

## Profile

### Lab Roles

**Responsible Person** is the owner of the group or lab, most commonly the Principal Investigator (PI).

- **Assessment:** Can create and certify Assessments and edit lab staff and locations.
- **Inspect:** Receives report notifications and can resolve findings for inspections and audits.
- **Chemicals:** Can create, add to, edit, share and transfer inventory. Access to manage lab functionality.

**Delegate** has the ability to do many of the same functions as the Responsible Person. Most often is a lab manager.

- **Assessment:** Can create an Assessment (but not certify) and edit lab staff and locations.
- **Inspect:** Receives report notifications and can resolve findings for inspections and audits.
- **Chemicals:** Can create, add to, edit, share, and transfer inventory. Access to manage lab functionality.

**Authorized User** is a staff member in a lab.

- **Assessment:** Can acknowledge Assessments certified by the PI for their lab(s).
- **Inspect:** Receives notifications and can resolve findings for inspections and audits.
- **Chemicals:** Can create, add to, edit, share and transfer inventory.

### Administrative Roles

- **Profile Admin:** Can view, edit and create groups for all users at their location.
- **Collections Admin:** Can create collections or groups of labs. Useful for Department Safety Coordinators and others, who need access to a specific group of labs.

## Inspect

### Administrative Roles

- **Administrator:** Can create and edit all system reports, manage roles, locations, people and edit checklist.
- **Inspector:** Can create and edit reports.

## Chemicals

### Administrative Roles

- **Chemical Admin:** Ability to search inventories for their specific campus, create an inventory, generate reports, read only access to chemical master library.
- **Inventory Manager:** Can create, add to, edit, share and transfer inventory. Access to manage lab functionality.
- **Chemical Informatics:** Manage chemical master library, family data verification and aggregation, and resolve chemical related issues submitted by users.
- **Fire Marshal:** Define control areas, assign characteristics (i.e approved storage, sprinklered/non-sprinklered, occupancy, etc), generate MAQ reports.

## About Profile

The Profile application centralizes and publishes shared information such as people, groups, collections and locations, to provide users with consistent data that integrates across the RSS product suite. Group information created in Profile is available in Assessment, Inspect, Chemicals and other RSS applications.

## Getting Started

- Log in to CSU Safety at [csu.risksafety.solutions/myboard](https://csu.risksafety.solutions/myboard)
- Select the person icon in the right-hand corner of the home screen to access your Profile account.
- When you log in to Profile, the Summary tab displays your roles and contact information, including your system permissions or role assignments.

## Creating a Group

- Select the **Groups** tab.
- Select the blue **Add Group** button.
- Enter the group name and select **Submit**.
- Select the **People** tab to search and choose the name of the person/s you'd like to add to your group.
- Select the **Locations** tab to search and choose a building location and room associated with your group.
- Select the **green checkmark icon** to complete – your group is now set up and integrated throughout the RSS product suite.

## Collections Management (Administrators Only)

### Creating a Collection

- The new Collections feature allows Administrators to create groups of labs or Collections, that can be associated with safety coordinators.
- Select the **Create A Collection** button.
- Type in a name for your collection and select **Submit**.

### Adding Groups to a Collection

- Search by the name of a group or the name of the group owner and select it from the list to add the group to the Collection.

### Adding a Safety Coordinator

- Search by name or email address and select the person's name to add them as a Safety Coordinator.

## Managing Roles (Administrators Only)

- To view or update your list of campus Admins select the **Manage Roles** tab.
- Assign a Profile Admin role by searching for a person's name then select the desired individual. After selection, the person will automatically have Profile Admin permissions.
- To remove someone as a Profile Admin, choose the horizontal ellipsis and select **Remove Role**.

## Location Management-- Creating Ad Hoc Locations (Administrators Only)

- Access the Location Management page at [csu.risksafety.solutions/location-management/](https://csu.risksafety.solutions/location-management/)
- Select the **red "plus" button** at the bottom right of the page.
- Enter information for ad hoc building and select **Save**.