

<b>Bulletin Number:</b> MO_IB_0008	<b>Distribution Date:</b> 3/10/21	<b>Effective Date:</b> 03.15.21
<b>Contact Point:</b> Metric® Support	<b>Subject:</b> New Features in Metric	
<b>Reason:</b> 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.

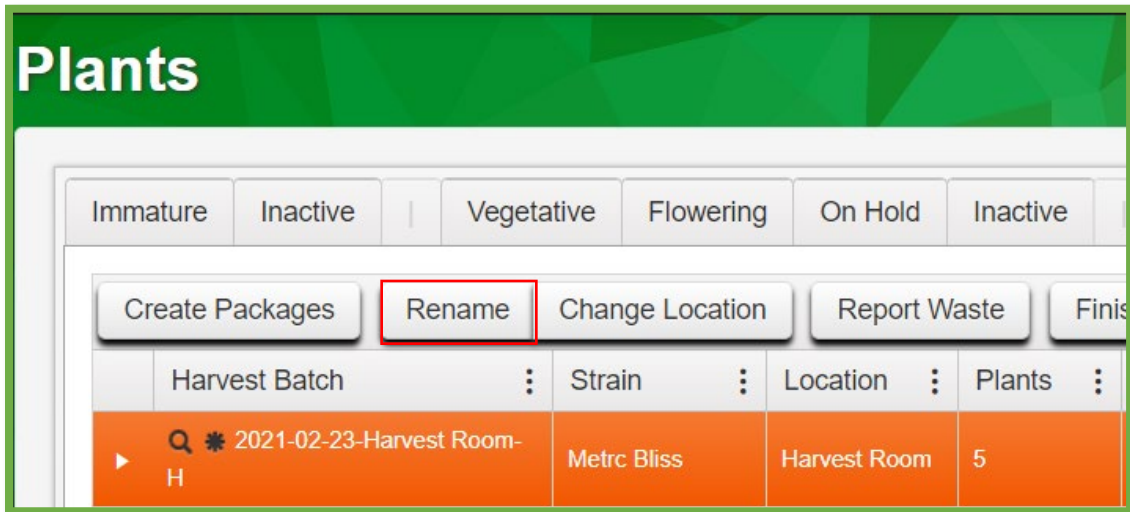
1. Users with plant permissions will now be able to update harvest batch names.
2. Users can now view recorded remediation methods and steps under the package history when drilling down on those packages that were remediated in Metric.
3. There is a new addition to the canned sales reports related to 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. The Metric logo has been updated to match the updated branding of Metric LLC.
6. The Metric General User Manual has been updated to revision 10.3.
7. The Metric CSV Formatting Guide has been updated to revision 11.1.

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

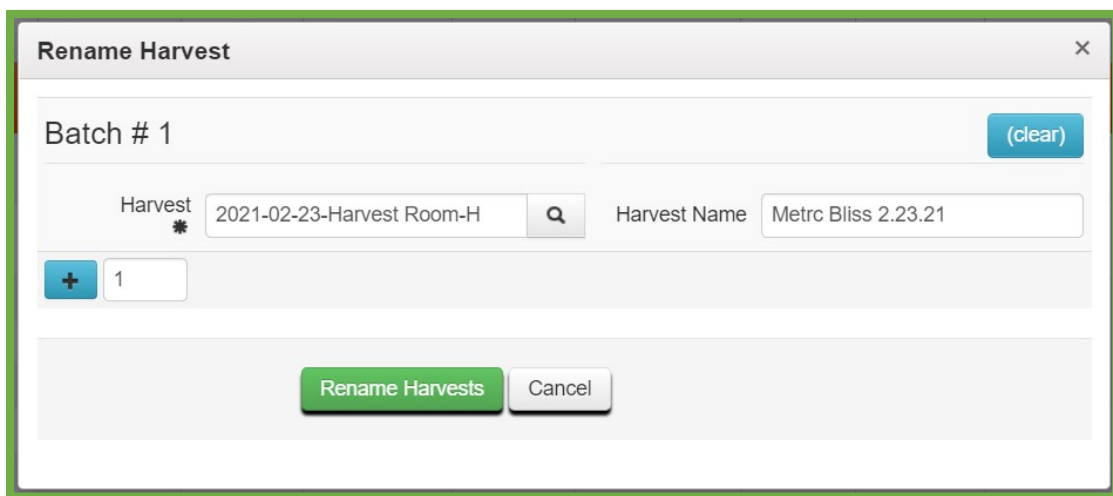
## **New Feature: Renaming Harvest Batches**

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**



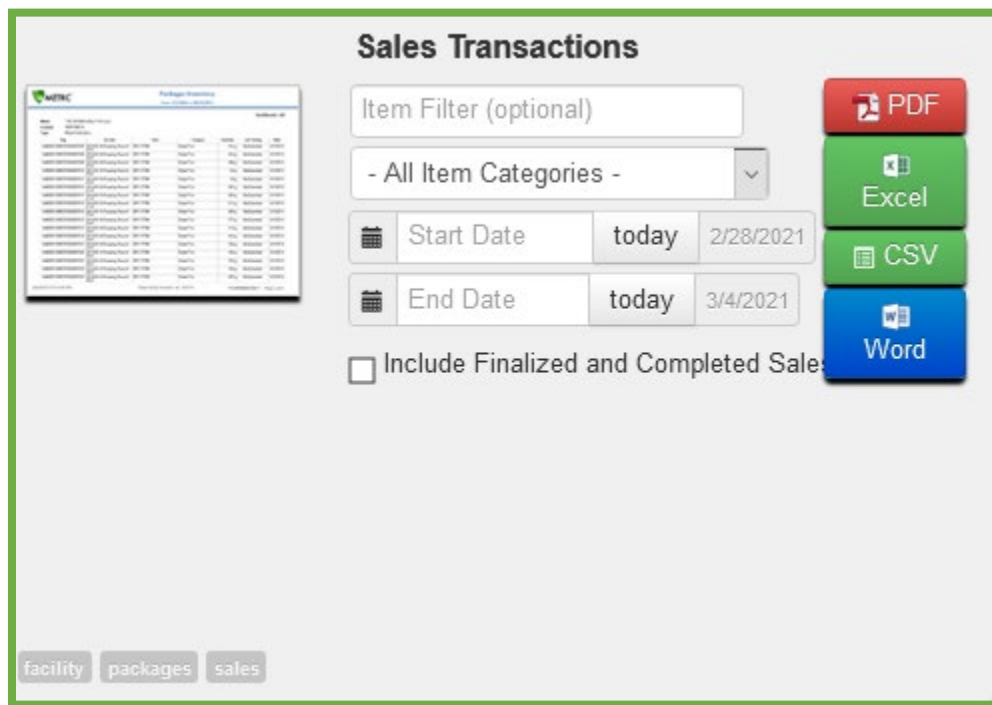
**Figure 2: Rename Harvest Batch**

## **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 Transaction 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**.

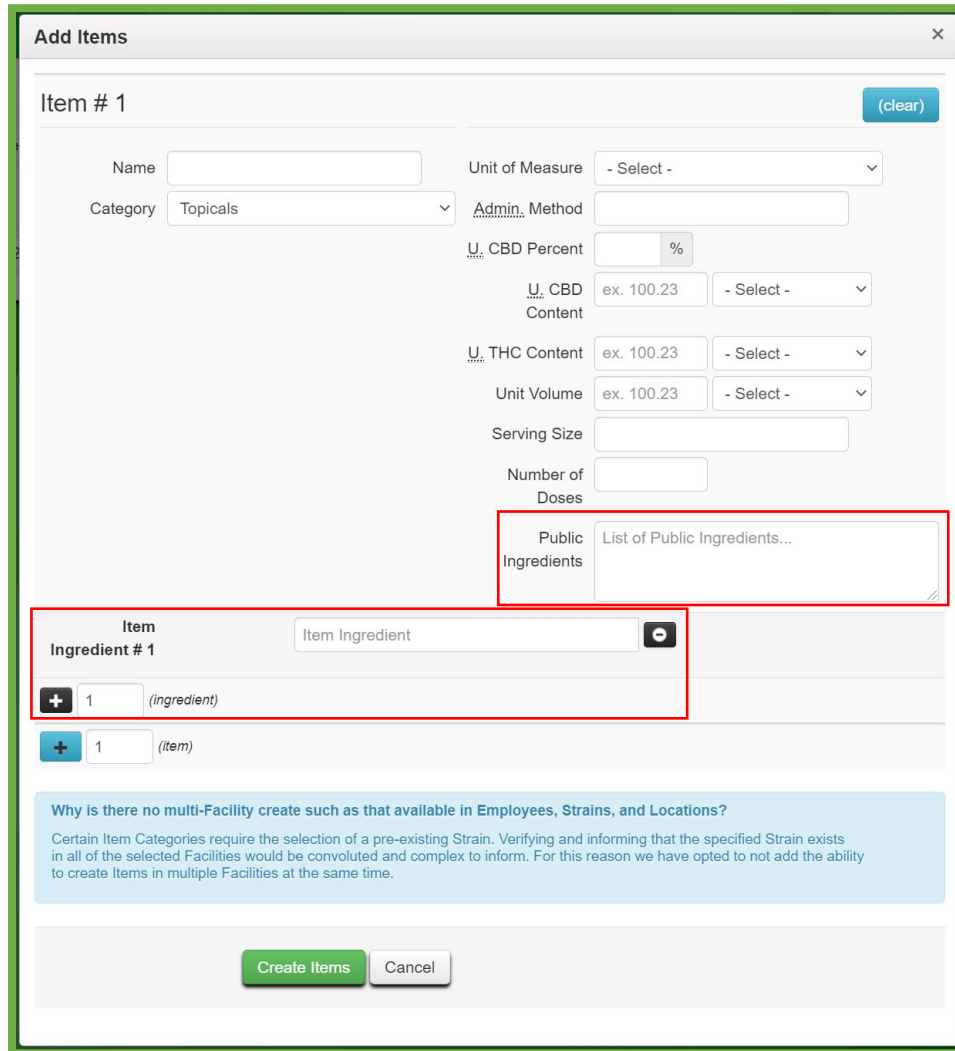


**Figure 3: Sales Transaction Report with Finalized Sales Enabled**




## 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, the user would 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:
- Unit of Measure:
- Category:
- Admin. Method:
- U. CBD Percent:  %
- U. CBD Content:
- U. THC Content:
- Unit Volume:
- Serving Size:
- Number of Doses:
- Public Ingredients:
- Item Ingredient:  
- Ingredient # 1:  1 (ingredient)
- Ingredient # 2:  1 (item)

At the bottom, there is a blue informational box with the text: "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." Below this box are 'Create Items' and 'Cancel' buttons.

**Figure 4: Create Item Action Window with Public Ingredients**

**Additional Information: Remediation Method**

Now be able to see 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**

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