

<b>Bulletin Number:</b> LA_IB_0043 Quick Entry	<b>Distribution Date:</b> 10/05/2023	<b>Effective Date:</b> 10/05/2023
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> New functionality available in Metrc	
<b>Topic:</b> Quick Scan for Barcode Readers		

Greetings,

Metrc 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**

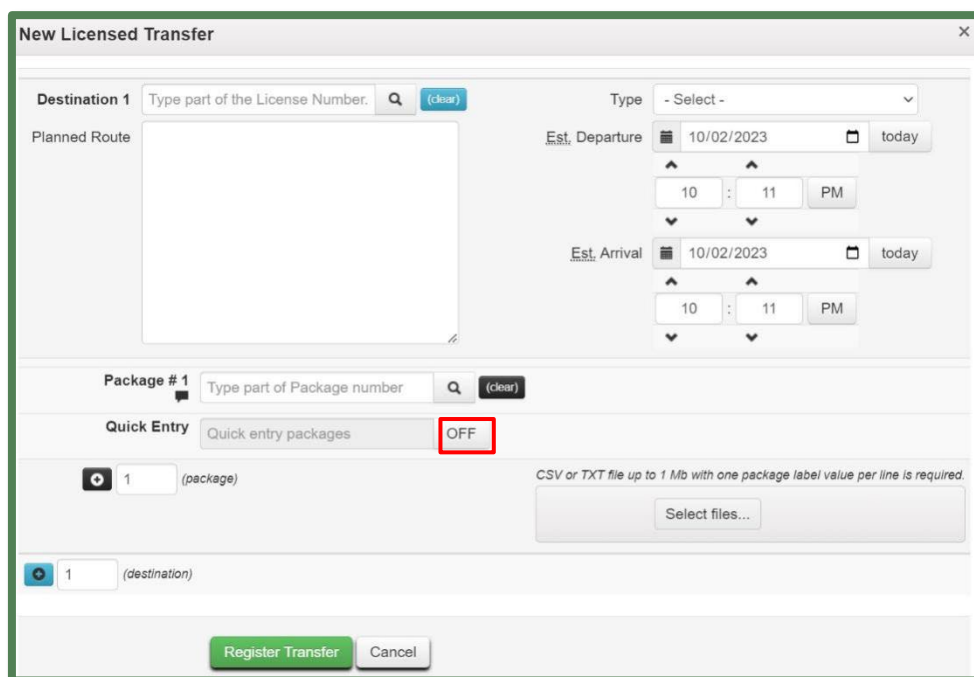
Starting on October 3rd, 2023, a new feature will be added to the Transfer and Package action windows. This feature is called "Quick Entry" and is optional for licensees to use. The feature was designed to enable licensees who use barcode scanners directly within the Metrc application to quickly and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

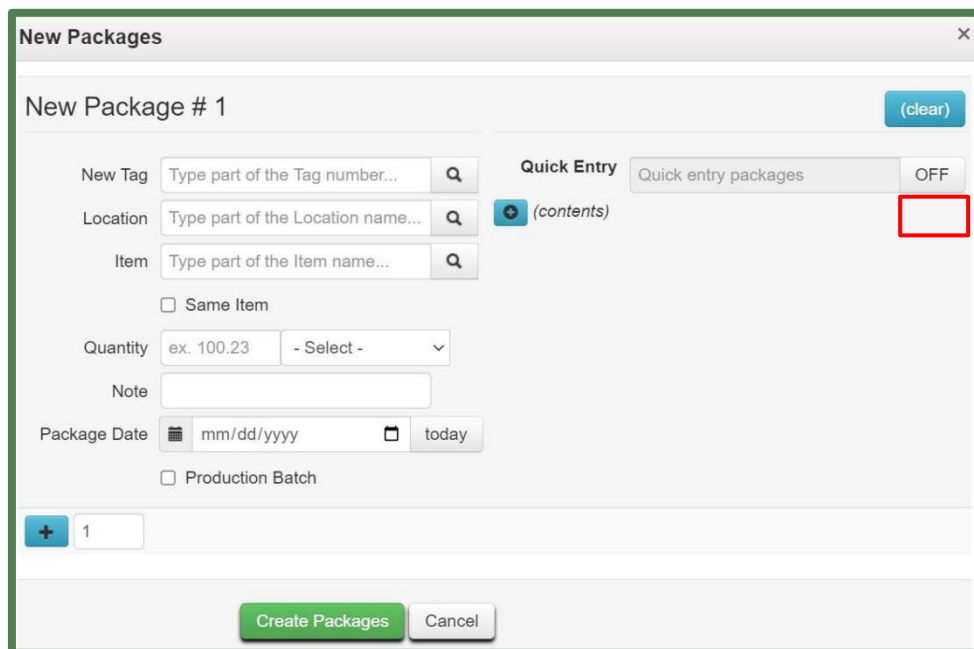
### Quick Entry: Off

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 empty text area), 'Type' (a dropdown menu), 'Est. Departure' (date and time pickers), and 'Est. Arrival' (date and time pickers). Below these are 'Package # 1' (with a search icon and a '(clear)' button) and a 'Quick Entry' section. The 'Quick Entry' section has a button labeled '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**

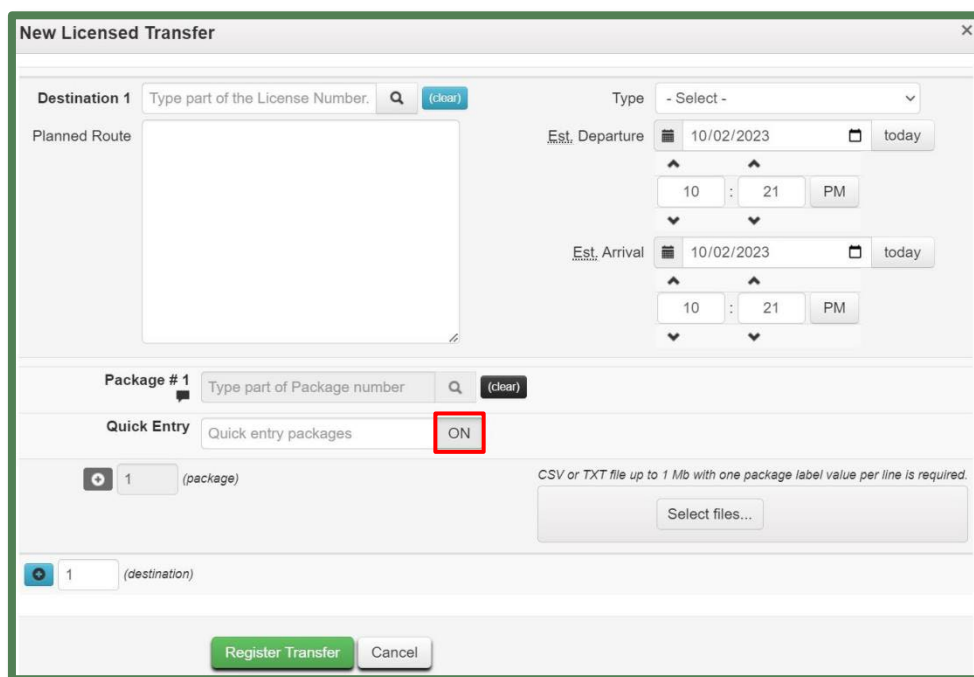


The screenshot shows the 'New Packages' window. It includes fields for 'New Tag' (with a search icon and a '(clear)' button), 'Location' (with a search icon), 'Item' (with a search icon), 'Quantity' (with a dropdown menu), 'Note' (a text area), 'Package Date' (with a date picker and a 'today' button), and 'Production Batch' (a checkbox). Below these are 'New Package # 1' (with a search icon and a '(clear)' button) and a 'Quick Entry' section. The 'Quick Entry' section has a button labeled '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**

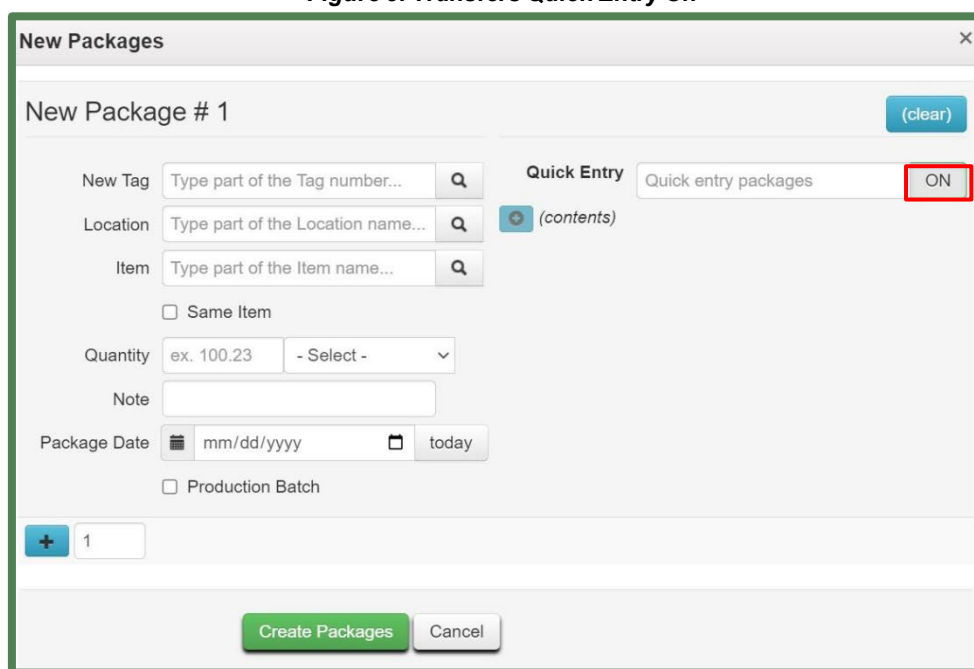
## Quick Entry: ON

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**.



The screenshot shows the 'New Licensed Transfer' window. The 'Quick Entry' toggle is set to 'ON' and is highlighted with a red box. The window 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.

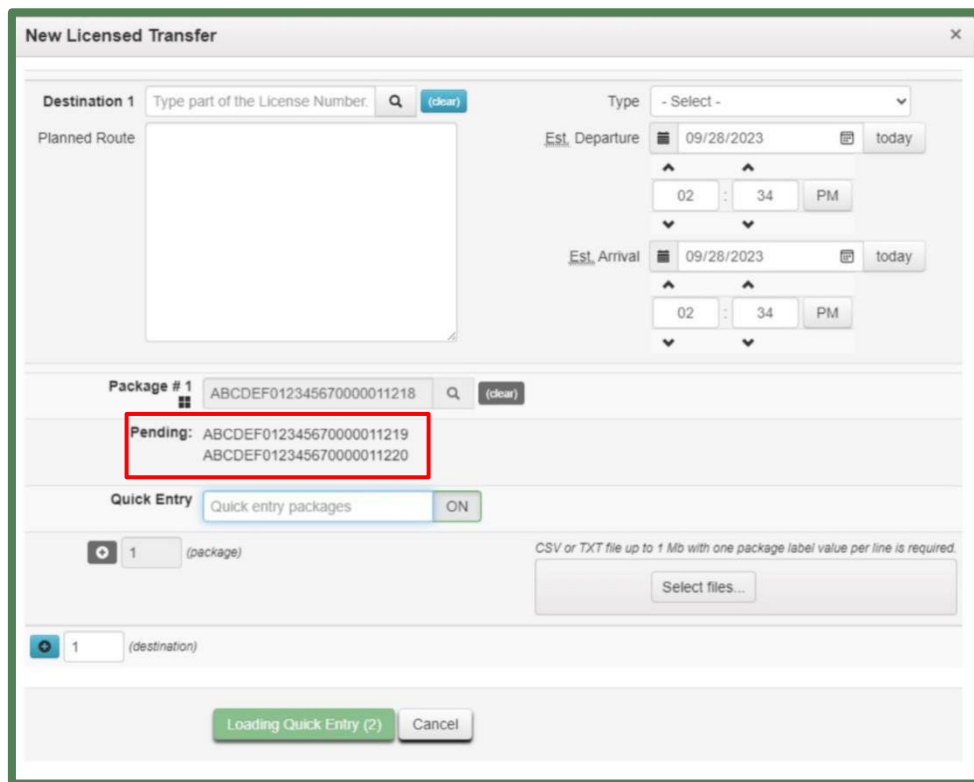
**Figure 3: Transfers Quick Entry On**



The screenshot shows the 'New Packages' window. The 'Quick Entry' toggle is set to 'ON' and is highlighted with a red box. The window 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. It includes fields for 'Destination 1' (with a search bar and '(clear)' button), 'Planned Route' (a large empty text area), 'Type' (a dropdown menu), 'Est. Departure' (date and time picker for 09/28/2023 at 02:34 PM), and 'Est. Arrival' (date and time picker for 09/28/2023 at 02:34 PM). Below these is the 'Package # 1' section, which shows a list of package labels. Two labels are highlighted with a red box and labeled 'Pending': 'ABCDEF012345670000011219' and 'ABCDEF012345670000011220'. The 'Quick Entry' section has a dropdown menu set to 'Quick entry packages' and a toggle switch set to 'ON'. At the bottom, there is a 'Loading Quick Entry (2)' button and a 'Cancel' button.

**Figure 5: Pending Packages Quick Entry**