

Bulletin Number: OR_IB_44_Package Sum Button, Password Reset Update, Edit Unlicensed Employees	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
- Editing Unlicensed Employees across multiple Facility Licenses

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

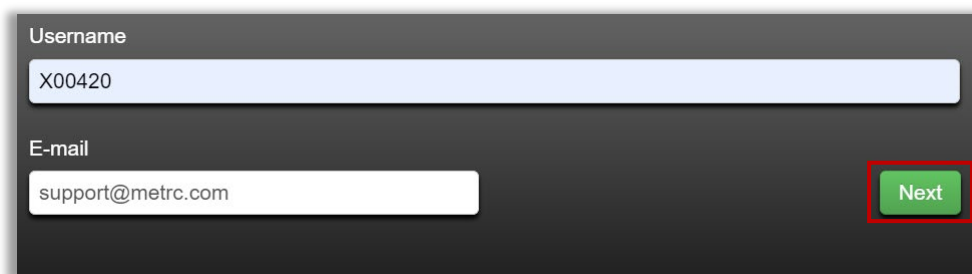
Metrc makes it easy for users to reset their passwords without the need to contact support for assistance. On the login page, click the link with a white gear icon next to it that reads Can't access your account? Reset your password as seen in **Figure 1**.



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

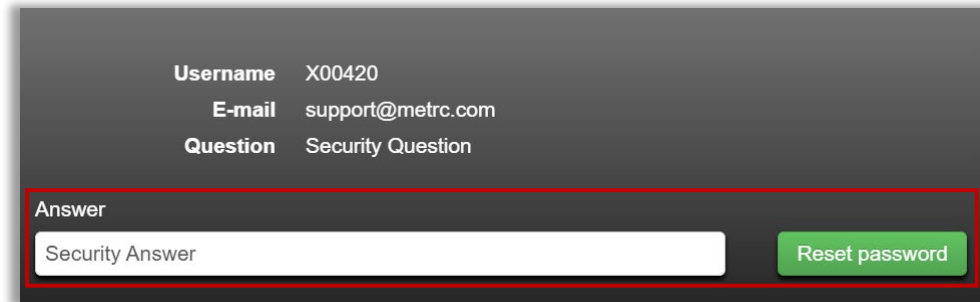
You will be redirected to a page requesting your Username and E-mail. Fill these in and click the green Next button as seen in **Figure 2**.



A screenshot of the Metrc password reset page. It features a dark gray background with white text. There are two input fields: 'Username' with the value 'X00420' and 'E-mail' with the value 'support@metrc.com'. To the right of the E-mail 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:

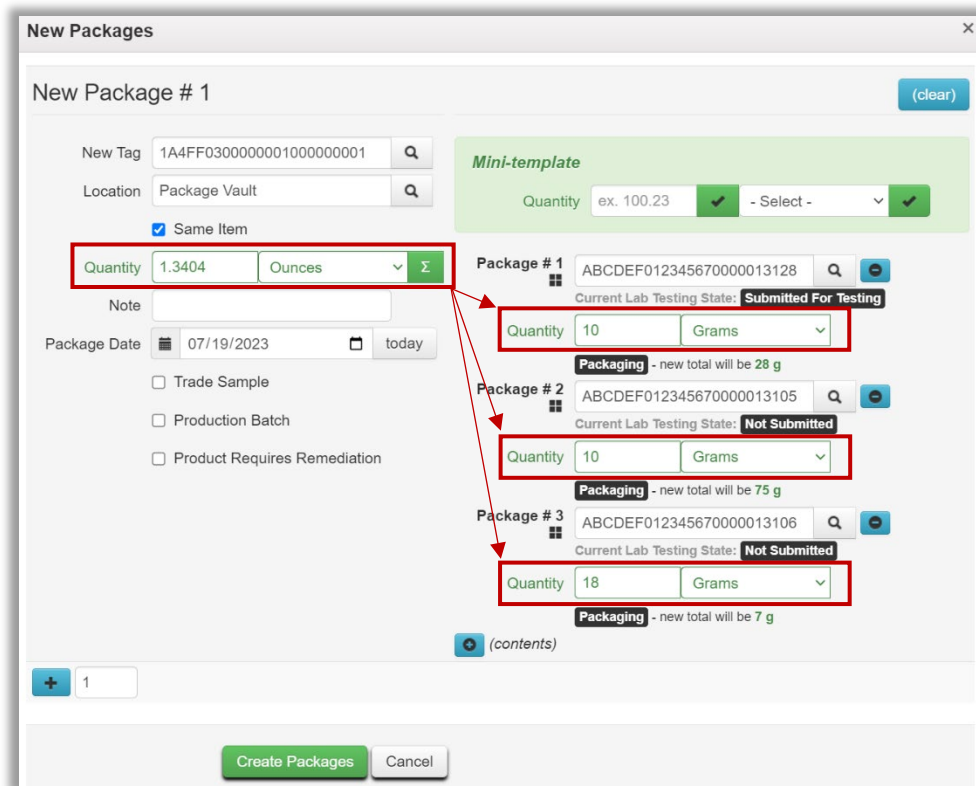
Username	X00420
E-mail	support@metrc.com
Question	Security Question

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).



New Packages

New Package # 1 (clear)

New Tag: 1A4FF0300000001000000001 Q

Location: Package Vault Q

☒ Same Item

Quantity: 1.3404 Ounces Σ

Note:

Package Date: 07/19/2023 today

☐ Trade Sample

☐ Production Batch

☐ Product Requires Remediation

Mini-template

Quantity: ex. 100.23 ✓ - Select - ✓

Package # 1 ABCDEF012345670000013128 Q ⓘ
Current Lab Testing State: **Submitted For Testing**

Quantity: 10 Grams ✓

Packaging - new total will be 28 g

Package # 2 ABCDEF012345670000013105 Q ⓘ
Current Lab Testing State: **Not Submitted**

Quantity: 10 Grams ✓

Packaging - new total will be 75 g

Package # 3 ABCDEF012345670000013106 Q ⓘ
Current Lab Testing State: **Not Submitted**

Quantity: 18 Grams ✓

Packaging - new total will be 7 g

ⓘ (contents)

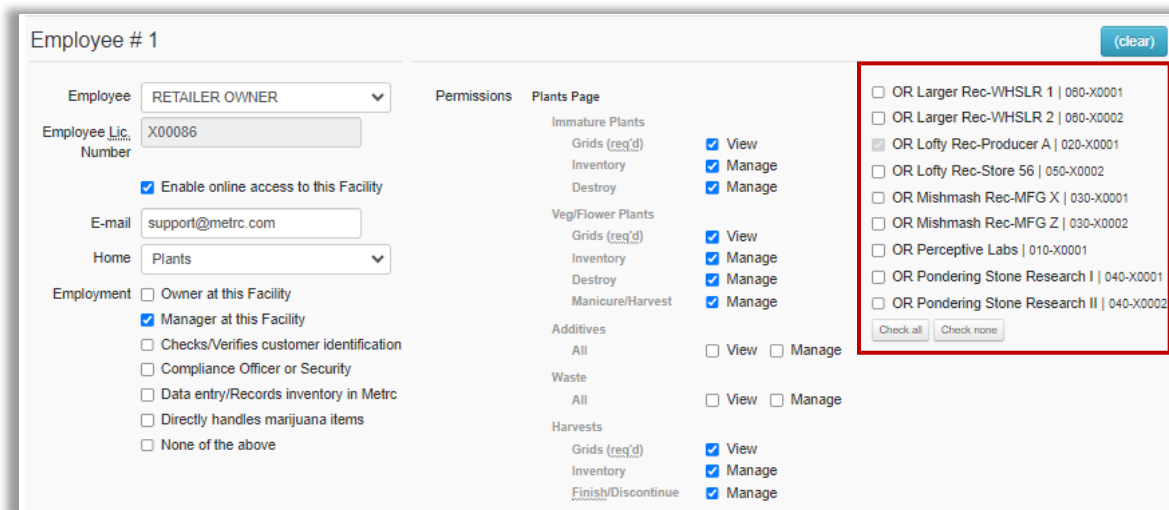
+ 1

Create Packages Cancel

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

Editing Unlicensed Employees across multiple Facility Licenses

When editing an unlicensed employee, the action window has been updated to list all available facilities for which the update will be applied. While the functionality to add both Licensed and Unlicensed employees has existed within the system, when Editing an Unlicensed employee, the action window previously did not have the list of facilities available to apply the changes to. **Figure 5** shows the updated action window.



Employee # 1 (clear)

Employee: RETAILER OWNER

Employee Lic. Number: X00086

☒ Enable online access to this Facility

E-mail: support@metrc.com

Home: Plants

Employment: ☐ Owner at this Facility ☒ Manager at this Facility

☐ Checks/Verifies customer identification

☐ Compliance Officer or Security

☐ Data entry/Records inventory in Metrc

☐ Directly handles marijuana items

☐ None of the above

Permissions

Plants Page

Immature Plants

Grids (req'd) ☒ View ☒ Manage

Inventory ☒ Manage

Destroy ☒ Manage

Veg/Flower Plants

Grids (req'd) ☒ View ☒ Manage

Inventory ☒ Manage

Destroy ☒ Manage

Manicure/Harvest ☒ Manage

Additives

All ☐ View ☐ Manage

Waste

All ☐ View ☐ Manage

Harvests

Grids (req'd) ☒ View ☒ Manage

Inventory ☒ Manage

Finish/Discontinue ☒ Manage

☐ OR Larger Rec-WHSLR 1 | 060-X0001

☐ OR Larger Rec-WHSLR 2 | 060-X0002

☒ OR Lofty Rec-Producer A | 020-X0001

☐ OR Lofty Rec-Store 56 | 050-X0002

☐ OR Mishmash Rec-MFG X | 030-X0001

☐ OR Mishmash Rec-MFG Z | 030-X0002

☐ OR Perceptive Labs | 010-X0001

☐ OR Pondering Stone Research I | 040-X0001

☐ OR Pondering Stone Research II | 040-X0002

Figure 5: Updated Facility List for Editing Unlicensed Employees