Metrc Support Bulletin

Bulletin Number: MT_IB_0044	Distribution Date: 1/9/24	Effective Date: 1/15/24
Contact Point: Metrc Support	**Subject:** Plant batch adjustments and Transfers Hub	
Topic: New updates on adjusting plant batches and transfers hub.		

Greetings,

Metrc is pleased to provide information on the latest system enhancements planned to deploy on **1/15/2024**, including:
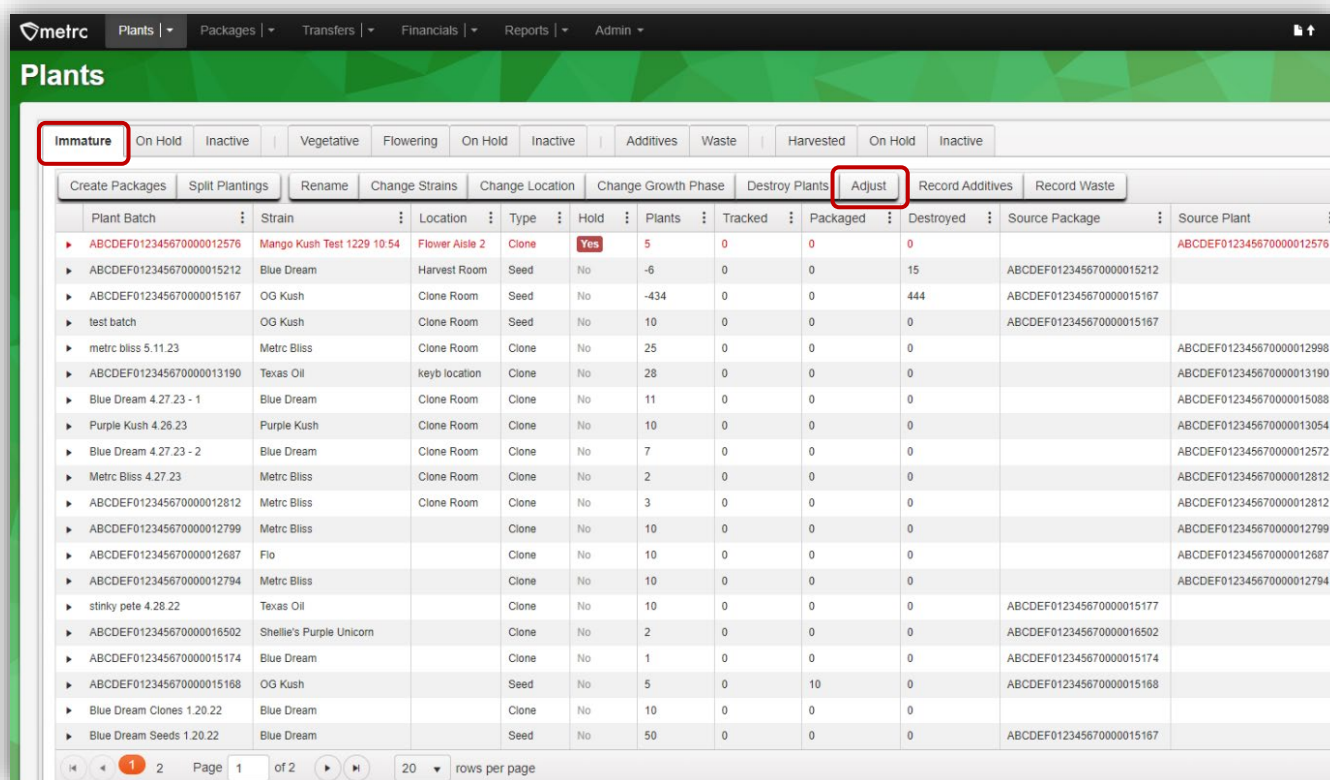
- **Adjusting immature plant batches** – Allows for the number of plants in a Plant Batch to be adjusted.
- **Transfers Hub** – Allows users to acknowledge receipt for rejected packages and record departure, arrival, and layovers.

Please read on for more information.

Adjusting Immature Plant Batches

Effective 1/15/2024, the number of plants in a Plant Batch can be adjusted. Previously, when creating or destroying immature plants in Metrc, if the incorrect number of immature plants was entered, it was required that the batch be destroyed, and a new batch be started. With the new functionality, an Adjust button will be available in the Plants Grid, which will be a more effective workflow – **see Figure 1.**

Please note: Plant batch adjustments are only able to be made within <mark>10 days</mark> of a plant batch being created, so it is important to regularly review the immature plant grid to ensure there are no corrective actions needed. If a plant batch cannot be adjusted due to the corrective action timeframe being passed, please reach out to Metrc support for assistance.

Figure 1: Plants grid with new Adjust Button

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After clicking the Adjust button in the Plants section, an action window will appear allowing for the adjustment of the Plant Batch count. The action window has the same fields as the Adjust Package action window, including:

- Group Name
- Quantity
- Adjust Quantity
- New Quantity
- Adjustment Reason
- Note
- Adjustment Date

An Adjustment Reason and Note are required whenever a plant batch is adjusted. As a best practice, select the most accurate description from the Reason dropdown within the action window. If no options fully explain the adjustment reason, it is recommended more information is included in the Required Note field – **see Figure 2**.

Figure 2: Adjust plant batches action window

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If there is a need to adjust multiple plant batches at one time, the CSV option is available to provide a way to increase the efficiency of this required action in Metrc. To utilize this functionality, click on the icon located on the right side of the navigational toolbar, then reference the required formatting found on the Plant Batch Adj. tab. Once the CSV upload is formatted according to the example provided, click the Select files button to import the data – **see Figure 3.**

Figure 3: Data import – CSV upload for Plant Batch Adjustment

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Transfers Hub

Users with Transfers Hub access will now be able to acknowledge receipt for rejected packages and record departure, arrival, and layovers when necessary for the return trip. The Transfers Hub will have new icons within the grid as visual indicators of the direction and point of delivery for a transfer. In addition, licensees who are shipping packages and licensed transporters who are listed on a manifest will now be able to update the transporter information if a package is rejected by the destination facility.
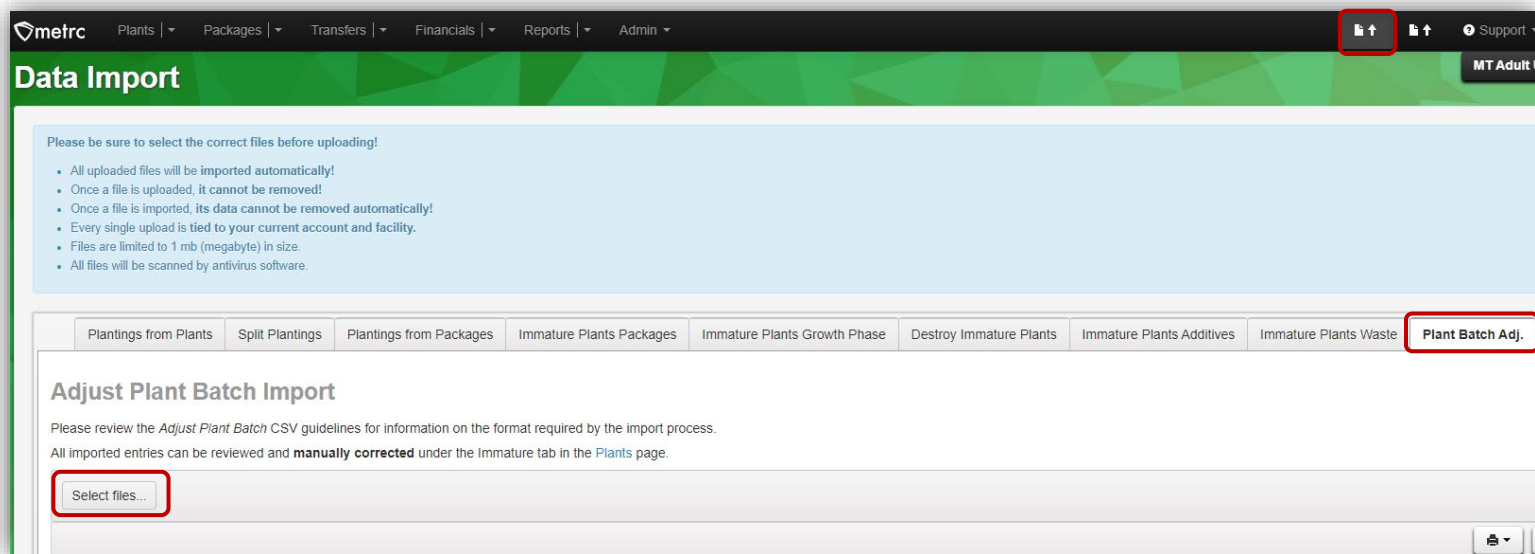
Transfer Process Updates

Once the transfer is registered, both the transporter and destination licensees can see the transfer information entered. The designated transporter can only edit certain details within the manifest via the Transfers Hub, while the destination licensee can view all information that has been registered.

The Transfer Hub is located in the Transfers dropdown in the Navigational Toolbar – **see Figure 4.**

Figure 4: Transfers Dropdown

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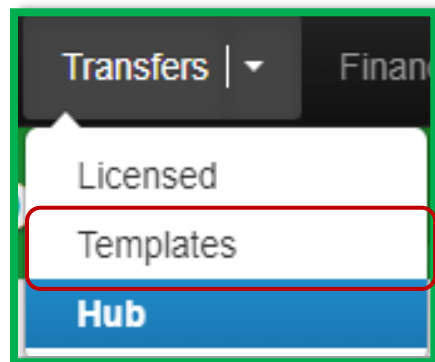
A licensed user with access to the Transfers Hub will see selectable buttons on each transfer in the grid when listed as the transporting license. Each button allows the user to report a separate action taken during the transfer.

The use cases behind each button are outlined below.

- **Edit –** allows a transporter to update Estimate Departure and Arrival times as well as Driver and Vehicle information.
- **Accept and Depart** – these buttons are designed to be used when a transporter accepts custody of the packages for delivery and then departs from the originating facility.
- **Check-In and Check-Out –** these buttons are only applicable when a layover is selected, and the transfer will be stored at a transporter's facility for any period. A Check-In selection indicates the transporter has arrived at their layover facility. The user will then select Check-Out once they are leaving the layover facility to continue the planned route.
- **Arrive –** indicates the transporter arrived at the destination facility.

It is also important to note the following when using these buttons for transporters:

- The buttons are arranged by the order in which they should be used starting top to bottom.
- After selecting one of the buttons, all buttons that come before it will disappear. For example, if 'Arrive' is clicked before 'Depart', the Depart button will no longer be visible. In addition, no date/time would be recorded for Depart. Clicking any button after 'Edit', removes the 'Edit' button as an option.
- Metrc does not enforce all buttons outlined for transporters to report their actions. If a transporter does not select any button during their route or layover, and the manifest is received by the destination facility, then these options would no longer be selectable by the transporter.
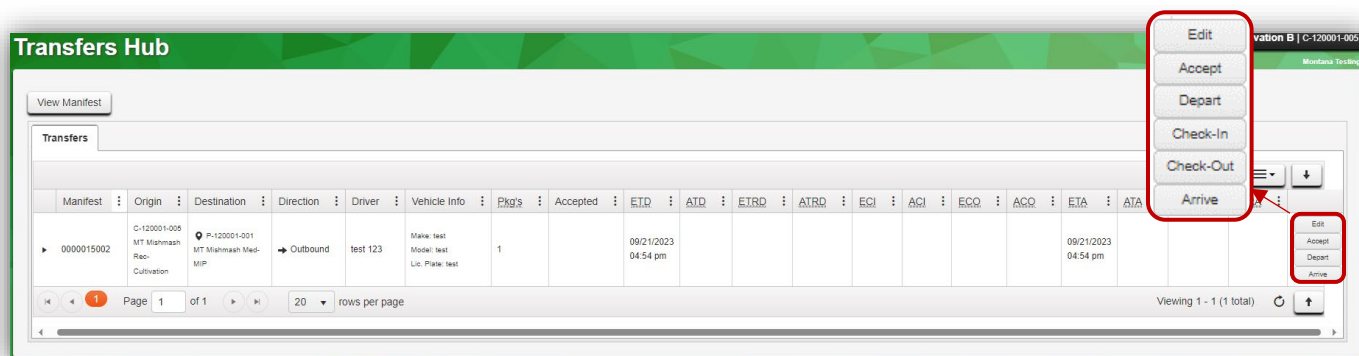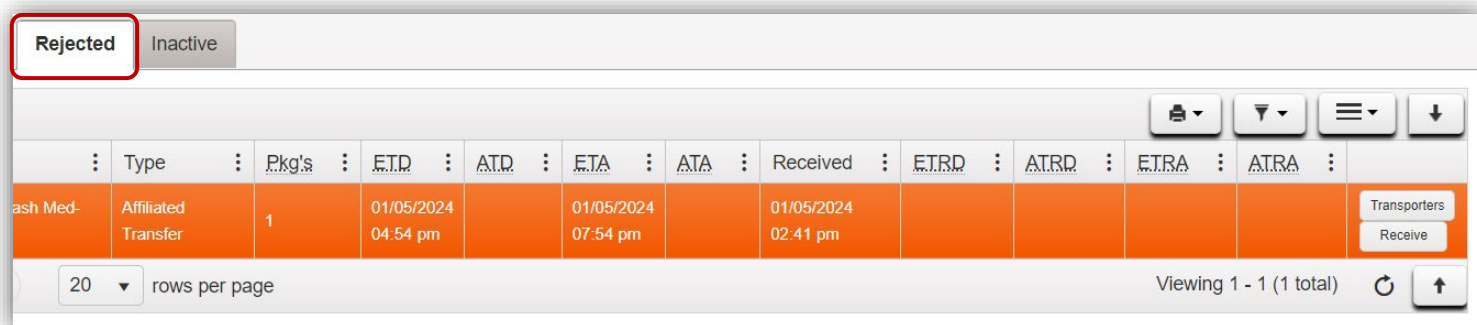

Figure 5: Selectable Buttons for Transporters

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Return Transfers

If the destination facility rejects a package in the transfer, the originating facility will have access to the return manifest under their Rejected tab – **see Figure 6**.

	Type	:	Pkg's	:	E.T.D	:	A.T.D	:	E.T.A	:	A.T.A	:	Received	:	E.T.R.D	:	A.T.R.D	:	E.T.R.A	:	A.T.R.A	:	
ash Med-	Affiliated Transfer		1		01/05/2024 04:54 pm				01/05/2024 07:54 pm				01/05/2024 02:41 pm											Transporters Receive

20 ▾ rows per page   Viewing 1 - 1 (1 total) ↻ ↑

Figure 6: Rejected Transfers Grid

Users will now see a new 'Transporters' button within the Rejected transfers grid that can be used to access the Edit Return Transporters action window – **see Figure 7**.
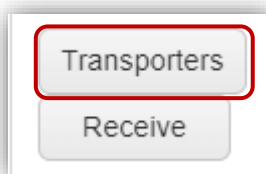

Figure 7: New Button to Update Transporters for Rejected Transfers

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The transporter button allows the originating license to confirm or revise the transport details for the return trip. Confirm or update that the Transport License Number, Driver, and Vehicle are correct – **see Figure 8.**

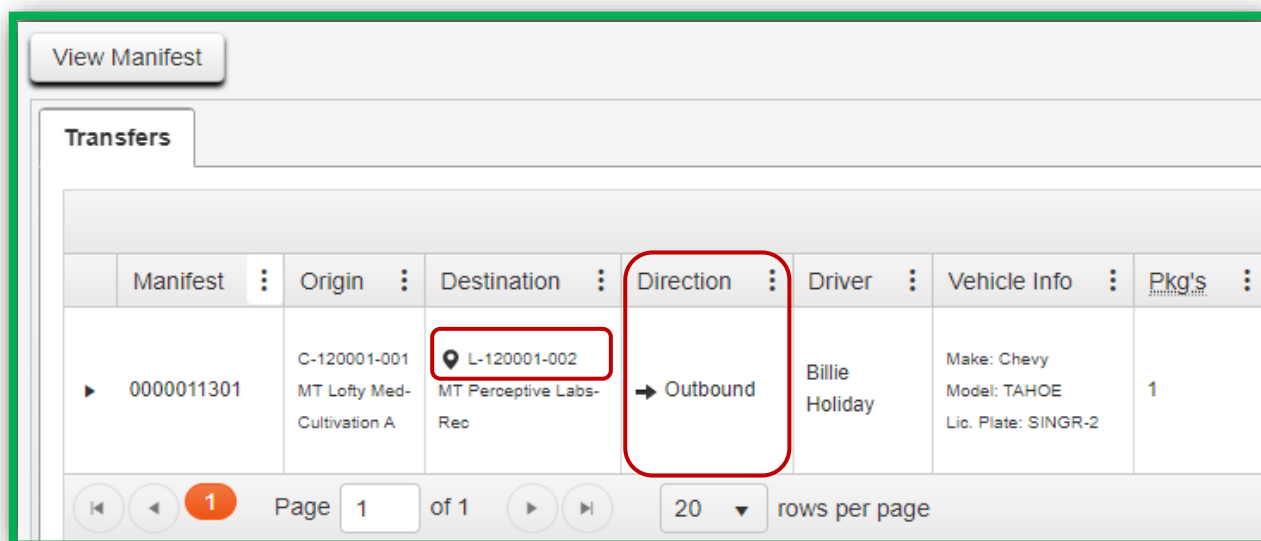**Figure 8: Updating Transporter Manifest Information on Rejected Transfers Tab**

Once modified, the return transporter will have access to the manifest under the Transfers Hub. The same six actions will be available on the transfer as outlined and shown previously in **Figure 5.**

New Transfers Hub Icons

Licensees with access to the Transfers Hub grid in Metrc will see a new icon used in the Destination column and a new column titled 'Direction'. The icon is used to identify the point of delivery for each transfer and the new column indicates the direction, Outbound or Inbound, in which the designated transporter license is going – **see Figure 9.**

Figure 9: Transfers Hub Grid

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Metrc Resources

If you have any questions, or need additional support, the following resources are available:

Contact Metrc Support: Email Support@metrc.com or call 877-566-6506

Metrc Learn: Metrc Learn is designed to offer educational opportunities to enhance users' skills with the Metrc system and provides various training options based on experience level. In addition, the learning system is organized into facility-specific programs made up of various courses. To login, visit Metrc Learn and enter your login credentials, or to access, register by visiting the Metrc Learn Registration.

Access additional resources: In the Metrc system, click on the "Support" dropdown in the top-right navigation pane and select the appropriate resource, including educational guides, manuals, and more.

Thank you for your continued partnership.

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