

Metrc Support Bulletin



Bulletin Number: MO_IB_0030 Transfer and Employee updates	Distribution Date: 03/08/2024	Effective Date: 03/13/2024
Contact Point: Metrc Support	Subject: Updates to Permissions	
Reason: To grant employees permission to View Transfer and Employees grids		

Greetings,

Metrc is pleased to provide information on the latest system enhancements that will be available on 03/13/2024, including:

- The addition of View permissions to the following areas of the Metrc system
 - Transfers grids
 - Employees section within Admin

Please read on for more information regarding this new functionality.

Additional View permissions

Metrc appreciates the collaboration with both the state and its licensees to continue making improvements to the system that benefit all users. Events held in each state, known as User Groups, provide us with invaluable feedback that can at times result in system updates. One such update that resulted from a state User Group is the addition of View permissions to all three Transfer Menu options as well as the Employees grid found in the Admin area.

To set these permissions, go to the Admin area dropdown and select the Employees option – see **Figure 1**.

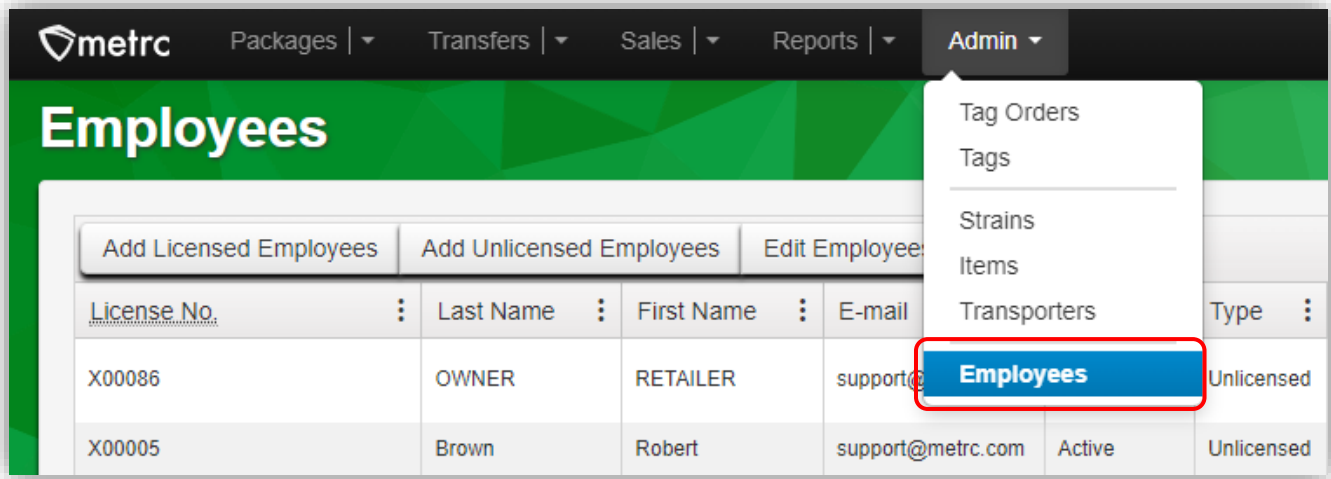


Figure 1: Employees option in Admin area dropdown

Next, highlight the employee you would like to edit permissions of and select the Edit Employees button to access the Edit Employees action window – see **Figure 2**.

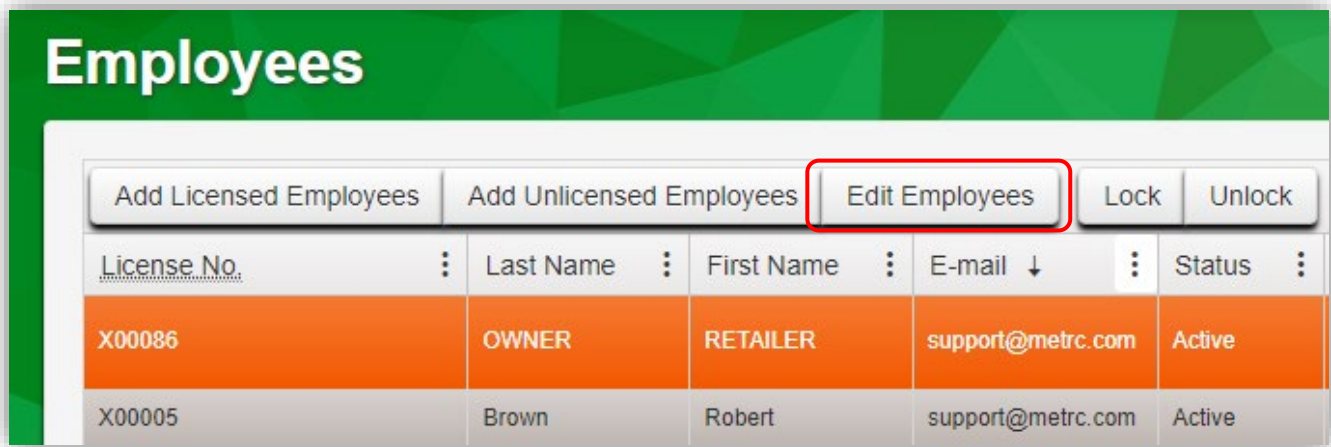


Figure 2: Edit Employees button

Within the Edit Employees action window, users now have the option to grant View only access to the Transfers Menu and Admin Menu – Employees. Users can select either View or Manage for these permissions, but not both. Selecting Manage will uncheck the View permission because Manage grants both manage and view permissions – **see Figure 3.**

Edit Employees

Employee # 1

Employee: RETAILER OWNER
Employee Lic. Number: X00086
 Enable online access to this Facility
E-mail: support@metric.com
Home: Packages

Employment: Owner at this Facility
 Manager at this Facility
 Checks/Verifies customer identification
 Compliance Officer or Security
 Data entry/Records inventory in Metric
 Directly handles marijuana items
 None of the above

Permissions

Packages Page
Grids (req'd) View
Inventory Manage
Create/Submit/Disc. Notes Manage
Notes Manage

Transfers Menu
Licensed & External View Manage
Templates View Manage
Hub View Manage

Sales Menu
Sales Manage
Sales Delivery Manage
Adverse Responses Manage

Patients Menu

Trips Menu
All View Manage

Financials Menu
All Manage

Reports Menu
All View

Admin Menu
Tag Orders Manage
Tags Manage
Strains Manage
Items Manage
Transporters Manage
Employees View Manage

Search Menu
Search Facility Manage
Caregiver Status Lookup View

Figure 3: New View permissions for Transfers and Admin Menu

Metrc resources

If you have any questions, or need additional support, the following resources are available:

Contact Metrc Support by using the new full-service system – Service Cloud – by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click Support and navigate to support.metrc.com and it will redirect to the portal.

Please note: If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password is required. For additional information, please review the [step-by-step guide](#) or a [video demo](#).

Metrc Learn: Metrc Learn is designed to offer educational opportunities to enhance users’ skills with the Metrc system and provides various training options based on experience level. In addition, the learning system is organized into facility-specific programs made up of various courses. To login, visit [Metrc Learn](#) and enter your login credentials, or to access, register by visiting the [Metrc Learn Registration](#).

Access additional resources: In the Metrc system, click on the Support dropdown in the top-right navigation pane and select the appropriate resource, including educational guides, manual, and more.

Thank you for your continued partnership.