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|---|--|-------------------------------------|
| Bulletin Number: ME_IB_0032 Password Reset Package Sum Note for Immature Plant Destruction Immature Grid | Distribution Date: 7/21/2023 | Effective Date: 7/24/2023 |
| Contact Point: Metrc Support | Subject: New updates now available in Metrc | |
| Reason: New functionality and features are now available in Metrc. | | |

Greetings Metrc® users,

Metrc is pleased to provide information on the latest system enhancements that will be available on 7/24/2023, including:

- Password Reset Fix and Self-serve guidance.
- Package Sum Button
- Note Requirement on all Immature Plant destruction.
- Immature plants grid

Please read on for more information regarding this new functionality.

Password Reset Fix and Self-serve Guidance

When resetting your password, the password must meet a minimum set of requirements to be accepted by the system. Previously, if you entered a password that did not meet the requirements, you were redirected to a screen that read “An error occurred” with no further information on what the error was or how to correct it. Now, when you enter a password that does not meet the requirements, you will receive a pop-up window notifying you the password does not meet the requirements. The minimum requirements for an acceptable password are:

- At least eight characters
- A combination of uppercase *and* lowercase letters
- At least one number
- At least one special character (e.g. !@#\$\$%^&*)

Metrc makes it easy for users to reset their passwords without the need to contact support for assistance. On the login page, click the link with a white gear icon next to it that reads Can't access your account? Reset your password as seen in **Figure 1**.

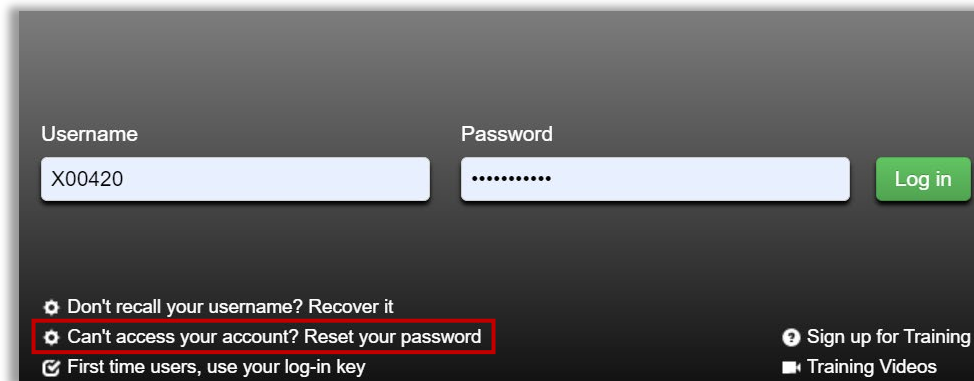


Figure 1: Link to reset password

You will be redirected to a page requesting your Username and E-mail. Fill these in and click the green Next button as seen in **Figure 2**.

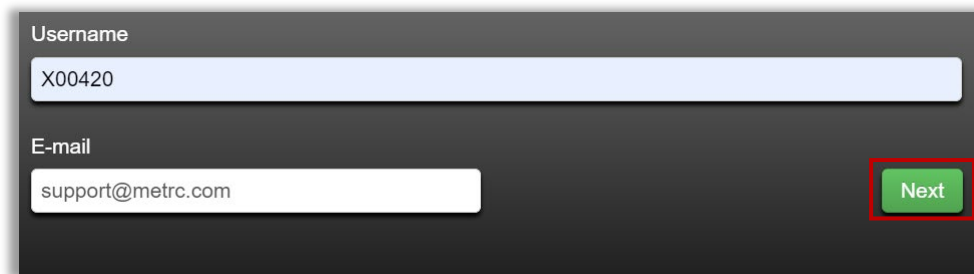
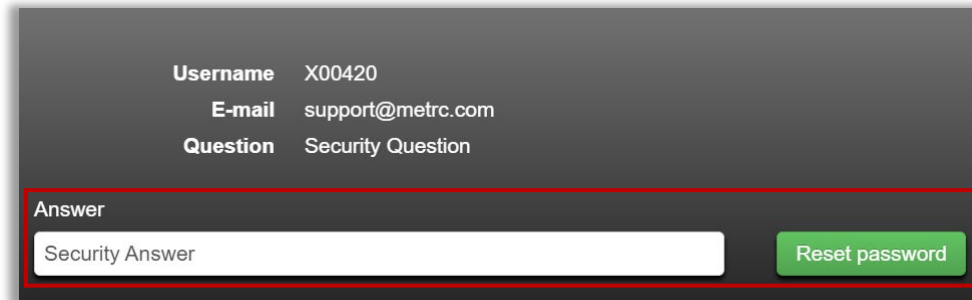


Figure 2: Required Username and E-mail fields

To ensure that your account is only reset by you, the final step in the password reset process requires you to answer your security question. Answer the question correctly and click the green Reset password button to complete the process as seen in **Figure 3**.



The screenshot shows a dark grey form with the following fields:

| | |
|-----------------|--------------------|
| Username | X00420 |
| E-mail | support@metric.com |
| Question | Security Question |

Below these fields is an "Answer" section containing a text input field with the placeholder text "Security Answer" and a green "Reset password" button to its right. A red rectangular border highlights the "Answer" section.

Figure 3: Security Answer Field to verify reset

Package Sum Button

The auto-sum function is now operating correctly. This optional feature within the New Packages action window allows users who create new packages to automatically sum the quantities from the selected source package(s). When using the auto-sum feature, users can also toggle between any selectable unit of measure so long as the source package(s) have a compatible unit of measure (Weight, Count, or Volume).

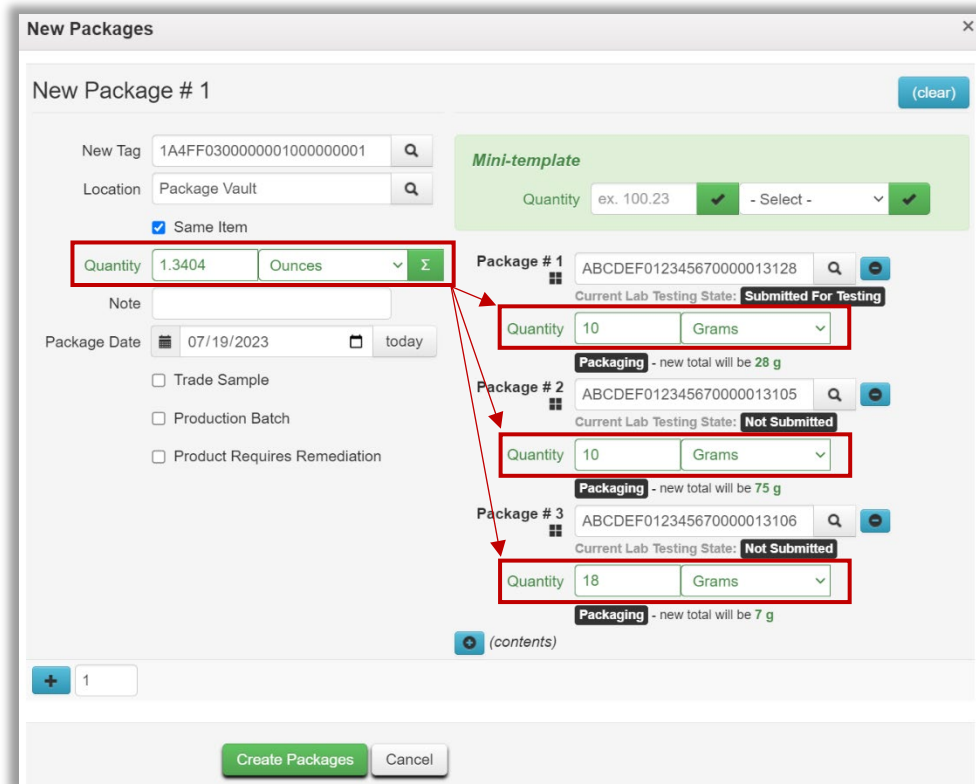
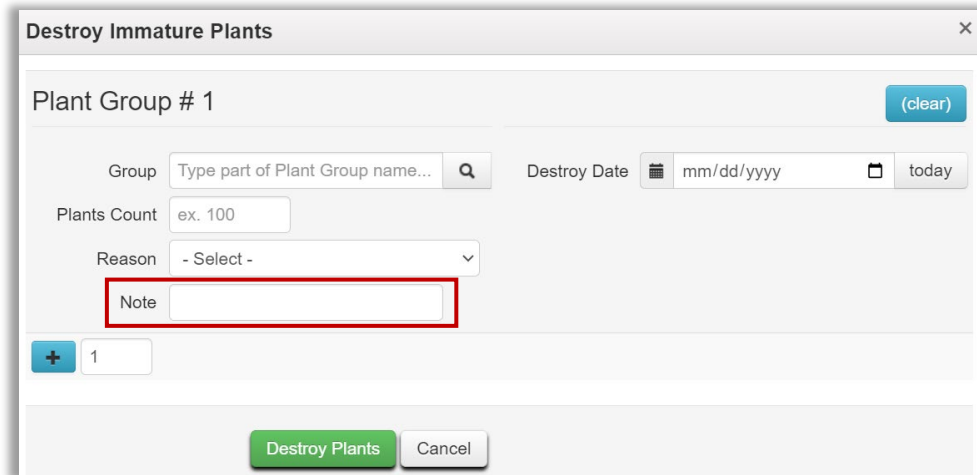


Figure 4: Auto-sum functionality in New Packages action window

Note Requirement on all Immature Plant destruction

A Note is now required on the Destroy Immature Plants action window, regardless of what Reason is selected from the dropdown as shown in **Figure 6**. The note was previously a standard requirement on all plant destruction reporting events and this update will require the note once again as it was originally required. The Note provides users with the ability to input further details during the destruction process.



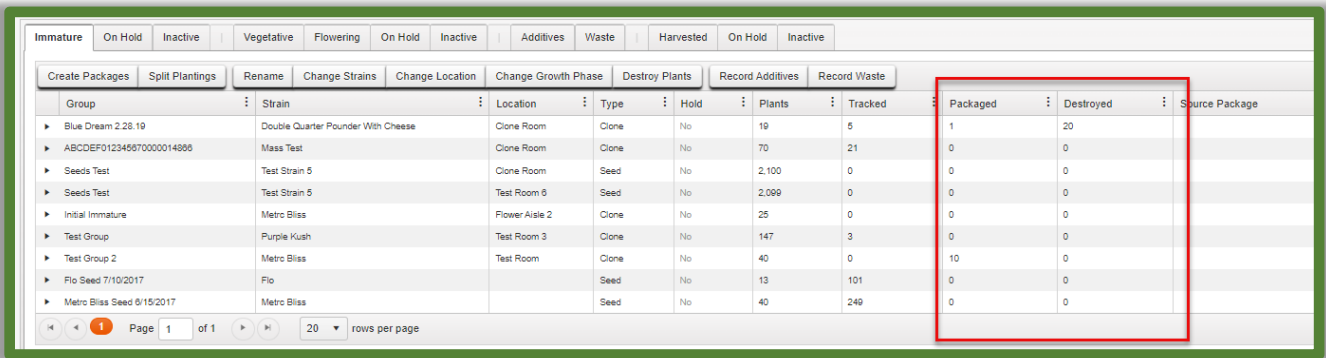
The screenshot shows a web form titled "Destroy Immature Plants". At the top, it says "Plant Group # 1" with a "(clear)" button. Below this are several input fields: "Group" with a search icon, "Plants Count" with "ex. 100" as a placeholder, "Reason" with a dropdown menu showing "- Select -", and "Note" with an empty text box. The "Note" field is highlighted with a red border. At the bottom, there are two buttons: "Destroy Plants" (green) and "Cancel" (grey).

Figure 6: Required Note Field

Updated Feature: Immature Plant Grid

An update is being made for users who have access to the Immature Plants section in Metric related to the packaged and destroyed columns representing plant counts. Previously, users would see the packaged and destroyed plant counts update for all plants sourced from the immature plant batch. Now, users will see the packaged and destroyed columns representing the plant counts updated directly within the immature plant grid – see **Figure 7**.

Note: Immature plants packaged and destroyed columns will be updated to reflect the accurate count information to mirror the changes.



| Group | Strain | Location | Type | Hold | Plants | Tracked | Packaged | Destroyed | Source Package |
|----------------------------|------------------------------------|----------------|-------|------|--------|---------|----------|-----------|----------------|
| Blue Dream 2.28.19 | Double Quarter Pounder With Cheese | Clone Room | Clone | No | 19 | 5 | 1 | 20 | |
| ABCDEF012345670000014800 | Mass Test | Clone Room | Clone | No | 70 | 21 | 0 | 0 | |
| Seeds Test | Test Strain 5 | Clone Room | Seed | No | 2,100 | 0 | 0 | 0 | |
| Seeds Test | Test Strain 5 | Test Room 5 | Seed | No | 2,009 | 0 | 0 | 0 | |
| Initial Immature | Metro Bliss | Flower Aisle 2 | Clone | No | 25 | 0 | 0 | 0 | |
| Test Group | Purple Kush | Test Room 3 | Clone | No | 147 | 3 | 0 | 0 | |
| Test Group 2 | Metro Bliss | Test Room | Clone | No | 40 | 0 | 10 | 0 | |
| Flo Seed 7/10/2017 | Flo | | Seed | No | 13 | 101 | 0 | 0 | |
| Metro Bliss Seed 6/15/2017 | Metro Bliss | | Seed | No | 40 | 249 | 0 | 0 | |

Figure 7: Immature Plant Grid Packaged and Destroyed Columns

Additional resources and Metrc Support

Additional resources are available in Metrc in the Support dropdown located in the upper right corner of the navigational toolbar and can be utilized to access the Metrc Manual/User Guide, the State Supplemental Guide, and other helpful information. **See Figure 8.**

In addition, on-demand training is available in [Metrc Learn](#), an interactive learning management system, and the [Metrc Knowledge Center](#), a portal that provides on-demand access to various resource materials, including past bulletins and other helpful links.

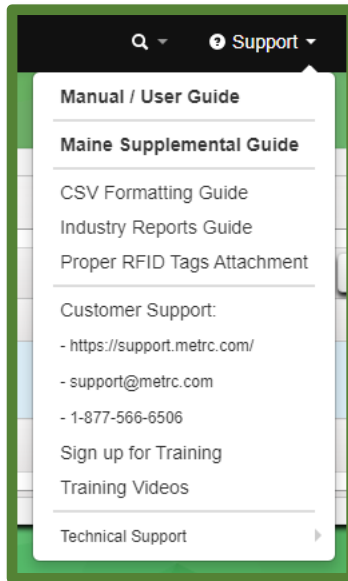


Figure 8: Metrc system – Access additional resources and/or Metrc Support

Metrc Support can be reached via phone, email, or live chat through the Metrc system or by referencing the information below. Thank you for your continued partnership.

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.