

Bulletin Number: CA_IB_2020_007	Distribution Date: 2/28/2020	Effective Date: 2/29/2020
Contact Point: Metrc <sup>®</sup> Support	Subject: New Features in the C Trace system (CCTT-Metrc)	alifornia Cannabis Track and
Reason: To provide information on new	features in CCTT-Metrc	
Primary Audience: All licensees		

The bulletin provides information on the latest enhancements to CCTT-Metrc, which will become effective on February 29, 2020. The enhancements are listed below. Detailed descriptions of each change are provided on the following pages.

- I. Any licensee may designate cannabis or cannabis products that they hold in their inventory for donation.
- II. Users authorized to manage package inventory will see several new enhancements around the New Package(s) process.
- III. An *In Transit* tab has been added to the *Packages* page.
- IV. A *Notes* column has been added to the *Lab Results* grid to display notes added by the testing laboratory.
- V. The transfer manifest is now limited to a single destination and a single transporter.
- VI. Transporters have access to a new *Distributor Completed Manifest* button on the *Transfers Hub* to be used to acknowledge that they have verified and received all items in the shipment prior to departing from the licensed premises.
- VII. Licensees that are shipping packages are able to update the transporter information for the return trip if a package is rejected.
- VIII. Transporters are able to acknowledge receipt of rejected packages, update estimated departure and arrival times, and record departure and arrival times for the return trip.
- IX. The *Transfers Hub* has new icons within the grid for visual indicators on the direction and point of delivery for a transfer.
- X. Transfer manifests are color-coded according to the status of each transfer.
- XI. The transfer manifest includes item-specific details and source package information for each package where applicable.
- XII. Users with the ability to add, edit, and assign *Rooms* will now see the term "Room" has been updated to "Location" throughout the application.
- XIII. Users with plant permissions have the ability to take corrective action on incorrect harvest waste entries by discontinuing the waste, which returns the weight to the harvest batch.
- XIV. All grids in CCTT-Metrc have a *Filter* button to remove multiple filters within the grid at one time.
- XV. Users have expanded ability to specify the number of items to create on a page.
- XVI. Row count restrictions have been implemented on CSV uploads.
- XVII. The Support menu includes a new CSV Formatting Guide.



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# Packages

### **Donations of Cannabis and Cannabis Products**

Any licensee may designate cannabis or cannabis products that they hold in their inventory for donation in CCTT-Metrc. Licensees cannot remove the donation designation made by another licensee or after the donated item has been transferred and accepted into the inventory of another licensee.

#### **Marking Donations**

To designate an existing package of cannabis or cannabis products for donation, on the *Packages* page:

- 1. Select the package to designate.
- 2. Select the *Donation* button, and then select *Add* as shown in **Figure 1**.

acka	ges						1		1			
Active	On Hold	Inactive	In	Tran	sit							
New F	Packages	Submit for	Testing	Ne	ew Trar	nsfer	С	hange Items	Adjust	Donation -	Change Notes	Fini
Та	ag		_	1	Src. H	<u>-l's</u>	:	Src. Pkg's	Add		Category	
► q	1A4FF03	00000E14000	000017						Remov	e	Edible (weight - ea	ich)
		Page 1	of 1	•)(	M)	20	•	rows per page	e			

Figure 1: Marking an Existing Package for Donation

To designate cannabis or cannabis products for donation when creating a package on the *New Packages* page, check the *Donation* checkbox, as shown in **Figure 2**.

New Packages	3								×
New Packa	ge # 1							(0	lear)
New Tag	1A4FF03000	00E14000000018	۹	Package # 1	1A4FF0	)30000	0E14000000017	۹	•
Item	Burnt Brownie	es	Q	Quantity	500	\$	Each	•	
Quantity	500	Each	• Σ	(contents)	Packagin	ng - nev	v total will be 500 ea	3	
Package Date	02/19/20:	20 today							
-	Production	Batch							
L	Donation								
+ 1									
	C	reate Packages	Cance						

Figure 2: Marking a New Package for Donation



#### **Entering Sales of Donated Cannabis or Cannabis Products:**

To enter a cannabis goods sale as a donation to a medicinal cannabis patient or their primary caregiver, the licensed retailer must enter the *Total Price* of the sale of the designated cannabis goods package as \$0.00 and indicate the customer type as *Patient* or *Caregiver*, on the Records Receipts page.

Record Receipts			×
Sales Receipt # <sup>2</sup>			(clear)
Sale 02 Date/Time 02 02 :	/19/2020 today ● 9 PM ◆	Customer Consumer Patient Caregiver Patient No. (optional)	
Package # 1	1A4FF01000002800000026 Q (clear)	Quantity 2 Each	•
Available	100 ea	Total Price \$ 0.00	
(package)			
+ 1			
	Record Sales Receipts Cancel		

Figure 3: Marking a New Package for Donation

#### **Removing the Donation Designation:**

Only the licensee who designated a package for donation can remove the donation designation, but they can only do so if the donated package has not yet been transferred and accepted into the inventory of another licensee.

To remove a donation designation from a package of cannabis or cannabis products, on the *New Packages* page:

- 1. Select the package with the donation designation (identified with a gift package icon  $\square$ ).
- 2. Select the *Donation* button, and then select *Remove* as shown in **Figure 4**.



Packa	ges						$\wedge$							
Active	On Hold	Inactive	I	In Tr	ansit									
New F	Packages	Submit for	Testing		New Tra	nsfer	Change Iten	ns	Adjust	Donation -	]	Change Notes	F	inish
Та	ig			:	Src. H's	ş.	:	SI	Add		:	Item	:	Categ
► Q	1A4FF030	00000E140000	00022 🖀	•	2020-02	-05-Harvest	Room A-H	1A	Remove		ļ	Skywalker Flower	r	Flower
	f T	Page 1	of 1	•		20	rows per p	bage						

#### Figure 4: Removing the Donation Designation

#### **New Packages:**

When the source package is designated for donation, all new packages created from it must also be designated for donation. Packages marked for donation cannot be combined with any other packages when creating a new package.

## **Remaining Quantity in Source Package**

The remaining quantity of a source/content package(s) in the *New Packages* action window will now take into account all other *New Package* entries for that same source/content package. In the past, using a package multiple times would subtract the amount used from the package's quantity independently. A user will now see the true total remaining quantity when the same package is used multiple times to create new packages. For example, **Figure 5** shows the new remaining quantity is 7605.5g when the source/content package is used to make one 100g package. **Figure 6** shows the new remaining quantity is 7505.5g when the source/content package is used again to make a second 100g package.



	-
Package # 1	1A4FF010000007D00000055 Q
Quantity	100 🕼 Grams 🗸
o (contents)	Packaging - new total will be 7,605.5 g
	-
Package # 1	1A4FF010000007D000000055 Q
Quantity	IX. 100.2 🖨 Grams 🗸
o (contents)	Please enter a non-zero quantity.

Figure 5: Remaining Quantity in Source Package

				-
Package # 1	1A4FF010000	007D000000055	Q	•
Quantity	100	Grams	~	
	Packaging - ne	w total will be 7,505.	5 g	
(contents)				
				-
Package # 1	1A4FF010000	007D000000055	Q	•
Quantity	100 🖨	Grams	$\sim$	
	Packaging - ne	w total will be 7,505.	5 g	
<ul> <li>(contents)</li> </ul>				

Figure 6: Remaining Quantity Removing Total Amount Deducted



### **Finish Package When Creating New Packages**

If the remaining quantity of a source/content package is calculated to be zero (0) when creating a new package, the user will now be able to finish that source package at the same time as creating the new package(s). **Figure 7** below shows an example of finishing a source package when creating a new package. Once the user has marked the *Finish Package* checkbox, identified a *Finish Date*, and selected the *Create Packages* button, the source package moves to the *Inactive* tab.

New Packages	;									×
New Packa	ge # 1								(c	lear)
New Tag	Type part of th	ne Tag number	(	۹	Package # 1	1A	4FF0300000026000	0000252	٩	0
Item	Type part of th	ne Item name	(	٩	Quantity	10	Gram	S	•	
Quantity	ex. 100.23	- Select -	٠	Σ		Pac	kaging - new total will Finish Package	be <b>0 g</b>		
Note					Finish Date	=	mm/dd/yyyy to	oday		
Package Date	mm/dd/yy	yy today			(contents)					
	Production I	Batch								
+ 1										
	Cr	eate Packages	Ca	ncel	1					
	_									

Figure 7: Finishing a Source Package

### Auto-Sum Quantity in New Packages Template

Users now have a new button within the *New Packages* template that allows all new package quantities to be "Auto-Summed" based on the quantity removed from the source package. This button, shown in **Figure 8**, functions exactly as the *Auto-Sum* button does for each individual new package. Meaning, if a licensee has one source package of one hundred (100) cookies and wants to create ten (10) packages of ten (10) cookies each, the quantity removed from the source package would be set to ten (10) each for all ten (10) new packages. When selected, the *Auto-Sum* button populates the quantity of each new package with ten (10) each/cookies.



Figure 8: Auto-Sum Button in New Packages Template



### **New and Updated Item Categories**

The following <u>New</u> item categories have been added:

- a. Flower (packaged gram each)
- b. Flower (packaged eighth each)
- c. Flower (packaged half ounce each)
- d. Flower (packaged ounce each)
- e. Flower (packaged quarter each)
- f. Infused Butter/Oil (weight)
- g. Infused Butter/Oil (weight each)
- h. Tincture (weight)
- i. Tincture (weight each)
- j. Vape Cartridge (weight each)

The following *Existing* item categories have been updated:

- a. Changed Infused Butter/Oil to Infused Butter/Oil (volume)
- b. Changed Infused Butter/Oil (each) to Infused Butter/Oil (volume each)
- c. Seeds has been updated to require a strain
- d. Seeds (each) has been updated to require a strain
- e. Changed Tincture to Tincture (volume)
- f. Changed Tincture (each) to Tincture (volume each)
- g. Changed Vape Cartridge to Vape Cartridge (volume each)

It is important to note that available item categories vary according to license type.

### Same Item Option When Creating New Packages

Users have a new *Same Item* checkbox option when creating a new package from an existing package as shown in **Figure 9**. Checking *Same Item* will assign the same package item from the source package. This option allows licensees who receive packages of an item not previously configured for their license to repackage and create lab sample packages using the same item name from the source package. Using the *Same Item* feature does not add the item to the list of items for that license.



New Packages	\$							×
New Packa	ge # 1						(Cl	lear)
New Tag	1A4FF030000	0BB9000000074	Q	Package # 1	1A4FF03000	000BB9000000073	٩	•
Item	Type part of th	e Item name	Q	Quantity	3	Each	T	
Quantity	Same Item	Each	ΨΣ	(contents)	Packaging - n	ew total will be 6 ea		
Note	Same Item tes	t	]					
Package Date	02/24/202	0 today						
	Production E	Batch						
+ 1								
	Cre	eate Packages	Cancel					

Figure 9: Same Item Checkbox

### New In Transit Tab

Users with the *View Packages* permission have access to a new *In Transit* tab on the *Packages* page as pictured in **Figure 10**. The *In Transit* tab allows users to easily view/search packages currently in an active Outgoing Transfer or in an active Rejected Transfer.

Pa	ck	ages				X							Lily's Green Distril	california T	6-LI( Testir
	Activ	e On Hold Inactive I In	n Tr	ransit											
		Tag :	4	Stc. Pkg's	Item	:	Category :	Item Strain	Quantity :	Lab Testing	Date :	Rcv/d :	Manifest No.	Tx. Status	
	٠	Q III 1A4FF0300000C82000000051	1	IA4FF0300000C82000000028	Caram Conce	nel entrate	Other Concentrate (volume)		30 ml	TestPassed	02/11/2020		0000051401	Rejected	
	۲	Q III 1A4FF0300000C8600000059 III	(	multi-package)	Bluebe Muffin	erry Leaf	Leaf	Blueberry Muffin	150 g	NotSubmitted	02/11/2020	02/17/2020	0000052301	Shipped	

Figure 10: In Transit Tab

### New Column for Notes on Lab Results Tab

The existing *Lab Results* tab within the Package drilldown has been updated to include a column that displays the notes that are entered by the lab when recoding test results. *Notes* are specific to each test result for each sample package. The *Notes* column displays up to 25 characters followed by three dots in a row, as pictured below in **Figure 11**. If the user clicks on the three dots in a row, the note will expand and display as seen in **Figure 12** below.





La	Results	History							
									1
:	Overall	:	Test Name	:	Test Passed	:	Result	Notes	:
	Passed		Abamectin (ppm)		Passed		0.0001	This is a note. Once 25 c	



This is a note. Once 25 characters has been included you will see elipses	

#### Figure 12: Note Expanded

# **Transfers**

### **Single Destination and Single Transporter Transfers**

The transfer manifest is now limited to a single destination and a single transporter. Licensees need to create separate transfer manifests for each destination. Licensees will receive an error when attempting to edit an existing Transfer or use an existing Transfer Template with more than one destination and/or transporter.

#### **Distributor Completed Manifest Button**

Users that have access to the *Transfers Hub* in CCTT-Metrc will notice a new *Distributor Completed Manifest* button for each active transfer. California requires transporters to use this button to acknowledge that they have verified and received the items on the Manifest prior to departing the shipping facility. Please see **Figure 13** below.

Edit	
Distributor Co	mpleted Manifest
Depart	Arrive

#### Figure 13: Distributor Completed Manifest Button in Transfers Hub



## **Outbound Transfers and Return Transfers**

#### Outbound Trip

Once the transfer is registered, both the transporter and destination licensees can access the transfer information.

A licensed transporter selected by the shipping licensee to transfer the packages can view the transfer information from the *Transfers Hub*. The *Transfers Hub* includes buttons for transporters to report the progress of each transfer as shown in **Figure 13** above.

The use of each button is outlined below.

- The *Edit* button allows a transporter to update Estimated Departure and Arrival times.
- The *Distributor Completed Manifest* and *Depart* buttons are designed to be used when a transporter accepts custody of the packages for delivery and then departs the originating facility.
- The *Arrive* button indicates the transporter arrived at the destination facility.

It is also important to note the following when using these buttons:

- The buttons pictured in **Figure 13** above are applied in chronological order. For example, if the *Arrive* button is clicked prior to the *Depart* button, the *Depart* button will no longer be displayed and no date/time can be recorded for the departure.
- If a transporter does not select any button during their route and the manifest is received by the destination facility, these buttons are no longer available for selection by the transporter.

#### **Return Trip**

If the destination facility rejects a package in the transfer, the originating facility has access to the return manifest under the *Rejected* tab as pictured in **Figure 14**.

New Transfer View Manifest												
Incoming Outgoing (9/10) Rejected												
Manifest : License No.	Rejector	Type :	Pka's	ETD :	ATD :	ETA :	ATA :	Received :	ETRD :	ATRD :	ETRA	
► 0000006901 <b>#</b> 402R-X0001	CO LOFTY ESTABLISHMENT, LLC	Unaffiliated	1	12/01/2019 07:22 pm	-	12/02/2019 06:22 pm	•	12/01/2019 10:03 pm	-			Transporters
Page 1 of 1	Viewing 1 - 1 (1 total)											

Figure 14: Rejected Transfers Grid

A new *Transporters* button displays for each rejection on the *Rejected* transfers grid as pictured in **Figure 15** below. This button allows the originating licensee to update details of the return trip, including transporter information as pictured in **Figure 16**.



Figure 15: New Button to Update Return Trip Information for Rejected Transfers



	0000031401		Transfer 1	Туре	Wholesale Manifest
Originating Lic. No.	C11-0000006-LIC		Destination Lic.	No.	C9-0000004-LIC
Originating Name	Lily's Green Distribu	ting	Destination N	ame	Lily's Green Sales
Main Phone No.	5302255800		Main Phone	NO.	5306238200
Mobile Phone No.	5302255855		Mobile Phone	<u>No.</u>	5306238270
		Delivery Di	rection		
	RE	TURN // BAC	K TO ORIGIN		
Est. Departure	■ 02/12/2020	today	<u>Est.</u> Ar	rival	🗰 02/12/2020 today
	<b>^ ^</b>				<b>^ ^</b>
	02 : 30 PM				04 : 30 PM
	* *				* *
ansport # 1 C11-0	000006-LIC	Q (clear)			
Phone No. 12345	6789	(use default)	(	🗌 Layo	over
enjamin Bunny (Ben-4	1455)	T	Honda Accord Z	45G00	5 •
Employee ID Ben-4	455		Vehicle Make	Honda	
iver's Name Benja	min Bunny		Vehicle Model	Accord	t
er's Lic, No. C013	34Z		License Plate	Z45G0	005
			(clear)		

Figure 16: Updating Return Trip Information on Rejected Transfers Tab

Once modified, the return transporter will have access to the manifest under the *Transfers Hub*, including the *Distributor Completes Manifest*, *Depart*, *Arrive* and *Edit* buttons described above to record transporter activities for the return trip.

### New Transfers Hub Icons and Direction Column

Transporters with access to the *Transfers Hub* in CCTT-Metrc will see a new icon and column outlined in **Figure 17**. The icon identifies the point of delivery for each transfer and the new *Direction* column indicates the direction (Outbound or Return) of the trip.



Vie	ew Manifest						
	Manifest	Origin :	Destination	Direction	Driver :	Vehicle Info	Pkg's
►	0000006901	403-X0001 CO LOFTY ESTABLISHMENT, LLC	402R-X0001 CO LOFTY ESTABLISHMENT, LLC	← Return	Cheese Joel	Make: Tesla Model: Cybertruck Lic. Plate: ULY-TRK	1
•	0000006901	403-X0001 CO LOFTY ESTABLISHMENT, LLC	<ul> <li>402R-X0001</li> <li>CO LOFTY</li> <li>ESTABLISHMENT,</li> <li>LLC</li> </ul>	→ Outbound	Cheese Joel	Make: Tesla Model: Cybertruck Lic. Plate: ULY-TRK	1

Figure 17: Transfers Hub Grid

### **Transfer Manifests Color-Coding Transporters and Packages**

Transfer Manifests in CCTT-Metrc are color-coded according to the status of each transfer in the system. "Outbound" and "Return" transporters are color-coded to indicate the direction of the transfer. Outbound transporters have light green shading, while Return transporters have light red (or pink) shading as shown in **Figure 18**.

Any in transit package, meaning the package has not been received or rejected, has light gray shading. Once the destination facility takes an action to receive or reject a package, the package status on the manifest is updated and color-coded accordingly. Received packages have a status of "Accepted" with light green shading. Rejected packages have a status of "Rejected" with light red (or pink) shading. Rejected packages that have been received back into the shipping facility's inventory have a status of "Returned" with light red (or pink) shading.



		No Lavovar Schodulad							
1. Outbound Transporter	Cannabis Connection	No Layover Sche	duled	lied					
Transporter License Number	A11-0000002-LIC								
Address of Transporter	7899 Warehouse Way								
	County: San Joaquin County								
Contact Phone No. for Inq	uiries: 1234567890								
Name of Person Transporting	Joe Smith	Employee ID of Driver	Joe.S	mith@Cannabis.Co					
State Driveria License No	0297409704	Signature of Barron Transporting	nneci	.com					
State Driver's License No.	5367196721	Signature of Person Transporting							
Make, Model, License Plate No.	Ford Explorer CANCON2								
2. Return Transporter	Cannabis Connection	No Layover Sche	duled						
Transporter License Number	A11-000002-LIC								
Address of Transporter	7899 Warehouse Way								
	Tracy, CA 95287 County: San Joaquin County								
	oouny: our oouquin oouny								
Contact Phone No. for Inq	uiries: 1234567890								
Name of Person Transporting	Joe Smith	Employee ID of Driver	Joe.S	mith@Cannabis.Co					
	0000000		nnect	.com					
State Driver's License No.	C387198721	Signature of Person Transporting							
Make, Model, License Plate No.	Ford Explorer CANCON2	-							
1. Package   Accepted	Production Batch No.	Item Name		Quantity					
1A4FF03000002600000238		Girl Scout Flower		Shp: 100.0000 kg					
Lab Test: TestPassed	Strain: Old Securit Condition (OSO)	(Flower)		Rcv: 100.0000 kg					
Item Details	Strain: Girl Scout Cookies (GSC)								
Source Package(s)	1A4FF03000002600000237								
2. Package   Rejected	Production Batch No.	Item Name		Quantity					
1A4FF03000002600000229		Yabba Dabba Doo Concentrate		Shp: 0.5000 I					
Lab Test: TestPassed		(Other Concentrate (Volume))							
Course Deckers(c)	444550000000000000000000000000000000000								
Source Package(s)	1A4FF03000002600000212								

#### Figure 18: Color Coded Manifest Layout Example

### **Additional Information on Transfer Manifests**

When registering and receiving transfers, users will now see that the Transfer Manifest provides additional information about the packages included on the manifest. Each package now includes the item details (Strain, Unit Weight, Unit Volume, etc.) and source package information as shown in **Figure 19** below.

1. Package   Accepted	Produc	ction Batch No.	lter	Quantity							
1A4FF0300000E1A000000144 Lab Test: NotSubmitted			Skywalker Flower (Flower)	Shp: 9.9950 kg Rcv: 9.9950 kg							
Item Details	Strain: Skywalker										
Source Harvest(s)	2020-02-05-Harvest Room A-H										
Source Package(s)	1A4FF0300000E	1A4FF0300000E1A000000137, 1A4FF0300000E1A000000138									

#### Figure 19: Additional Details on Transfer Manifest



## **Plants and Harvests**

#### **Rooms Renamed to Locations**

Licensees with the ability to add, edit and assign *Rooms* will see the term *Room* has been renamed to *Location* throughout the system. For example, users with Admin permissions to add and edit rooms will now see *Locations* (formerly Rooms) on the *Admin* menu where they can *Add Locations* (formerly Add Rooms) and *Edit Locations* (formerly Edit Rooms) as shown in **Figure 20**. All cultivator licensees will see a default *Location Type* assigned to all existing locations and new locations.



Figure 20: Rooms Renamed to Locations

All cultivator licensees with the ability to assign plants to rooms will now see a *Location* column on all *Plants* grids and a *Location* field on all *Plants* pages as shown in the **Figure 21** example below.

Flower	ing	On Hold	Inactive		Additiv	es	Waste	e	Har	vested	On Hold	Inactive	
ge Strains	Cha	ange Location	Chang	es by L	ocation	De	stroy	F	Record	Additives	Record V	Vaste	Create Plantii
	: :	Strain :	Location	۱	: Ho	bld	:	Group	þ		:	Group	Туре :
00084	E	Blue Dream	Flower R	oom A	No	0		1A4FF	0000000	02200000	0057	Clone	
Flower	ing F	Plants Char	nges by	Locat	ion								×
	Location # 1 (clear) Location Type part of the Location name Q New Location Type part of the Location name Q												
Chan	ge Da 1	ate i mm/	dd/yyyy	today									-
2			Perform	n Chan	ges	Cance	el						

Figure 21: Location Column and Fields on Plants Grids and Pages



## **Discontinuing Harvest Waste**

When drilling down into a harvest batch, users can now toggle to the *Waste* tab and find a new discontinue ( ) button next to each waste entry as seen in **Figure 22**. Once the discontinue button is selected, a confirmation box (as shown in **Figure 23** below) displays for the user to confirm the action. When the *OK* button is selected, the waste entry is removed and the waste weight is added back into the weight of the harvest batch.

	Harvest Batch	Strain	÷	Room	÷	Plants	÷	Wet <u>Wgt.</u>	÷	Waste	:	Total Pkg'd	÷	Pkg's	÷	Weight :	F	Restored	Lat	b Testing	÷	A.H.	:	Date :	
4	<b>Q #</b> AK-47 012219	AK-47		Harvest Room		5		7,625.27 g		1,000 g		0 g		0		6,625.27 g	0	g	Not	tSubmitted		No		01/22/2019	×
	Packages Lab Re	esults \	Vaste	Histo	ry																				
																							6	•)[=	·
	Waste Type			1	Weig	ght		: (	Date			: Report	ed					User							_
	Harvest Waste				1,00	0 g		(	08/13	3/2019		08/13/2	019	09:03 pm				METRC IND	USTRY	Y ADMIN					×
	Image: Page: 1         of 1         Image: Page: 1         of 1         Image: 1         of 1         Image: 1         of 1         to 1																								

Figure 22: Discontinuing Harvest Waste

Are you sure you wish to discontinue	this Harvest Waste entry?
	OK Cancel

Figure 23: Confirming Discontinuation of Harvest Waste



# **Application-Wide Features**

#### **Filters Button**

Users will now have a new *Filters* button, as seen in **Figure 24**, on the right-hand side of all grid toolbars. Clicking the *Filters* button displays a drop-down menu with a *Clear Filters* option. Clicking *Clear Filters* removes all applied filters from the grid.

	<b>y</b> -
Clear Filters	

**Figure 24: Filters Button** 

Placing the mouse over the *Clear Filters* button, as shown in the example in **Figure 25** below, displays all currently applied filters.

Filters			
Type Contains 'Wholesale'	Z	<b>T</b>	-
	A	:	Re

Figure 25: Hovering over Filters Button

### **Adding Multiple Rows**

The ability to specify the number of rows to add has been expanded to all action windows within CCTT-Metrc. Users can enter a value into the field next to the + icon as shown in **Figure 26**, and then select the + icon to add that number of rows for creating multiple items at one time.

Quantity Note	ex. 100.23 🗣 🛛 - Select -	<ul> <li>Σ (contents)</li> </ul>	Please select a Package.
Package Date	mm/dd/yyyy today		
+ 1 🖹			

#### Figure 26: Plus X Addition



# **CSV Uploads**

#### **CSV Row Count Restrictions**

CCTT-Metrc processes all records in a CSV file as a single upload transaction. Before storing any data, each record is reviewed to make sure there are no errors (such as a data type mismatch or the wrong number of values). If any record in the file generates an error, the upload is rejected. CCTT-Metrc will report each error and the row on which it occurred. The user must then modify the CSV file and retry.

With this information in mind, CCTT-Metrc now enforces a maximum of 500 rows for each CSV file uploaded into the system. If this maximum is exceeded, the data can be split into separate files with unique names that do not exceed the 500 row maximum. When adding plants to the same harvest or manicure batch using multiple CSV files, it is recommended that they be uploaded one file at a time.

The exception made at this time to the 500 row maximum is for recording lab test results. There is currently no maximum limit set for uploading lab results using the CSV import.

This limitation applies only to CSV imports and does not apply to data interfaced through the API.

#### New User Guide

A CSV Formatting Guide has been added to the Support dropdown menu as shown in Figure 27 below.



Figure 27: Support Menu

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