

Bulletin Number: MS_IB_0011 Quick Entry Scan	Distribution Date: 10/09/2023	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: New functionality available in Metrc	
Topic: Quick Scan for Barcode Readers		

Greetings,

Metrc is pleased to provide information on the latest optional system enhancement that was 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 5th, 2023, a new feature was 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 and clear button), 'Planned Route', 'Type' (dropdown), 'Est. Departure' (date and time), and 'Est. Arrival' (date and time). Below these are 'Package # 1' (with search and clear) and a 'Quick Entry' section with a dropdown set to 'Quick entry packages' and a red-bordered 'OFF' button. There is also a 'Select files...' button and 'Register Transfer' and 'Cancel' buttons at the bottom.

Figure 1: Transfers Quick Entry Off

The screenshot shows the 'New Packages' window. It includes fields for 'New Package # 1' (with a clear button), 'New Tag' (with search), 'Location' (with search), 'Item' (with search), 'Quantity' (with dropdown), 'Note', 'Package Date' (with date picker), and 'Production Batch' checkbox. A 'Quick Entry' section has a dropdown set to 'Quick entry packages' and a red-bordered 'OFF' button. There is also a '+ 1' button and 'Create Packages' and 'Cancel' buttons at the bottom.

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**.

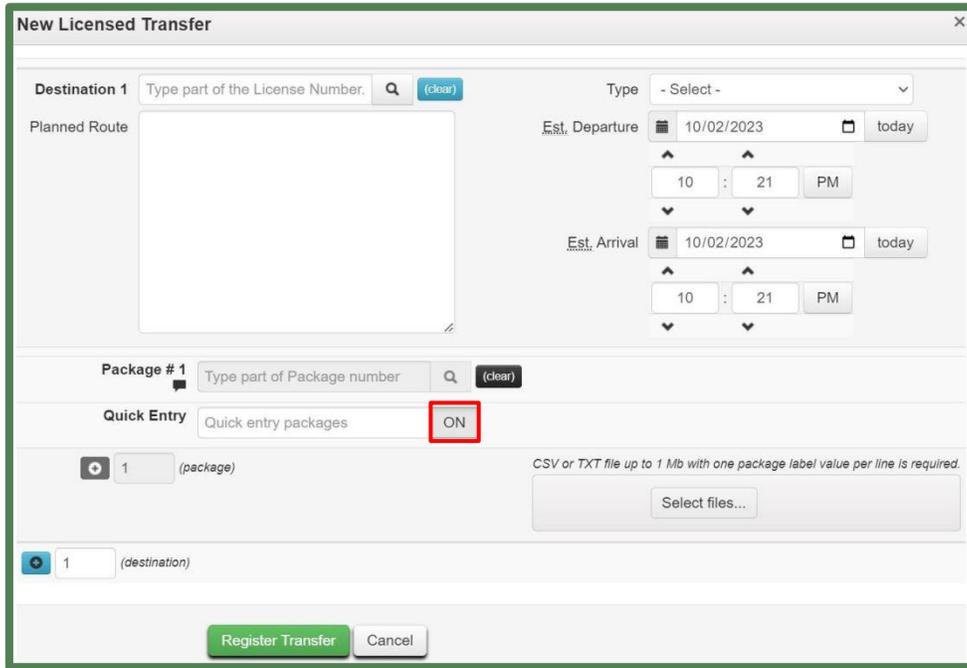


Figure 3: Transfers Quick Entry On

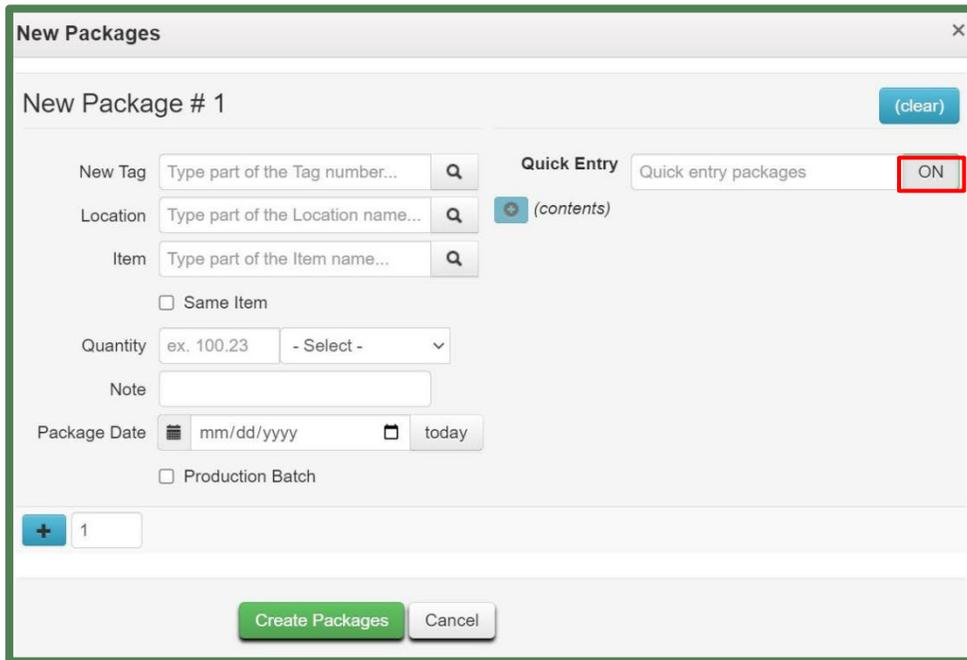


Figure 4: Packages Quick Entry On

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**.

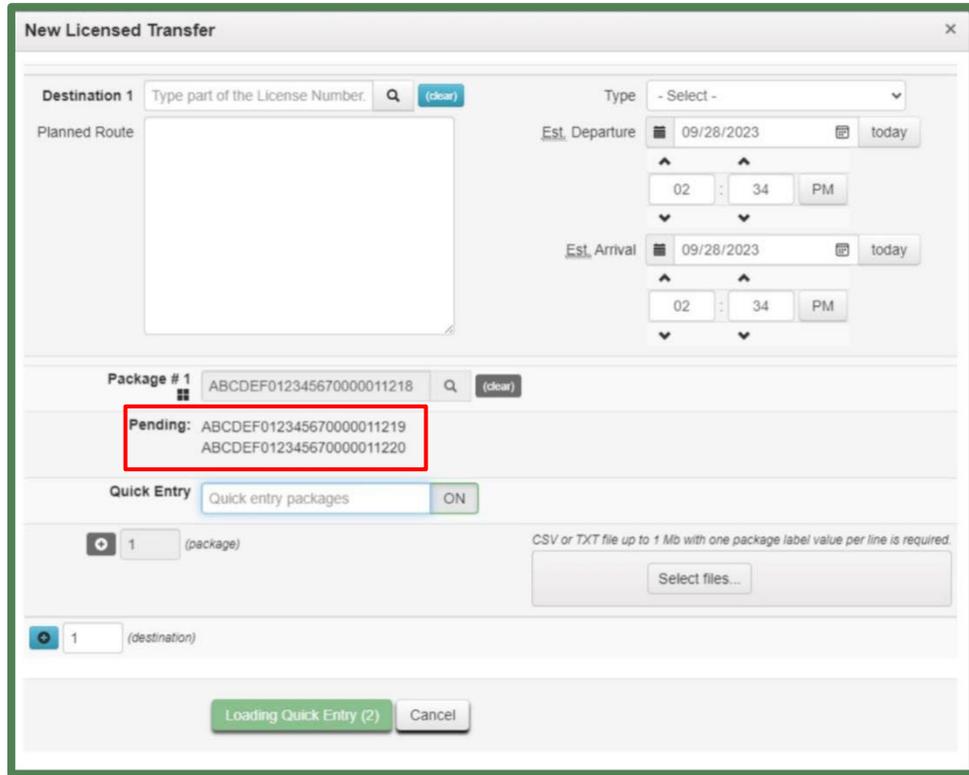


Figure 5: Pending Packages Quick Entry