

Bulletin Number: MO IB 0045	Distribution Date: 09/16/2025	Effective Date: 09/30/2025
Contact Point: Metrc Support	Subject: New features: Employee Roles, Mother Plants, Create Items/Strains update, and “Quick Edit” Ability for Plant Weights.	
Reason: Providing licensed users updates on the latest Metrc system enhancements.		

Greetings,

Metrc is pleased to announce that the following (4) new feature enhancements are now available.

- 1. Employee Roles:** Employee Roles introduces optional role-specific controls tailored to the unique needs of all facility workflows, ensuring operational efficiency and compliance.
- 2. Mother Plants:** The Metrc system now allows mother plants to be identified in a new, separate Mother Plants tab in the Plants section of Metrc. This powerful tool gives unparalleled control and visibility (in one grid) of your most valuable plants.
- 3. Create Items/Strains from same screen:** New functionality that offers users the ability to create new Strains and Items from the same action window when a package is being created.
- 4. “Quick Edit” Ability for plant weights:** This function allows users to streamline individual plant weight entry when recording harvests or manicures to plant batches. When toggled on, only the weight fields remain active, letting users tab through and enter weights quickly.

Please read on for more information related to each of these new features.

NEW FEATURE 1

Employee Roles

Designed to align user permissions with real-world responsibilities across your cannabis operation, Industry Admins, or those with the proper permissions, will now have the ability to create, assign, and manage employee roles with precise permissions so users access only the features and data necessary for their responsibilities.

Note: A user must have the “Manage” permission for Employees under the Admin Menu section to grant other employees the ability to “View” or “Manage” the new Employee Roles.

To learn more, check out the “What’s New” section in Metrc Expert and read on for more information.

Creating and Managing Employee Roles

Only employees granted the “Manage” Employee Role Types permission will have the ability to create Employee Roles and associate them to specific employees or a group of employees. To create and manage Employee Roles:

Navigate to the Admin drop-down on the navigational toolbar and select the Employee Roles option to open the new Employee Roles grid. Then from the Employee Roles grid, click on the Active tab.

Adding Employee Roles

- Click the Add Employee Roles button to open the Add Employee Roles action window.
- Type in the preferred Employee Role Name. This field is required and has a 255-character limit.
 - *Examples: Admin, Inventory Control Manager, Budtender, Trimmer*
- Select the Role Type from the dropdown menu. The following standard list of new Employee Role Types are available:
 - Cultivation
 - Manufacturing/Production
 - Testing
 - Retail/Sales
 - Distribution
 - Transportation

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- Wholesale
 - Waste Disposal
 - Microbusiness
- Select the permissions that need to be granted by clicking the checkbox(es). When complete, click the Create Employee Roles button – **see Figure 1.**

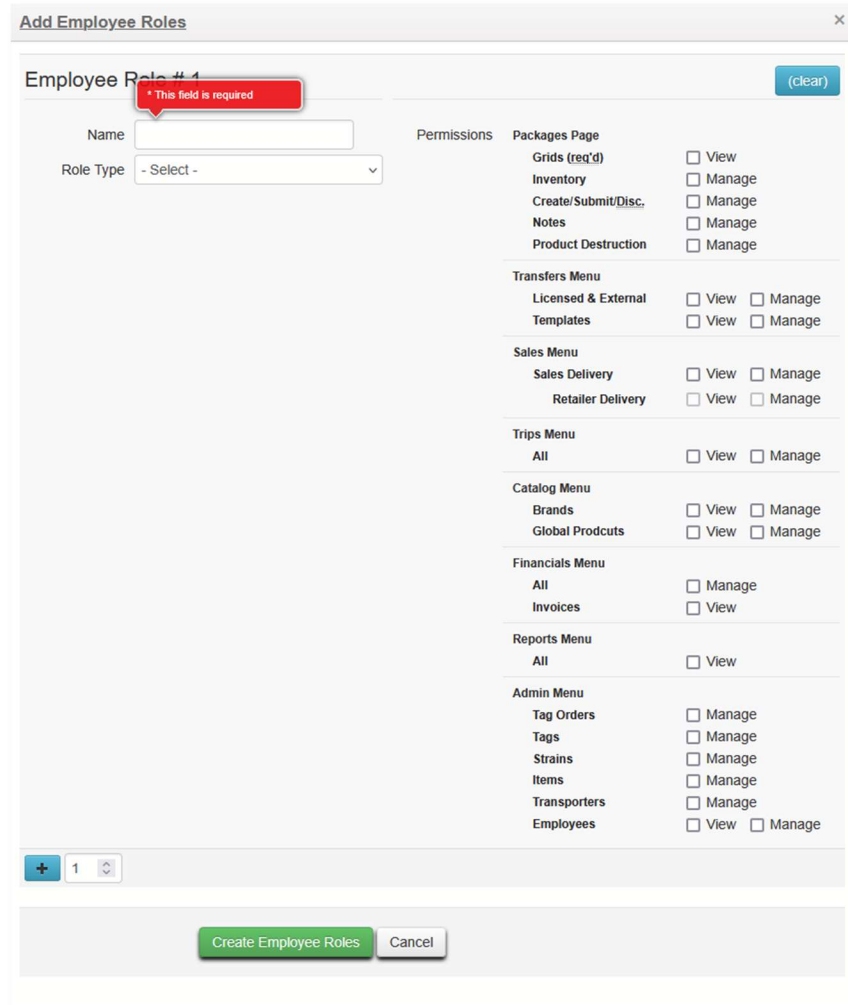


Figure 1: Add Employee Roles action window

To associate employees to specific Employee Roles, take the following steps:

- From the Employee grid, select the employee that needs to have an Employee Role assigned.
- Click the Edit Employee button to open the Edit Employee action window – **see Figure 2 below.**
- Complete the following information:

- **Employee Role:** Select the Employee Role from the drop-down list of options.
- **Employee Role Type:** This is pre-defined by Metrc and will display a blue box explaining the recommended 'Business Rules':
 - If the employee is added in a facility where the role exists by name - the role will be assigned at those facilities but the permissions from that facility will be applied to that role.
 - If a matching role is not found at any of the selected facilities, the Admin will be informed that the role does not exist at the facility.
 - If the employee being added is part of more facilities than the Admin that is adding the employee, the employee is created only at the selected facilities based on the admin's user's access.
- All other information can be updated in the action window, as needed.
- When complete, click the Save Employees button.

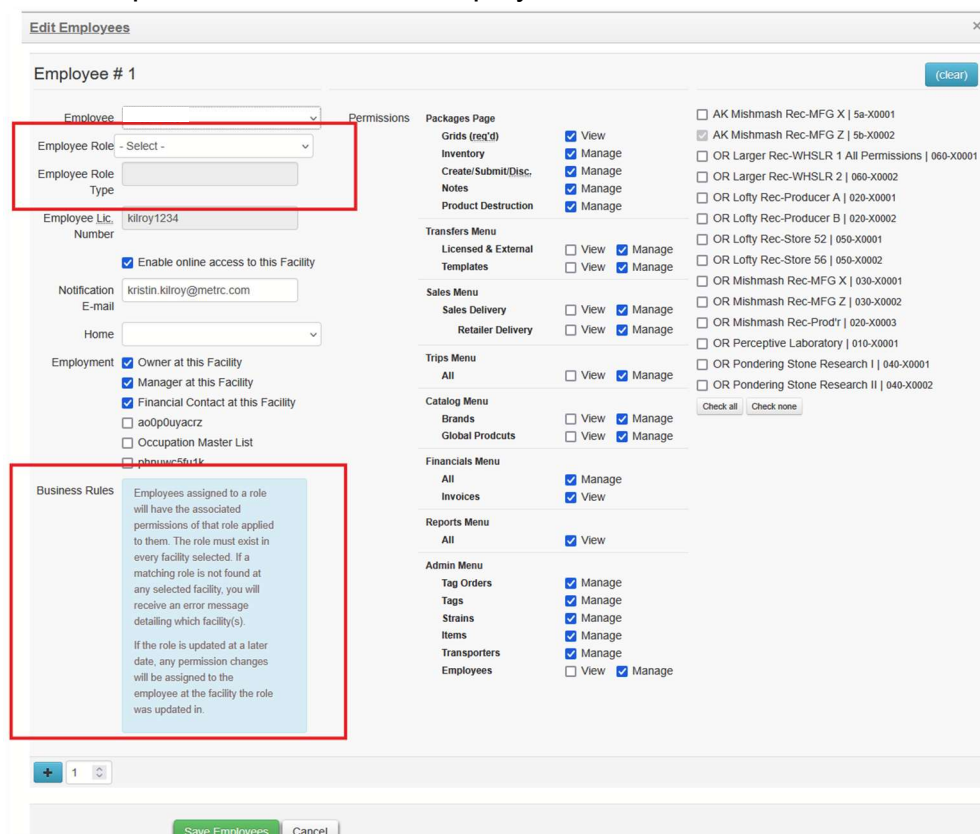
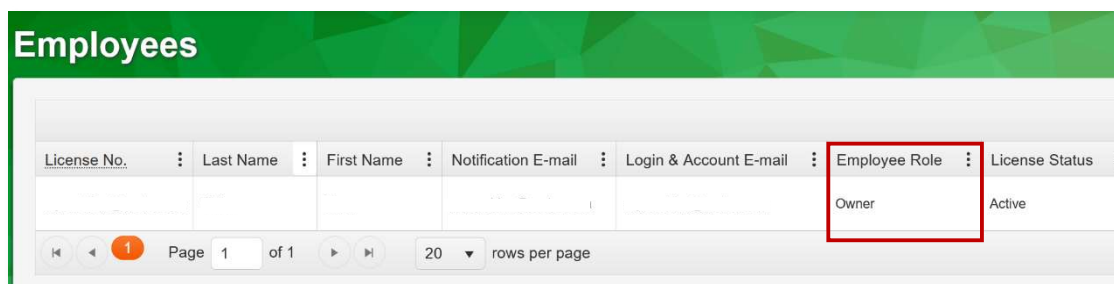


Figure 2: Edit Employees action window

The Employees grid – under the Admin view – will now display the Employee Role associated to the employed user – **see Figure 3 below.**



The screenshot shows a web interface titled "Employees" with a green header. Below the header is a table with the following columns: License No., Last Name, First Name, Notification E-mail, Login & Account E-mail, Employee Role, and License Status. The "Employee Role" column is highlighted with a red box, and the value "Owner" is visible in the first row. The "License Status" column shows the value "Active". At the bottom of the table, there is a pagination bar indicating "Page 1 of 1" and "20 rows per page".

License No.	Last Name	First Name	Notification E-mail	Login & Account E-mail	Employee Role	License Status
					Owner	Active

Figure 3: Employee Roles Column on Employees Grid

To archive an Employee Role, simply click the “X” button on the far-right of the role from the Active tab.

Note: Existing employees with this role will remain, however, no new employees can be assigned an archived employee role.

NEW FEATURE 2

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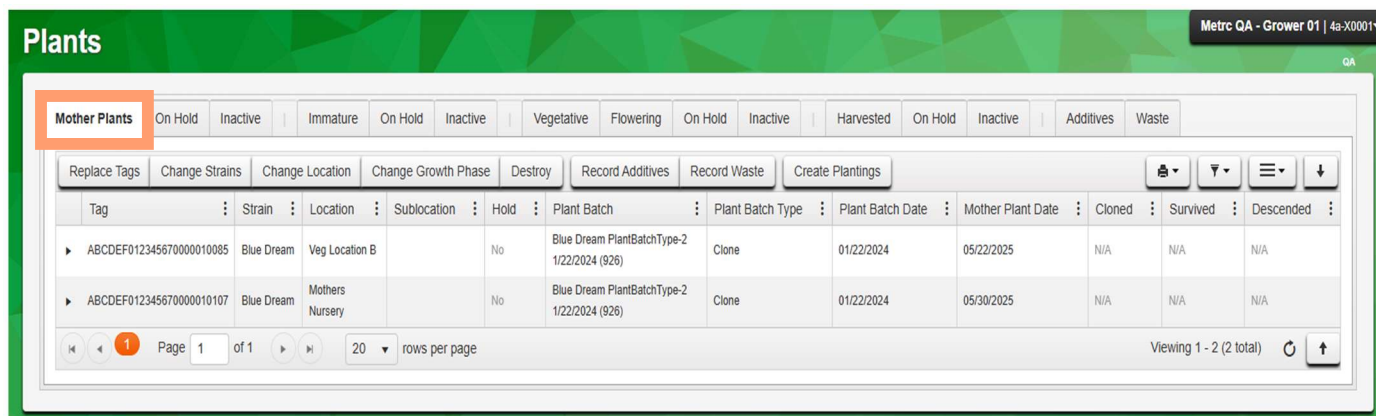
Mother Plants Tab

To improve mother plant tracking and unlock the full potential of your cannabis genetics, the Metrc system will now allow mother plants to be identified through a new **Mother Plants tab** under the Plants section in Metrc.

This powerful tool gives you unparalleled control and visibility – all in one grid – over your most valuable plants, ensuring maximum propagation success and consistent, high-quality yields.

Key benefits:

- **Track mother plants & clones:** Easily monitor the health and lineage of each mother plant and its clones.
- **Data-driven decisions:** Make informed choices with insights into survival rates and lifecycle health.
- **Preserve genetic integrity:** Ensure your most valuable genetics stay strong and productive.
- **Maximize propagation success:** Achieve higher clone success rates and more reliable results.
- **Scalable insights:** Ready your cultivation for future growth with clear, connected data on every plant's legacy.



Tag	Strain	Location	Sublocation	Hold	Plant Batch	Plant Batch Type	Plant Batch Date	Mother Plant Date	Cloned	Survived	Descended
▶ ABCDEF012345670000010085	Blue Dream	Veg Location B		No	Blue Dream PlantBatchType-2 1/22/2024 (926)	Clone	01/22/2024	05/22/2025	N/A	N/A	N/A
▶ ABCDEF012345670000010107	Blue Dream	Mothers Nursery		No	Blue Dream PlantBatchType-2 1/22/2024 (926)	Clone	01/22/2024	05/30/2025	N/A	N/A	N/A

This new feature will allow cultivators to experience precise, connected plant management that empowers you to grow smarter and scale with confidence.

NEW FEATURE 3

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Creating New Items and Strains from the Same Packages Screen

To streamline operations, minimize errors related to missing information, and eliminate the need to navigate to separate screens, new functionality is now available that streamlines item and strain creation.

Notes:

- Item categories requiring state approval can be created but will not be available until they are approved by the State.
- Users must have permissions that grant the ability to create strains and items to be able to see the new button in the Packages action window.

To learn more, check out the “What’s New” section in Metrc Expert and read on for more information.

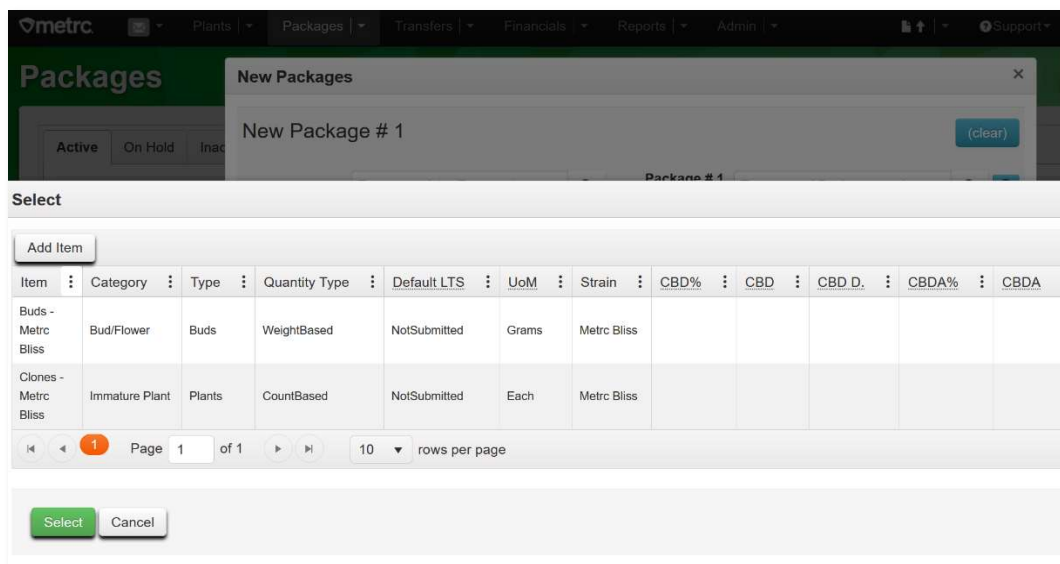
Creating Items from the New Packages Action Window

When creating a New Package, whether from an Immature Plant Batch, Harvest or other package, the ability to create new Strains or Items from the New Packages action window is available. This functionality is available in both the Plants and Packages areas of Metrc.

This new feature enables users to:

- Create new strains and items directly within the new package action window in Metrc.
- Easily add any missing strains or items without interrupting the process, as these functions are integrated into the new package creation workflow.
- Ensure all necessary data is available during the new package creation.

In the New Packages action window, when selecting the magnifying glass to select an Item Name, there is a new Add Item button available. Click the Add Item button to open the Add Item action window.



Item	Category	Type	Quantity Type	Default LTS	UoM	Strain	CBD%	CBD	CBD D.	CBDA%	CBDA
Buds - Metrc Bliss	Bud/Flower	Buds	WeightBased	NotSubmitted	Grams	Metrc Bliss					
Clones - Metrc Bliss	Immature Plant	Plants	CountBased	NotSubmitted	Each	Metrc Bliss					

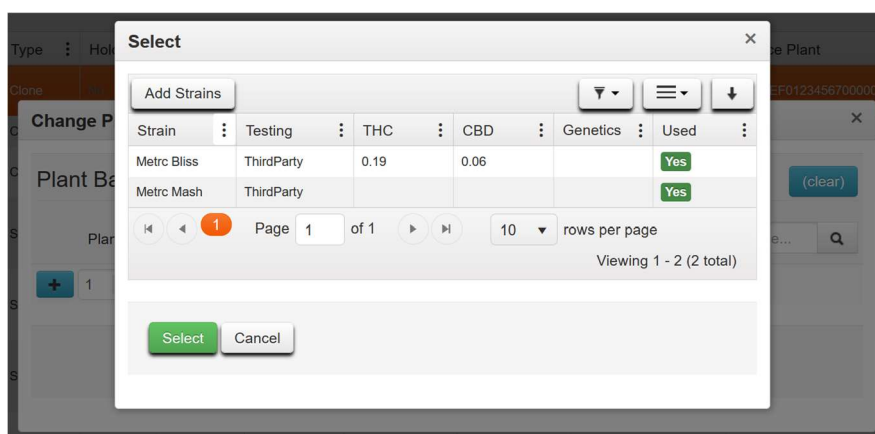
Figure 5: Create a new Item Name when creating a New Package

Once the Add Item action window has been completed, the new item name will be available for use and will auto-populate in the Item Name field of the New Packages action window.

Reminder: Item categories requiring state approval can be created but will not be available until they are approved by the State.

Creating Strains from the Change Strains Action Window

When changing the strain on an Immature Plant Batch or Plant, and when selecting the magnifying glass to select the new strain, there is a new Add Strain button available. Click the Add Strain button to open the Add Strain action window to create a new strain – see Figure 6.



Strain	Testing	THC	CBD	Genetics	Used
Metrc Bliss	ThirdParty	0.19	0.06		Yes
Metrc Mash	ThirdParty				Yes

Figure 6: Create a new Strain when changing strain on an Immature Plant Batch or Plant

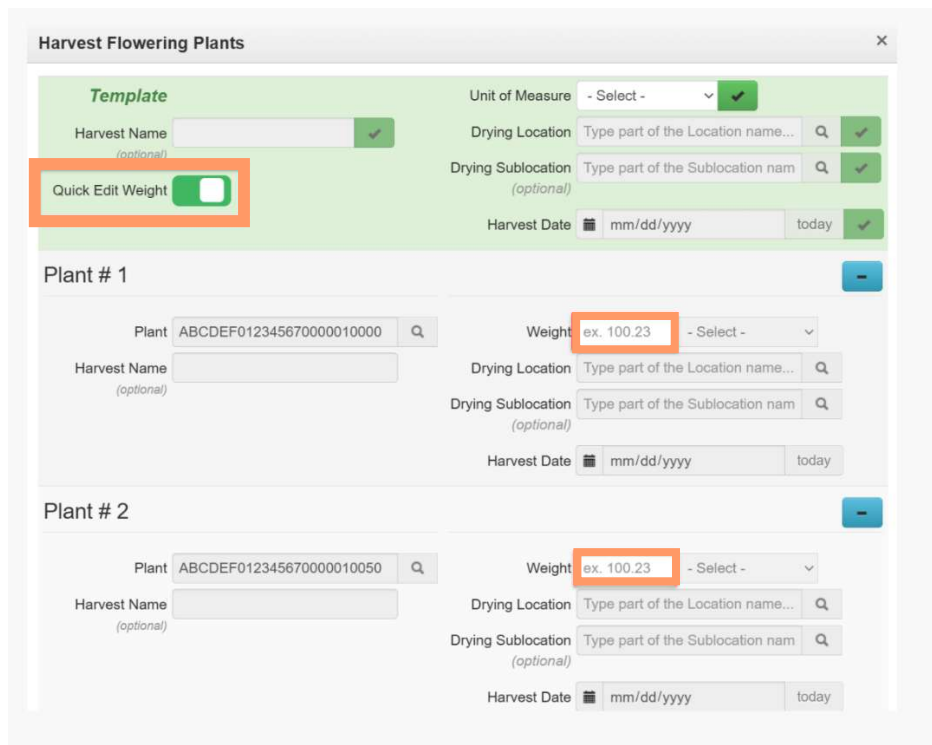
NEW FEATURE 4**Quick Edit Weight**

The “Quick Edit Weight” Function allows users to streamline individual plant weight entry when recording harvests or manicures to plant batches. When toggled on, only the weight fields remain active, letting you tab through and enter weights quickly and without interruptions – see **Figure 7**.

This feature is available in the following workflows:

- Manicuring - for both vegetative and flowering plants
- Harvesting - during the plant harvest process

When ready to make changes to other fields, simply toggle Quick Edit Weight off to re-enable all fields.



The screenshot displays the 'Harvest Flowering Plants' window. At the top, a 'Template' section contains a 'Quick Edit Weight' toggle switch, which is currently turned on and highlighted with an orange box. Below this, the interface lists individual plants. For 'Plant # 1' and 'Plant # 2', the 'Weight' field is highlighted with an orange box and contains the value 'ex. 100.23'. Other fields like 'Plant', 'Harvest Name', 'Drying Location', 'Drying Sublocation', and 'Harvest Date' are visible but not highlighted.

Figure 7 - Users can tab through the Weight fields and enter individual plant weights quickly and without interruptions.

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](https://support.metrc.com), or from the Metrc System, click Support and navigate to support.metrc.com and it will 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 is designed to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing [Metrc Learn](#) is simple through the following convenient locations:

From within the Metrc system

Navigate to the Support area on the navigational toolbar and select “Sign up for Training” to register.

Access additional resources

In the Metrc system, click on the Metrc Expert icon and search for the appropriate topic or type in a question.

Thank you for your continued partnership.