

Bulletin Number: LA_IB_0045 Adding Unlicensed Employees	Distribution Date: 01/31/2024	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Adding new unlicensed employees	
Reason: Facility Administrators can now add their own employees as unlicensed employees.		

Greetings,

Metrc is pleased to provide information on a recent change on how Metrc account administrators can now grant Metrc access to their own employees that are not licensed.

Please read on for more information regarding new functionality.

Administrators no longer need to obtain a license number for new employees. To add an unlicensed employee, the administrator will go to the Admin area on the navigational toolbar. Then select the Employees option which will take the user to the Employees grid – see **Figure 1**.

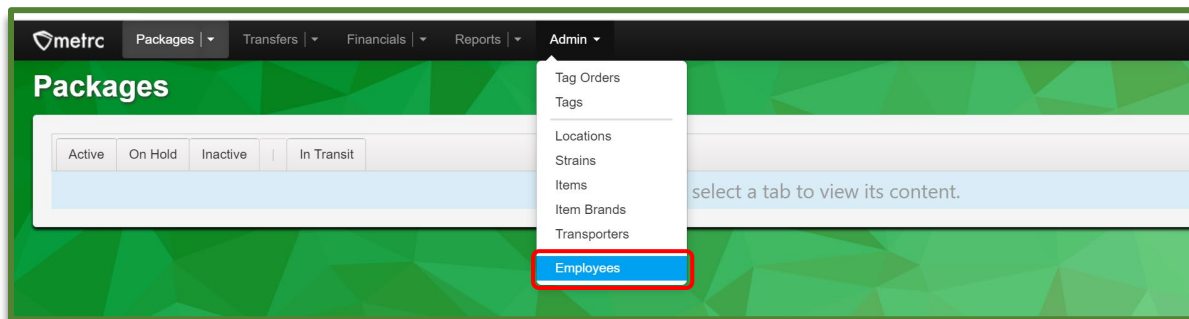


Figure 1: Employees Option to Add Unlicensed Employees Under Admin

From the Employees grid, select the Add Unlicensed Employees button – see **Figure 2**.

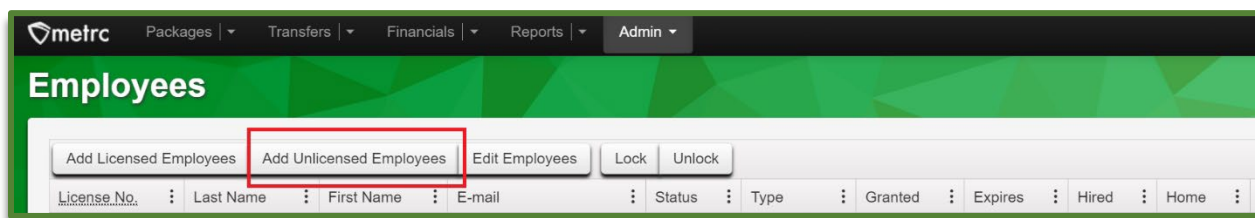


Figure 2: Add Unlicensed Employees Button in Employees Grid

This will open the Add Unlicensed Employee action window. Fill in required fields and appropriate permissions being granted for the new employee. Once all information has been added for the new Unlicensed employee, select the green Create Employees button – see **Figure 3** below.

Add Unlicensed Employees

Employee # 1

(clear)

First Name

Last Name

Last 4 SSN

####

☒ Enable online access to this Facility

E-mail

Phone Number

ex. +1-123-456-7890

Home

- Select Home -

Employment

☐ Owner at this Facility
☐ Manager at this Facility

Permissions

Packages Page

Grids (reg'd)

☐ View

Inventory

☐ Manage

Create/Submit/Discontinue

☐ Manage

Notes

☐ Manage

Transfers Menu

Licensed & External

☐ Manage

Templates

☐ Manage

Trips Menu

All

☐ View

☐ Manage

Financials Menu

All

☐ Manage

Reports Menu

All

☐ View

Admin Menu

Tag Orders

☐ Manage

Tags

☐ Manage

Locations

☐ Manage

Strains

☐ Manage

Items

☐ Manage

Transporters

☐ Manage

Employees

☐ Manage

☐ LA Federal Parcel Svc-Med | 406-X0001
☐ LA Lofty Med-Cultivation A | 403-X0001
☐ LA Lofty Med-Cultivation B | 403-X0002
☐ LA Lofty Med-Dispensary | 402-X0001
☐ LA Lofty Rec-Cultivation | 403R-X0001
☐ LA Lofty Rec-Store | 402R-X0001
☐ LA Mishmash Med-Cultivation | 403-X0003
☒ LA Mishmash Med-MIP | 404-X0001
☐ LA Mishmash Rec-Cultivation | 403R-X0002
☐ LA Mishmash Rec-MIP | 404R-X0001
☐ LA Perceptive Labs-Med | 405-X0001
☐ LA Perceptive Labs-Rec | 405R-X0001

Check all

Check none

+

1

Please note:

All new employees granted online access via the "Enable online access to this Facility" checkbox above will receive an e-mail with instructions and a hyperlink to log directly into their User Profile.

If online access is granted:

Once logged in, the User will need to update their security settings. The e-mail will contain the User's Username, link expiration date/time, and the Metrc web address.

Create Employees

Cancel

Figure 3: Add Unlicensed Employees Action Window