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| <b>Bulletin Number:</b> MI_IB_0021  | <b>Distribution Date:</b> TBD             | <b>Effective Date:</b> 2/10/20 |
| <b>Contact Point:</b> Metrc® Support  | <b>Subject:</b> New Enhancements in Metrc |                                |
| <b>Reason:</b> Metrc is providing an update on our newest enhancements for Locations, Multiple Drivers, Editing Transporters, and Sales Deliveries. |   |                                |

Greetings Metrc Users,

Metrc is pleased to provide information on our newest enhancements within the software that will be available on February 10<sup>th</sup>, 2020.

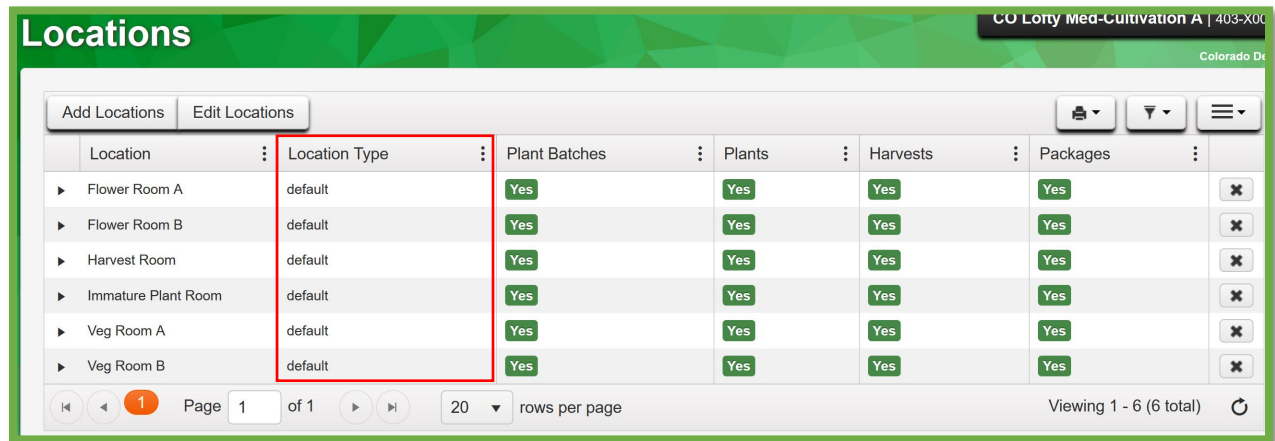
Users who have the ability to create and associate a Room to Plant Batches, Plants, Harvests, or Packages will now see these columns referenced as a Location. A Location will function in the same way a Room has in Metrc. Initially, users will see a new field in the Location grid that is referenced as Location Type. This will automatically be set as “default” and any Locations that have already been created will be associated to the “default” status. If there is a change to a Location Type configuration, users will be notified in advance with a bulletin.

When creating Licensed Transfers, users will now be able to designate multiple drivers per transporter. Once a transporter is designated and the transfer is saved, users with access to the Transfers Hub in Metrc will now be able to utilize the “Lookup” feature for saved driver and vehicle information when editing a transfer.

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

## New Enhancement: Locations

Any user with permissions to the Rooms grid in Metric will now see that it has been replaced by Locations. All areas in Metric that were previously referenced as a Room will now show as a Location. All existing entries will not be affected by this change. Each existing Location will be associated a “default” Location Type as seen in **Figure 1** that allows for the usage of that Location in any area of Metric.

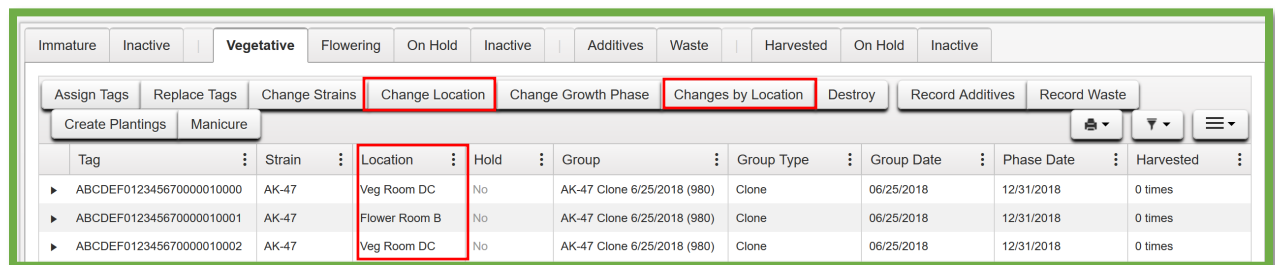


| Location              | Location Type | Plant Batches | Plants | Harvests | Packages |
|-----------------------|---------------|---------------|--------|----------|----------|
| ▶ Flower Room A       | default       | Yes           | Yes    | Yes      | Yes      |
| ▶ Flower Room B       | default       | Yes           | Yes    | Yes      | Yes      |
| ▶ Harvest Room        | default       | Yes           | Yes    | Yes      | Yes      |
| ▶ Immature Plant Room | default       | Yes           | Yes    | Yes      | Yes      |
| ▶ Veg Room A          | default       | Yes           | Yes    | Yes      | Yes      |
| ▶ Veg Room B          | default       | Yes           | Yes    | Yes      | Yes      |

**Figure 1: New Location Grid**

All buttons and columns in Metric where a Room was utilized will now be referenced as a Location.



**Figure 2** provides an example of these changes will look once updated. All existing inventory will automatically be associated to the same Location it was in prior to the change.

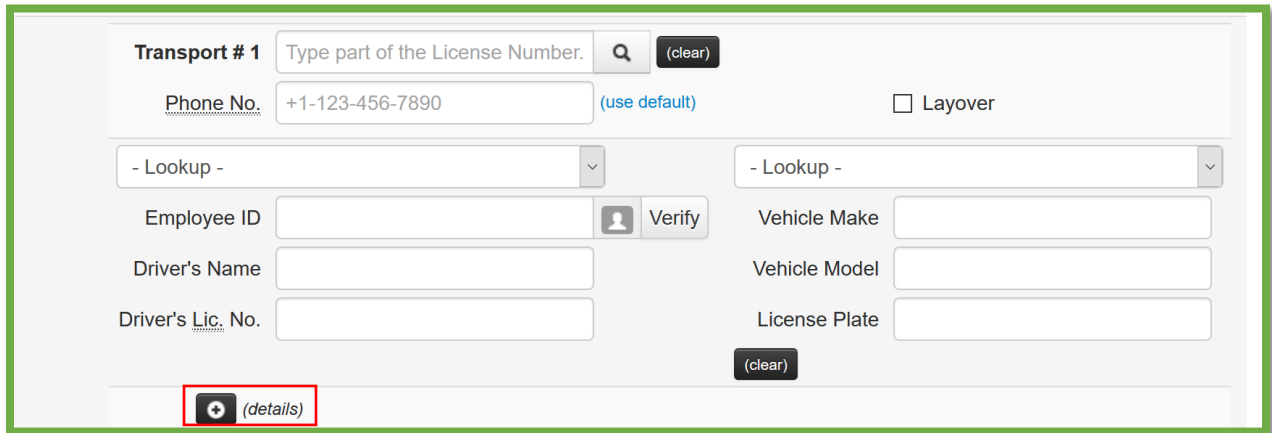


| Tag                        | Strain | Location      | Hold | Group                       | Group Type | Group Date | Phase Date | Harvested |
|----------------------------|--------|---------------|------|-----------------------------|------------|------------|------------|-----------|
| ▶ ABCDEF012345670000010000 | AK-47  | Veg Room DC   | No   | AK-47 Clone 6/25/2018 (980) | Clone      | 06/25/2018 | 12/31/2018 | 0 times   |
| ▶ ABCDEF012345670000010001 | AK-47  | Flower Room B | No   | AK-47 Clone 6/25/2018 (980) | Clone      | 06/25/2018 | 12/31/2018 | 0 times   |
| ▶ ABCDEF012345670000010002 | AK-47  | Veg Room DC   | No   | AK-47 Clone 6/25/2018 (980) | Clone      | 06/25/2018 | 12/31/2018 | 0 times   |

**Figure 2: New Change Location Buttons and Column**

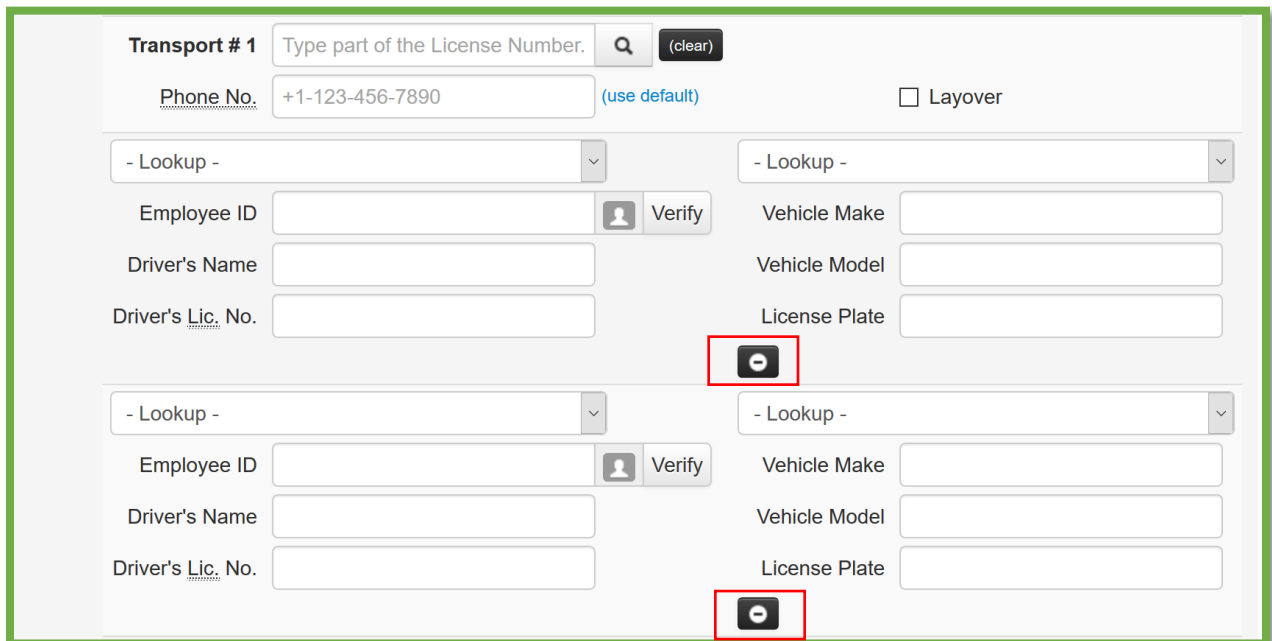
## New Enhancement: Add Multiple Drivers

When creating a licensed transfer, users will now see a new  (details) icon in **Figure 3** beneath the driver's information. When selected, a second row will populate allowing a user to record multiple drivers within a single transporter as seen in **Figure 4**. The  icon allows for the user to remove the row as needed.



This figure shows the updated 'Licensed Transfer' form. At the bottom, a new row has been added, highlighted with a red box. This row contains a plus icon followed by the text '(details)', which is used to add additional drivers to the transporter.

**Figure 3: Updated Licensed Transfer Layout**

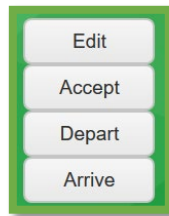


This figure shows the form with two driver rows. Each row contains fields for Employee ID, Driver's Name, Driver's Lic. No., Vehicle Make, Vehicle Model, and License Plate. A minus icon, highlighted with a red box, is located between the two rows, allowing the user to remove a driver entry.

**Figure 4: Multiple Drivers for a Single Transporter**

## New Enhancement: Transfers Hub Lookup

Users with access to the Transfers Hub grid in Metrc will now be able to utilize the same “Lookup” feature which has been available when creating a Licensed Transfer. Once used, the Lookup will store either a Driver or Vehicle information so that it can be auto populated for future use when selected.



**Figure 5: Transfers Hub Selectable Buttons**

**Delivery Direction**  
**RETURN // BACK TO ORIGIN**

Est. Departure 01/21/2020 today

09 : 53 PM

Est. Arrival 01/21/2020 today

09 : 53 PM

Snoop Dogg (X00420) ▼

Employee ID  Verify

Driver's Name

Driver's Lic. No.

Toyota Tacoma 2Truck ▼

Vehicle Make

Vehicle Model

License Plate

(clear)

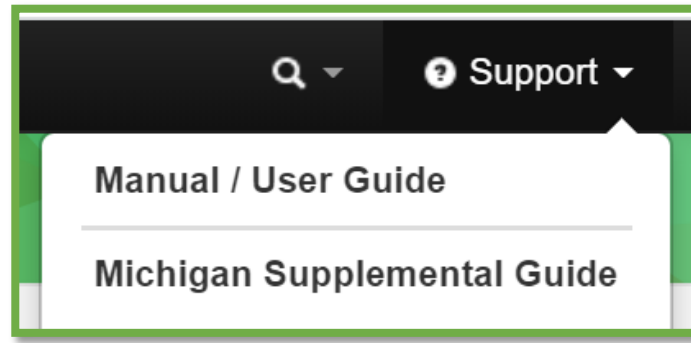
⊕ (details)

Update Transporter Info Cancel

**Figure 6: New Lookup Feature when Updating Transporter Info**

## Update: User Guides

Metrc has updated both the Manual / User Guide and Michigan Supplemental Guide which can be found underneath the Support dropdown menu.



**Figure 7: Support Menu Dropdown**

*Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.*