NiceLabel Designer Pro

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 **NiceLabel** 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.**
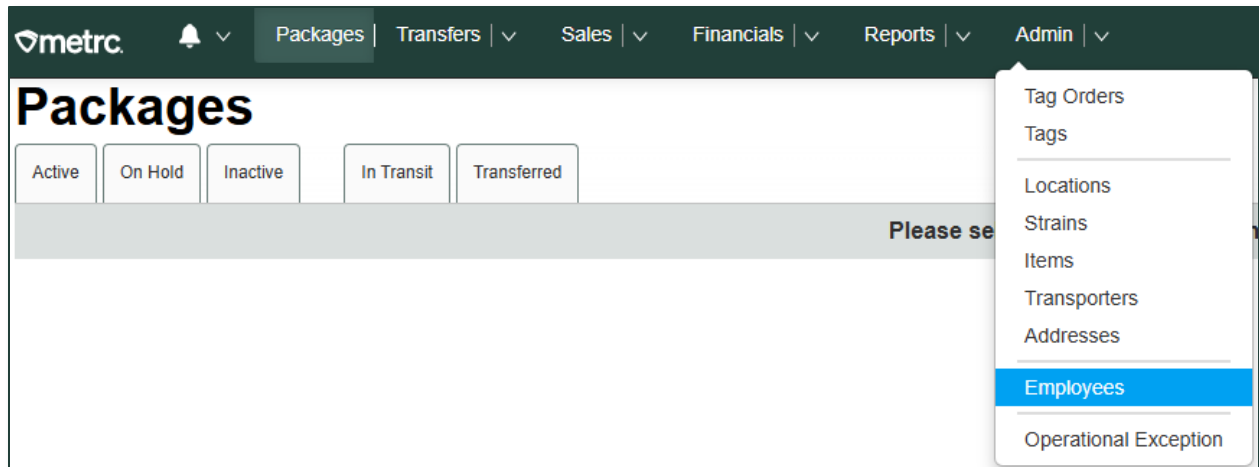
Figure 1: Employees in Admin dropdown

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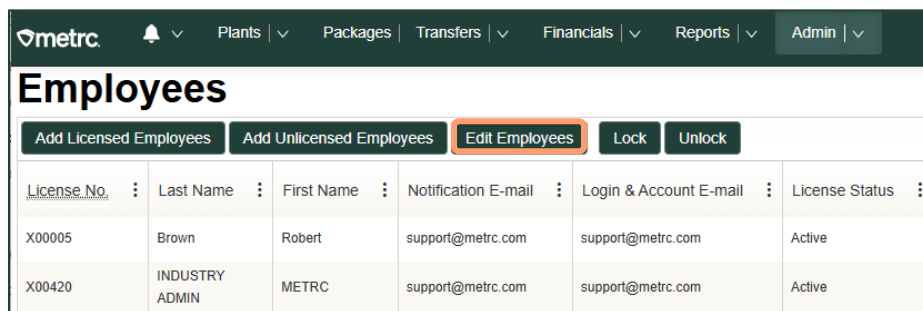

Figure 2: Edit Employees button

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.**
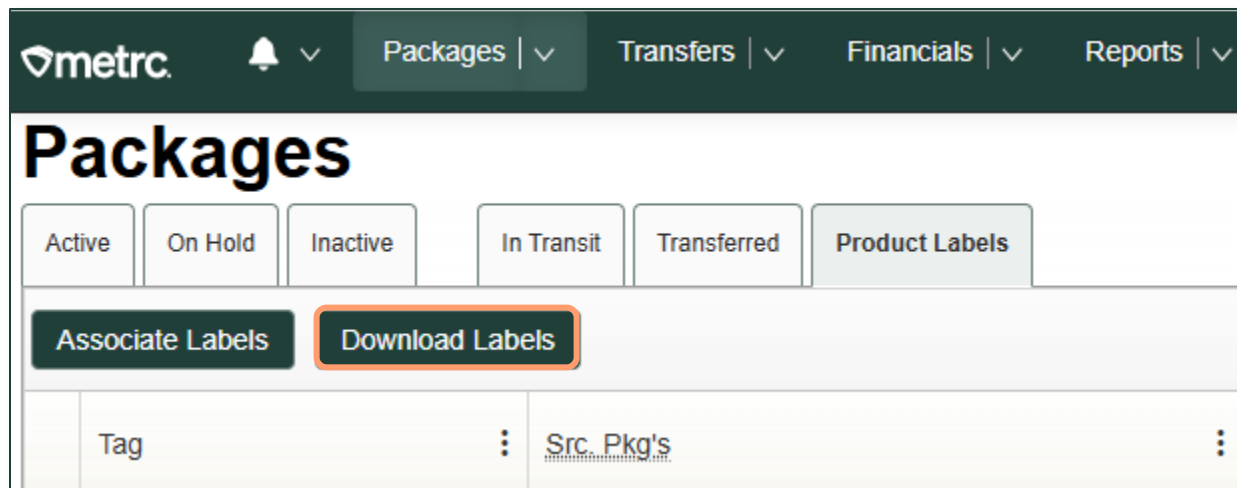
Figure 5: Download Labels button in Product Labels tab

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 NiceLabel.

Set up the label in NiceLabel Designer Pro

1. Open NiceLabel Designer Pro. If using an existing label template, proceed directly to **Step 9** to add serialized Retail ID QR codes to your existing templates.
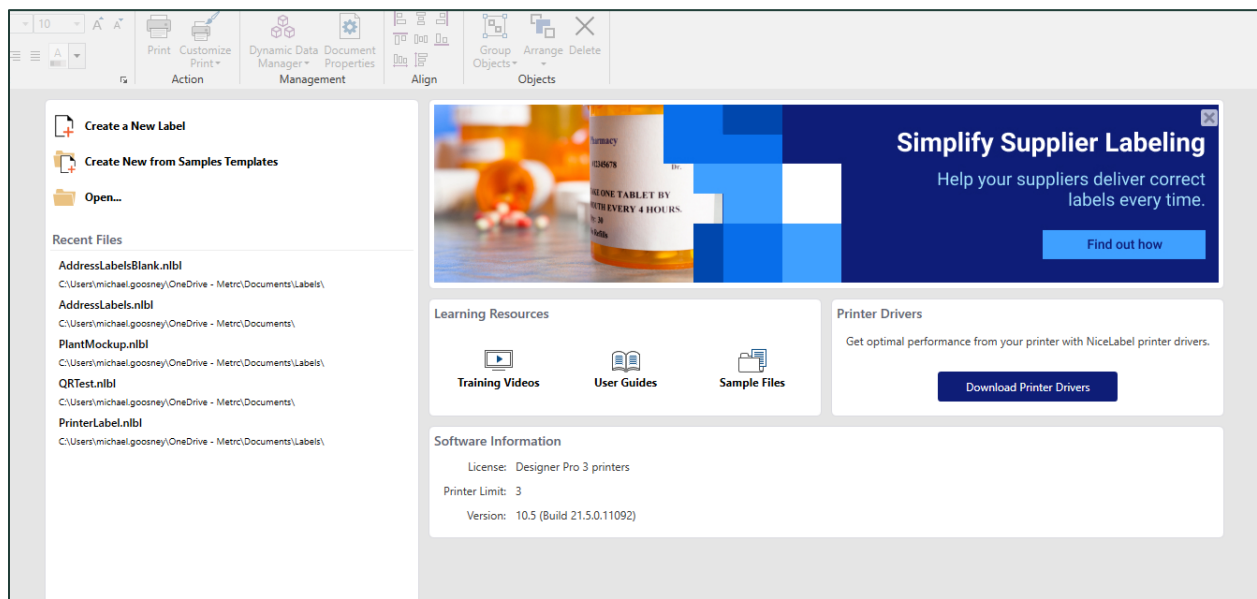2. Create a New Label or open an existing label template – **see figure 8.**

Figure 8: Create a New Label

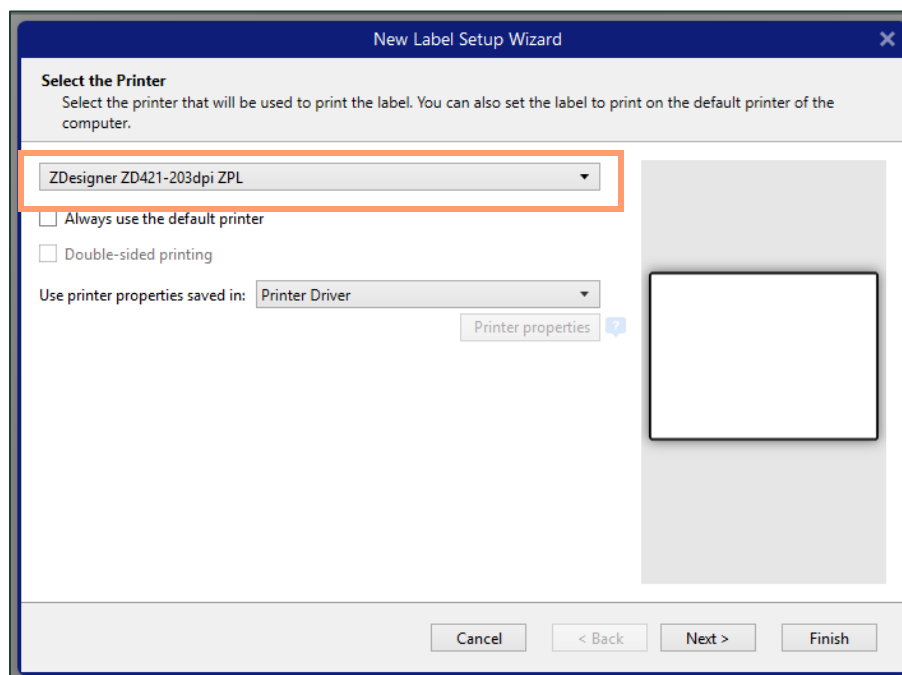3. Select your printer – **see figure 9.**

Figure 9: New Label Set Up Wizard with printer selected

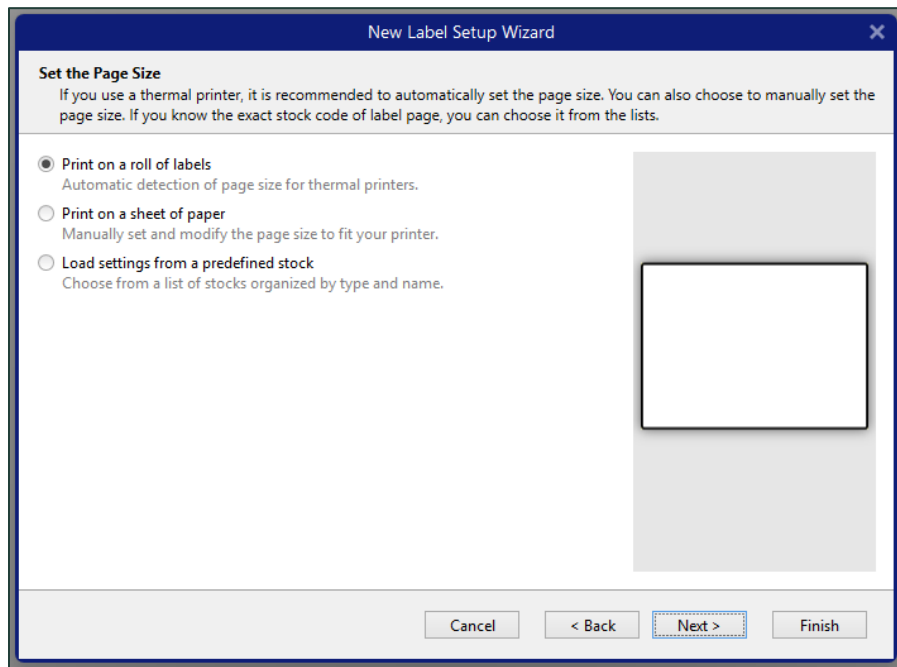4. After clicking Next, set the Page Size – **see figure 10.**

Figure 10: New Label Set Up with Print on a roll of labels selected

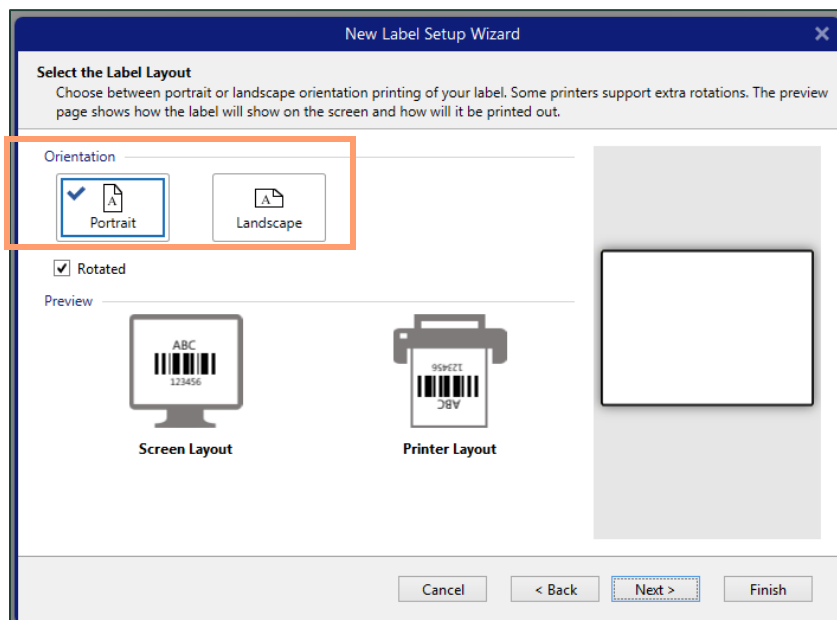5. Click Next, then select the label layout (Portrait or Landscape) – **see figure 11.**

Figure 11: New Label Set Up Wizard with Orientation selected.

6. Click Next. Now, specify the Label Dimensions – **see figure 12**.

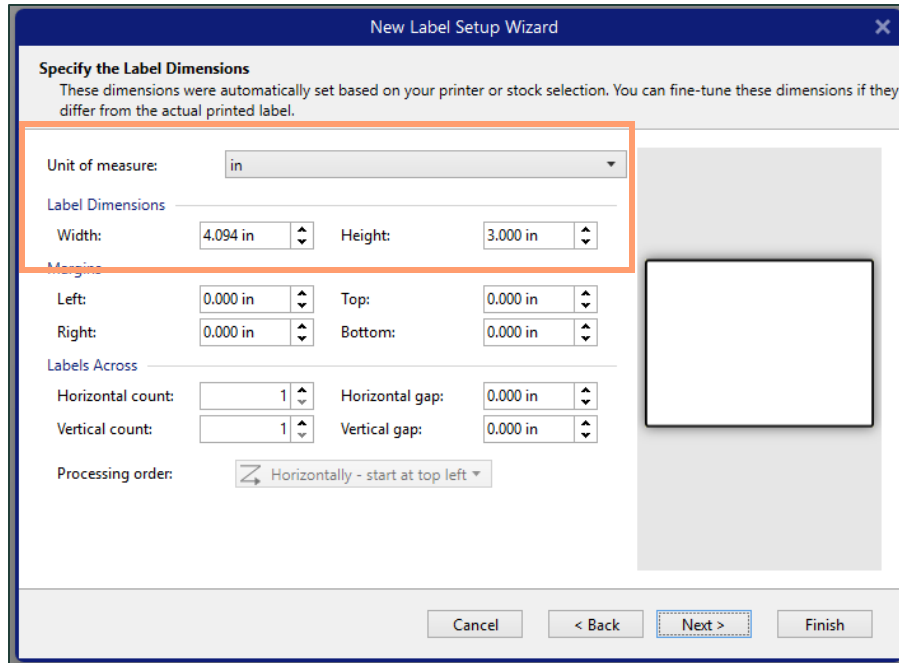**Figure 12:** New Label Set Up Wizard with unit of measure set to inches and Label Dimensions and Width defined**.**

7. For +2Up labels (two or more labels across the reel), adjust the horizontal label count here – **see figure 13.** Once complete, click Finish.
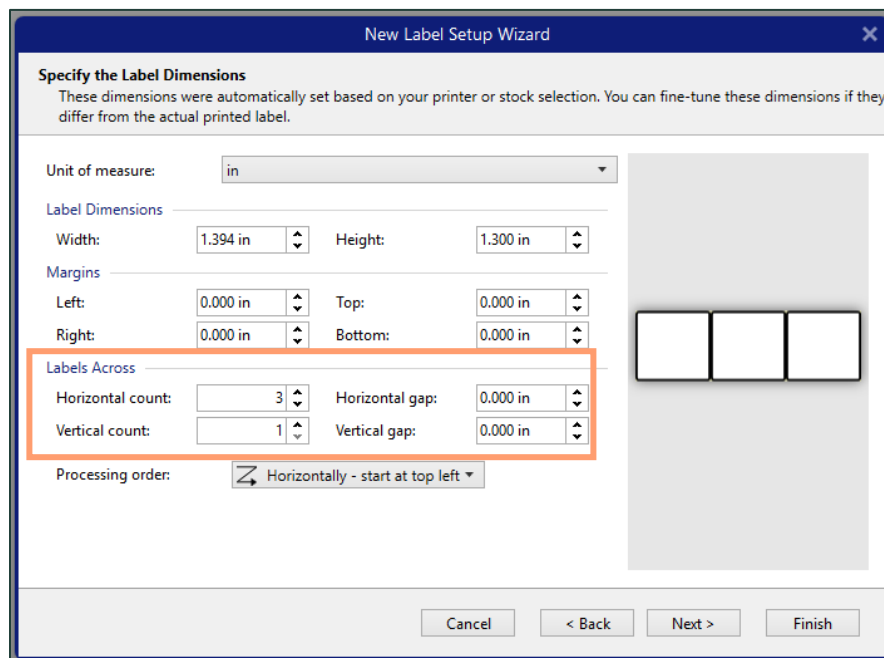

Figure 13: New Label Set Up Wizard with Labels Across Horizontal count being adjusted

8. Select the Database wizard on the left toolbar – **see figure 14**.
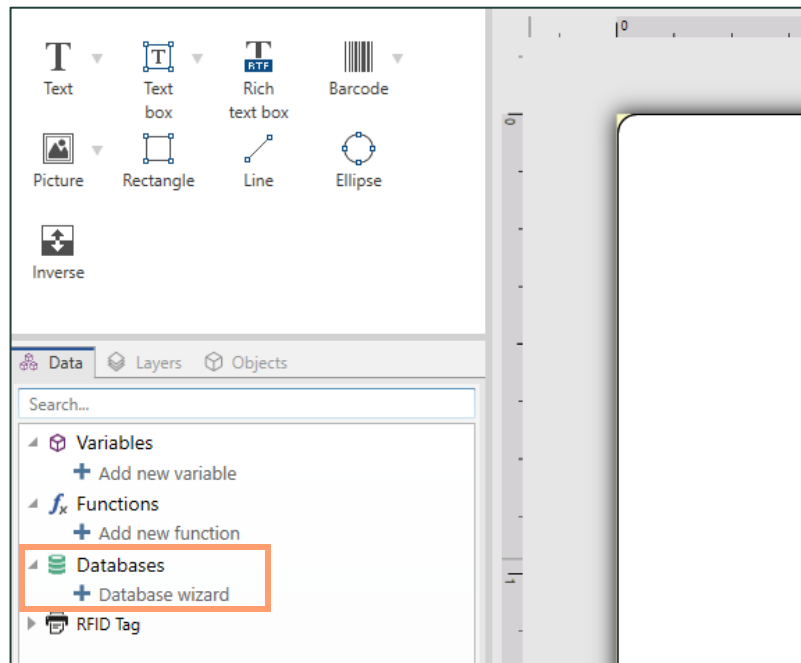
metrc.

Figure 14: Database Wizard selected

9. In the Database Wizard window, select "Text File" as your Database Type Selection to leverage the CSV file downloaded previously containing your Retail ID codes– **see figure 15.**
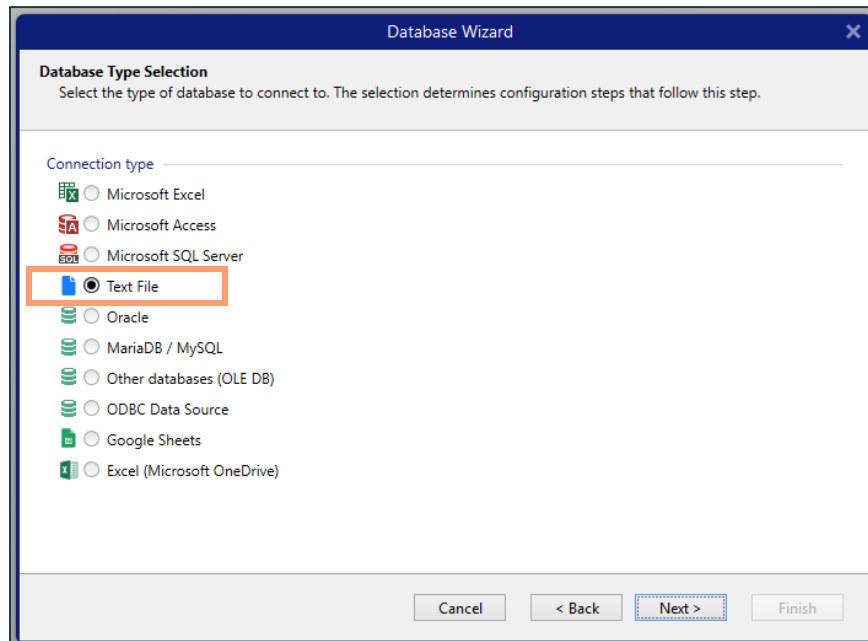
Figure 15: Database Wizard with Text File selected in the Connection Type list

10. Click "Browse" and navigate to the downloaded CSV file of Retail IDs for the package you would like to print labels for– **see figure 16.**
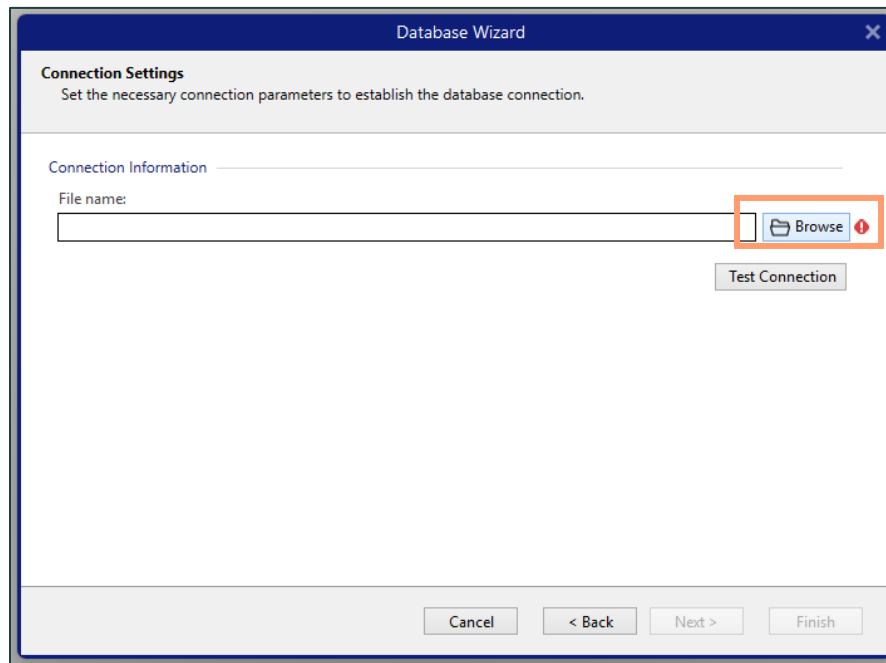

Figure 16: Database Wizard with Browse button to make a Database Connection

11. Search for your file and select Open – **see figure 17.**
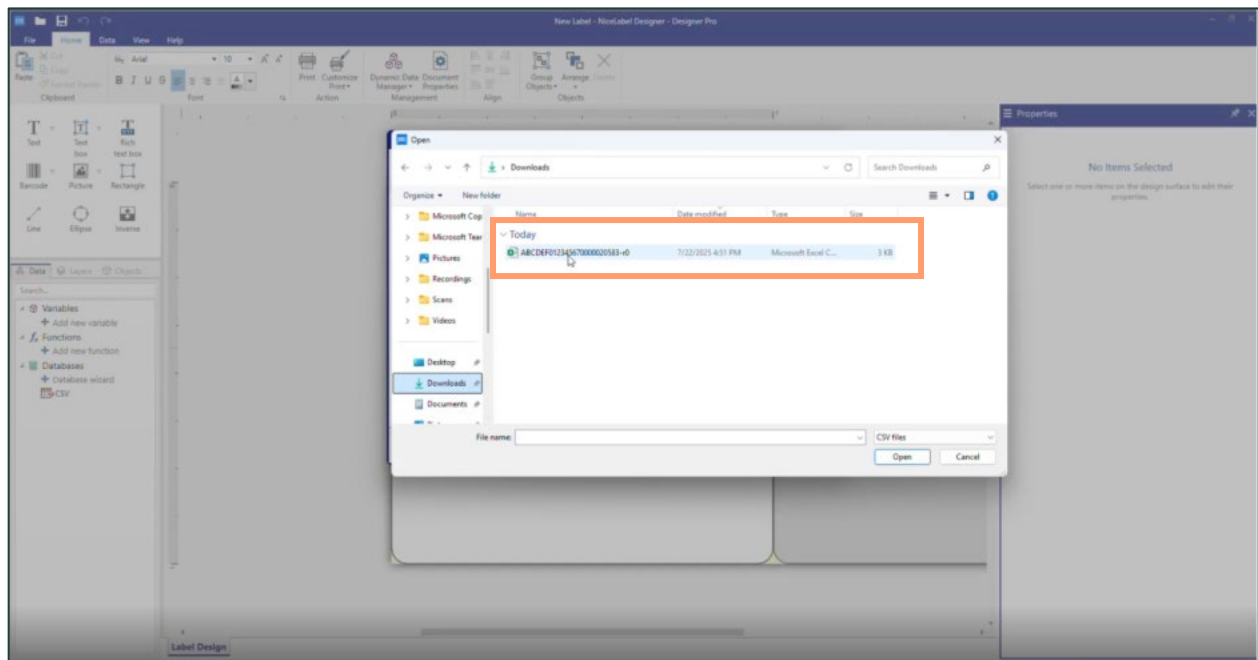

Figure 17: File of Retail IDs in the Open preview window

12. Select open, and once you see the File Name in the preview, then select Next – **see figure 18.**
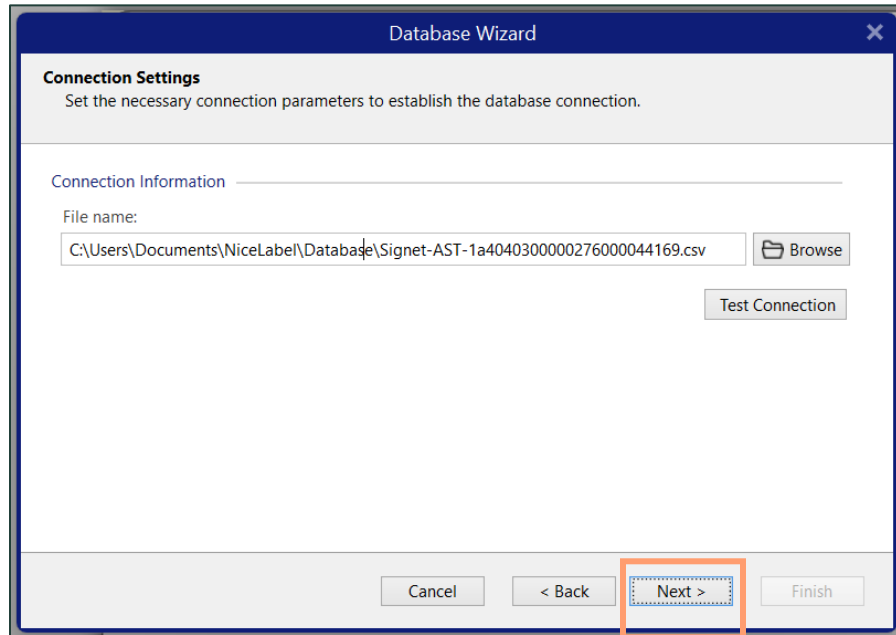

Figure 18: New Label Set Up Wizard with file selected

13. On the Tables and Fields screen, remove all fields outside of Unit Code– **see figure 19.**
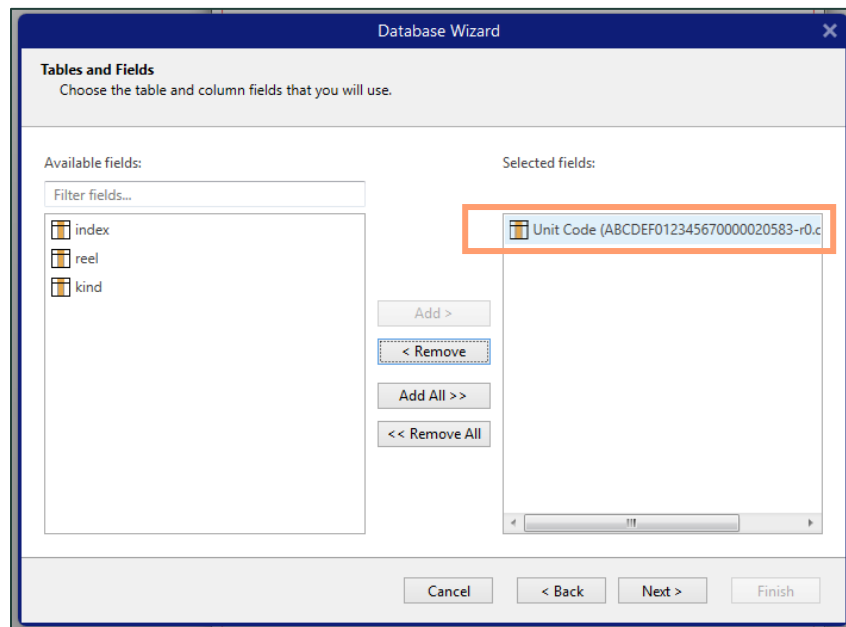
Figure 19: Database Wizard with Unit Code with Selected Fields

14. After, select Next. In the Label Copies per Record fields, set to Fixed number of printed labels – 1– **see figure 20.** Then, select Next again.

Figure 20: Text File Structure Wizard with fixed number of printed fields

15. In the Create Objects field, do **not** create any label objects – **see figure 21.** Then, select Next.
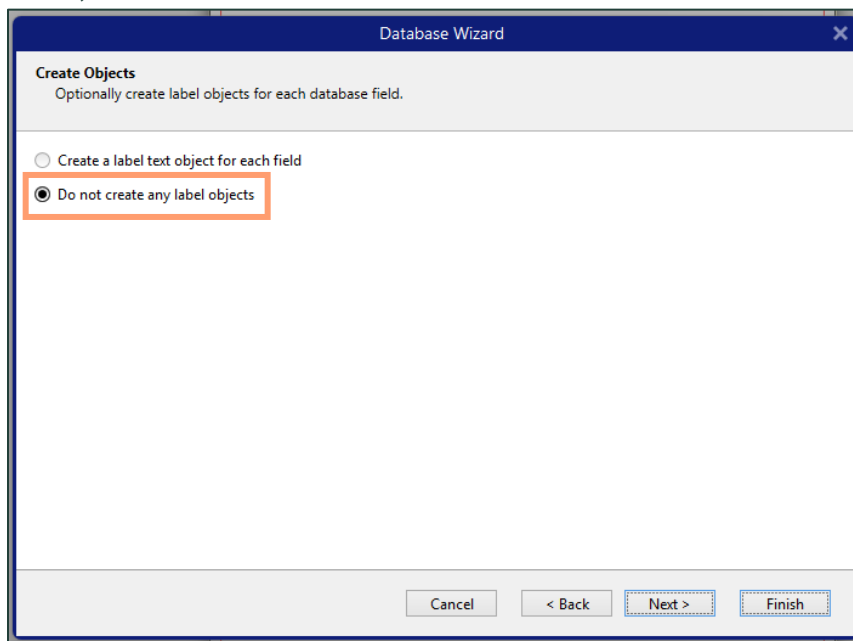
Figure 21: New Label Set Up Wizard with printer selected

metrc.

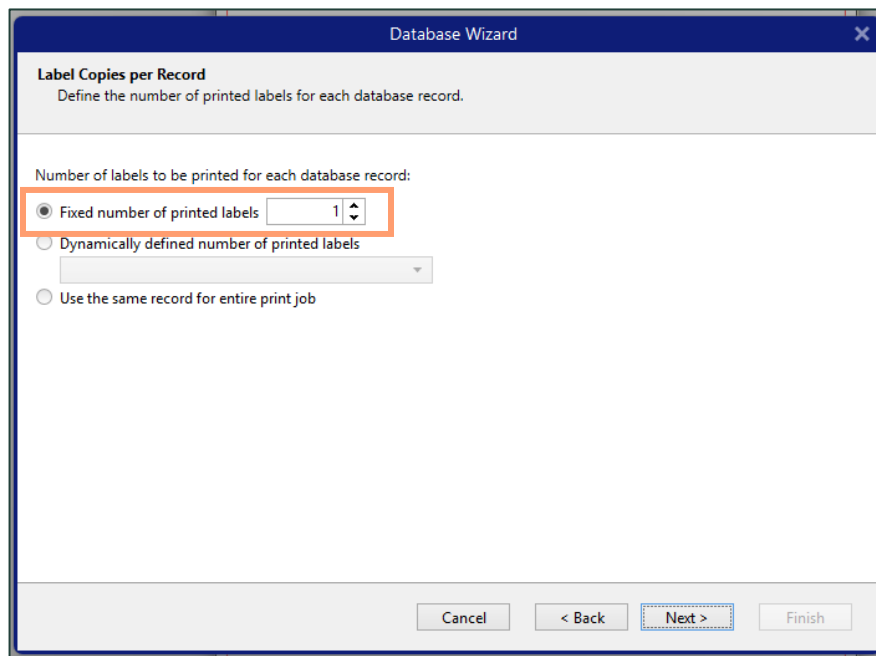16. In the Data tab of the Database Wizard, you should see only the "Unit Code" field containing the unique URLs for your Retail ID QR codes. If so, click Finish– **see figure 22.**
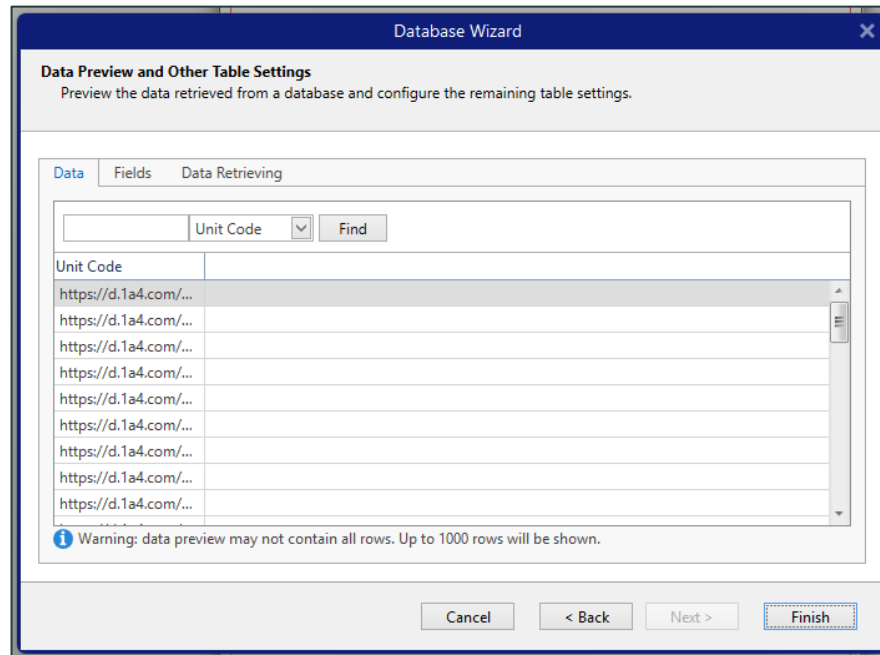
Figure 22: Unit Codes previewed in the Data tab of the Database Wizard

17. Add your "Barcode" object to your label and set the Barcode type to QR Code – **see figure 23.**
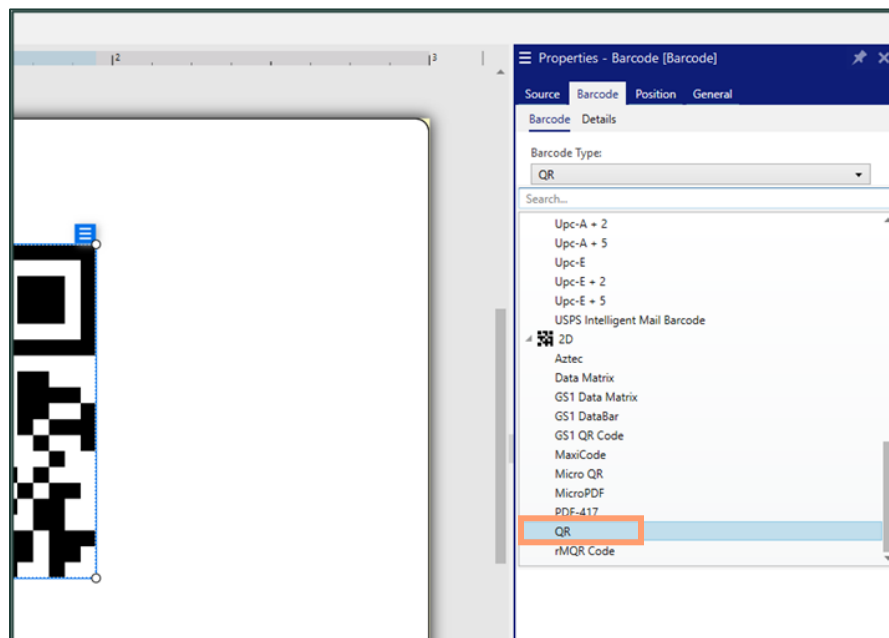
Figure 23: Barcode Window with Label Preview

18. Under the "Source" tab of the Properties Barcode sidebar, select the Database you previously created associated with the package you need labels for under Databases – **see figure 24.**

Figure 24: Properties Barcode Side bar

Figure 24: Connected data source showing the Database previously created

19. Make sure copies are set to 1 and all are selected, then Print. Print your labels with serialized Retail ID QR codes – **see figure 25.**

Figure 25: Print Preview window with Database

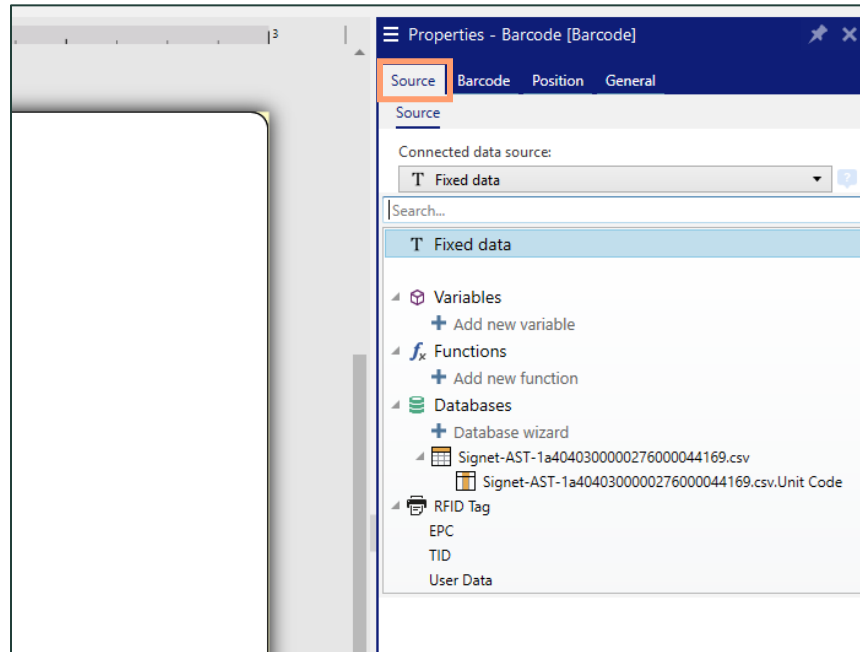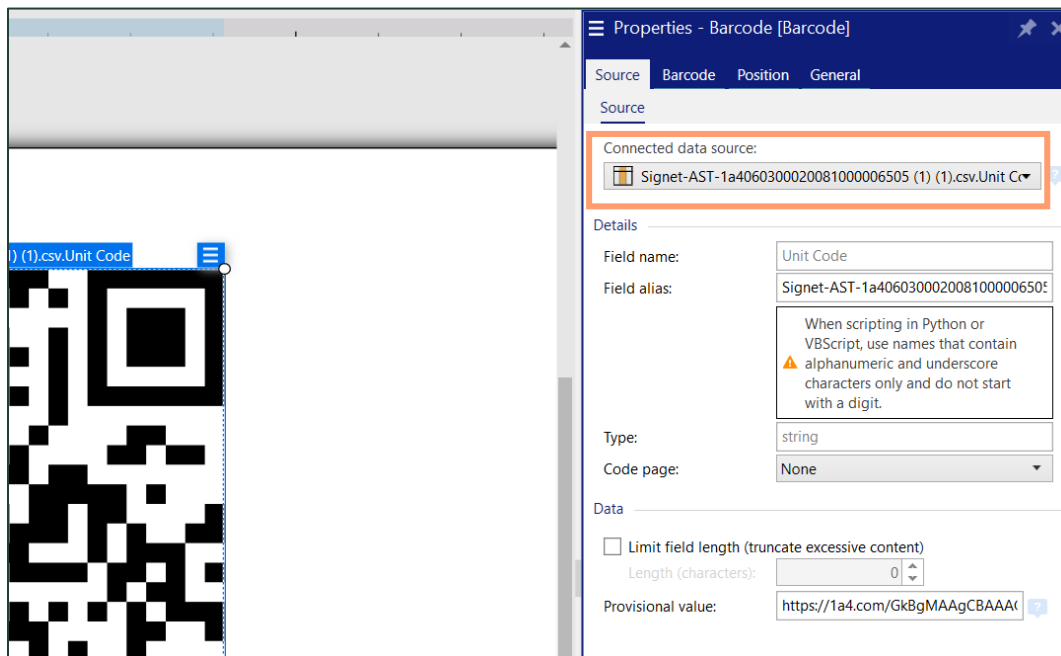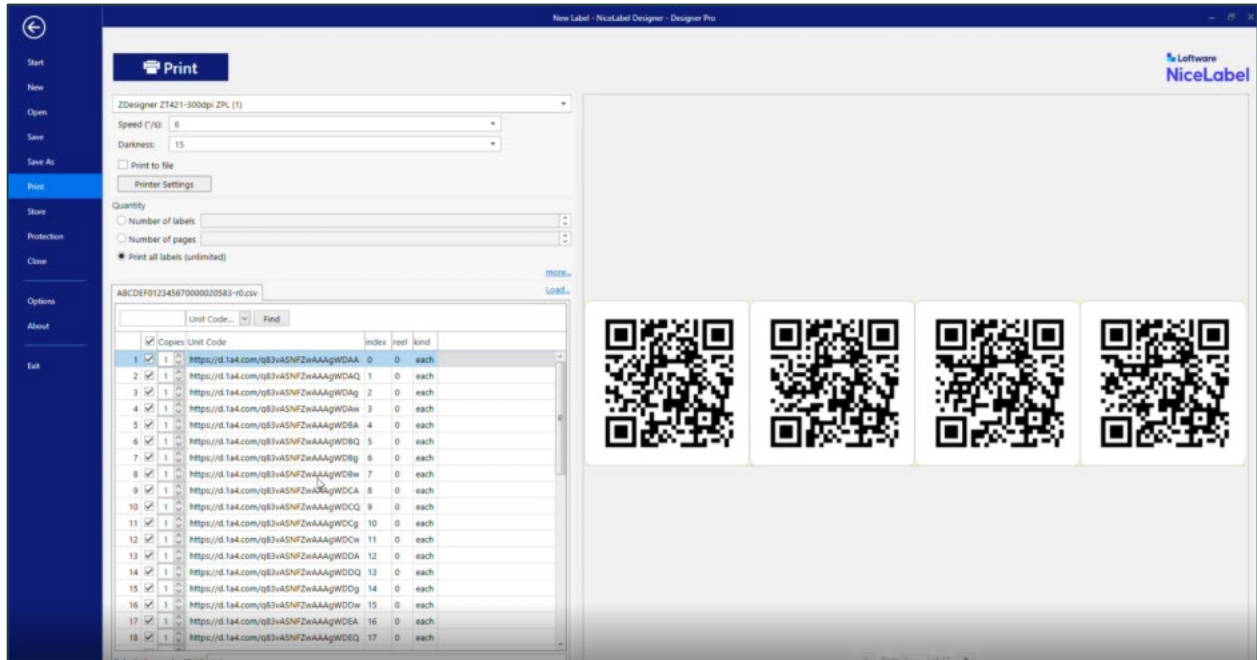# Serialization tips and best practices

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

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