Group Management for Group Owners and Delegates

Use Profile groups to manage group members, locations, and permissions to documents and inventories.

If you do not see this option, your location may not allow you to create your own group. Reach out to your EHS Administrator for assistance.

Creating a New Group

1. Log in to RSS at app.riskandsafety.com with your credentials
2. Select your initials in the top right corner and select **Profile**
3. Select **View More** under "Group Memberships"
4. Select the round + button in the lower right corner
5. Enter a group name and select **Create**

Adding a User to a Group

1. Select a group from "Group Memberships"
2. Select **Members** from the right-hand menu and select the round + button in the lower right corner
3. Search for the person you wish to add by name or email and select their name
4. Check the boxes for the optional elevated "Role" and "Document and Inventory" access
5. Select **Save**

Assigning the Delegate Role to a User

The delegate role provides the following permissions:

- Ability to add, edit, and remove members and locations
- Granting Delegate access to other members
- Grants administrative roles to documents like Hazard Assessments, Chemical Inventories, or Biological Use Authorizations

1. When viewing a group, select **Members** from the right-hand menu
2. Select a person
3. Check the box next to "Delegate"
4. Select **Save**

Removing the Delegate Role from a User

1. When viewing a person's permissions in a group, uncheck the "Delegate" box
2. Select **Save**

Removing a User from a Group

1. When viewing a group, select **Members** from the right-hand menu
2. Select a person
3. Choose the removal icon (trash can) in the upper right
4. Confirm your choice by selecting **Remove**

Transferring Documents between Groups

1. When viewing a group, select **Documents** from the right-hand menu
2. Check the box next to a document
3. Select the "Move Documents" icon (right and left arrows) in the upper left
4. Choose a different **Group** from the drop-down menu
5. Select **Move**

Adding a Location to a Group

1. When viewing a group, select **Locations** from the right-hand menu
2. Select the round + button and search for a building and room
   - **Note**: You may have to search by a building's official name rather than a nickname or initials
3. Check the optional box(es) to associate the new location with the group's documents such as Lab Hazard Assessments
4. Choose **Save**

Removing a Location from a Group

1. When viewing a group, select **Locations** from the right-hand menu
2. Select the location to be removed and choose the removal icon (trash can)
3. Confirm your choice by selecting **Remove**