Metrc Support Bulletin

Bulletin Number: KY_IB_0015	Distribution Date: 03/17/2026	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Processing Jobs	
Reason: Providing important information regarding the new Processing Jobs functionality in Metrc		

Greetings,

Metrc, in conjunction with the OMC, would like to provide guidance on how to use the processing jobs functionality within Metrc.

A detailed description of this functionality is provided on the following pages. 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 will need to be applied. These are state-configured and cannot be edited or changed by a licensee.

Processing Job Categories

When creating your processing job types, you will be required to input a category for each type. These categories will determine the purpose of the processing job. The OMC-determined categories are as follows:

- Infusion
- Extraction

Processing Job Attributes

The processing job attributes are required and used to further delineate the use of the processing job. These are applied to each job individually and all applicable attributes for that job can be selected. Multiple attributes can be selected for the same processing job type.

- 1 Day
- 2 Day
- 3 Day
- Allergen
- Non-Solvent Extraction
- Solvent Extraction

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Admin: Configuring Processing Job Types

The Industry Administrator (Admin) of the license will automatically be given access to the Processing Job Type grid in Metrc. Anyone else who needs this permission will have to have their Admin edit the employee to add the appropriate permissions – **see Figure 1**. Any user with permission to manage employee permissions can also grant this to others.
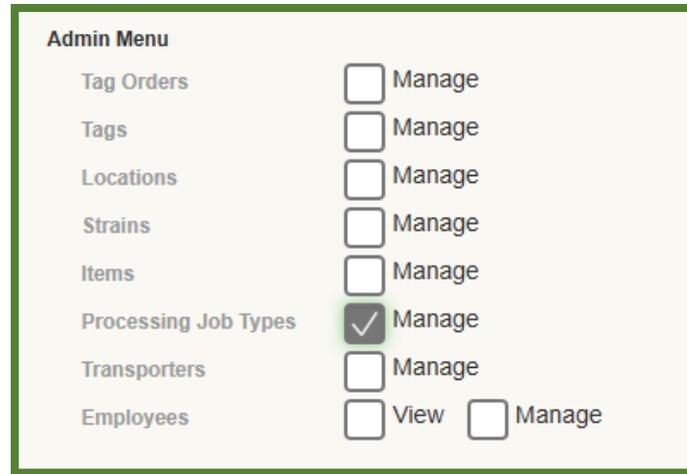
Figure 1: Processing Job Types Employee Permission

To create Processing Job Types, access the Admin area on the navigational toolbar, then select the Processing Job Types option from the dropdown. Once on the Processing Job Types grid, click the Add Job Types button - **see Figure 2**.
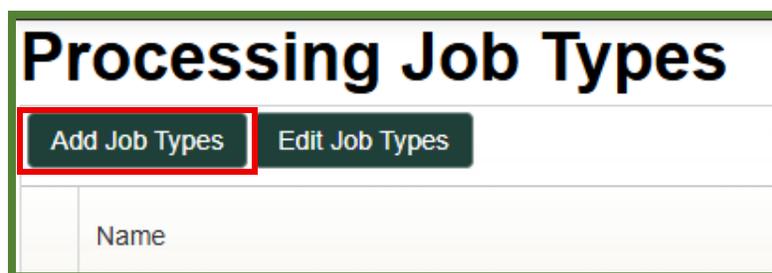

Figure 2: Add Job Types button

This will open the Add Processing Job Types action window. The Processing Job Type can be added by entering the required information. This includes the following:

    a. Name field is used to add the proper name of the Processing Job Type.

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3

b. Category field is used to select the correct category from the dropdown menu of OMC-created options.
c. Description field is used to add a description of the Processing Job Type.
d. Processing Steps field is used to add the steps to complete the Processing Job Type. For example, the steps from an SOP could be copied into the text box.
e. Attribute #1 field is used to add one or more Attributes that pertain to the Processing Job Type from the OMC-created options. Attributes can be added by typing in the attributes needed into 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 plus icon button – **see Figure 3**.
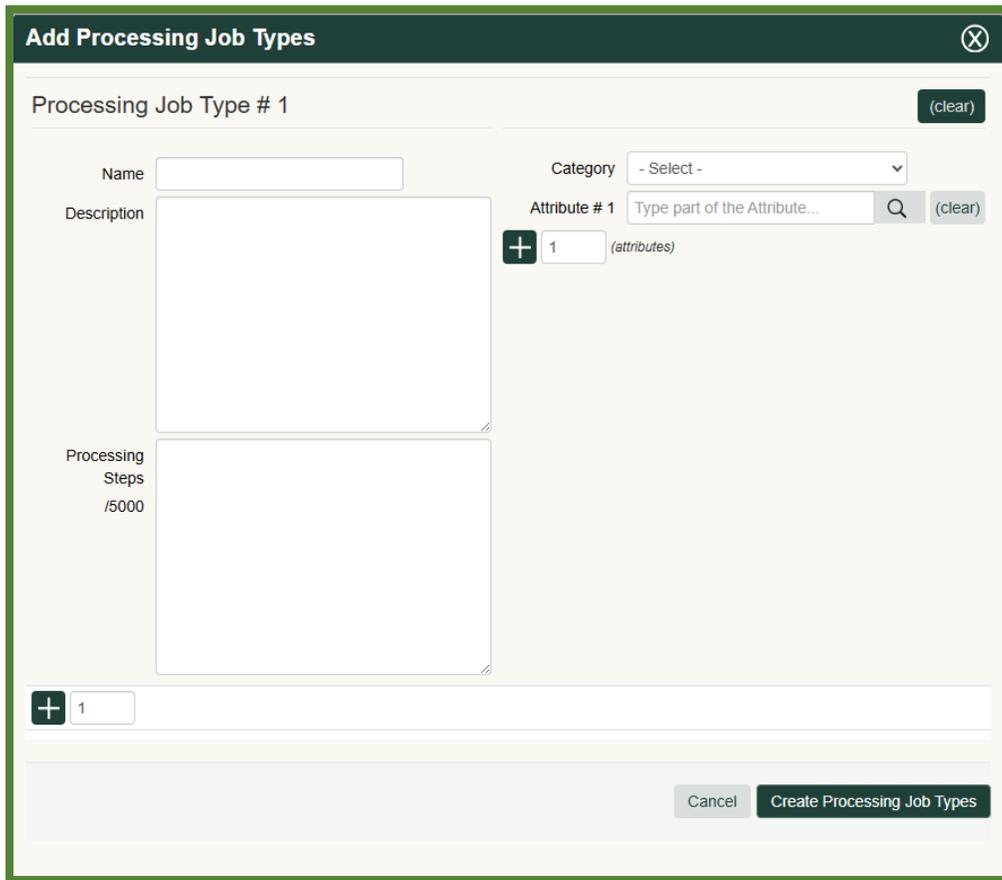

Figure 3: Add Processing Job Types action window

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

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4

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 Jobs inventory. The Admin or other employee with permission to add or edit employees can add this permission for themselves and other employees – **see Figure 4**.
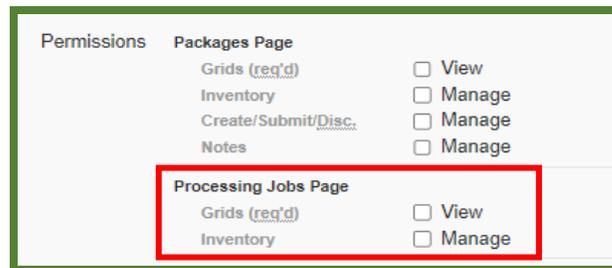
Figure 4: Processing Jobs Employee Permissions

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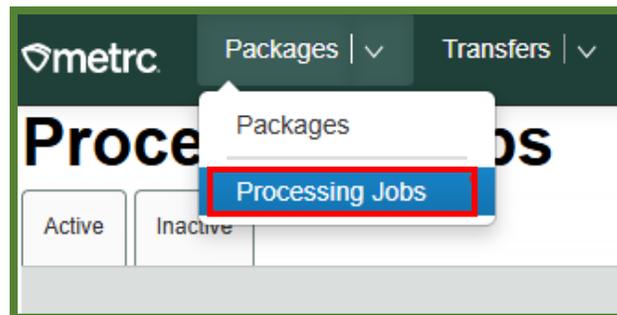
Figure 5: Processing Jobs in navigation menu

This will open the Processing Jobs grid, select the Active tab. Then click 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 information -
see Figure 7.

    a. Select the Processing Job Type field using the dropdown, from the
Processing Job Types previously created.

    b. Processing Job Name field is used to give the Processing Job a name. All
production batches will be recorded from that Processing Job.

    c. 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.

    d. Package #1 is used to identify packages used as input 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 and choose the package. Additional packages
can be added to the Processing Jobs by clicking the "+" icon.

    e. Quantity field is used to enter the quantity used from the input packages.

    f. Unit of Measure field is used to select the unit for the type of quantity of
the total weight at the top (this will auto sum all inputs) from the dropdown
menu of options.

    g. Quantity field is used to record the quanity of product that is used from the
package in the Processing Job. Once all information has been entered
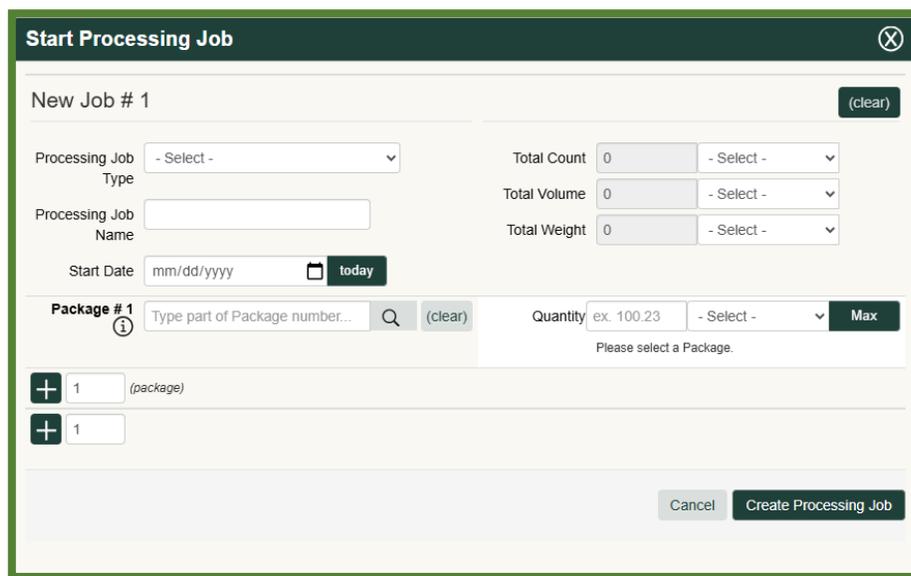click the green Create Processing Jobs button.

Figure 7: Start Processing Job action window

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6

Adjusting Processing Jobs

If an entry error occurs in the Processing Job inputs, the adjust feature should be used to correct the error. 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**.
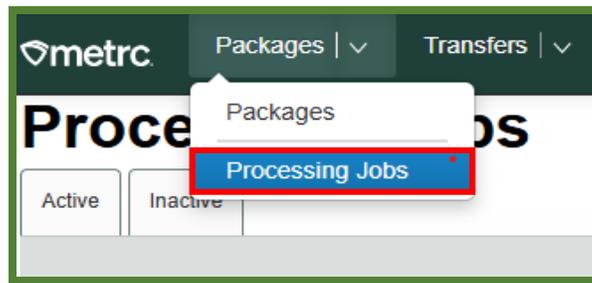
Figure 8: Processing Jobs in Navigation Menu

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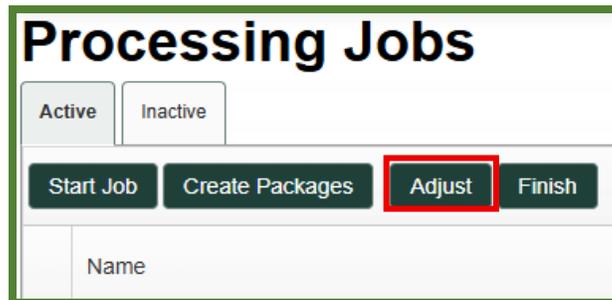
Figure 9: Adjust Button on Processing Jobs grid

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 menu of options and a note should 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 below**.

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7

Figure 10: Adjust Processing Jobs Action Window

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8

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 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 menu – **see Figure 11**.
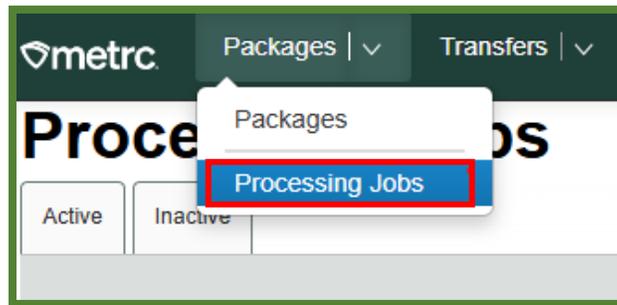
Figure 11: Create Packages button

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**.
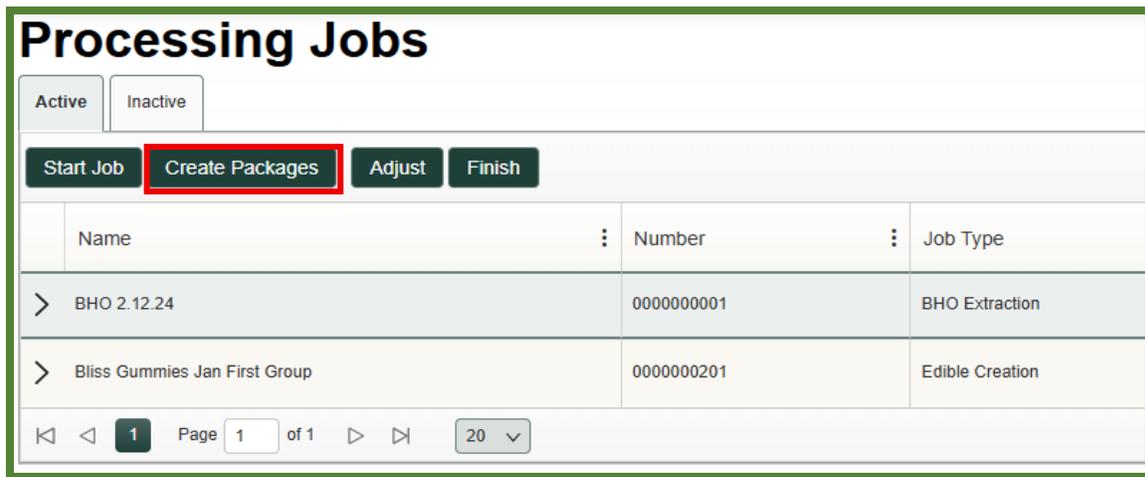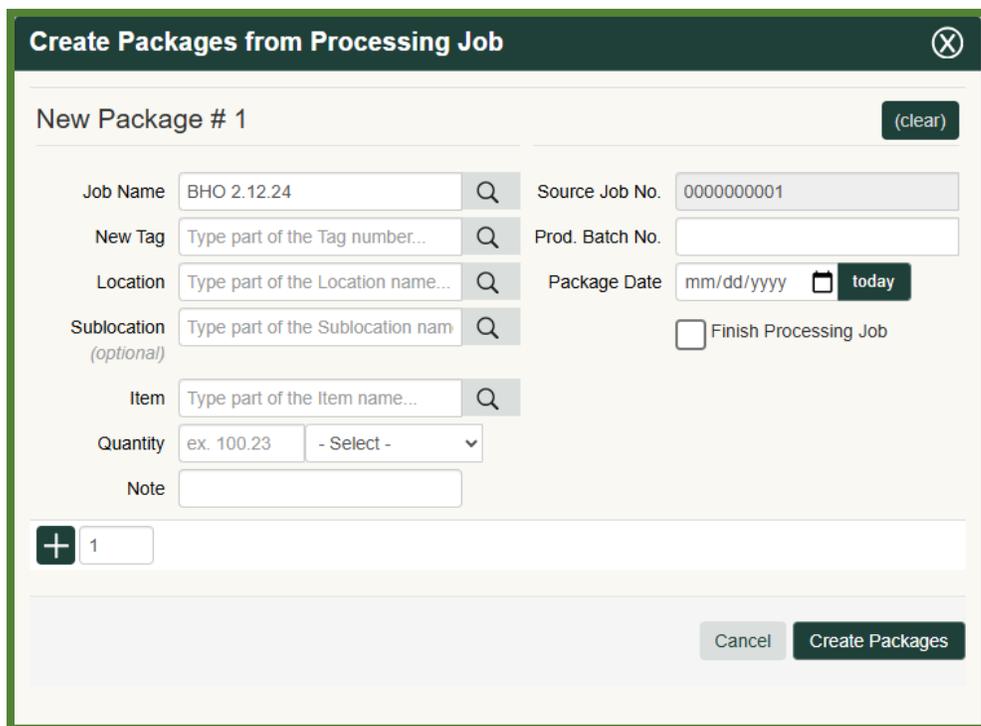

Figure 12: Create Packages from Processing Jobs

This will open the Create Packages from Processing Job action window to fill in the required fields to create a production batch – **see Figure 13 below**:

a. New Tag field is used to enter or select the package tag for the new production batch package.
b. Location field is used to enter or search for the location where the new production batch package will be physically located.
c. Item field is used to enter or search for the Item name of the new production batch package being created.
d. Quantity field is used to enter the quantity of the new production batch package being created.
e. Note field is used to add an optional note, if needed.
f. Production Batch No. field is used to enter the production batch name/number for the new production batch being created. If multiple production batches are created from the same processing jobs, each batch should have a different name for each production batch.
g. Package Date field is used to add the date the production batch is being created.
h. 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.

Figure 13: Create Packages from Processing Jobs action window

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10

Notes:

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

    a. The Created Packages tab shows all production batch packages that have been created from the associated processing job.

    b. The Source Package tab shows all original packages that were used to create the processing job.

    c. The History tab shows a complete list of all historical activity regarding the processing job.

Figure 14: Processing Job Package details

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Finishing and Unfinishing Processing Jobs

Finishing Processing Jobs

Once a 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**.
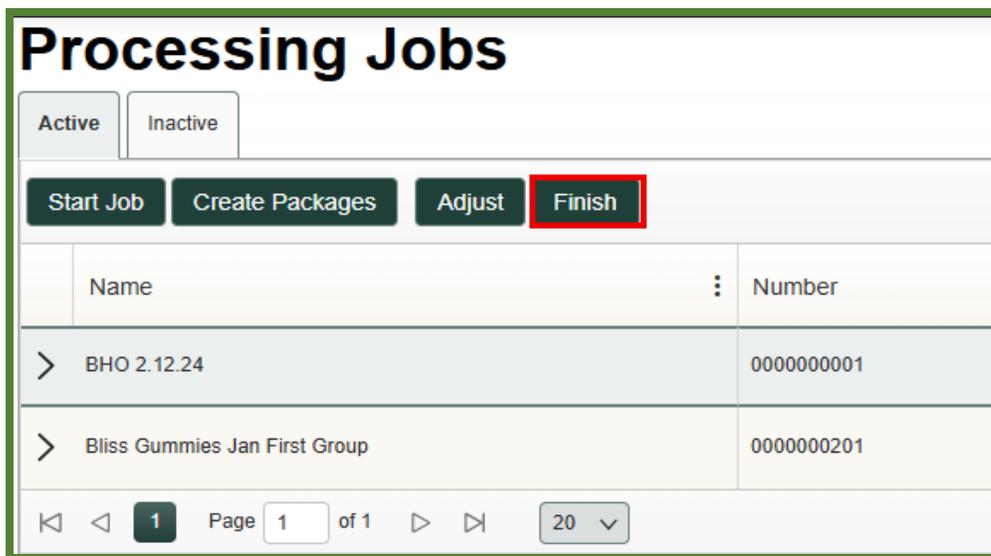
Figure 15: Finish Button in Processing Jobs Screen

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 below**.

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12

Figure 16: Finish Processing Jobs Action Window
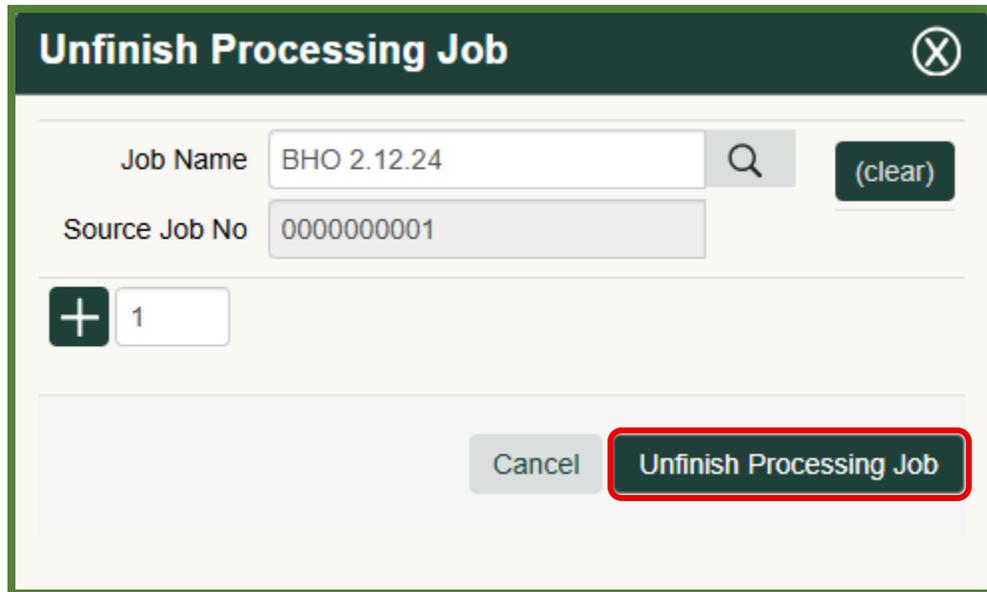
Unfinishing Processing Jobs

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 below**.

Figure 17: Unfinish Button in Processing Jobs Screen

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13

This will open the Unfinish Processing Job action window for the Processing Job needing to be unfinished. 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

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14

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, or from the Metrc System, click Support and navigate to support.metrc.com and it will 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 platform is simple:

From within the Metrc system

- Navigate to the drop-down Support menu in the navigational toolbar and select "Sign up for Training" to register.

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.

Metrc Expert
In the Metrc system, click on widget icon in the lower right-hand corner to open the Metrc Expert knowledge base to access step-by-step guides, ask questions, and more.

Thank you for your continued partnership.

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15