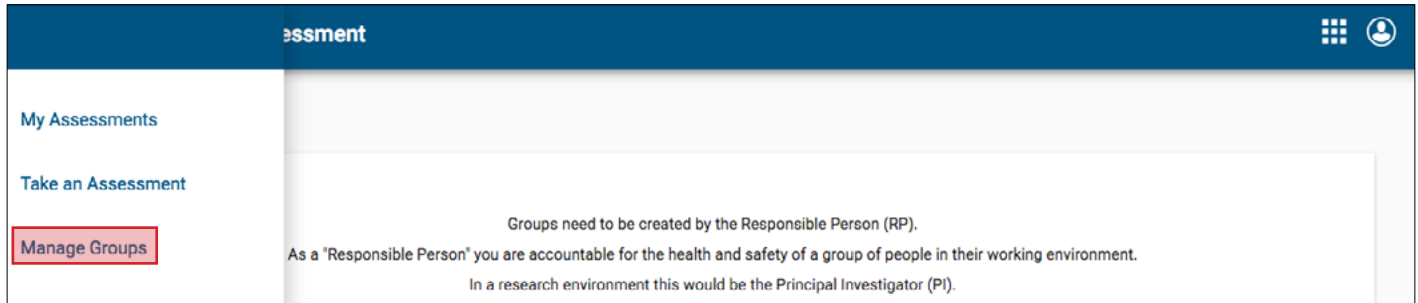## Manage Groups

- 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.

- 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.
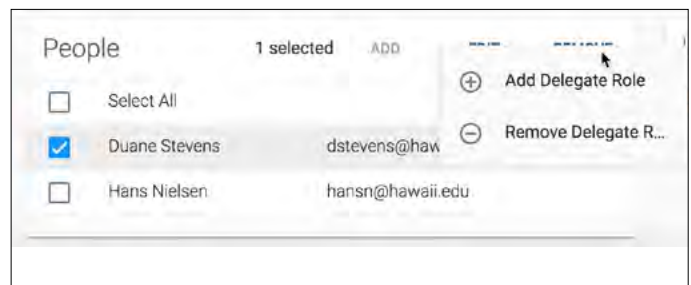
- Remove Group Members
  - Select name/s you would like to remove and select **Remove**. A YES or NO option will appear asking you to confirm.
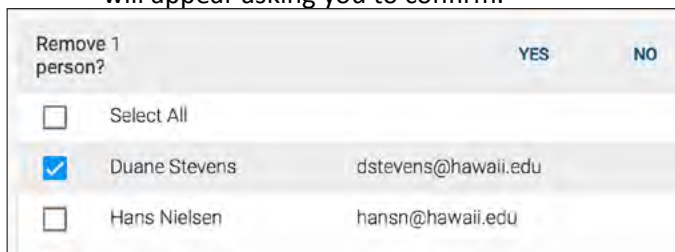
- Add Locations
  - Select **Add**.
  - Search and choose the building and room.
  - Select **Done**.

- 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