

Bulletin Number: CO_IB_6.01.20	Distribution Date: 5/29/20	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 or Ingredients Item field, Additional fields, 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. Added "Packaged By" field to all Package popovers
- III. Added the "Strain" column to Lab Samples grids
- IV. Finished Packages must be unfinished before users can edit or record sales to the package
- V. Updated CSV Upload Guide

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



New Feature: Plant Batch Enhancements

Metrc now has the ability to create packages of immature clone or seeds directly from a flowering plant, without first creating a new immature plant batch. This step is shown in **Figures 1 and 2.**

F	Replace Tags	ange Strains	nge Location	Chang	e Growth Phase	С	hanges by l	_ocat	ion D	estroy			
٦	Record Additiv	/es	Record Wast	te	Create Plantin	ngs C	reate Immature P	lant	Packages	Ma	nicure	Harvest	
										=- +			
	Tag			:	Strain 🕇	:	Location	:	Hold	:	Group		
►	ABCDEF012345670000013491				Blue Dream		Flower Room B		No		MA Test	Group	

Figure 1: Select Mother Plant and Create Immature Plant Package

Once selected, an action window will open to complete the process, assigning a package tag and location to the new immature plant's package.

Create Immatu	ıre Plants Packages						×
Package #	1						(clear)
Plant	ABCDEF012345670000013491	۹	Plants Count	5			
New Tag	ABCDEF012345670000013871	۹	Location	Pac	kage Room		Q
Plants Type	Clone	•	Package Date	=	05/19/2020	today	
Item	Clones - Blue Dream	٩					
Note							
+ 1							
	Create Packages	Cancel					
			-				

Figure 2: Create Immature Plants Package Action Window



Immature plant batches are not able to be "split" after creation, as seen in **Figures 3 and 4**. 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.*

Immature	nactive		/egetative	Flowering	On Hold	Inactive Addit	ives Waste Harves	sted On Hold	
Inactive									
Create Packa	ages	Split Pla	ntings Re	ename (Change Strains	Change Location	Change Growth Phase D	Destroy Plants	
Record Add	Record Additives Record Waste								
Group	: Si	train :	Location	Туре	: Plants :	Origin Package	Origin Plant	Group Date	
Blue Drear 5/19/20	n Bli	ue Dream	Immature Plant Room	Clone			ABCDEF012345670000013591	10/04/2019	
(i) 1 1 (i)									

Figure 3: 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	ncel			
		_			

Figure 4: Split Plantings Action Window



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 5**.

9.	Туре	Product	Unit Volume	N/A	Product Requires Remediation	No
×.	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
٩	Location	N/A	Item Serving Size	N/A	Packaged By	A11-0000002-LIC
	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
a <	Item From Facility	N/A	Trade Sample	No	Status	Active
	Category	Edible (weight - each)	Donation	No		
۹.	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		
9	Unit CBD Content Dose	N/A	Initial Lab Testing	NotSubmitted		
	Unit THC Percent	N/A	Lab Testing	NotSubmitted		
۹.	Unit THC Content	N/A	Lab Testing Date	05/01/2020		
	Unit THC Content Dose	N/A	Process Val. Sample	No		

Figure 5: 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 6**.

Act	ve On Hold Inactive	ab Samples In Transit							
	Tag	Item :	Category	Item Strain	Lab Testing				
•	Q III 1A4FF0300000C8200000018	Strawberry Shortcake Extract	Extract (weight)		TestPassed				
Þ	Q 📰 1A4FF0300000C8200000018 💧	Strawberry Shortcake Extract	Extract (weight)		TestPassed				
►	Q 👪 1A4FF03000002900000183 💧	FOG Flower	Flower	FOG	AwaitingConfirmati				
►	Q 👪 1A4FF0300000029000000178 💧	Yabba Dabba Doo Coffee	Edible (weight)		TestPassed				
•	Q 📰 1A4FF0300000C8200000033 💧	Lemonade Concentrate	Other Concentrate (weight - each)		TestPassed				

Figure 6: 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 7.**



Figure 7: 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 8** and confirm the package being unfinished is in the action window that follows.

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

Figure 8: 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.*

Metrc has resolved the issue reported by some users who were unable to unfinish packages when they have large quantities of finished packages within their license. If a user is still experiencing an issue with unfinishing packages after June 1st, 2020 please reach out to <u>support@metrc.com</u>



Updated CSV Formatting Guide

Metrc Support has updated the CSV Formatting Guide, which can be found under the support area on the top navigational bar, as seen in **Figure 9**.

Manual / User Guide	
Colorado Supplemental Guide	
Beginning Inventory	
Medical to Retail Transfer	
2017 Bulletins	Þ
2016 Bulletins	Þ
2015 Bulletins	Þ
2014 Bulletins	▶
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	Þ

Figure 9: CSV Formatting Guide

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