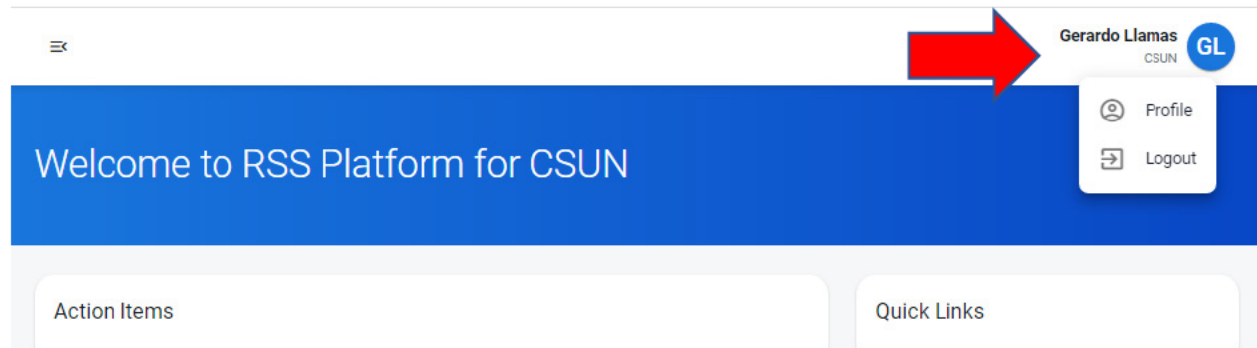


Creating and Managing Groups in RSS

Creating a Group

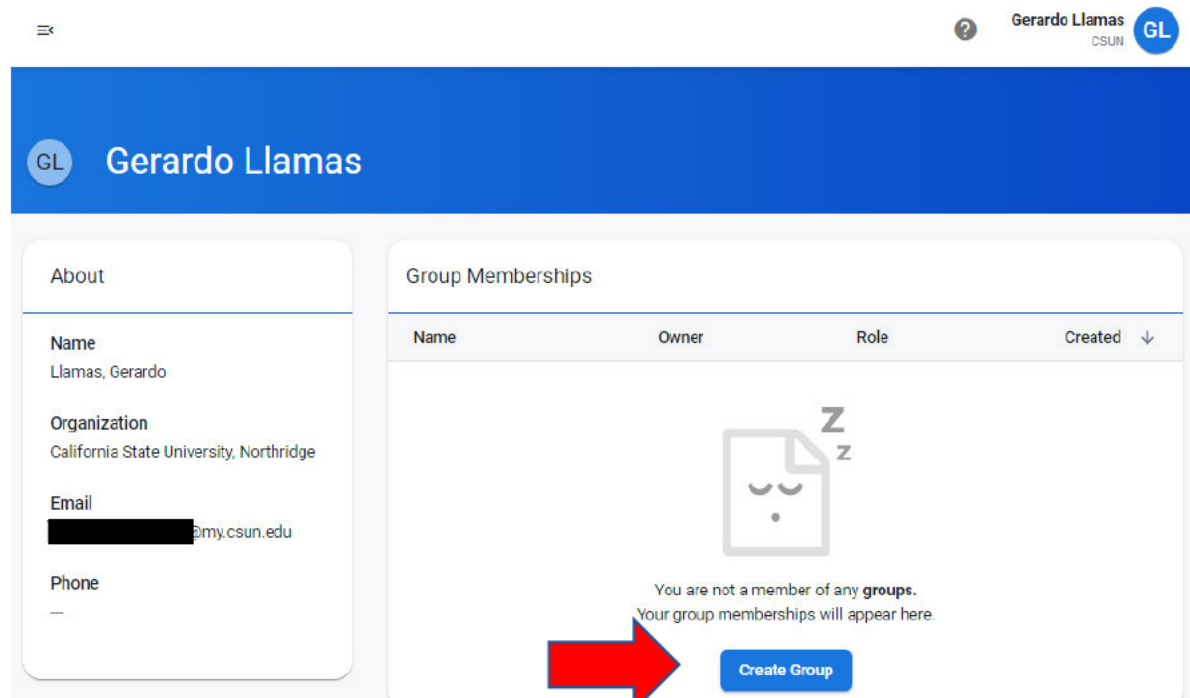
Step 1: Log into RSS.

Step 2: Click on your name in the top right corner, and click on Profile.

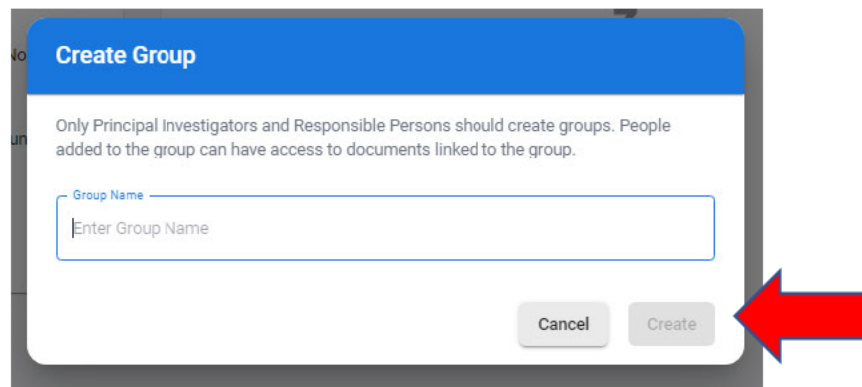


If you are *not* a member of a group and would like to create a group, follow steps 3 &4. Otherwise, proceed to step 5.

Step 3: select “[Create Group](#).” **Only Principal Investigators and Responsible Persons should create groups.**

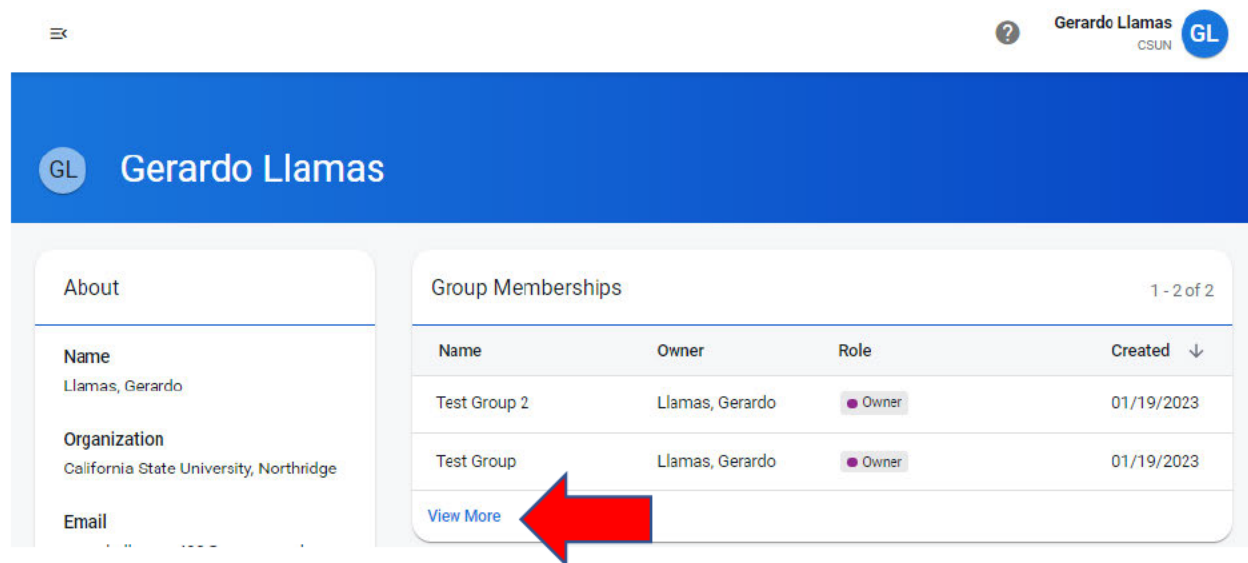


Step 4: You will then be asked to name and create a group. This should be specific such as lab name, building name, room number, and last name of group owner/researcher (e.g., “Llamas O-Chem Lab – LO1406”). Select “Create.”



If you *are* a member of a group and would like to create a new group, follow steps 5 through 7.

Step 5: If you are a member of a group, and would like to create a new group, select “[View More](#).” **Only Principal Investigators and Responsible Persons should create groups.**



Step 6: Select the blue “Add” icon in the bottom right-hand corner.

The screenshot shows a user interface for managing groups. At the top, there is a navigation bar with a back arrow, the text "My Profile", and a search bar labeled "Search Group Name". The user's name "Gerardo Llamas" and initials "GL" are displayed in the top right corner. Below the navigation bar is a table with the following data:

Name	Owner	Role	Created ↓
Test Group 2	Llamas, Gerardo	Owner	01/19/2023
Test Group	Llamas, Gerardo	Owner	01/19/2023

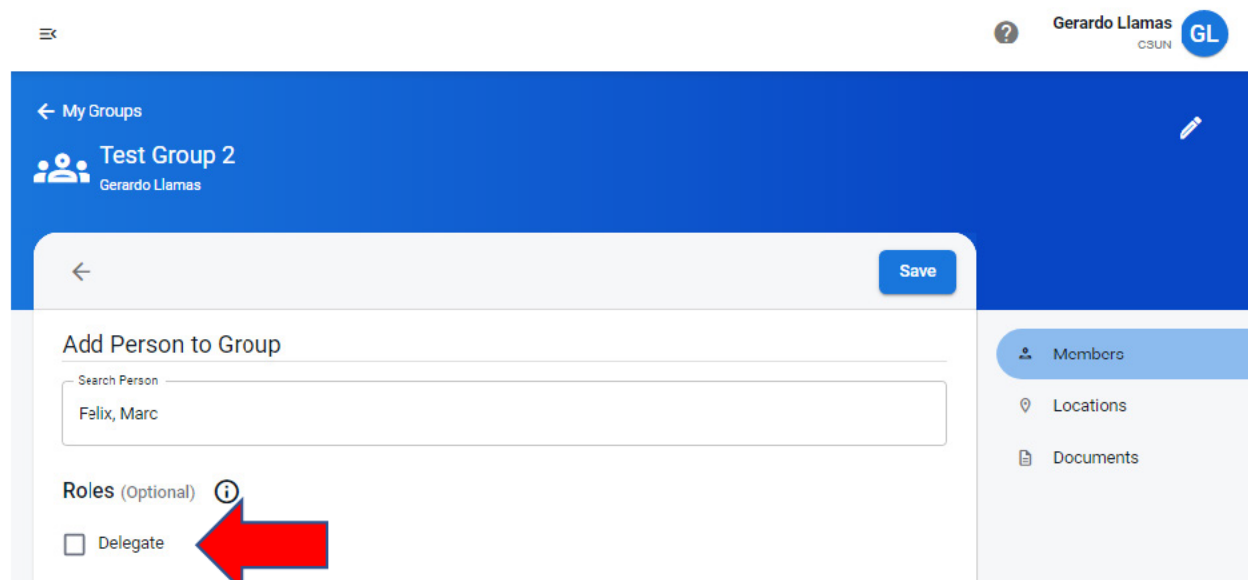
A red arrow points to a blue circular button with a white plus sign (+) located in the bottom right corner of the interface.

Step 7: Follow instructions as detailed in **Step 4** regarding creating a group.

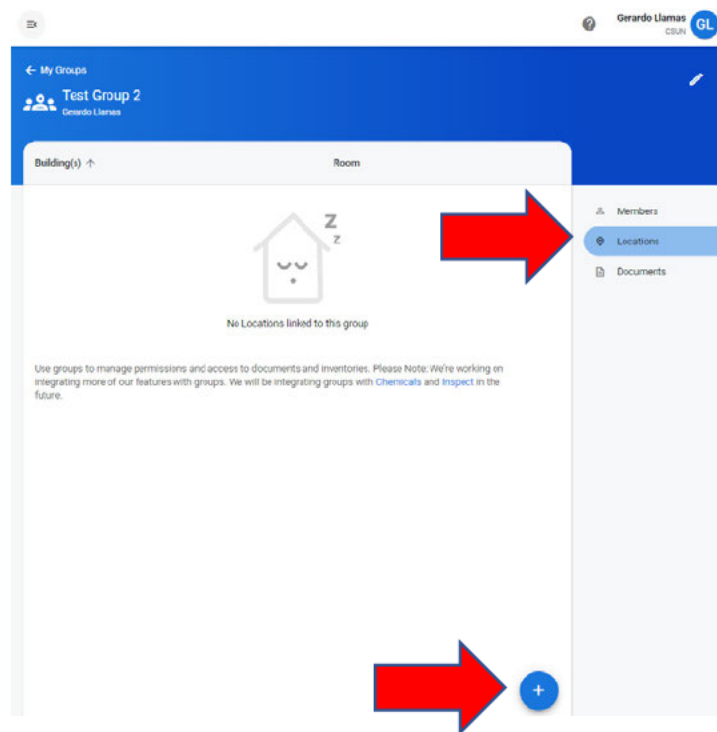
Step 8: Add lab members (if applicable). Make sure the “**Members**” tab is selected on the right-hand side. Click on the blue “**Add**” icon in the bottom right hand corner.

The screenshot shows a user interface for managing a group. At the top right, the user's name "Gerardo Llamas" and initials "GL" are visible. The main header is blue and contains a back arrow, "My Groups", and the group name "Test Group 2" with the user's name "Gerardo Llamas" below it. Below the header is a table with the following columns: "Name ↑", "Email", and "Group Role". The table contains one row with the name "Llamas, Gerardo", a redacted email address, and the role "Owner". A red arrow points from the "Owner" role to the "Members" tab on the right-hand side. Below the table is a text block: "Use groups to manage permissions and access to documents and inventories. Please Note: We're working on integrating more of our features with groups. We will be integrating groups with Chemicals and Inspect in the future." On the right-hand side, there is a vertical menu with three items: "Members" (selected), "Locations", and "Documents". At the bottom right, there is a blue circular button with a white "+" sign, and a red arrow points to it.

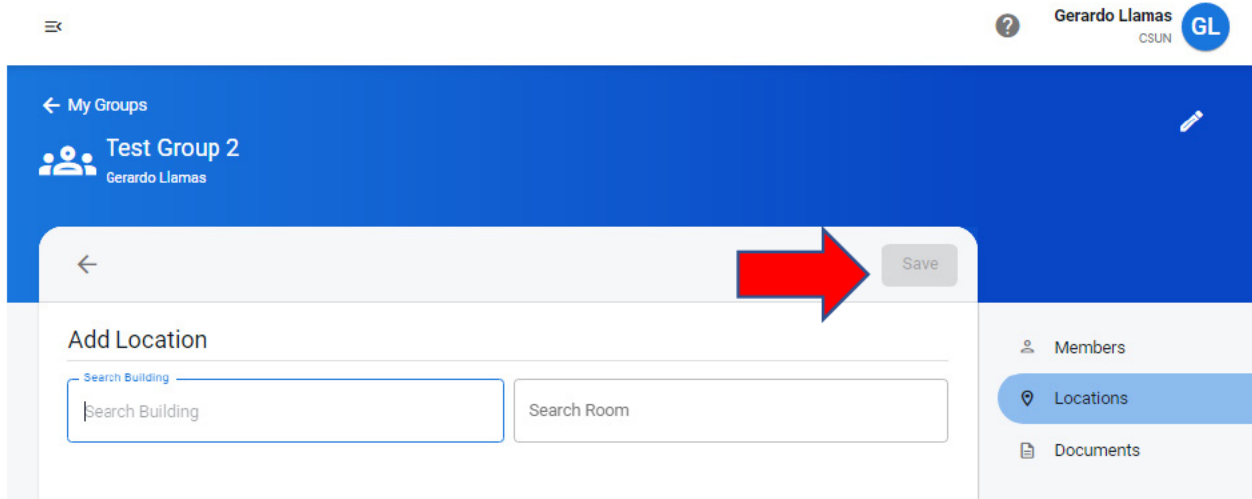
Step 9: Add individual names by starting to type person's name in the search box. If the person will be a delegate (instead of just an authorized user) click the box for "Delegate". (See the RSS page on the EH&S website for information about role designations). Click "Save". Repeat process until all lab members have been added.



Step 7: Add lab location(s). Select the Locations tab. Select the blue "Add" button at bottom.



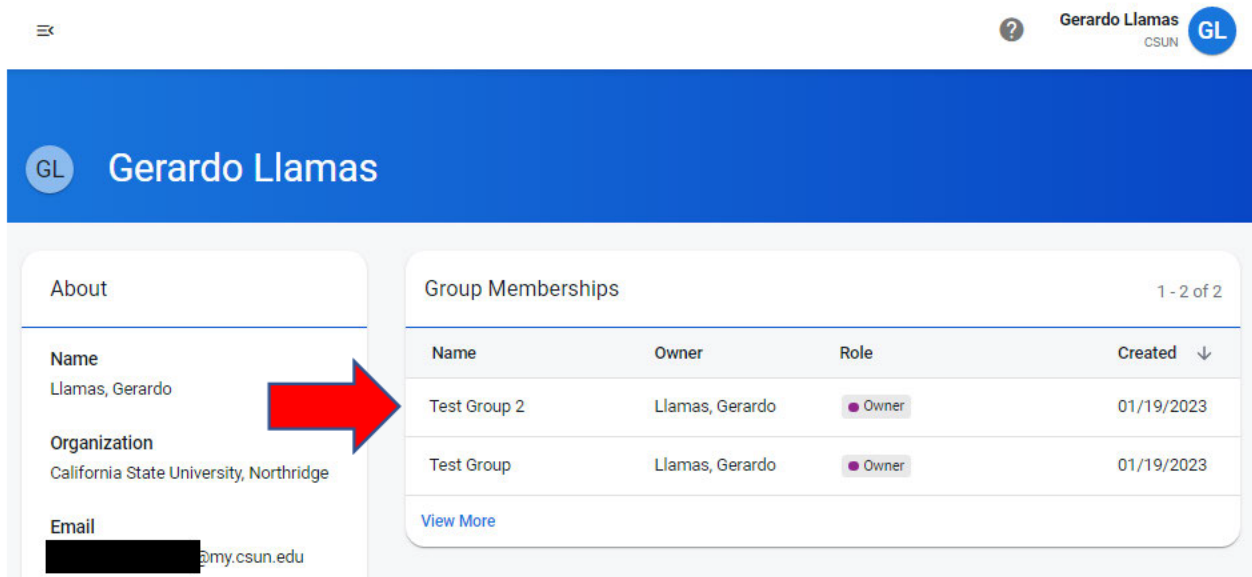
Step 8: Add the building name in the search box and then select the room number (these are already prepopulated, but let EH&S know if you don't see your space listed). Click "Save". Repeat this process until all locations (i.e. room numbers) have been added.



Managing/Editing a Group

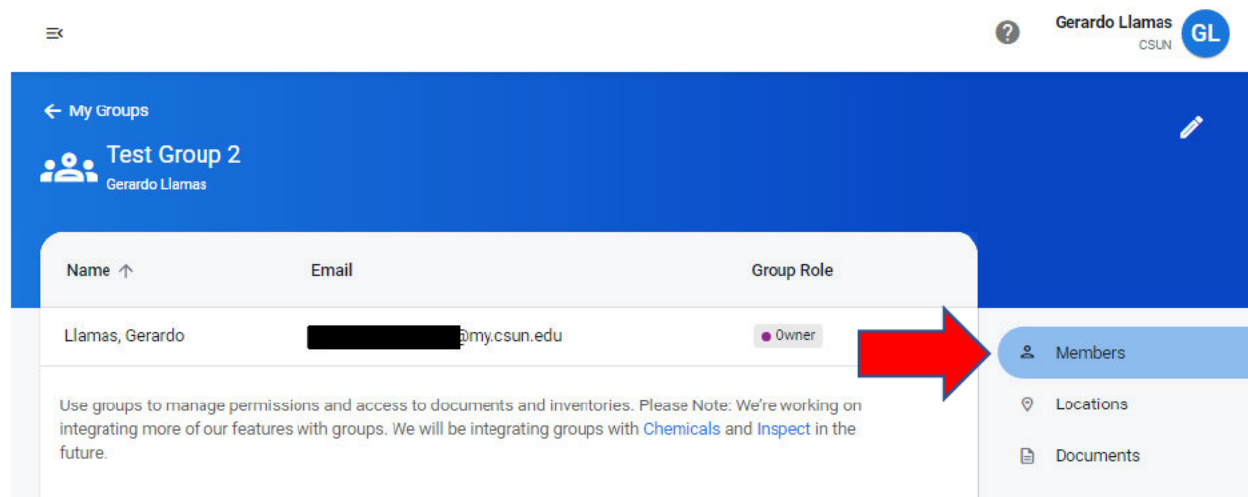
Step 1: Go to your profile (instructions above).

Step 2: Select the group you want to edit in the Group Memberships box.

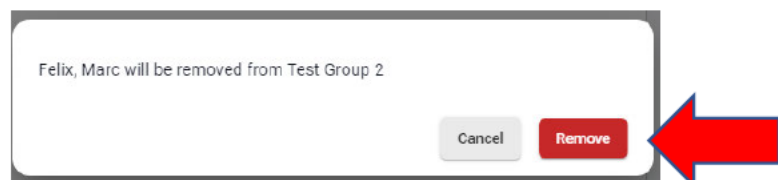
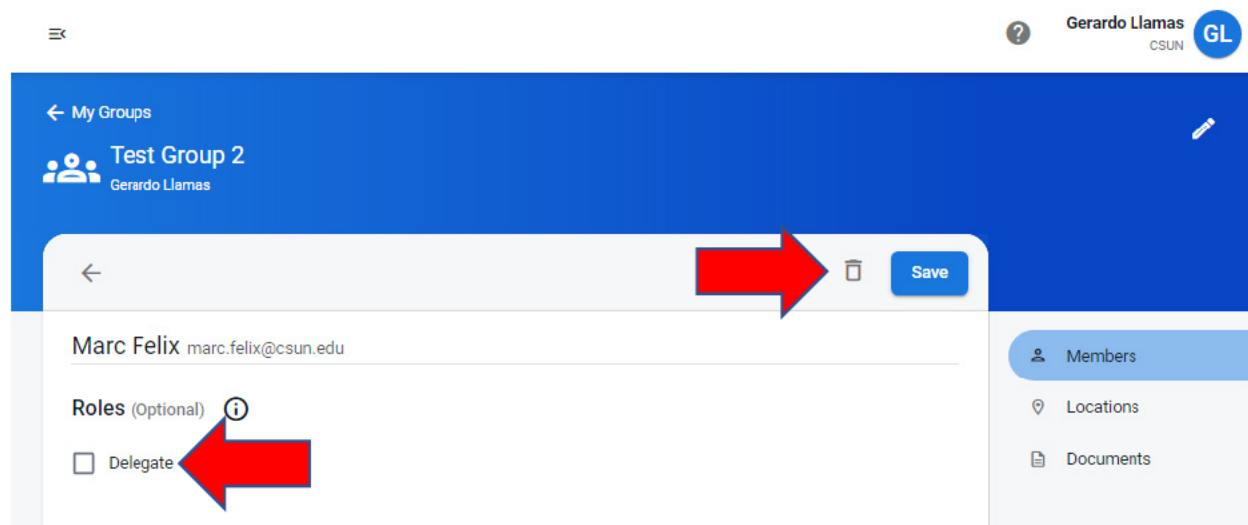


Step 3: Make changes to the group as needed.

To edit lab members: Make sure the “**Members**” tab is selected

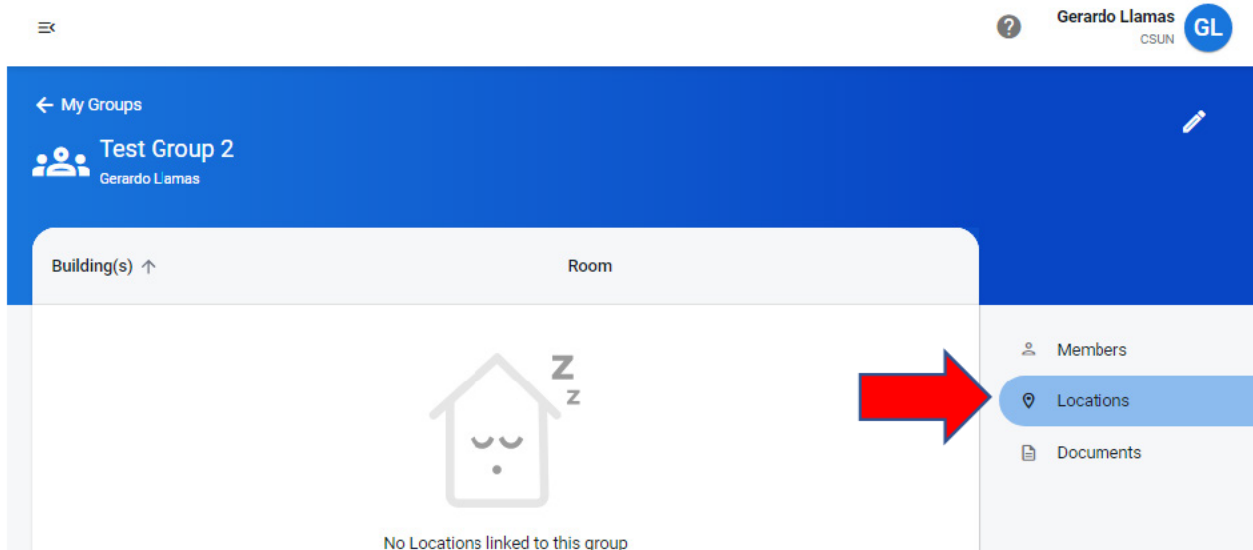


To delete individuals: Select their name. Next, select the **trash can icon**. Then select “**Remove.**”

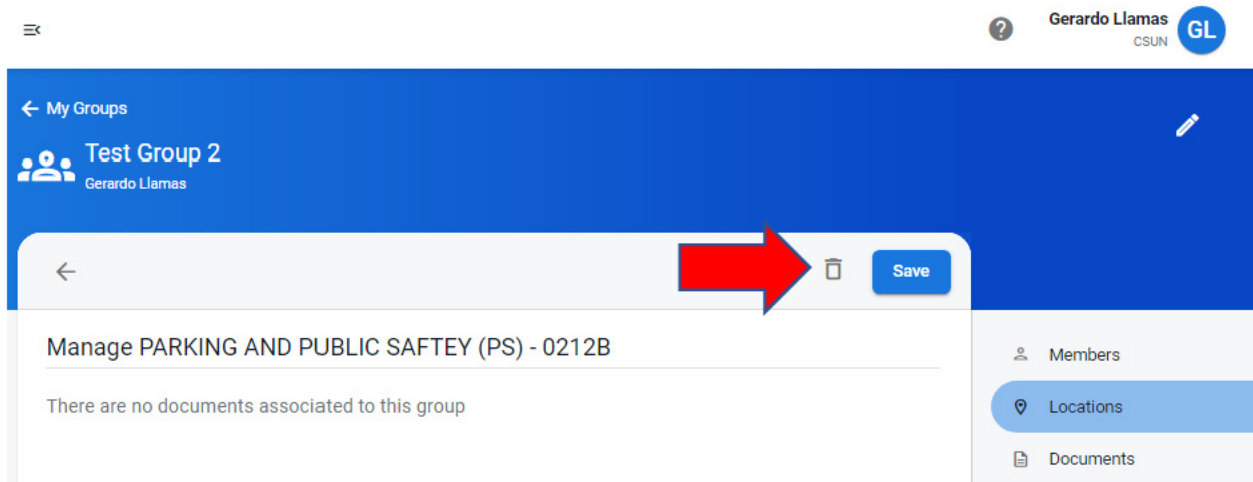


Changing the role of lab a member: Select the person, then check/uncheck the “**delegate**” box and hit save (Refer to the image above).

To edit locations: Select the “Locations” tab.



To delete locations: Select a location. Select the **trash can icon**. Select “Remove”.



To edit Group name: Select the pencil icon at top right corner.

CSUN logo and Environmental Health and Safety text at the top left. A user profile for Gerardo Llamas (GL) is at the top right. Below is a blue header for 'My Groups' with a back arrow and 'Test Group 2' by Gerardo Llamas. A red arrow points to an edit icon (pencil) in the top right of this header. Below the header is a table with columns: Name ↑, Email, and Group Role. The table contains one row: Felix, Marc | marc.felix@csun.edu | Member. A 'Members' button is at the bottom right.

Name ↑	Email	Group Role
Felix, Marc	marc.felix@csun.edu	Member

Edit name and select "Save".

An 'Edit Group' dialog box with a blue header. It contains a text input field labeled 'Name' with 'Test Group 2' entered. At the bottom are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button.