

Bulletin Number: MT_IB_40_Package Sum Button, Password Reset Updates, and Required Notes for Immature Plant Destruction	Distribution Date: 7/21/2023	Effective Date: 7/24/2023
Contact Point: Metrc Support	Subject: System enhancements and fixes	
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

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. !@#\$\$%^&*)

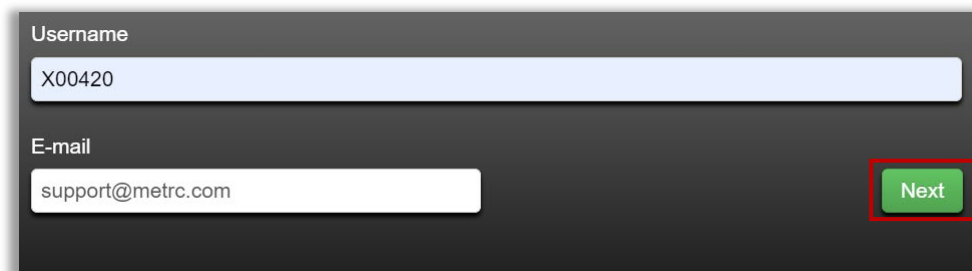
Metrc makes it easy for users to reset their passwords without the need to contact support for assistance. On the login page, click the link with a white gear icon next to it that reads Can't access your account? Reset your password as seen in **Figure 1**.



A screenshot of the Metrc login page. It features a dark gray background with white text. At the top, there are two input fields: 'Username' with the value 'X00420' and 'Password' with masked characters. To the right of the password field is a green 'Log in' button. Below the input fields, there are three links, each preceded by a white gear icon. The link 'Can't access your account? Reset your password' is highlighted with a red rectangular box. To the right of these links are two more links: 'Sign up for Training' and 'Training Videos'.

Figure 1: Link to reset password

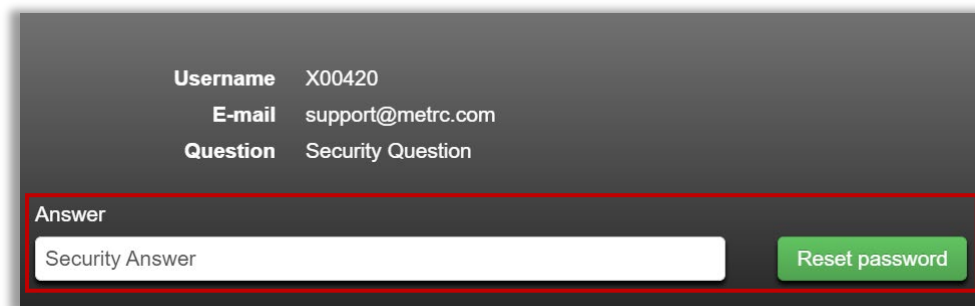
You will be redirected to a page requesting your Username and E-mail. Fill these in and click the green Next button as seen in **Figure 2**.



A screenshot of the Metrc password reset page. It features a dark gray background with white text. At the top, there is a 'Username' input field with the value 'X00420'. Below it is an 'E-mail' input field with the value 'support@metrc.com'. To the right of the email field is a green 'Next' button, which is highlighted with a red rectangular box.

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 gray form with the following fields and a button:

Field	Value
Username	X00420
E-mail	support@metrc.com
Question	Security Question

Below these fields is a section labeled "Answer" which contains a text input field with the placeholder text "Security Answer" and a green button labeled "Reset password". A red rectangular box 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).

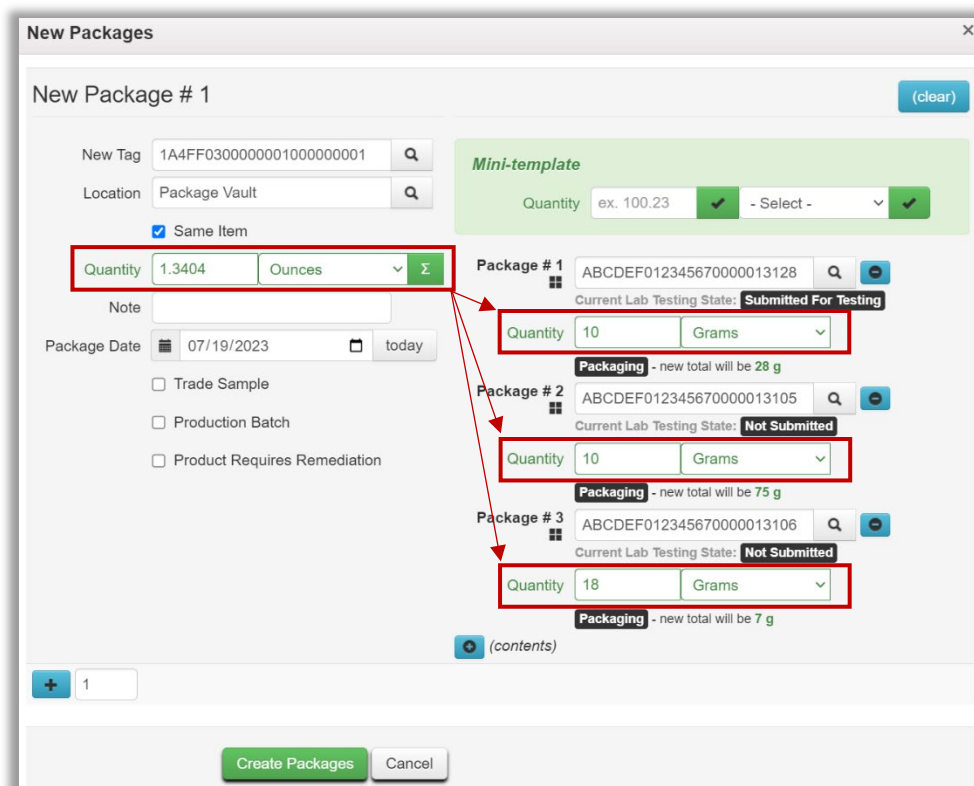
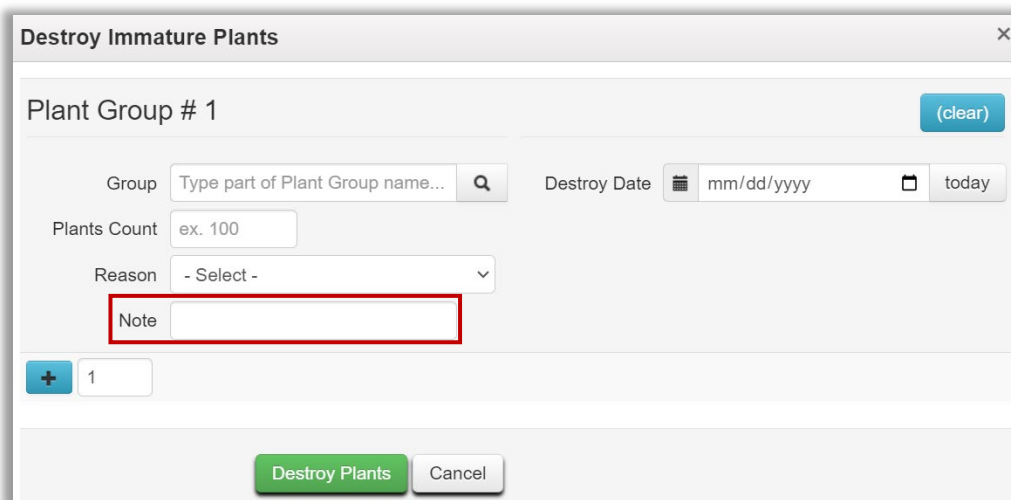


Figure 4: Auto-sum functionality in New Packages action window

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. The note was previously a standard requirement on all plant destruction reporting events and this update will realign the modal to its original requirement. The additional information the Note provides users with the ability to input further details during the destruction process.



The screenshot shows a modal window titled "Destroy Immature Plants". Inside, there's a section for "Plant Group # 1" with a "(clear)" button. Below this are several input fields: "Group" with a search icon, "Plants Count" with a text input showing "ex. 100", "Reason" with a dropdown menu showing "- Select -", and a "Note" field which is highlighted with a red border. At the bottom left, there's a "+" button and a "1" in a box. At the bottom right, there are two buttons: "Destroy Plants" (green) and "Cancel" (grey).

Figure 6: Required Note Field