Bulletin Number: CO_IB_7.26.2023_Ability for Transporters to edit planned route & Edit employees	Distribution Date: July 26, 2023	Effective Date: August 28, 2023
Contact Point: Metrc Support	Subject: New functionality and features	
Reason: New functionality and features		

Greetings Metrc® users,

Metrc is pleased to provide information on the latest system enhancement that will be available on August 28, 2023:

- Ability for Transporters to Edit Planned Routes

Additionally, Metrc has rolled out new functionality that allows employees to be edited across multiple licenses.

Please read on for more information regarding this new functionality.

Ability for Transporters to Edit Planned Route

Previously, when a licensed Transporter was delivering products from one licensee to another, they were unable to edit the planned route on the Transfer Manifest after its creation. Metrc has now implemented the functionality to allow Transporters the ability to edit a Planned Route for a delivery they are associated with. This will provide a more accurate record of activities when a Transporter must make an adjustment to their route and a real-time status with full transparency for regulators or authorities.

To edit a planned route, locate the Transfers area on the navigational toolbar at the top of the screen. Click on the Transfer area to reveal the dropdown, then select the Hub option shown in **Figure 1.**
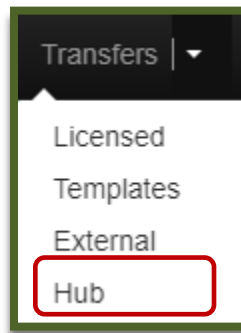

Figure 1: Hub under the Transfers tab

This will take the user to the Transfers Hub grid to see a display of all manifests associated with the user's license. Select the Edit button on the right side of the manifest that needs to be edited. See **Figure 2.**
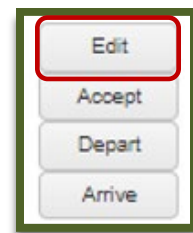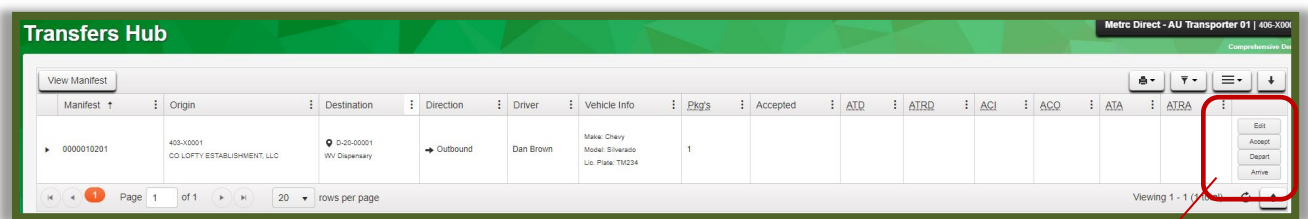
Figure 2: Transfer Hub with grid displaying Manifests

This will open an Edit Transporter Info action window to enable the ability to edit the planned route originally submitted on the Transfer Manifest as shown in **Figure 3**. After making all necessary edits, select the green Update Transporter Info button at the bottom of the action window to save your changes.

Figure 3: Edit Transporter Info Action Window

Edit employee information across multiple licenses

Previously, if you had to edit an employee's information in Metrc that work at multiple ones of your licenses, you had to individually update the information under each different license separately. Metrc has enabled 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.

Figure 4: Edit Employee in Multiple Licenses Action Window

Please contact Metrc Support at support@metrc.com or 877-566-6506 with any questions.