

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:

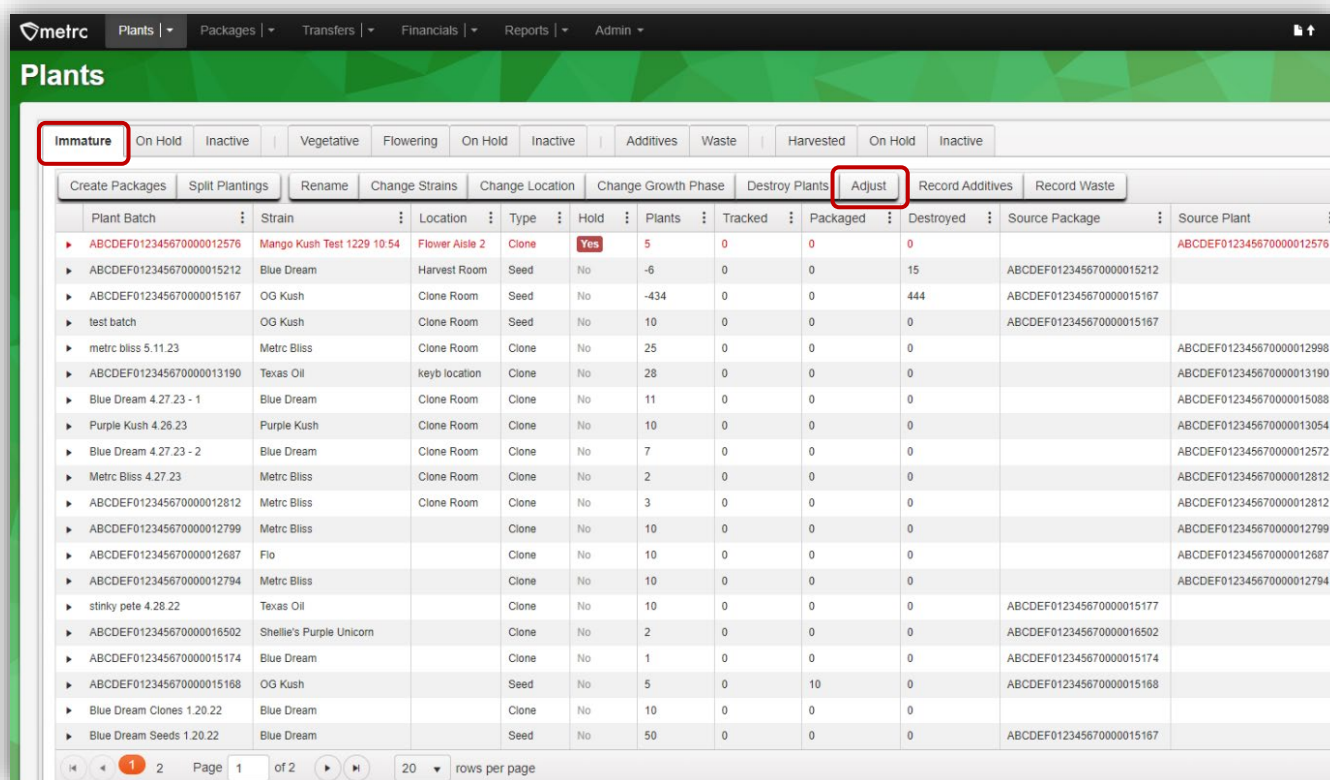
- **Adjusting immature plant batches** – Allows for the number of plants in a Plant Batch to be adjusted.
- **Transfers Hub** – Allows users to acknowledge receipt for rejected packages and record departure, arrival, and layovers.

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 **10 days** 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.



The screenshot shows the Metrc Plants grid interface. The 'Plants' tab is selected, and the 'Immature' filter is active. The toolbar at the top includes buttons for 'Create Packages', 'Split Plantings', 'Rename', 'Change Strains', 'Change Location', 'Change Growth Phase', 'Destroy Plants', 'Adjust' (highlighted with a red box), 'Record Additives', and 'Record Waste'. The main table displays a list of plant batches with columns for Plant Batch, Strain, Location, Type, Hold, Plants, Tracked, Packaged, Destroyed, Source Package, and Source Plant. The first row shows a batch for 'Mango Kush Test 1229 10:54' in 'Flower Aisle 2' with a 'Yes' status in the 'Hold' column. The bottom of the grid shows pagination controls for 2 pages, with the first page selected.

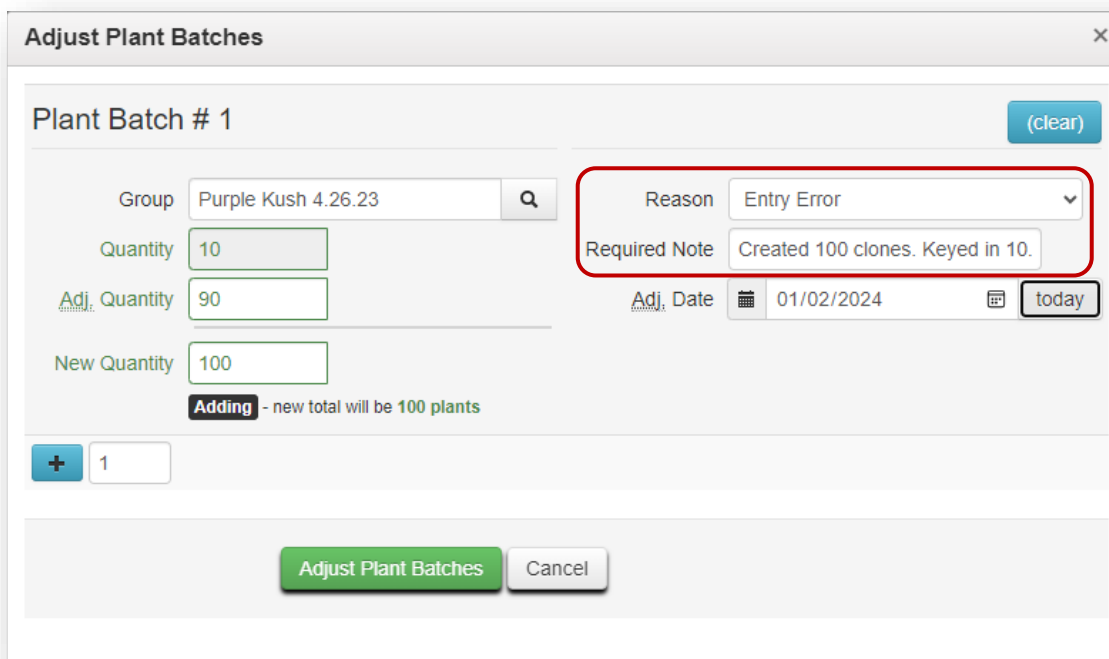
Plant Batch	Strain	Location	Type	Hold	Plants	Tracked	Packaged	Destroyed	Source Package	Source Plant
▶ ABCDEF012345670000012576	Mango Kush Test 1229 10:54	Flower Aisle 2	Clone	Yes	5	0	0	0		ABCDEF012345670000012576
▶ ABCDEF012345670000015212	Blue Dream	Harvest Room	Seed	No	-6	0	0	15	ABCDEF012345670000015212	
▶ ABCDEF012345670000015167	OG Kush	Clone Room	Seed	No	-434	0	0	444	ABCDEF012345670000015167	
▶ test batch	OG Kush	Clone Room	Seed	No	10	0	0	0	ABCDEF012345670000015167	
▶ metrc bliss 5.11.23	Metrc Bliss	Clone Room	Clone	No	25	0	0	0		ABCDEF012345670000012998
▶ ABCDEF012345670000013190	Texas Oil	keyb location	Clone	No	28	0	0	0		ABCDEF012345670000013190
▶ Blue Dream 4.27.23 - 1	Blue Dream	Clone Room	Clone	No	11	0	0	0		ABCDEF012345670000015088
▶ Purple Kush 4.26.23	Purple Kush	Clone Room	Clone	No	10	0	0	0		ABCDEF012345670000013054
▶ Blue Dream 4.27.23 - 2	Blue Dream	Clone Room	Clone	No	7	0	0	0		ABCDEF012345670000012572
▶ Metrc Bliss 4.27.23	Metrc Bliss	Clone Room	Clone	No	2	0	0	0		ABCDEF012345670000012812
▶ ABCDEF012345670000012812	Metrc Bliss	Clone Room	Clone	No	3	0	0	0		ABCDEF012345670000012812
▶ ABCDEF012345670000012799	Metrc Bliss		Clone	No	10	0	0	0		ABCDEF012345670000012799
▶ ABCDEF012345670000012687	Flo		Clone	No	10	0	0	0		ABCDEF012345670000012687
▶ ABCDEF012345670000012794	Metrc Bliss		Clone	No	10	0	0	0		ABCDEF012345670000012794
▶ stinky pete 4.26.22	Texas Oil		Clone	No	10	0	0	0	ABCDEF012345670000015177	
▶ ABCDEF012345670000016502	Shellie's Purple Unicorn		Clone	No	2	0	0	0	ABCDEF012345670000016502	
▶ ABCDEF012345670000015174	Blue Dream		Clone	No	1	0	0	0	ABCDEF012345670000015174	
▶ ABCDEF012345670000015168	OG Kush		Seed	No	5	0	10	0	ABCDEF012345670000015168	
▶ Blue Dream Clones 1.20.22	Blue Dream		Clone	No	10	0	0	0		
▶ Blue Dream Seeds 1.20.22	Blue Dream		Seed	No	50	0	0	0	ABCDEF012345670000015167	

Figure 1: Plants grid with new Adjust Button

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.**



Adjust Plant Batches

Plant Batch # 1 (clear)

Group Q

Quantity

Adj. Quantity

New Quantity

Reason

Required Note


Adj. Date today

Adding - new total will be 100 plants

+

Adjust Plant Batches Cancel

Figure 2: Adjust plant batches action window

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.**

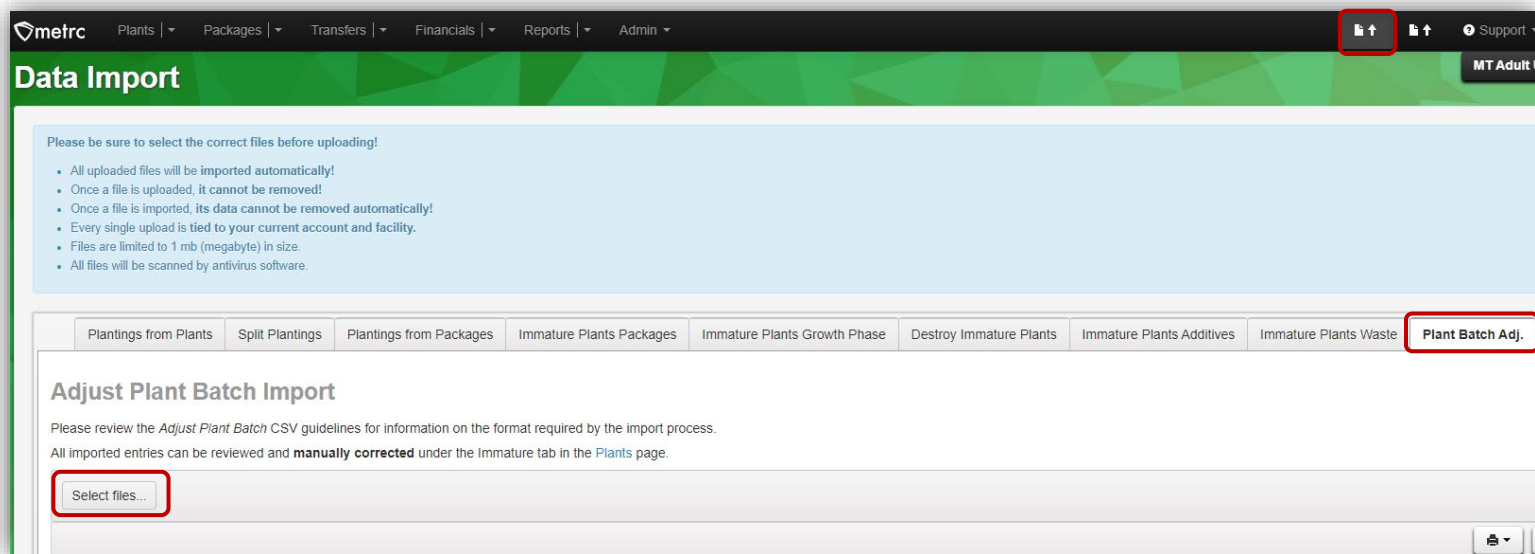


Figure 3: Data import – CSV upload for Plant Batch Adjustment

Transfers Hub

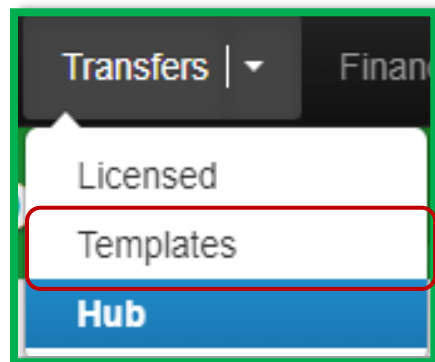
Users with Transfers Hub access will now be able to acknowledge receipt for rejected packages and record departure, arrival, and layovers when necessary for the return trip. The Transfers Hub will have new icons within the grid as visual indicators of the direction and point of delivery for a transfer. 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



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.

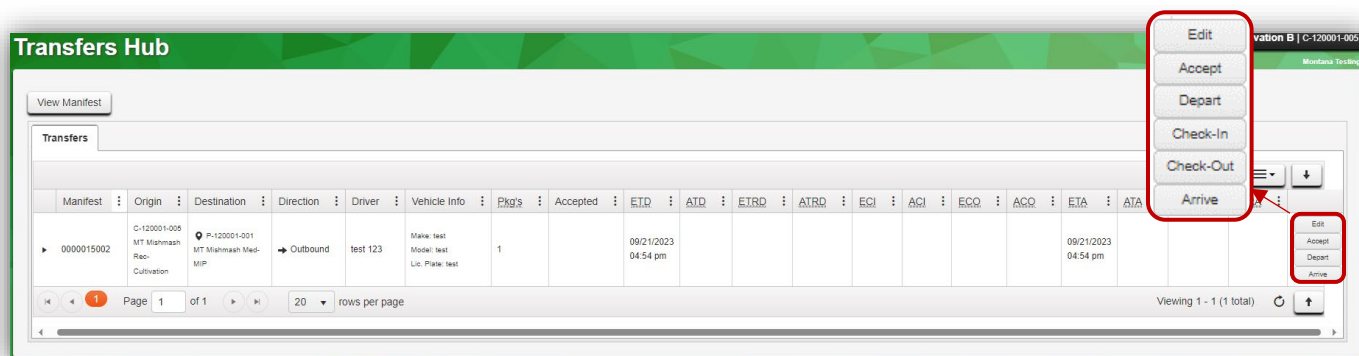
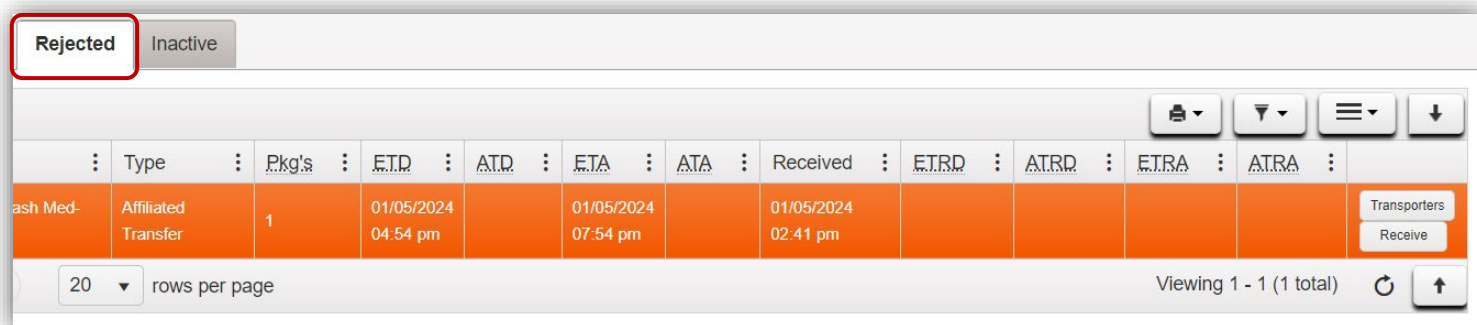


Figure 5: Selectable Buttons for Transporters

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	ETD	ATD	ETA	ATA	Received	ETRD	ATRD	ETRA	ATRA
Affiliated Transfer	1	01/05/2024 04:54 pm		01/05/2024 07:54 pm		01/05/2024 02:41 pm				

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.**

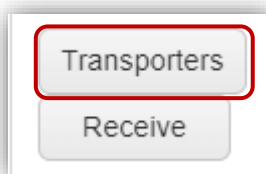


Figure 7: New Button to Update Transporters for Rejected Transfers

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.**



Edit Return Transporters

Manifest: 0000016101 Transfer Type: Transfer

Originating Lic. No.: P-120001-002 Destination Lic. No.: D-120001-002

Originating Name: MT Mishmash Rec-MIP Destination Name: MT Lofty Rec-Store

Main Phone No.: Mobile Phone No.:

Delivery Direction
RETURN // BACK TO ORIGIN

Est. Departure: 01/03/2024 today 11 : 03 AM

Est. Arrival: 01/03/2024 today 11 : 03 AM

Transport #1: P-120001-002 (clear)

Phone No.: 5556667789 (use default)

Est. Check-In: 01/03/2024 today 06 : 54 PM

Est. Check-Out: 01/04/2024 today 06 : 30 AM

☒ Layover

Driver 1 Type part of the Driver Name... (clear)

Driver's Name: Jon Doe

Employee ID: 999999

Driver's Lic. No.: 12345

Layover Leg: From And To Layover

Vehicle 1 Type part of the vehicle make, m... (clear)

Vehicle Make: Chevy

Vehicle Model: Kush Van

License Plate: LVWEED

(details)

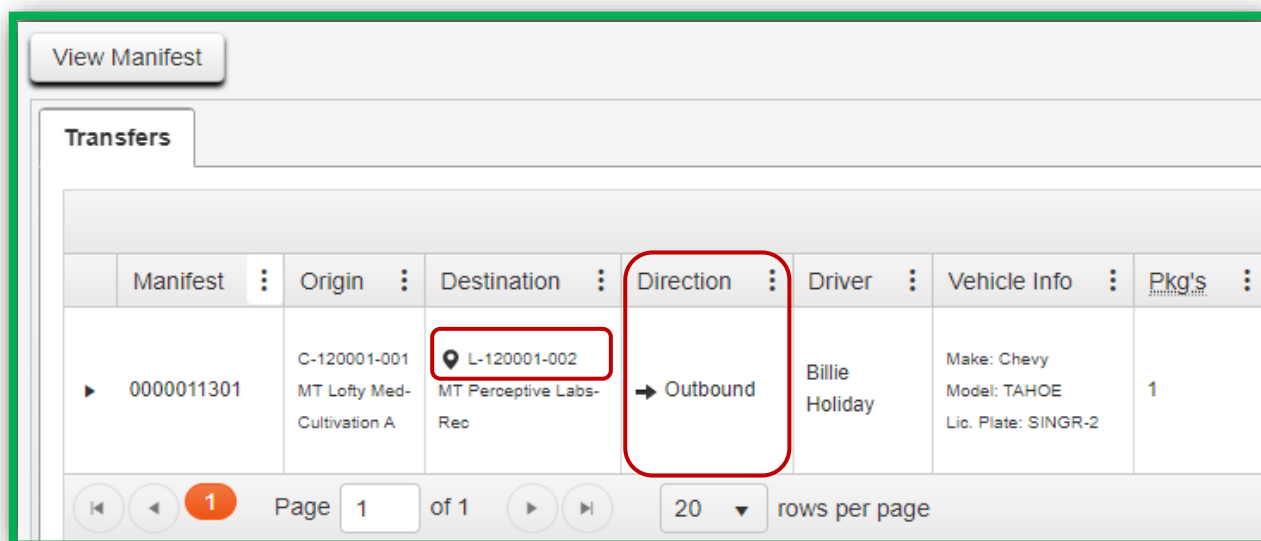
(transporter)

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.**



Manifest	Origin	Destination	Direction	Driver	Vehicle Info	Pkg's
▶ 0000011301	C-120001-001 MT Lofty Med-Cultivation A	📍 L-120001-002 MT Perceptive Labs-Rec	➡ Outbound	Billie Holiday	Make: Chevy Model: TAHOE Lic. Plate: SINGR-2	1

Figure 9: Transfers Hub Grid

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.