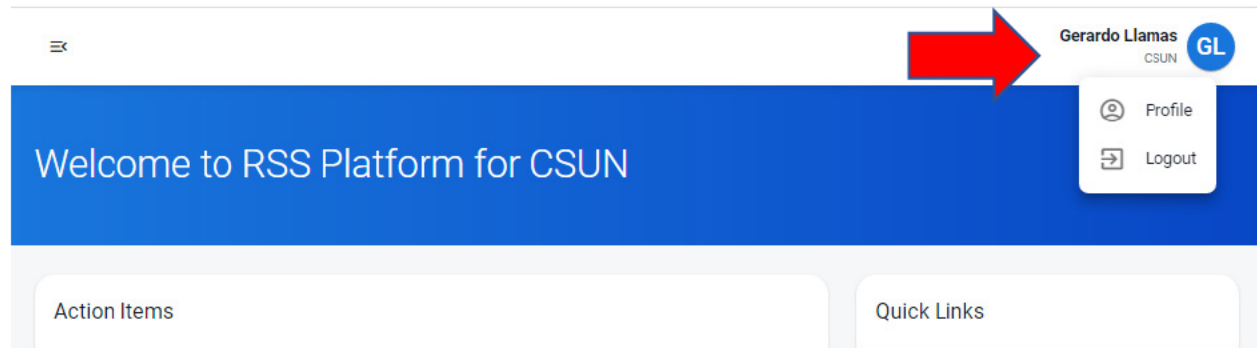


Creating and Managing Groups in RSS

Creating a Group

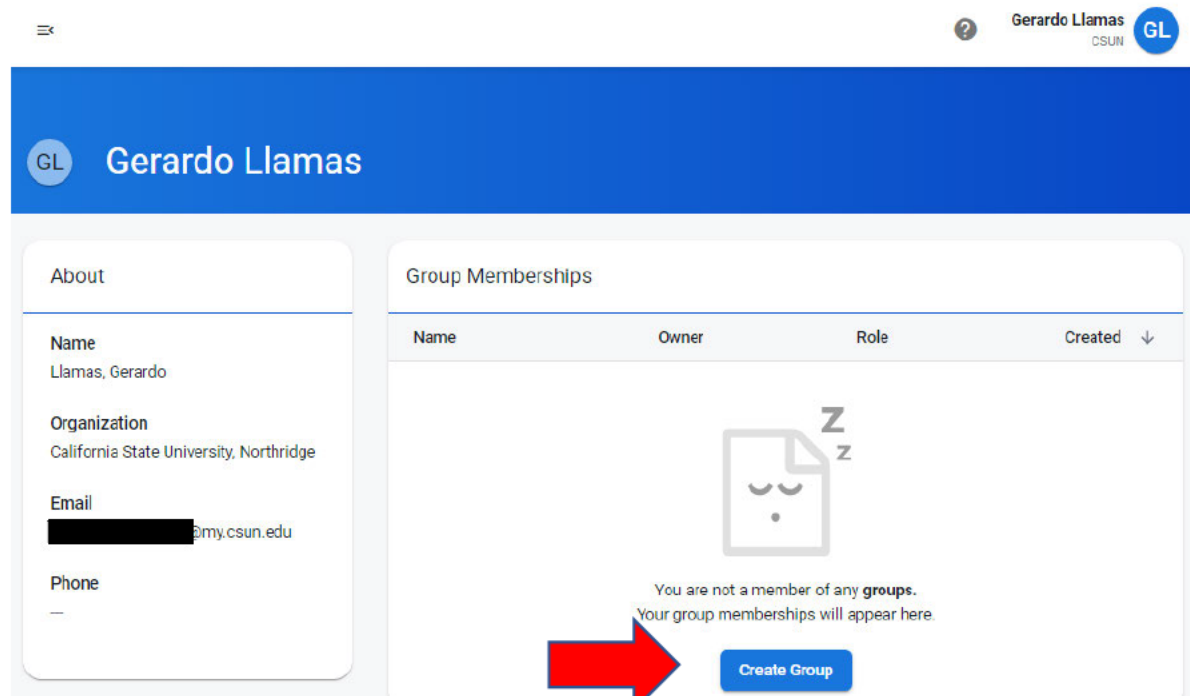
Step 1: Log into RSS.

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. At SFSU, lab or shop groups must have "Main Group" in the name. (e.g., "Matt Damon Lab - Main Group"). Select "Create."

Each room with hazardous materials will also require a separate group name to track environmental compliance inspections.(e.g., HH751 - for INSPECT) EH&S can create these for you.

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.**

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

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". Below this is a header for "My Groups" with a group icon. The main content area contains 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

At the bottom right of the interface, a red arrow points to a blue circular button with a white plus sign (+), which is the "Add" icon.

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

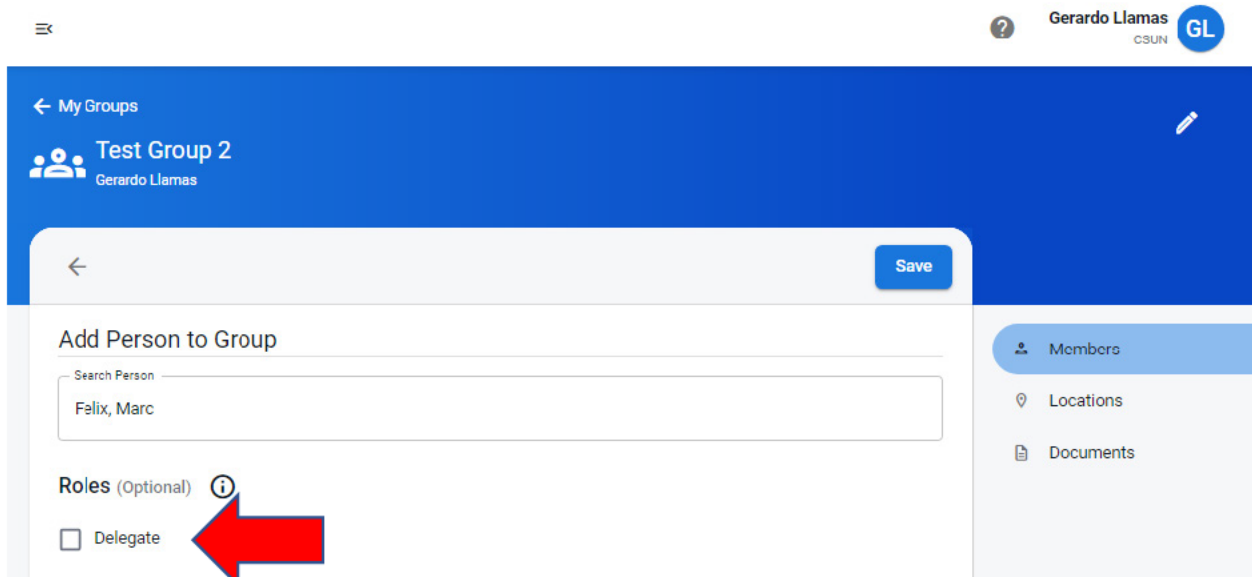
Step 8: Add lab members (if applicable). Make sure the “**Members**” tab is selected on the right-hand side. Click on the blue “**Add**” icon in the bottom right hand corner.

The screenshot displays 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 shows "My Groups" and "Test Group 2" by Gerardo Llamas. Below this is a table with the following data:

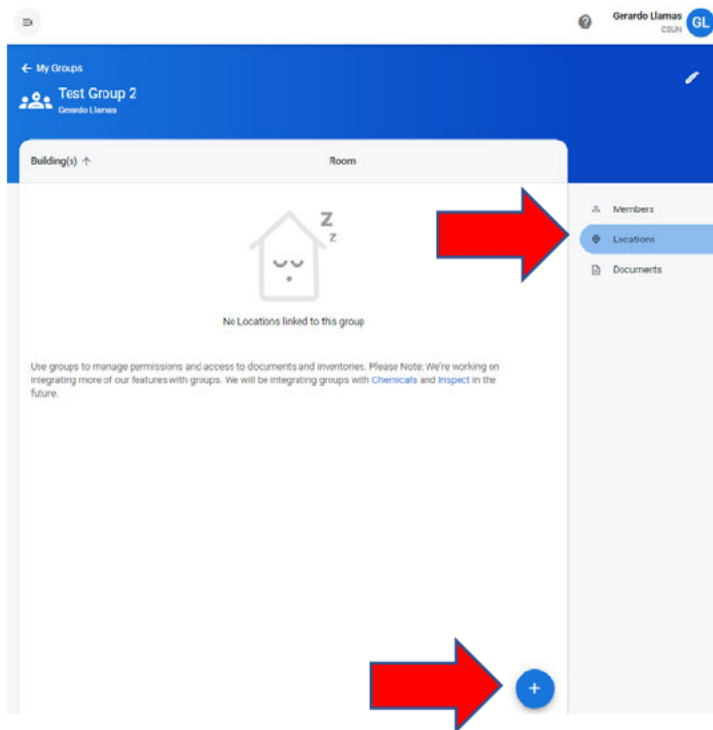
Name ↑	Email	Group Role
Llamas, Gerardo	[REDACTED]	Owner

A red arrow points from the "Owner" role to the "Members" tab on the right-hand side. Below the table, there is a note: "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." The right-hand side has a sidebar with "Members", "Locations", and "Documents" tabs. At the bottom right, a red arrow points to a blue circular button with a white plus sign (+).

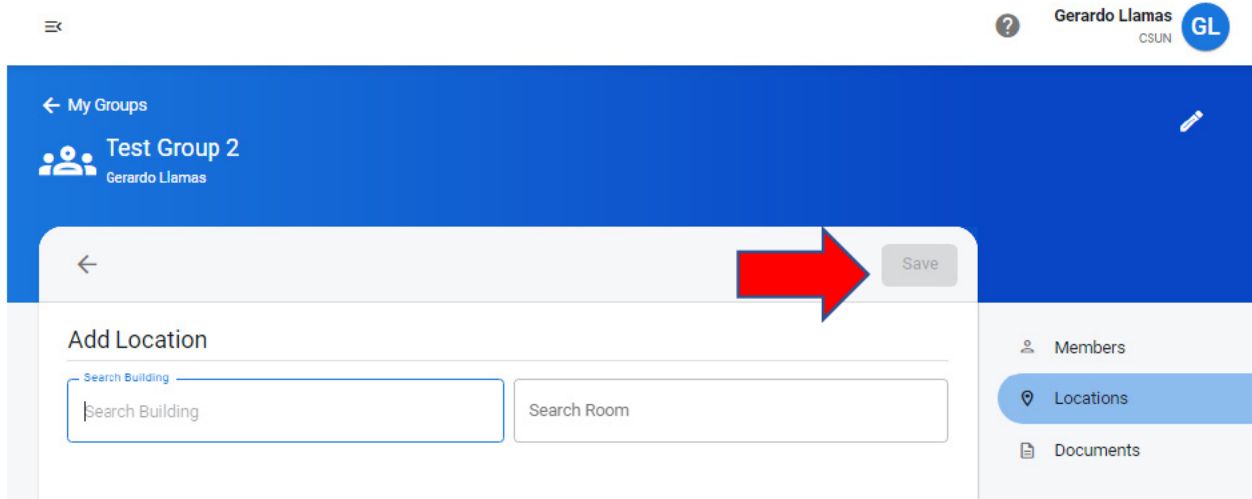
Step 9: Add individual names by starting to type person's name in the search box. If the person will be a delegate (instead of just an authorized user) click the box for "Delegate". (See the RSS page on the EH&S website for information about role designations). Click "Save". Repeat process until all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



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



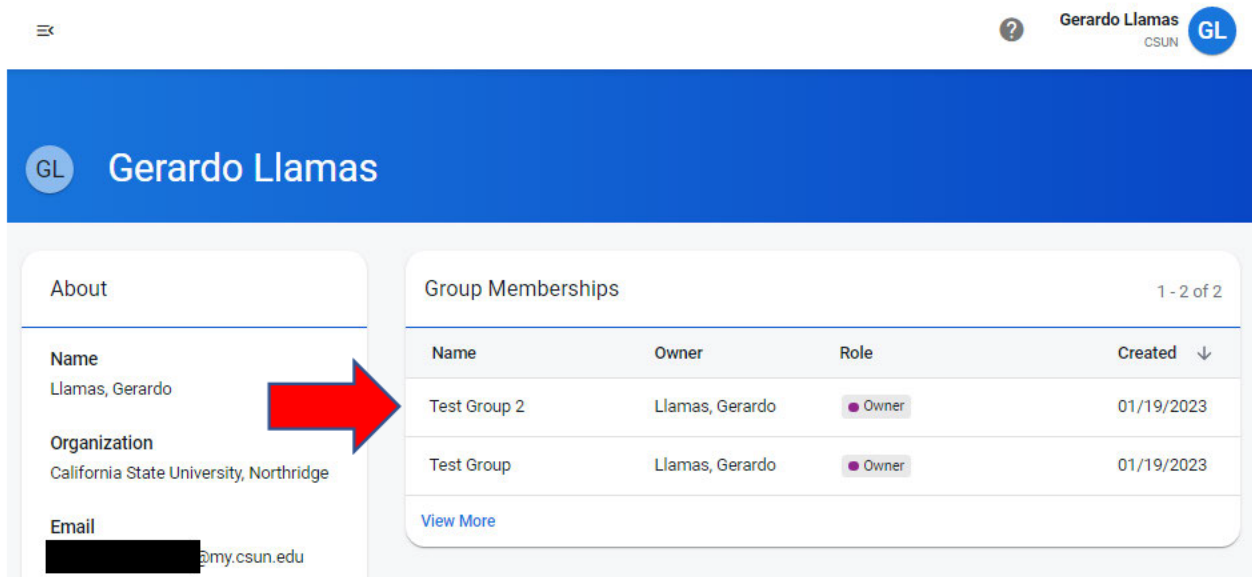
Step 8: Add the building name in the search box and then select the room number (these are already prepopulated, but let EH&S know if you don't see your space listed). Click "Save". Repeat this process until all locations (i.e. room numbers) have been added.



Managing/Editing a Group

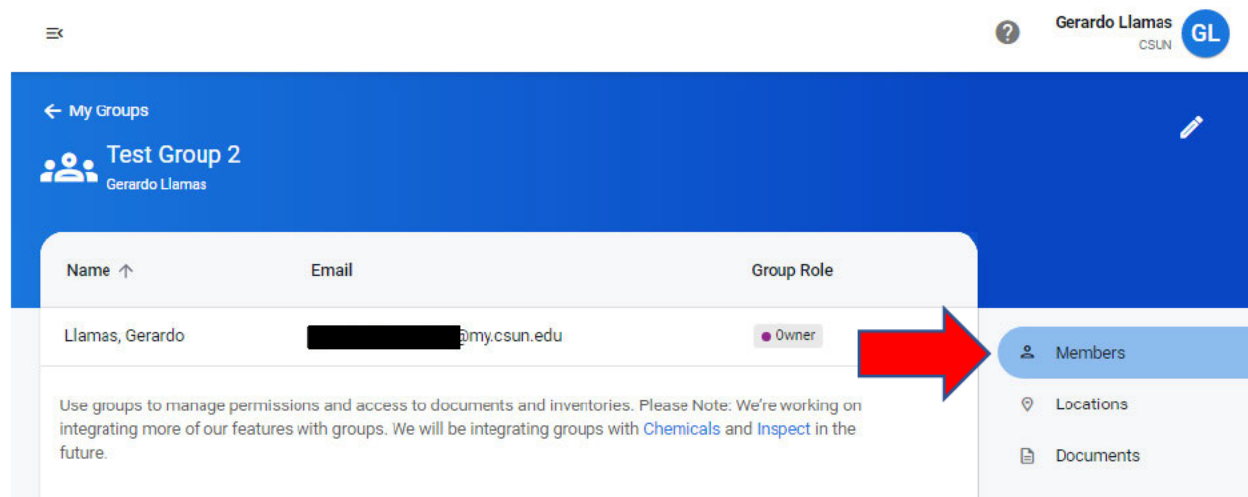
Step 1: Go to your profile (instructions above).

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

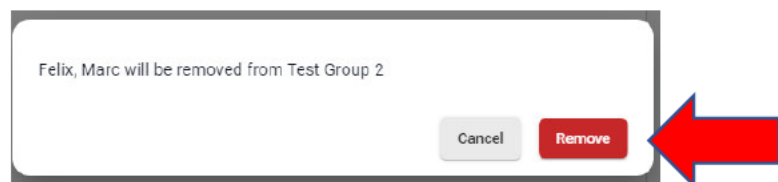
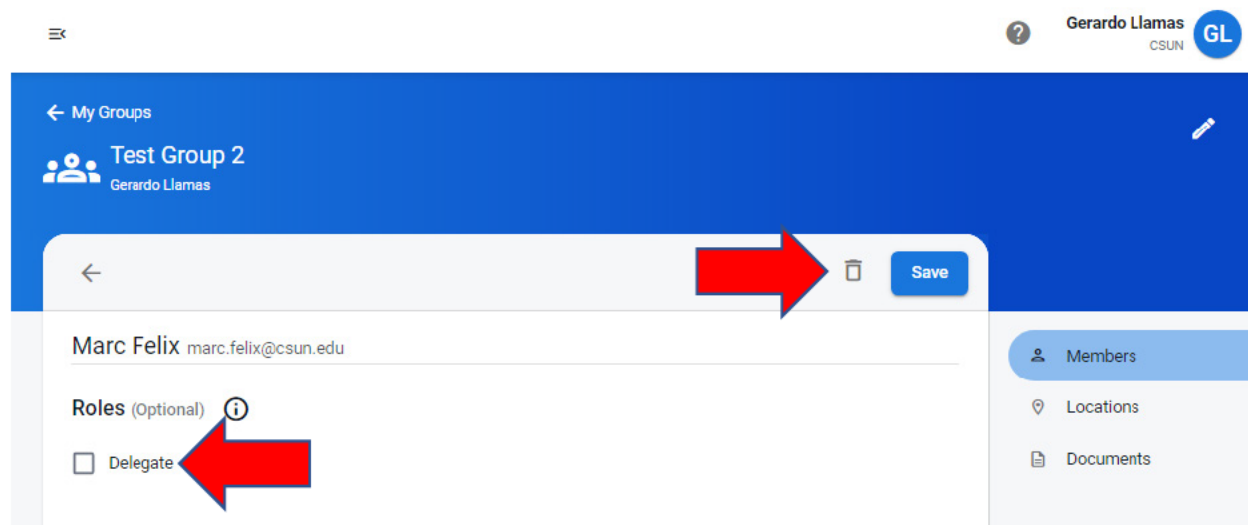


Step 3: Make changes to the group as needed.

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

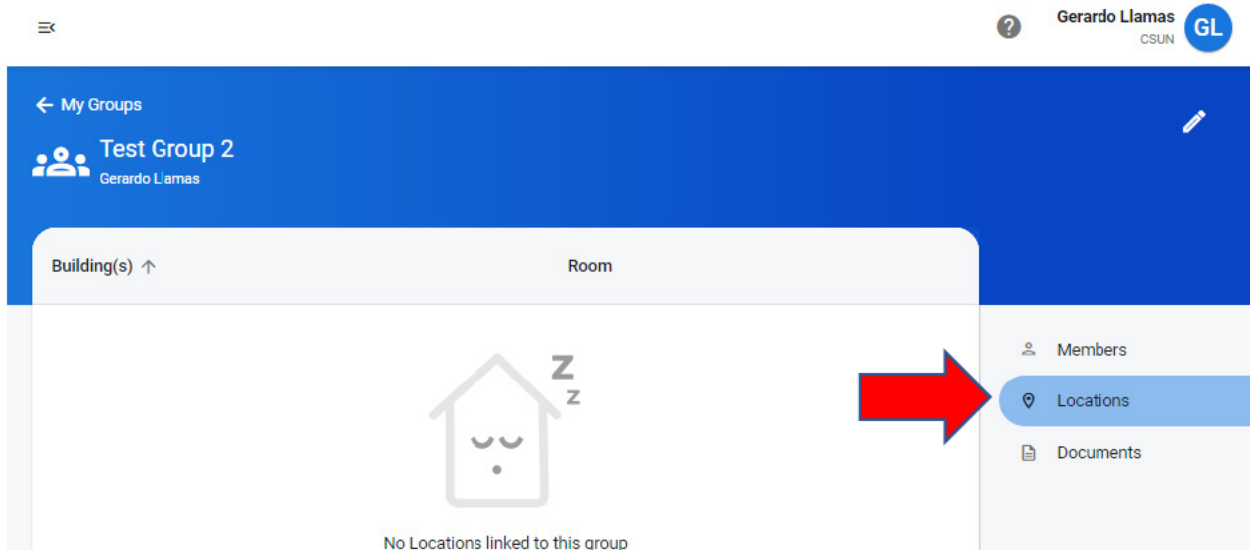


To delete individuals: Select their name. Next, select the **trash can icon**. Then select “**Remove.**”

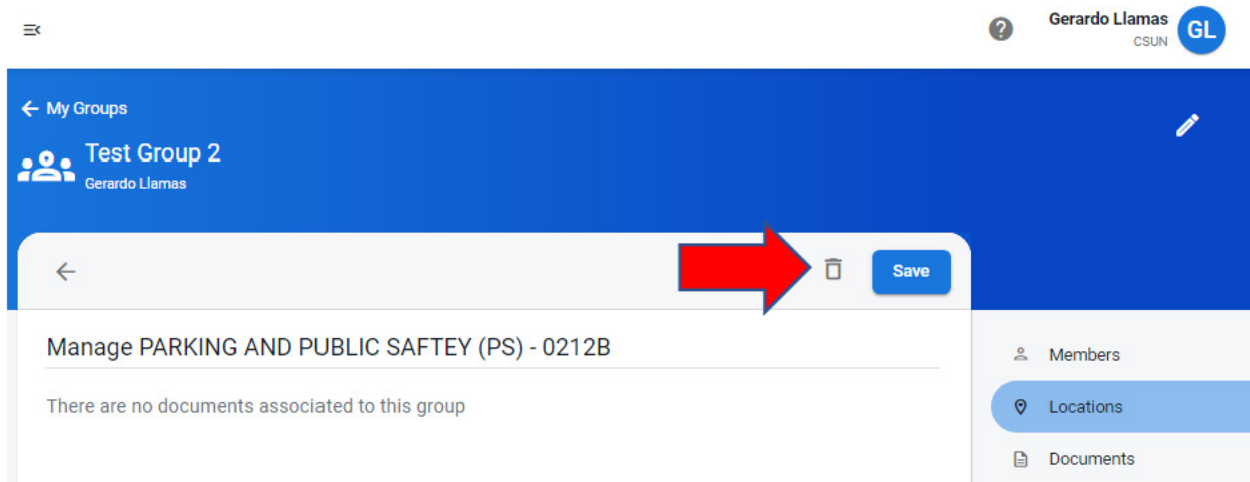


Changing the role of lab a member: Select the person, then check/uncheck the “**delegate**” box and hit save (Refer to the image above).

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.

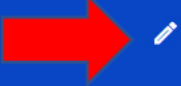
Gerardo Llamas CSUN GL

← My Groups

Test Group 2
Gerardo Llamas

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

Members



Edit name and select “Save”.

Edit Group

Name *

Test Group 2

Cancel Save

