

<b>Bulletin Number:</b> CO_IB_NFR_1.23.20	<b>Distribution Date:</b> 1/22/19	<b>Effective Date:</b> 1/23/20
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> New Enhancements in Metrc	
<b>Reason:</b> Metrc is providing an update on our newest enhancements for Locations, Multiple Drivers, Editing Transporters, and Sales Deliveries.		

Greetings Metrc Users,

Metrc is pleased to provide information on our newest enhancements within the software that will be available on January 23<sup>rd</sup>, 2020.

Users who have the ability to create and associate a Room to Plant Batches, Plants, Harvests, or Packages will now see these columns referenced as Location. A Location will function in the same way a Room has in Metrc. Initially, users will see a new field in the Location grid that is referenced as Location Type. This will automatically be set as “default” and any Locations that have already been created will be associated to the “default” status. If there is a change to a Location Type configuration, users will be notified in advance with a bulletin.

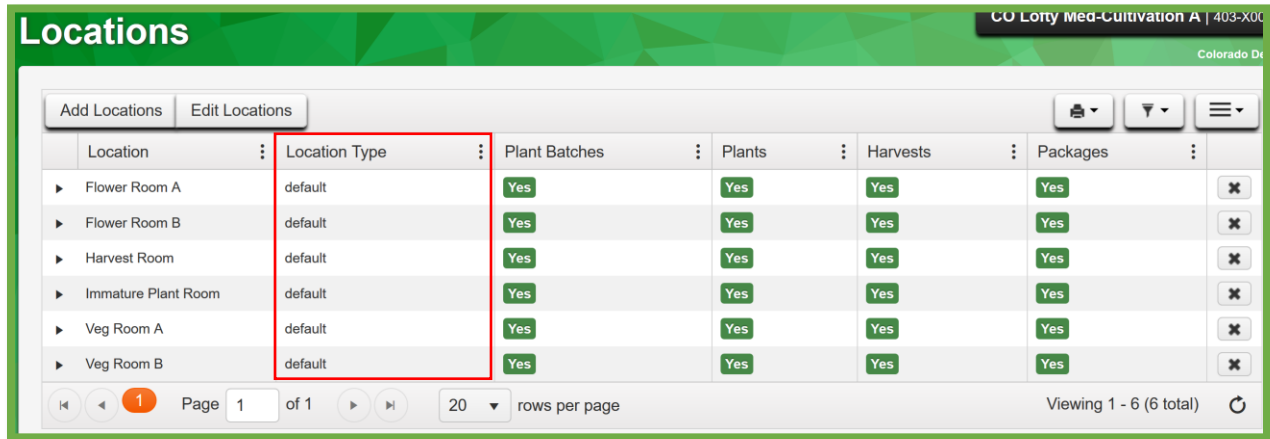
When creating Licensed Transfers, users will now be able to designate multiple drivers per transporter. Once a transporter is designated and the transfer is saved, users with access to the Transfers Hub in Metrc will now be able to utilize the “Lookup” feature for saved driver and vehicle information when editing a transfer.

Users who have the permission to conduct Sales Deliveries will now be able to designate a Recipient Name on the Sales Delivery Manifest.

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

**New Enhancement: Locations**

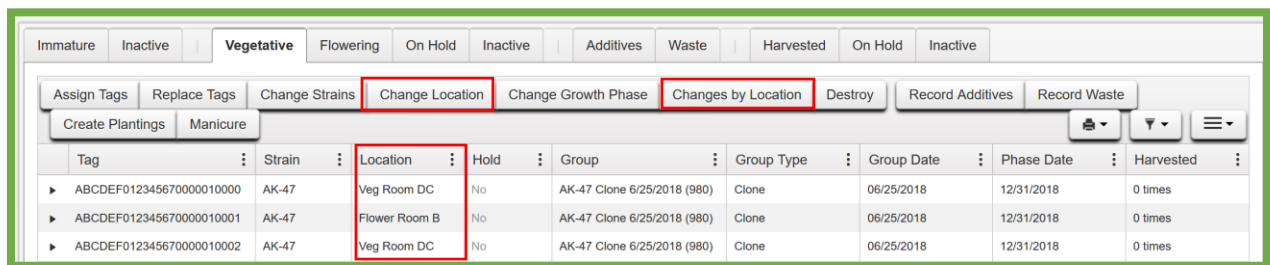
Any user with permissions to the Rooms grid in Metrc will now see that it has been replaced by Locations. All areas in Metrc that were previously referenced as a Room will now show as a Location. All existing entries will not be affected by this change. Each existing Location will be associated a “default” Location Type as seen in **Figure 1** that allows for the usage of that Location in any area of Metrc.



Location	Location Type	Plant Batches	Plants	Harvests	Packages
▶ Flower Room A	default	Yes	Yes	Yes	Yes
▶ Flower Room B	default	Yes	Yes	Yes	Yes
▶ Harvest Room	default	Yes	Yes	Yes	Yes
▶ Immature Plant Room	default	Yes	Yes	Yes	Yes
▶ Veg Room A	default	Yes	Yes	Yes	Yes
▶ Veg Room B	default	Yes	Yes	Yes	Yes

**Figure 1: New Location Grid**

All buttons and columns in Metrc where a Room was utilized will now be referenced as a Location. **Figure 2** provides an example of these changes will look once updated. All existing inventory will automatically be associated to the same Location it was in prior to the change.

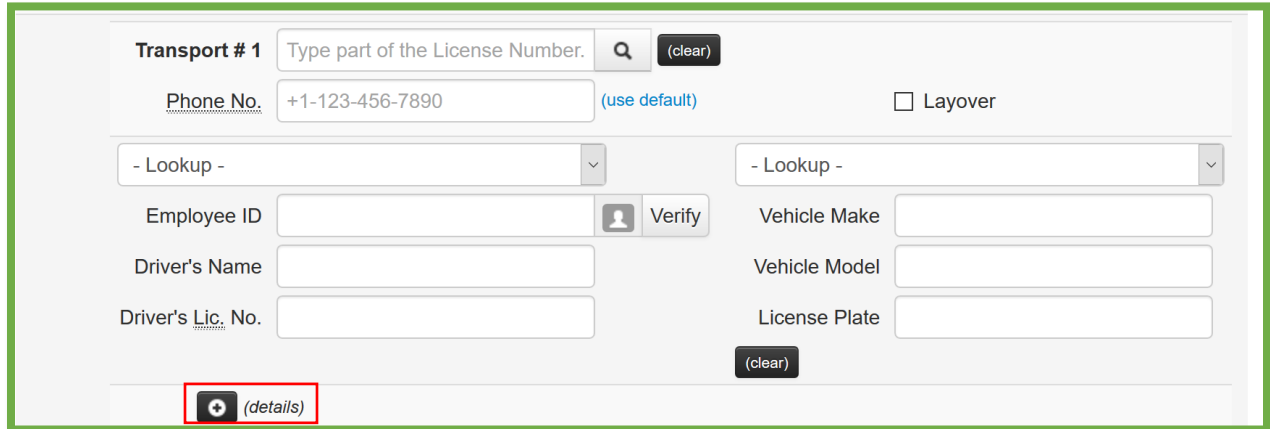


Tag	Strain	Location	Hold	Group	Group Type	Group Date	Phase Date	Harvested
▶ ABCDEF012345670000010000	AK-47	Veg Room DC	No	AK-47 Clone 6/25/2018 (980)	Clone	06/25/2018	12/31/2018	0 times
▶ ABCDEF012345670000010001	AK-47	Flower Room B	No	AK-47 Clone 6/25/2018 (980)	Clone	06/25/2018	12/31/2018	0 times
▶ ABCDEF012345670000010002	AK-47	Veg Room DC	No	AK-47 Clone 6/25/2018 (980)	Clone	06/25/2018	12/31/2018	0 times

**Figure 2: New Change Location Buttons and Column**

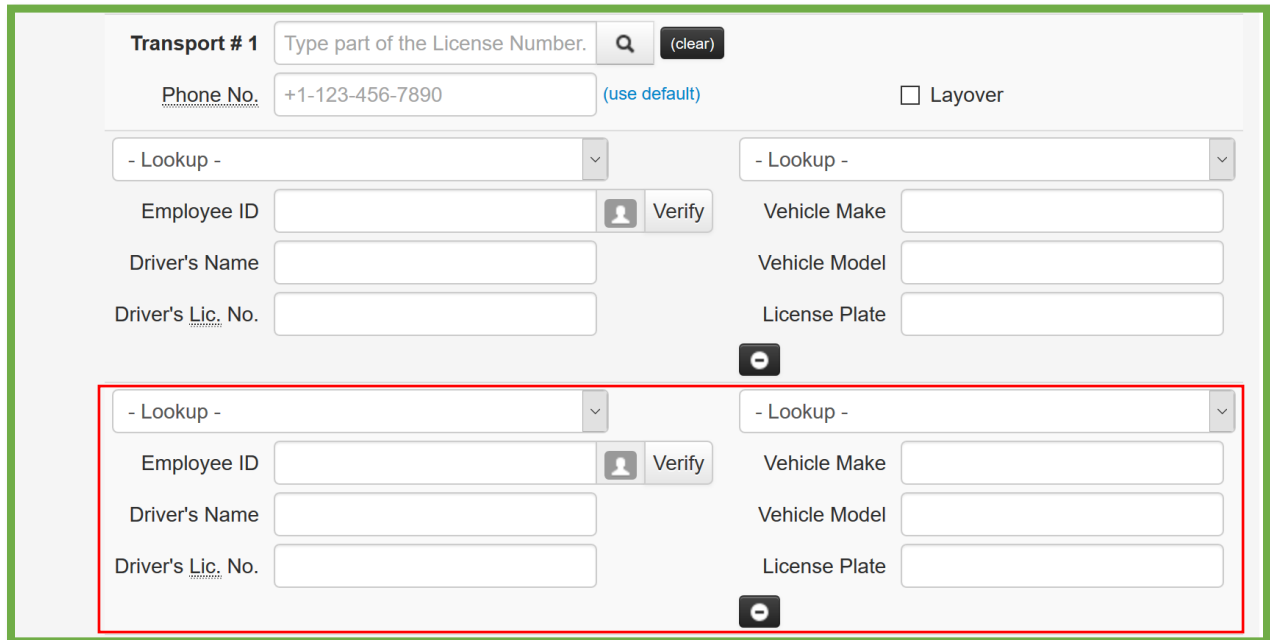
### **New Enhancement: Add Multiple Drivers**

When creating a licensed transfer, users will now see a new + (details) icon in **Figure 3** beneath the driver's information. When selected, a second row will populate allowing a user to record multiple drivers within a single transporter as seen in **Figure 4**. The – icon allows for the user to remove the row as needed.



The screenshot shows a form for creating a licensed transfer. At the top, there is a search field for the license number with a 'clear' button. Below this is a phone number field with the value '+1-123-456-7890' and a '(use default)' link, followed by a 'Layover' checkbox. Two dropdown menus labeled '- Lookup -' are present. The main form contains fields for 'Employee ID' (with a 'Verify' button), 'Driver's Name', 'Driver's Lic. No.', 'Vehicle Make', 'Vehicle Model', and 'License Plate'. A 'clear' button is located at the bottom right. A red box highlights a '+' icon with the text '(details)' below it, located at the bottom left of the form.

**Figure 3: Updated Licensed Transfer Layout**

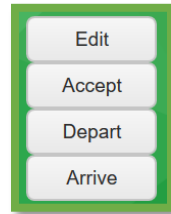


This screenshot shows the same form as Figure 3, but with a second driver entry added below the first. The second entry is enclosed in a red rectangular box. Each entry has a '-' icon at the bottom right, indicating it can be removed. The fields for the second driver are identical to the first: Employee ID, Driver's Name, Driver's Lic. No., Vehicle Make, Vehicle Model, and License Plate.

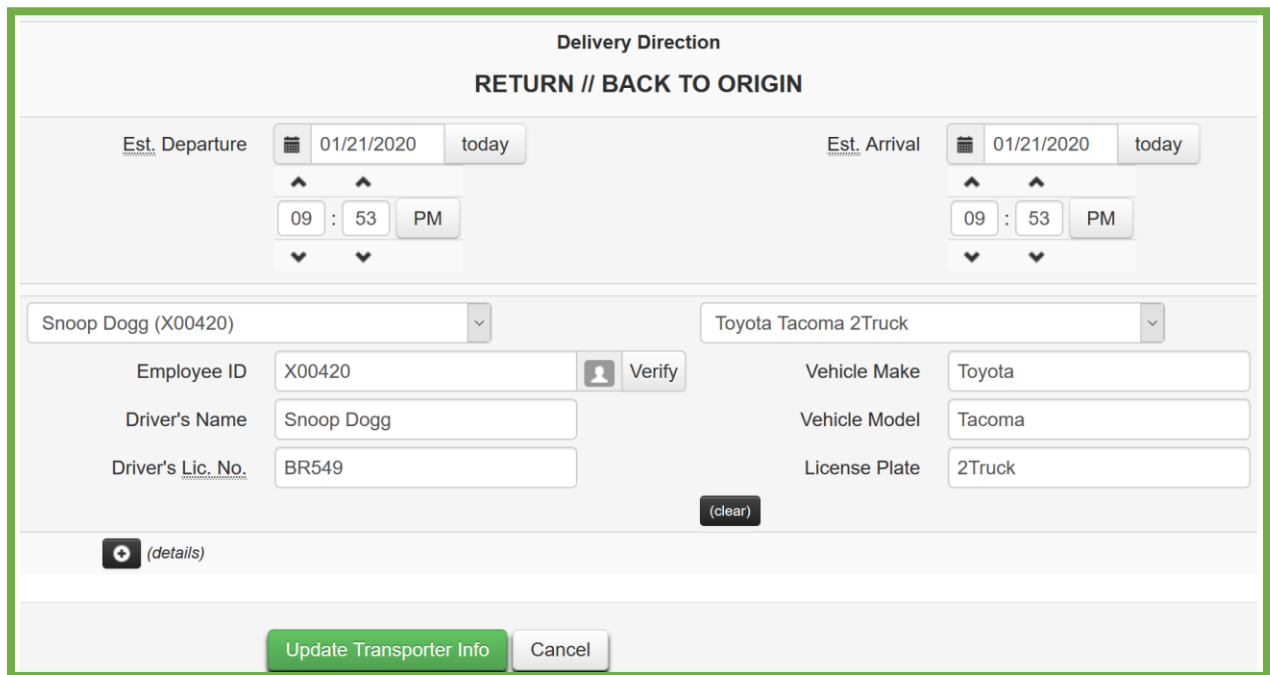
**Figure 4: Multiple Drivers for a Single Transporter**

### New Enhancement: Transfers Hub Lookup

Users with access to the Transfers Hub grid in Metrc will now be able to utilize the same “Lookup” feature which has been available when creating a Licensed Transfer. Once used, the Lookup will store either a Driver or Vehicle information so that it can be auto populated for future use when selected.



**Figure 5: Transfers Hub Selectable Buttons**

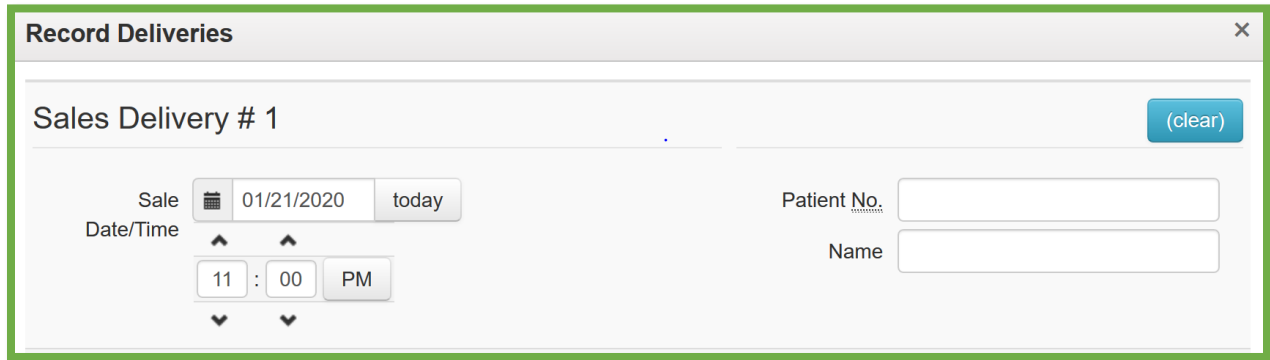


The screenshot shows a web form titled "Delivery Direction" with the sub-header "RETURN // BACK TO ORIGIN". It features two date and time pickers for "Est. Departure" and "Est. Arrival", both set to "01/21/2020" at "09:53 PM". Below these are dropdown menus for "Employee ID" (selected as "Snoop Dogg (X00420)") and "Vehicle" (selected as "Toyota Tacoma 2Truck"). The form includes input fields for "Employee ID" (X00420), "Driver's Name" (Snoop Dogg), "Driver's Lic. No." (BR549), "Vehicle Make" (Toyota), "Vehicle Model" (Tacoma), and "License Plate" (2Truck). A "Verify" button is next to the Employee ID field, and a "(clear)" button is at the bottom right of the input area. A "(details)" link is located at the bottom left. At the very bottom, there are "Update Transporter Info" and "Cancel" buttons.

**Figure 6: New Lookup Feature when Updating Transporter Info**

**New Enhancement: Sales Delivery Recipient**

Users with the permission to conduct a Sales Delivery will now see a Name field within the Record Deliveries dialog box. This name is supposed to indicate the individual who was the recipient of the delivery. When entered, this will populate on the Sales Delivery Manifest as the Recipient Name as seen in **Figure 8**. The Patient No. Field should indicate the identification that was used to verify the Patient.



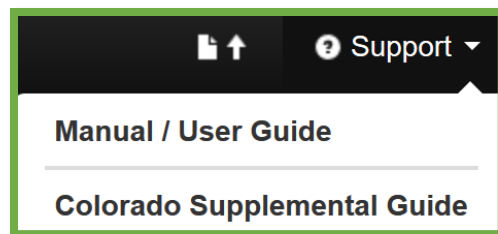
**Figure 7: Updated Sales Delivery with Recipient Name**

Recipient Name:		Patient No	X
Patient Registry Number:			
<b>Delivery Notes:</b> details for deliveries that can not be completed			

**Figure 8: Updated Sales Delivery Manifest Fields**

**Update: User Guides**

Metrc has updated both the Manual and Colorado Supplemental Guides which can be found underneath the Support dropdown menu.



**Figure 9: Support Menu Dropdown**

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