

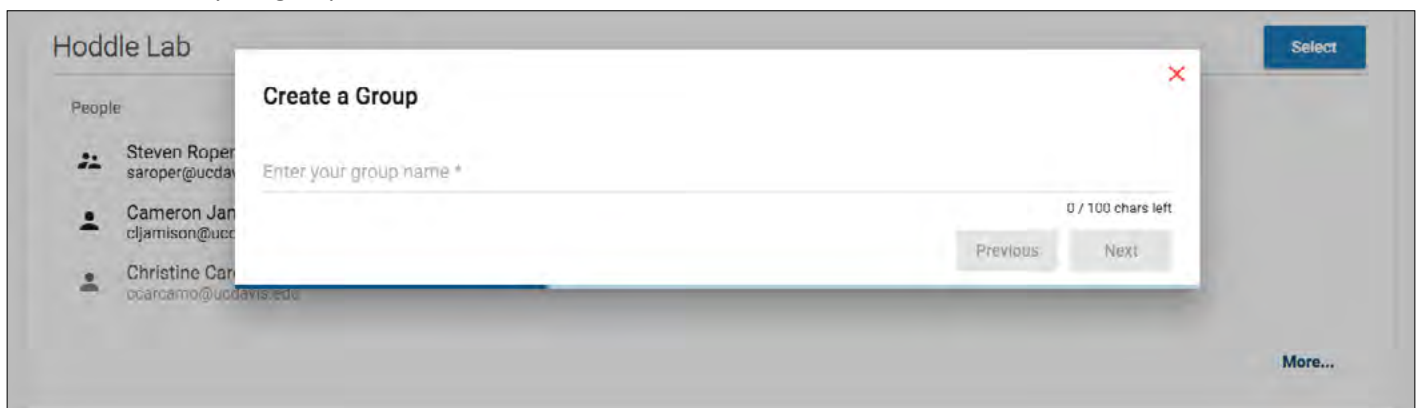
Create Groups

Select a Group

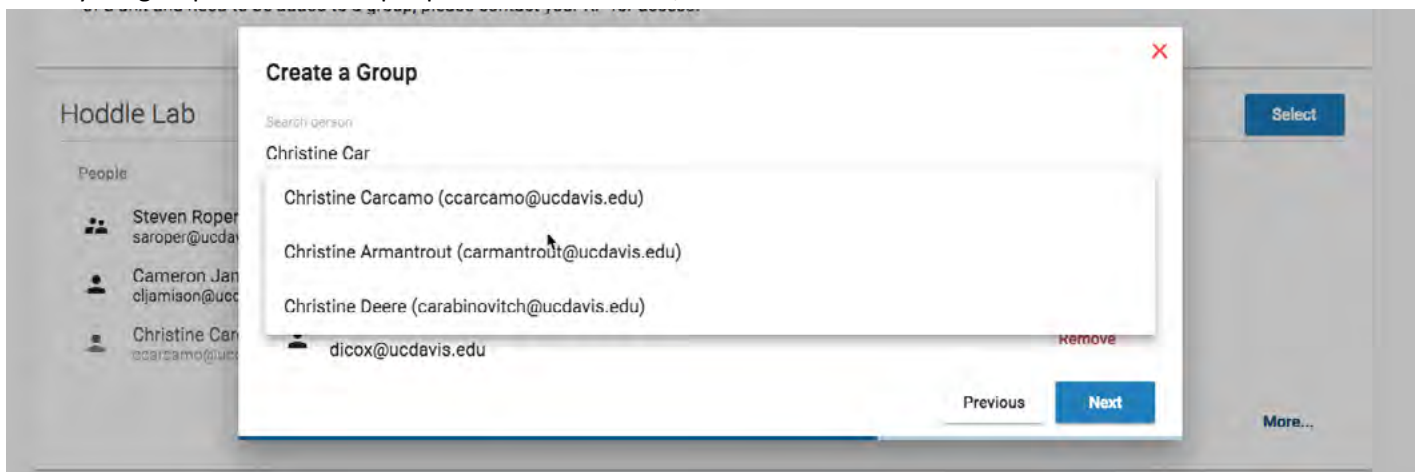
Groups need to be created by the **Responsible Person (RP)**. As a "Responsible Person" you are accountable for the health and safety of a group of people in their working environment. In a research environment this would be the **Principal Investigator (PI)**. In more general work environments, this 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.

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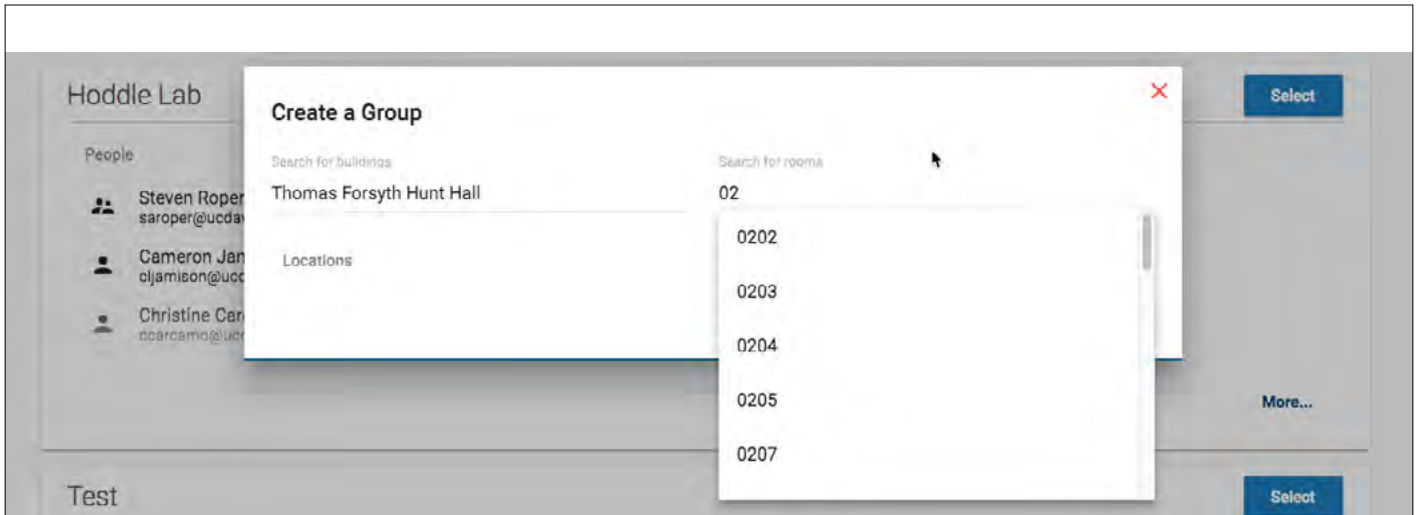
- Select **Create group**
 - Enter your group name and select **Next**.



- 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**.

