| | Category | Edible (weight - each) | Donation | No | | |
| Q. | Item Strain | N/A | Source Package Donation | No | | |
| | Unit CBD Percent | N/A | Donation License No. | N/A | | |
| ٩ | Unit CBD Content | N/A | Donation Facility | N/A | | |
| ۹. | Unit CBD Content Dose | N/A | Initial Lab Testing | NotSubmitted | | |
| | Unit THC Percent | N/A | Lab Testing | NotSubmitted | | |
| 9 | Unit THC Content | N/A | Lab Testing Date | 05/01/2020 | | |
| ~ | Unit THC Content Dose | N/A | Process Val. Sample | No | | |

Figure 4: Package Popover Menu

New Feature: Lab Results "Item Strain" Field

Users within Testing Facilities who have the View Packages permission have access to a new Lab Samples tab on the Packages page. Newly added to the Lab Samples grid is the "Item Strain" column, which will populate with the Strain of the item, if applicable as seen in **Figure 5**.

| Ac | tive On Hold | Inactive | b Samples In Transi | it | | | | |
|--------------------------------|----------------|---------------------------------|---------------------------------|------------------|-----------------------------------|---|-------------|----------------------|
| | | | | | | | | |
| | Tag | : | Item | : | Category | : | Item Strain | Lab Testing |
| , | ► Q 🔡 1A4FF030 | 0000C82000000018 💧 | Strawberry Shortcake Extract | | Extract (weight) | | | TestPassed |
| A == 1A4EE0300000C8200000018 A | | Strawberry Shortcake Extract | | Extract (weight) | | | TestPassed | |
| • | • Q ■ 1A4FF030 | 0000029000000183 💧 | FOG Flower | | Flower | | FOG | AwaitingConfirmation |
| • | Q ■ 1A4FF030 | 0000029000000178 💧 | Yabba Dabba Doo Coffee | | Edible (weight) | | | TestPassed |
| , | ▶ Q 🔛 1A4FF030 | 0000C82000000033 💧 | Lemonade Concentrate | | Other Concentrate (weight - each) | | | TestPassed |

Figure 5: Lab Samples Grid "Item Strain" Field



New Feature: Editing and Recording Sales from Finished Packages

With this new update, recording or editing sales receipts and deliveries from a finished package will no longer be able to be done. Attempting to do so will result in the error message, as seen in **Figure 6.**



Figure 6: Finished Package Sale Error

Unfinishing Packages

To unfinish a package, navigate to the Inactive tab on the Packages grid and select the package finished package with which the action is to be performed in the sales action. Once selected, use the "Unfinish" button as seen in **Figure 7** and confirm the package being unfinished is in the action window that follows.

| Active On Hold Inactive | In Transit | | | | |
|--------------------------|------------|------------|--------------|---------|-----------------------------|
| Unfinish | | | | | |
| Тад | Src. H's | Src. Pkg's | Location | Patient | Item : |
| ABCDEF012345670000014601 | | | Storage Room | | BHO Oil Cartridge 1 g |

Figure 7: Unfinish Package

Once the package is unfinished, then make any sales actions required. *Please note that if the sales actions are performed that results in a non-zero amount, the package will not be able to be finished.*



Updated CSV Formatting Guide

Metrc Support has updated the CSV Formatting Guide, which can be found under the support tab on the top navigational bar, as seen in **Figure 8**.

| Q → 🕑 Support → | | | | | | | |
|--|--|--|--|--|--|--|--|
| Manual / User Guide | | | | | | | |
| D.C. Supplemental Guide Beginning Inventory | | | | | | | |
| CSV Formatting Guide Industry Reports Guide Proper RFID Tags Attachment | | | | | | | |
| Customer Support: - https://support.metrc.com/ - support@metrc.com - 1-877-566-6506 | | | | | | | |
| Sign up for Training Training Videos Technical Support | | | | | | | |

Figure 8: CSV Formatting Guide

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