

Bulletin Number: ME_IB_0035	Distribution Date: 08/15/2023	Effective Date: See bulletin details				
Contact Point: Metrc Support	Subject: Plant Group implementation update					
Topic: Plant Group functionality	details and important reminder	s on resources and training.				

#### Greetings,

Metrc is pleased to share technical guidance on new functionality to support the general availability of "Flexible Standardized Batch Tracking" (FSBT) for Maine's adult use cannabis cultivators, which goes into effect in September 2023.

This bulletin contains important details regarding new and updated functionality as listed below:

- I. Ordering RFID-enabled plant group tags
- II. Assigning Plant Group tags
- III. New Plant Tag column
- IV. Updated Destroy Plants functionality
- V. New Merge Plant Groups functionality
- VI. New Split Plant Groups functionality
- VII. Updated functionality for Creating Packages from Plant Groups
- VIII. Harvesting Plant Groups
- IX. Updated functionality for Unpacking Plant Packages
- X. Metrc training



# **Ordering RFID-enabled plant group tags**

The process for ordering tags for plant tracking will remain the same for all Maine adult-use licensed cultivators who use Metrc. However, new tag order options will be made available beginning the evening of August 21, 2023. - **See Figure 1** 

Order Details					- 6	Additional dropdowns
	OR MISHMASH IMMERSION, LLC 020-X0003	Cannabis Plant 1 QTY	Count ×	(\$0.4500 ea.   5,000 max.   1 batch size)	\$0.0000	available to select the
Physical Address	9079 SE McLoughlin Blvd. Portland, OR 97222-7355	Cannabis Plant 5 QTY	Count ×	(\$2.2500 ea.   5,000 max.   5 batch size)	\$0.0000	appropriate tag type and quantity for order
		Cannabis Plant 10 QTY	Count	(\$4.5000 ea.   5,000 max.   10 batch size)	\$0.0000	Max of 5,000 tags
		Cannabis Plant 25 QTY	Count *	(\$11.2500 ea.   5,000 max.   25 batch size)	\$0.0000	remains as is today.
		Cannabis Plant 50 QTY	Count	(\$22.5000 ea.   5,000 max.   50 batch size)	\$0.0000	
		Cannabis Package	Count ×	(\$0.4500 ea.   5,000 max. )	\$0.0000	
		Subtotal			\$0.00	
Ph Co Ship A Addre	t Name Jane Doe Jane Doe +1-800-420-0246 Facility ✔ facility ✔ ddress * Ss Cont. City ate + Zip 			Shipping/Handling Taxes Total Amount	I	Input accurate shipping details to populate S&H and Total Amount due.
Credit card Credit card					1	Select the preferred payment method and relevant information before clicking on the

Figure 1: Placing an order – New options

For all tag order options, the cost per tag, regardless of tag type, remains equal and is based on total number of tracked plants.

- Cannabis Plant 1 QTY will have a 1-plant maximum: \$0.45 per tag
- Cannabis Plant 5 QTY will have a 5-plant maximum: \$2.25 per tag (or \$0.45 x 5)
- Cannabis Plant 10 QTY will have a 10-plant maximum: \$4.50 per tag (or \$0.45 x 10)
- Cannabis Plant 25 QTY will have a 25-plant maximum: \$11.25 per tag (or \$0.45 x 25)
- Cannabis Plant 50 QTY will have a 50-plant maximum: \$22.50 per tag (or \$0.45 x 50)



While all Metrc RFID-enabled plant tags arrive compliance-ready, an important difference to note is tag color.

- When tracking plants individually, plant tags remain blue in color.
- When tracking plants in groups, plant tags will be orange in color, and include the clearly printed plant group count for identification purposes see Figure 2.

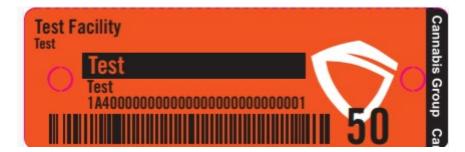


Figure 2: Plant Group tracking - new tag color

**Did you know?** All Metrc plant tags are enabled with proprietary RFID technology to help automate compliance and streamline operations. To learn more about RFID and third-party integrator solutions in Maine, please visit the <u>Metrc website</u> and <u>Maine Partner Page</u>.



# **Assigning Plant Group tags**

To change an immature plant batch growth phase, select the Plants option in the navigational toolbar, then select the Immature tab to populate the Immature Plants grid. Locate and click on the relevant Immature Plant Batch, then select the "Change Growth Phase" button – **see Figure 3.** 

C	reate Packages	Split Planti	ngs	Rename	Cha	nge Growt	h Phase	Destr	by Plants	Rec	ord Additives	Record Waste						A-	₹-	][≡•]	÷
	Plant Batch	;	Strain	: Ту	be :	Hold	Plants		Tracked	: 1	Packaged	Harvested	Destroyed	;	Source Package	Source Plant	: :	Source Plant Batch	4	Batch Date	
٠	Blue Dream Clones 6	6/26/2023	Blue Dre	am Clo	ne	No	10		0	0		0	0		1A4FF00000000600000042					06/26/2023	

Figure 3: Change Immature Plants Growth Phase

This action will open the "Change Immature Plants Growth Phase" action window. The Plant Batch, Tag Type, Plants Count, Starting Tag Number, New Phase, New Location, and Change Date should be entered or selected. The system will then auto-populate the remaining number of tags in sequence in relation to the group tag type selected.

For the first example below, the growth phase is changed to 100 plants and the Cannabis Plant 50 QTY Tag Type (50 max) is selected. The system will auto-populate 2 sequential tags – **see Figure 4.** 

С	hange Immat	ture Plants Growth Phase				×
F	Plant Batch	1 # 1				(clear)
	Plant Batch	Blue Dream 8/10/23	Q	New Phase	- Select -	~
	Tag Type	Cannabis Plant 50 QTY	~	New Location	- Select -	~
	Plants Count	100 Tags 2		(optional)		
	Starting Tag	1A4FF020000001000002721	Q	Change Date	mm/dd/yyyy	today
	Ending Tag (tags optional)	1A4FF020000001000002722	)			
	+ 1					
		Change Phase Ca	ncel			

Figure 4: Change Immature Plants Growth Phase Action Window



For the second example below, the growth phase is changed to 18 plants and the Cannabis Plant 10 QTY Tag Type (10 max) is selected. The system will auto-populate 2 sequential tags due to the combined max tag count available being 20 -**see Figure 5**.

С	hange Immat	ture Plants Growth Phase				×
P	lant Batch	1 # 1				(clear)
	Plant Batch	Blue Dream 8/10/23	Q	New Phase	- Select -	~
	Tag Type	Cannabis Plant 10 QTY	*	New Location	- Select -	*
	Plants Count	18 Tags 2		(optional)		
	Starting Tag	1A4FF0200000001000002749	Q	Change Date	mm/dd/yyyy	🗂 today
	Ending Tag (tags optional)	1A4FF020000001000002750				
	+ 1					
		Change Phase Ca	ance			

Figure 5: Change Immature Plants Growth Phase Action Window

When assigning a Tag Type, a list of prepopulated tag types will appear in the tag type dropdown – **see Figure 6**.

Change Immat	ture Plants Growth Phase				×
Plant Batch	# 1				(clear)
Plant Batch Tag Type Plants Count Starting Tag (tags optional)	Blue Dream 8/10/23 Cannabis Plant 25 QTY - Select - Cannabis Plant Cannabis Plant 1 QTY Cannabis Plant 5 QTY Cannabis Plant 25 QTY Cannabis Plant 25 QTY Cannabis Plant 50 QTY Cannabis Plant 50 QTY	<b>Q</b>	New Phase New Location <i>(optional)</i> Change Date	- Select -	today

Figure 6: Tag Type Dropdown List



With the proper Tag Type selected, the Starting Tag should be entered next by clicking on the magnifying glass button (**see Figure 7**) which will populate an updated dialogue window.

Change Immat	ture Plan	ts Growth P	hase					×
Plant Batch	n # 1							(clear)
Plant Batch	Blue Drea	m 7/21/23		٩	New Phase	Ve	getative	*
Tag Type	Cannabis	Plant 10 QTY		~	New Location	- S	elect -	~
Plants Count	50	Tags	5		Change Date	Ħ	mm/dd/yyyy	today
Starting Tag	1A4FF02	000000160000	00118	۹				
Ending Tag (tags optional)	1A4FF02	000000160000	00122					
+ 1								
			_					
		Change Pha	se C	ancel				

Figure 7: Starting Tag Magnifying Glass

The number of tags will automatically calculate the number of tags needed and assign the Ending Tag. The selected tag type and the max tag size columns will appear – **see Figure 8**.

<b>⊘metrc</b>	6
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1         1A4FF020000016000000118         Cannabis Plant 10 QTY         Received         10         07/2           1         1A4FF020000016000000119         Cannabis Plant 10 QTY         Received         10         07/2	<b>■ +</b> nmissioned										
1         1A4FF0200000018000000118         Cannabis Plant 10 QTY         Received         10         07/2           1         1A4FF020000018000000119         Cannabis Plant 10 QTY         Received         10         07/2											
1 1A4FF0200000018000000119 Cannabis Plant 10 QTY Received 10 07/2-											
	07/24/2023 04:00 pm										
1 1A4FE0200000018000000120 Cannabis Plant 10 OTY Received 10 07/2	4/2023 04:00 pm										
	4/2023 04:00 pm										
1 1A4FF0200000018000000121 Cannabis Plant 10 QTY Received 10 07/2-	4/2023 04:00 pm										
1 1A4FF020000018000000122 Cannabis Plant 10 QTY Received 10 07/2-	4/2023 04:00 pm										
Items already selected in the work dialog will not be available in the list below											
Tag I Tag Type I Status I Tag Max (Plant) I Comm	issioned										
1A4FF0200000018000000123 Cannabis Plant 10 QTY Received 10 07/24/2	023 04:00 pm										
1A4FF020000018000000124 Cannabis Plant 10 QTY Received 10 07/24/2	023 04:00 pm										
1A4FF020000018000000125 Cannabis Plant 10 QTY Received 10 07/24/2	023 04:00 pm										
Image 1     of 1     →     Image 1     Image 1     Image 1     Vie	wing 1 - 3 (3 total)										

Figure 8: Tag Type Dialogue Window



# **New Plant Count Column**

Tags can be assigned to plant groups or individual plants, and the columns listed in the immature plant phase will remain unchanged. The Plant Count column in the Vegetative and Flowering phase tabs will be visible – see **Figure 9**.

Replace Tags Split Plant Group Change Stra	ns Change Location Change Growth Phase	Changes by Location	Merge Destroy Reco	rd Additives Record Waste	Create Plantings Create	Packages Manicure			A-   T-   =-
Tag †	E Plant Count 1	I Strain	E Location	I Hold I	Plant Balch	Pant Datch Type	Plant Datch Usle	: Phase Date	I Harvesled
<ul> <li>1A4PF02000001600000018</li> </ul>	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Cione	07/31/2023	08/02/2023	0 times
<ul> <li>1A4FF02000001800000019</li> </ul>	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
<ul> <li>1A4FF020000016000000120</li> </ul>	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Cione	07/31/2023	08/02/2023	0 times
<ul> <li>1A4FF020000018000000121</li> </ul>	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	06/02/2023	0 times
<ul> <li>1A4FF0200000016000000122</li> </ul>	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times

Figure 9: Plant Count Column

Important note: The Plant Count column indicates a plant group's active remaining plant count.



# Updated Destroy Plants Functionality

Additional information will be captured when destroying plants in the Vegetative and Flowering phases when selecting the "Destroy" button – **see Figure 10**.

**Note:** The appropriate permissions must be granted by an Administrator for a user to take this action.

Replace Tags Split Plant Group Change	Strains Change Location Change Growth Phase	Changes by Location	Merge Destroy F	Record Additives Record Waste	Create Plantings Create	Packages Manicure			
Tag †	E Plant Count 1	: Strain	E Location	Hold	Plant Datch	E Plant Datch Type	Plant Batch Date	E Phase Date	E Harvested
<ul> <li>1A4FF02000001600000118</li> </ul>	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
<ul> <li>1A4FF020000016000000119</li> </ul>	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/01/2023	08/02/2023	0 times
<ul> <li>1A4FF02000001600000120</li> </ul>	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
<ul> <li>1A4FF02000001800000121</li> </ul>	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
<ul> <li>1A4FF0200000016000000122</li> </ul>	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Cione	07/31/2023	08/02/2023	0 times

#### Figure 10: Destroy Plants Action Tab

When the "Destroy" button is selected, this action will populate the 'Destroy Vegetative Plants' or "Destroy Flowering Plants" action window, depending on the phase. The number of plants being destroyed from the plant group should be manually entered in the "Count" text box. The Destroy Date, a Reason for destroying the plants, and a Note should be entered before selecting the "Destroy Plants" button at the bottom of the window – **see Figure 11**.

Destroy Vegetative Plant Groups			×
Plant Group # 1			(clear)
Group 1A4FF020000016000000118 Q Count 2	Destroy Date Reason Note	mm/dd/yyyy	today
Destroy Plants Cancel			

#### Figure 11: Destroy Vegetative Plant Groups Action Window



After plants have been destroyed, the plant count column will decrease in quantity to represent the number of remaining plants – **see Figure 12**.

Replace Tag	s Split Plant Group	Change Strains	Ch	ange Location	Change Growth Phase	Ch	anges by Location	Merg	e Destroy	Record Addit	ives	Record Wa
Tag †			:	Plant Count 1		÷	Strain	:	Location	:	Hold	
1A4FF020	0000016000000118		1	8			Blue Dream		Veg Location A		No	
▶ 1A4FF020	0000016000000119		. *	10		-	Blue Dream		Veg Location A		No	
<ul> <li>1A4FF020</li> </ul>	0000016000000120			10			Blue Dream		Veg Location A		No	
▶ 1A4FF020	0000016000000121			10			Blue Dream		Veg Location A		No	
1A4FF020	0000016000000122			10			Blue Dream		Veg Location A		No	

Figure 12: Plant Count Column Updated for Destroyed Plants



# **New Merge Plant Groups Functionality**

A new merge button within the Vegetative and Flowering phases is now available. To access, navigate to the intended phase and select the "Merge" action button – **see Figure 12.** 

				1.000							_						
F	Replace Tags	Split Plant Group	Change Strains	Ch	ange Location	Change Growth	Phase	Cł	hanges by Location	Mer	ge	Destroy	Record Addit	tives	Record Waste	Create Plantings	Create Packag
	Tag †			1	Plant Count 1			:	Strain	1	Loc	ation	-	Hold	1	Plant Batch	
٠	1A4FF020000	0016000000118			8				Blue Dream		Veg	Location A		No		Blue Dream 7/21/23	
	1A4FF020000	0016000000119			10				Blue Dream		Veg	Location A		No		Blue Dream 7/21/23	
٠	1A4FF020000	0016000000120			10				Blue Dream		Veg	Location A		No		Blue Dream 7/21/23	
٠	1A4FF020000	0016000000121			10				Blue Dream		Veg	Location A		No		Blue Dream 7/21/23	
	1A4FF020000	0016000000122			10				Blue Dream		Veg	Location A		No		Blue Dream 7/21/23	

Figure 13: Merge Plant Groups Action Button

The "Merge Plant Groups" action window will appear and prompt recording of the Target Plant Group, Source Plant Group, Merge Date, and Plants Count. With information entered, a Remaining Plant Balance notification will appear under "Plants Count" indicating the max count allotted for the Target Plant Group. To complete the action, select the "Perform Changes" button at the bottom of the window – **see Figure 14**.

Note: Plant groups must be in the same phase to be merged.

Merge Plant G	roups ×
Plant Group	0 # 1 (clear)
Target Plant Group	ABCDEF012345670000022658 Q Source Plant Type part of Group number Q Group
Merge Date	Image: Weight of the second
+ 1	
	Perform Changes Cance

Figure 14: Merge Plant Groups Action Window



# **New Split Plant Group Functionality**

A new Split Plant Group button is available within the Vegetative and Flowering phase tabs. To access, navigate to the intended phase and select the "Split Plant Group" action button – **see Figure 14.** 

	Replace Tags Split Plant Group Change Strains	Ch	ange Location	Change Growth Phase	C	hanges by Location	Mer	ge Destroy	Record Addit	ives Record Waste	Create Plantings	Create Package
	Tag †	:	Plant Count 1		1	Strain	1	Location		Hold :	Plant Batch	
	1A4FF020000016000000118		8			Blue Dream		Veg Location A		No	Blue Dream 7/21/23	
	A4FF020000016000000119		10			Blue Dream		Veg Location A		No	Blue Dream 7/21/23	
•	A4FF020000016000000120		10			Blue Dream		Veg Location A		No	Blue Dream 7/21/23	
	A4FF02000001600000121		10			Blue Dream		Veg Location A		No	Blue Dream 7/21/23	
	A4FF0200000018000000122		10			Blue Dream		Veg Location A		No	Blue Dream 7/21/23	

Figure 15: Split Plant Group Action Button

Once the "Split Plant Group" button is selected, the "Split Plant Groups" action window will open and prompt the Plant Group being split, New Tag, Plant Count, Strain for the new plant group, and Split Date to be entered. To complete the action, select the "Perform Changes" button – **see Figure 15**.

S	plit Plant Gro	oups				×
F	Plant Group	) # 1				(clear)
	Plant Group	1A4FF0200000016000000118	۹	Strain	Type part of the Strain name	Q
	New Tag	Type part of the Tag number	۹	Split Date	🗰 mm/dd/yyyy	today
	Plant Count					
ľ	+ 1					
		Perform Changes	Cancel			

Figure 16: Split Plant Group Action Window



# **Updated functionality: Creating Packages from Plant Groups**

To create packages from plant groups, navigate to the Vegetative plant phase, highlight the plant group row, and then select the "Create Packages" buttons – **see Figure 16**.

Re	eplace Tags Split Plant Group Change Strain	s Cl	ange Location	Change Growth Phase	Cł	hanges by Location	Merg	Destroy	Record Additives	Record Waste	Create Plantings	Create Packages	Manicure	
	Tag †	1	Plant Count 1	i	÷	Strain	E	Location	: Ho	d :	Plant Batch	:	Plant Batch Type	
٠	1A4FF0200000016000000118		3			Blue Dream		Veg Location A	No		Blue Dream 7/21/23	1	Clone	
٠	1A4FF0200000016000000118		10			Blue Dream		Veg Location A	No		Blue Dream 7/21/23		Clone	
•	1A4FF0200000018000000120		10			Blue Dream		Veg Location A	No		Blue Dream 7/21/23	3	Clone	
٠	1A4FF0200000018000000122		10			Blue Dream		Veg Location A	No		Blue Dream 7/21/23	3	Clone	

Figure 17: Selecting Create Vegetative Plants Packages from Plant Groups

Selecting the 'Create Packages' button will open the "Create Vegetative Plants Packages" action window and prompt the new package tag ("New Tag"), Item, Package Date, Note, and the Plant Group Tag to be entered. With all fields completed, select the "Create Packages" button at the bottom of the window – **see Figure 18**.

Note: The package of plants will now be visible in the Active Packages screen.

Create Vegeta	tive Plants Packages	×
New Packa	ge # 1	(clear)
New Tag	1A4FF020000016000000162         Q         Plant Group #         1A4FF0200000016000000119	۹ 💿
Item	Type part of the Item name Q (contents)	_
Package Date	🗰 mm/dd/yyyy 🗅 today	
Note		
+ 1		
	Create Packages Cancel	

Figure 18: Create Vegetative Plants Package Action Window



# **Harvesting Plant Groups**

To harvest plant groups, navigate to the Flowering phase tab in the Plants area, highlight the plant group(s) being harvested, and then select the "Harvest" button – **see Figure 19**.

Replac	e Tags	Change Strains	Change Location	Change G	irowth Phase	Changes b	y Location	Merge	Split Plant Group	Destroy	Record Additives	Record Waste	Create Plantings	Create Immature Plant Pa	kages Manicure	Harve
Tag				Plant Co	ount	1	Strain		Location		: Hold	: Plant Ba	itch	1 0	lant Batch Type	
<ul> <li>1A4</li> </ul>	FF0200000	1600000005		10			Blue Dream		Flowering Location	1	No	ABCDEFC	012345670000022630	0	lone	
<ul> <li>1A4</li> </ul>	FF0200000	1600000121		10			Blue Dream		Flower Location A		No	Blue Drea	m 7/21/23	(	lone	

#### Figure 19: Harvest Flowering Plants Action Button

The "Harvest Flowering Plants" action window will appear. Using the template, enter the Harvest Name, Unit of Measure, Drying Location, and Harvest Date. Then select the green checkmark box to populate the entered information in the template for each plant being harvested. The Weight entry is used to enter the total wet weight for each plant group. With all fields completed, select the "Harvest Plants" button at the bottom of the window – **see Figure 20**.

Template			Unit of Measure	- 5	Select - 🗸 🗸	1	
Harvest Name (optional)	/		Drying Location	Тур	be part of the Locatio	n name.	۹
(opnonar)			Harvest Date	Ħ	mm/dd/yyyy	٥	today
Plant Group	) # 1						
Plant Group	1A4FF02000001600000005	٩	Weight	0	- Selec	t -	~
Harvest Name			Drying Location	Тур	e part of the Locatio	n name.	۹
(optional)			Harvest Date	=	mm/dd/yyyy		today
Plant Group	0 # 2	٩	Weight	0	- Selec	t -	~
Harvest Name (optional)			Drying Location	Тур	be part of the Locatio	n name.	۹
(ohnougi)			Harvest Date	=	mm/dd/yyyy		today

#### Figure 20: Harvest Flowering Plant Groups

**Note:** To view newly harvested plant group(s), navigate to the 'Harvested' area of the plants screen. Each plant group will be calculated into the total Wet Weight of the Harvest.



# **Updated functionality: Unpacking Plant Packages**

To unpack plant packages, navigate to the Active Packages grid and highlight the "Unpack Plants" button – **see Figure 21**.

N	ew Packages Submit for Testing Remediate Cr	eate Plantings Unpack Plants	New Transfer Chan	nge Items Adjust Ch	ange Notes Finish			
_	Tag	Src. H's	Src. Pkg's	Src. Pi's	Item :	Category :	Item Strain	Quantity
	Q Ø 1A4FF0200000016000000161				Immature Plants	Immature Plants	API Strain	25 ea
٠	Q # 1A4FF02000001600000157	Harvest of 10 plants			Shake/Trim	Shake/Trim		25.1 g
	Q 💋 1A4FF02000001600000160				Immature Plants	Immature Plants	API Strain	10 ea

Figure 21: Selecting Unpack Plants

Taking this action will populate the "Unpack Plants from Packages" action window and prompt the Package Tag ID, Plants Type, Tag Type, Plants Count, Starting Tag, Strain, Location, Planting Date, Vegetative Date, and the Unpackage Date be entered. With all fields completed, select the "Unpack Plants" button – **see Figure 22**.

Note: To view unpacked plant packages, navigate to the "Vegetative" plants grid.

Unpack Plant	s from Packages						×
Unpack # 1							(clear)
Package	1A4FF02000001600000020	٩	Strain	-	ie Dream		٩
Plants Type	Clone	~	Location	Flo	wer Location A		Q
Tag Type	Cannabis Plant 25 QTY	~	Planting Date	#	mm/dd/yyyy		today
Plants Count	25		Vegetative Date	₩	mm/dd/yyyy	۵	today
Starting Tag	1A4FF02000001600000126	Q	Unpackage	Ħ	mm/dd/yyyy	۵	today
Ending Tag (tags optional)	1A4FF02000001600000126		Date				
+ 1							
	Unpack Plants Ca	ance					

Figure 22: Unpack Plants from Packages Window



# Metrc Learn Training

Metrc Learn is designed to offer educational opportunities to enhance users' skills with the Metrc system and provides various training options based on experience level. In addition, the learning system is organized into role-specific programs made up of various courses.

**Important note:** To access Metrc training, <u>Metrc Learn registration</u> is required. See below instructions on how to register for a Metrc Learn account for more information.

Metrc will offer the following educational resources through Metrc Learn to support industry preparedness in advance of new functionality going live in September.

# **On-demand training**

Starting on August 15<sup>th</sup>, on-demand virtual training modules will be available with new and updated content on the following topics and located in the "Learning Library" section of Metrc Learn.

- ME New Business Training
- Metrc Plant Group Tagging Training
- ME Advanced Cultivator Training

To access on-demand training, take the following steps:

- 1. Navigate to Metrc Learn and enter login credentials.
- 2. Select "Learning Library" from the navigation bar.
- 3. Enroll in the preferred training module(s) Metrc Plant Group Tagging, ME Advanced Cultivator, or ME New Business Training **see Figure 23.**



MY LEARNING LEARNING LIBRARY TR	AINING CALENDAR			
Q SEARCH			F↓ Sort by ∨ ▼ Filter by ∨	🗣 Tags
ALL OTHERS (13)				
Moto Plant Crown		ME Sample Callecter	ME Advanced Cultivator	
Metrc Plant Group Tagging Training	How to Pay Industry Support Fees Training	ME Sample Collector Training	Training	
	•			
COURSE / 1 MIN	COURSE / 5 MINS	COURSE / 27 MINS	COURSE / 80 MINS	
	DETAILS ENROLL			
ME New Business Training	(Learning Library)	Manicuring Plants in Metrc (Learning Library)	Making a Manual Sales Entry (Learning Library)	

Figure 23: Access on-demand training in the Learning Library

# Live training

In addition, two (2) live one-hour webinar training sessions will be hosted on the following dates and registration can be accessed in the "Training Calendar" section of Metrc Learn.

- August 22, 2023, at 4 p.m. EST
- August 24, 2023, at 2 p.m. EST

To register for a live training session:

- Navigate to Metrc Learn and enter login credentials.
- Select "Training Calendar" from the navigation bar.
- Select "Register Now" for the preferred ME live training see Figures 24 and 25



<b>S</b> metrc learn					
MY LEARNING LIBRARY TR	AINING CALENDAR				
Q SEARCH			F↓ Sort by ∨ ▼ Filter by ∨ ♥ Tags		
ALL OTHERS (13)					
Metrc Plant Group Tagging Training	How to Pay Industry Support Fees Training	ME Sample Collector Training	ME Advanced Cultivator Training		
COURSE / 1 MIN	COURSE / 5 MINS	COURSE / 27 MINS	COURSE / 80 MINS		

Figure 24: Access live training sessions in the Training Calendar

# **Smetrc**

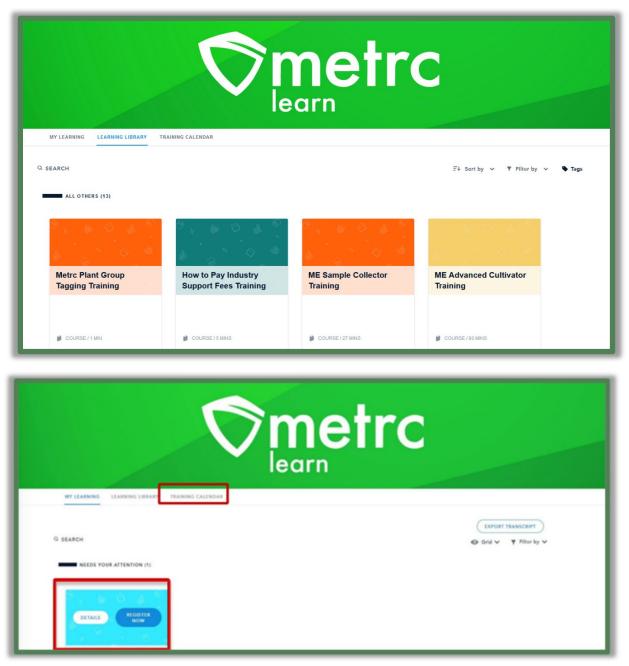


Figure 25: Select the session and click the "Register Now" button

### Need to register for Metrc Learn?

To register for Metrc Learn, please take the following steps:



- Navigate to the Metrc Learn Registration page see Figure 26
- Enter the required information and click on the 'Create Account' button.
  - Note: Please allow up to 48 hours (Monday Friday) for registration approval to be granted.
- Upon approval of active Metrc Learn status, an email invitation will be sent to the email provided to set a password.
  - Note: If working in multiple licenses, enter all licenses on the lines provided, and then select the license type that reflects the area of the role requesting access to Metrc training.

	<b>S</b> metrc	
100	learn	
	Registration	
	NEW USER * First Name	
	* Last Name	
	* Email	
	What State is your facility licensed in?	

Figure 26: Metrc Learn Registration page

### **Additional Resources and Metrc Support**

Additional resources, such as educational guides, are readily available in the Metrc system. Simply click on the "Support" dropdown in the top-right navigation pane and select the appropriate resource – **see Figure 27** 



Metrc Support can also be reached via phone, email, or live chat through the Metrc system or by referencing the information below.



Figure 27: Metrc system – Access Additional Resources and/or Metrc Support

Thank you for your continued partnership. Please contact Metrc Support with any questions.