

FEBRUARY 4, 2019

Greetings Metrc Users,

Metrc<sup>®</sup> is pleased to provide some information on the newest feature available in the software on Tag orders, Editing Strains, Transfers and Lab Testing.

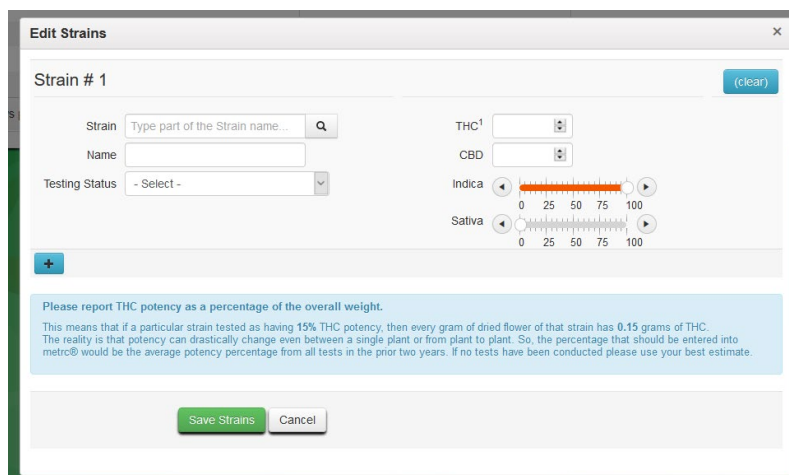
## EDIT STRAINS

The Edit Strains and Edit Items sections of Metrc<sup>®</sup> will be updated to prevent the ability to modify the name of a Strain or Item once it has been used. Changing the name creates a gap in the history of the strain/item as all history for that strain/item reflects the current name.

Please note that if the following has ***not*** occurred, then strains will still be available:

- A strain name has not been used.
- The strain has not been harvested/manicured
- The strain has not been destroyed.

### Edit Strains



Strain # 1 (clear)

Strain Type part of the Strain name... Q

Name

Testing Status - Select -

THC1

CBD

Indica 0 25 50 75 100

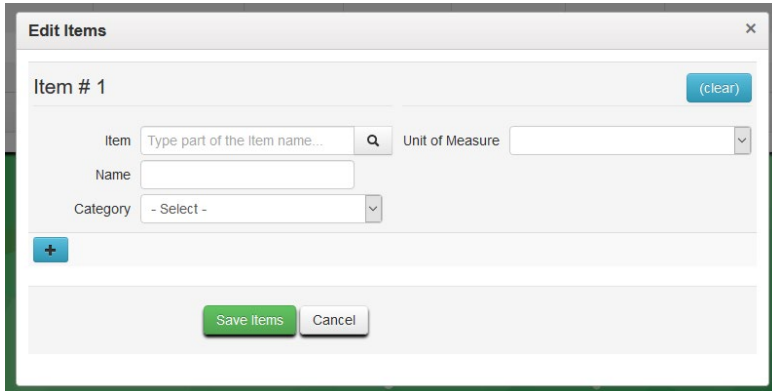
Sativa 0 25 50 75 100

Please report THC potency as a percentage of the overall weight.  
This means that if a particular strain tested as having 15% THC potency, then every gram of dried flower of that strain has 0.15 grams of THC.  
The reality is that potency can drastically change even between a single plant or from plant to plant. So, the percentage that should be entered into metrc<sup>®</sup> would be the average potency percentage from all tests in the prior two years. If no tests have been conducted please use your best estimate.

Save Strains Cancel

***\*\* If the strain has been used, the Name field would be restricted. Also, upon selecting Save Strains the user would receive an error.***

## Edit Items



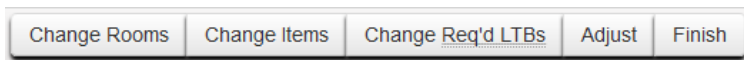
**\*\* If the item has been used, the Name field would be restricted. Also, upon selecting Save Items the user would receive an error.**

## LAB TESTING BATCHES

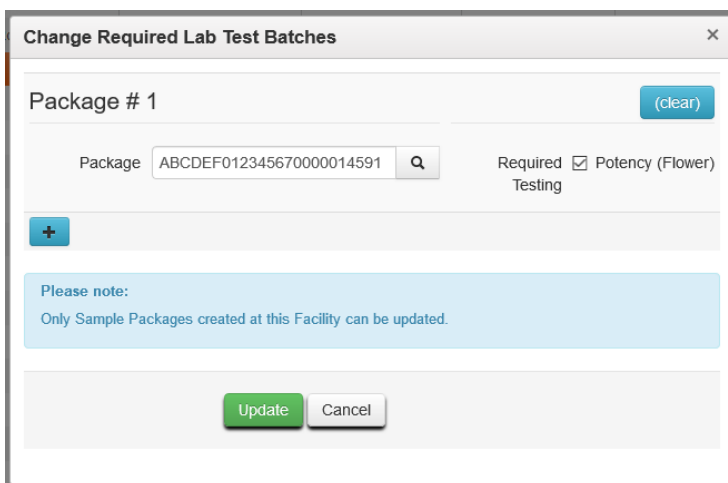
Additional options are now available for Metric®. The ability to Change Required Lab Testing Batches from the Packages Grid has been added as well as a notification of Overdue Transfers. Following is a detailed description of each new option:

### Change Required Lab Testing Batches

Users will now see a Change Req'd LTBs button on the Packages Grid.



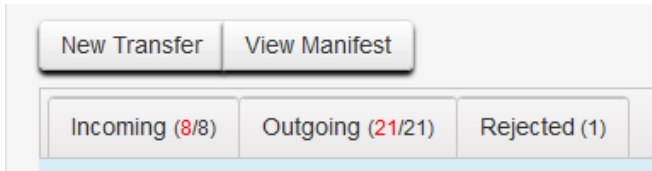
Select the Change Req'd LTBs button and the form pictured below will pop-up. Select the desired package(s) and the Required Testing then select Update.



**NOTE: Only sample packages created in this facility can be updated.**

## Overdue Transfers

The Transfers section will now display a red number on the tab (Outgoing/Incoming) indicating the total number of overdue transfers. These transfers have exceeded the time window of one hour outside of the delivery arrival time. The Transfers tab for both the sender of the manifest and the destination will display the notification. If there are no overdue transfers, only the black number for total pending transfers will be displayed.



## Tag Orders

Coming soon to Metrc is ability to expedite shipping in Tag Orders. We will be bringing more information on this feature as the rollout draws closer.

When creating Tag Orders, you will be presented with three options – Ground, Second Day, Next Day.

- The shipping cost calculated will reflect your shipping choice. Currently, the shipping cost always uses “Ground”.
- Before the “Printing” status, you will be able to upgrade the shipping service. You will be presented with only the upgrade options, you will not be able to downgrade.
- If the Tag Order is originally placed with Ground, only Second Day and Next Day will be available.
- You will be presented with the cost difference between “current” shipping service and “new” shipping service. Should you wish to change your shipping service, please contact support.

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