

Metrc Support Bulletin



Bulletin Number: MN_IB_0007- Edit Employee Info Across Multiple Licenses.	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, 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**.

Employee # 1 (clear)

Employee: Test Test

Employee Lic. Number: Test1111

Enable online access to this Facility

E-mail:

Home:

Employment: Owner at this Facility, Manager at this Facility, Bud Trimmer, Budtender, Manager, Owner

Permissions

Plants Page

Immature Plants: View, Manage (Grids, Inventory, Destroy)

Veg/Flower Plants: View, Manage (Grids, Inventory, Destroy, Manicure/Harvest)

Additives: View, Manage (All)

Waste: View, Manage (All)

Harvests: View, Manage (Grids, Inventory, Finish/Discontinue)

MN - Cultivator | C0001
 MN - Dispensary | D0001
 MN - Manufacturer | M0001

Check all Check none

Figure 1: Edit Employees Window

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