Bartender

A guide to printing and integrating serialized Retail ID QR codes with your labeling software.

Overview

Print serialized, scannable labels that connect every individual unit to its record in Metrc by using Retail ID to bring transparency, traceability, and confidence to the cannabis supply chain.

This guide walks you through how to print Retail ID QR code labels using **Bartender** so you can create high-quality labels with a unique QR code for every product. By following these steps, you'll streamline your packaging process, ensure each label meets state requirements, and make it simple for consumers, retailers, and regulators to verify product details instantly.

Enable **employee permissions.**

Before generating or printing Retail ID labels, ensure your account is properly configured to access Product Labels in Metrc. The following steps outline what's needed before you begin downloading label data or connecting your CSV file to a design program like Quick Label.

To enable permissions, access the "Admin" area on the navigational toolbar and select the "Employees" option from the dropdown – **see Figure 1.**
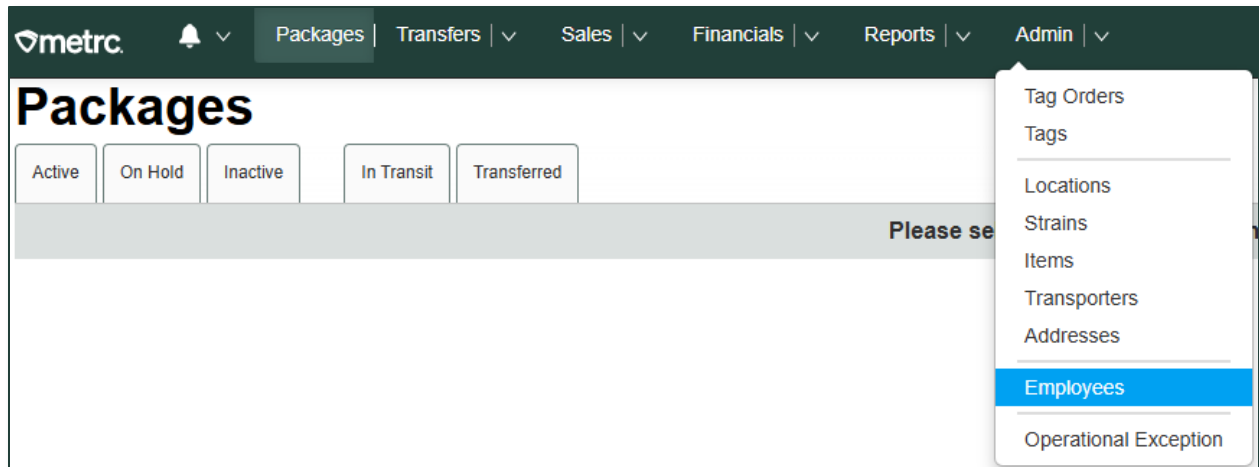
Figure 1: Employees in Admin dropdown

From the Employees grid, select the employee that needs to be edited and click on the "Edit Employees" button – **see Figure 2.**
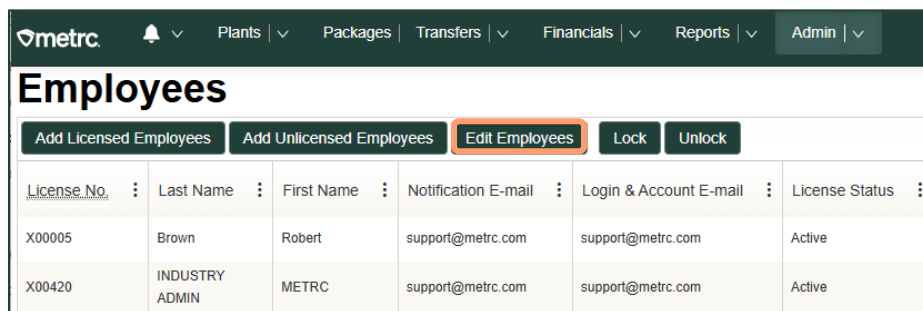

Figure 2: Edit Employees button

From the Edit Employees action window, click the permission for "Product Labels." When editing an employee's permission, an employee's email can be updated, the welcome email can be resent, and any assigned permissions can be updated or added. Permission for Product Labels should be added. The following options are available to select regarding permission for Product Labels:

- **View:** Allows users to view the Product Labels tab that includes the packages within it and the historical information but not make changes.
- **Manage:** Grants full access to download, associate, and view product labels.

Additionally, the same permissions can be applied to an employee's information across multiple licenses by checking the corresponding checkbox for each license that the permission needs to be enabled for – **see Figure 3.**

Figure 3: Manage Product Labels Employee Permissions

Downloading a CSV file

Once permissions are granted, follow these steps to export your label data.

Go to the Packages area on the navigational toolbar. From the Packages grid, select the "Product Labels" tab – **see Figure 4.**

Figure 4: Product Labels tab

From the Product Labels grid, select the package with a status of Test Passed that is ready for labeling, then click the "Download Labels" button. If a package is not selected, it can be selected via the magnifying glass icon in the Download Labels action window – **see Figure 5.**
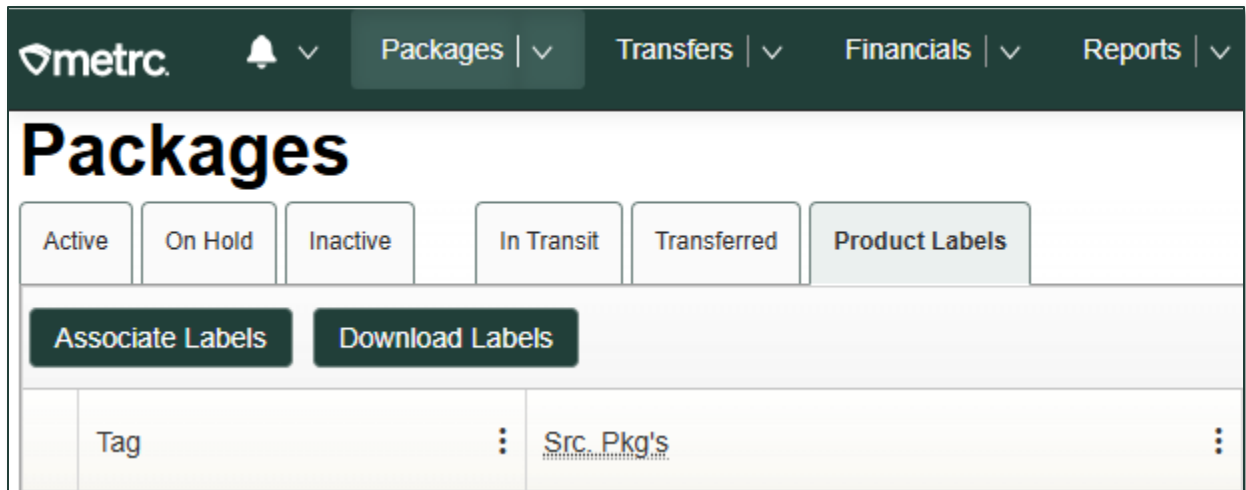
Figure 5: Download Labels button in Product Labels tab

In the Download Labels action window, enter the package ID and quantity of Retail IDs needed for the package - **see Figure 6.**

Figure 6: Download Labels action window

In the Download Labels window, select the label format by selecting from the options in the drop-down next to Template. Select QR large or small – **see figure 7.**

Figure 7: Template dropdown appears in Download Labels window

Click Download CSV to save the file to your computer. Now you're ready to import the CSV into Quick Label.

Click Download CSV to save the file to your computer.

Now you're ready to import the CSV into Bartender.

Software and tools needed

Confirm the following are installed and ready before starting:

Requirement	Description
Design or Label Software	Bartender (which version)
Browser	Specific browser tested
Scanner (Optional)	A 2D QR scanner for verifying printed labels.
Network Access	Reliable internet or local network connection to the printer.

Label Setup:

1. **Open Bartender Designer**
Open BarTender Designer to create or open your label template before connecting the CSV data source – **Figure 8.**
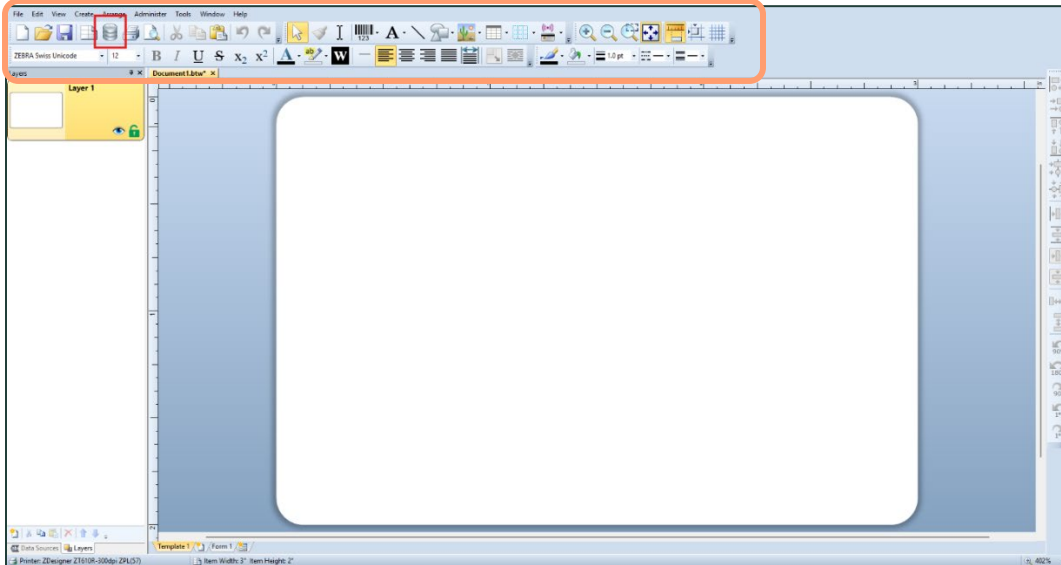

Figure 8: BarTender Designer home screen

2. **Database Setup Wizard**Select the "Database Setup Wizard" on the top toolbar and then select "Text File" for the Database Type – **See Figure 9.**
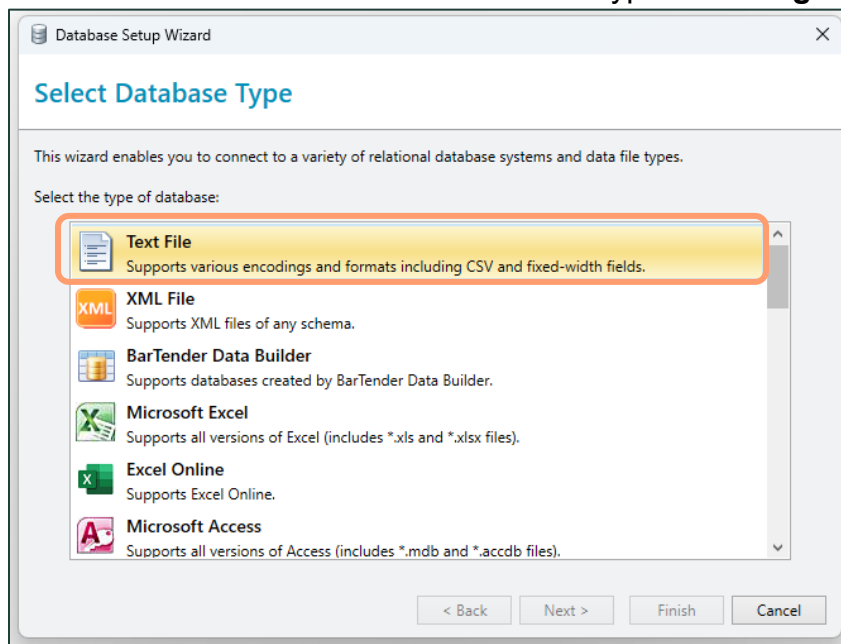

Figure 9: Select Database Type window in the Database Setup Wizard with "Text File" highlighted.

3. **Database file type**
   Once selecting 'Text File' as the Database Type, then select the database source in the Text Database connection by selecting "Download file" and then the Next button – **See Figure 10.**
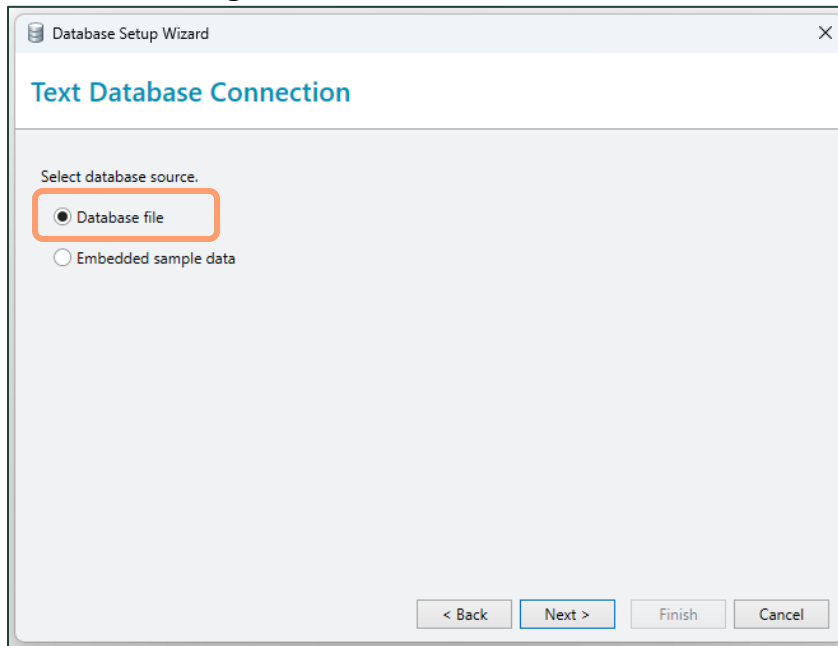

Figure 10: Select the database source window with Database file selected

4. **File selection**
   Navigate to and select your downloaded Retail ID CSV file. Preview the file and then select Next.
5. **Select file format**
   On the File Format menu, make sure "Comma Separated Values" is selected – **See figure 11.**
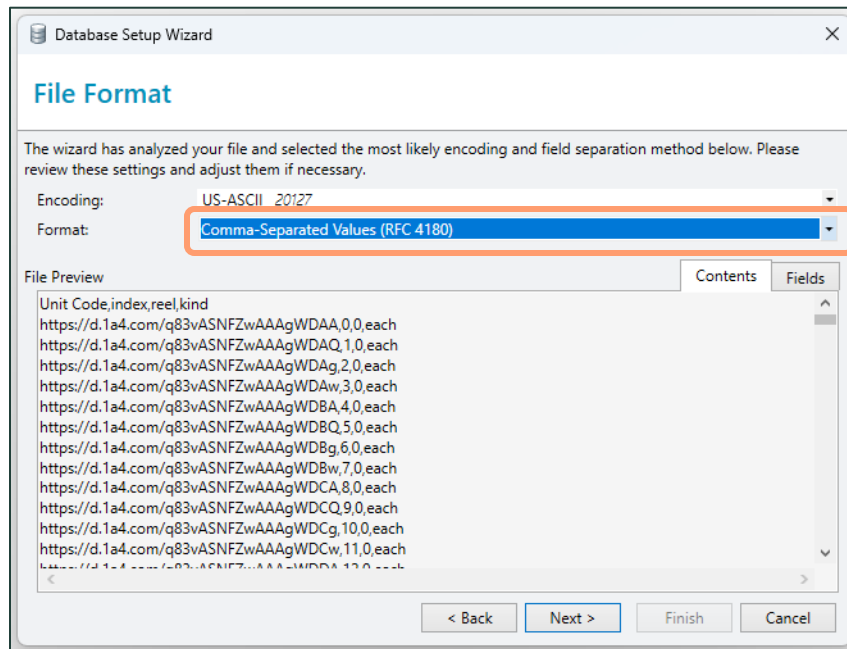
Figure 11: File-format menu with Comma Separated Values selected.

6. **Selecting the header row**
On the Field Names menu, select "The first row is a header row containing field names" option to map columns correctly – **see Figure 12.**
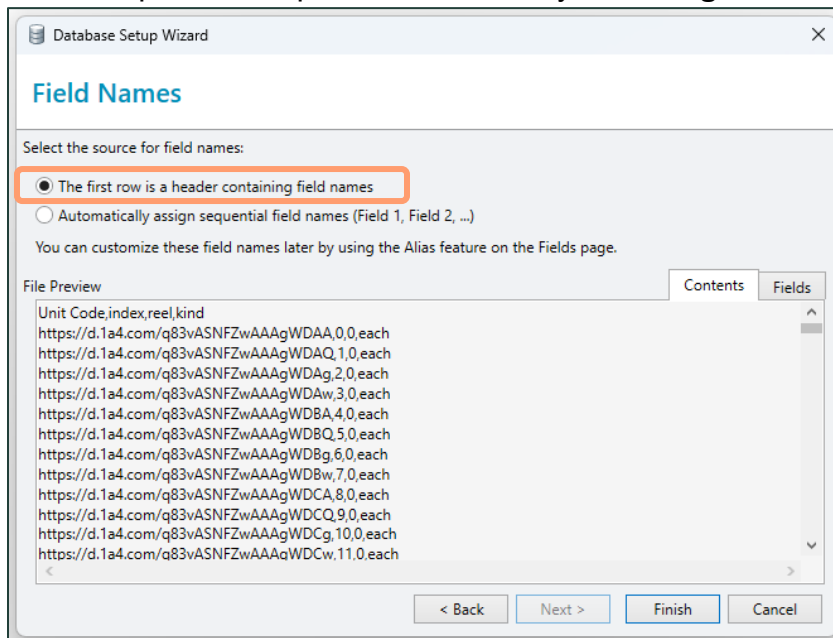

Figure 12: Field Names window with "The first row is a header containing field names" selected

7. **Database setup complete**

The Database setup should now be completed and you can click "Ok" to proceed
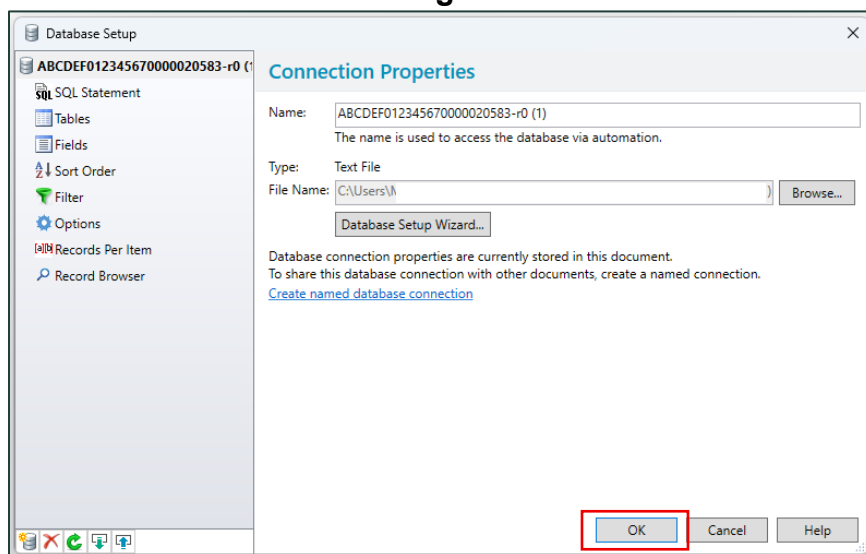– **see Figure 13**.

Figure 13: Field Names window with "The first row is a header containing field names" selected

8. **Add QR Code**

Add a QR code to your label with the Barcode option on the top Toolbar. Then select QR code. – **See Figure 14.**
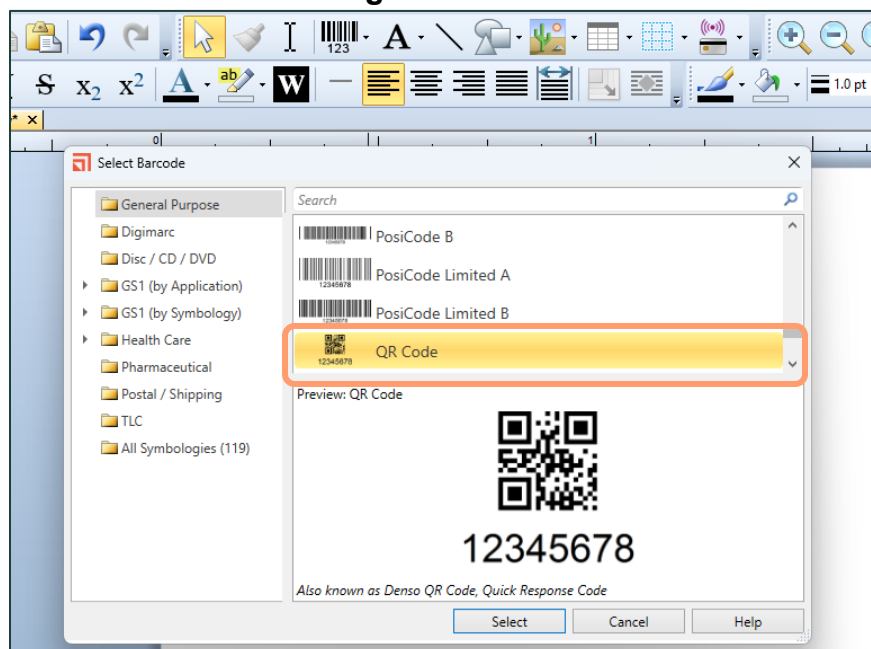

Figure 14: Select Barcode window with QR Code highlighted.

9. Adjust Barcode properties

Click your QR code to place it. Then double-click to open the Barcode Properties menu
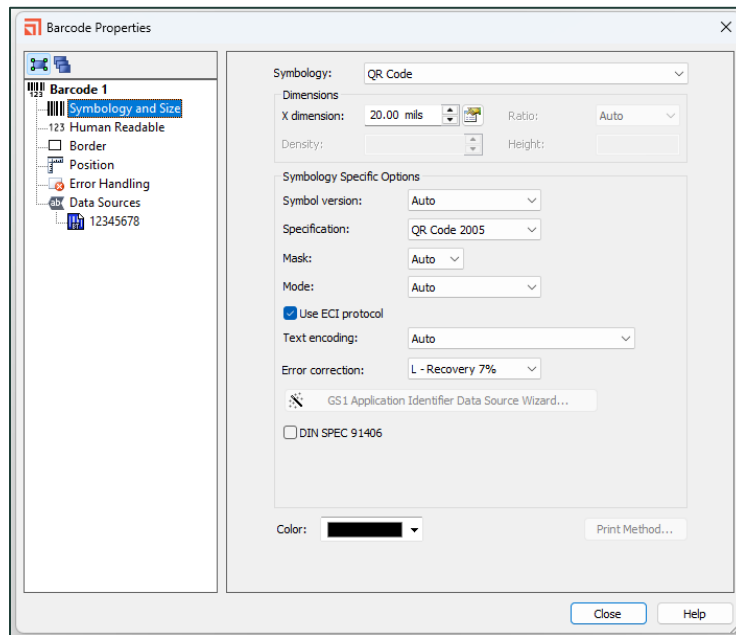– **See Figure 15.**

Figure 15: Barcode Properties window

10. Set visibiltiy to None

Under the Human Readable menu, set Visibility to "None" to remove the QR
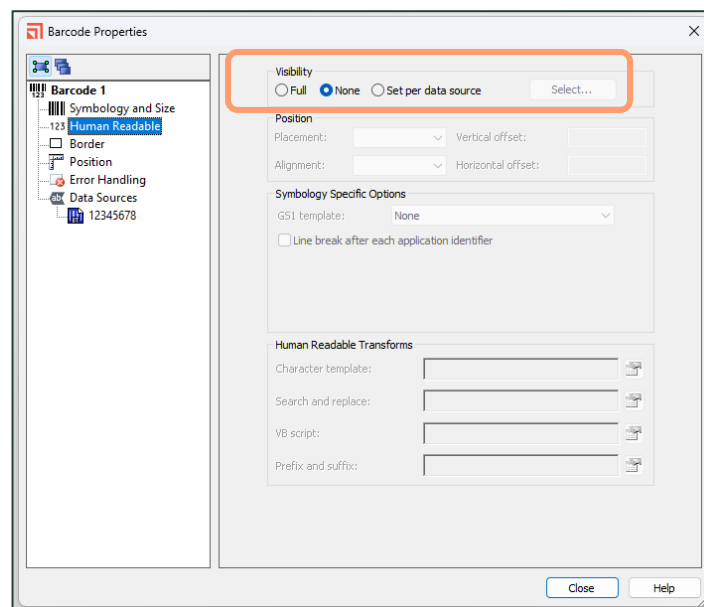value from the bottom of the QR – **see Figure 16.**

Figure 16: Barcode Properties window with None selected

11. Select Data Source

Move to the Data Sources menu. Change the Data Source Type from "Embedded Data" to "Database Field" instead – **See Figure 17.**
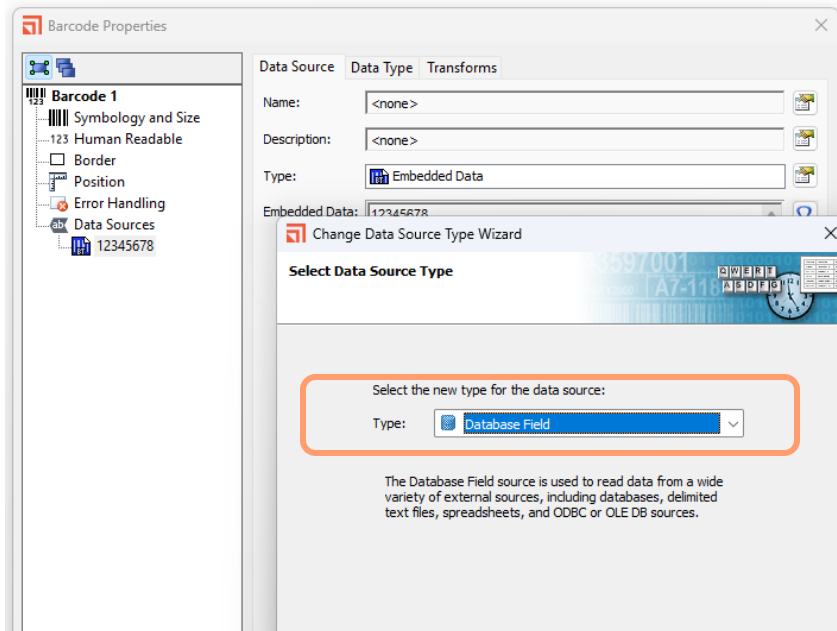

Figure 17: Change Data Source Type window with Database Field selected from the dropdown.

12. Change the Field Name

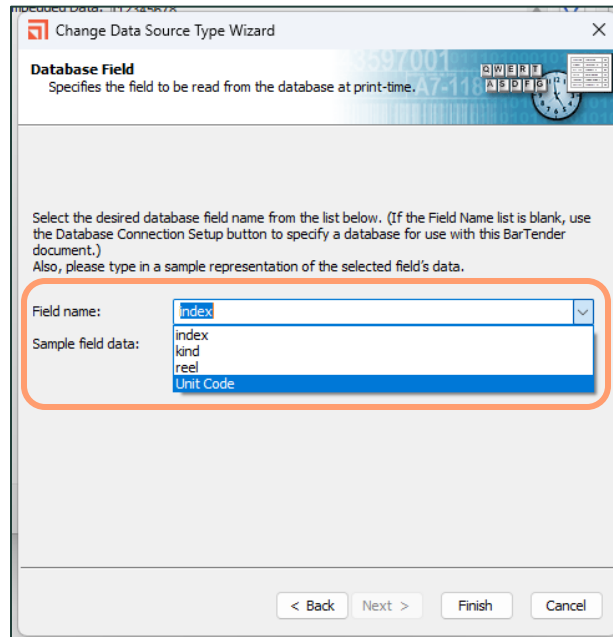Select field name on the next menu to "Unit Code" - **See Figure 18.**

Figure 18: Database Field with Field name updated to Unit Code in the drop down.

◇metrc.

13. Print your labels with your serialized Retail ID QR codes added – **See Figure 19.**
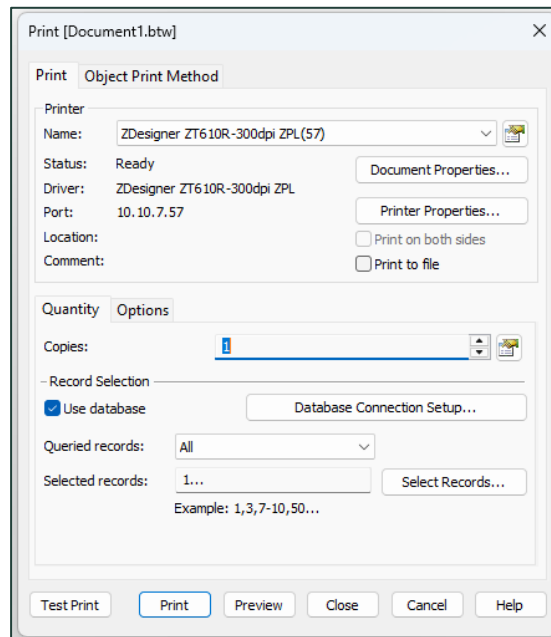

Figure 19: Print window

Serialization tips and best practices

Retail ID connects every unit you label to its origin in Metrc through a unique serialized QR code. Serialization ensures each product can be traced back through the supply chain—from production to point of sale—enhancing transparency, accuracy, and consumer trust.

1. One code = one unit

- Every label must have a unique serialized QR code.
- Never reuse or duplicate QR codes across products or packages.
- Each QR is automatically linked to the Package ID in Metrc, ensuring chain-of-custody integrity.

2. Use the Correct Data Source

- Always export the Retail ID label data directly from Metrc.
- Avoid manual edits to serial fields—this prevents mismatch errors between printed labels and system data.
- If using CSV files, confirm column headers match required fields

metrc

3. Verify readability

- Print at 300 DPI or higher for sharp QR codes.
- Test-scan at least three labels per batch to confirm readability and redirection to the correct Retail ID page.
- Ensure high contrast between QR and label background (preferably black on white).

4. Maintain consistency across batches

- Use the same label size and printer settings for all serialized labels within a batch.
- Label rolls or sheets clearly to avoid mixing serialized sequences.
- Keep version control if you update your template (e.g., "RetailID_v2.3_10-2025").

5. Align with compliance requirements

- Confirm your label includes all state-required fields (e.g., THC %, Batch ID, Net Weight).
- Ensure that your serialized QR code remains visible and scannable once the label is applied to the package.
- For multi-unit packages, apply one QR per sellable unit.

♡metrc.