

OCTOBER 12, 2018

Greetings Metrc Users,

Metrc<sup>®</sup> is pleased to provide some updates and information on the newest features available in the software and review some previously released functionality.

Metrc has been updated to incorporate functionality that can be used to make things easier when creating packages. Please find following a full description of each new item detail:

### Package template

Navigate to the Packages section of Metrc. Select the Active tab and then click the New Packages button. Click the blue add button to add additional packages and the following Mini-template will appear.





The New Packages Template and Mini-template are blank by default. You will notice the green add button and the green check button next to the Package field. The green check button allows you to apply the package number, quantity, and unit of measure to all the subsequent packages being created. In using the Mini-template, click the green check button to apply the first package to the subsequent packages being created below.

New Packages	i de la companya de l				×
Template					
Tag Sequence	1A4FF01000007D00000007	۹ 🗸	Quantity	0.0001 😫 🖌 Each	~ ~
Item	Blue Dream Plants	۹ 🗸	Mini-template:	Add Content Packages	
Unit of Measure	Each 🗸 🗸		Package	1A4FF01000007D00000006	x 🖌 O
Patient	1336679	۹ 🗸	Quantity	0.0003 🗧 Each 🗸	
Package Date	🗰 09/14/2018 today 🖌				
	Production Batch				
New Packag	ge # 1				-
		0	Package # 1		
New Tag	1A4FF01000007D00000007	Q		1A4FF010000007D00000006	
Item	Blue Dream Plants	۹	Quantity	0.0003 Each	
Quantity	ex. 100.23 🖶 Each	~ Σ	(contents)	Packaging - new total will be 2.9997 ea	
Patient	1336679	Q			
Package Date	iii 09/14/2018 today				
	Production Batch				
New Packag	ge # 2				-
New Tag	1A4FF01000007D00000008	Q	Package # 1	1A4FF01000007D00000006	e 💿
Item	Blue Dream Plants	Q	Quantity	0.0003 😫 Each 🗸	
Quantity	ex. 100.23 🖨 🛛 Each	~ Σ	-	Packaging - new total will be 2.9997 ea	
Patient	1336679	Q	(contents)		
Package Date	iii 09/14/2018 today				
	Production Batch				



New Packages	3				×
Template					
Tag Sequence	1A4FF01000007D00000007	۹ 🗸	Quantity	0.0001 😫 🖌 Each 🗸 🗸	
Item	Blue Dream Plants	۹ 🖌	Mini-template:	Add Content Packages	
Unit of Measure	Each 🗸 🖌		Package	1A4FF01000007D00000005 Q 🖌 📀	
Patient	1336679	Q 🖌	Quantity	0.0003 😫 Each 🗸	
Package Date	🗰 09/14/2018 today 🗸				
·g					
				_	
New Packa	ge # 1				-
New Tag	1A4FF01000007D00000007	Q			
Item	Blue Dream Plants	Q	Mini-templat		
Quantity	ex. 100.23 🖨 Each	~ Σ	Quantit	y 0.0001 € ✓ Each ✓ ✓	
Patient	1336679	Q	Package # 1	14/FE01000007D00000006	
Package Date	₩ 09/14/2018 today		Quantity		
r donago bato			Quantity	Packaging - new total will be 2.9997 ea	
			Package # 2	1A4FF01000007D00000005 Q 😑	
			Quantity	0.0003 🖹 Each 🗸	
			_	Quantity and Adj. UoM have different Quantity Types.	
			(contents)		
New Packa	ge # 2				
New Tag	144EE01000007D00000008	0			
ltem	Blue Dream Plants	0	Mini-templat	e	
Quantity	ev. 100.23	~ 5	Quantit	y ex. 100.23 🔄 🖌 - Select - 🗸 🗸	
Datient	1336670	0	Package # 1		
Package Date	= 00/14/2019 today	~		1A4FF010000007D00000006 Q	
Package Dale	Dreduction Batch		Quantity	0.0003 Each	
			Package # 2	1A4FF010000007D00000005 Q	
			Quantity	0.0003 😫 Each 🗸	
				Quantity and Adj. UoM have different Quantity Types.	
			(contents)		

Click the green add button to add additional packages to the packages being created below.



If you change your mind and need to revert, simply click the green check button.

Mini-template:	Add Content Packages			
Package	1A4FF01000007D00000	0006 <b>Q</b>	×.	0
Quantity	0.0003 🖨 Each	~		



This will apply the indicated package to the subsequent packages and override the previous additions made utilizing the green check button.

New Packages	;				×
Template					
Tag Sequence	1A4FF01000007D00000007	۹ 🗸	Quantity	ex. 100.23 🐳 🖌 - Select -	~ 🖌
Item	Blue Dream Plants	۹ 🗸	Mini-template:	Add Content Packages	
Unit of Measure	Each 🗸 🗸		Package	1A4FF01000007D00000006 <b>Q</b>	<ul> <li>✓</li> <li>O</li> </ul>
Patient	1336679	۹ 🗸	Quantity	0.0003 😫 Each 🗸	
Package Date	🗰 09/14/2018 today ✔				
	Production Batch				
New Packa	ge # 1				-
New Tag	1A4FF01000007D00000007	Q	Package # 1	1A4FF01000007D00000006 <b>Q</b>	•
Item	Blue Dream Plants	Q	Quantity	0.0003 😫 Each 🗸	
Quantity	ex. 100.23 - Select -	~ Σ	(an interview)	Packaging - new total will be 2.9997 ea	
Patient	1336679	Q	(contents)		
Package Date	🗰 09/14/2018 today				
	Production Batch				
New Packa	ge # 2				-
New Tag	1A4FF01000007D00000008	Q	Package # 1	1A4FF01000007D00000006 <b>Q</b>	•
Item	Blue Dream Plants	Q	Quantity	0.0003 😫 Each 🗸	. —
Quantity	ex. 100.23 🖨 - Select -	~ Σ		Packaging - new total will be 2.9997 ea	
Patient	1336679	Q	(contents)		
Package Date	🗰 09/14/2018 today				
	Production Batch				

Navigate to the Plants section of Metrc. Select the Harvested tab and then click the Create Packages button. Click the blue add button to add additional packages and the following Mini-template will appear.



atient	Plants	Wet Wgt. Waste		Total Pkg'd	Pkg's	Weight	Restored	:	Lab
Z456	Create Packag	les						×	Nots
ber pag	Template			Mini-template:	Add Content	Harvests			
	Tag Sequence	Type part of the Tag number	٩	✓ Harvest	Type part of H	larvest name	۹ 🗸	0	
	Item	Type part of the Item name	٩	Quantity	ex. 100.23 🖨	- Select -	~		
	Unit of Measure	- Select -							
	Patient	Type Patient Number	٩	¥.					
	Package Date	mm/dd/yyyy today 🗸							F.
		Production Batch							
	New Packa	ge # 1							

The Create Packages Template and Mini-template are blank by default. You will notice the green add button and the green check button next to the Harvest field. The green check button allows you to apply the harvest name, quantity, and unit of measure to all the subsequent packages being created. In using the Mini-template, click the green check button to apply the first harvest to the subsequent packages being created below.

Create Packag	Jes			1 U 9907 U	14310	×
Template			Mini-template:	Add Content Harvests		
Tag Sequence	ABCDEF012345670000013094	Q 🖌	Harvest *	GA Red Kush 082218	۹ 🗸	• •
Item	Buds - AK-47	Q 🗸	Quantity	0.0001 🔄 - Select -	~	
Unit of Measure	Grams 🗸 🗸					
Package Date	🗰 09/14/2018 today 🖌					
	Production Batch					
New Packa	ge # 1					-
New Tag	ABCDEF012345670000013094	Q	Harvest # 1 *	GA Red Kush 082218	۹ ۲	2
Item	Buds - AK-47	Q	Quantity	0.0001 🔄 - Select -	~	
Quantity	Calculated Grams	~	-	Please select a Unit of Measure.		
Package Date	iiii 09/14/2018 today		Contents)			
	Production Batch					
New Packag	ge # 2					-
Now Tag	ADODEE012245670000012005	0	Harvest # 1	CA Pod Kush 092219		
ivew lag	ABCDEF012343670000013095	4	*	GA Red Rusil 062216		-
Quantity	Buds - AK-47	<b>u</b>	Quantity	Please select a Unit of Measure.	$\checkmark$	
Quantity	Calculated - Select -	~	(contents)			
Package Date	O9/14/2010 LOUdy     Declustion Batch					
_						
+						

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Template					Mini-template:	Add Content	Harvests		
Tag Sequence	ABCDEF01234	15670000013094	Q		Harvest *	Flo 7/19/18		Q	× (
Item	Buds - AK-47		Q	~	Quantity	0.0003 🖨	- Select -	~	
Jnit of Measure	Grams	~ <b>*</b>		_					
Package Date	<b>i</b> 09/14/2018	3 today 🗸							
Ŭ	Production B	atch							
New Packa	ge # 1								
New Tag	ABCDEF01234	15670000013094	Q		Mini-templat	e			
Item	Buds - AK-47		Q		Unit of Measur	e - Select -	~ /		
Quantity	Calculated	Grams	~	_					
Package Date	<b>i</b> 09/14/2018	B today			Harvest # 1	GA Red Kush	082218	Q	•
					不				_
	Production B	atch			Quantity	0.0001	- Select -	$\sim$	
	Production B	atch			Quantity	0.0001 😫	- Select - nit of Measure.	~	
	Production B	atch			Quantity Harvest # 2	0.0001 Please select a U Flo 7/19/18	- Select - nit of Measure.	~ Q	•
	Production B	atch			Quantity Harvest # 2 * Quantity	0.0001 Please select a U Flo 7/19/18 0.0003	- Select - nit of Measure.	~ Q	•
	Production B	latch			Quantity Harvest # 2 * Quantity	0.0001 Please select a U Flo 7/19/18 0.0003 Please select a U	- Select - nit of Measure.	~ Q ~	0
	Production B	atch			Quantity Harvest # 2 # Quantity (contents)	0.0001 Please select a U Flo 7/19/18 0.0003 Please select a U	- Select - nit of Measure. - Select - nit of Measure.	~ Q ~	0
New Packa	Production B ge # 2	latch			Quantity Harvest # 2 * Quantity (contents)	0.0001 Please select a U Flo 7/19/18 0.0003 Please select a U	- Select - nit of Measure.	~ Q	•
New Packa	Production B ge # 2	atch			Quantity Harvest # 2 Quantity Quantity (contents)	0.0001 Please select a U Flo 7/19/18 0.0003 Please select a U	- Select - nit of Measure.	~ Q ~	•
New Packa	Production B ge # 2 ABCDEF01234	atch 15670000013095	٩		Quantity Harvest # 2 Quantity Quantity (contents)	0.0001 ÷ Please select a U Flo 7/19/18 0.0003 ÷ Please select a U	- Select - nit of Measure.	~ Q	
New Packa New Tag Item	Production B ge # 2 ABCDEF01234 Buds - AK-47	iatch	Q Q		Quantity Harvest # 2 Quantity Quantity (contents) (contents) (unit of Measure)	0.0001 ÷ Please select a U Flo 7/19/18 0.0003 ÷ Please select a U e e - Select -	- Select - nit of Measure.	~ Q	•
New Packa New Tag Item Quantity	Production B ge # 2 ABCDEF01234 Buds - AK-47 Calculated	l567000013095 - Select -	Q Q V		Quantity Harvest # 2 Quantity Quantity (contents) (nini-templat) Unit of Measure	0.0001 Please select a U Flo 7/19/18 0.0003 Please select a U e e - Select -	- Select - nit of Measure.	~	
New Packa New Tag Item Quantity Package Date	Production B     Ge # 2     ABCDEF01234     Buds - AK-47     Calculated     M     09/14/2018	15670000013095 - Select - 3 today	Q Q V		Quantity Harvest # 2 Quantity Quantity (Contents) (Contents) (Mini-templat) Unit of Measur Harvest # 1 *	0.0001 Please select a U Flo 7/19/18 0.0003 Please select a U e e e - Select - GA Red Kush	- Select - nit of Measure. - Select - nit of Measure. 082218	~ ~ ~	
New Packa New Tag Item Quantity Package Date	Production B ge # 2 ABCDEF01234 Buds - AK-47 Calculated 09/14/2018 Production B	istch - Select - atch	Q Q ~		Quantity Harvest # 2 Quantity Quantity (contents) (contents) (nini-templat) Unit of Measur Harvest # 1 Quantity (Quantity)	0.0001 Please select a U Flo 7/19/18 0.0003 Please select a U e e - Select - GA Red Kush 0.0001	- Select - nit of Measure. - Select - nit of Measure. 082218 - Select -	~ ~ ~	
New Packa New Tag Item Quantity Package Date	Production B  B  Calculated  Production B  Production B	istch 15670000013095 - Select - 3 today iatch	Q Q V		Quantity Harvest # 2 Quantity (Quantity) (Contents) (Mini-templat) Unit of Measure Harvest # 1 Quantity	0.0001 ÷ Please select a U Flo 7/19/18 0.0003 ÷ Please select a U e e - Select - GA Red Kush 0.0001 ÷ Please select a U	- Select - nit of Measure. - Select - nit of Measure. 082218 - Select - nit of Measure.	~ ~ ~	
New Packa New Tag Item Quantity Package Date	Production B  Ge # 2  ABCDEF01234 Buds - AK-47 Calculated  O9/14/2018 Production B	istch - Select - 3 today atch	Q Q ~		Quantity Harvest # 2 Quantity (Quantity) (Contents) (Co	0.0001 Please select a U Flo 7/19/18 0.0003 Please select a U e e - Select - GA Red Kush 0.0001 Please select a U Flo 7/19/18	- Select - nit of Measure. - Select - nit of Measure. 082218 - Select - nit of Measure.		
New Packa New Tag Item Quantity Package Date	Production B ge # 2 ABCDEF01234 Buds - AK-47 Calculated 09/14/2018 Production B	istch - Select - 8 today iatch	α α ~		Quantity Harvest # 2 Quantity Quantity (Contents) (contents) (Mini-templat) Unit of Measur Harvest # 1 Quantity Harvest # 2 Quantity	0.0001 Please select a U Flo 7/19/18 0.0003 Please select a U e e e - Select - GA Red Kush 0.0001 Please select a U Flo 7/19/18 0.0003 €	- Select - nit of Measure. - Select - nit of Measure. 082218 - Select - nit of Measure. - Select -	<ul> <li>✓</li> <li></li> <li>&lt;</li></ul>	

Then, click the green add button to add additional harvests to the packages being created below.



If you change your mind and need to revert, click the green check button.

Mini-template:	Add Content Harvests			
Harvest *	Flo 7/19/18	Q	1	0
Quantity	0.0003 🛓 - Select -	~		

This will apply the indicated harvest to the subsequent packages created below and override the previous additions made utilizing the green add button.

Create Packag	es					×
Template			Mini-template:	Add Content Harvests		
Tag Sequence	ABCDEF012345670000013094	Q	Harvest	GA Red Kush 082218	Q	× 0
Item	Buds - AK-47	Q	✓ Quantity	0.0001 🔹 - Select -	~	
Unit of Measure	Grams 🗸 🗸					
Package Date	🗰 09/14/2018 today 🗸					
	Production Batch	-				
New Packa	ge # 1					-
New Tag	ABCDEE012345670000013094	Q	Harvest # 1	GA Red Kush 082218	Q	
ltem	Buds - AK-47	<u>م</u>	* Quantity	0.0001		
Quantity	Calculated Grams		Quantity	Please select a Unit of Measure.		
Qualitity		·	(contents)			
Package Dale	09/14/2018 today					
	Production Batch					
New Packa	ge # 2					-
New Tag	ABCDEF012345670000013095	Q	Harvest # 1 *	GA Red Kush 082218	Q	•
Item	Buds - AK-47	Q	Quantity	0.0001 🔹 - Select -	~	
Quantity	Calculated - Select -	~	(contonto)	Please select a Unit of Measure.		
Package Date	🗰 09/14/2018 today		(contents)			
	Production Batch					
+						

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#### Display the requested test and the Production Batch on the manifest

Next to each test sample package, Metrc now includes an indicator of what test(s) were requested during the creation of the package. This information is displayed on the manifest (Pictured below). Also, when a package is part of a production batch the manifest now reflects the production batch information instead of the harvest batch information (Pictured below).

The following manifest includes one package with Required Lab Test Batches and one without.

		orginataro or i oroon transportingi	
Make, Model, License Plate No.:	Ford GranTurismo Sport PRECISE		
Package # 1	Production Batch	Item Name	Quantity
ABCDEF012345670000019106 Lab Test: SubmittedForTesting Status: Shipped		Buds - Spring Hill Kush (Buds)	Shp: 1.0000 oz
Harvests:	2018-09-18-Harvest Room-H		
Req'd Lab Test Batches:	Cannabinoids, Category I Residual Pesticide: (required), Category II Residual Pesticides (r (required), Foreign Materials (required), Heav (Aspergillus), Microbiological Impurities (required) Terpenoids (optional), Tests	s (required), Category I Residual Solvent or Proce equired), Category II Residual Solvents and Proce /y Metals (optional), Homogeneity (edibles), Micro ired), Moisture Content and Water Activity, Mycot	essing Chemicals essing Chemicals obiological Impurities oxins (optional),
Package # 2	Production Batch	Item Name	Quantity
ABCDEF012345670000019107 Lab Test: NotSubmitted Status: Shipped	SHK-PR-20180918	Buds - Spring Hill Kush (Buds)	Shp: 20.0000 oz
Harvests:	2018-09-18-Harvest Room-H		-
DD O DU OT D			

PRODUCT REJECTION (if only a portion of shipment is rejected. circle that portion above)

### 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**



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.

User Profile				
Con	itact Info.	Secu	urity Info.	
Full Name	METRC INDUSTRY ADMIN	Username	X00420	
E-mail	support@metrc.com	Password		
Phone Number	+1-123-456-7890	Confirm Password		

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.

Record	Lair receipts	I manze ommanze import	ing ould's (read-only)					
Rec	eipt :	Sales	Customer Type	Patient	Packages :	Total	Finalized	1
0000	000016	08/15/2018 10:09 am	Consumer		1	\$1,000.00	Yes	

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).

Finalize Receipts	×
Sales Receipt # 1	
Receipt 000000016	
Finalize Sales Receipts Cancel	

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.

Unfinalize Receipts	×
Sales Receipt # 1	
Receipt 000000016	
Unfinalize Sales Receipts Cancel	)



Please feel free to email <u>support@metrc.com</u> or call 877-566-6506 with any questions, or to request a copy of previous industry bulletins.