

Bulletin Number: CA_IB_2023_001	Distribution Date: 02/03/2023	Effective Date: 02/03/2023
Contact Point: Metrc® Support	Subject: CSV Enhancements and Recording Waste with Immature Plant Destruction	
Reason: Provide information on enhanced CSV functionality and recording waste details with immature plant destruction.		

Greetings Metrc® Users,

On 02/3/2023 the following new features will be available in Metrc:

- I. Updates and performance improvements to the CSV import process
- II. Recording waste weight along with immature plant destruction

A detailed description of these new features is provided on the following pages.

New CSV Import Process

Metrc is implementing a new CSV import process that will allow for larger CSV files to be uploaded. This new process removes the current 500-row limit on uploads and allows for CSV files up to 1 MB in size to be uploaded. Imported CSV files will be automatically uploaded into a queue to allow users to upload one or more CSV files. Users can log out or work in other areas of Metrc and return to the data import area later to view the status of their import requests.

On 02/03/2023, users will see two data imports options in the top navigation bar. The option to the right, highlighted in green in **Figure 1**, opens the new *Updated Data Import* page. All licensees, except testing laboratories, are encouraged to use this option to access the new functionality described below. This functionality is not currently available to labs. Testing laboratories should continue to use the existing functionality by choosing the left-most option highlighted in orange. When using the existing data import functionality, the 500-row limit remains in place.



Figure 1: Data Import Options in Top Navigation

The *Updated Data Import* page has also been redesigned to improve the user experience and allow users to track the status of their import requests using the three tabs shown in **Figure 2** below:

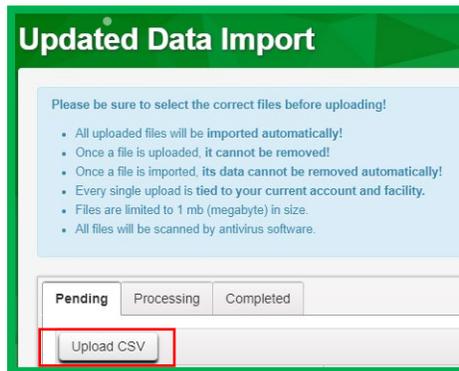


Figure 2: Updated Data Import Page

Pending Tab: CSV imports are initiated from the *Pending* tab by selecting the *Upload CSV* button highlighted in **Figure 2** above.

The *Upload CSV* modal, as shown in **Figure 3** below, allows the user to select the applicable *File Upload Type* from a drop-down list and either use the *Select files* button to browse their device to choose the CSV file to be imported or drag and drop the CSV file to be imported into the *Select files* area of the modal.

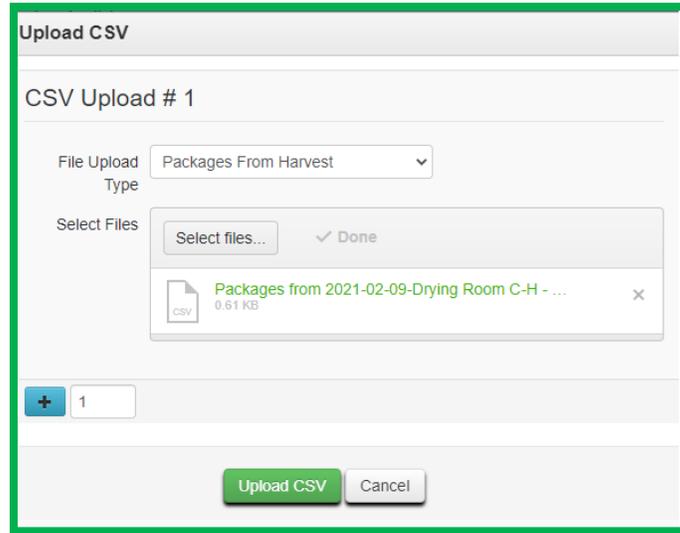


Figure 3: Upload CSV Modal

Once the *Upload CSV* button is selected, the import request will display as a row on the *Pending* grid until processing begins. The *Pending* tab includes a *Position* column which indicates where the file stands in the processing queue. In **Figure 4** below the *Position* value indicates the upload is number 3 in the queue.

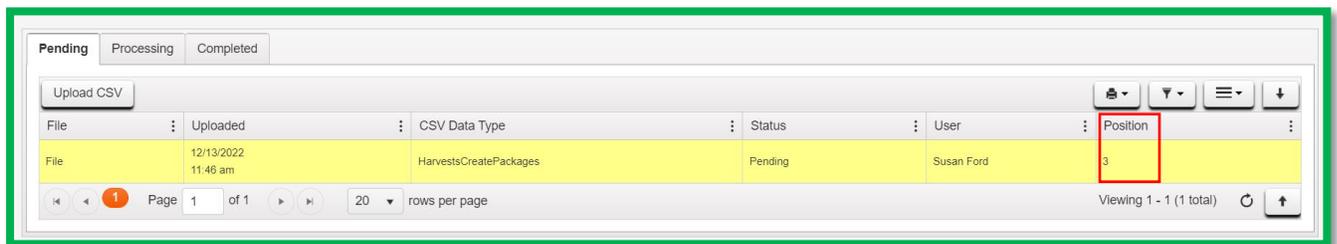


Figure 4: Pending Tab

Processing Tab: While being processed, the import request displays on the *Processing* tab.

Completed Tab: When processing of an import request is completed, the request displays on the *Completed* tab, along with the *Total Rows Processed*, *Total Rows Failed*, and an overall status indicating either *Successfully Imported* or *Error – Not Imported*.

As part of this enhancement, Metrc will process any rows it can rather than rejecting the entire file due to errors on a subset of the rows in the file. Metrc will create a CSV file containing just the failed rows. The user can download the CSV file using the download button highlighted in **Figure 5** and then refer to the error messages in the drilldown to resolve the issues prior to submitting a new request to process the corrected rows.

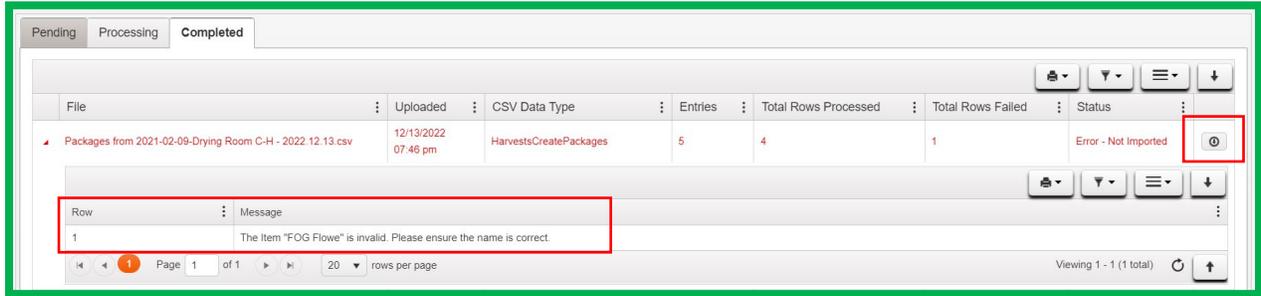


Figure 5: Completed Tab – Download Button and Error Messages

Recording Waste Weight with Immature Plant Destruction

Functionality to record waste details simultaneously with recording flowering plant destruction was previously introduced. The new software update extends that ability to allow for the recording of waste details at the same time as recording immature plant destruction.

When destroying immature plants, if the selected destruction reason requires waste information to be entered the *Waste Weight*, *Waste Method* and *Material Mixed* fields will be enabled. These fields are required to be completed when recording the destruction of immature plants and flowering plants as illustrated in **Figure 6** below:

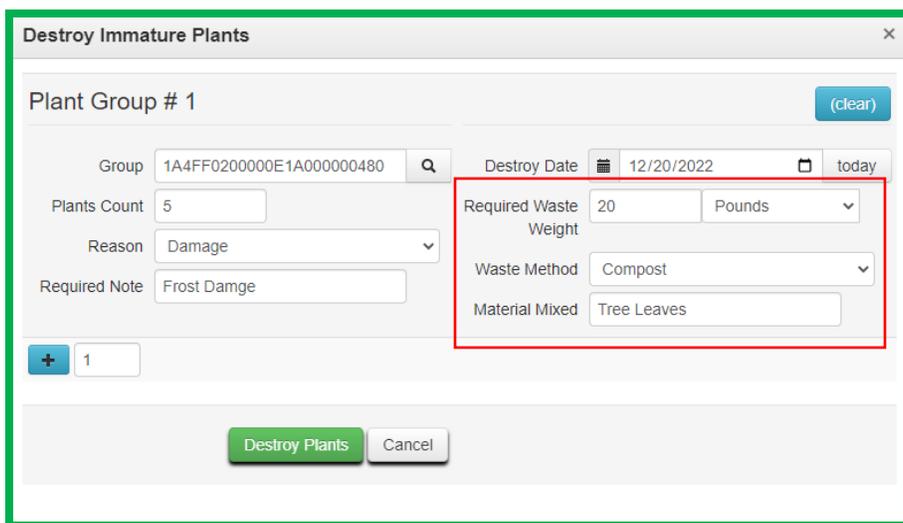


Figure 6: Destroy Immature Plants Modal – Waste Details

A new plant waste reason, *Electronic Record Correction*, has been added. When utilizing this destruction reason, the entry of waste information is not required. This selection should only be used when electronically destroying plants due to a data entry error and there are no physical plants associated to this record.

Columns for the *Waste Reason*, *Waste Weight*, *Material Mixed* and *Waste Method* have also been added to the CSV import.

Below is a complete list of columns required for the *Destroy Immature Plants Import* and an example CSV record.

Columns:

1. Plant Batch Name
2. Plant Count
3. Waste Method
4. Material Mixed
5. Waste Reason
6. Reason Note
7. Waste Weight
8. Weight Unit of Measure
9. Actual Date

Example:

1A4FF020000E1A000000192,1,Compost,Food Scraps,Damage,Frost Damage,100,Grams,1/12/2023

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