

# ZebraDesigner Professional

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.

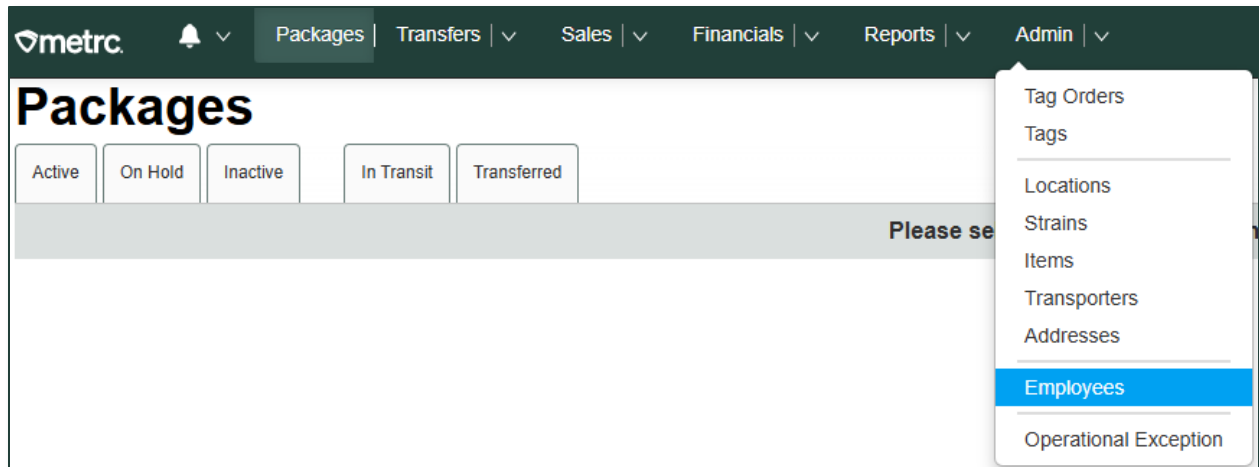


This guide shows you how to print Retail ID QR code labels using ZebraDesigner Professional to create high-quality labels with a unique QR code for every product. By following these steps, you'll streamline your packaging process, ensure each label meets state requirements, and make it simple for consumers,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

## Enable employee permissions.

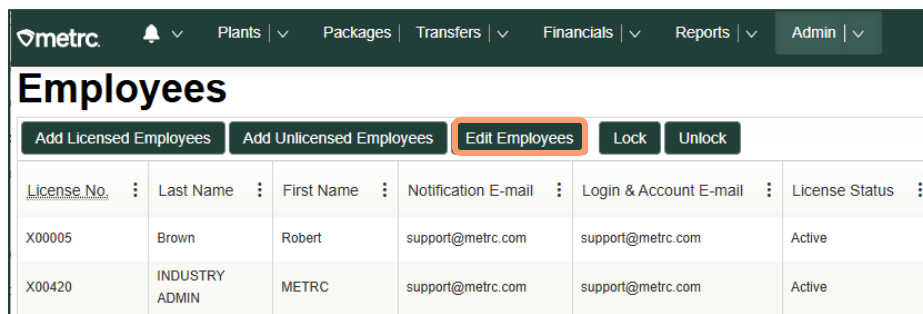
Before generating or printing Retail ID labels, ensure your account is properly configured to access Product Labels in Metrc. The following steps outline what's needed before you begin downloading label data or connecting your CSV file to a design program like Quick Label.

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.**

**Edit Employees** ✕

Employee # 1 (clear)

Employee - Select -

Employee Lic. Number

☒ Enable online access to this Facility

Notification E-mail

☐ Resend Welcome E-mail

Home - Select Home -

Employment ☐ Owner at this Facility  
☐ Manager at this Facility  
☐ Financial Contact at this Facility

**Permissions**

Section	Item	View	Manage
Packages Page	Grids (req'd)	<input type="checkbox"/>	<input type="checkbox"/>
	Inventory	<input type="checkbox"/>	<input type="checkbox"/>
	Create/Submit/Disc...	<input type="checkbox"/>	<input type="checkbox"/>
	Notes	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Product Labels</b>	<input type="checkbox"/>	<input type="checkbox"/>
Processing Jobs Page	Grids (req'd)	<input type="checkbox"/>	<input type="checkbox"/>
	Inventory	<input type="checkbox"/>	<input type="checkbox"/>
	Transfers Menu		
Transfers Menu	Licensed & External	<input type="checkbox"/>	<input type="checkbox"/>
	Templates	<input type="checkbox"/>	<input type="checkbox"/>
	Financials Menu		

☐ Metrc - Dispensary 01 | 3a-X0001  
☐ Metrc - Dispensary 02 | 3c-X0002  
☐ Metrc - Dispensary 03 | 402R-X0001  
☐ Metrc - Dispensary 04 | 050-X0001  
☐ Metrc - Dispensary 05 | 050-X0002  
☐ Metrc - Dispensary 06 | 402-X0001  
☐ Metrc - Dispensary 07 | 052-X0001  
☐ Metrc - Grower 01 | 4a-X0001  
☐ Metrc - Grower 02 | 4a-X0003  
☐ Metrc - Grower 03 | 403R-X0001  
☐ Metrc - Grower 04 | 403R-X0002  
☐ Metrc - Grower 05 | 020-X0001

**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.**

**metrc** 🔔 Packages | ▾ Transfers | ▾ Financials | ▾ Reports | ▾ Admin | ▾

# Packages

Active On Hold Inactive In Transit Transferred Product Labels

**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.**

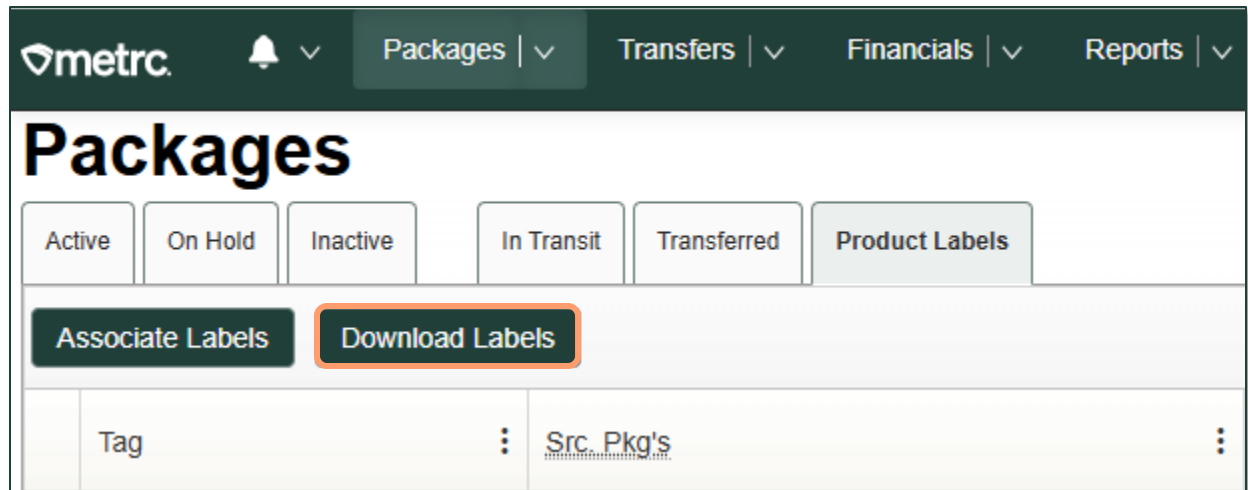


Figure 5: Download Labels button in Product Labels tab

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

 The screenshot shows the "Download Labels" action window. It has a dark header bar with the title "Download Labels" and a close button (X). Below the header, there's a section for "Package # 1" with a "(clear)" button. Underneath, there are two input fields. The first is labeled "Package" with an information icon (i) and contains the placeholder text "Type part of Package number...". To its right is a search icon (Q). The second input field is labeled "Label Quantity" and contains the text "ex. 100". Below these is a third input field labeled "Quantity" containing "N/A". A light blue tip box contains the text: "Tip: Download more labels than you need in case some gets damaged or destroyed." At the bottom of the window are three buttons: "Cancel", "CSV" (with a spreadsheet icon), and "Download Labels PDF" (with a PDF icon).

Figure 6: Download Labels action window

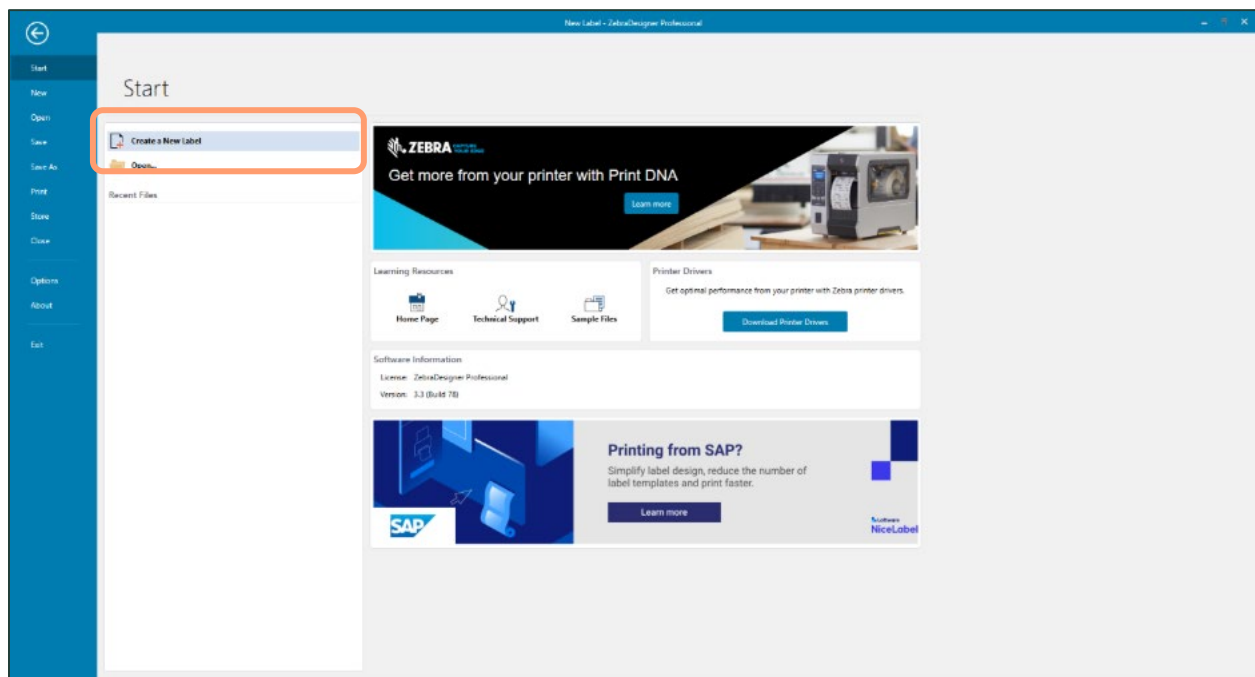
In the Download Labels window, select the label format by selecting from the options in the drop down next to Template. Select QR large or small – **see figure 7.**

**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 ZebraDesigner.

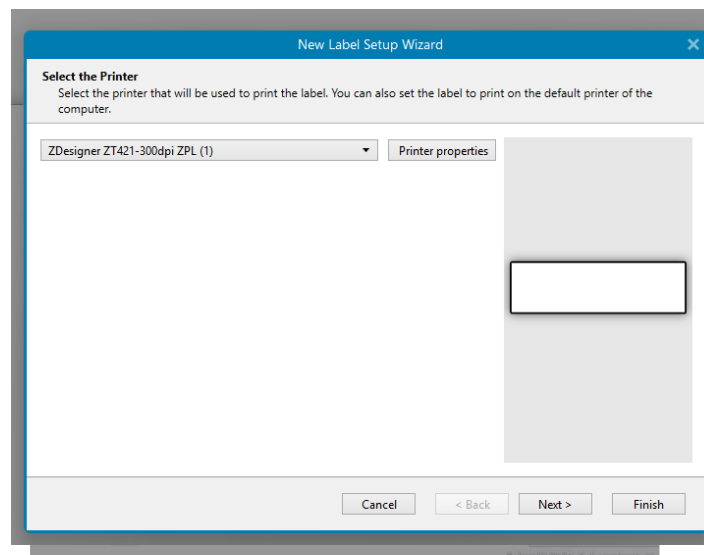
## Set up the label in ZebraDesigner Professional

1. Open ZebraDesigner Professional.
2. Click Create New Label or open an existing template – **see figure 8.**



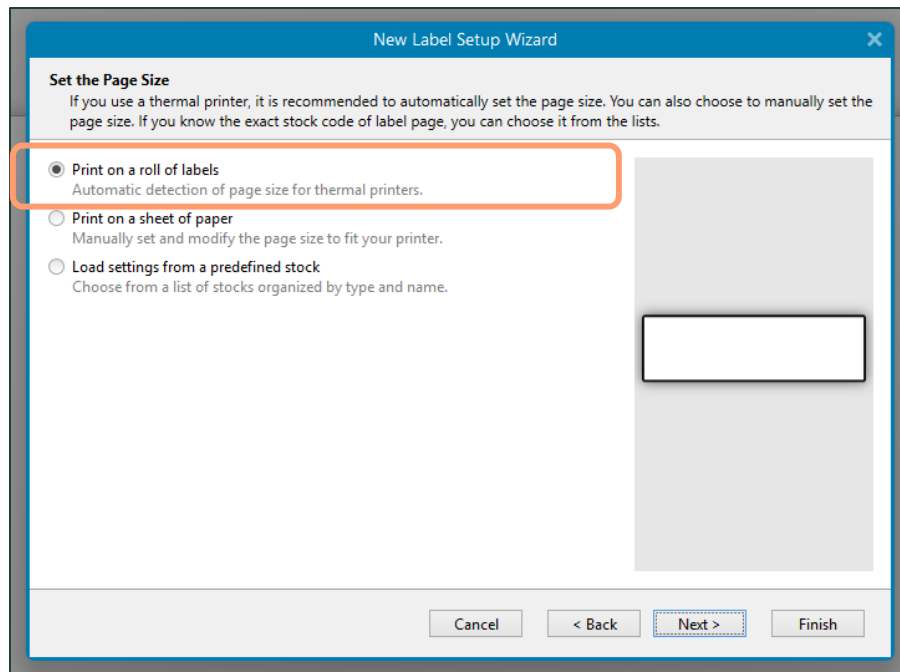
**Figure 8: Create new label in Start menu**

3. Select your printer and click Next – see figure 9.



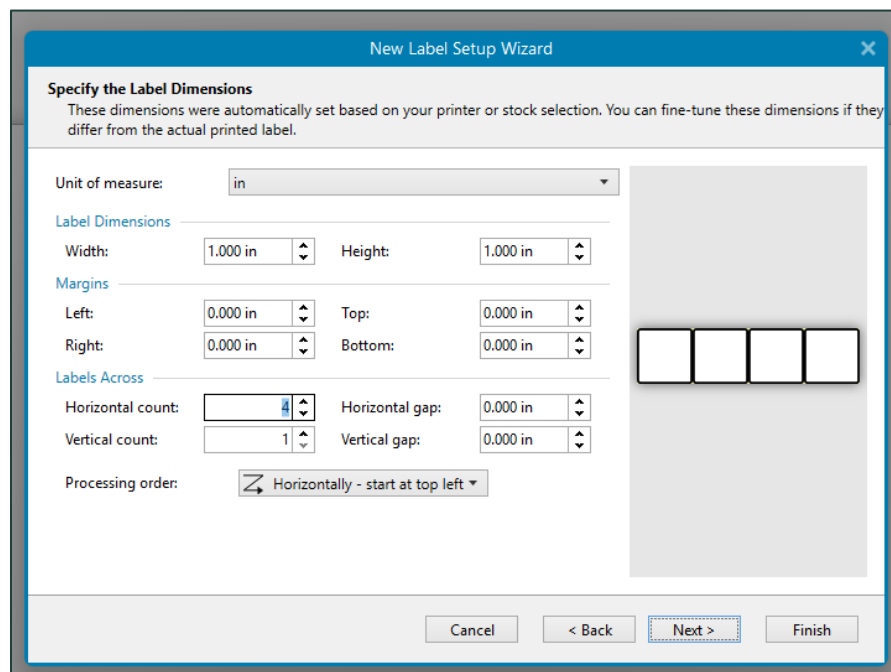
**Figure 9: Select Printer window**

4. Set the page size, orientation (Portrait or Landscape), and label dimensions – see figure 10.



**Figure 10: Set Page size window**

5. For multiple-up layouts, adjust the horizontal label count (for example, 2-Up labels) – **see figure 11.**



**Figure 11: Set Label Dimensions window with Horizontal count set to 4.**

6. Click Finish to open the blank label canvas.



## Connect the CSV File

7. Add a database by selecting “Text File” under the Data tab at the top of the page – see figure 12.

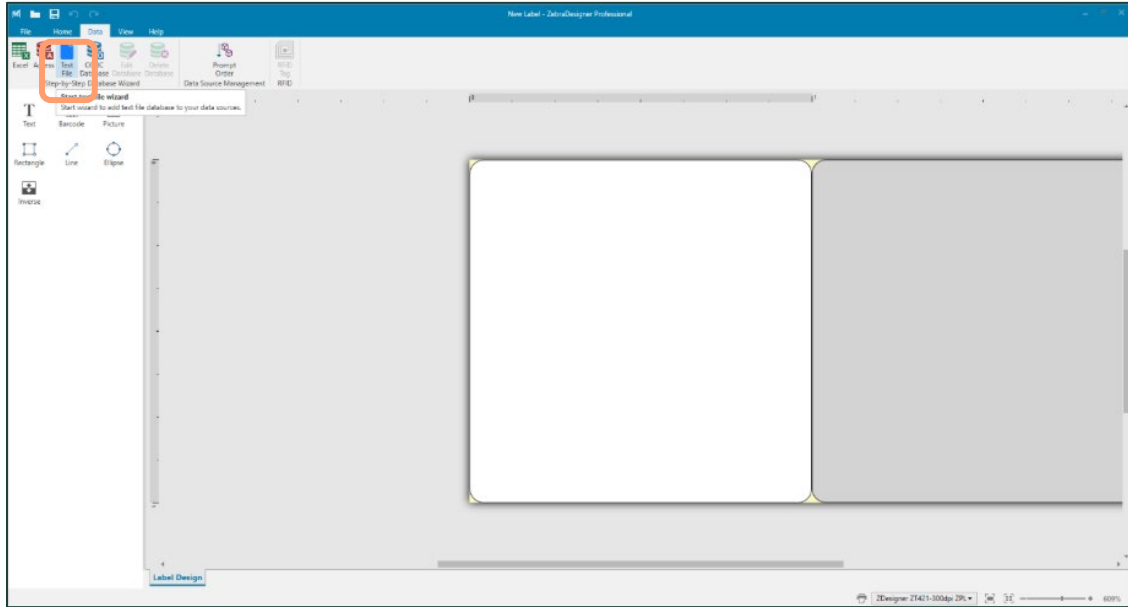


Figure 12: Text File button in the Data tab of menu.

8. This opens the Database Wizard – see figure 13.

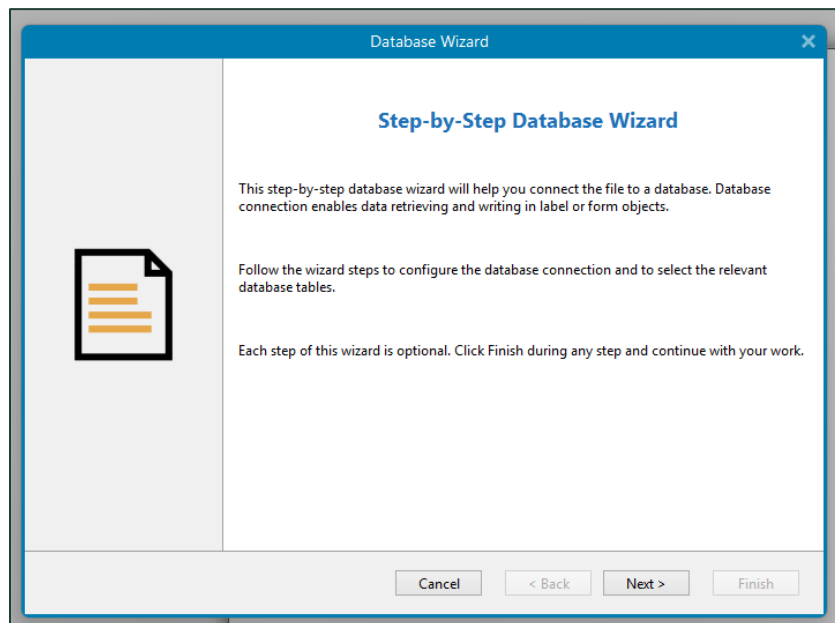
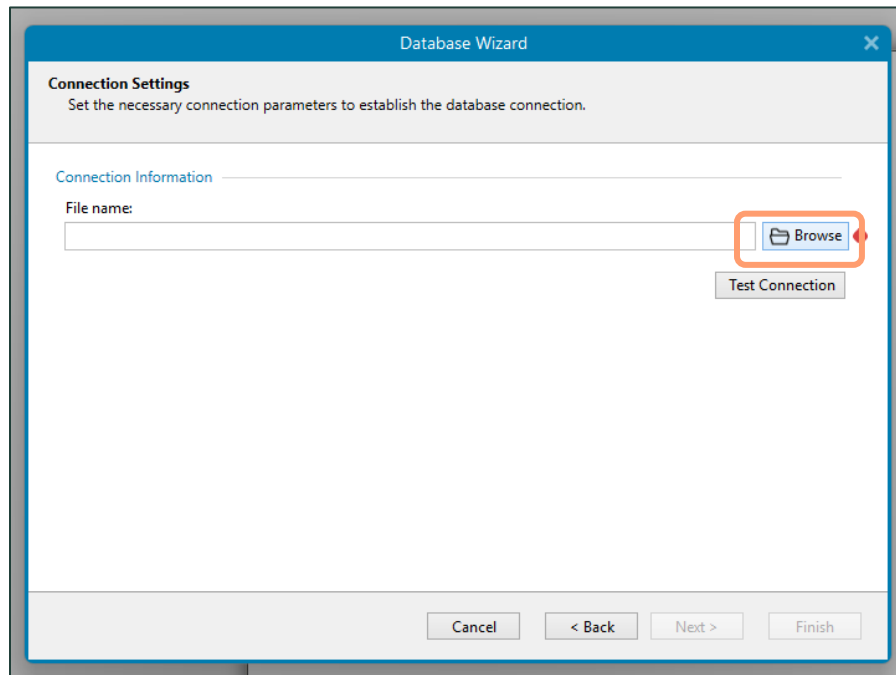


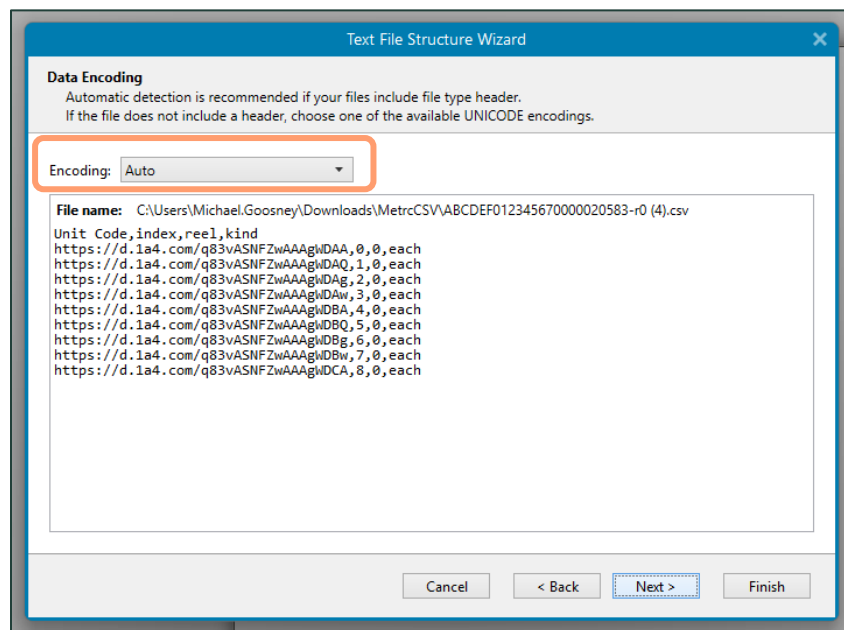
Figure 13: Database Wizard setup

- Click “Browse” and navigate to the downloaded CSV file for the package you would like to print labels for – **see figure 14.**



**Figure 14: Connection Settings window with Browse button**

- The Text File Structure Wizard will automatically open. Select “Auto” for Encoding – **see figure 15.**



**Figure 15: Data Encoding window**

11. Since the CSV contains headers, select “First row contains field names” – see figure 16.

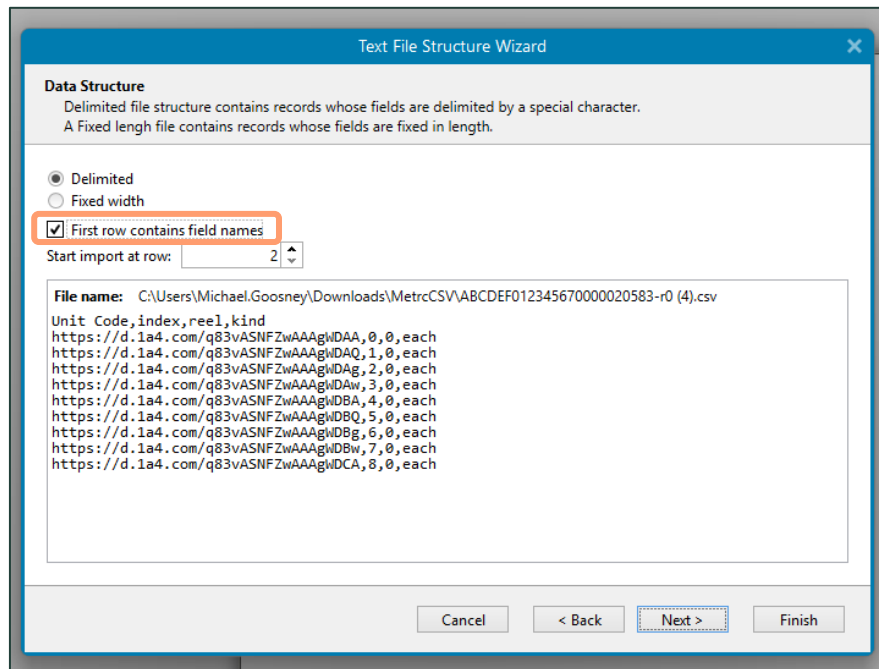


Figure 16: Text File Structure Wizard with First row contains field names

12. On the next screen for Fields Delimiter, make sure “Comma” is selected – see figure 17.

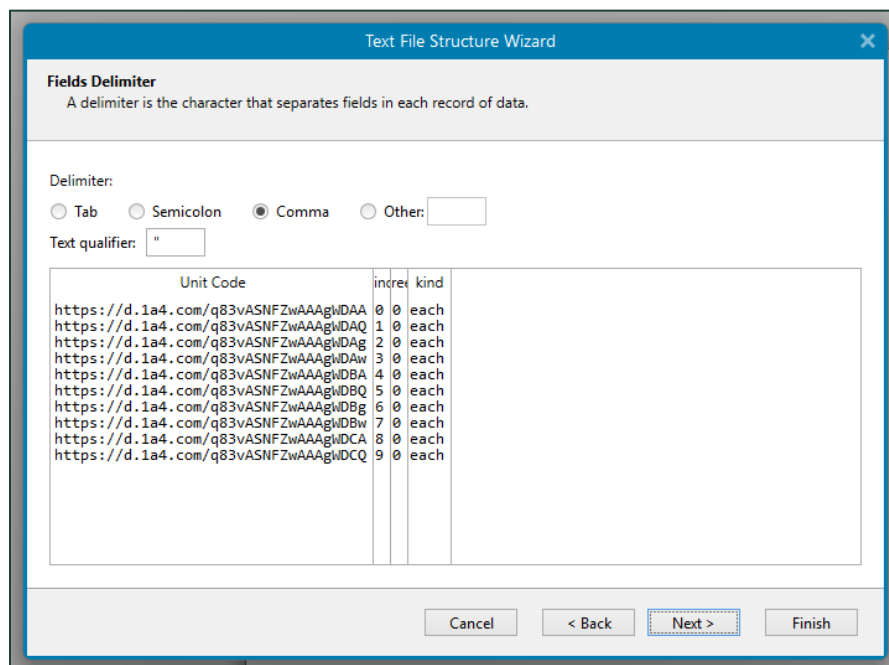


Figure 17: Text File Structure Wizard with comma selected

13. Click next for Fields– see figure 18.

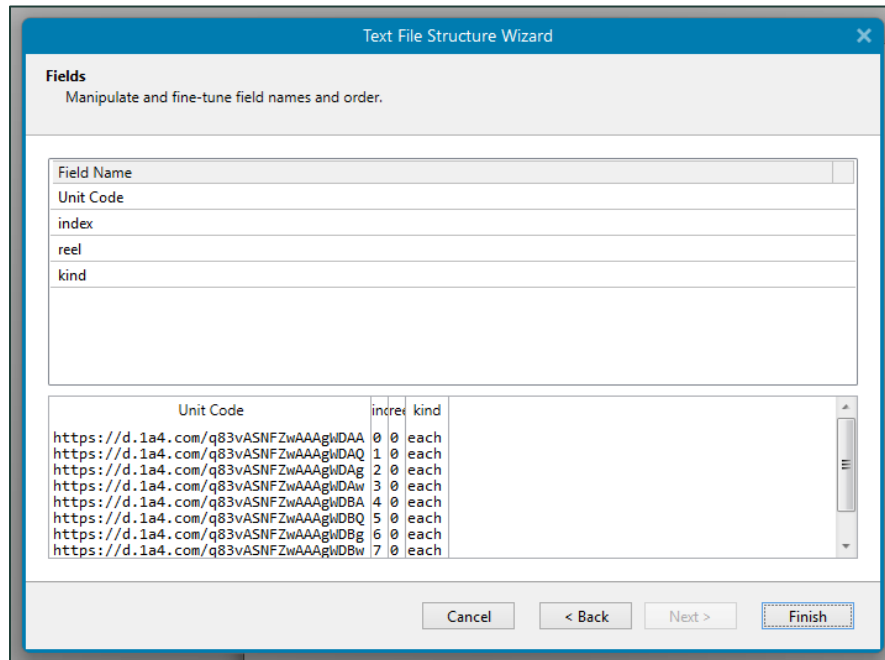
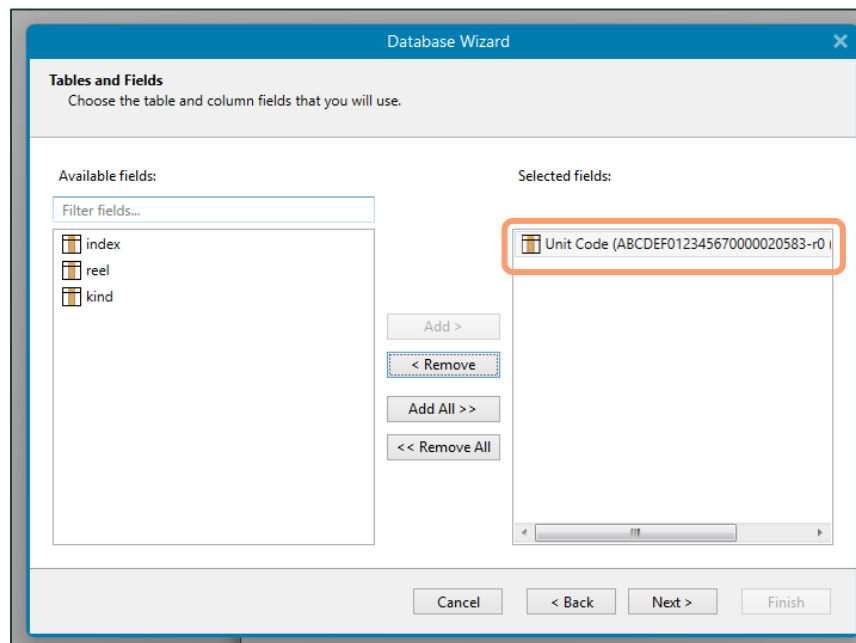


Figure 18: Text File Structure Wizard with fields.

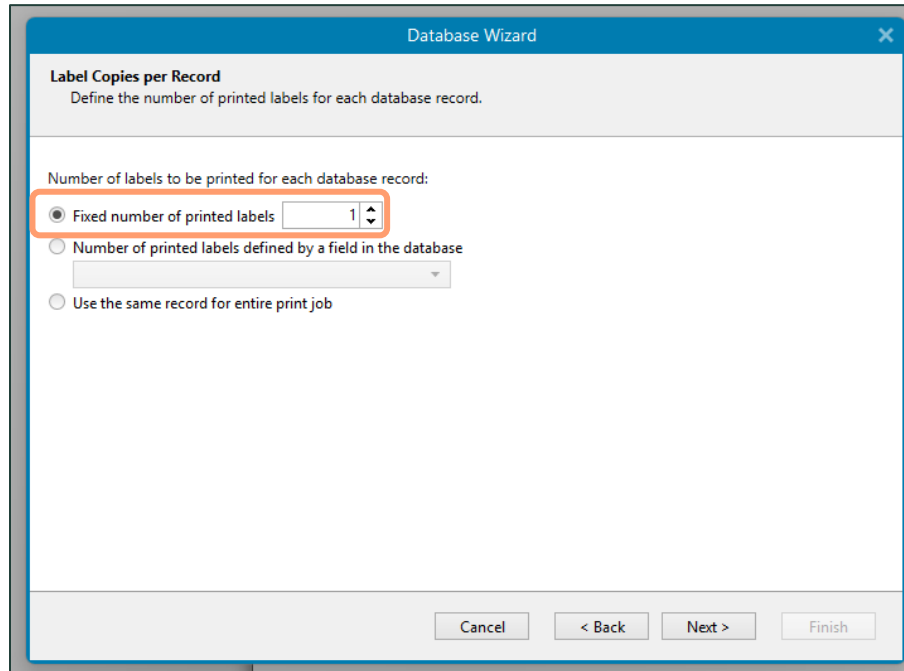
14. Then click Next. Continue through the wizard.

15. On the Tables and Fields screen, remove all fields outside of Unit Code – see figure 19.



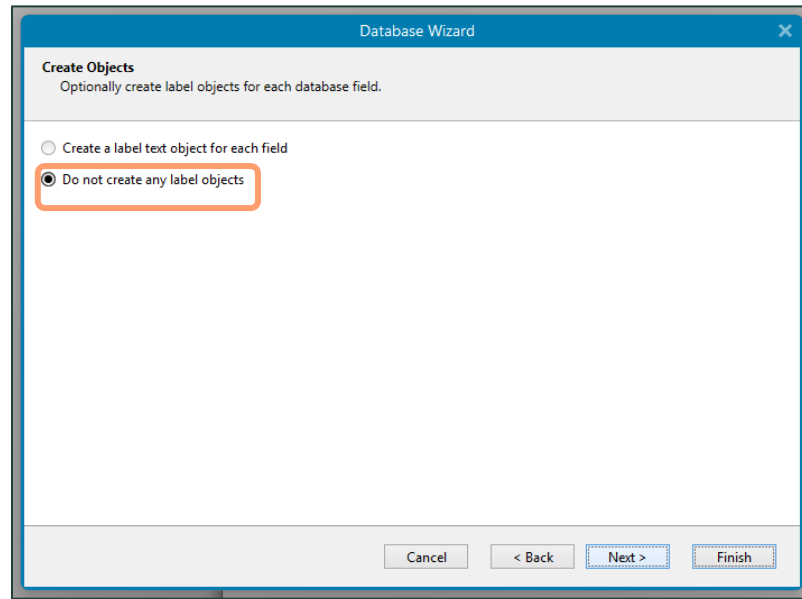
**Figure 19: Unit Code Selected in Selected Fields**

16. Once you have removed all fields except Unit Code, set Label Copies per Record = 1. Choose: Do not create label objects automatically.
17. Label Copies per Record should be set to Fixed number of printed labels: 1 – **see figure 20.**



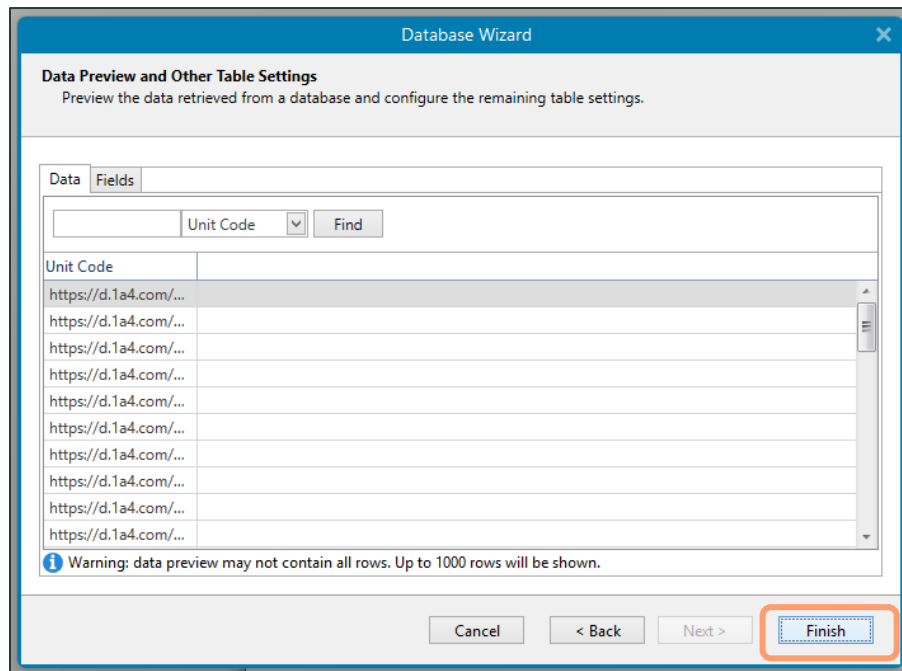
**Figure 20: Label Copies per Record set to 1**

18. For Create Objects, do **not** create any label objects – **see figure 21.**



**Figure 21: “Do not create any label objects” selected**

19. The “Unit Code” field containing the unique URLs for your Retail ID QR codes will populate in the preview window. Then click Finish – **see figure 22.**



**Figure 22: Data Preview and Other Table Settings with Unit Code preview.**

## Add the Retail ID QR code

20. Add your “Barcode” object to your label and set the Barcode type to QR Code – see figure 23.

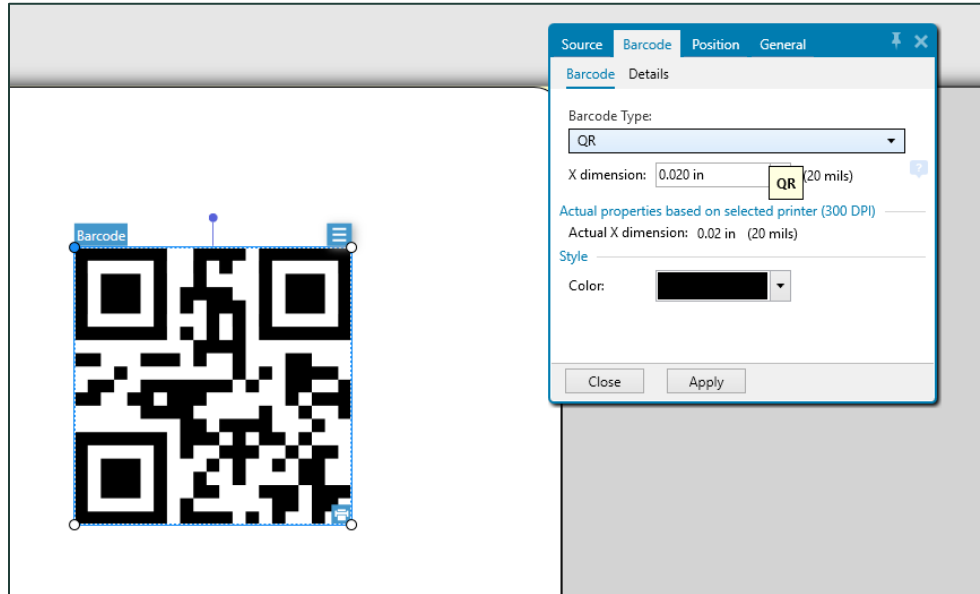


Figure 23: Unit Code Selected in Selected Fields

21. In the Properties panel, set the Barcode Type to QR Code and under the Source tab, connect it to your CSV data field (Unit Code) – see figure 24.

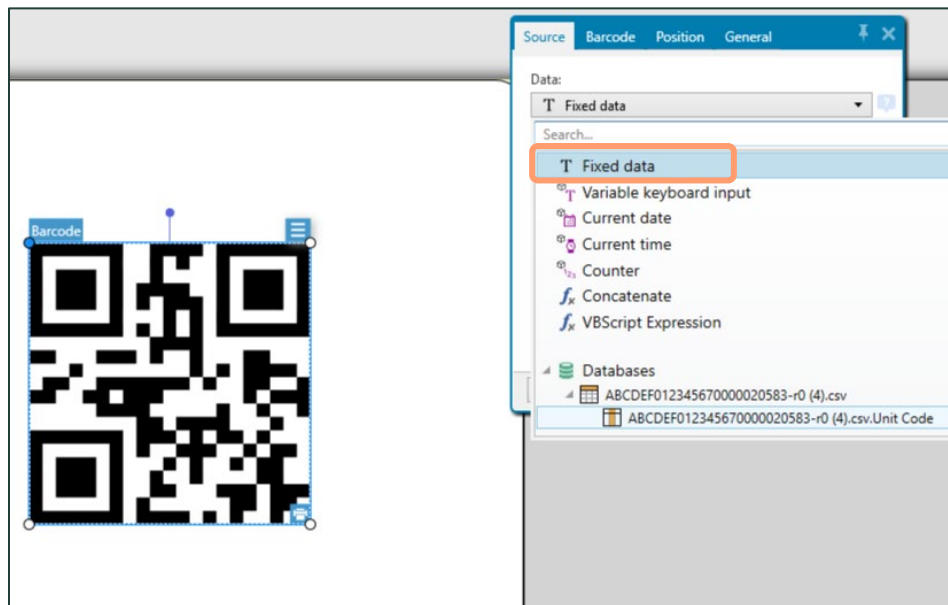
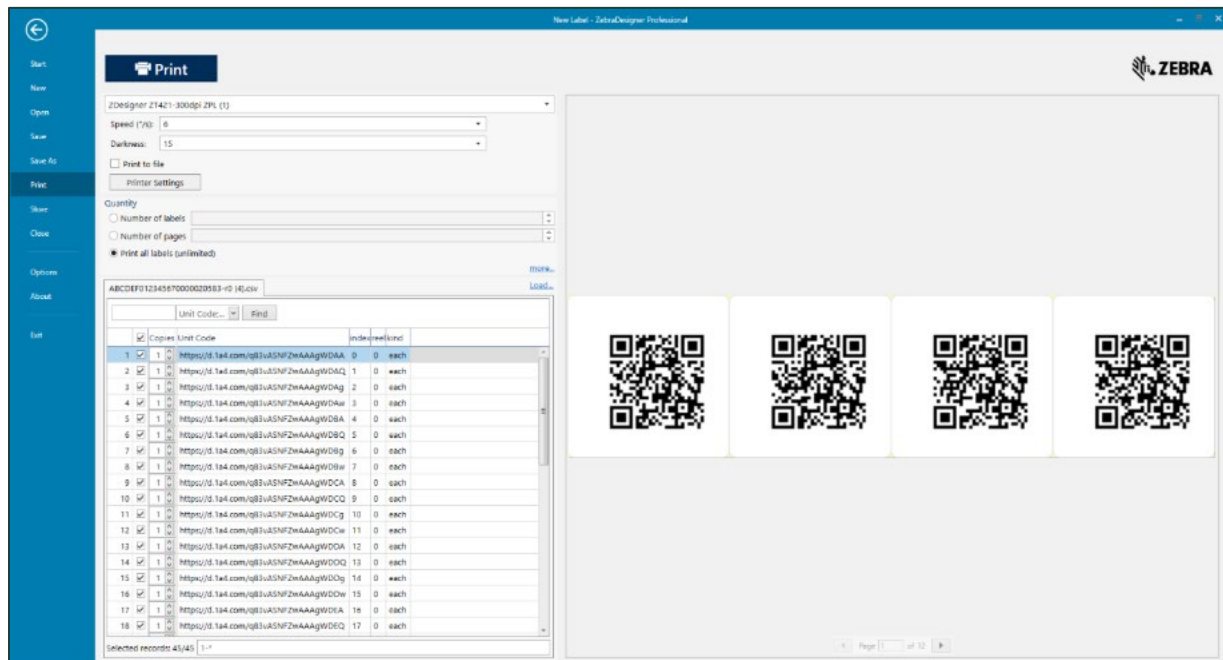


Figure 24: Fixed data dropdown in Source dropdown

22. Print your labels with serialized Retail ID QR codes – **see figure 25.**



**Figure 25: Print window with copies**

## 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.