# Metrc Support Bulletin

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| **Bulletin Number:** NV_IB_0092_Processing Jobs | **Distribution Date:** 03/28/25 | **Effective Date:** 3/31/25 |
| **Contact Point:** Metrc Support | **Subject:** Updates to Processing Jobs for Cultivators | |
| **Reason:** Updated functionality and features are now available in Metrc. | | |

Greetings,

Metrc, in conjunction with the Nevada CCB, is announcing a new Processing Job Category for Cultivators. The new processing job category, **Mixed Shake/Trim**, will be used by cultivators in setting up processing jobs for the handling of residual shake and trim from multiple flower batches/lots. This topic was also discussed during the most recent industry training on January 29th and 30th.

The following linked resources provide additional training and step-by-step guidance for this update.

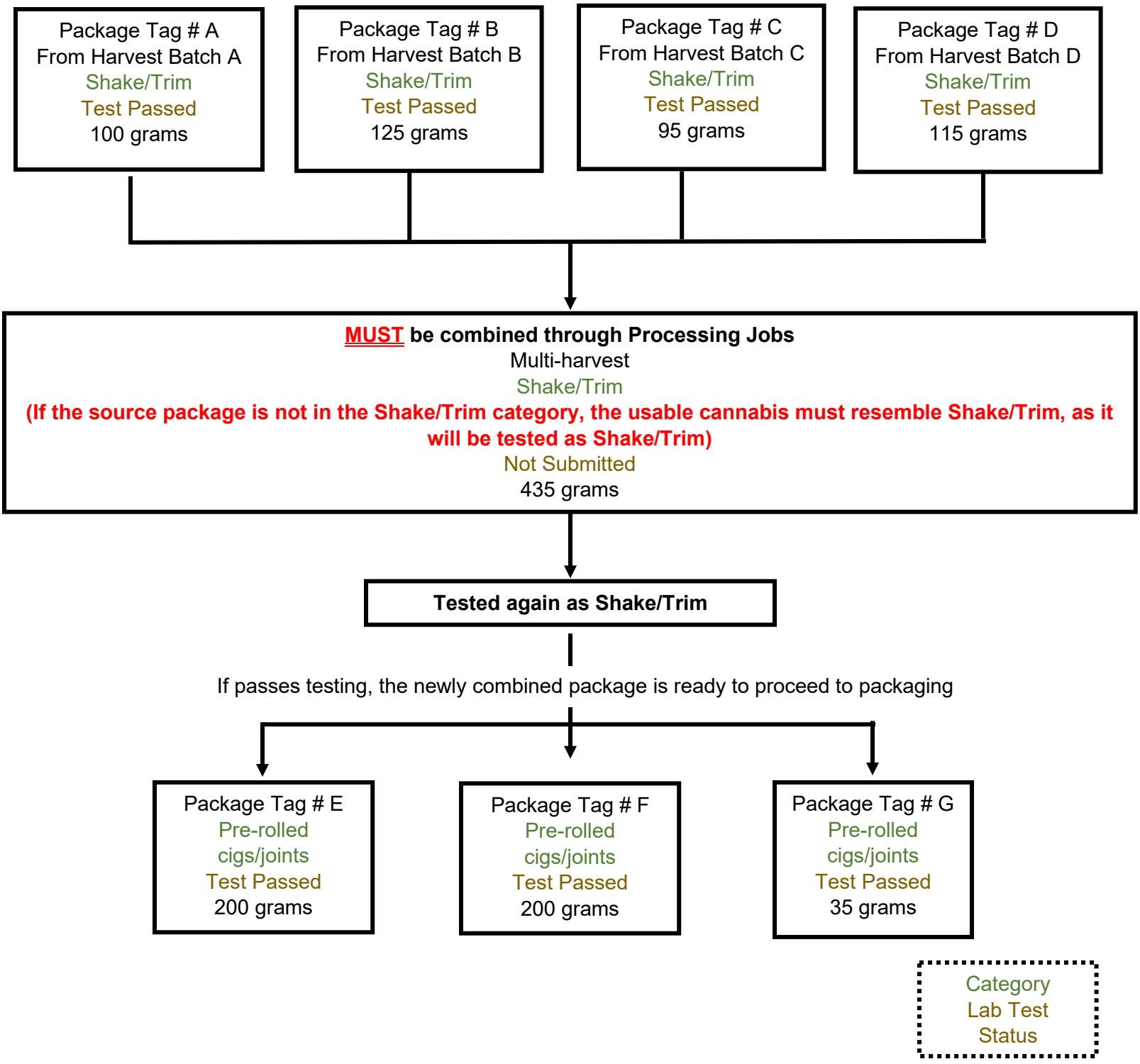
- Bulletin #79: Step-by-step guidance for updating Employee Permissions, adding New Processing Job Types, and Starting and Finishing a New Processing Job.
- Metrc Learn – Adding and Editing Processing Jobs
- Metrc Learn – Creating Processing Jobs, Creating Packages, Adjusting and Finishing Processing jobs

**Please note:** Cultivators should only use the Mixed Shake/Trim Processing Job Category.

* Nevada New Business training must be completed prior to taking the Metrc Learn courses.

Please review the flow chart on page 2 for an example of handling residual shake/trim from multiple flower lots.

# Handling of Residual Shake/Trim from Multiple Flower Lots



# Metrc Resources

If you have any questions, or need additional support, the following resources are available:

**Contact Metrc Support**
By using the new full-service system by navigating to Support.Metrc.com, or from the Metrc System, click Support on the navigational toolbar and click support.metrc.com to redirect to the portal.

*Please note*: If accessing the portal for the first time, a username (which is established when logging in), the respective state and "Facility license number", and a valid email to set a password are required.

**Metrc Learn**
Metrc Learn has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new Metrc Learn LMS is simple through multiple convenient locations:

***From within the Metrc system***
Navigate to the Support area on the navigational toolbar and select "Sign up for Training" to register option from the dropdown.

***From the Metrc website***
Navigate to your state's partner page and scroll down to the "Metrc's Training Resources" section to find the link.

Also, save the link – *learn.metrc.com* – as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.

**Access additional resources**
In the Metrc system, click on the Support area on the navigational toolbar and select the appropriate resource, including educational guides, manual, and more from the dropdown.

Thank you for your continued partnership.