



<b>Bulletin Number:</b> MI_IB_0067- Transport Editing of Planned Routes	<b>Distribution Date:</b> 06/26/2023	<b>Effective Date:</b> 06/29/2023
<b>Contact Point:</b> Metric Support	<b>Subject:</b> New updates now available in Metric.	
<b>Reason:</b> New functionality and features are now available in Metric.		

Greetings Metric® users,

Metric is pleased to provide information on the latest system enhancements that will be available on 06/29/2023 including:

- Ability for Transporters to Edit Planned Routes

This feature will allow Transporters to now make updates to planned routes if there is a change that occurs after the transfer has been accepted by the transporter.

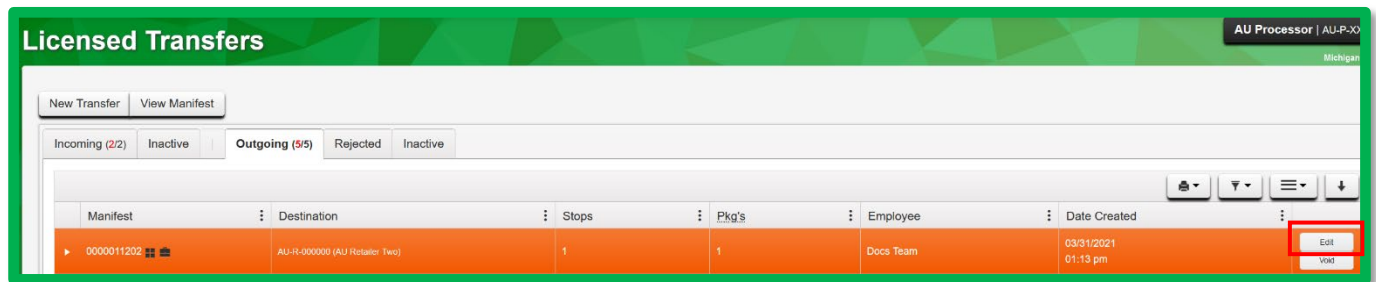
Please read on for more information regarding this new functionality.

## Transporter Ability to Edit Planned Routes

Previously, when a licensed Transporter was delivering products from one licensee to another, the planned route on the Transfer Manifest was unable to be edited after its creation. Metrc has now implemented the functionality to allow Transporters the ability to edit a planned route *while the delivery is still in progress*. This will provide a more accurate record of activities when a Transporter must make an adjustment to their route and a real-time status with full transparency for regulators or authorities.

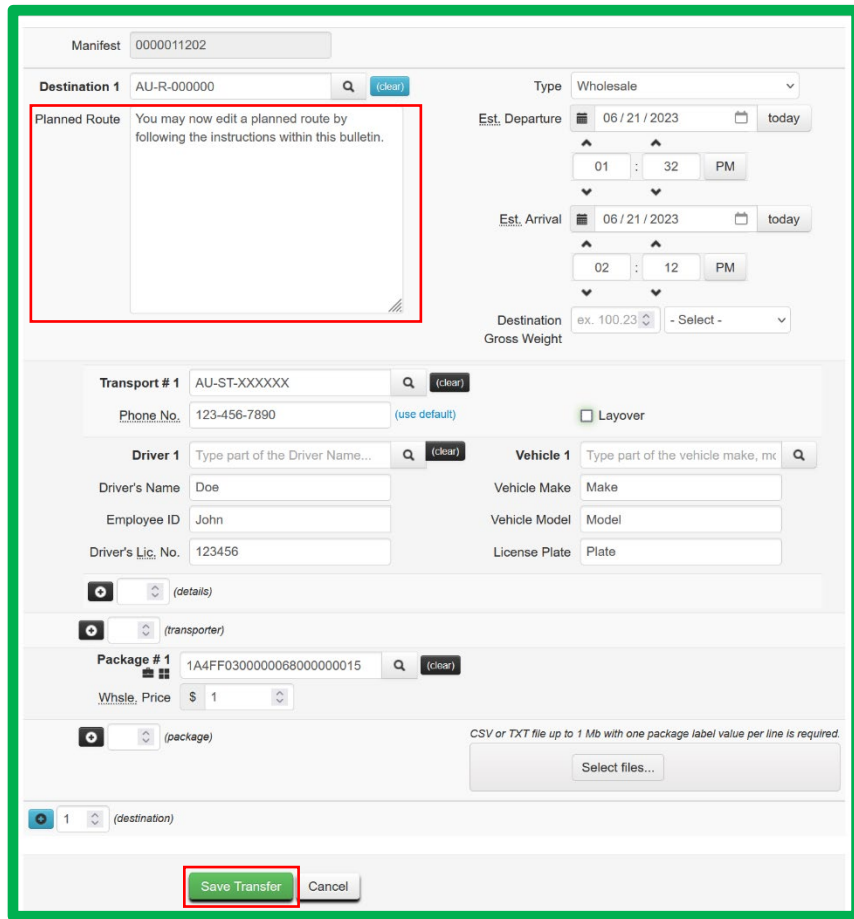
For a transporter to edit an existing planned route:

- Select/highlight the respective manifest in the outgoing transfers from the Licensed Transfers grid in the outgoing tab.
- Select the “Edit” button as shown in **Figure 1**.



**Figure 1: Outgoing Transfer to be Edited**

This will prompt the following action window as shown in **Figure 2** below:



Manifest 0000011202

Destination 1 AU-R-000000

Planned Route You may now edit a planned route by following the instructions within this bulletin.

Type Wholesale

Est. Departure 06 / 21 / 2023 today  
01 : 32 PM

Est. Arrival 06 / 21 / 2023 today  
02 : 12 PM

Destination Gross Weight ex. 100.23 - Select -

Transport # 1 AU-ST-XXXXXX

Phone No. 123-456-7890

Driver 1 Type part of the Driver Name...  
Driver's Name Doe  
Employee ID John  
Driver's Lic. No. 123456

Vehicle 1 Type part of the vehicle make, mc  
Vehicle Make Make  
Vehicle Model Model  
License Plate Plate

Package # 1 1A4FF030000068000000015

Whsle. Price \$ 1

Save Transfer Cancel

**Figure 2: Editing a Transfer Action Window**

- Include the updated planned route in the outlined text field as demonstrated above.
- Select the “Save Transfer” button to save updates to the planned route.

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