

<b>Bulletin Number:</b> NJ_IB_0010	<b>Distribution Date:</b> 10/03/2023	<b>Effective Date:</b> 10/03/2023
<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 10/03/2023, 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.

**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. It includes fields for 'Destination 1' (with a search icon and '(clear)' button), 'Planned Route' (a large empty text area), 'Type' (a dropdown menu), 'Est. Departure' (calendar icon, date '10/02/2023', and 'today' button), and 'Est. Arrival' (calendar icon, date '10/02/2023', and 'today' button). Below these are time selection fields for both departure and arrival, currently set to 10:11 PM. There is a 'Package # 1' field with a search icon and '(clear)' button. The 'Quick Entry' section has a dropdown menu set to 'Quick entry packages' and a red-bordered button labeled 'OFF'. At the bottom, there are 'Register Transfer' and 'Cancel' buttons.

**Figure 1: Transfers Quick Entry Off**

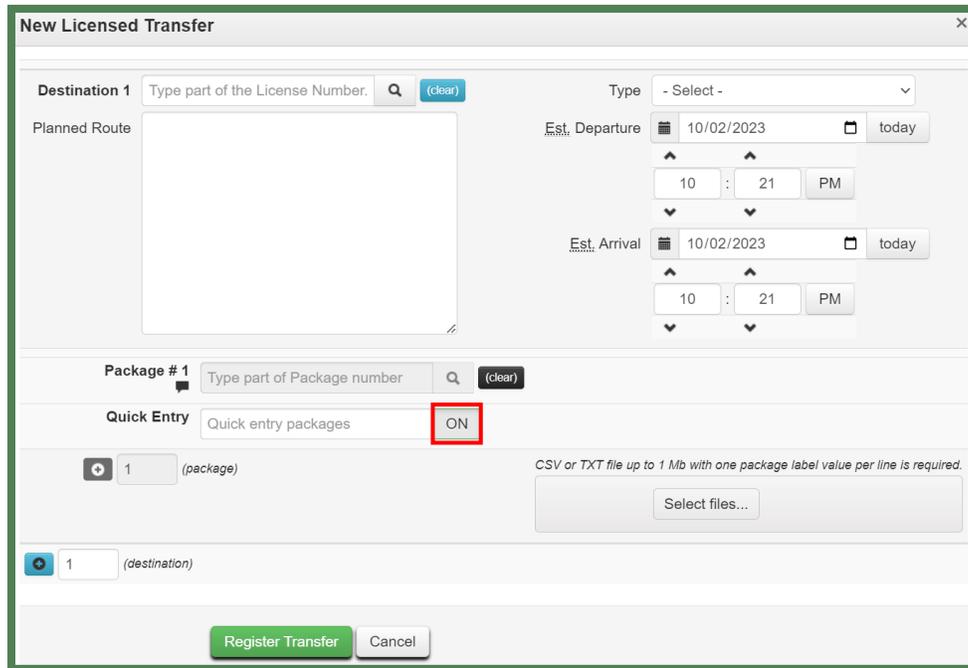
The screenshot shows the 'New Packages' window. It features a 'New Package # 1' header with a '(clear)' button. Below are input fields for 'New Tag', 'Location', and 'Item', each with a search icon. There are checkboxes for 'Same Item' and 'Production Batch'. A 'Quantity' field is set to 'ex. 100.23' and a 'Package Date' field is set to 'mm/dd/yyyy' with a 'today' button. A red-bordered button labeled 'OFF' is visible in the 'Quick Entry' section. 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. At the top, there is a search field for 'Destination 1' with the placeholder text 'Type part of the License Number.' and a '(clear)' button. Below this is a 'Planned Route' area. To the right, there is a 'Type' dropdown menu set to '- Select -'. Below that are 'Est. Departure' and 'Est. Arrival' fields, both set to '10/02/2023' with a 'today' button. Time selection is shown as '10 : 21 PM'. Below the arrival time is a 'Package # 1' search field with the placeholder 'Type part of Package number' and a '(clear)' button. The 'Quick Entry' toggle is set to 'ON' and is highlighted with a red box. Below this is a '1 (package)' field and a 'Select files...' button. At the bottom, there is a '1 (destination)' field and a 'Register Transfer' button.

**Figure 3: Transfers Quick Entry On**

The screenshot shows the 'New Packages' window. At the top, it says 'New Package # 1' with a '(clear)' button. Below this are search fields for 'New Tag', 'Location', and 'Item'. To the right, the 'Quick Entry' dropdown is set to 'Quick entry packages' and the 'ON' button is highlighted with a red box. There are also checkboxes for 'Same Item' and 'Production Batch', a 'Quantity' field with a dropdown, a 'Note' field, and a 'Package Date' field with a calendar icon and a 'today' button. At the bottom, there is a '+ 1' button and 'Create Packages' and 'Cancel' buttons.

Figure 4: Packages Quick Entry On

The screenshot shows the 'New Licensed Transfer' window. It has a 'Destination 1' search field and a 'Planned Route' text area. On the right, there are 'Type', 'Est. Departure', and 'Est. Arrival' fields with time pickers. Below these is a 'Package # 1' search field. A red box highlights a 'Pending' section containing two license numbers: 'ABCDEF012345670000011219' and 'ABCDEF012345670000011220'. Below this is a 'Quick Entry' dropdown set to 'Quick entry packages' with an 'ON' button. There is also a 'Select files...' button and a note: 'CSV or TXT file up to 1 Mb with one package label value per line is required.' At the bottom, there is a 'Loading Quick Entry (2)' button and a 'Cancel' button.

Figure 5: Pending Packages Quick Entry