

Bulletin Number: VA_IB_0011	Distribution Date: 08/29/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Processing Jobs	
Reason: Providing important information regarding the Processing Jobs functionality in Metrc.		

Greetings,

Metrc is pleased to provide the below guidance on the Processing Jobs functionality. Processors use processing jobs functionality when manufacturing cannabis products such as edibles, vape carts, concentrates, etc., to document the processing job category and attributes of the manufacturing process.

Please read on for additional information.

Processing Job Categories & Attributes

When creating processing jobs, as described in the following pages, processing job categories and attributes need to be applied. These are state-configured and cannot be edited or changed on the licensee side.

Processing Job Categories

When creating processing job types, it is required to input a category for each type to designate the purpose of the processing job. The state-determined categories are as follows:

- Distillation
- Extraction
- Incorporation
- Infusion
- Reformulated
- Sub-Dividing Bulk

Processing Job Attributes

At least one attribute is required when creating a processing job type. Attributes are used to further define the use of the processing job. These are applied to each job individually and all applicable attributes for that job can be selected.

Note: Multiple attributes can be selected for the same processing job.

- 1-Day Process
- 2-Day Process
- 3-Day Process
- 5-Day Process
- 7-Day Process
- Contains Allergens
- Contains Hemp
- Final Product
- Intermediate Product
- More than 7-Day Process

Admin: Configuring Processing Job Types

The Industry Administrator (Admin) of a license automatically has access to the Processing Jobs grid in Metrc. The Admin, or any user with the ability to manage employee permissions, can grant the “Manage,” Processing Job Types permission to other staff who need to perform Processing Jobs – **See Figure 1.**

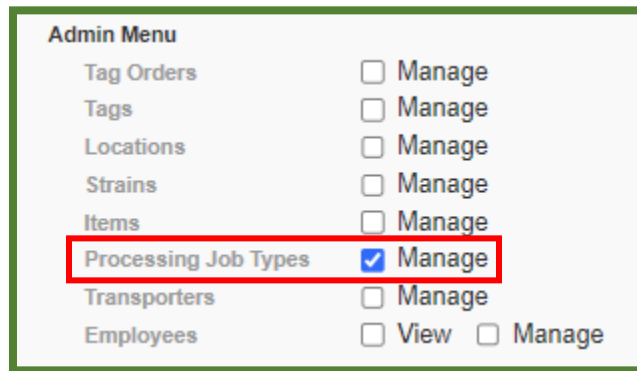


Figure 1: Processing Job Types Employee Permission

Contact your Admin if you need to perform Processing Jobs and do not see the Processing Job option in the Packages menu or the “Add Processing Job,” option when in the Active Packages tab.

To create a Processing Job Type:

- From a Processor license, select, “Admin,” from the navigational toolbar
- Select, “Processing Job Type,” from the dropdown.
- Once on the Processing Job Types grid, click the Add Job Types button - **see Figure 2.**

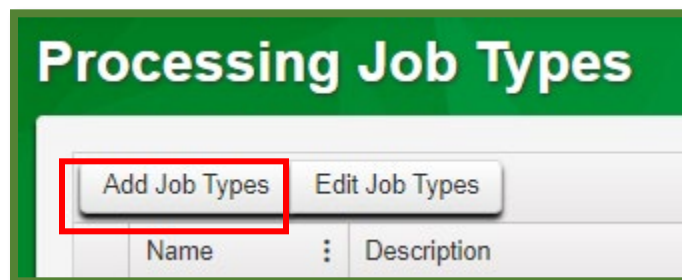


Figure 2: Add Job Types button

This will open the Add Processing Job Types action window (**See Figure 3**). Complete the form fields:

- Name - Enter the Processing Job Type Name.
- Category - Select the correct state-created Category from the dropdown menu.
- Description - Add a description of the Processing Job Type.
- Processing Steps – List the steps to complete the Processing Job Type. For example, the steps from an SOP could be copied into the text box.
- Attribute #1 – Enter one or more Attributes that pertain to the Processing Job Type by typing in the attribute field or by selecting the magnifying glass icon and choosing the appropriate option from the group of attributes. To add additional attributes, select the blue plus icon button – **see Figure 3**.
- When done, select, “Create Processing Job Type.”

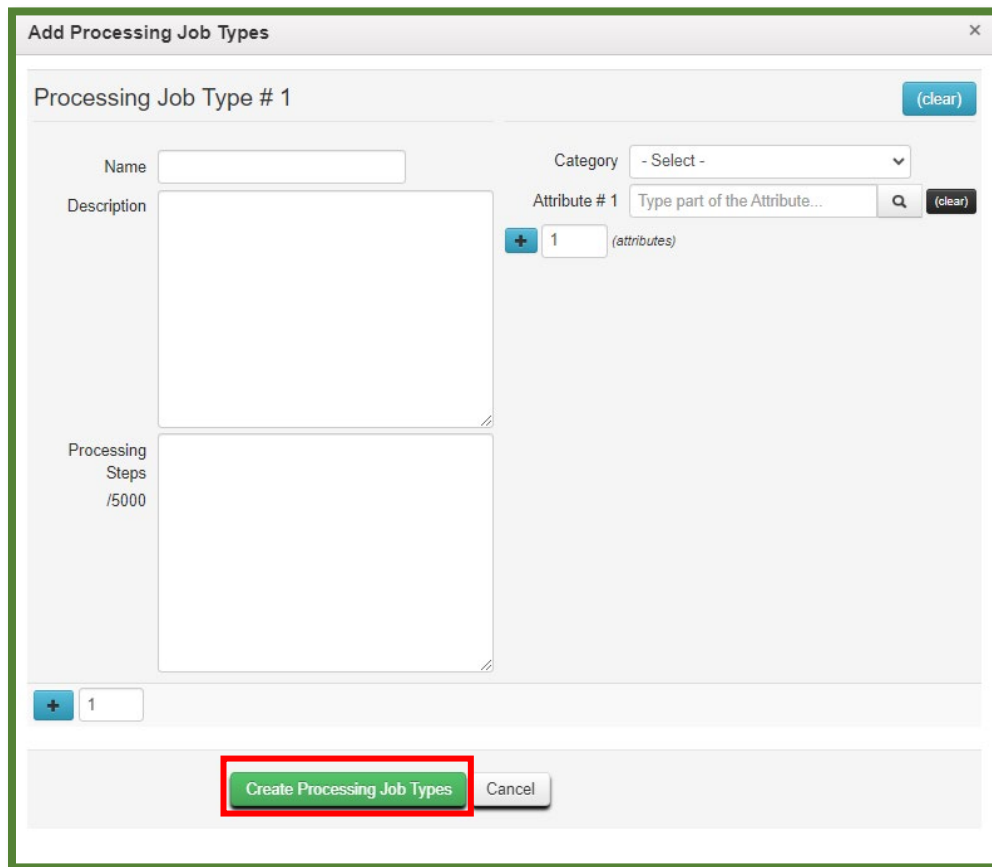


Figure 3: Add Processing Job Types action window

Please note: Once the processing job type is created, it can only be edited if it has not been used to create any processing jobs.

Starting a Processing Job

Once a Processing Job Type has been created, it can be used to create a Processing Job. This is available for employees with permission to manage Processing Job inventory. The Processing Jobs Page permission can be added to View or Manage the Processing Jobs – see **Figure 4**.

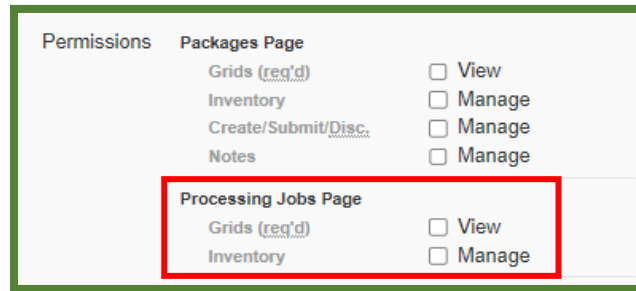


Figure 4: Processing Jobs Employee Permissions

To start a Processing Job, navigate to the Packages area on the navigational toolbar and select the Processing Jobs option from the dropdown – see **Figure 5**.

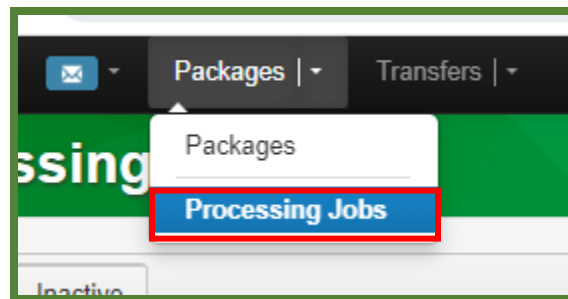


Figure 5: Processing Jobs in navigation menu

Once on the Processing Jobs grid, select the Active tab and the Start Job button – see **Figure 6**.

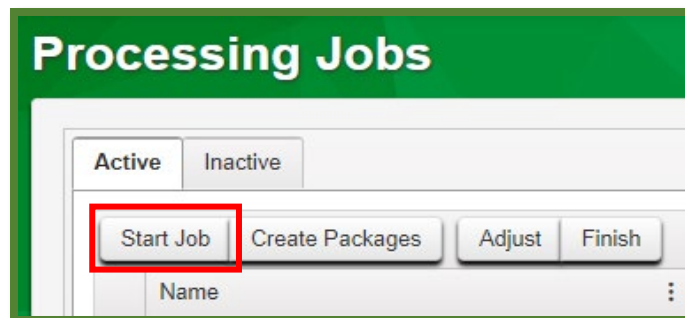


Figure 6: Start Job Button on Processing Jobs screen

This will open the Start Processing Job action window to enter the required.

- Select the Processing Job Type using the dropdown from the Processing Job Types previously created.
- Processing Job Name is used to give the Processing Job a name. Production batches will be recorded under that Processing Job.
- Start Date is used to identify the calendar date the Processing Job will begin. The calendar option can be used to identify a specific date, or the Today button can be selected to auto-populate the current date as well.
 - Package #1 is used to identify packages being used for the creation of the Processing Job. The package(s) can be added by typing the last few numbers of the package tag ID or select the magnifying glass icon to search the active packages to choose the package. Additional packages can be added to the Processing Jobs by clicking the black “+” icon.
- Enter the quantity used from the input packages.
 - Select the unit of measure for the type of quantity of the total weight at the top (this will auto sum all inputs).
- Quantity is used to record the quantity of product that is being used from the package in the Processing Job. Once all information has been entered click the green Create Processing Jobs button information - **see Figure 7 below.**

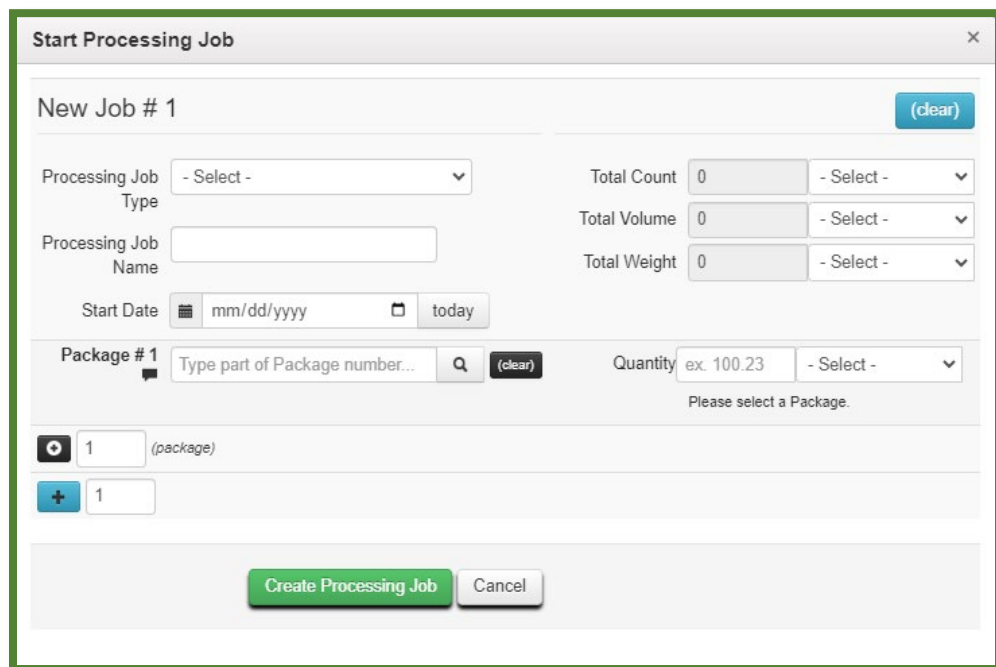


Figure 7: Start Processing Job action window

Adjusting Processing Jobs

If an entry error occurs when inputting in the Processing Job, the adjust feature should be used. A Processing Job can only be adjusted if no packages have been created from the processing job. To adjust a Processing Job, go to the Processing Jobs grid and select the active tab – **see Figure 8.**

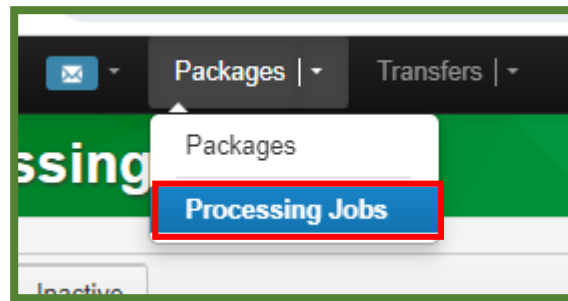


Figure 8: Processing Jobs in Navigation Menu

From the Processing Jobs grid, select the Processing Job that needs to be adjusted and then click the Adjust button – **see Figure 9.**

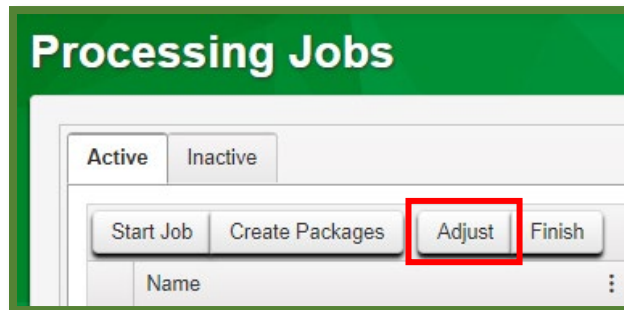
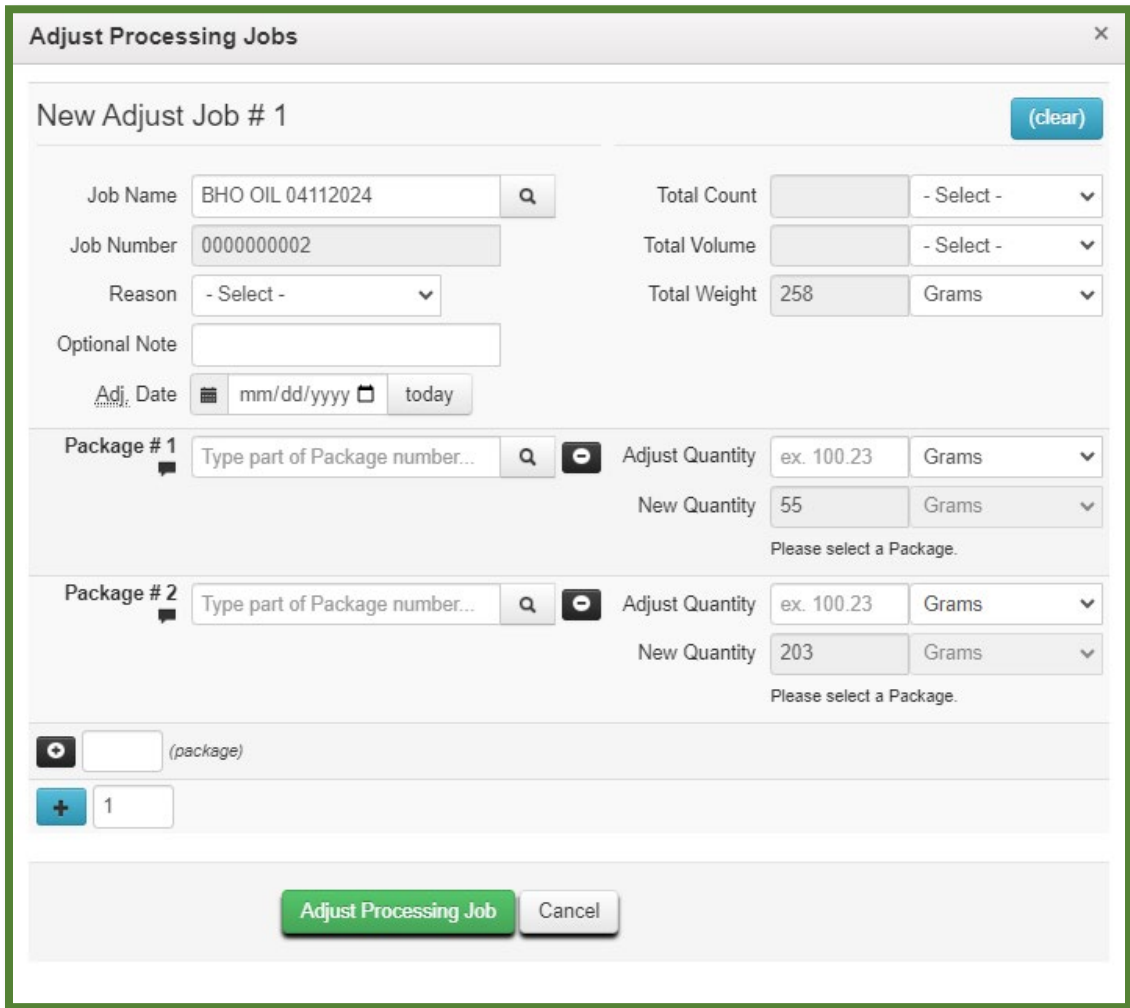


Figure 9: Adjust Button on Processing Jobs grid

This will open the Adjust Processing Jobs action window to enter the adjustment quantity for the inputs.

- The Job Name will be auto populated.
- The Reason will need to be selected from the dropdown options and a note needs to be added for clarification of why the adjustment was necessary.
- The Adjust Quantity should be the amount being adjusted (a positive number if adding or a negative number if subtracting).
- The Total weight at the top will update automatically.

Once all information has been entered, click the Adjust Processing Job button to finalize the adjustment – **see Figure 10.**



Adjust Processing Jobs

New Adjust Job # 1 (clear)

Job Name: BHO OIL 04112024

Job Number: 0000000002

Reason: - Select -

Optional Note:

Adj. Date: mm/dd/yyyy today

Total Count: - Select -

Total Volume: - Select -

Total Weight: 258 Grams

Package # 1: Type part of Package number... Adjust Quantity: ex. 100.23 Grams

New Quantity: 55 Grams

Please select a Package.

Package # 2: Type part of Package number... Adjust Quantity: ex. 100.23 Grams

New Quantity: 203 Grams

Please select a Package.

(package)

+ 1

Figure 10: Adjust Processing Jobs Action Window

Creating Packages from a Processing Job

Once a Processing Job has been created, packages can be created that previously would have been marked as “Production Batch” packages from the processing job to accurately reflect the batch packages that were created.

To create the production batch packages from a Processing Job, navigate to the Processing Jobs grid by going to the Packages area on the navigational toolbar and select the Processing Jobs option from the dropdown – **see Figure 11.**

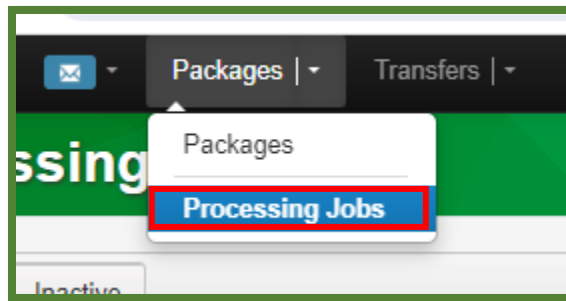


Figure 11: Create Packages button

From the Processing Jobs grid, select the Active tab. Then, highlight the processing job that needs to have production batch packages created from it and click the Create Packages button – **see Figure 12.**

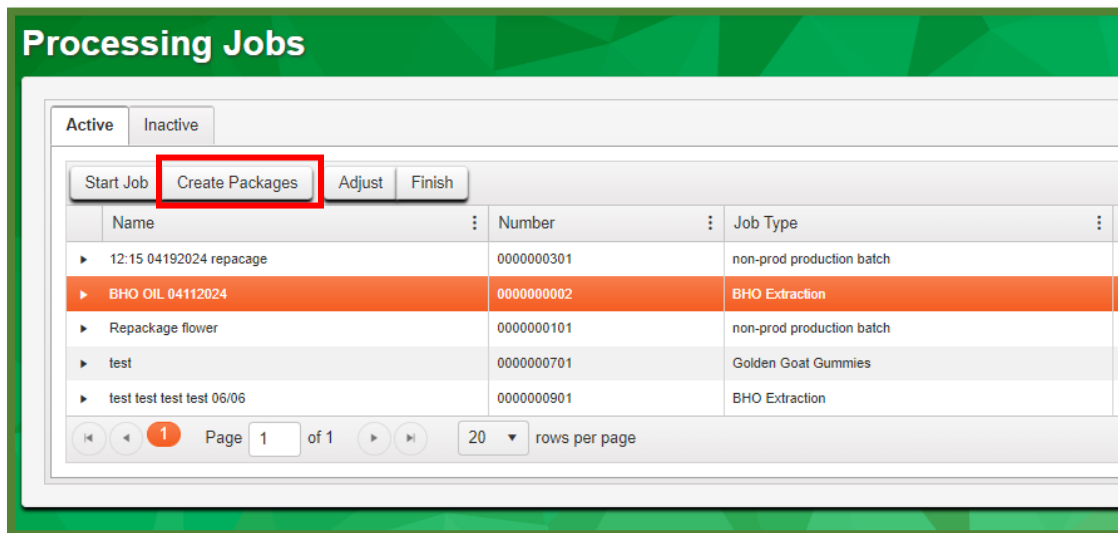


Figure 12: Create Packages from Processing Jobs

This will open the Create Packages from Processing Job action window to fill in the required fields to create a production batch:

- New Tag is used to enter or select the package tag for the new production batch package.
- Location is used to enter or search for the location where the new production batch package will be physically located.
- Item is used to enter or search for the Item name of the new production batch package being created.
- Quantity is used to enter the quantity of the new production batch package being created.
- Note is used to add an optional note, if needed.
- Production Batch No. is used to enter the production batch name/number for the new production batch being created. If multiple production batches are run on the same processing jobs, these should be different for each batch.
- Package Date is used to add the date the production batch is being created.
- If the processing job is finished, the Finish Processing Job checkbox can be marked.

Once the information has been entered, click the Create Packages button to complete the creation of the package – **see Figure 13**.

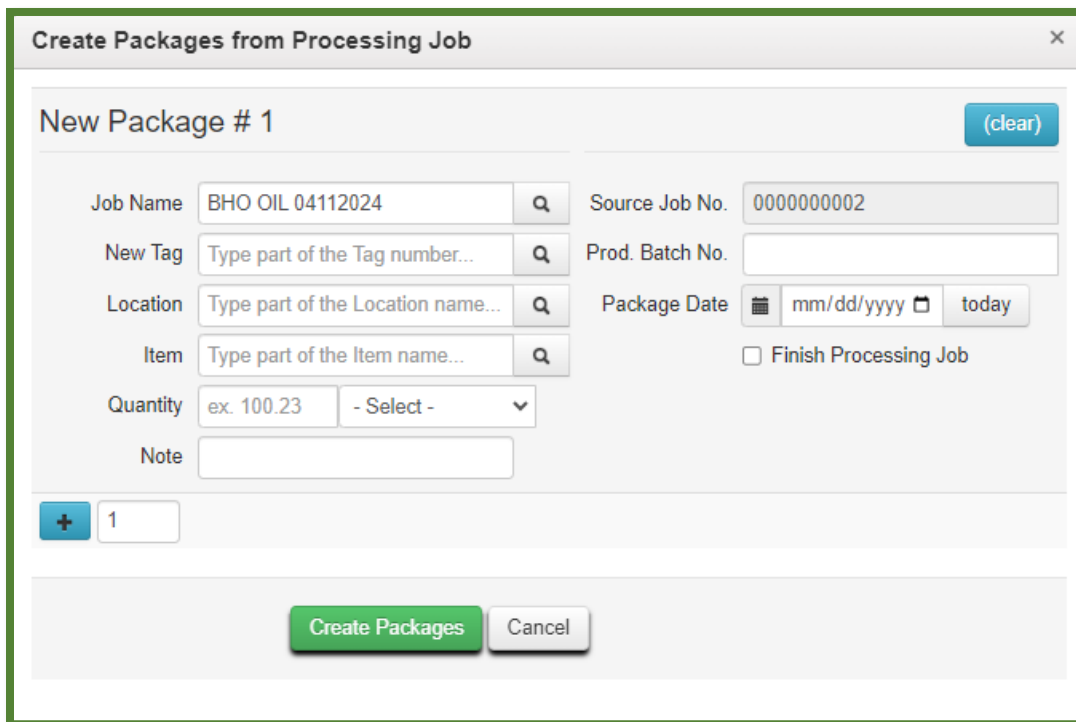


Figure 13: Create Packages from Processing Jobs action window

Notes:

Information on the created production batch packages, source packages, and history are available via the drilldown arrow to the left of the Processing Job - **see Figure 14.**

- The Created Packages tab shows all production batch packages that have been created from the associated processing job.
- The Source Package tab shows all original packages that were used to create the processing job.
- The History tab shows a complete list of all historical activity regarding the processing job.

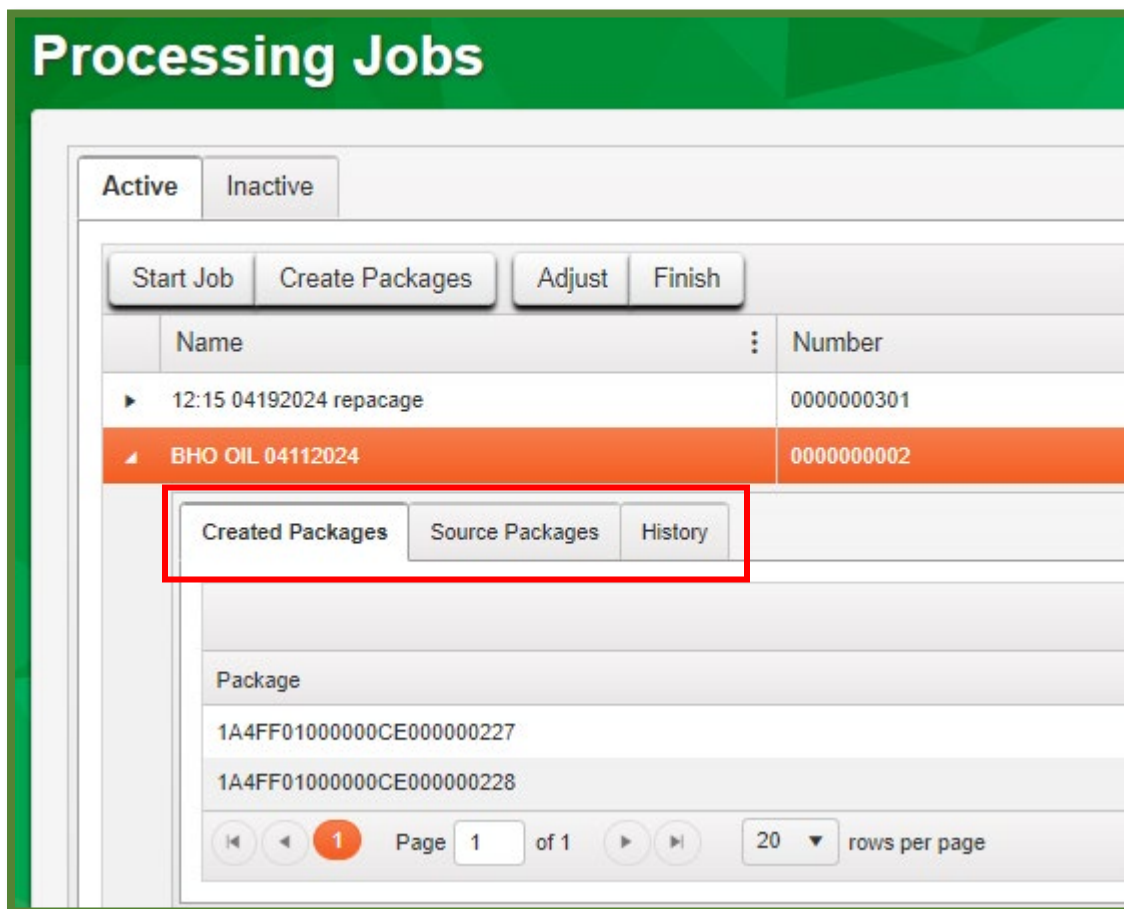


Figure 14: Processing Job Package details

Finishing and Unfinishing Processing Jobs

Finishing Processing Jobs

Once the processing job has been used to produce all the production batch packages it can produce, the processing job will need to be finished and record the amount of material waste. This waste should be the biproduct used in the process.

To finish a Processing Job, navigate to the Processing Jobs grid and select the active tab. Then highlight the Processing Job needing to be finished and click the Finish button – see **Figure 15**.

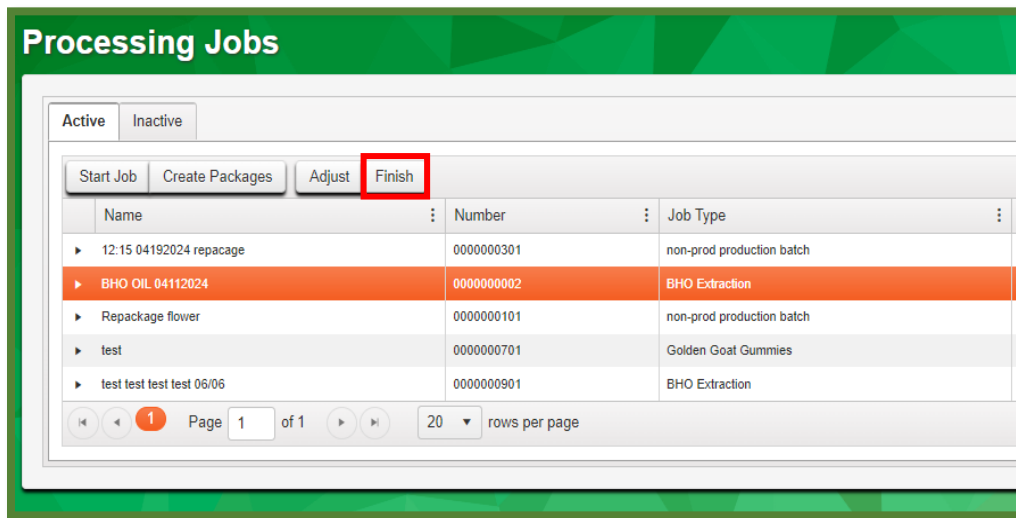


Figure 15: Finish Button in Processing Jobs Screen

Enter the required information in the action window including the Date Finished and click the Finish Processing Job button to the Processing Job – see **Figure 16**.

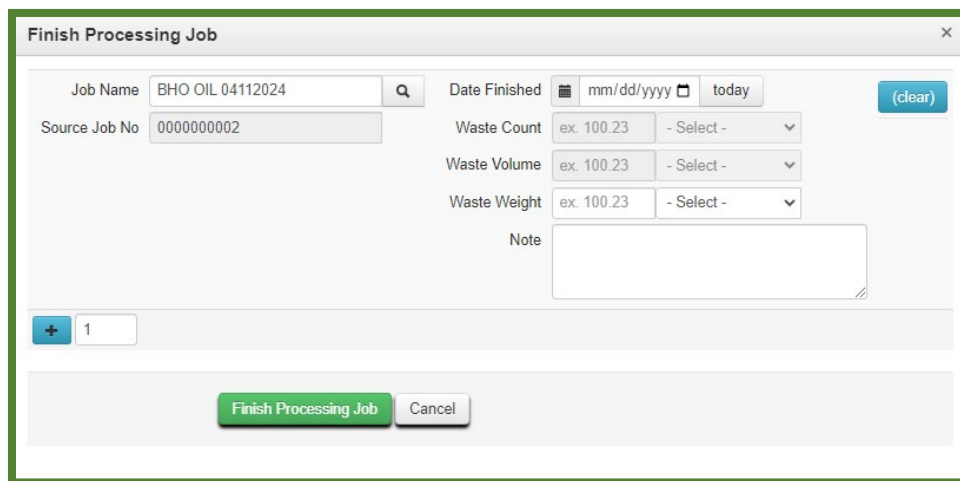


Figure 16: Finish Processing Jobs Action Window

Unfinishing Processing Jobs

If a processing job is finished in error, there is the option to unfinish it and make additional changes or production batch packages as needed.

To unfinish a processing job, navigate to the Processing Jobs grid and select the Inactive tab. Then highlight the appropriate Processing Job needing to be unfinished and then click the Unfinish button - **see Figure 17**.

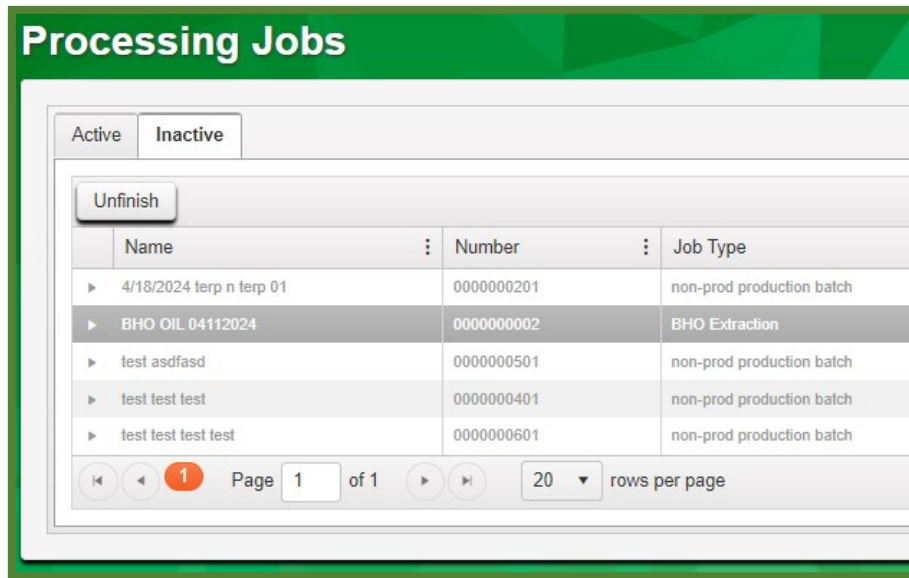


Figure 17: Unfinish Button in Processing Jobs Screen

This will open the Unfinish Processing Job action window. Then, click the Unfinish Processing Job button in the action window to unfinish the selected Processing Job – **see Figure 18**.

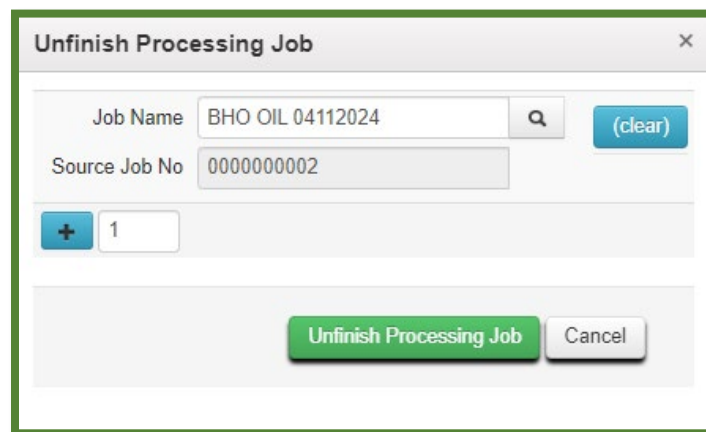


Figure 18: Unfinish Processing Job action window

Metrc resources

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

Contact Metrc Support

By navigating to [Support.Metrc.com](https://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 is designed 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.

Thank you for your continued partnership.