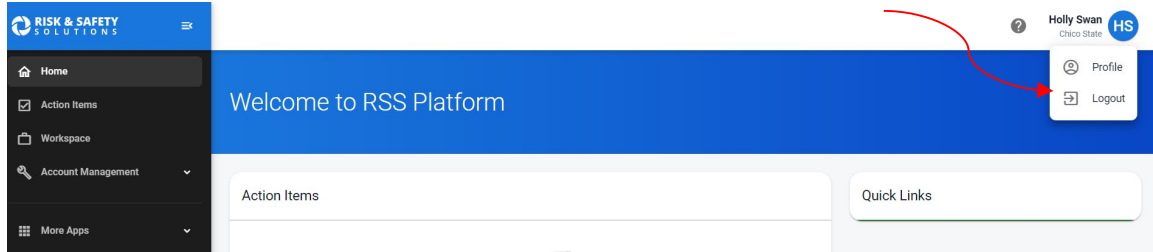


Creating and Managing Groups in RSS

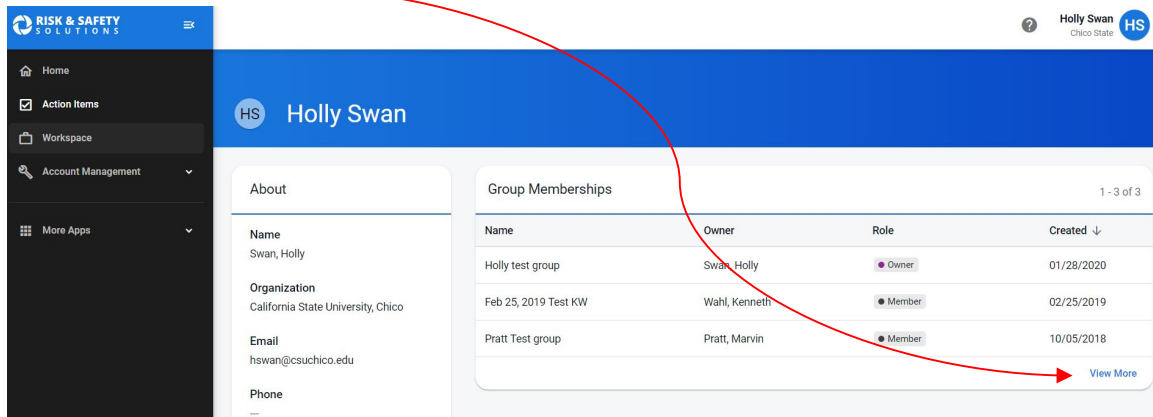
Creating a Group

Step 1: Log into RSS.

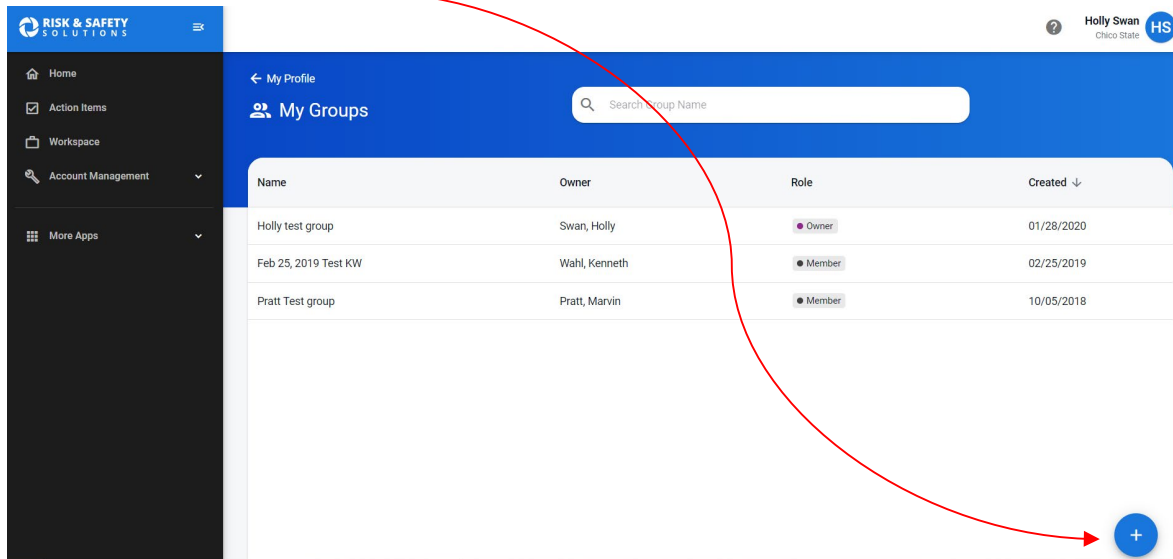
Step 2: Click on your name in the top right corner, and click on **Profile**



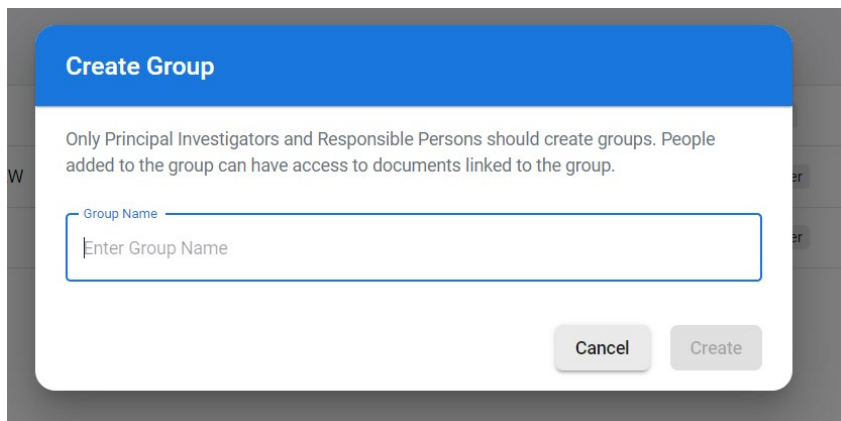
Step 3: Click on **View More** in Group Membership box



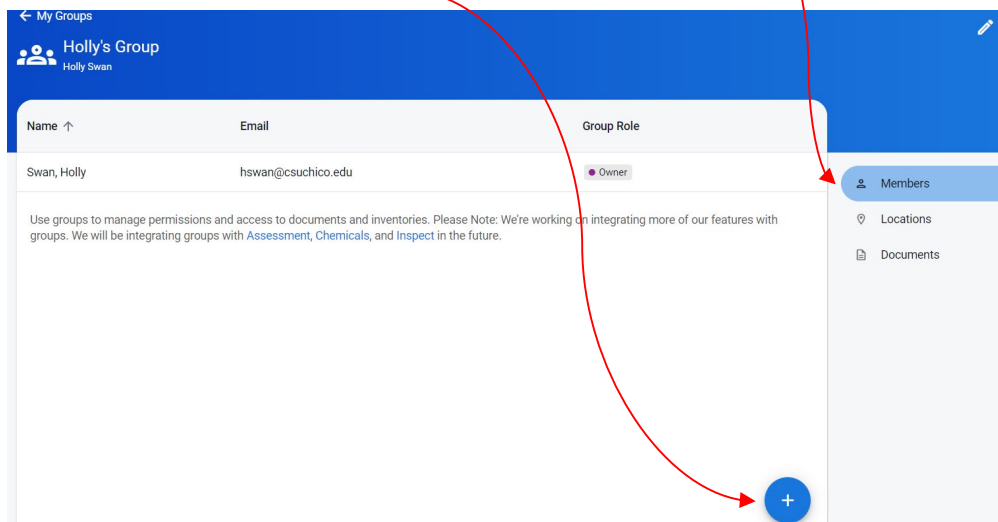
Step 4: Click on the blue **Add** icon on the bottom right hand



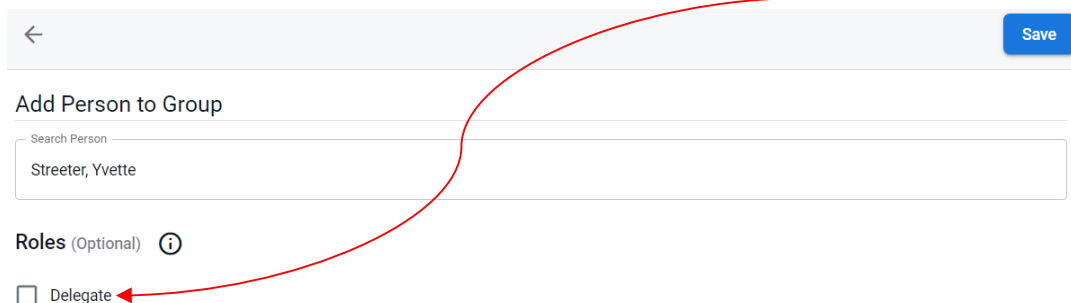
Step 5: Add Group name (this should be specific such as Building name, room number, and last name of group owner/researcher. Click **Create**.



Step 6: Add lab members (if applicable). Make sure the **Members** tab is selected on the right hand side. Click on the blue **Add** icon at the bottom right hand.

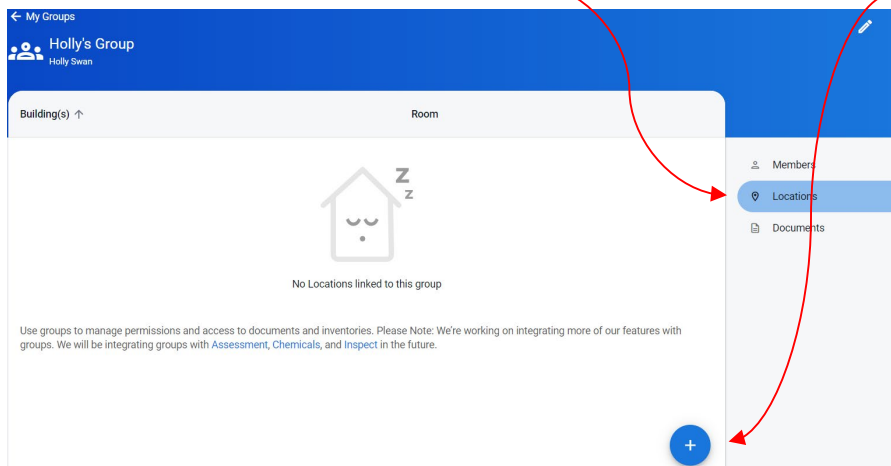


Add individual names by starting to type persons name in search engine. If person will be a delegate (instead of just an authorized user) click box for **Delegate**. Click **Save**.

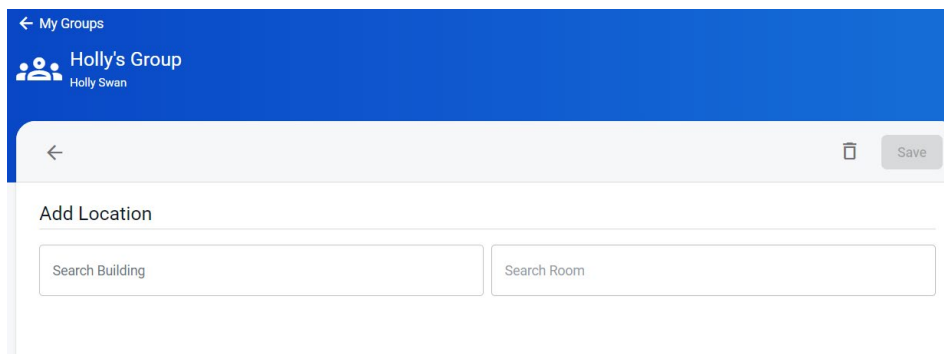


Repeat process until all lab members have been added.

Step 7: Add lab location(s). Click on **Locations** tab. Click on blue **Add** button at bottom.



Add building name in search engine and then select room number (these are already pre-populated from Facilities Link). Click **Save**.

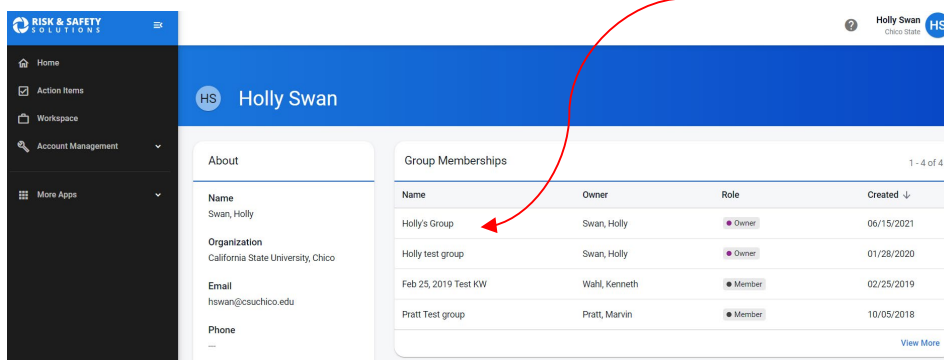


Repeat process until all locations (i.e. room numbers) have been added.

Managing/Editing a Group

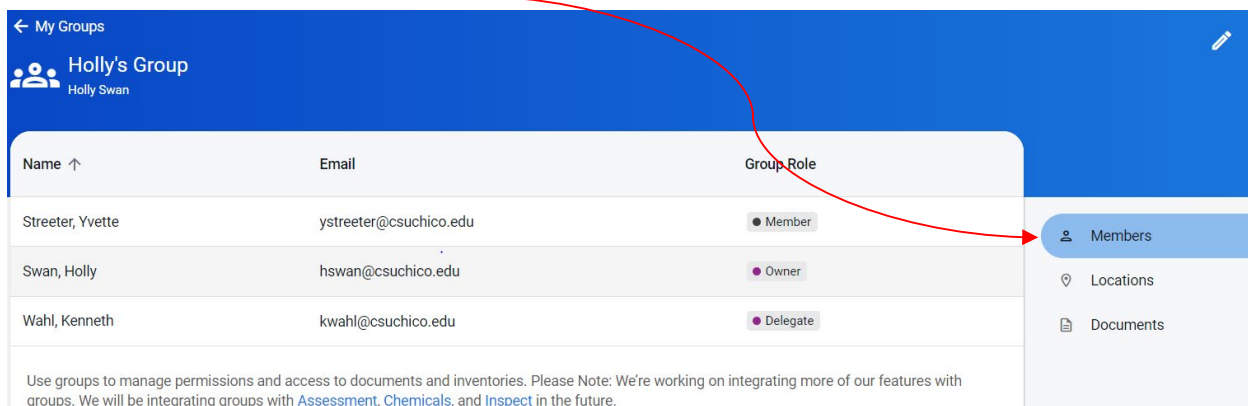
Step 1: Go to your profile (instructions above).

Step 2: Select group you want to edit by clicking **Group** in Group Memberships box

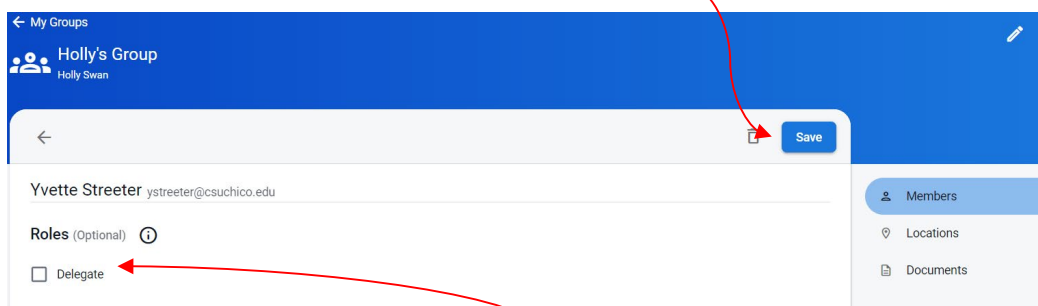


Step 3: Make changes to group.

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



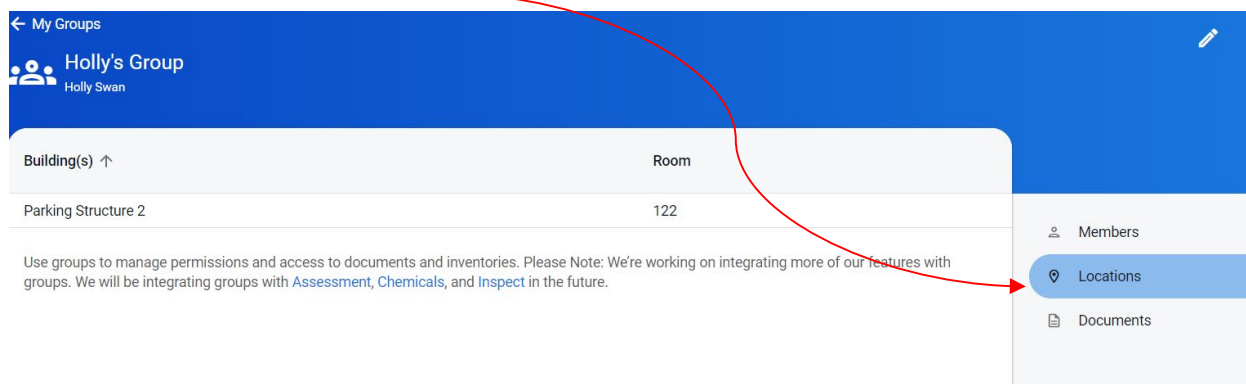
To delete individuals: Click on **name**. Click on **trash can icon**. Click **Remove**.



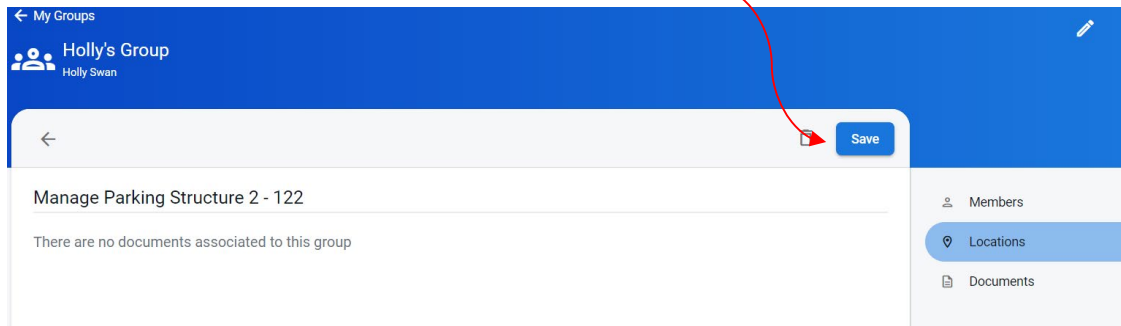
Changing status of lab member: Click on person, then click/unclick **delegate** box and hit **save**.

To add individuals: Follow Step 6 in Creating a Group instructions.

To edit locations: Click on **Locations** tab.

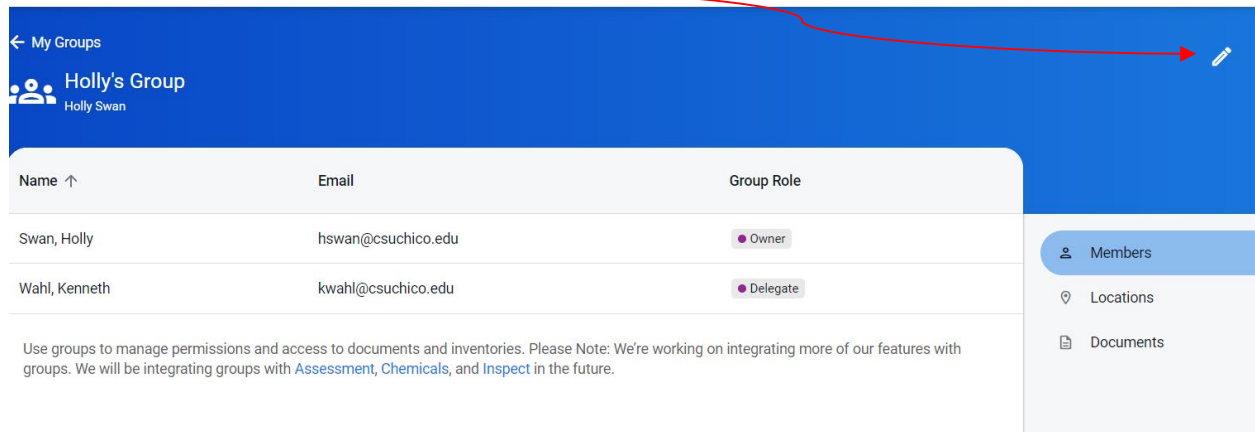


To delete locations: Click on **location**. Click on **trash can** icon. Click **Remove**.



To add locations: Follow Step 7 in Creating a Group instructions.

To edit Group name: Click **pencil** icon at top right corner.



Change name and click **save**.

