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

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>Role</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Group 2</td>
<td>Llamas, Gerardo</td>
<td>Owner</td>
<td>01/19/2023</td>
</tr>
<tr>
<td>Test Group</td>
<td>Llamas, Gerardo</td>
<td>Owner</td>
<td>01/19/2023</td>
</tr>
</tbody>
</table>

**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.
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.
Edit name and select “Save”.

Edit Group

Test Group 2

Cancel Save