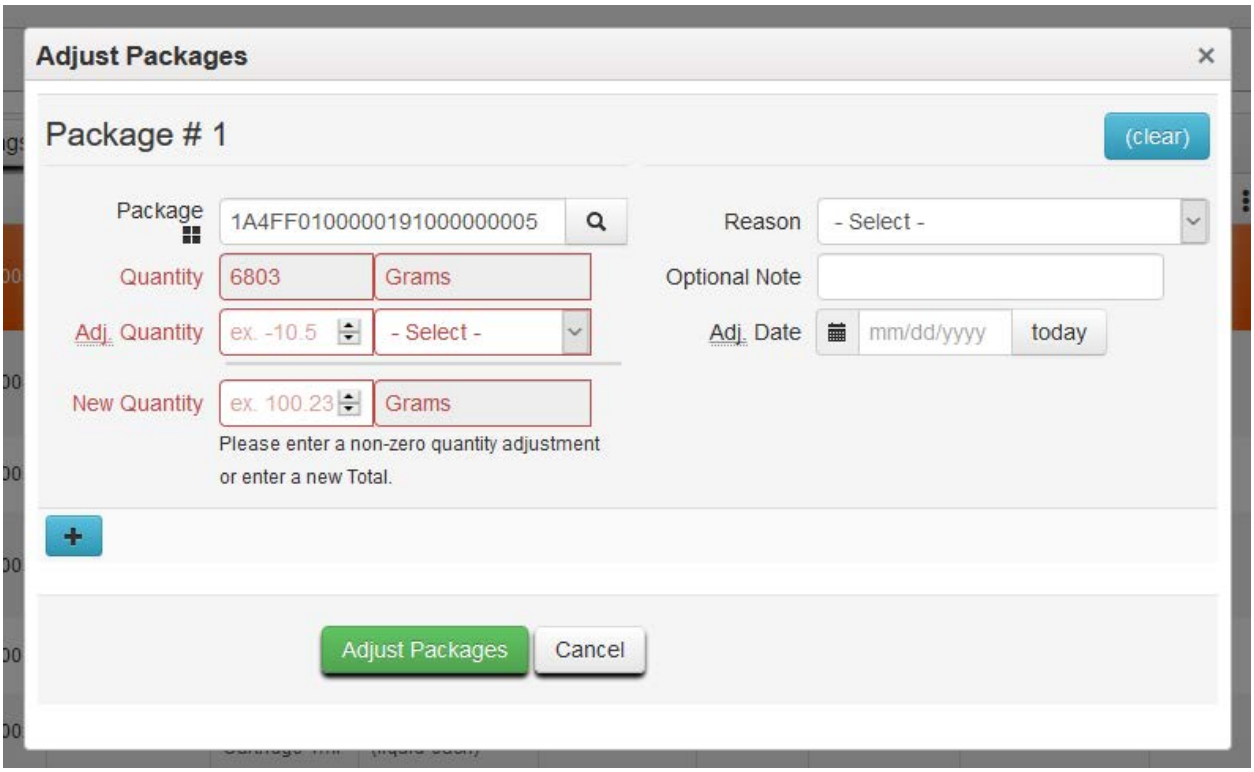
Bulletin Number: AKIB#007	**Distribution Date**: 07/27/18	**Effective Date**: N/A
Contact Point: support@metrc.com	**Subject(s)**: New Features, Updates	
Reason: Software update details and instruction		

Franwell is pleased to provide some updates and information on the newest features available in Metrc®.

Those additional options include Package adjustments input, two new columns in the Packages grid: Packaged By and Received From, Transfer Register/View Manifest, Tag assignment for Vegetative plants, and Unchecking columns in a grid. Please find following a full description of each new item detail:

Package Adjustments Input

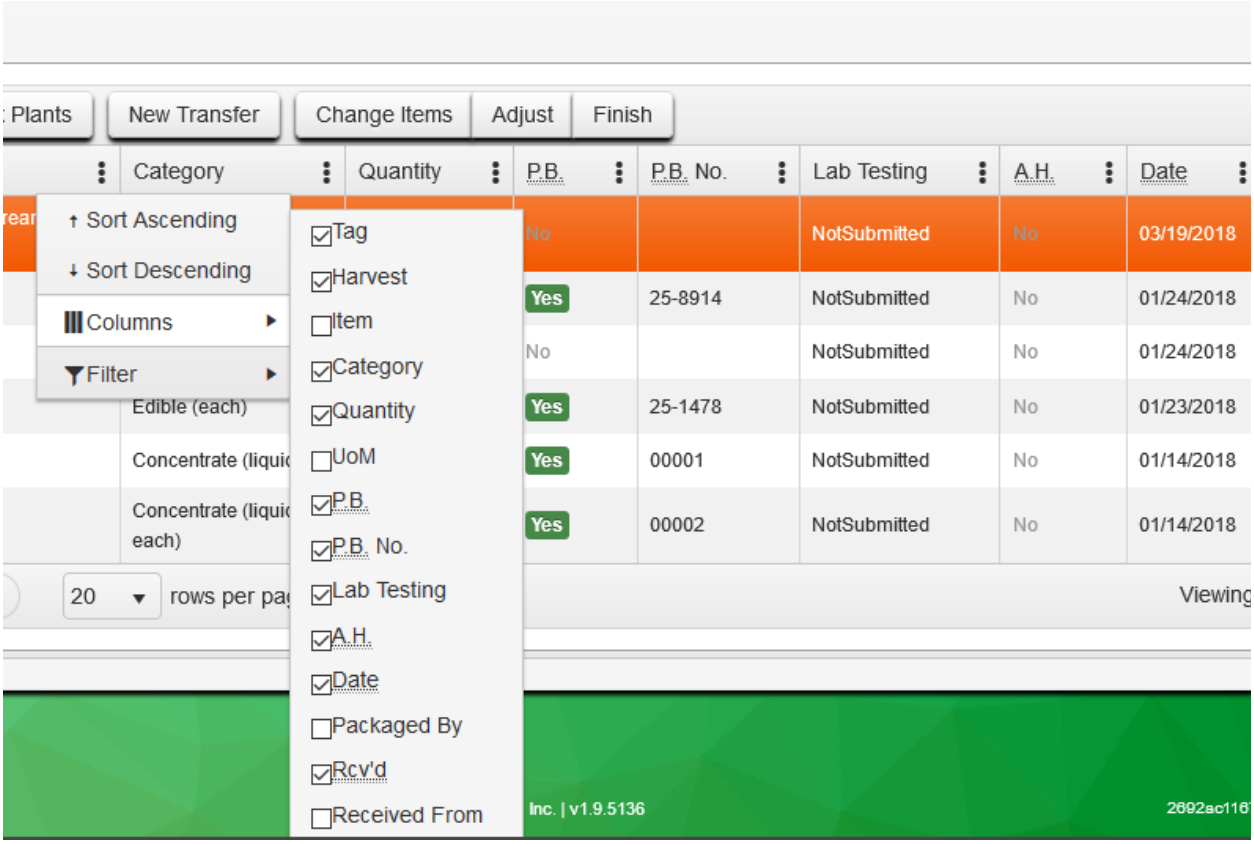


Under Adjust Packages, you are now able to specify the adjustment in one of two ways. You can enter the difference, or you can enter the new amount. Metrc calculates the new total or the adjusted amount based on the data input.

Note: *The UoM is restricted – you cannot contradict the current UoM.* If using New Quantity the UoM will automatically reflect the same as the current. However, if using Adj. Quantity, the UoM you select must be consistent with the current UoM (weight-based – weight-based or count-based – count-based). If a conflicting UoM is selected, an error notification will pop up to notify that the action is restricted.

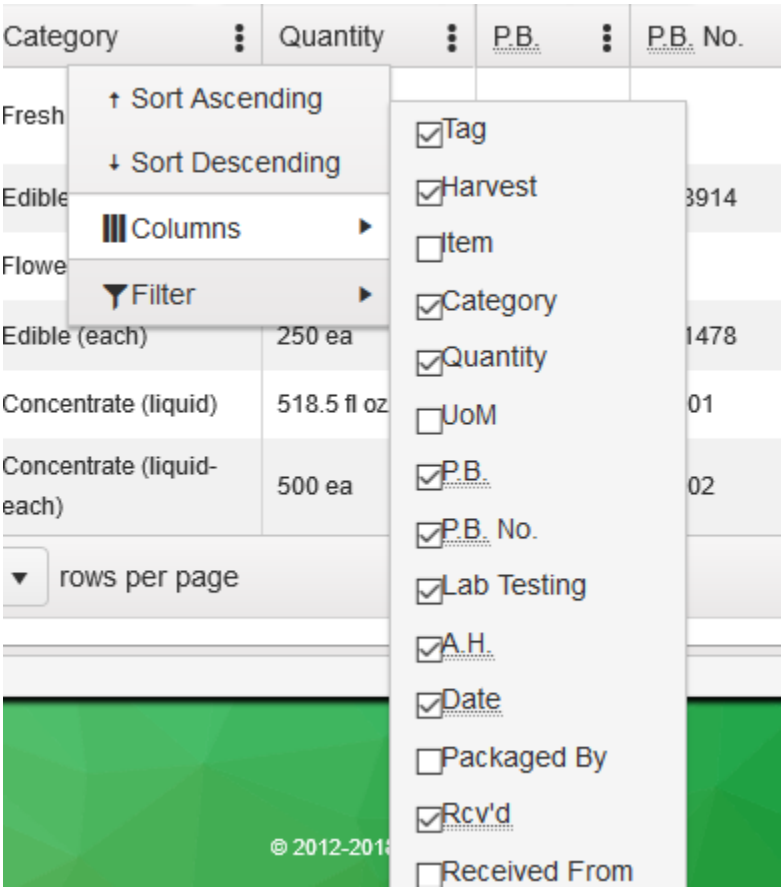
You can still finish a package here as well, if zeroing it out.

Uncheck columns in grid



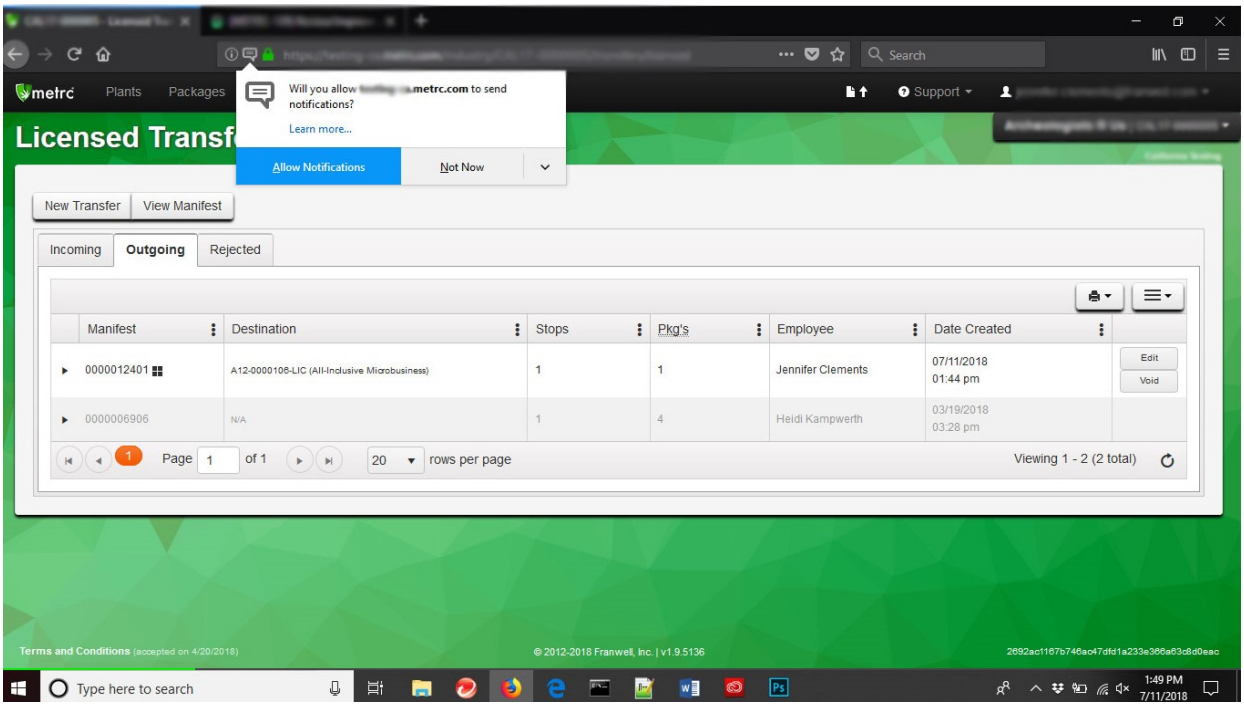
Although you have been able to uncheck columns to remove them from view, *Metrc will now maintain this change while still in the same browser*. Every grid across Metrc has this capability. Also, when exporting data from a grid, only the columns specified(visible) will be exported.

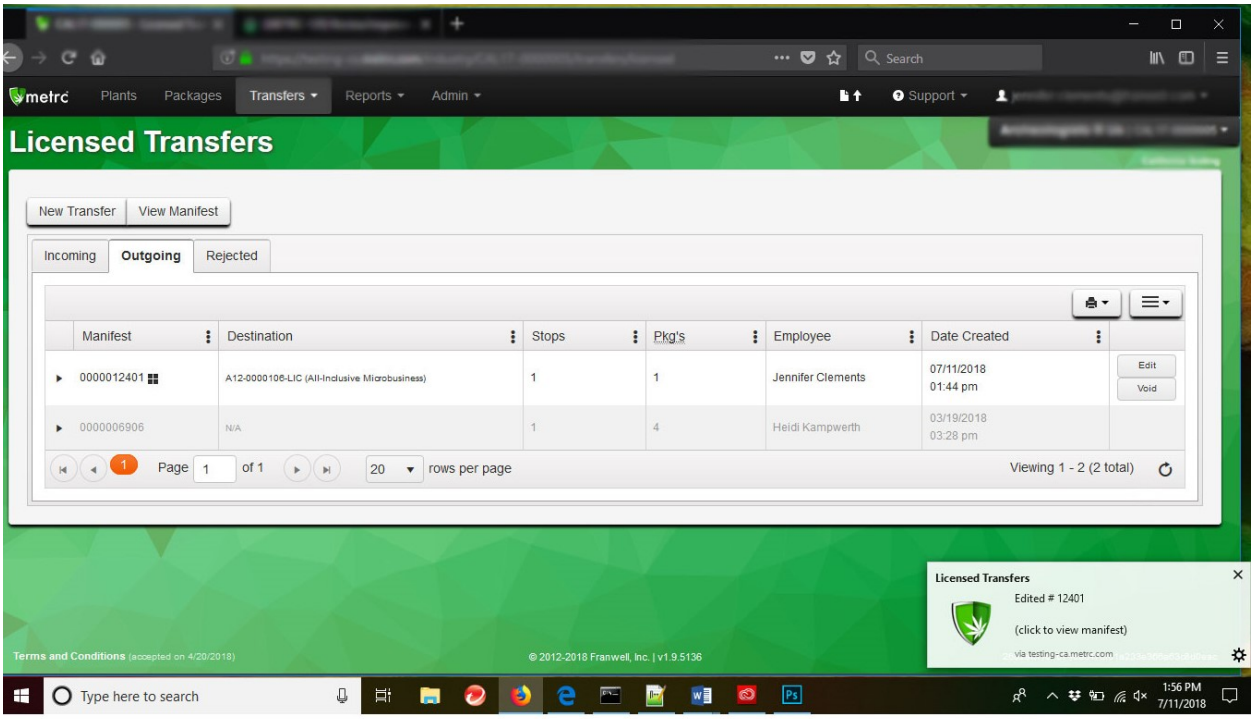
New columns: Packaged By and Received From



Two new columns have been added to the Packages grid (Active, Inactive, and On Hold). They are "Packaged By" and "Received From". Once selected (checked) these columns will appear within the grid and will remain visible until unchecked. The default will be for these new columns to be unchecked. **You will need to click the three horizontal dots, select Columns and check the columns to add in order to see them in the grid.**

Transfers – Register/View Manifest

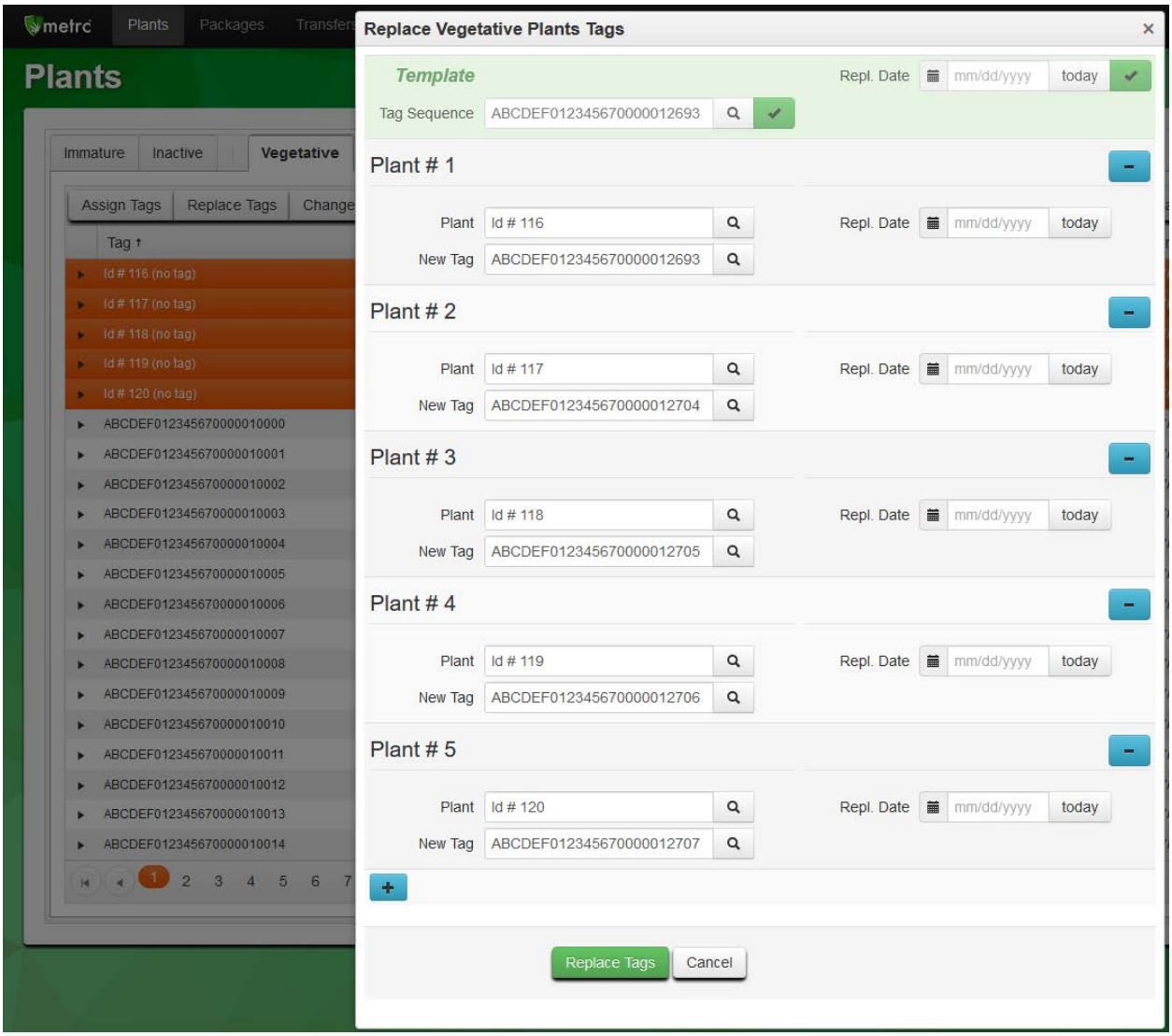




For Licensed and External transfers, when creating new transfers or editing existing transfers, upon completion of the form select the Save Transfer button. A browser request will appear asking for you to allow permission for notifications (See first image above), click allow. You will then see a dialog box with the manifest number appear, click on it. This allows you to view the manifest, however, the dialog box lasts for a few seconds only. If you are unable to click on the box within that time, you can access/view the manifest by selecting the manifest number and clicking View Manifest. Note: *Anywhere you can create/edit a transfer this dialog will occur.*

This functionality, if you choose to use it, will serve as a verification of the action you just performed. For example, if you edit a manifest you can view that manifest after saving without have to re-select the manifest and click on the View Manifest button.

Tag Assignment for Vegetative Plants



Metrc now permits the assignment of tags to specific vegetative plants. Under the Vegetative tab, select the desired plants, then click the Replace Tags button. Select the tag sequence and the tag date, then click apply (green check).

Unique Harvest Batch Names

Going forward with all Harvest Batches, the Harvest Names will be required to be unique. This change is necessary to support functionality coming soon to support CSV import for creating Packages from Harvests. If a name is entered and it has been previously used (Active, Discontinued or Finished), you will receive a notification that the name has been previously used and is not permitted.

If you are continuing a harvest over multiple days, you will need to ensure that all information from the original harvest is the same. See below for the critical entries that must match:

- Harvest Name
- Harvest Type (Harvest or Manicure)
- Start Date
- Room

Browser Update

Microsoft has announced the End of Life for this browser and replaced it with Microsoft Edge. As a result, Metrc is officially dropping support for all versions of Microsoft® Internet Explorer, however Microsoft Edge (IE's successor) is supported.

If you use IE and are interested in learning about IE on your Windows operating system, please see the appropriate information listed below:

Internet Explorer 11 EoL:

- https://en.wikipedia.org/wiki/Internet_Explorer_11
- "After 12 January 2016, only the most recent version of Internet Explorer to be offered for installation on any given Windows operating system will continue to be supported with security updates, lasting until the end of the support lifecycle for that Windows operating system."

Operating System EoL (aka "support") can be found here:

- **Windows 7** - https://en.wikipedia.org/wiki/Windows_7#Support_lifecycle
- "Mainstream support for 7 ended on January 13, 2015."

- **Windows 8** - https://en.wikipedia.org/wiki/Windows_8
- Right-hand side panel: "Unsupported as of January 12, 2016, must install Windows 8.1"

- **Windows 8.1** - https://en.wikipedia.org/wiki/Windows_8.1
- Right-hand side panel: "Mainstream support ended on January 9, 2018"

- **Windows 10** - https://en.wikipedia.org/wiki/Windows_10#Online_services_and_functionality
- "Internet Explorer 11 is maintained on Windows 10 for compatibility purposes, but is *deprecated in favor of Edge* and will no longer be actively developed."

METRC – INDUSTRY TRAINING

Metrc provides industry training & education workshops in person and online as well as training guides and videos.

- Register for workshops or classes online at: **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*

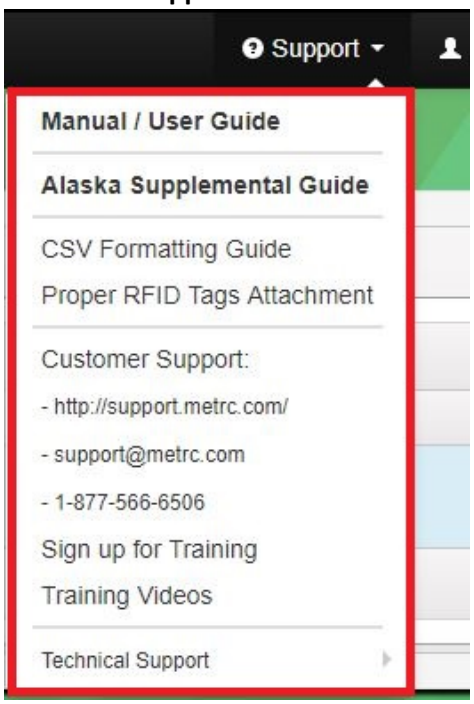
Online classes available:

- Metrc New Business (Level 1) – All Facilities
- Metrc Advanced (Level 2)
- Metrc Advanced (Level 2) – Testing Labs (Labs must request training via email)

METRC - INDUSTRY SUPPORT

Metrc provides live interactive support for industry users and licensees. This information can found on our website, when logged into Metrc under your Support tab and listed below.

Check under the "Support" tab for additional resources.



Please be advised that the new *CSV Formatting Guide* is now located under the Support Tab when you login to Metrc.
Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions or to request a copy of previous industry bulletins.