

Bulletin Number: OR_IB_0046_Transfer Hub	Distribution Date: 8/28/2023	Effective Date: 9/1/2023
Contact Point: Metrc® Support	Subject: New Feature – Transfer Hub	
Reason: Metrc is providing an update on our newest features for transfers.		

Greetings,

Metrc is pleased to provide information on our newest enhancements to the software that will be available on 9/1/2023. Please note that this functionality is **optional** to use.

Users with Transfers Hub access will now be able to acknowledge receipt for rejected packages and record departure, arrival, and layovers when necessary for the return trip. The Transfers Hub will have new icons within the grid as visual indicators on the direction and point of delivery for a transfer. In addition, licensees that are shipping packages and licensed transporters who are listed on a manifest will now be able to update the transporter information if a package is rejected by the destination facility.

Transfer Process Updates

Once the transfer is registered, both the transporter and destination licensees can see the transfer information entered. The designated transporter can edit certain details within the manifest from the Transfers Hub, while the destination licensee can view all information that has been registered.

A licensed user with access to the Transfers Hub, located under the Transfers area on the navigational toolbar as shown in **Figure 1**, will have selectable buttons, as seen in **Figure 2**, when listed as the transporting license during a transfer. These buttons are treated as reportable actions that a transporting licensee takes with each transfer.

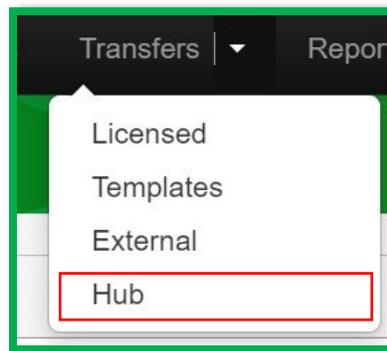


Figure 1: Transfers Dropdown

The reasons for using each button are outlined below.

- The 'Edit' button allows a transporter to update Estimate Departure and Arrival times as well as Driver and Vehicle information. Please note that per OLCC rules, edits to the manifest can only be done prior to the actual departure.
- The 'Accept' and 'Depart' buttons are designed to be used when a transporter accepts custody of the packages for delivery and then departs from the originating facility.
- The 'Check-In' and 'Check-Out' buttons are only applicable when a layover is selected, and that transfer will be stored at a transporter's facility for any period of time. A Check-In selection indicates the transporter has arrived at their layover facility and will select Check-Out once they are leaving the layover facility to continue on the planned route.
- The 'Arrive' button indicates the transporter arrived at the destination facility.

It is also important to note the following when using these buttons for transporters:

- Buttons pictured in **Figure 2** are applied in chronological order. For example, if 'Arrive' is clicked prior to 'Depart', the Depart button will no longer be visible. In addition, no date/time would be recorded for Depart. Clicking any button after 'Edit', removes the 'Edit' button as an option. These buttons should NOT be used

when there is a circular manifest with intermediate stops per OLCC rules – OAR 845-025-7700 (8).

- Metrc does not enforce all buttons outlined for transporters to report their actions. Meaning, if a transporter does not select any button during their route or layover and the manifest is received by the destination facility then these options would no longer be selectable by the transporter.

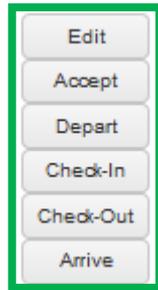


Figure 2: Selectable Buttons for Transporters

Return Transfers

If the destination facility rejects a package in the transfer, the originating facility will have access to the return manifest under their Rejected tab as pictured in **Figure 3**.

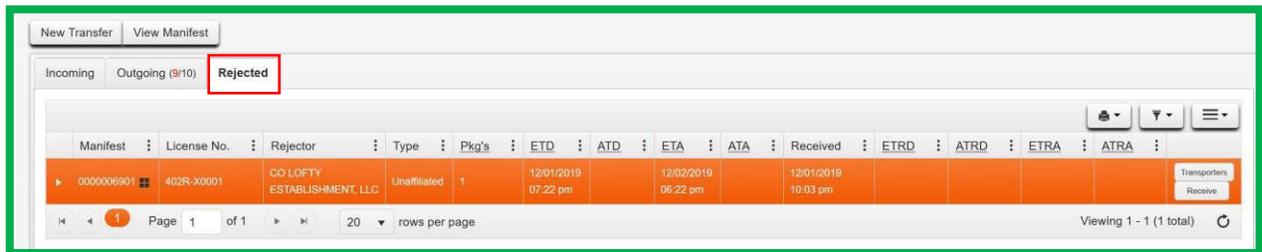


Figure 3: Rejected Transfers Grid

Users will now see a new 'Transporters' button within the Rejected transfers grid pictured in **Figure 4**. This button allows the originating licensee to update details of the return transporter as pictured in **Figure 5**.

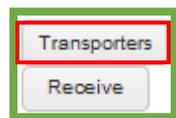


Figure 4: New Selectable Button to Update Transporters for Rejected Transfers

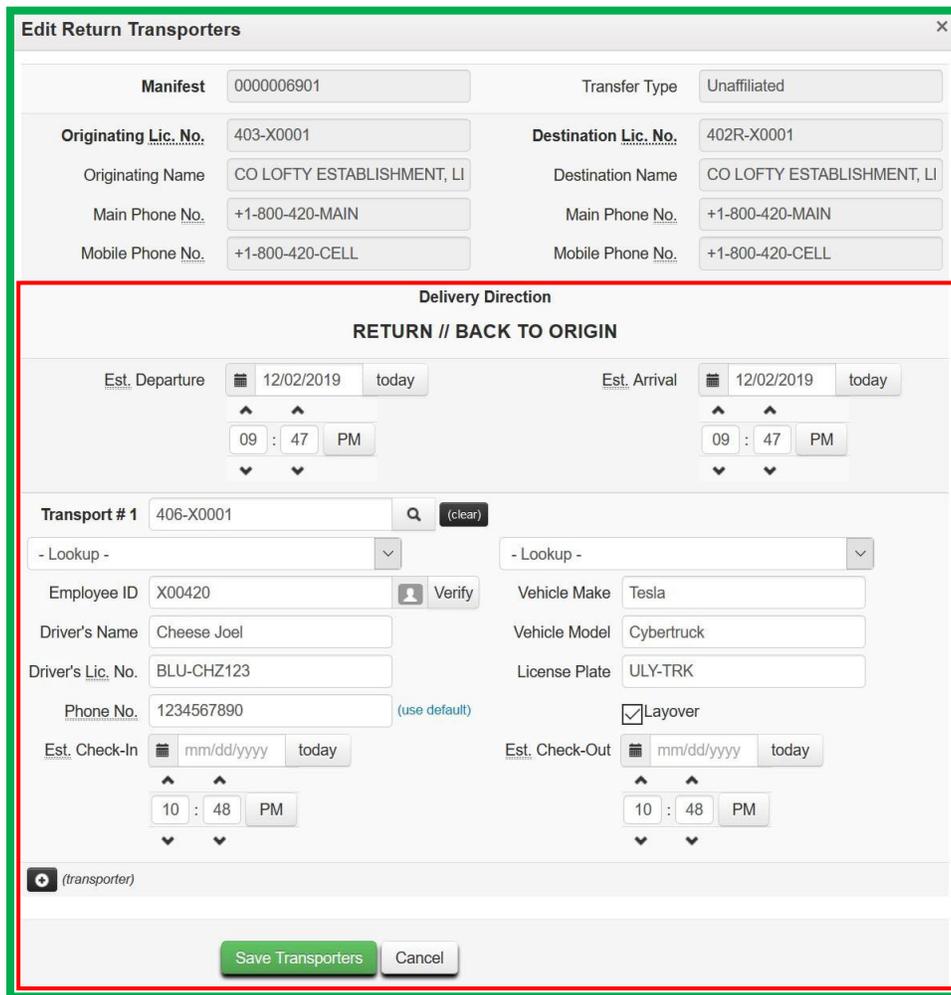


Figure 5: Updating Transporter Manifest Information on Rejected Transfers Tab

Once modified, the return transporter will have access to the manifest under the Transfers Hub.

The use cases behind each button for a rejected transfer are outlined below.

- The 'Edit' button allows for a transporter to update Estimate Departure and Arrival times as well as Driver and Vehicle information.
- The 'Accept' and 'Depart' buttons are designed to be used when a transporter accepts custody of the rejected packages and then departs from the original destination facility.
- The 'Check-In' and 'Check-Out' buttons are only applicable when a layover is selected, and that transfer will be stored at a transporter's facility for any period of time. A Check-In selection indicates the transporter has arrived at their layover facility and will select Check-Out once they are leaving the layover facility to continue the planned route.

- The 'Arrive' button indicates the transporter arrived at the originating shipping facility with the rejected packages.

New Transfers Hub Icons

Licensees with access to the Transfers Hub grid in Metrc will have a new icon and column outlined in **Figure 6**. The icon will identify the point of delivery for each transfer and the new column will indicate a direction (Outbound or Return) in which the designated transporter license is going.

View Manifest							
Manifest	Origin	Destination	Direction	Driver	Vehicle Info	Pkg's	
▶ 0000006901	403-X0001 CO LOFTY ESTABLISHMENT, LLC	402R-X0001 CO LOFTY ESTABLISHMENT, LLC	← Return	Cheese Joel	Make: Tesla Model: Cybertruck Lic. Plate: ULY-TRK	1	
▶ 0000006901	403-X0001 CO LOFTY ESTABLISHMENT, LLC	402R-X0001 CO LOFTY ESTABLISHMENT, LLC	→ Outbound	Cheese Joel	Make: Tesla Model: Cybertruck Lic. Plate: ULY-TRK	1	

Figure 6: Transfers Hub Grid

Metrc Resources

Additional resources are available in Metrc in the Support dropdown located on the navigational toolbar and can be utilized to access the Metrc Manual/User Guide, the State Supplemental Guide, and other helpful information.

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

If you have questions regarding the information included in this bulletin, please contact Metrc Support at 877-566-6506 or support@metrc.com and provide your license # and Metrc username to aid in the inquiry process.