

Guidance on Changing the Facility Display Name in Metrc

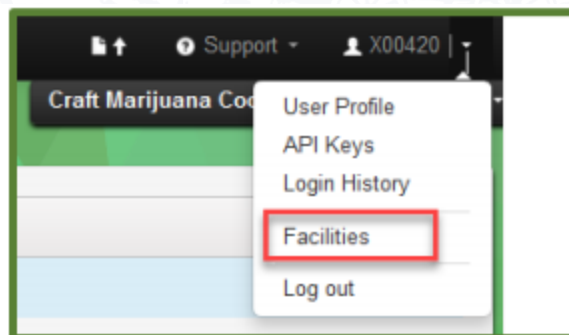
Starting March 15, 2021, the Grow Site Administrator (GSA) has the option to edit the facility display name in Metrc to a preferred name that more easily identifies which grow site is listed.

Changing the Facility Display Name

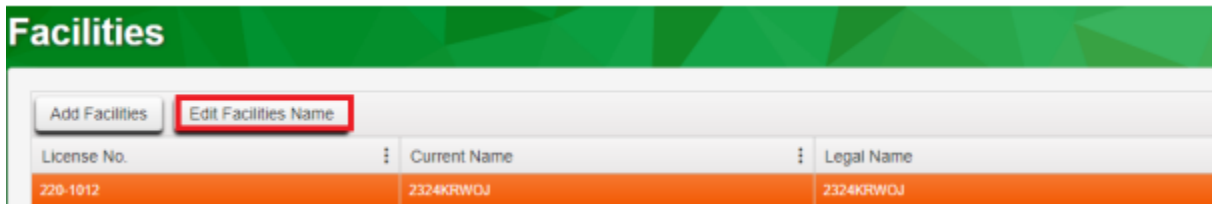
The GSA for your facility is able to create a preferred name or “nickname” for facilities that will appear in the black dropdown facility box. A GSA will be the only person able to create this “nickname,” and only for the grow site(s) where they are designated as a GSA. The “nickname” will only be visible to the GSA and those who have Metrc access within the facility. For example, a GSA could use this feature to rename the grow site something easier to remember (e.g. “Medford Grow Site”) or any other naming convention that the GSA chooses for personal reference. This “nickname” feature will be especially helpful for GSAs and growers with access to multiple grow sites so that they can more easily distinguish between grow sites they are working with. Transfer manifests will continue to show a “scrubbed” name of the grow site only, not the nickname.

Here are the steps you can follow to personalize your grow site with a preferred “nickname.” After logging into METRC:

- GSA’s can change your facility name by selecting Admin/Facilities from the top navigation menu. If you do not see this option in the dropdown, it means that you do not have the Metrc permissions you need to create this “nickname.” Only one user (the “industry admin” in Metrc) is able to make this change for the site.



- Next, highlight the facility you want to rename and click **Edit Facilities Name** button.



- Next, type in the alias/nickname you would like to use for this facility in the **Custom Name** box and click the green Save Names button.

Facility # 1 (clear)

Facility: 2324KRWOJ (220-1012) Legal Name: 2324KRWOJ Set as Current

Custom Name: Custom Grow Site Name Trade Name: Set as Current

+ 1

Please note:
 Custom Facility names are only visible to you and the Users that have access to your Facilities.
 Anywhere else that your Facilities may be viewed will display the Legal Name as it is currently registered in the Licensing System.

Save Names Cancel

- Once the custom name has been saved it will appear like this:



- Note: The Legal name box on the right side of the form is populated with the legal name transmitted to Metrc by the Oregon Health Authority. If you decide to go back to the legal name at any point, simply click on the “Set as Current” box.

Questions regarding the contents of this bulletin may be sent to marijuana.cts@oregon.gov