Metrc Support Bulletin

Bulletin Number: OK_IB_0055	Distribution Date: 09/08/2025	Effective Date: 09/09/2025
Contact Point: Metrc Support	**Subject:** Additives addition to Admin area	
Reason: Updated functionality available in Metrc for Additives being added to Admin area.		

Greetings,

Metrc is pleased to announce new functionality that enables users to create and manage predefined Additives in the Admin area.

This enhancement simplifies the process for cultivators by offering the ability to select from a list of commonly used additives when reporting applications to plants, which eliminates the need to re-enter the same information each time.

Note: A new employee permission titled "Manage Additives Templates" has been added. This permission must be enabled for users to access the Additives feature under the Admin area in Metrc.
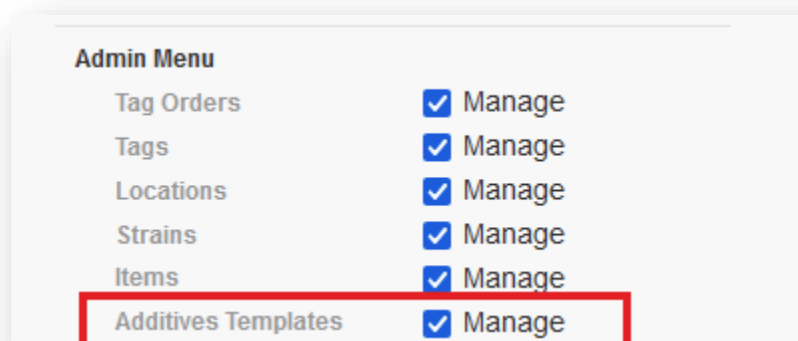
Figure 1: Add Additives employee permissions

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please visit Support.Metrc.com

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![metrc logo]

Important – Changes to CSV options:

Once this feature is enabled, new CSV options will replace the existing CSV options. The CSV changes will be as follows:

Data Import Queue	Legacy Data Import	Notes
Immature Plants Additives Using Template	Immature Plants Additives	Will replace existing Immature Plants Additives
Plant Additives Using Template	Plants Additives	Will replace existing Plants Additives
Location Additives Using Template	Location Additives	Net New! Will allow users to apply additives to a location
Additives Template	Additives Template	Net New! Will allow users to upload their additives via CSV

Example CSV options:

Current Plant Additives Columns – *these will be replaced once the feature is enabled*:

New Plant Additives Columns:

The following links provide additional training and step-by-step guidance for adding Additives functionality.

Metrc Learn – <u>Sign in or register here</u>

- Upon login, locate the "Recording Additives" course for more information.

Metrc Expert – Access in Metrc by clicking on the pop-up button in the lower right-hand corner. You can locate more information through any of these options:

- Searching for "Additives" using the search toolbar to receive an automated response.

- Go to "Check out what's new in Metrc".

- Locate under the Support Guides > Plants > Immature, Vegetative, or Flower.

Metrc resources

If you have any questions or need additional support, please contact Metrc Support at <u>Support.Metrc.com</u>.

Thank you for your continued partnership.

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