## **Metrc Support Bulletin**



Bulletin Number:	Distribution Date:	Effective Date:
MN_IB_0007- Edit Employee	07/13/2023	07/24/2023
Info Across Multiple Licenses.		
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 a user had to edit an employee's information in Metrc, and the employee works at multiple ones of your licenses, the employee's information had to 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
- 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 changes after completion. This is shown in **Figure 1**.

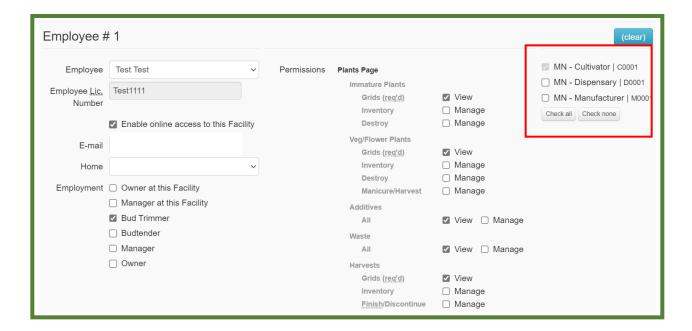


Figure 1: Edit Employees Window

Please feel free to contact support at <a href="mailto:support@metrc.com">support@metrc.com</a> or 877-566-6506 with any questions.