Metrc Support Bulletin

Bulletin Number: MI_IB_0068- Edit Unlicensed Employee Info	Distribution Date: 07/13/2023	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, which includes:
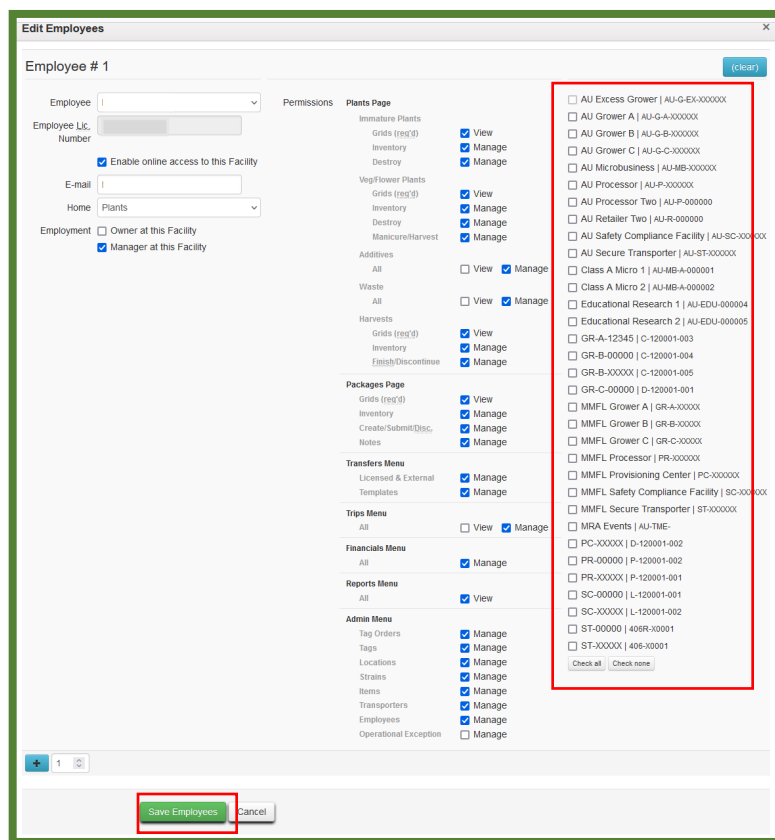
- Edit Employee Information Across Multiple Licenses.

Please read on for more information regarding this new functionality.

Edit Unlicensed Employee Information

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

- Email Address
- Employment/Role
- Permissions

Once all the necessary changes have been made to the employee information in the Edit Employees action window, select the checkbox next to each license where the changes should be reflected. Remember to select the "Save Employees" button to save the changes after completion. This is shown in **Figure 1**.

Figure 1: Edit Employees Window

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