Assessment - Manage Groups

Manage Groups

- Select your chosen group or if at this stage you need to make amendments to your group, select the icon and select the Manage Groups option.

![Assessment - Manage Groups](image)

- Add Group Members
  - In the section titled People, select Add and search for names. Select users to add to your group. When you have finished adding names select Done.

- Edit Group Members
  - Select name/s you would like to edit and select the Edit button. You will be able to add or remove the delegate role for that group member.

- Remove Group Members
  - Select name/s you would like to remove and select Remove. A YES or NO option will appear asking you to confirm.

- Add Locations
  - Select Add.
  - Search and choose the building and room.
  - Select Done.

- Remove Locations
  - Select the location/s you would like to remove and select Remove. A YES or NO option will appear asking you to confirm.

For more information about Assessment, contact service@RiskandSafetySolutions.com