

# Metrc Support Bulletin



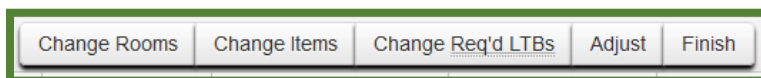
<b>Bulletin Number:</b> MD_IB_020	<b>Distribution Date:</b> 2/7/19	<b>Effective Date:</b> 2/4/19
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> New Features Release	
<b>Reason:</b> Metrc is providing details on the newest feature releases for the system as well as upcoming features.		

Greetings Metrc® Users,

Metrc® is pleased to provide information on the newest features available in the software for the ability to Change Required Lab Testing Batches within the Packages Grid, as well as a notification for Overdue Transfers. Metrc® is also providing details on upcoming feature changes for Editing Strains and Items, and new Tag Order options.

## LAB TESTING BATCHES

Users will now see a Change Req'd LTBs button on the Packages Grid.

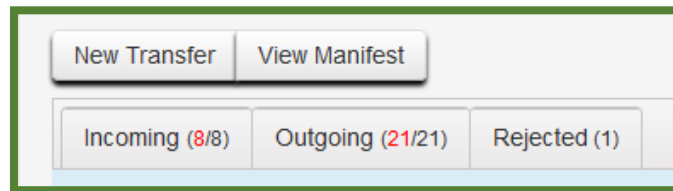


Select the Change Req'd LTBs button and the form pictured below will pop-up. Select the desired package(s) and the Required Testing that needs to be added or removed then select Update.

**NOTE: This feature is only available to the originating facility; and updates can only be made prior to the Testing Facility receiving the sample.**

## Overdue Transfers

The Transfers section will now display a red number on the tab (Outgoing/Incoming) indicating the total number of overdue transfers. These transfers have exceeded the time window of one hour outside of the delivery arrival time. The Transfers tab for both the sender of the manifest and the destination will display the notification. If there are no overdue transfers, only the black number for total pending transfers will be displayed.



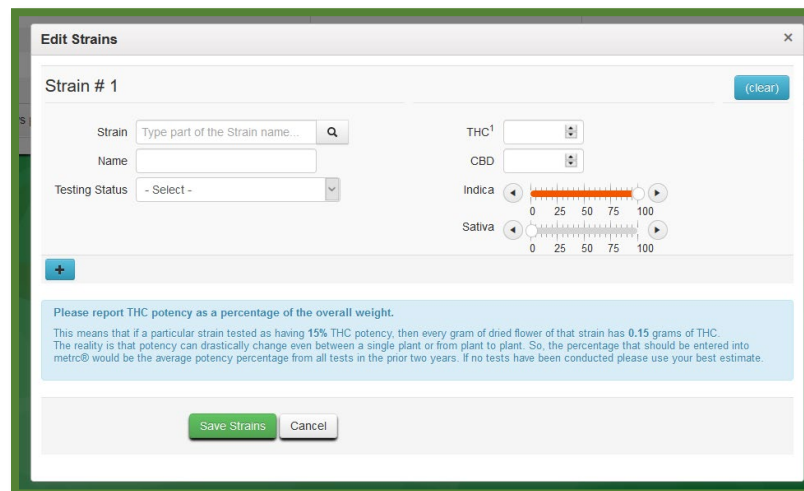
**\*The following changes are coming soon\***

## EDIT STRAINS

The editing of Strains and Items section of Metrc® will be updated to prevent the ability to modify the name of a Strain or Item once it has been used. Changing the name creates a gap in the history of the strain/item as all history for that strain/item reflects the current name.

Please note that if the following has **not** occurred, then strains will still be available to be edited:

- A strain name has not been used
- The strain has not been harvested/manicured
- The strain has not been destroyed or discontinued



**Edit Strains**

Strain # 1 (clear)

Strain

Name

Testing Status - Select -

THC1

CBD

Indica

Sativa

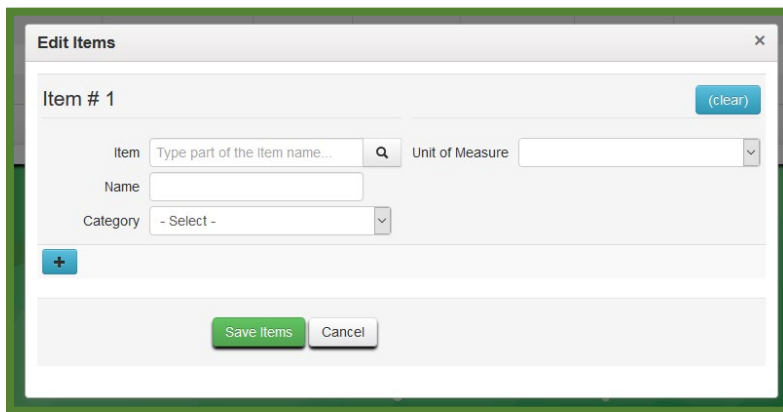
Please report THC potency as a percentage of the overall weight.  
This means that if a particular strain tested as having 15% THC potency, then every gram of dried flower of that strain has 0.15 grams of THC.  
The reality is that potency can drastically change even between a single plant or from plant to plant. So, the percentage that should be entered into metrc® would be the average potency percentage from all tests in the prior two years. If no tests have been conducted please use your best estimate.

***If the strain has been used, the Name field would be restricted. Also, upon selecting Save Strains the user would receive an error.***

## Edit Items

Please note that if the following has **not** occurred, then items will still be available to be edited:

- The item has not been associated to a package
- The item has not been finished or discontinued



***\*\* If the item has been used, the Name field would be restricted. Also, upon selecting Save Items the user would receive an error. Other required fields within the item can be edited such as Unit Weight, THC Concentration, THC and CBD Percentages, etc.***

## Tag Orders

Coming soon to Metrc® will be the ability to expedite shipping in Tag Orders. We will be bringing more information on this feature as the rollout draws closer.

When creating Tag Orders, you will be presented with three options – Ground, Second Day, Next Day.

- The shipping cost calculated will reflect your shipping choice. Currently, the shipping cost always uses “Ground”.
- Before the “Printing” status, you will be able to upgrade the shipping service. You will be presented with only the upgrade options, you will not be able to downgrade.
- If the Tag Order is originally placed with Ground, only Second Day and Next Day will be available.
- You will be presented with the cost difference between “current” shipping service and “new” shipping service. Should you wish to change your shipping service, please contact support.

## NEW ADDRESS FOR METRC

## Metrc Support Bulletin



Metrc® has a new address. Any checks or money orders for tag orders or industry support fees should be mailed to:

METRC LLC  
4151 South Pipkin Road  
Lakeland, FL 33811

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