

Profile Admin

Create groups and manage ownership and permissions for your organization.

Assigning the Profile Admin Role

Typically, only the Environmental Health & Safety team at an organization will have the Profile Admin role since it grants edit access to all groups.

1. Log in to app.riskandsafety.com
2. From the RSS homepage, select **Admin Tools** in the top menu
3. Select **Roles**
4. Select **Profile Admin** from the right-hand menu
5. To add a Profile Admin, select the round + button in the lower right corner
6. Search for the person by name or email
7. Select **Add**
8. To remove someone from the role, select the checkbox next to their name and choose the removal icon (trash can) at the top of the list

Viewing Profile Groups

1. From the RSS homepage, select **Admin Tools** in the top menu
2. Select **Groups**
3. Search for groups by the group owner's name or group name
4. You can also search by any user with an RSS login

Creating a Group

1. From the RSS homepage, select **Admin Tools** in the top menu
2. Select **Groups**
3. Select the round + button in the lower right corner
4. Enter a name for the group
5. Search for a person who will own the group by their name or email
6. Select **Create**

Transferring a Group to a New Owner

Caution: Transferring a group also transfers any associated LHAT or chemical inventory.

1. From the RSS homepage, select **Admin Tools** in the top menu
2. Select **Groups**

3. Search for a group by the group owner's name or group name and select a group
4. Choose the pencil icon in the upper right corner
5. Remove the name of the current owner, search the name of the new group owner, and select their name
6. Select **Save**
7. Review the confirmation message and select **Transfer**

Renaming or Removing a Group (Group Owners and Admins Only)

WARNING: Removing a group will affect the documents and inventories associated with the group. To keep those documents, they should be transferred to another group before deleting their current group.

1. When viewing a group, choose the pencil icon in the upper right corner
2. Edit the group name and select **Save**
3. To remove the group, choose the removal icon (trash can) and confirm by choosing **Delete**