

Bulletin Number: WV_IB_0012 Password Reset Package Sum Edit Employees Note for Immature Destruction	Distribution Date: 7/25/2023	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
- Editing Unlicensed Employees across multiple Facility Licenses
- Note Requirement on all Immature Plant destruction.

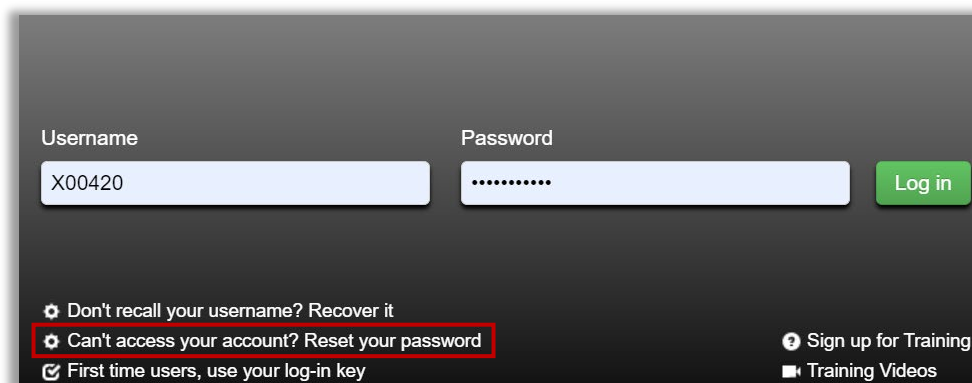
Please read on for more information regarding this new functionality.

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

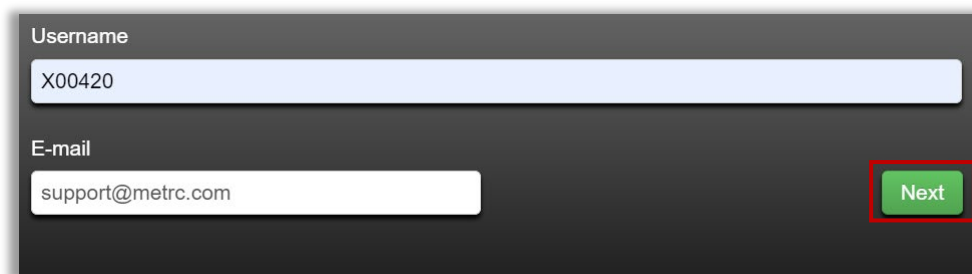
Metrc makes it easy for users to reset their passwords without the need to contact support for assistance. On the login page, click the link with a white gear icon next to it that reads Can't access your account? Reset your password as seen in **Figure 1**.



A screenshot of the Metrc login page. It features a dark grey 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 first link is 'Don't recall your username? Recover it'. The second link, 'Can't access your account? Reset your password', is highlighted with a red rectangular box. The third link is 'First time users, use your log-in key'. To the right of these links, there are two more links: 'Sign up for Training' and 'Training Videos'.

Figure 1: Link to reset password

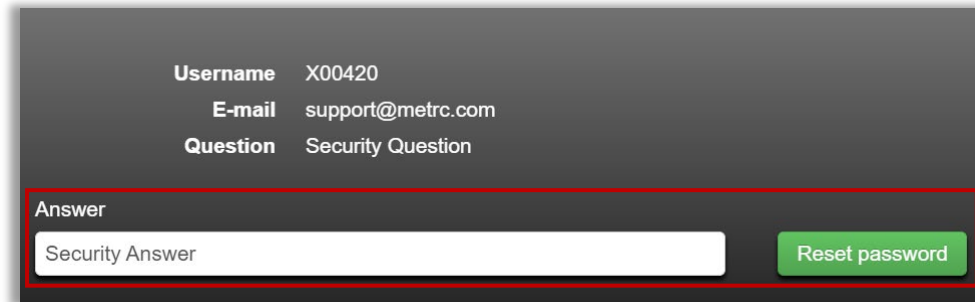
You will be redirected to a page requesting your Username and E-mail. Fill these in and click the green Next button as seen in **Figure 2**.



A screenshot of the Metrc password reset page. It features a dark grey 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 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:

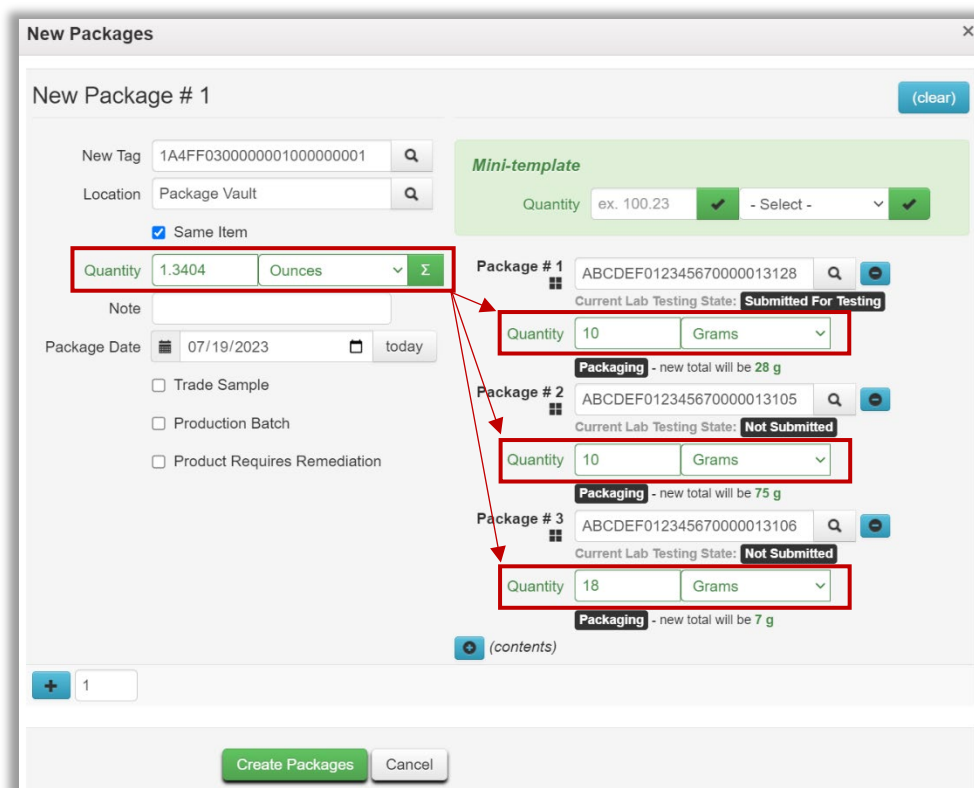
Username	X00420
E-mail	support@metrc.com
Question	Security Question

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) as shown in **Figure 4**. 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)

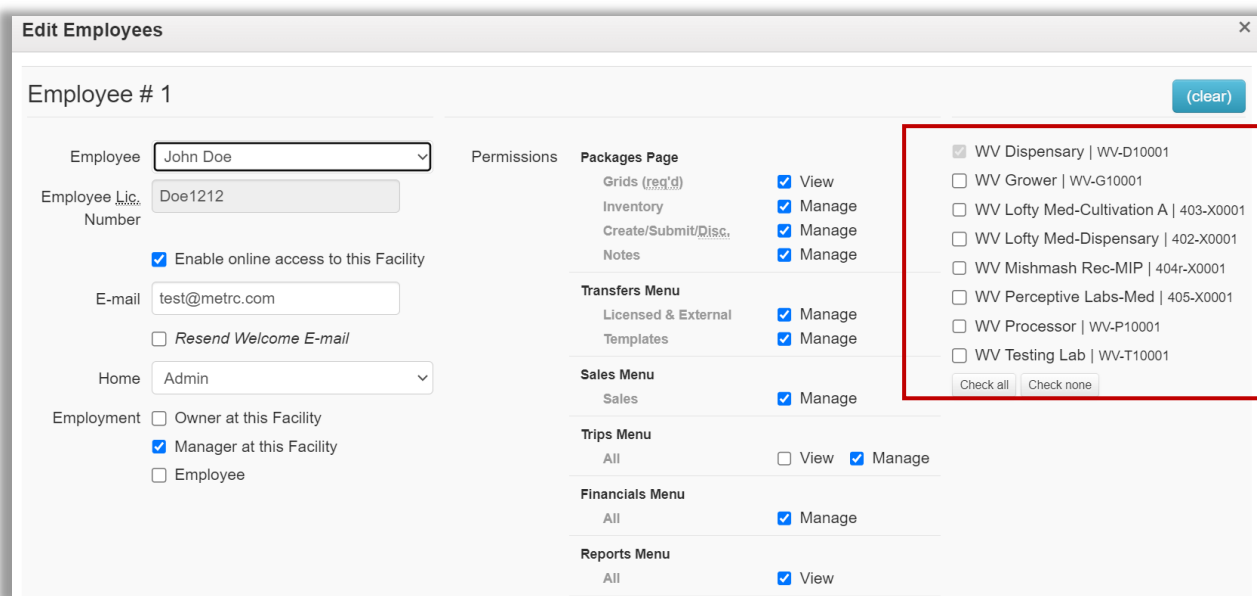
+ 1

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 that now allows this.



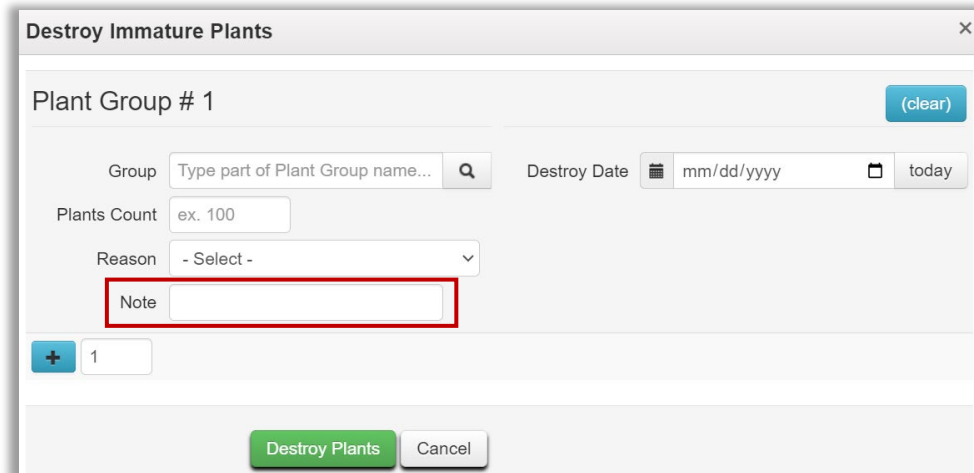
The screenshot shows the 'Edit Employees' window with the following sections:

- Employee # 1** (with a '(clear)' button)
- Employee**: John Doe (dropdown)
- Employee Lic. Number**: Doe1212 (text input)
- Enable online access to this Facility**: ☒
- E-mail**: test@metrc.com (text input)
- Resend Welcome E-mail**: ☐
- Home**: Admin (dropdown)
- Employment**:
 - ☐ Owner at this Facility
 - ☒ Manager at this Facility
 - ☐ Employee
- Permissions**:
 - Packages Page**:
 - Grids (req'd): ☒ View
 - Inventory: ☒ Manage
 - Create/Submit/Disc.: ☒ Manage
 - Notes: ☒ Manage
 - Transfers Menu**:
 - Licensed & External: ☒ Manage
 - Templates: ☒ Manage
 - Sales Menu**:
 - Sales: ☒ Manage
 - Trips Menu**:
 - All: ☐ View ☒ Manage
 - Financials Menu**:
 - All: ☒ Manage
 - Reports Menu**:
 - All: ☒ View
- Facility List** (highlighted with a red box):
 - ☒ WV Dispensary | WV-D10001
 - ☐ WV Grower | WV-G10001
 - ☐ WV Lofty Med-Cultivation A | 403-X0001
 - ☐ WV Lofty Med-Dispensary | 402-X0001
 - ☐ WV Mishmash Rec-MIP | 404r-X0001
 - ☐ WV Perceptive Labs-Med | 405-X0001
 - ☐ WV Processor | WV-P10001
 - ☐ WV Testing Lab | WV-T10001
- Check all** **Check none**

Figure 5: Updated Facility List for Editing Unlicensed Employees

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 application window titled "Destroy Immature Plants". Inside the window, there is a form with the following fields and controls:

- Plant Group # 1**: A header label with a "(clear)" button to its right.
- Group**: A text input field with the placeholder "Type part of Plant Group name..." and a search icon.
- Destroy Date**: A date picker control showing "mm/dd/yyyy" and a "today" button.
- Plants Count**: A text input field with the placeholder "ex. 100".
- Reason**: A dropdown menu currently showing "- Select -".
- Note**: A text input field, which is highlighted with a red rectangular border.
- Count**: A small blue "+" button followed by a text input field containing the number "1".
- Buttons**: At the bottom of the window, there are two buttons: "Destroy Plants" (green) and "Cancel" (grey).

Figure 6: Required Note Field

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