## **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 T	ransport 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.



# 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**.

Admin 👻
Tag Orders Tags
Locations
Strains
ltems
Transporters
Employees

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

<b>⊘metrc</b> Plants    → Packages    → Transfers    → Financials    → F	Repo	rts   - Admin -	
Transportation			
Drivers Vehicles			
Add Drivers Edit Drivers			
Driver Name	:	Employee Id :	Driver's License
Fiona Gallagher		121212	SD-121212
John Doe		12341234	XX-2567

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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**.

ransportation					
Drivers Vehicles					
Drivers Venicies					
Add Vehicles Edit Vehicles					
	1	Model	1	License Plate	
Add Vehicles Edit Vehicles	1	Model Shelby Mustang	1	License Plate KushY	

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**.

ackages												
							2					
Active On Hold In	nactive	In Transit										
New Packages Su	bmit for Testing	Remediate	Create Plantings	Unpack Plants	New Transfer	Change Locati	ions Change It	ms Change Reg	d LTBs Adjust	Change Note	s Finish	
Tag	:	Src. H's	Src. Pkg's	Src. Pi's	Location	Item	Category	Item Strain	Quantity	P.B. No.	Lab Testing	
Tag	•	dono1.t										
► Q # 1A4FF010000	06500000046	Banana Kush 061423			Transfer Vault	Flower- Banana Kush	Bud/Flower	Banana Kush	551 g		TestPassed	
	0065000000046	Banana Kush 061423	20 v rows per p	age	Transfer Vault		Bud/Flower	Banana Kush	551 g			

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.

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Destination 1	010-X00	01 Q	(clear)	Туре	Lab Transfer	~	
Planned Route	Metrc Tra	ansport Info Demo		Est. Departure	iii 08/24/2023 iii	today	
					^ ^	,	
					05 : 00 PM		
					* *		
				Est. Arrival	iii 08/24/2023 iii	today	
					▲ ▲ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●		
					<ul> <li>₩</li> <li>₩</li> <li>₩</li> </ul>		
			11.				
Tran	sport # 1	010-X0001	Q (clear)				
Р	hone No.	1-555-678-9999	(use default)		Layover		
	Driver 1	Type part of the Driver Name	۹ 🖯	Vehicle 1	LVWEED	Q	
Drive	r's Name	John Doe		Vehicle Make	Chevy		
Employee ID		12341234		Vehicle Model	Kush Van		
Driver's Lic. No.		OH-122112		License Plate	LVWEED		
	Driver 2	Type part of the Driver Name	۹. 🖯	Vehicle 2	XX-DDD	Q	
Drive	r's Name	Fiona Gallagher		Vehicle Make	Ford		
Em	oloyee ID	121212		Vehicle Model	E-350		
Driver's Lic. No. OH-121212				License Plate XX-DDD			
0	) (de	etails)					
•	≎ (tran	isporter)					
Pack	age # 1	1A4FF01000006500000046	Q (clear)				
0	🗘 (pac	kage)	(	SV or TXT file up to	1 Mb with one package label value p	er line is requ	
					Select files		
1 ○ (de	estination)						
-							

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**.







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.