# Metrc Support Bulletin

Greetings Metrc Users,

Metrc is pleased to provide some updates and information on the newest features available in the software.

Navigation – Industry User
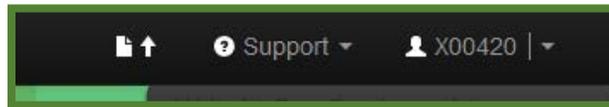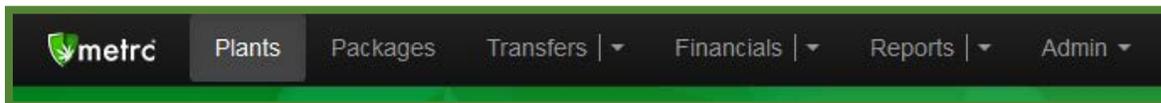
You will notice that the navigation bar has changed. Several navigation options have been delineated with "|". This represents a two-fold ability for that option. In the example below, if Transfers is selected, Metrc navigates to the default page for Transfers ("Licensed Transfers") and if the down caret is selected, a drop-down menu of options is displayed.

Clicking Transfers vs Clicking the Down Caret

Clicking Transfers

Clicking the Down Caret

Metrc Support Bulletin
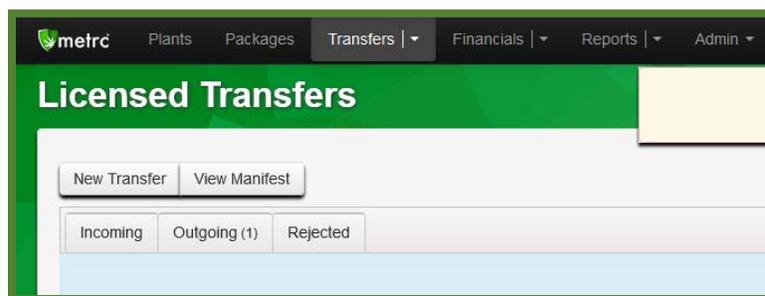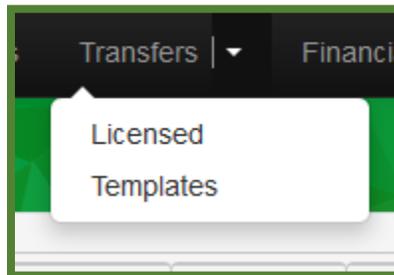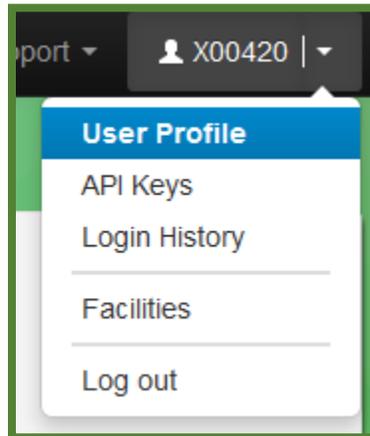
You will also notice that the user account area is delineated. In the example above, if X00420 is selected, Metrc navigates to the User Profile. If the down caret is selected, the drop-down menu of options is displayed.
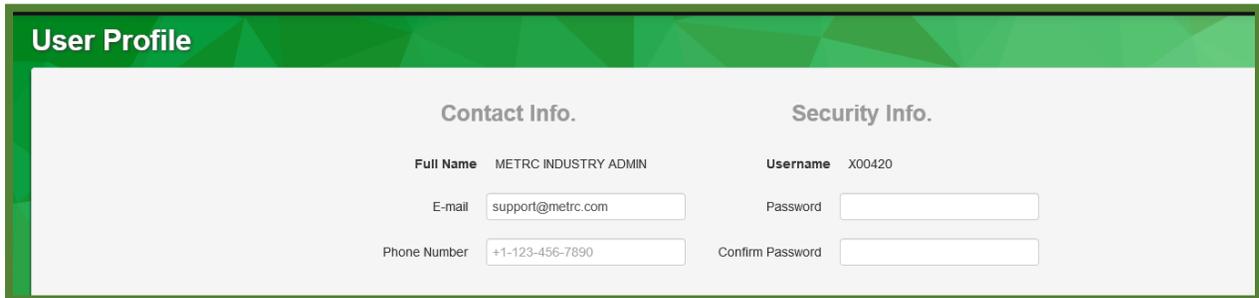
If the navigation option is not delineated, it functions as it did before.

Sales Receipt Finalize and Unfinalize Buttons

The Sales Receipt section of Metrc has been updated to include two new buttons: Finalize and Unfinalize. A new Finalized column (filterable) has been added to the Sales Receipt grid as well.

When a receipt is no longer active, select the receipt and click the Finalize button. The following window will appear. Verify the receipt number and click the "Finalize Sales Receipts" button. **Note: *A receipt***

should be considered "no longer active" once it becomes unlikely that it will need editing. Larger stores may want to Finalize older Sales Receipts at a faster pace (e.g. on a weekly basis).
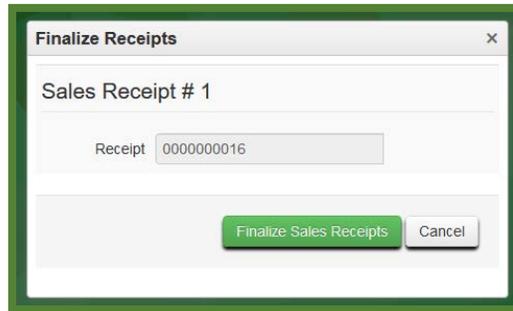
This will remove the receipt from the list of current receipts Metrc pulls when you edit receipts, which wil. **Note: *Only those receipts not marked as "finalized" will display in the edit receipts window.***

If a "finalized" receipt later needs to be edited, utilize the Unfinalize button on the Sales Receipts grid. Select the desired receipt and click the Unfinalize button. The following window will appear. Verify the receipt number and click the "Unfinalize Sales Receipts" button.
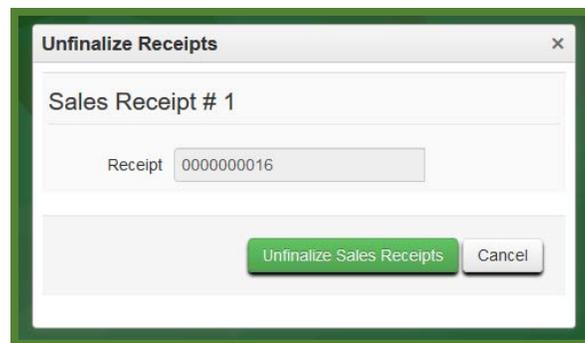
Please feel free to email **support@metrc.com** or call 877-566-6506 with any questions, or to request a copy of previous industry bulletins.