Create Groups

Select a Group

Groups need to be created by the Responsible Person (RP). As a "Responsible Person" you are accountable for the health and safety of a group of people in their working environment. In a research environment this would be the Principal Investigator (PI). In more general work environments, this would be the supervisor of that group or the person who is ultimately responsible. If you are a member of a unit and need to be added to a group, please contact your RP for access.

- Select Create group
  - Enter your group name and select Next.

- Search and choose the name of the person/s you would like to add to your group. Continue to add names to your group. When all the people have been added, select Next.
• Search and choose the buildings and rooms associated with your group. Select **Complete**.

• Your group is now set up and available to **Select**.