Metrc Support Bulletin

Bulletin Number: OH_IB_0045 - Edit Employee Info Across Multiple Licenses.	**Distribution Date:** 07/28/2023	**Effective Date:** 07/24/2023
Contact Point: Metrc Support	**Subject:** New updates now available in Metrc	
Reason: New functionality and features are now available in Metrc.		

Greetings Metrc® users,

Metrc is pleased to provide information on the latest system enhancements that will be available on 07/24/2023, including:

- Edit employee information across multiple licenses.

Please read on for more information regarding this new functionality.

Edit Employee Information Across Multiple Licenses

Previously, if you had to edit an employee's information in Metrc, and they work at multiple of your licenses, you had to individually update the information under each different license separately. Metrc has built functionality that allows Licensee admins to edit employee information for multiple licenses simultaneously. The information that can be edited includes:

- Email
- Employment/Role
- Permissions

Once you have made the necessary changes to the employee information, select the checkbox next to each license where you would like to see the changes reflected. Remember to select "Save Employees" to save changes after completion.
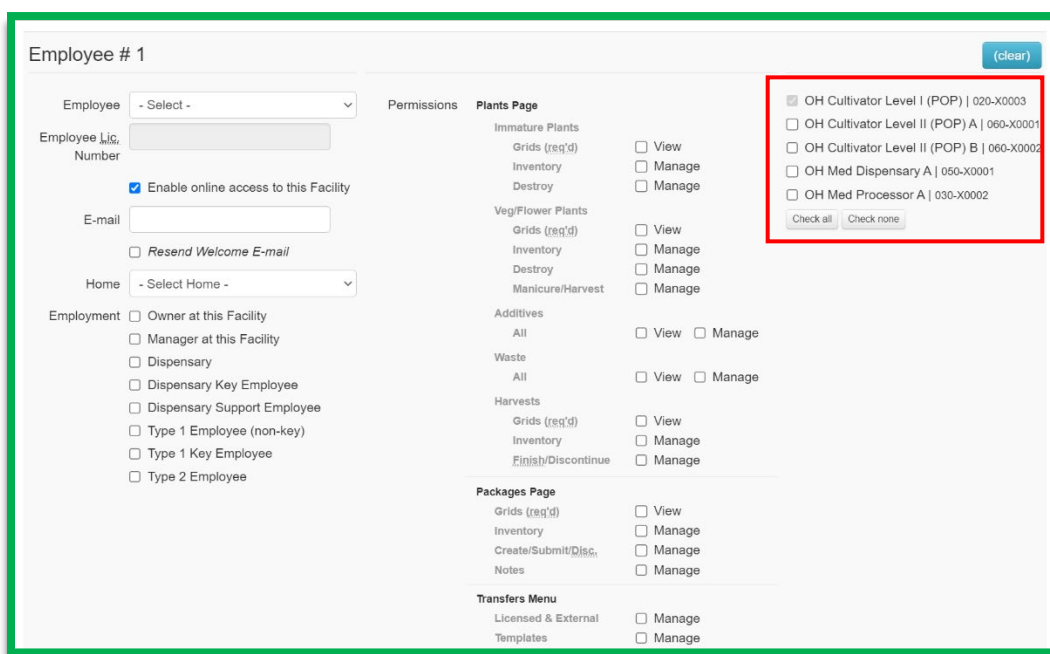
Figure 1: Edit Employee Across Multiple Licenses

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