Metrc Support Bulletin

Bulletin Number: OH_IB_56: Transporter Functionality	Distribution Date: 05/01/2024	Effective Date: 05/10/2024
Contact Point: Metrc Support	**Subject:** Information on the Transport Functionality	
Reason: Metrc wants to provide additional information on new Transport Functionality		

Greetings,

Metrc is pleased to provide information on the Transport Functionality.

Please read on for more information.

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Entering Transporter Information in Transfers

Step 1: Add/Edit a Licensed Driver or Vehicle. Navigate to the Admin area dropdown on the navigational toolbar and select the Transporters option – see **Figure 1**.
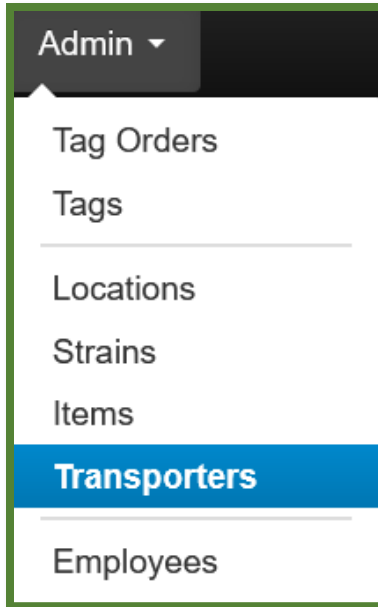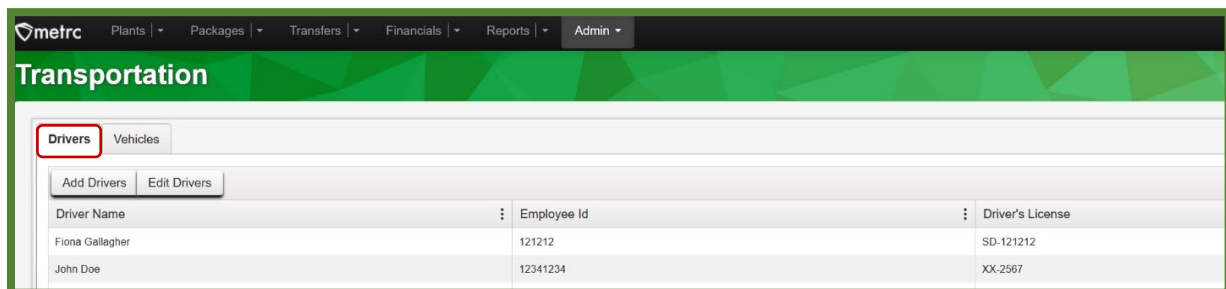

Figure 1: Recalling the Transporters Grid

Once on the Transportation grid, the Drivers tab will display all added drivers that have been added and permits users with permissions to add or edit drivers - see **Figure 2**.

Figure 2: Add/ Edit Drivers

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The Vehicles tab in the Transportation grid displays all added vehicles that have been added and permits a user with permissions to add/edit vehicles used in transport as well - see **Figure 6**.
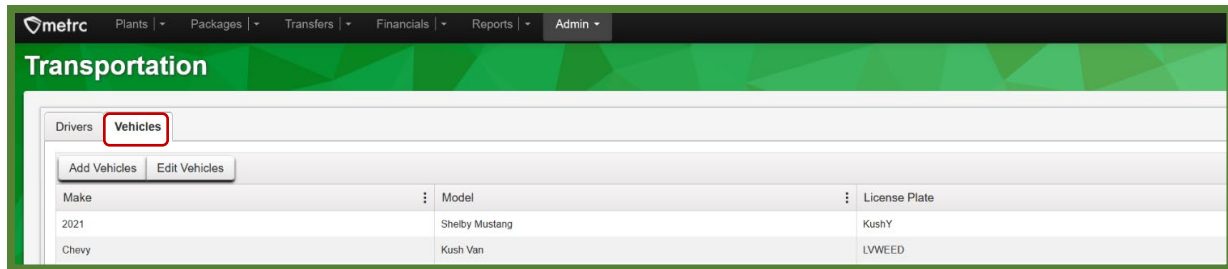

Figure 3: Add/Edit Vehicles

Step 2: Navigate to the Packages grid by going to the Packages area on the navigational toolbar and selecting the Packages option. Once on the Packages grid, select the appropriate package for transfer – see **Figure 4**.
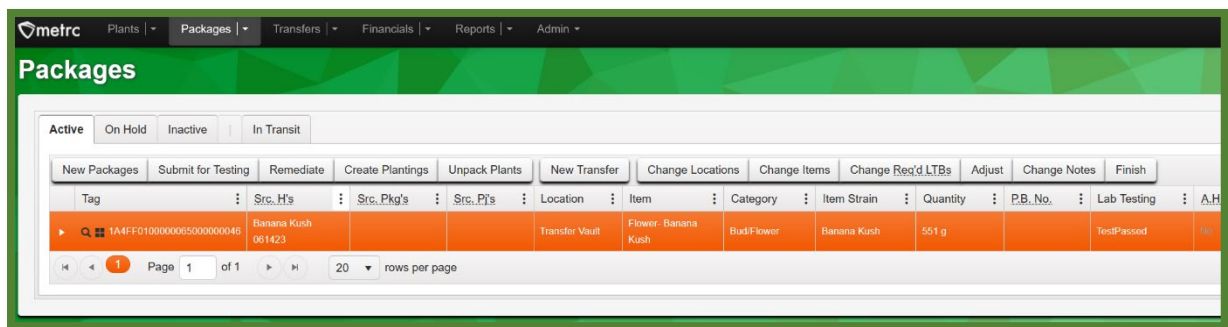

Figure 4: Selecting the Package for Transfer

Once the package has been selected, then use the New Transfer button to open the New Transfer action window**.** The information to be entered for this transfer process remains similar to the previous workflows, however, now this requires the Transport number as well as the Driver and Vehicle information. Notice that users can record more than one driver for a transport if applicable. Once all information has been entered and verified to be accurate, select the Register Transfer button to create the transfer - see **Figure 5** below.

Figure 5: Creating a Transfer with Transport Information

A user may confirm the success of the transfer by navigating to the Transfers area on the navigational toolbar and selecting the "Outgoing" tab. The transfer may be edited or voided up until the time the shipment is in transit – see **Figure 6**.
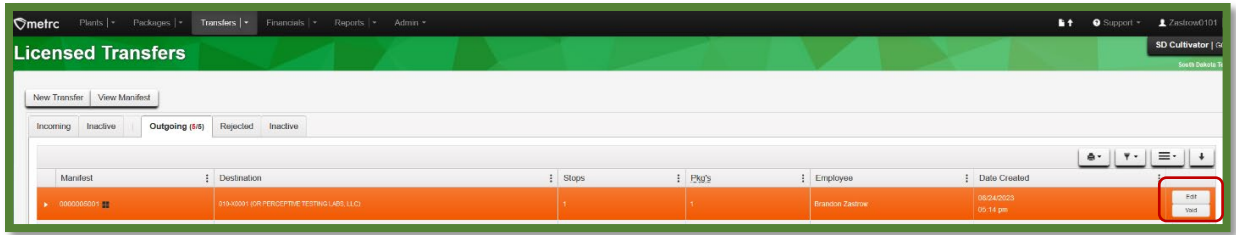
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Figure 6: Verifying the Transfer

Users may also select "View Manifest" to view the pdf version of the transfer manifest including full details of the transfer which includes drivers and vehicle information.