

<b>Bulletin Number:</b> CO_IB_09.04.2025	<b>Distribution Date:</b> 09/04/2025	<b>Effective Date:</b> Current & Ongoing
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Employees Email Updates & Harvest Scheduler	
<b>Reason:</b> To inform users of new functionality allowing updates to Login & Account Emails, as well as Notification Emails. This bulletin also provides an overview of the optional Harvest Scheduler feature.		

Greetings,

Metrc is pleased to announce new functionality related to employee email management, as well as provide information on the optional Harvest Scheduler tool.

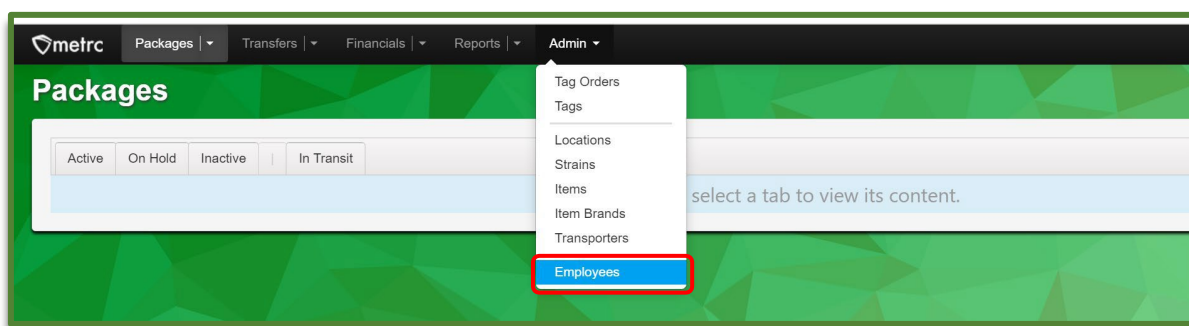
Please continue reading for additional details on the updated functionality.

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Metric has created two areas of e-mail that would be associated for Metric users with online access:

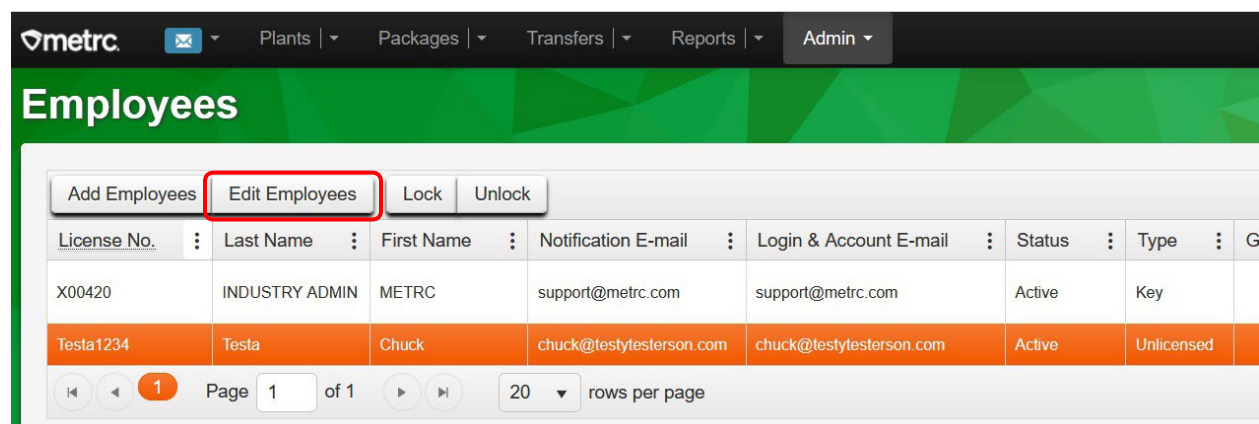
- Metric Notification E-mail
- Login & Account E-mail

Employees are now able to update their own Login & Account E-mail. The Industry Admin or any employee with Manage Employee permissions for the license are now able to update the Notification E-mail for any notifications from Metric including Administrative Holds and/or Recalls for all employees with online access. The emails can be the same or they can be different. If a Notification email address needs to be updated, navigate to the Admin area on the navigational toolbar. Then, select the Employees option from the drop-down menu – **see Figure 1**.



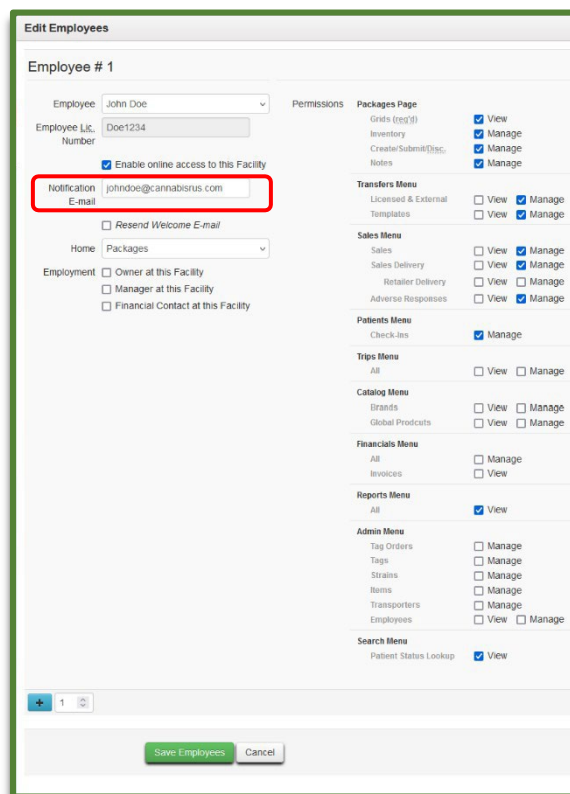
**Figure 1: Employees Option to Add Unlicensed Employees Under Admin**

From the Employees grid, both columns of the Notification E-mail and the Login & Account E-mail for each of the employees in the license will be able to be seen. To edit an employee's Notification E-mail, select the Employee that needs to have the Notification E-mail updated and then click the Edit Employees button – **see Figure 2**.



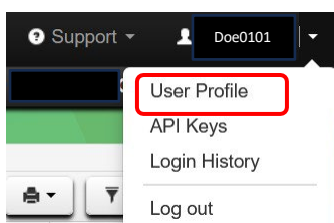
**Figure 2: Edit Employees Button in Employees Grid**

This will open the Edit Employees action window. An updated field will be visible for the employee's Notification E-mail to be typed in. This is the email that will be used by Metrc to notify the employee of Administrative Holds and/or Recalls. Once all information has been updated for the employee, select the Save Employees button – **see Figure 3.**



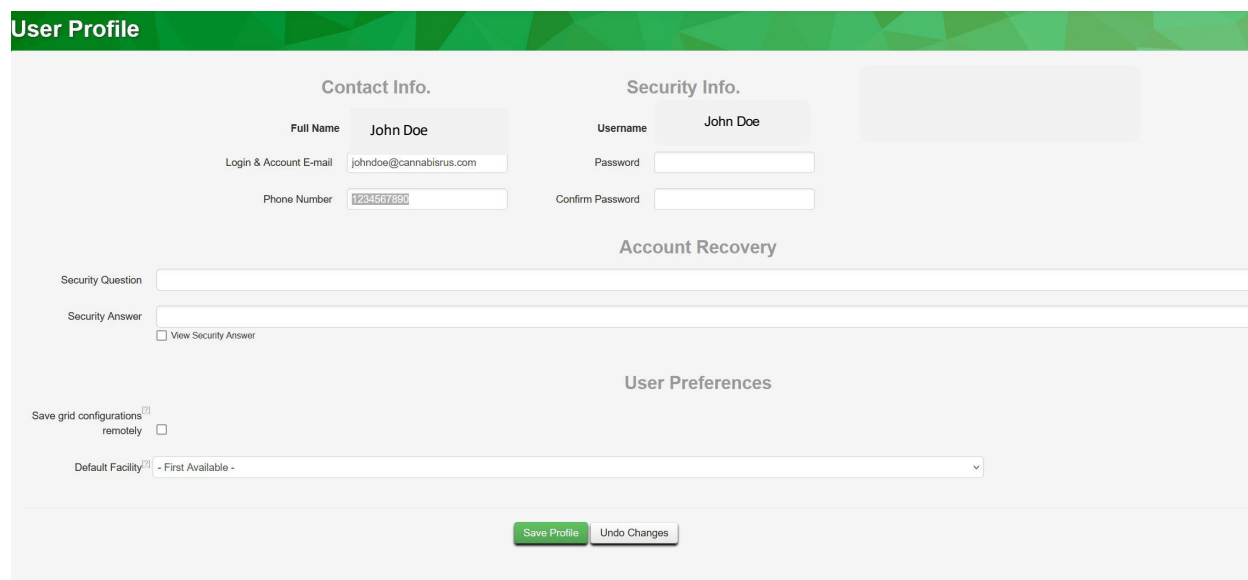
**Figure 3: Edit Employees Action Window**

All Industry users are now able to edit or update their own Login & Account E-mail as needed. Those with Manage Employee permissions can no longer edit or update other employee's Login & Account E-mails. For an industry user to update their own Login & Account E-mail address, navigate to their User Profile page – **see Figure 4.**



**Figure 4: User Profile option**

This will open the User Profile page to edit the Login & Account E-mail as well as the phone number, password, security question, save grid configurations, and set default facility license number. Once the information Login & Account E-mail and any other information has been updated, click the Save Profile button to complete the updates – see **Figure 5**.



**User Profile**

**Contact Info.**

Full Name: John Doe

Login & Account E-mail: john.doe@cannabisrus.com

Phone Number: 1234567890

**Security Info.**

Username: John Doe

Password: [input field]

Confirm Password: [input field]

**Account Recovery**

Security Question: [input field]

Security Answer: [input field]

☐ View Security Answer

**User Preferences**

Save grid configurations<sup>[?]</sup> remotely ☐

Default Facility<sup>[?]</sup> - First Available - [dropdown menu]

[Save Profile] [Undo Changes]

**Figure 5: User Profile Page**

**Please Note: Licensed employees who no longer have access to their email will need to contact Metrc Support to have the email updated.**

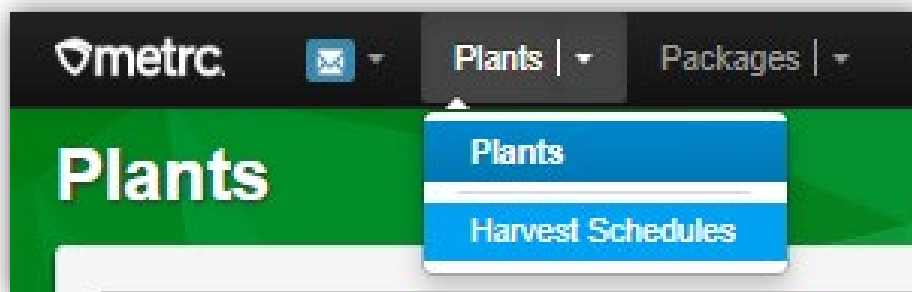
## Harvest Scheduler

We are excited to introduce the Harvest Scheduler, an optional tool designed to help streamline harvest planning within Metrc.

This functionality enables licensed cultivators to schedule harvest activities by Location directly in Metrc, providing better organization and visibility of upcoming tasks.

Access to the Harvest Scheduler is permission-based. Employees with the “Harvest Schedules” permission may have either View or Manage capabilities, depending on the permissions assigned in their Metrc Employee Profile.

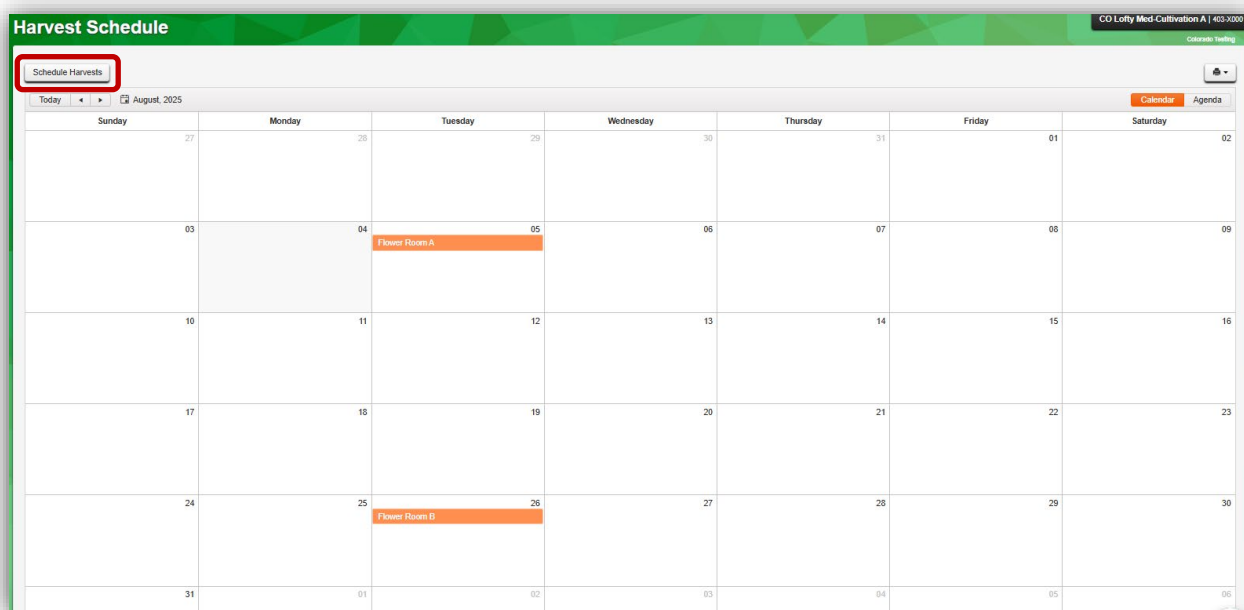
The Harvest Scheduler can be found in the Plants area of the main navigation toolbar- see **Figure 6**.



**Figure 6: Harvest Schedules**

**Note:** This feature is optional and not required in order to physically harvest your plants.

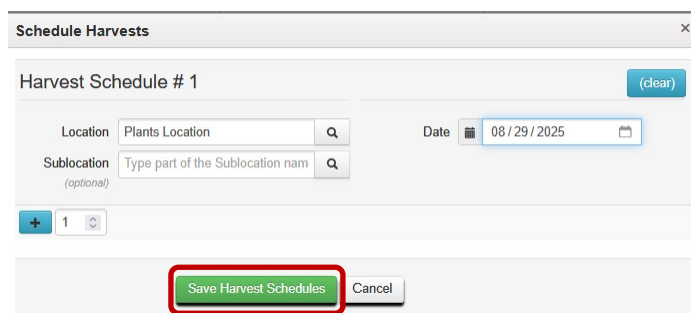
From the Harvest Schedule calendar, select the Schedule Harvests button – see **Figure 7**.



**Figure 7: Harvest Schedule Calendar**

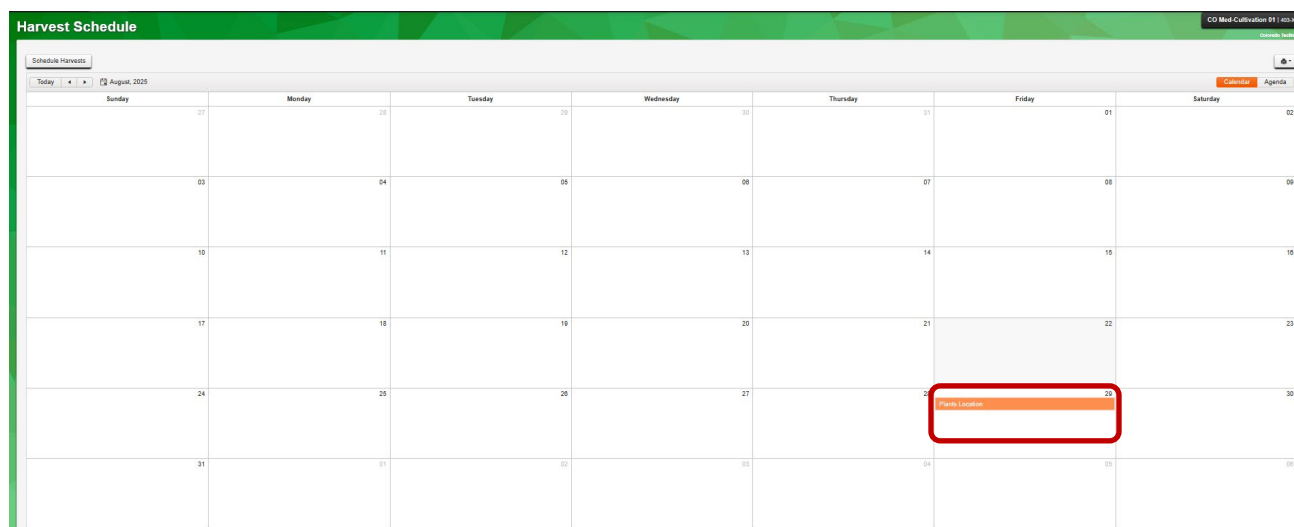
This action will open the Schedule Harvests window. From here:

1. Select the Location where the harvest will take place.
  2. (Optional) Select a Sublocation, if applicable.
  3. Enter the Date on which the plants in that location will be harvested.
  4. Click Save Harvest Schedules to complete the process
- see **Figure 8**.



**Figure 8: Schedule Harvests**

Once harvest has been scheduled, it is visible in the Harvest Schedule calendar – **see Figure 9.**



**Figure 9: Scheduled Harvest is Visible in Harvest Schedule Calendar**

## **Metrc Resources**

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

### **Contact Metrc Support**

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 are required.

### **Metrc Learn**

Metrc Learn is designed to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) LMS is simple through multiple convenient locations:

#### **From within the Metrc system**

Navigate to the Support area on the navigational toolbar and select “Sign up for Training” to register.

#### **Access additional resources**

In the Metrc system, click on the Metrc Expert widget icon and search for the appropriate topic or type in a question.

Thank you for your continued partnership.