# **Metrc Support Bulletin**



Bulletin Number:Distribution Date:Effective Date:Correction: WV_IB_003112/17/2024 UpdatedOngoing					
Employees Email Updates		- 5 5			
Contact Point:	Contact Point: Subject: Metrc User E-mail updates				
Metrc Support					
Reason: Metrc User's E-mails can be updated for Notifications E-mail as well as					
Login & Account E-mail functionality updates.					

Greetings,

Metrc is pleased to provide information on a recent change to industry user's email. Each employee can now update their Login & Account E-mail as needed and Industry Admin or an employee with Manage Employee Permissions can update the Notification E-mail for each employee listed in Metrc for a license.

Please read on for more information regarding the updated functionality.

# **Metrc Support Bulletin**



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

- Metrc 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 Metrc 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**.

Packages	Tag Orders Tags
Active On Hold Inactive   In Transit	Locations Strains Items Item Brands Transporters
	Employees

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**.

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	1					
Add Employees	Edit Employees	Lock Unlock				
License No.	Last Name	First Name	Notification E-mail	Login & Account E-mail	Status :	Туре
X00420	INDUSTRY ADMIN	METRC	support@metrc.com	support@metrc.com	Active	Key
Testa1234	Testa	Chuck	chuck@testytesterson.com	chuck@testytesterson.com	Active	Unlicensed

Figure 2: Edit Employees Button in Employees Grid

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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**.

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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**.

3 Support <del>▼</del>	L Doe0101	-
	User Profile	
	API Keys	
	Login History	
	Log out	

Figure 4: User Profile option

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## **Metrc Support Bulletin**



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		< 1							
	Co	ontact Info.	Sec	curity Info.					
	Full Name	John Doe	Username	John Doe					
	Login & Account E-mail	johndoe@cannabisrus.com	Password						
	Phone Number	1234567890	Confirm Password						
			Acc	ount Recovery					
Security Question									
Security Answer									
	View Security Answer								
			Use	r Preferences					
Save grid configurations <sup>[2]</sup> remotely									
Default Facility <sup>[2]</sup>	- First Available -				~				
Save Profile Undo Changes									

Figure 5: User Profile Page

If an industry user no longer has access to the email being used, they will need to:

### Licensed employee (Those with an employee ID - badge, agent card, etc.)

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

### **Unlicensed employee**

- Unlicensed employees who no longer have access to their email will need to have someone with Manage Employee permissions add them into Metrc as a new employee with a different email that the employee does have access to. It is recommended that a personal email address is used for their Login & Account email.
- If the unlicensed employee is the Industry Admin for the license, then they will need to contact Metrc Support to have their email edited or updated.



# 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 by navigating to <u>Support.Metrc.com</u>, 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 has been redesigned 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.