

Bulletin Number: WV_IB_0014	Distribution Date: 10/03/2023	Effective Date: 10/03/2023
Contact Point: Metrc Support	Subject: New functionality available in Metrc	
Topic: 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

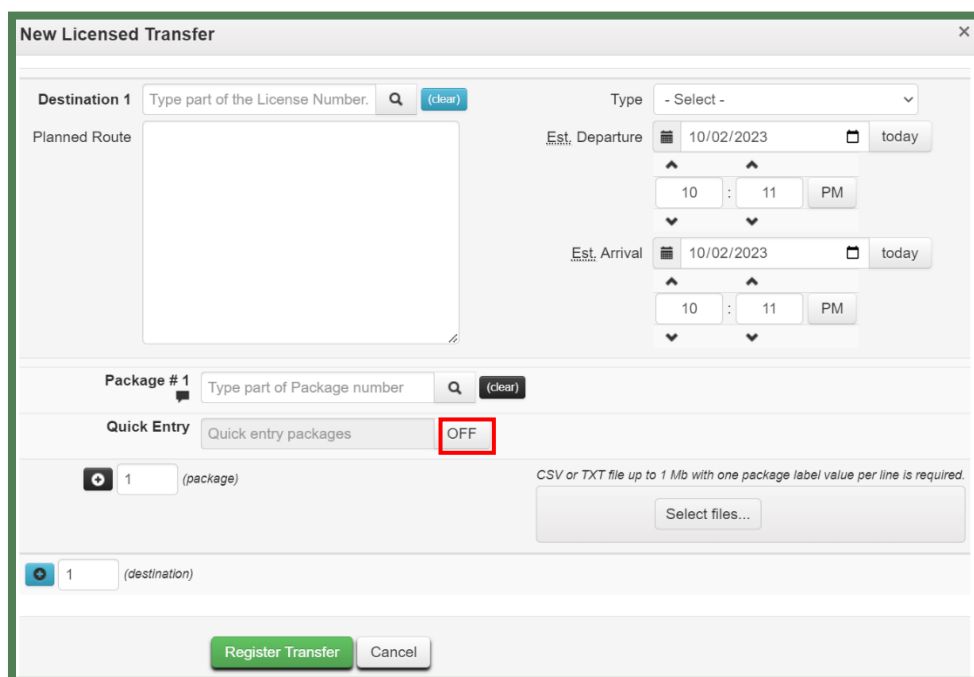
Starting on October 3rd, 2023, a new feature will be added to the Transfer and Package action windows. This feature is called "Quick Entry" and is optional for licensees to use. The feature was designed to enable licensees who use barcode scanners directly within the Metrc application to quickly and 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.

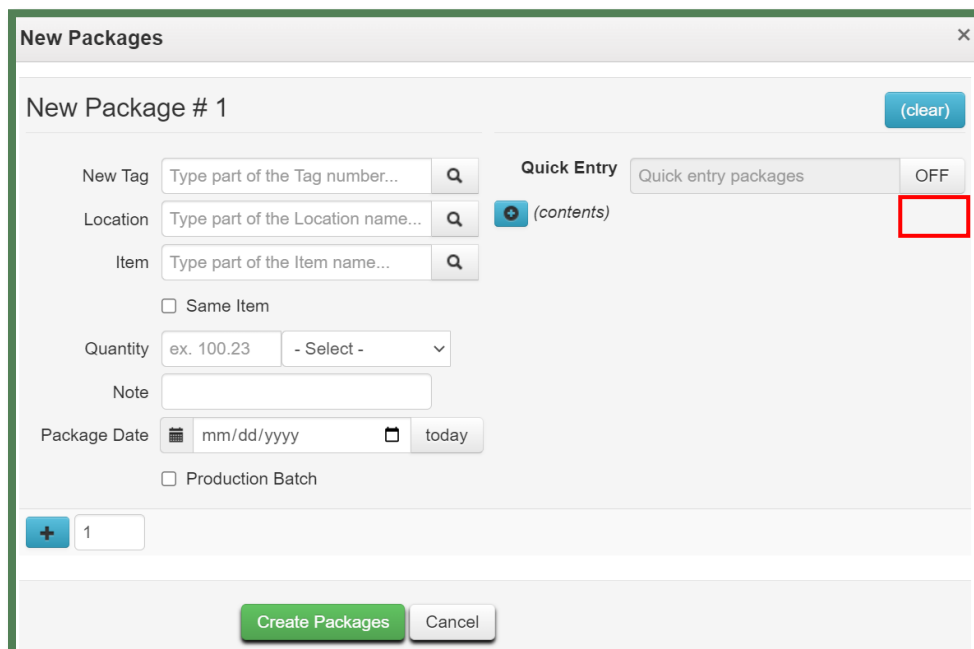
Quick Entry: Off

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

Figure 1: Transfers Quick Entry Off



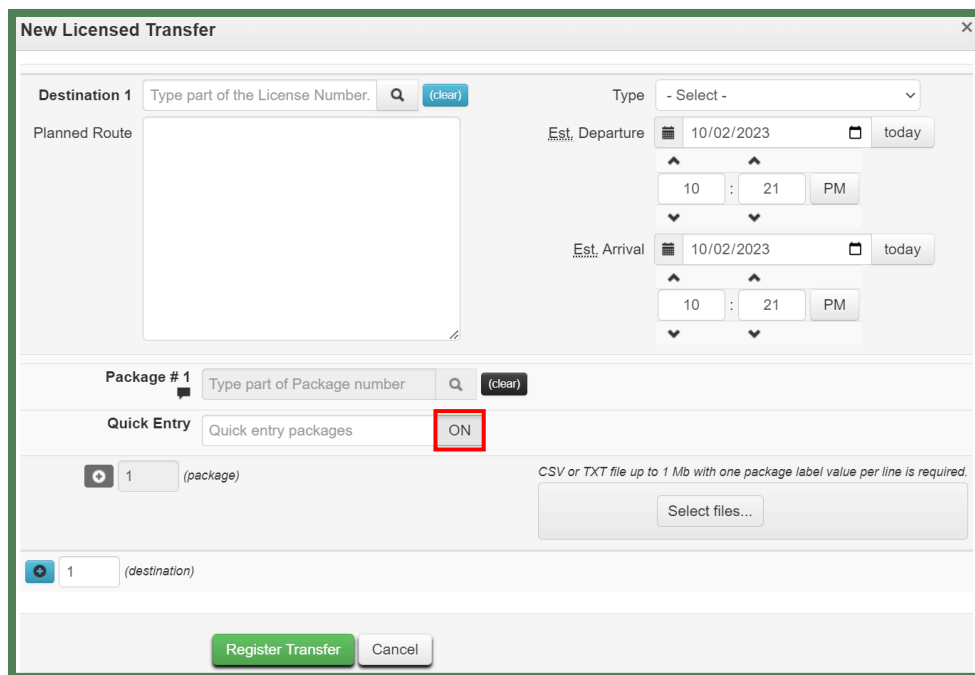
The screenshot shows the 'New Packages' window. It includes fields for 'New Tag' (with a search icon and a '(clear)' button), 'Location' (with a search icon), 'Item' (with a search icon), 'Quantity' (with a dropdown menu), 'Note' (a text area), 'Package Date' (with a calendar icon, date 'mm/dd/yyyy', and a 'today' button), and 'Production Batch' (a checkbox). The 'Quick Entry' section shows 'Quick entry packages' and a button labeled 'OFF' which is highlighted with a red box. At the bottom, there are 'Create Packages' and 'Cancel' buttons.

Figure 2: Packages Quick Entry Off

Quick Entry: ON

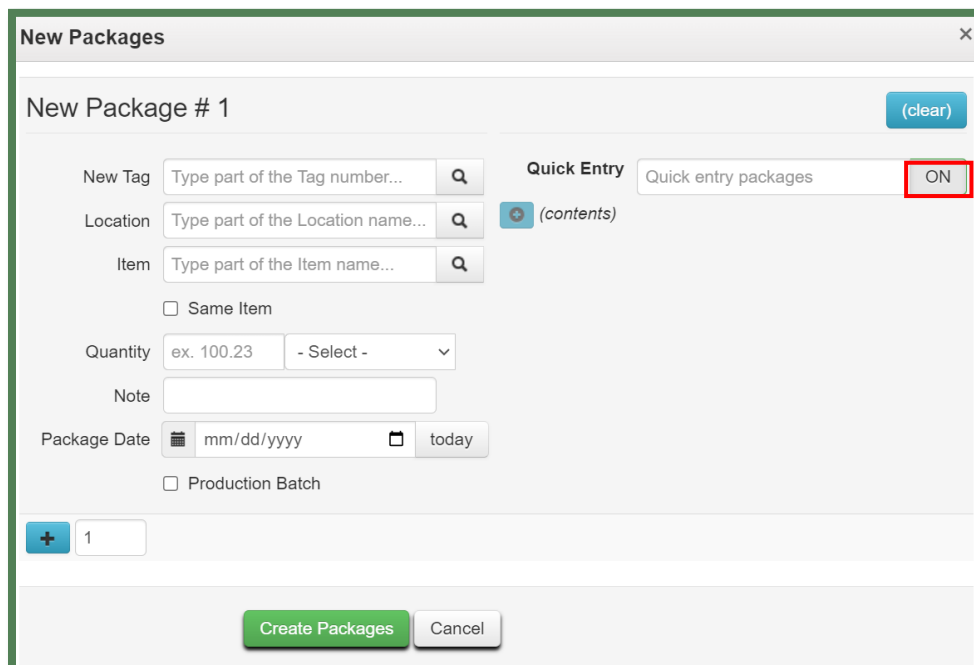
When the 'Quick Entry' feature has been enabled, licensed users will have the ability to use their scanner directly within the Metrc application to quickly add inventory to their transfer manifest or scan to identify a package as the source when creating a new package, as shown below in **Figures 3 and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



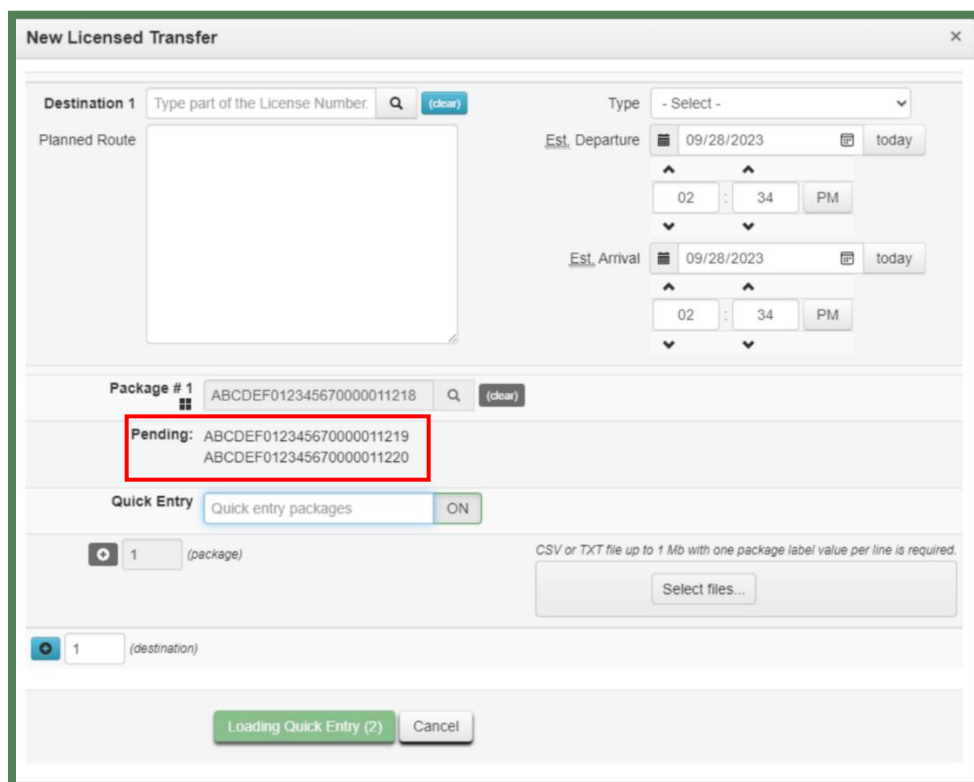
The screenshot shows the 'New Licensed Transfer' window. It includes a 'Destination 1' field with a search icon and a '(clear)' button. Below it is a 'Planned Route' area. To the right, there's a 'Type' dropdown set to '- Select -'. Below that are 'Est. Departure' and 'Est. Arrival' date and time pickers, 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 screenshot shows the 'New Packages' window. At the top, it says 'New Package # 1' with a '(clear)' button. Below this, there are input fields for 'New Tag', 'Location', and 'Item', each with a search icon. To the right, the 'Quick Entry' dropdown is set to 'Quick entry packages' and is highlighted with a red box, with the text 'ON' next to it. Below these fields are checkboxes for 'Same Item' and 'Production Batch'. There are also fields for 'Quantity' (with a dropdown), 'Note', and 'Package Date' (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' field with a search icon and a '(clear)' button. Below it is a 'Planned Route' section. To the right, there are 'Type' and 'Est. Departure' fields. The 'Est. Departure' field is set to '09/28/2023' and '02:34 PM'. Below it is the 'Est. Arrival' field, also set to '09/28/2023' and '02:34 PM'. There is a 'Package # 1' field with a search icon and a '(clear)' button. Below this, a red box highlights the text 'Pending: ABCDEF012345670000011219' and 'ABCDEF012345670000011220'. Below the red box is the 'Quick Entry' dropdown, which is set to 'Quick entry packages' and is highlighted with a red box, with the text 'ON' next to it. At the bottom, there is a '1 (package)' field and a '1 (destination)' field. 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 very bottom, there are 'Loading Quick Entry (2)' and 'Cancel' buttons.

Figure 5: Pending Packages Quick Entry