

<b>Bulletin Number:</b> CO_IB_10.5.23_Quick Scan	<b>Distribution Date:</b> 10/03/2023	<b>Effective Date:</b> 10/05/2023
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> New functionality available in Metrc	
<b>Topic:</b> Quick Scan for Barcode Readers		

Greetings Metrc® users,

Metrc is pleased to provide information on the latest optional system enhancement that will be available on 10/05/2023, including:

- Quick Entry for Barcode Scanning Package IDs

Please read on for more information regarding this new functionality.

### **Quick Entry**

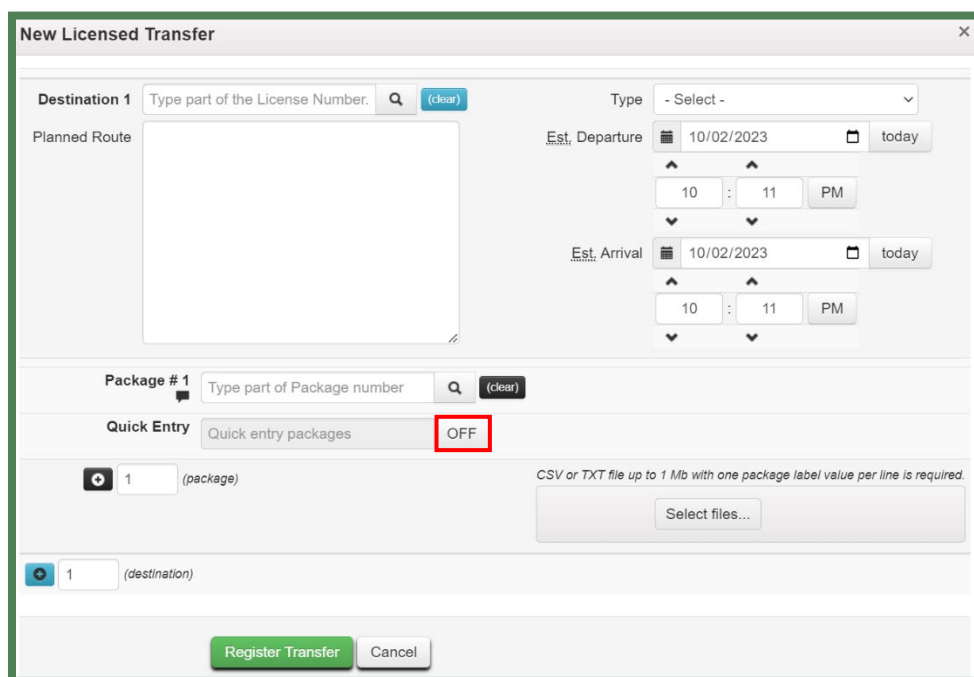
Starting on October 5<sup>th</sup>, 2023, a new feature will be added to the Transfer and Package action windows. This feature is called "Quick Entry" and is optional for licensees to use. The feature was designed to enable licensees who use barcode scanners directly within the Metrc application to quickly and efficiently add packages to a transfer manifest or use them as source packages for new packages.

Prior to the implementation of the Quick Entry function, licensed users had to manually select the next package tag entry after scanning each package while creating a manifest. With the new Quick Entry button, users will now be able to scan all packages seamlessly without any added clicks within the system.

Additionally, Metrc has updated the CSV package upload feature for New Transfers to display the package IDs within the order they are uploaded.

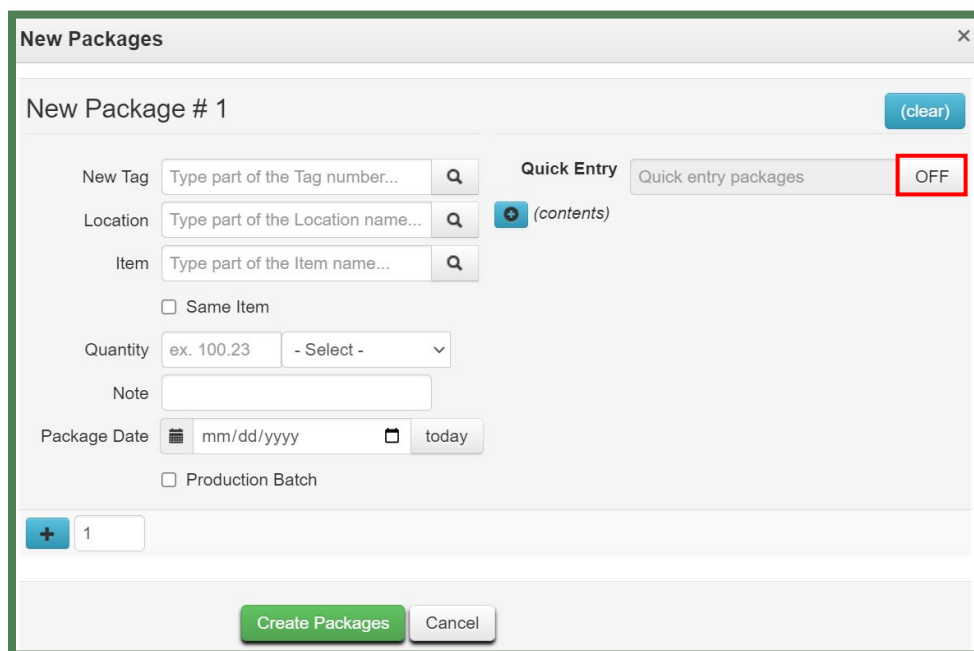
## Quick Entry: Off

The 'Quick Entry' option will automatically be turned off when the New Licensed Transfer or New Packages action window populates. When selecting the 'Off' button, it will disable the feature and users can input package information as they currently do today as shown below, in **Figures 1 and 2**.



The screenshot shows the 'New Licensed Transfer' window. The 'Quick Entry' button is highlighted with a red box and labeled 'OFF'. The window includes fields for Destination 1, Type, Est. Departure, Est. Arrival, Package # 1, and a 'Quick entry packages' button. At the bottom, there are 'Register Transfer' and 'Cancel' buttons.

**Figure 1: Transfers Quick Entry Off**



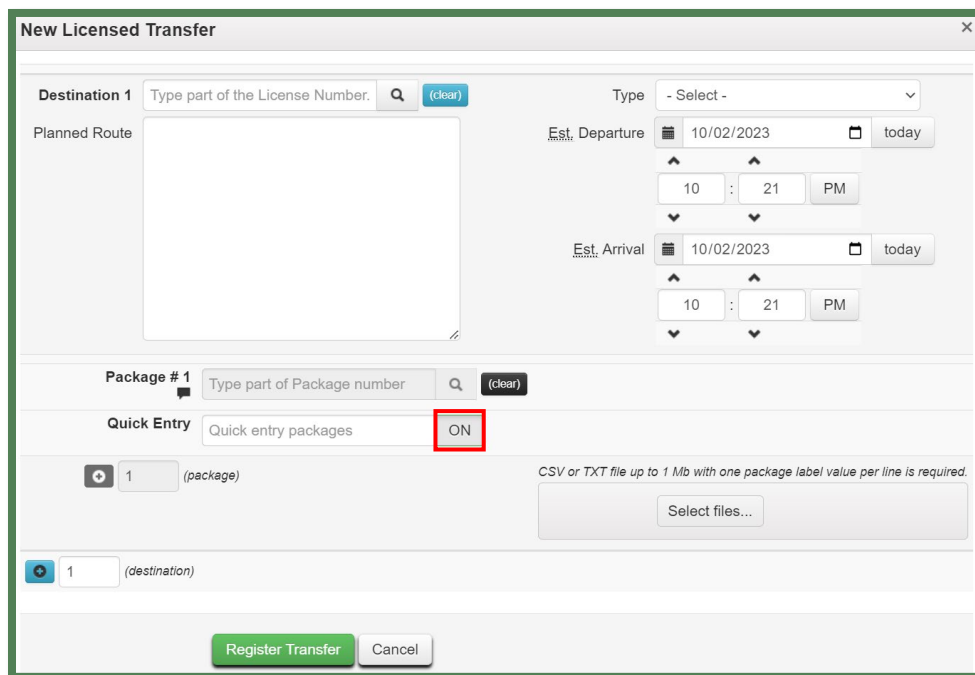
The screenshot shows the 'New Packages' window. The 'Quick Entry' button is highlighted with a red box and labeled 'OFF'. The window includes fields for New Tag, Location, Item, Quantity, Note, Package Date, and a 'Quick entry packages' button. At the bottom, there are 'Create Packages' and 'Cancel' buttons.

**Figure 2: Packages Quick Entry Off**

## Quick Entry: ON

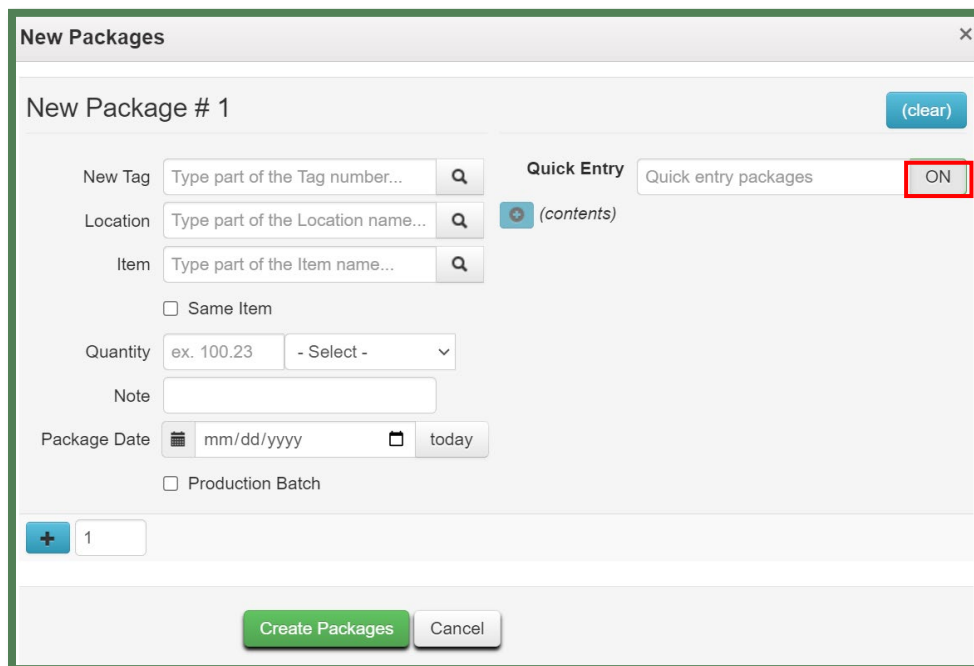
When the 'Quick Entry' feature has been enabled, licensed users will have the ability to use their scanner directly within the Metrc application to quickly add inventory to their transfer manifest or scan to identify a package as the source when creating a new package, as shown below in **Figures 3 and 4**.

While in use, the Quick Entry feature will display a “Pending” status for all tags that have been scanned but not finished being uploaded to the Transfer or Package creation window as seen in **Figure 5**.



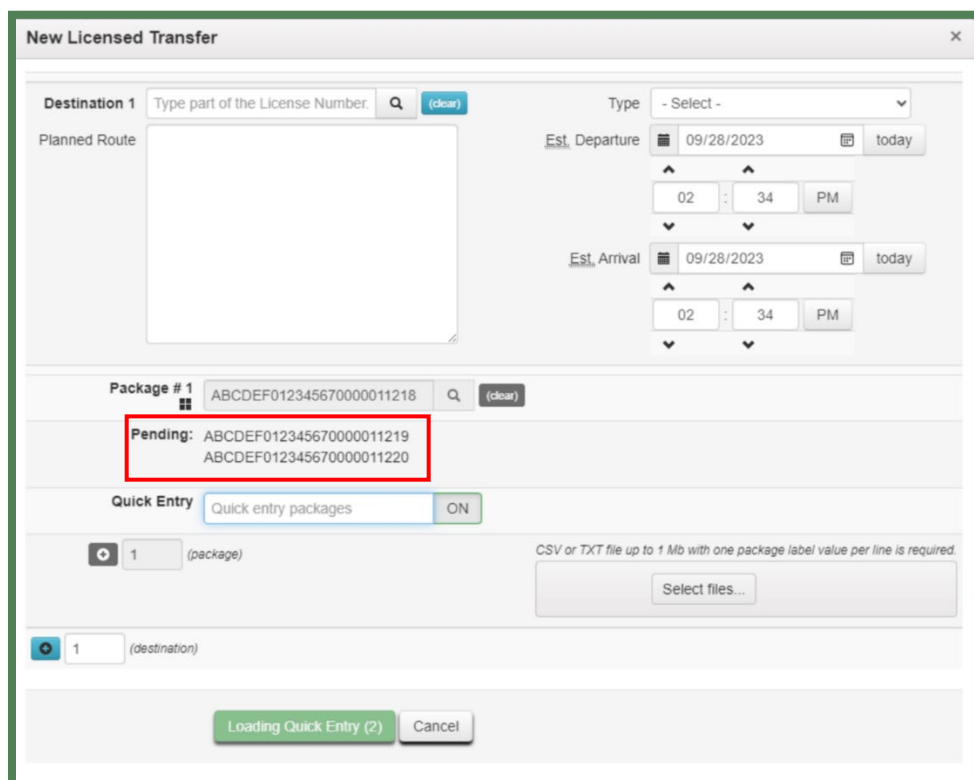
The screenshot shows the 'New Licensed Transfer' window. It includes a 'Destination 1' field with a search icon and a 'clear' button. Below it is a 'Planned Route' area. To the right, there's a 'Type' dropdown set to '- Select -'. Below that are 'Est. Departure' and 'Est. Arrival' date and time pickers, both set to 10/02/2023 at 10:21 PM. Below these is a 'Package # 1' field with a search icon and a 'clear' button. The 'Quick Entry' dropdown is set to 'ON' and is highlighted with a red box. Below this is a 'Select files...' button. At the bottom, there are 'Register Transfer' and 'Cancel' buttons.

**Figure 3: Transfers Quick Entry On**



The 'New Packages' window is shown with the 'Quick Entry' dropdown menu set to 'ON'. The window includes fields for 'New Tag', 'Location', 'Item', 'Quantity', 'Note', 'Package Date', and a 'Production Batch' checkbox. A '(clear)' button is located next to the 'New Package # 1' header. The 'Quick Entry' dropdown is highlighted with a red box.

Figure 4: Packages Quick Entry On



The 'New Licensed Transfer' window is shown with the 'Quick Entry' dropdown menu set to 'ON'. The window includes fields for 'Destination 1', 'Planned Route', 'Type', 'Est. Departure', 'Est. Arrival', 'Package # 1', and a 'Pending' section. The 'Pending' section is highlighted with a red box and contains the following text: 'Pending: ABCDEF012345670000011219 ABCDEF012345670000011220'. The 'Quick Entry' dropdown is highlighted with a red box.

Figure 5: Pending Packages Quick Entry