

RLD Seed-to-Sale Organization Admin – Manage Users Training Manual

**Cannabis Control Division (CCD)
Seed-to-Sale Tracking System**

Version: 1.0

Date: August 2026

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OA01 – Add Location Users

Learn how to add a new user to a location and assign the appropriate location access.

Manage Users

1. Click **Manage Users**



Locations

Reports

Manage Users

Cannabis Org

Locations

View and manage all locations associated with your organization.

Filter by Activity

Location Address	City	Location ID	License Number(s)	Activities	Rooms	Number of Users
2001 Producer Blvd NE	Albuquerque	0308716849153072	CONS-001-TC MANF-001-TC PRD-001-TC RET-001-TC	Consumption Manufacturing Production Retail	8	1

1

100 items per page

Add User

2. Click **Add User**



Search by ID, product name, or strain name... Press Enter

Locations Reports **Manage Users**

Cannabis Org

Manage Location Users

View and manage all users associated with your organization.

Add User

Search...

Name ↑	Email	Active	Locations
Bob Lee	boblee@email.com	Yes	2001 Producer Blvd NE, Albuquerque - Read/Write

1 10 items per page

3. Fill out **User Details**

Search by ID, product name, or strain name... Press Enter

your organization.

	Active	Locations
ail.com	Yes	2001 Producer

per page

Add Location User

Complete all required fields, indicate location access and press Save to commit your changes.

User Details

* First Name

Tim

* Last Name

Callaway

* Email Address

timcal@email.com

Phone Number

(505) 505 - 5555

☒ Active

Location Access

Select each location this user should be able to access, then choose whether access is read-only or read/write.

☐ 2001 Producer Blvd NE, Albuquerque

Read/Write

Save User

Exit

4 | Page

4. Fill out **Location Access** section.

The screenshot shows the 'Add Location User' form. The 'Location Access' section is highlighted with a blue border. It contains a list of locations with checkboxes and a dropdown for access type.

Add Location User ✕

Complete all required fields, indicate location access and press Save to commit your changes.

User Details

* First Name: * Last Name:

* Email Address: Phone Number:

☒ Active

Location Access

Select each location this user should be able to access, then choose whether access is read-only or read/write.

☒ 2001 Producer Blvd NE, Albuquerque

5. Click **Save User**

The screenshot shows the 'Add Location User' form. The 'Save User' button is highlighted with a blue border.

Add Location User ✕

Complete all required fields, indicate location access and press Save to commit your changes.

User Details

* First Name: * Last Name:

* Email Address: Phone Number:

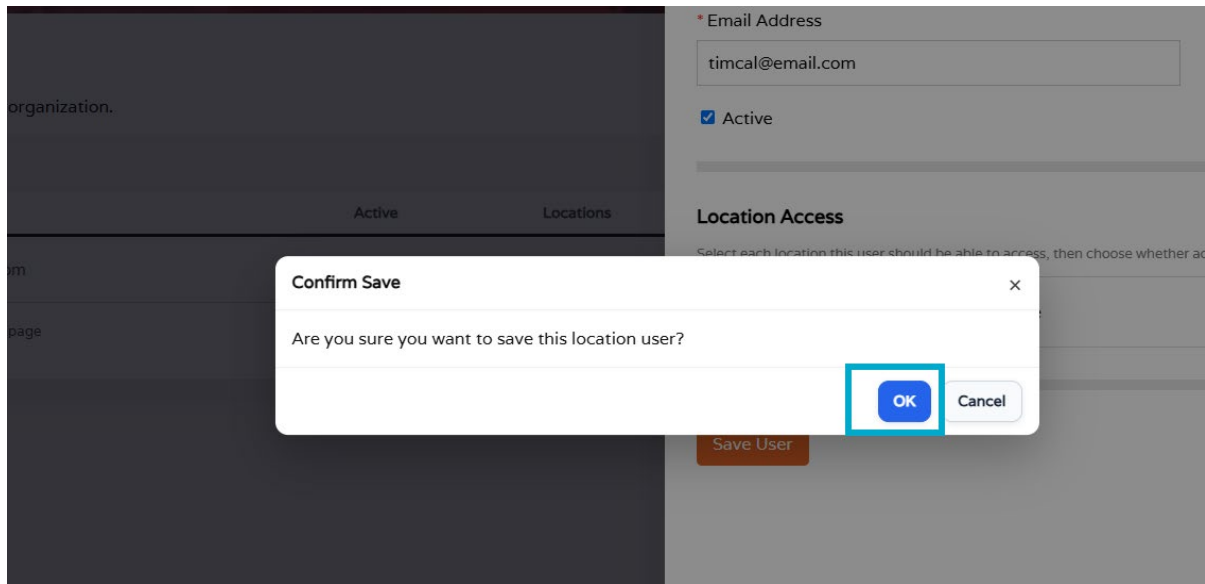
☒ Active

Location Access

Select each location this user should be able to access, then choose whether access is read-only or read/write.

☒ 2001 Producer Blvd NE, Albuquerque

6. Click **OK** to confirm adding location user



OA02 – Delete User

Learn how to remove a user from a location when they no longer need access to the system.

Delete Location User

1. Select an **Existing Location User**

The screenshot shows the 'Manage Users' page in the NMRLD Cannabis Control Division system. The page has a header with the logo and a search bar. Below the header, there are tabs for 'Locations', 'Reports', and 'Manage Users'. The main content area is titled 'Manage Location Users' and includes a description: 'View and manage all users associated with your organization.' There is an 'Add User' button and a search bar. A table lists users with columns for Name, Email, Active, and Locations. The first user, 'Bob Lee', is highlighted with a blue box. The second user, 'Tim Callaway', is also listed. At the bottom, there is a pagination control showing '1' of 10 items per page.

Name ↑	Email	Active	Locations
Bob Lee	boblee@email.com	Yes	2001 Producer Blvd NE, Albuquerque - Read/Write
Tim Callaway	timcal@email.com	Yes	2001 Producer Blvd NE, Albuquerque - Read/Write

2. Click **Delete User**

The screenshot shows the 'Update Location User' dialog box. The dialog has a title bar with a close button (X). Below the title bar, there is a description: 'Complete all required fields, indicate location access and press Save to commit your changes.' The dialog is divided into two main sections: 'User Details' and 'Location Access'. The 'User Details' section includes fields for First Name, Last Name, Email Address, and Phone Number. The 'Location Access' section includes a checkbox for 'Active' and a dropdown menu for 'Location Access'. The 'Delete User' button is highlighted with a blue box.

User Details

* First Name	* Last Name
Bob	Lee
* Email Address	Phone Number
boblee@email.com	(505) 555 - 5055

☒ Active

Location Access

Select each location this user should be able to access, then choose whether access is read-only or read/write.

☒ 2001 Producer Blvd NE, Albuquerque	Read/Write
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3. Click **OK** to confirm deleting location user

