

Metrc Support Bulletin



Bulletin Number: CO_IB_10.6.2023	Distribution Date: 10/09/2023	Effective Date: 10/27/2023
Contact Point: Metrc Support	Subject: Adjust Immature Plant Batches & Grid Refresh	
Reason: New functionality is now available in Metrc		

Greetings,

Metrc is pleased to provide information on the latest system enhancements that will be available on 10/27/2023:

- Adjust Immature Plant Batches

Please read on for more information regarding this new functionality.

Adjust Immature Plant Batches

If any mistakes are made causing inaccurate plant batch counts, the user will be able to use the new Adjust button (**Figure 1**) that will be available in the Plants grid on 10/27/23. This feature allows licensees to adjust the number of plants in a Plant Batch.

Please note: Plant batch adjustments are only able to be made within 7 days of a plant batch being created, so it is important that users regularly review their immature plant grid to ensure there are no corrective actions needed. If a user is unable to adjust the plant batch due to being past the corrective action window, then they should reach out to Metrc support for assistance.

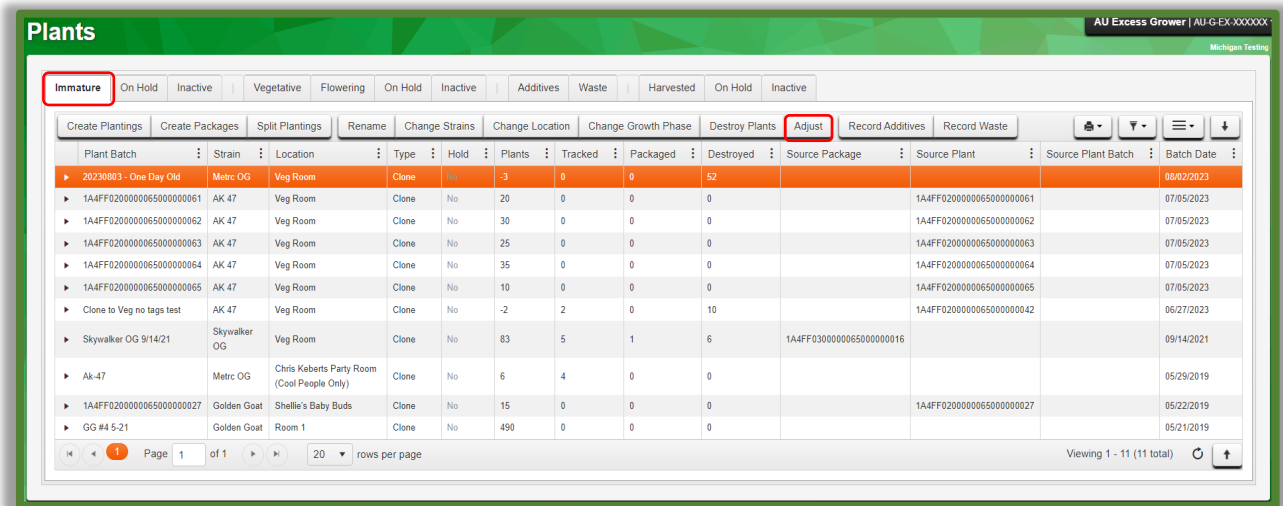
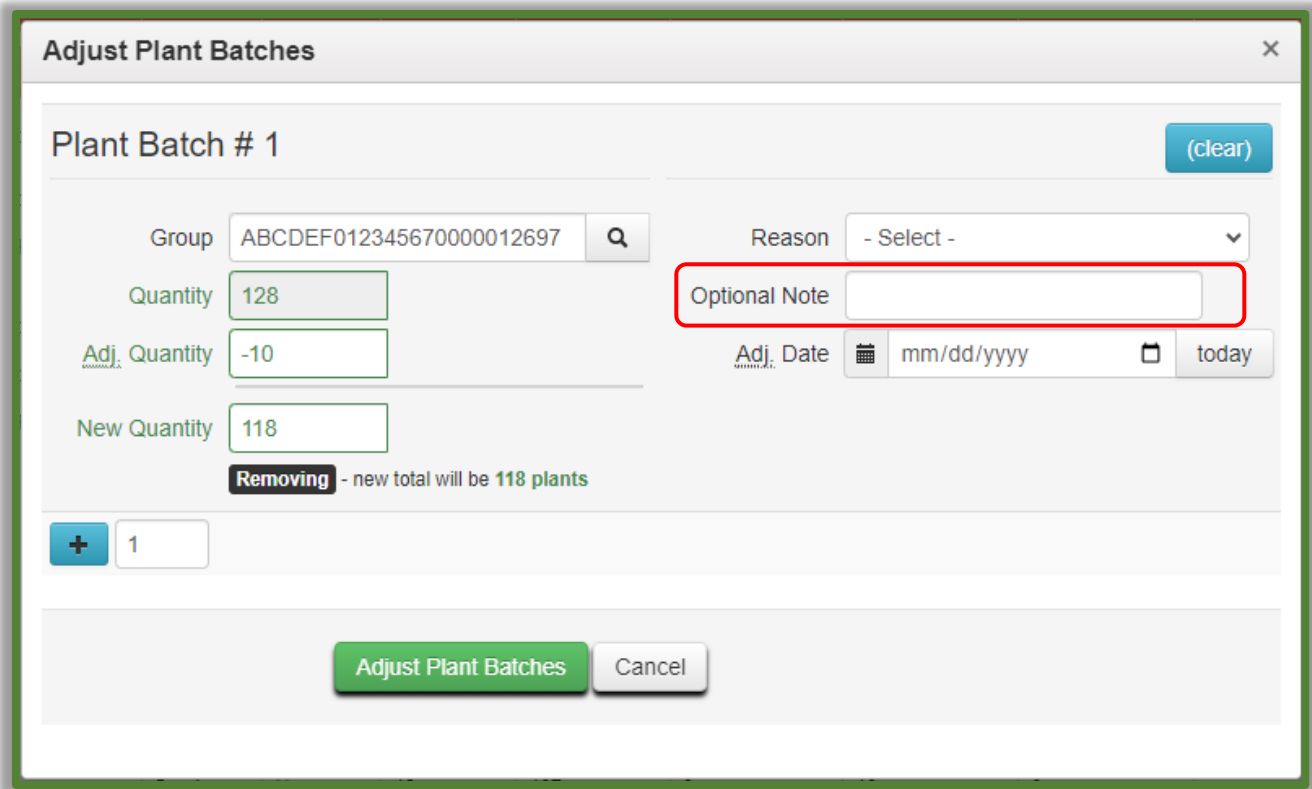


Figure 1: Plants Grid with New Adjust Button

After clicking the Adjust button in the Plants section, an action window will appear allowing the user to adjust the Plant Batch count. The action window has the same fields as the Adjust Package action window, including:

- Group Name
- Quantity
- Adjust Quantity
- New Quantity
- Adjustment Reason
- Note
- Adjustment Date

An Adjustment Reason is required whenever adjusting a plant batch. Users should select the most accurate description from the Reason dropdown within the action window. If none of the predetermined options fully explain your adjustment, provide more information in the Optional Note field. See **Figure 2**, below.



Adjust Plant Batches

Plant Batch # 1 (clear)

Group: ABCDEF012345670000012697

Quantity: 128

Adj. Quantity: -10

New Quantity: 118

Reason: - Select -

Optional Note

Adj. Date: mm/dd/yyyy today

Removing - new total will be 118 plants

+ 1

Adjust Plant Batches Cancel

Figure 2: Adjust Plant Batches Action Window

CSV for Plant Batch Adjustments

If there is a need to adjust multiple plant batches at one time, the CSV option is also available to provide a way to increase the efficiency of this required action in Metrc. We have built functionality that allows users to adjust multiple batches by uploading a CSV file in the format shown in **Figures 3 & 4**.

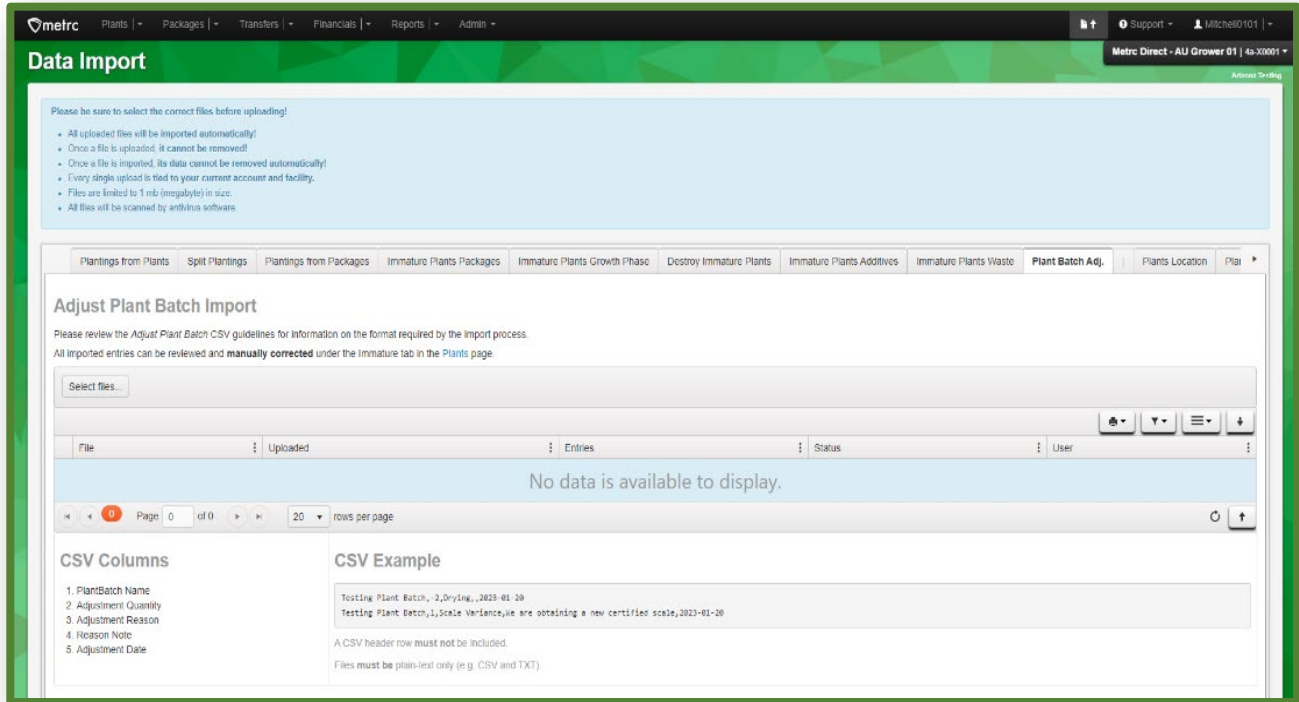


Figure 3: CSV upload through the Legacy system

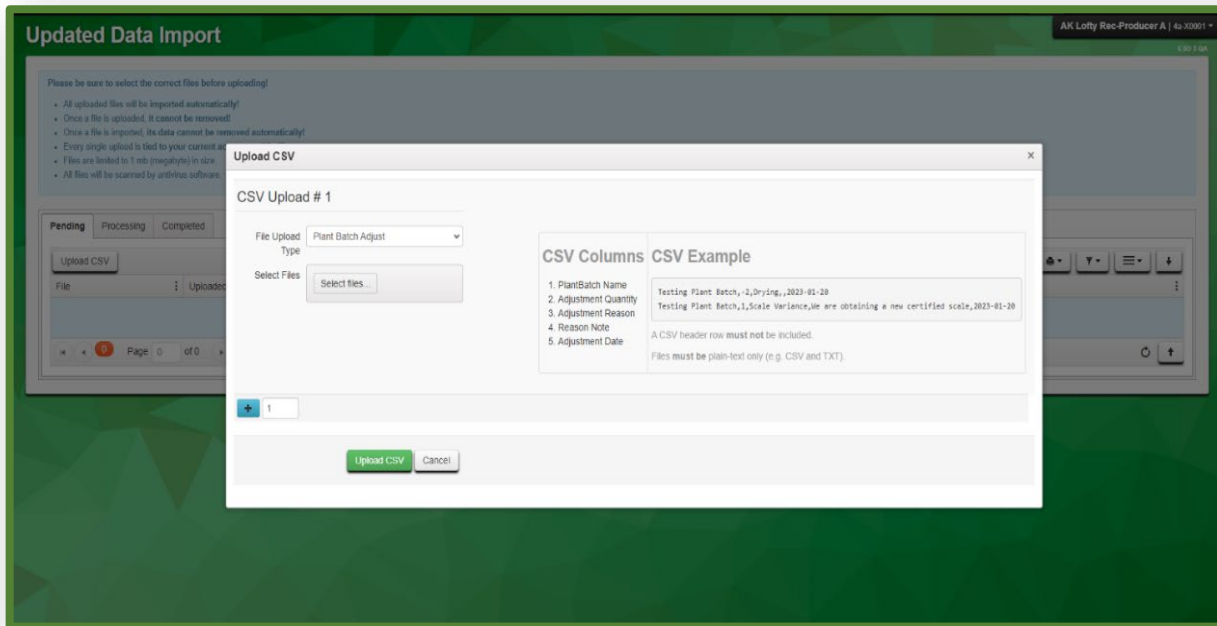


Figure 4: CSV upload through the Queue system

Grid Refresh

Users should be aware that taking actions may not be immediately reflected on the table, this is by design to improve system performance. If there is a situation where you action is completed and the user does not see it reflected, the user should use the grid refresh button before repeating the action. The grid refresh button is at the bottom of the table and can be seen in **Figure 5**.

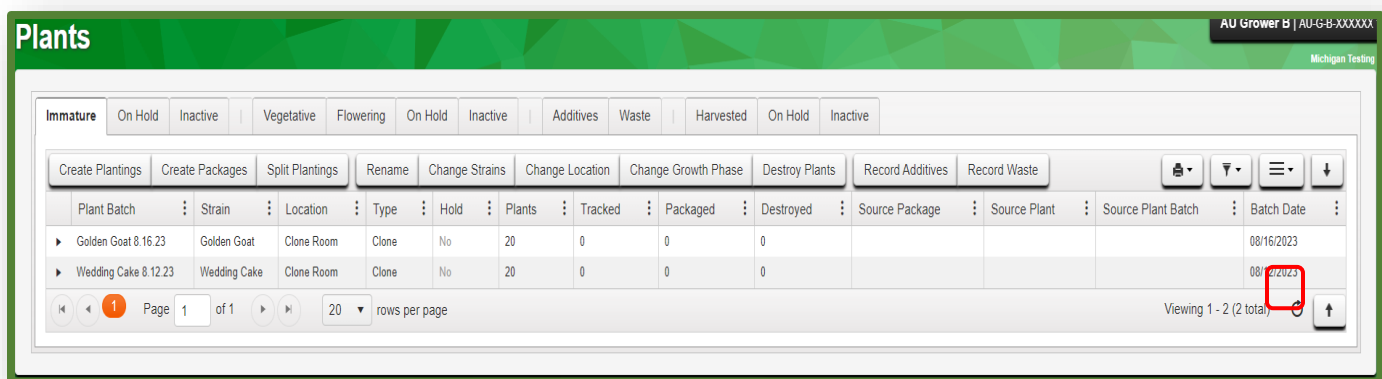


Figure 5: Grid Refresh Button

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