Metrc Support Bulletin



Bulletin Number:	Distribution Date:	Effective Date:
MI_IB_73:	10//2023	10/03/2023
Quick Scan Functionality		
Contact Point: Metrc Support	Subject: New functionality available in Metrc	
Topic: Quick Scan for Barcode	Readers	

Greetings,

Metrc is pleased to provide information on the latest optional system enhancement that will be available on 10/03/2023, including:

• Quick Entry for Barcode Scanning Package IDs

Please read on for more information regarding this new functionality.



Quick Entry

Starting on October 3rd, 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.

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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**.

Destination 1	Type part of the License Number. Q (clear)	Туре	- Select -	~
Planned Route		<u>Est.</u> Departure	iii 10/02/2023 iii	today
			^ ^	
			10 : 11 PM	
			* *	
		Est. Arrival	i 10/02/2023	today
			^	
			10 : 11 PM	
	A		• •	
Pack	age #1 Type part of Package number Q (de	ear)		
Quic	Quick entry packages OFF			
0 1 (package)		CSV or TXT file up to	o 1 Mb with one package label value pe	er line is req
			Select files	
O 1 (de	stination)			

Figure 1: Transfers Quick Entry Off

New Packages	5	×
New Packa	ge # 1	(clear)
New Tag	Type part of the Tag number Q Quick	k Entry Quick entry packages OFF
Location	Type part of the Location name Q (cor	ntents)
Item	Type part of the Item name Q	
	□ Same Item	
Quantity	ex. 100.23 - Select - V	
Note		
Package Date	mm/dd/yyyy	
	Production Batch	
+ 1		
	Create Packages Cancel	

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**.

New Licensed	Transfer		×
Destination 1	Type part of the License Number. Q (clear)	Туре	- Select -
Planned Route		<u>Est.</u> Departure	🖬 10/02/2023 🗂 today
			▲ ▲ 10 : 21 PM
			₩ ₩
		<u>Est.</u> Arrival	🗰 10/02/2023 🗂 today
			^
			10 : 21 PM
	age #1 Type part of Package number Q (details) k Entry Quick entry packages ON	ar)	
0 1	(package)	CSV or TXT file up to	o 1 Mb with one package label value per line is required.
			Select files
0 1 (de	stination)		
	Register Transfer Cancel		

Figure 3: Transfers Quick Entry On

New Packages	25	×
New Packa	age # 1	ear)
New Tag	Type part of the Tag number Q Quick Entry Quick entry packages	ON
Location	Type part of the Location name Q (contents)	
Item	Type part of the Item name Q	
	Same Item	
Quantity	ex. 100.23 - Select -	
Note		
Package Date	mm/dd/yyyy 🗂 today	
	Production Batch	
+ 1		
	Create Packages Cancel	

Figure 4: Packages Quick Entry On

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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**.

Destination 1	Type part of the License Number.	Q (clear)	Туре	- Select -	~
Planned Route			Est, Departure	■ 09/28/2023 ■	today
				^ ^	
				02 : 34 PM	
				• •	
			Est, Arrival	■ 09/28/2023	today
				^	
				02 : 34 PM	
				• •	
Pack	age # 1 ABCDEF0123456700000)11218 Q, (dear)	1		
P	ending: ABCDEF01234567000001				
L	ABCDEF01234567000001	1220			
Quic	k Entry Quick entry packages	ON			
01	(package)		CSV or TXT file up to	o 1 Mb with one package label value pe	er line is requ
_				Select files	
) 1 (de	estination)				

Figure 5: Pending Packages Quick Entry