

Bulletin Number: AK_IB_0029_NFR	Distribution Date: 5/28/20	Effective Date: 6/1/20
Contact Point: Metrc® Support	Subject: New Features in Metrc and CSV Formatting Guide Update	
Reason: Metrc is providing an update on our upcoming feature release related to Plant Batches, Ingredients Item field, Additional fields, Sales actions associated with finished packages, and an updated CSV Formatting Guide.		

Greetings Metrc Users,

This bulletin provides information on the latest enhancements to Metrc, which will become effective on June 1st, 2020. The enhancements are listed below.

- I. Ability to Split Immature Batches
- II. Added "Packaged By" field to all Package popovers
- III. Added the "Strain" column to Lab Samples grids
- IV. Finished Packages must be unfinished before users can edit or record sales to the package
- V. Updated CSV Upload Guide

Detailed descriptions of each change are provided on the following pages:

New Feature: Plant Batch Enhancements

Immature plant batches are now able to be “split” after creation, as seen in **Figures 1 and 2**. This process can be used in a case of moving part of an immature plant batch to another location. *Please note that there is no way to undo this action nor the ability to merge different plant batches.*

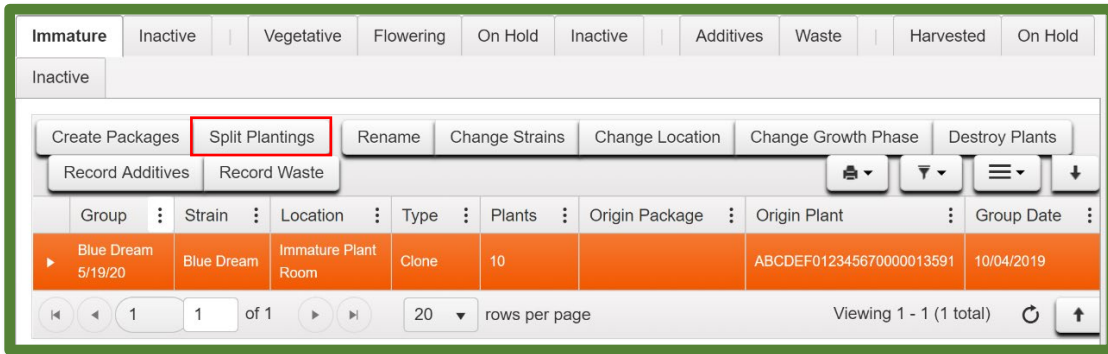


Figure 1: Select the Immature Plant Batch to Split

Once the Split Plantings is selected, an action window opens where they will complete the information about the new planting, including Plants Count, Group Name, Strain, Location, and Planting Date. Once this information is completed, then select the "Split Plantings" Button.

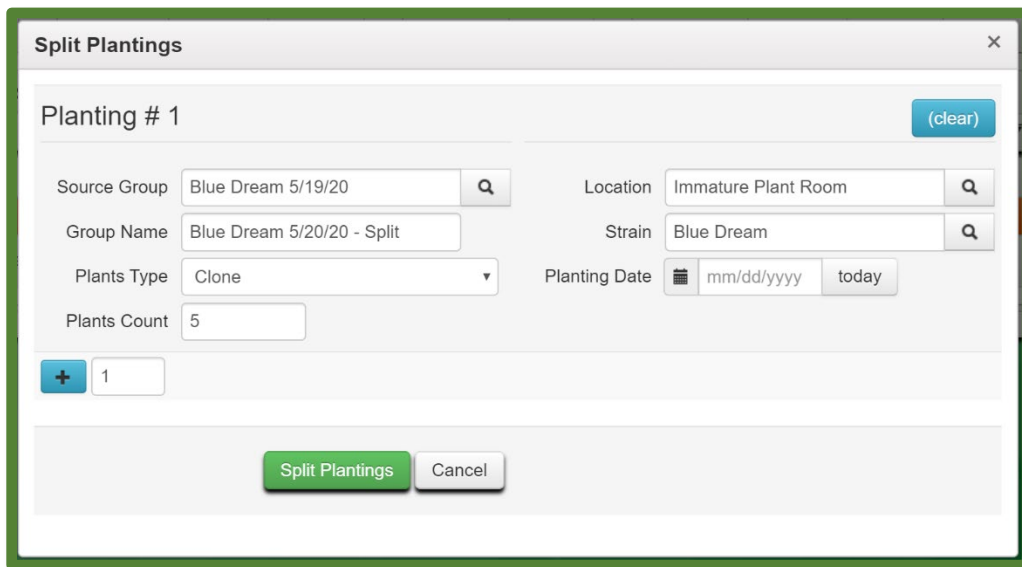



Figure 2: Split Plantings Action Window

New Feature: "Packaged By" Field in All Package Popovers

A popover grid is displayed by hovering the mouse over the  symbol anywhere in Metrc. In addition to all of the package and item information, newly added is a "Packaged By" field that will display the facility license number that created the package shown in **Figure 3**.

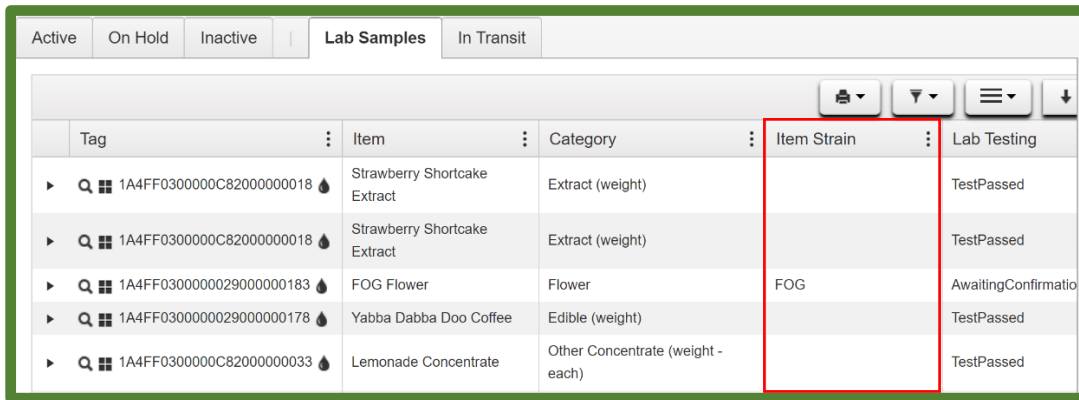


Type	Product	Unit Volume	N/A	Product Requires Remediation	No
Source Harvest(s)	N/A	Unit Weight	1 oz	Contains Remediated Product	No
Source Package(s)	N/A	Unit Quantity	N/A	Administrative Hold	No
Location	N/A	Item Serving Size	N/A	Packaged By	A11-0000002-LIC
Location Type	N/A	Item Supply Duration Days	N/A	Packaged Date	05/01/2020
Patient	N/A	Quantity	10 ea	Received Date	N/A
Item	Burnt Brownies	Note	N/A	Received From License	N/A
Item From License No.	N/A	Production Batch	No	Received From Facility	N/A
Item From Facility	N/A	Trade Sample	No	Status	Active
Category	Edible (weight - each)	Donation	No		
Item Strain	N/A	Source Package Donation	No		
Unit CBD Percent	N/A	Donation License No.	N/A		
Unit CBD Content	N/A	Donation Facility	N/A		
Unit CBD Content Dose	N/A	Initial Lab Testing	NotSubmitted		
Unit THC Percent	N/A	Lab Testing	NotSubmitted		
Unit THC Content	N/A	Lab Testing Date	05/01/2020		
Unit THC Content Dose	N/A	Process Val. Sample	No		

Figure 3: Package Popover Menu

New Feature: Lab Results "Item Strain" Field

Users within Testing Facilities who have the View Packages permission have access to a new Lab Samples tab on the Packages page. Newly added to the Lab Samples grid is the "Item Strain" column, which will populate with the Strain of the item, if applicable as seen in **Figure 4**.



Tag	Item	Category	Item Strain	Lab Testing
1A4FF0300000C82000000018	Strawberry Shortcake Extract	Extract (weight)		TestPassed
1A4FF0300000C82000000018	Strawberry Shortcake Extract	Extract (weight)		TestPassed
1A4FF0300000029000000183	FOG Flower	Flower	FOG	AwaitingConfirmation
1A4FF0300000029000000178	Yabba Dabba Doo Coffee	Edible (weight)		TestPassed
1A4FF0300000C820000000033	Lemonade Concentrate	Other Concentrate (weight - each)		TestPassed

Figure 4: Lab Samples Grid "Item Strain" Field

New Feature: Editing and Recording Sales from Finished Packages

With this new update, recording or editing sales receipts and deliveries from a finished package will no longer be able to be done. Attempting to do so will result in the error message, as seen in **Figure 5**.

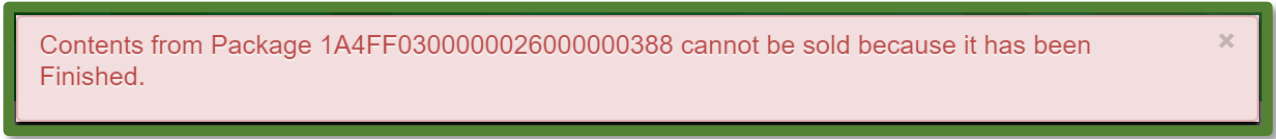


Figure 5: Finished Package Sale Error

Unfinishing Packages

To unfinish a package, navigate to the Inactive tab on the Packages grid and select the package finished package with which the action is to be performed in the sales action. Once selected, use the "Unfinish" button as seen in **Figure 6** and confirm the package being unfinished is in the action window that follows.

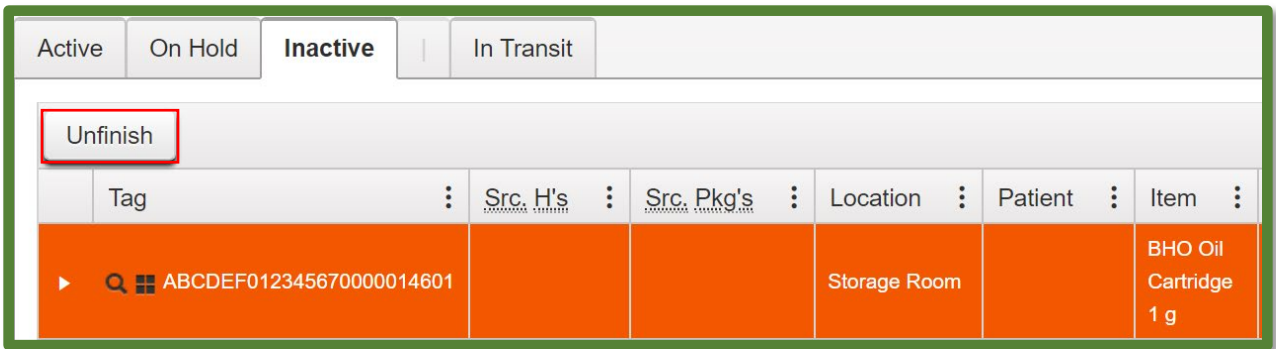


Figure 6: Unfinish Package

Once the package is unfinished, then make any sales actions required. *Please note that if the sales actions are performed that results in a non-zero amount, the package will not be able to be finished.*

Updated CSV Formatting Guide

Metrc Support has updated the CSV Formatting Guide, which can be found under the support area on the top navigational bar, as seen in **Figure 7**.



Figure 7: CSV Formatting Guide

Metrc – Industry Training

Metrc provides industry training and education workshops in person and online, as well as training guides and videos available online 24/7x365.

- Register for workshops or classes online at: <https://www.metrc.com/alaska>.
- You must attend at least one New Business (Level 1) class online before you may register for other classes.
- We recommend that all industry users take classes every 3-4 months to stay updated on new features or changes.

Online classes available:

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced class

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