

Bulletin Number: ME_IB_0008	Distribution Date: 3/10/21	Effective Date: 3/15/21
Contact Point: Metric® Support	Subject: New Features in Metric	
Reason: Metric is providing an update on our upcoming feature release along with an update to the Metric logo		

Greetings Metric Users,

Metric is pleased to provide information on our newest enhancements and updates within the software.

1. Users with plant permissions will now be able to update harvest batch names.
2. Users can now view recorded remediation methods and steps under the package history when drilling down on those packages that were remediated in Metric.
3. There is a new addition to the canned sales reports related to the sales data optimization to enable finalized sales receipts and completed sales deliveries inclusion in the reports.
4. Optional Item Ingredients field for internal use purposes. The previously used “Ingredients” field will now be “Public Ingredients” and that functionality will remain the same.
5. A new Trade Sample button that will allow users to toggle the trade sample indicator for packages.
6. The Metric logo has been updated to match the updated branding of Metric LLC.
7. The Metric General Manual/User Guide has been updated to revision 10.3
8. The Metric CSV Formatting Guide has been updated to revision 11.1.

Please find on the following pages a detailed description of the enhancements:

New Feature: Renaming Harvest Batches

When creating a harvest batch, a harvest batch name will be added. If there is a mistake made in assigning a harvest batch name during the harvest batch creation process, the harvest batch in need of correction can be selected and use the new “Rename” button to update the harvest batch name. These steps are demonstrated below in **Figure 1** and **Figure 2**.

Please note: The rename functionality is only available before any waste or package weight is recorded.

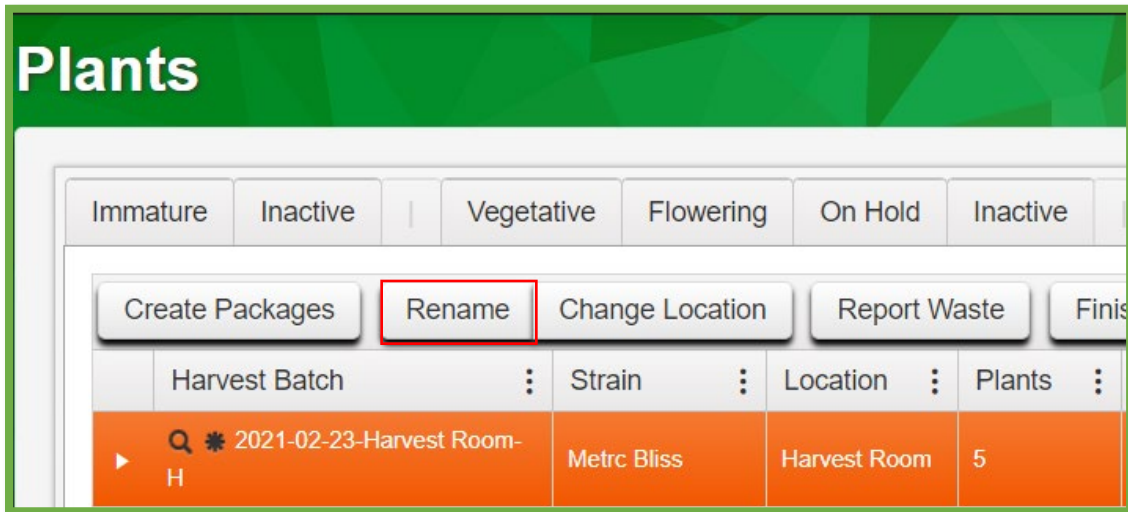


Figure 1: Select Harvest Batch for Renaming

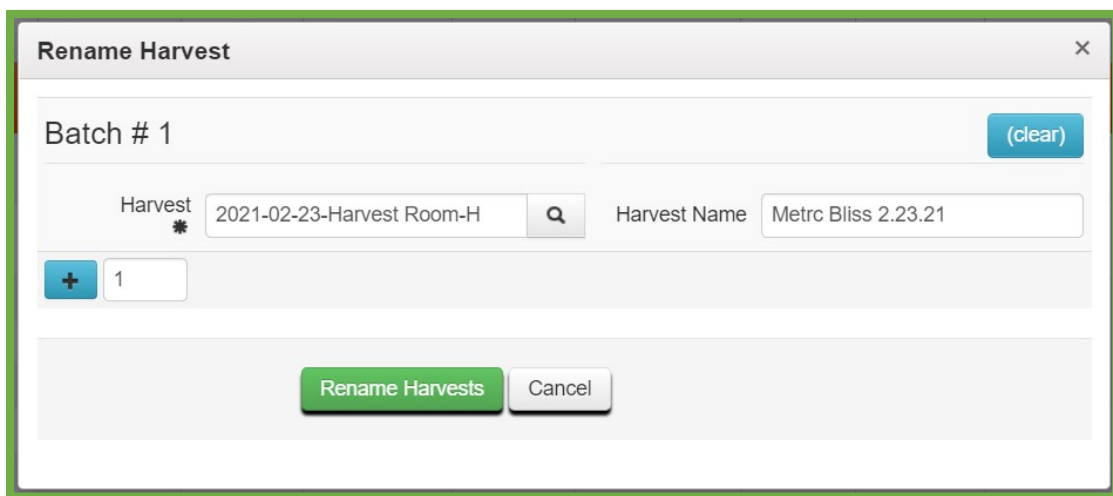


Figure 2: Rename Harvest Batch

Sales Reports: Include Finalized Sales

Included in this update is the ability to toggle the inclusion of finalized sales receipts and completed sales deliveries in canned sales reports. This update is related to the previously released sales data optimization and will allow users to run reports that includes all sales.

This checkbox will appear when running both the Sales Transactions and Monthly Sales reports. If the user wants to include all sales for a given time period and include both active and inactive receipts, they must ensure the box for this option is checked.

An example of this is shown below in **Figure 3**.

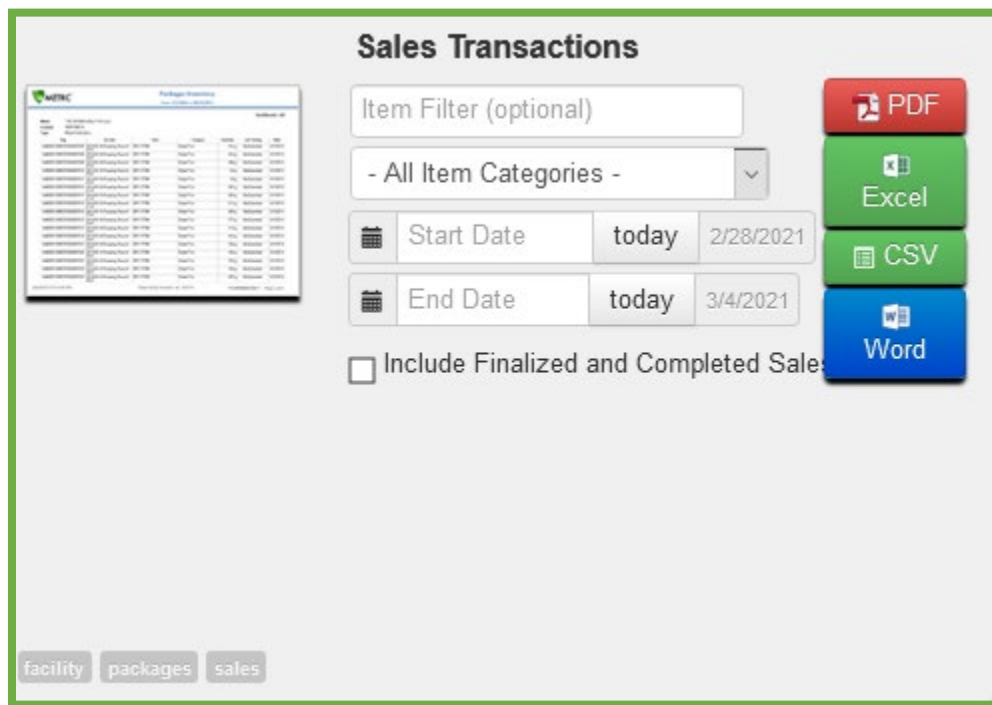
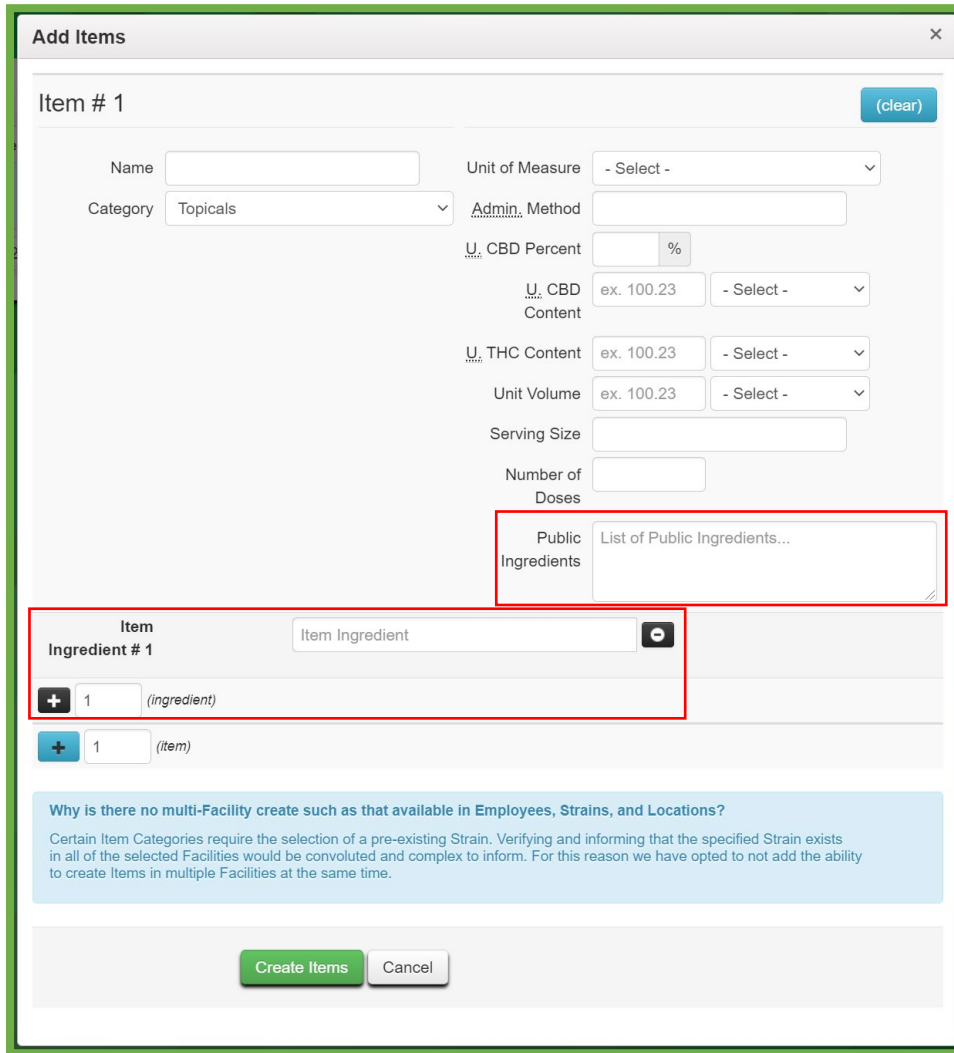


Figure 3: Sales Transaction Report with Finalized Sales Enabled

New Feature: Optional Item Ingredients Field

Now there is the ability to add item ingredients when adding or editing an item. This feature will not replace the required ingredients for items (this field is now named “Public Ingredients”). The optional ingredients added will only be visible within the current license.

To add a non-public ingredient, use the  button for ingredients. This can be seen below in **Figure 4**.



The screenshot shows the 'Add Items' window with the following fields and controls:

- Item # 1** (with a **(clear)** button)
- Name**: text input field
- Unit of Measure**: dropdown menu (currently showing **- Select -**)
- Category**: dropdown menu (currently showing **Topicals**)
- Admin. Method**: text input field
- U. CBD Percent**: text input field with a **%** suffix
- U. CBD Content**: text input field (example: **ex. 100.23**) and dropdown menu (currently showing **- Select -**)
- U. THC Content**: text input field (example: **ex. 100.23**) and dropdown menu (currently showing **- Select -**)
- Unit Volume**: text input field (example: **ex. 100.23**) and dropdown menu (currently showing **- Select -**)
- Serving Size**: text input field
- Number of Doses**: text input field
- Public Ingredients**: text area with a placeholder **List of Public Ingredients...**
- Item Ingredient**: text input field with a **+/-** button
- Ingredient # 1**: **+ 1 (ingredient)**
- Ingredient # 2**: **+ 1 (item)**

At the bottom, there is a blue informational box:

Why is there no multi-Facility create such as that available in Employees, Strains, and Locations?
Certain Item Categories require the selection of a pre-existing Strain. Verifying and informing that the specified Strain exists in all of the selected Facilities would be convoluted and complex to inform. For this reason we have opted to not add the ability to create Items in multiple Facilities at the same time.

Buttons: **Create Items** (green), **Cancel** (grey)

Figure 4: Create Item Action Window with Public Ingredients

Additional Information: Remediation Method

Now the remediation method and remediation steps taken will be visible for a package. This information will be accessible under the package history that can be reached by drilling down on any package, then selecting the history tab. An example of this can be seen in **Figure 5** below.

Tag	Src. H's	Src. Pkg's	Location	Item	Category	Item Strain	Qu
ABCDEF012345670000013847 Golden Goat 5.6.19	ABCDEF012345670000013842	Receiving Room	Buds - Golden Goat 7g Prepack	Buds	Golden Goat	210	

Description		Employee
Package's Product has been Remediated by MA Marijuana Product Manufacturer (404R-X0001) - Remediation Method: Drying - Remediation Steps: Returned flower to drying rack for 2 days - Lab Testing set to Remediated	Michael Miller (X00●●●)	

Figure 5: Remediation Method and Steps Under the Package History

New Feature: Trade Sample Toggle Button

The ability to create trade sample packages will now be able to be toggled marking/unmarking a package as a trade sample without creating a new package. This functionality is designed to provide an avenue for corrective action if a mistake is made.

To use this feature, select the package, then use the new Trade Sample button and select “Add” or “Remove”. This step can be seen below in **Figure 6**.

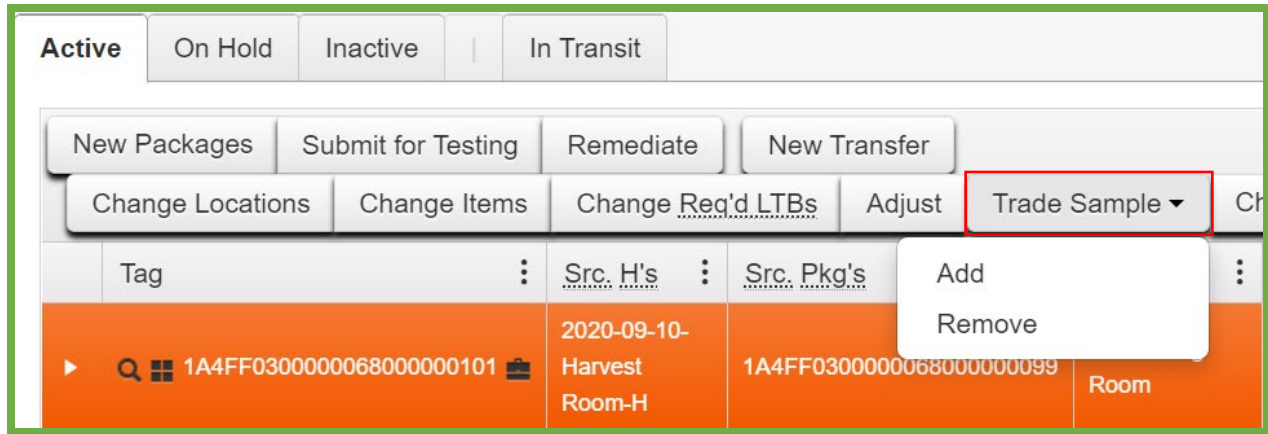


Figure 6: Trade Sample Button

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.