

Bulletin Number: OK_IB_0028	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 10/04/2023, including:

- Quick Entry for Barcode Scanning Package IDs

Please read on for more information regarding this new functionality.

Quick Entry

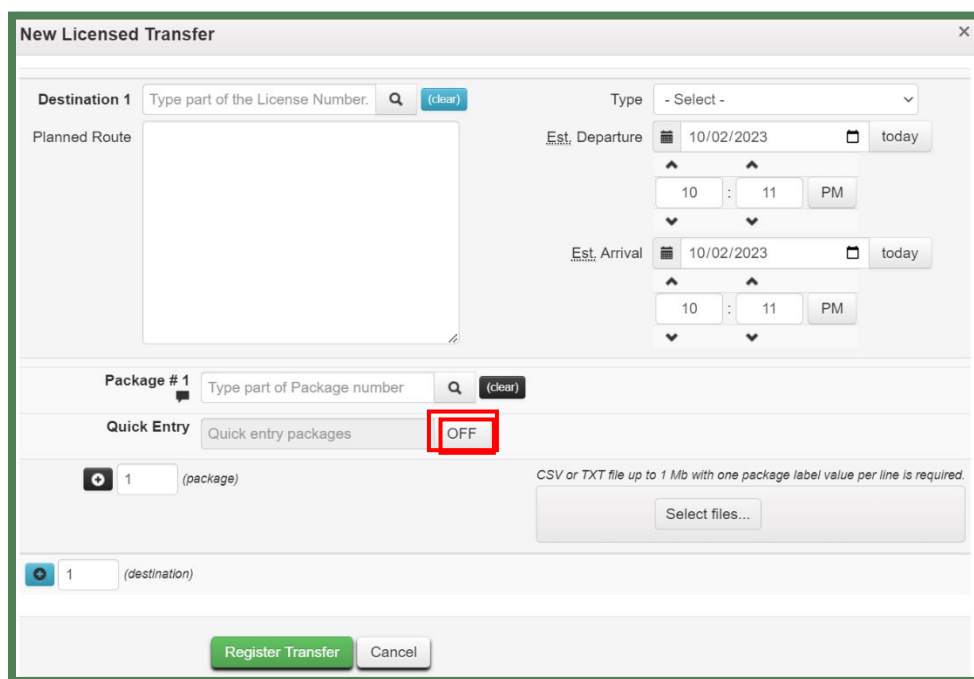
Starting on October 4th, 2023, a new feature will be added to the Transfer and Package action windows. This feature is called "Quick Entry" and is optional for licensees to use. The feature was designed to enable licensees who use barcode scanners directly within the Metrc application to quickly and 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.

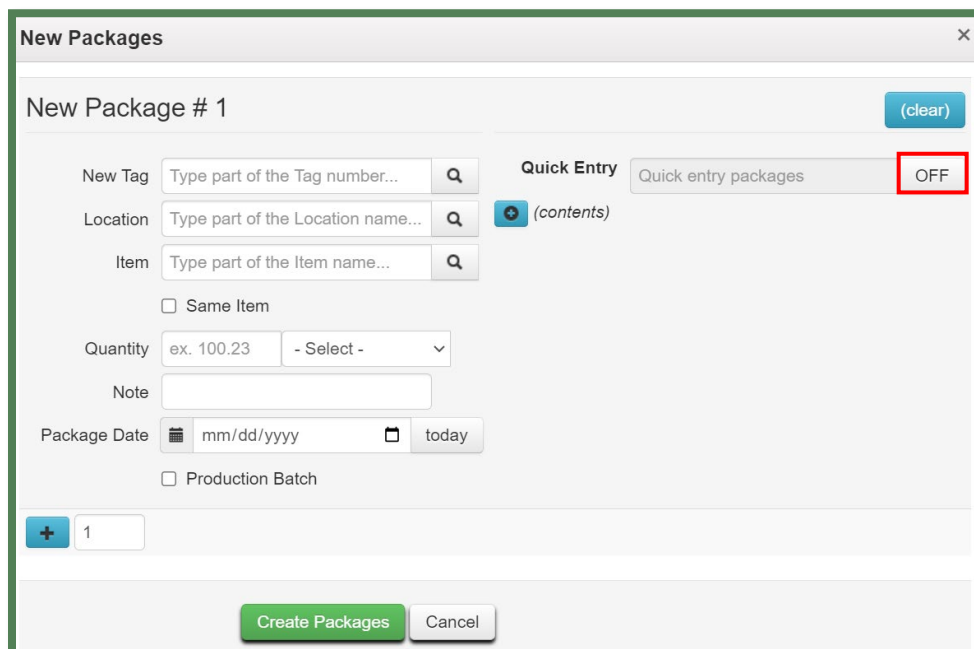
Quick Entry: Off

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' section is highlighted with a red box, showing the 'OFF' button. 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

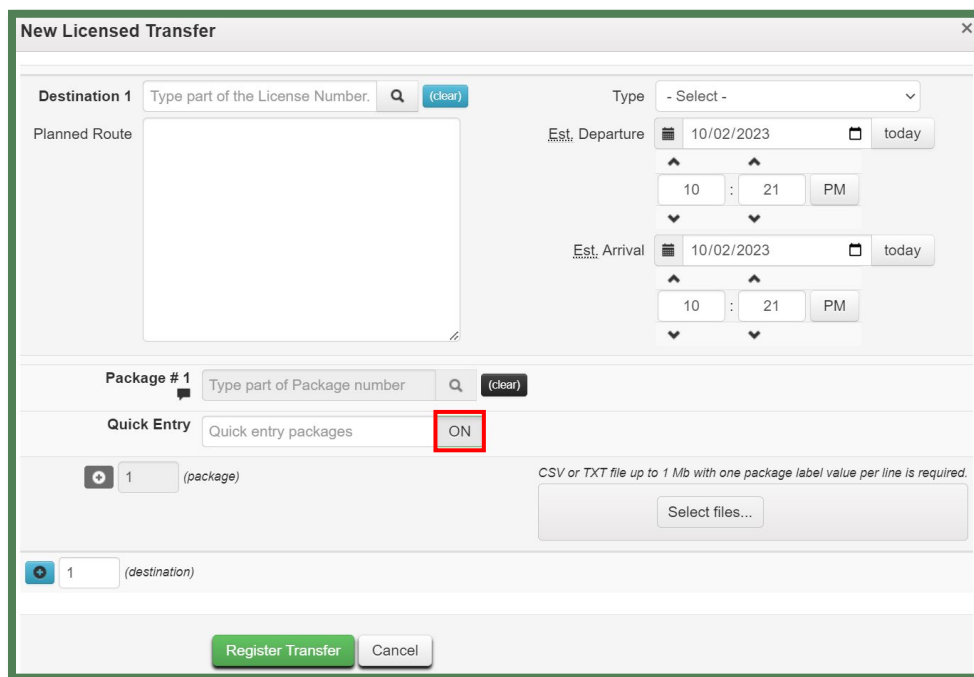


The screenshot shows the 'New Packages' window. The 'Quick Entry' section is highlighted with a red box, showing the 'OFF' button. The window includes fields for New Tag, Location, Item, Quantity, Note, Package Date, and a 'Quick entry packages' button. At the bottom, there are 'Create Packages' and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

Figure 2: Packages Quick Entry Off

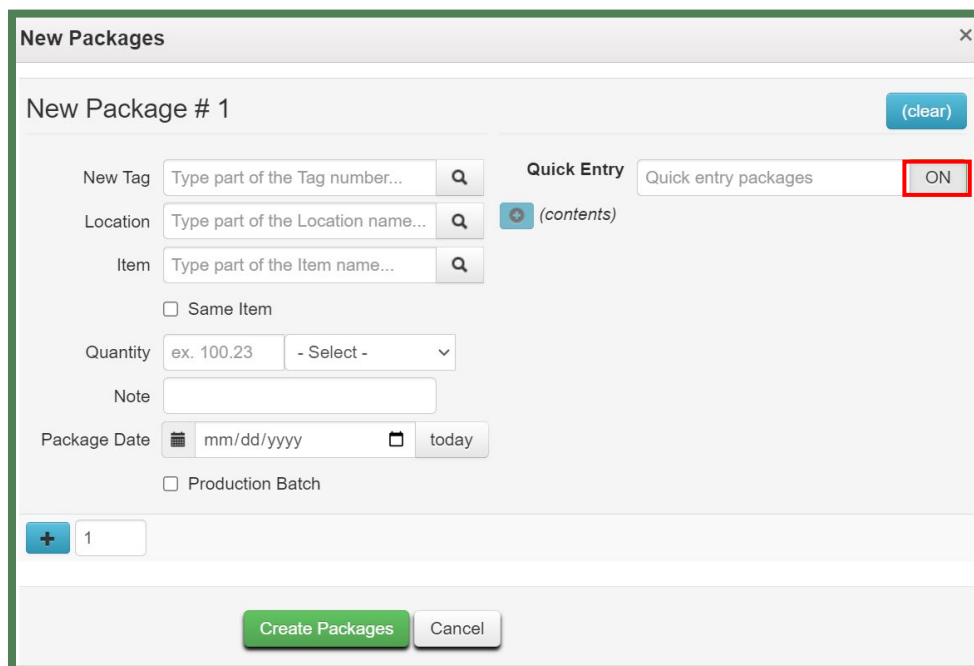
Quick Entry: ON

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**.



The screenshot shows the 'New Licensed Transfer' form. The 'Quick Entry' toggle is set to 'ON' and is highlighted with a red box. The form includes fields for 'Destination 1', 'Planned Route', 'Type', 'Est. Departure', 'Est. Arrival', 'Package # 1', and a 'Select files...' button. The 'Register Transfer' button is at the bottom.

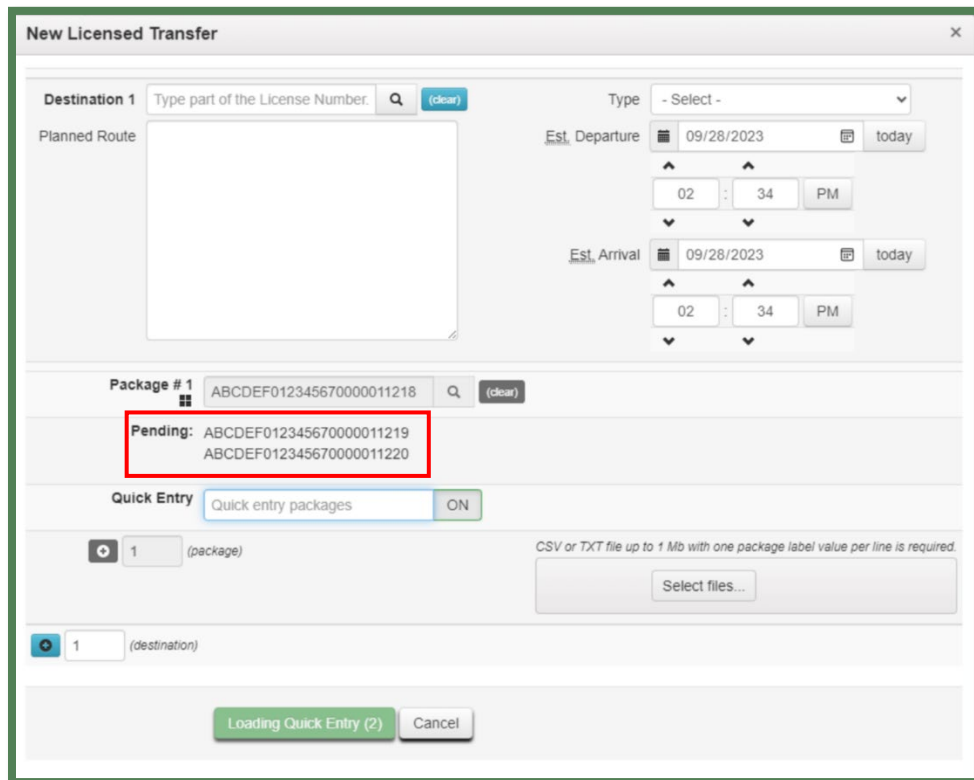
Figure 3: Transfers Quick Entry On



The screenshot shows the 'New Packages' form. The 'Quick Entry' toggle is set to 'ON' and is highlighted with a red box. The form includes fields for 'New Tag', 'Location', 'Item', 'Quantity', 'Note', 'Package Date', and a 'Create Packages' button. The 'Production Batch' checkbox is also visible.

Figure 4: Packages Quick Entry On

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's 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 menu set to '- Select -'. Below that are 'Est. Departure' and 'Est. Arrival' date and time pickers, both set to 09/28/2023 at 02:34 PM. Below the 'Planned Route' area, there's a 'Package # 1' field with a search icon and a '(clear)' button. Below that, a red box highlights the 'Pending' status for two package labels: 'ABCDEF012345670000011219' and 'ABCDEF012345670000011220'. Below the 'Pending' status, there's a 'Quick Entry' section with a dropdown menu set to 'Quick entry packages' and an 'ON' button. Below that, there's a '1' button with a '(package)' label and a 'Select files...' button. At the bottom, there's a '1' button with a '(destination)' label and a 'Loading Quick Entry (2)' button with a 'Cancel' button.

Figure 5: Pending Packages Quick Entry