

<b>Bulletin Number:</b> RI_IB_01	<b>Distribution Date:</b> 11/15/2022	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> New Item Category: Pre-Packaged Bud	
<b>Reason:</b> Metrc is providing an update on the addition of the item category, Pre-Packaged Bud		

Greetings Metrc Users,

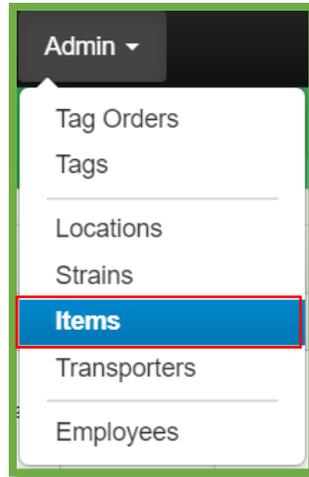
Metrc, in conjunction with the Rhode Island Office of Cannabis Regulation (OCR) would like to announce the addition of a new item category of **Pre-Packaged Bud** that can now be used for Cultivator licenses. This bulletin will walk through the process of creating an item using the new item category.

Please find on the following pages a detailed description of the updates:

## **Pre-Packaged Bud Item Category**

The OCR has created the new “Pre-Packaged Bud” item category that should be used moving forward when packaging items in their final form with a pre-set weight, such as an eighth (3.5g).

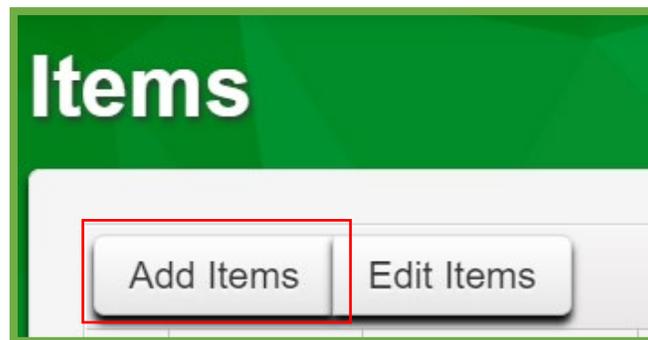
To use this new category, a new item will need to be created. To create an item, navigate to the Items option under the Admin area on the long black navigational bar. This step is show below in **Figure 1**.



**Figure 1: Admin Menu with Items Option**

**Please Note:** If you do not see this option, you will need to be granted the permission to create Items under the employee admin menu.

Once on the Items grid, utilize the “Add items” button to begin the process. This step is demonstrated below in **Figure 2**.



**Figure 2: Add Items Button**

This button will trigger an action window to enter the item information required to utilize the “Pre-Packaged Bud” item category. When creating a new item with the “Pre-Packaged Bud” item category, the Strain and Unit Weight will need to be entered. The Unit of Measure will be “Each”. The Unit Weight is how much each item weighs.

Once the information is entered, use the green “Create Items” button to complete the process. This step is demonstrated below in **Figure 3**.

**Add Items**

Item # 1 (clear)

Name: Narraganja - Packaged Eighths ( ; Unit of Measure: Each

Category: Pre-Packaged Bud Strain: Narraganja

Unit Weight: 3.5 Grams

+ 1 (ingredient)

+ 1 (item)

**Why is there no multi-Facility create such as that available in Employees, Strains, and Locations?**

Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.

Create Items Cancel

**Figure 3: Add Items Action Window**

Once the item is created, navigate to the Packages grid and select the strain specific package that is being repackaged into final form packages; then use the “New Packages” button. This step is demonstrated in **Figure 4**.

**Packages**

Active On Hold Inactive In Transf

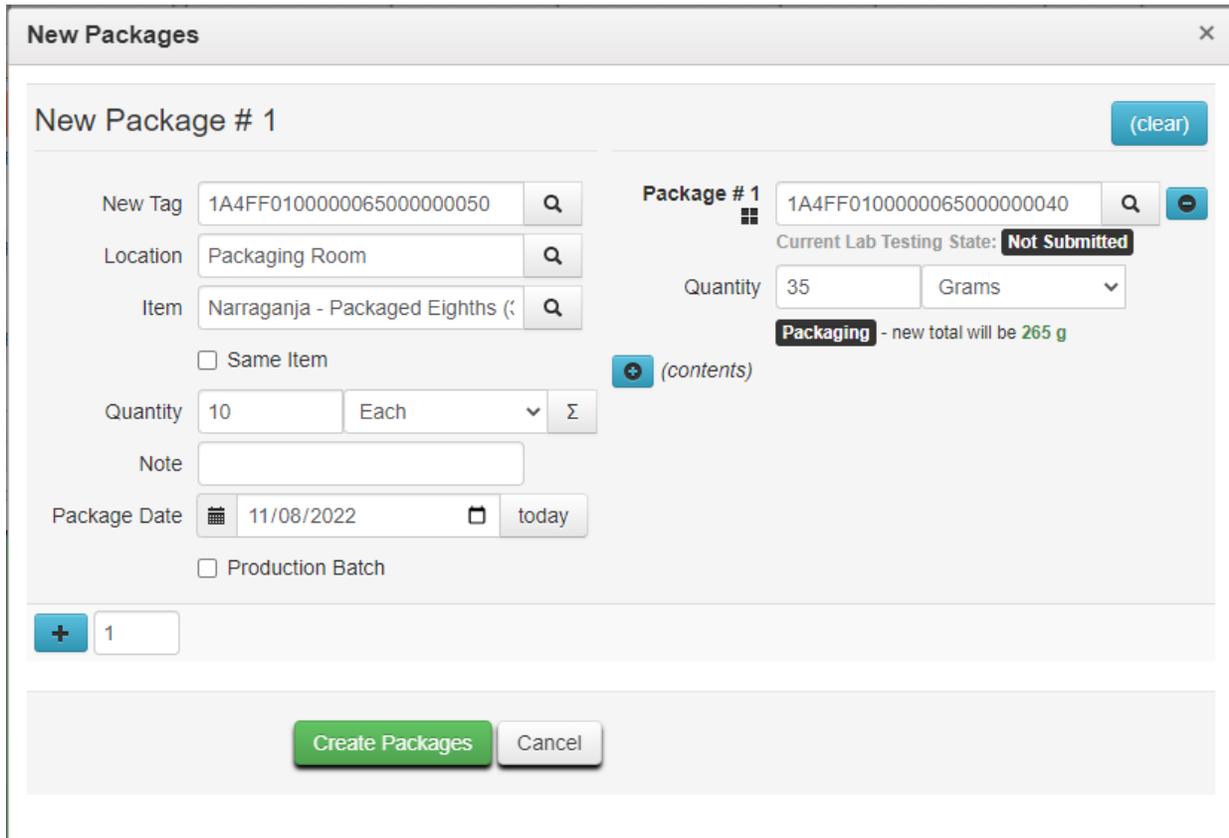
New Packages Submit for Testing Remediate Create Plantings New Transfer Change Locations Change Items Change Req'd LTBs Adjust Change Notes Finish

Tag	Src_H's	Src_Pkg's	Src_Pfs	Location	Item	Category	Item Strain	Quantity
1A4FF010000065000000040	2022-09-28-Drying Room-H			Cultivation Vault	Narraganja Buds	Buds	Narraganja	300 g

**Figure 4: Select Strain Specific Package**

This will trigger an action window to open to create the new Pre-Packaged Bud package. Indicate the amount taken from the source strain-specific package on the right-hand side and the new package information on the left-side.

Please note that the Production Batch box should **NOT** be selected, as this will sever the testing from the source package. This step is demonstrated in **Figure 5** below.



**Figure 5: Create New Package with Pre-Packaged Bud item category Action Window**

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