

Bulletin Number: LA_IB_0041 Password Reset Package Sum Note for Immature Plant Destruction	Distribution Date: 7/21/2023	Effective Date: 7/24/2023
Contact Point: Metrc Support	Subject: New updates now available in Metrc	
Reason: New functionality and features are now available in Metrc.		

Greetings Metrc® users,

Metrc is pleased to provide information on the latest system enhancements that will be available on 7/24/2023, including:

- Password Reset Fix and Self-serve guidance
- Package Sum Button
- Editing Employees across multiple Facility Licenses

Please read on for more information regarding this new functionality.

Password Reset Fix and Self-serve Guidance

When resetting your password, the password must meet a minimum set of requirements to be accepted by the system. Previously, if you entered a password that did not meet the requirements, you were redirected to a screen that read “An error occurred” with no further information on what the error was or how to correct it. Now, when you enter a password that does not meet the requirements, you will receive a pop-up window notifying you the password does not meet the requirements. The minimum requirements for an acceptable password are:

- At least eight characters
- A combination of uppercase and lowercase letters
- At least one number
- At least one special character (e.g. !@#\$\$%^&*)

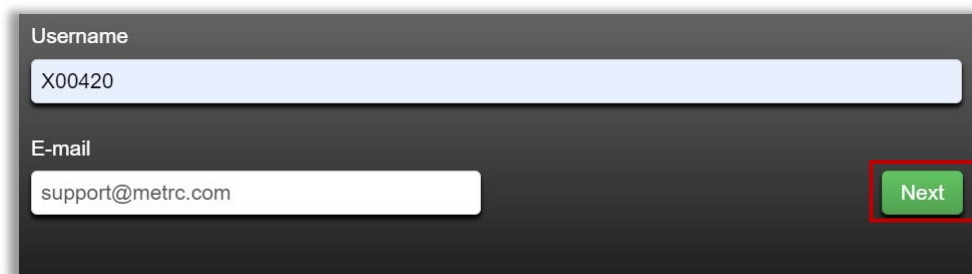
Metrc makes it easy for users to reset their passwords without the need to contact support for assistance. On the login page, click the link with a white gear icon next to it that reads Can't access your account? Reset your password as seen in **Figure 1**.



A screenshot of the Metrc login page. It features a dark grey background with white text. At the top, there are two input fields: 'Username' with the value 'X00420' and 'Password' with masked characters. To the right of the password field is a green 'Log in' button. Below the input fields, there are three links, each preceded by a white gear icon. The first link is 'Don't recall your username? Recover it'. The second link, 'Can't access your account? Reset your password', is highlighted with a red rectangular box. The third link is 'First time users, use your log-in key'. To the right of these links, there are two more links: 'Sign up for Training' and 'Training Videos'.

Figure 1: Link to reset password

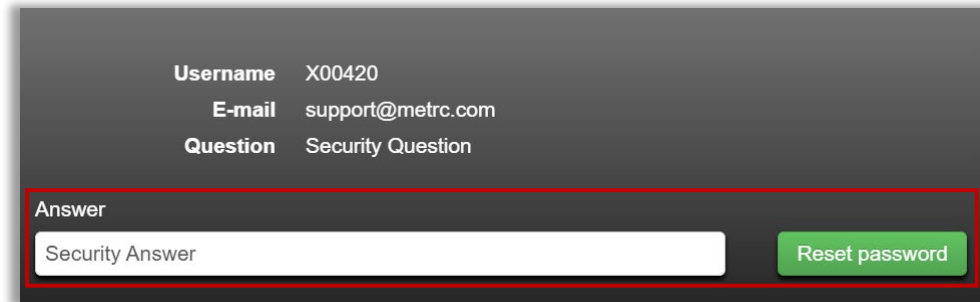
You will be redirected to a page requesting your Username and E-mail. Fill these in and click the green Next button as seen in **Figure 2**.



A screenshot of the Metrc password reset page. It features a dark grey background with white text. At the top, there is a 'Username' input field with the value 'X00420'. Below it is an 'E-mail' input field with the value 'support@metrc.com'. To the right of the E-mail field is a green 'Next' button, which is highlighted with a red rectangular box.

Figure 2: Required Username and E-mail fields

To ensure that your account is only reset by you, the final step in the password reset process requires you to answer your security question. Answer the question correctly and click the green Reset password button to complete the process as seen in **Figure 3**.



The screenshot shows a dark gray form with the following fields:

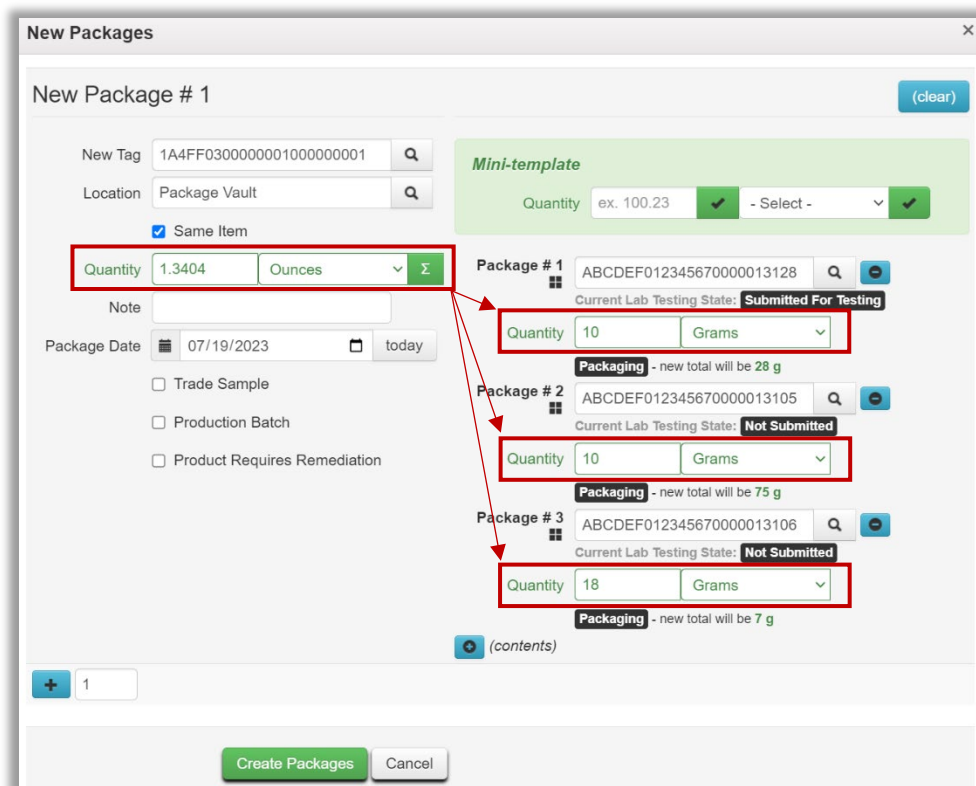
Username	X00420
E-mail	support@metrc.com
Question	Security Question

Below these fields is a section labeled **Answer** which contains a text input field with the placeholder text "Security Answer" and a green button labeled "Reset password". A red rectangular box highlights the "Answer" section.

Figure 3: Security Answer Field to verify reset

Package Sum Button

The auto-sum function is now operating correctly. This optional feature within the New Packages action window allows users who create new packages to automatically sum the quantities from the selected source package(s). When using the auto-sum feature, users can also toggle between any selectable unit of measure so long as the source package(s) have a compatible unit of measure (Weight, Count, or Volume).

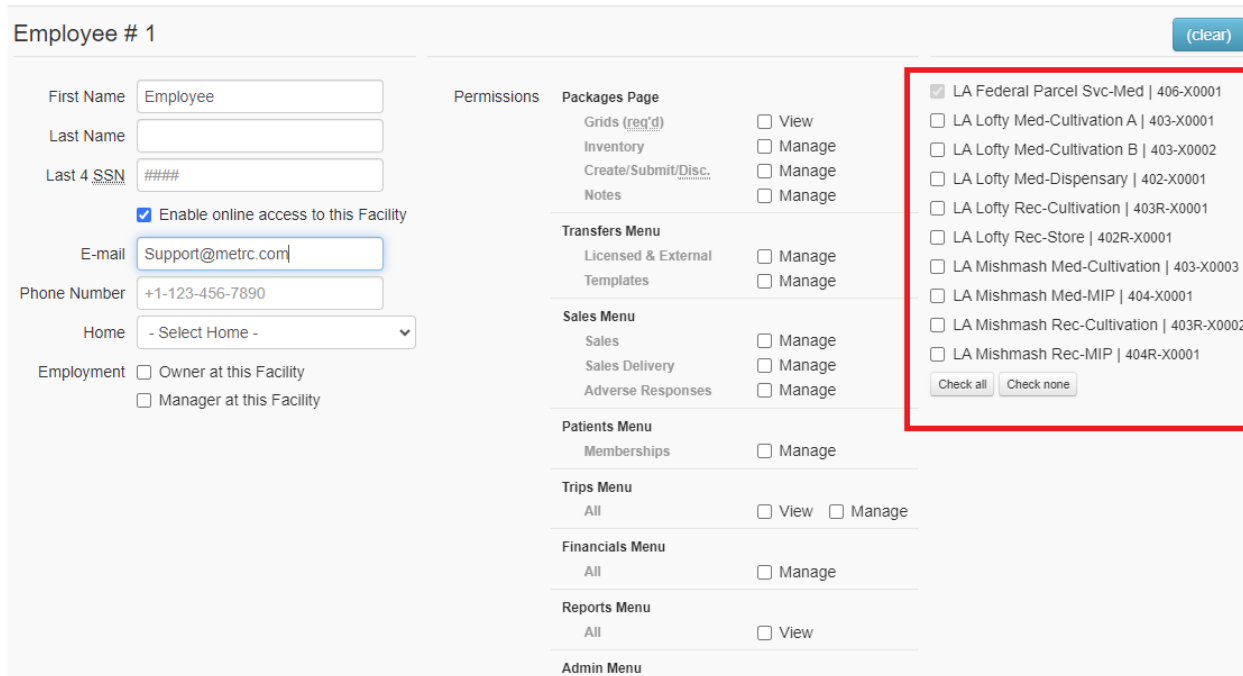


The screenshot displays the 'New Packages' window. On the left, the 'New Package # 1' section includes fields for 'New Tag' (1A4FF0300000001000000001), 'Location' (Package Vault), and a checked 'Same Item' option. The 'Quantity' field is set to 1.3404 and the unit is Ounces. A green 'Σ' button is located next to the unit dropdown. Below these are fields for 'Note', 'Package Date' (07/19/2023), and checkboxes for 'Trade Sample', 'Production Batch', and 'Product Requires Remediation'. On the right, a 'Mini-template' section shows a quantity of ex. 100.23. Below this, three packages are listed: Package # 1 (Submitted For Testing), Package # 2 (Not Submitted), and Package # 3 (Not Submitted). Each package has a 'Quantity' field and a unit dropdown. Red boxes highlight the 'Quantity' and unit fields for each package, and red arrows point from the 'Σ' button to these fields. At the bottom, there is a 'Create Packages' button and a 'Cancel' button.

Figure 4: Auto-sum functionality in New Packages action window

Editing Employees across multiple Facility Licenses

When editing an employee, the action window has been updated to list all available facilities for which the update will be applied. While the functionality to add employees has existed within the system, the action window previously did not have the list of facilities available to apply the changes to. **Figure 5** shows the updated action window that now allows this.



The screenshot shows the 'Employee # 1' edit form. On the left, there are input fields for First Name (Employee), Last Name, Last 4 SSN (####), E-mail (Support@metrc.com), Phone Number (+1-123-456-7890), and Home (- Select Home -). There are also checkboxes for 'Enable online access to this Facility' (checked) and 'Employment' (Owner at this Facility, Manager at this Facility). In the center, there are sections for 'Permissions', 'Packages Page' (Grids, Inventory, Create/Submit/Disc, Notes), 'Transfers Menu' (Licensed & External, Templates), 'Sales Menu' (Sales, Sales Delivery, Adverse Responses), 'Patients Menu' (Memberships), 'Trips Menu' (All), 'Financials Menu' (All), 'Reports Menu' (All), and 'Admin Menu'. On the right, a red box highlights a list of facilities with checkboxes: LA Federal Parcel Svc-Med | 406-X0001 (checked), LA Lofty Med-Cultivation A | 403-X0001, LA Lofty Med-Cultivation B | 403-X0002, LA Lofty Med-Dispensary | 402-X0001, LA Lofty Rec-Cultivation | 403R-X0001, LA Lofty Rec-Store | 402R-X0001, LA Mishmash Med-Cultivation | 403-X0003, LA Mishmash Med-MIP | 404-X0001, LA Mishmash Rec-Cultivation | 403R-X0002, and LA Mishmash Rec-MIP | 404R-X0001. At the bottom of the red box are 'Check all' and 'Check none' buttons. A '(clear)' button is in the top right corner.

Figure 5: Updated Facility List for Editing Employees

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.