# Metrc Support Bulletin

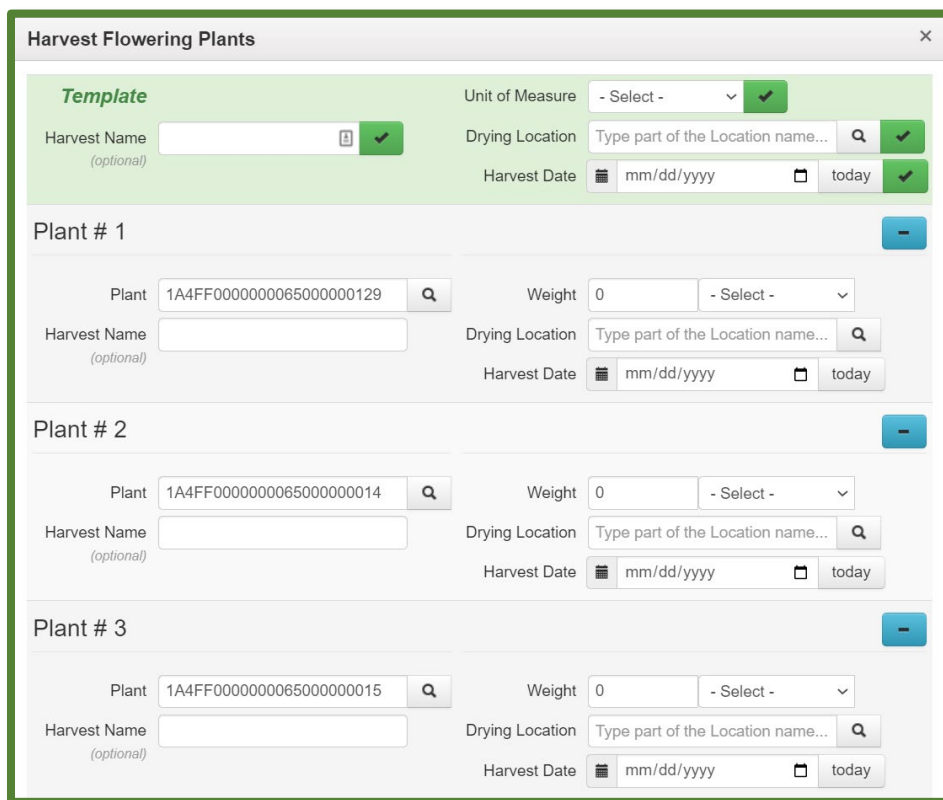| Bulletin Number: OK_IB_0025 | Distribution Date: 07/13/23 | Effective Date: 7/14/23 |
|---|---|---|
| Contact Point: Metrc® Support | Subject: Averaging weights of harvested plants. | |
| Reason: Metrc is providing information regarding averaging the weights of harvested plants. | | |

Greetings Metrc Users,

OMMA licensees are required to report accurate information to OMMA through the State inventory tracking system. To support these requirements, the option previously available in Metrc to "average" plant weights when harvesting and creating a harvest batch is no longer available. Licensees should accurately report plant weights which form a harvest batch to OMMA.

Please find on the following pages a detailed description of the updates:

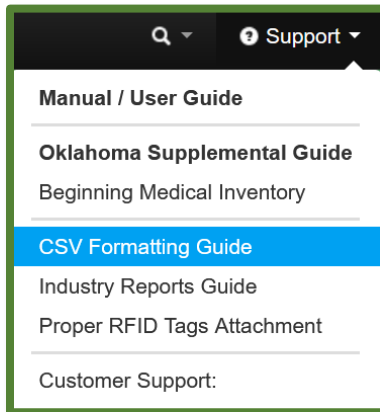![Metrc logo]

## <u>Harvest Flowering Plants Template</u>

When creating a Harvest Batch from multiple strain specific plants, a template is available as shown in **Figure 1**. The Harvest Batch Name, Unit of Measure, Drying Location, and Harvest Date can be auto populated utilizing this template. The required field that must be filled in is the individual wet weight for each plant. Please note there is no "auto-divide" field when harvesting plants to create a harvest batch.



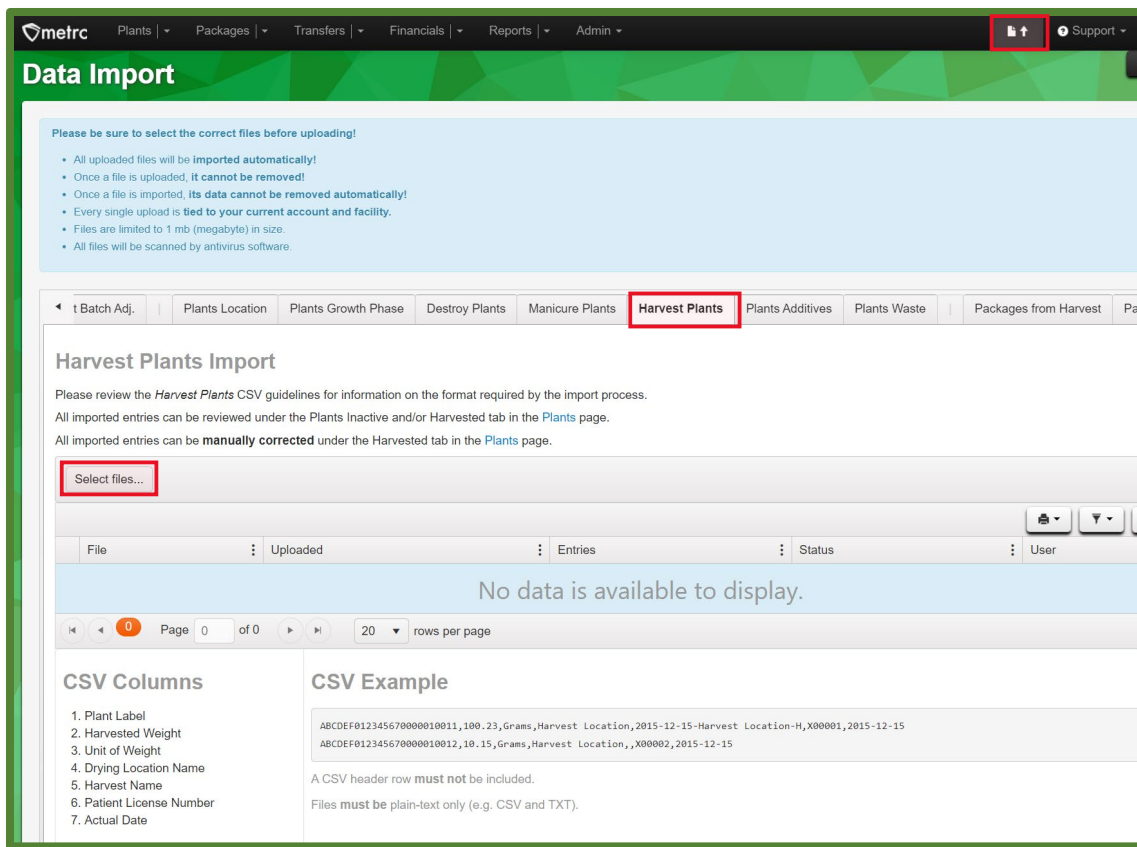*Figure 1: Harvest Flowering Plants Requires Individual Weights*

## CSV Data Import Option

When harvesting numerous strain specific plants simultaneously, Metrc recommends using the CSV upload option. To understand how to format the CSV, please see the **CSV Formatting Guide**, located under the support area on the navigational toolbar shown in **Figure 2**, for further instructions on harvesting plants.
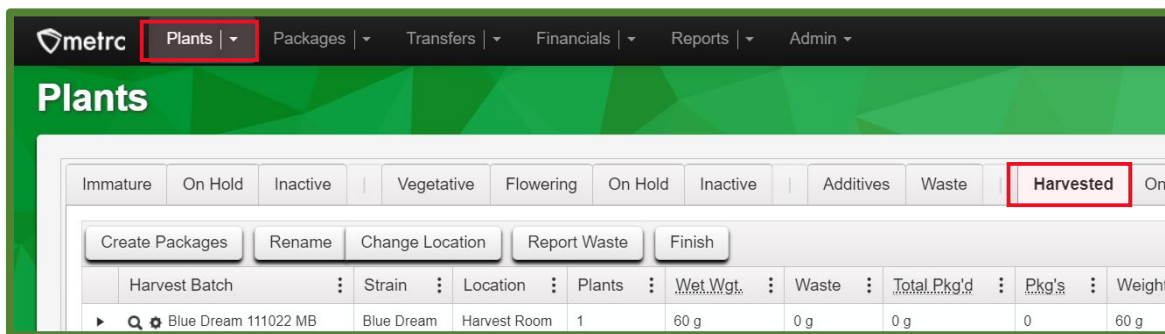


*Figure 2: Locating the CVS Formatting Guide*

Once the CSV file is ready to upload, please see the Data Import grid to upload the harvest CSV file as shown in **Figure 3** below. The Data Import Icon is located on the navigational toolbar on the right side of the screen. Once in the Data Import grid, proceed to the middle toolbar and locate the "Harvest Plants" tab. Then click the "Select files" button to select your file for upload. Once you have successfully uploaded the new harvest batch, it will appear in your "Harvested" tab in your "Plants" area as shown in **Figure 4** below.

*Figure 3: Data Import for Harvest Plants*



*Figure 4: Harvested tab in Plants Area*

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