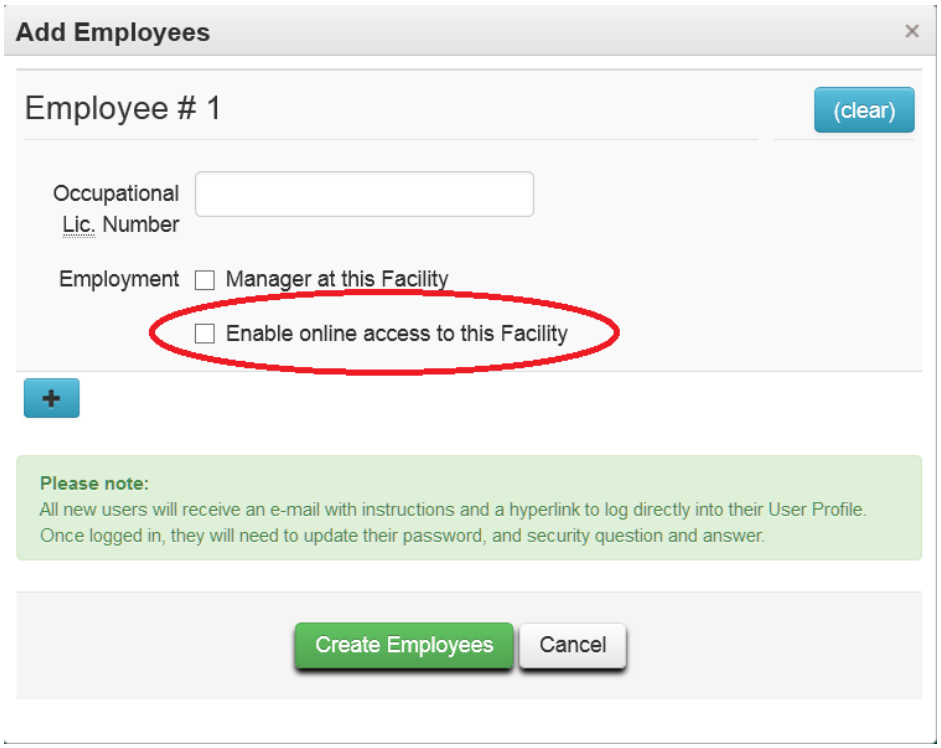
Software Update Memorandum

November 14, 2015

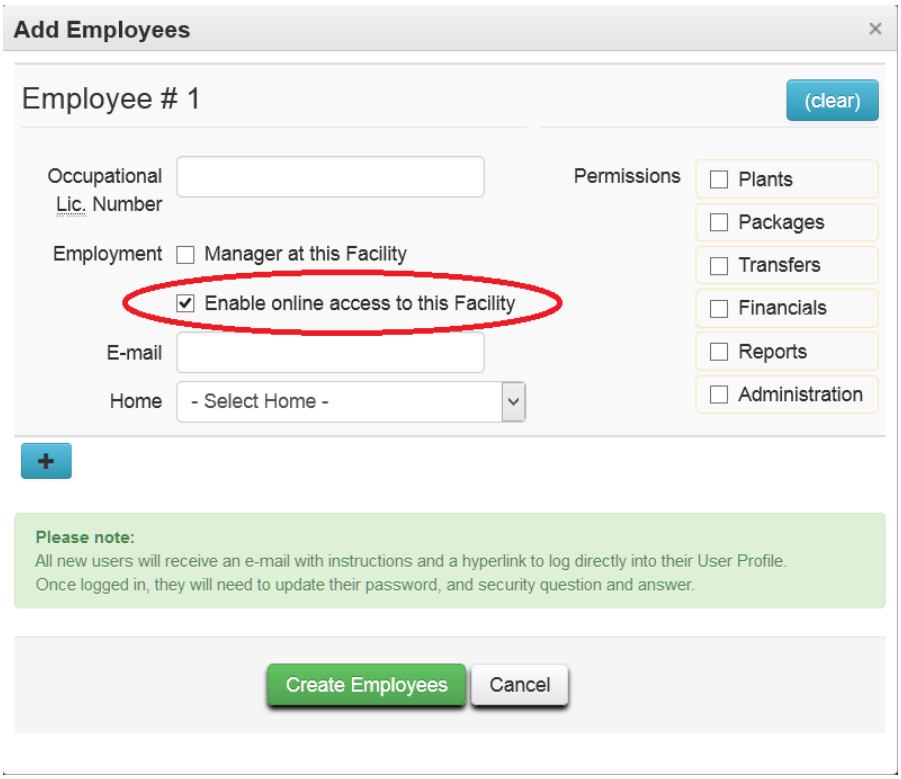
Franwell is pleased to announce some new feature additions to METRC®. These features will continue to improve efficiency and give you some time saving functionality. The information below will explain the details of these new features and how they will assist you in working within Metrc. This update will be available on, Monday, November 16, 2015.

Add All Employees in Metrc

You will now be able to add all employees into Metrc, even if they will not be working in the system. To accommodate the changes to MED Rule M 901 and R 901, a system administrator will enter an employee's Occupational License (badge) number and choose whether or not to grant them online access to that license's online Metrc account. This will be determined by selecting the "Enable online access to this Facility" checkbox. See image below:



If an employee will not be a Metrc user, simply leave the checkbox blank. However, if the employee will be using Metrc and the checkbox is selected; the permissions checkboxes will appear to the right. You will then grant the appropriate permissions, type in their email address and select the Home screen for the employee. See image below:



Multiple Simultaneous Tabs of Metrc

Users will now have the ability to utilize multiple sessions of Metrc at the same time. This means you can open more than one tab in your browser and work in Metrc in each tab. For example: you can have one tab with your OPC license and one tab with another of your licenses open OR you can be logged into your store on both tabs viewing packages on one and Transfers on the other.

Transfer Vegetative Plants

To accommodate changes to MED Rule M 801 and R 801 any cultivation license that is approved for a Change of Location or a one-time transfer pursuant to MED Rule M 211 will now be able to move all active plants in the **Vegetative phase** at the time of move. This type transfer will only be allowed in Metrc for the scenarios above and must be requested by a licensee through the Metrc Support Line. A transfer can be accomplished by following the steps below:

- Obtain your state permit for the Change of Location.
- Call the Metrc Support Line and request to schedule your transfer. You will need to email a scanned copy of your permit in order for the transfer to be scheduled.
- Once scheduled, a Franwell Metrc Administrator will initiate the transfer and manifest creation that will include all active vegetative plants. Once the transfer creation is complete, the manifest will be available in the Transfers screen of that Licensee. The manifest will then need to be printed and accompany the plants during the actual transport.
- Upon arrival at the new location, the normal Transfer receiving process will complete the transfer process and move the plants into the new location's account.

Change a Package Item name

For any package created with an incorrect Item name, you will now be able to alter the Item name to correct the mistake. The change of an Item name on a package ***must be made within 24 hours*** from the original time of package creation. After the 24 hours, thatpackage will need to be discontinued. This functionality was implemented to help cut down on the number of package tags that are wasted due to accidental entry error.

If you have any questions about any of these feature enhancements, please feel free to email the *Metrc* Support Desk at support@metrc.com or call us at 877-566-6506.