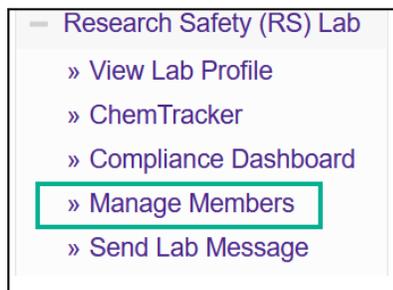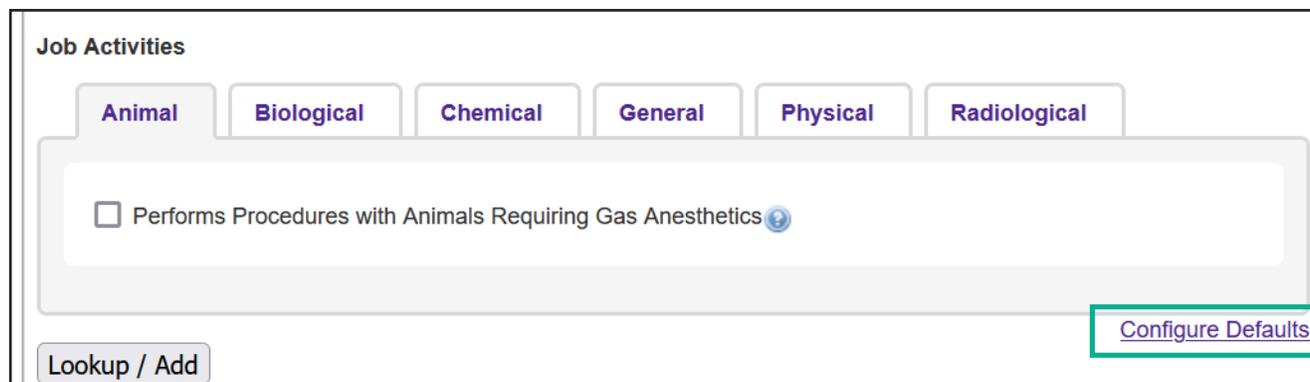## Setting up a Default Lab Member Profile

If you would like to set up a default profile for new or existing lab members, follow these steps:
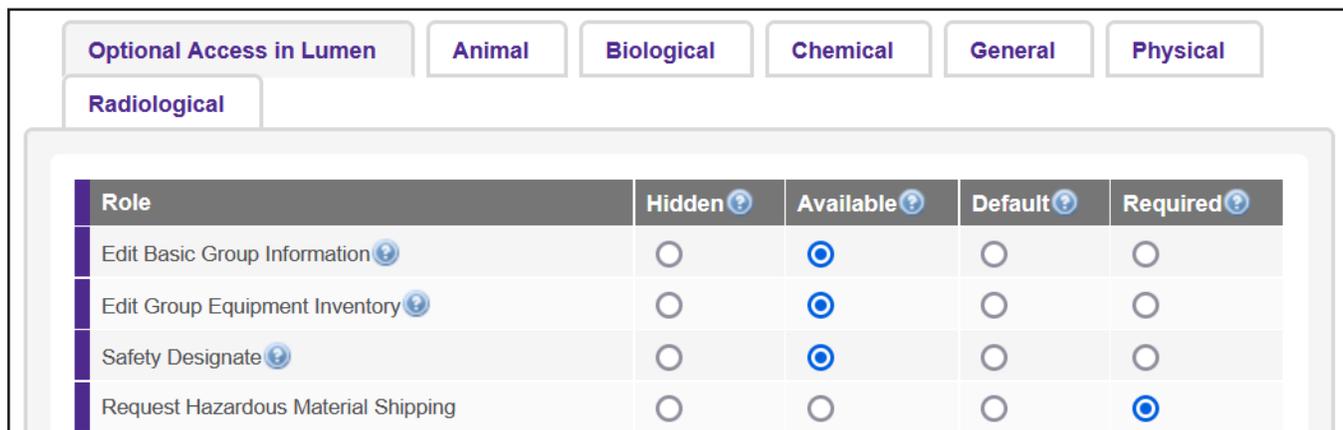
In the left menu, select "Manage Members".

Scroll to the bottom of the page and select "Configure Defaults".

For each tab decide whether the role or job activity will be "Available" (can be added but is not automatically assigned), or "Default" (automatically assigned to all lab members) and select the appropriate radio button.

"Required" is used by Research Safety to assign job activities (and trainings) that are mandatory for all lab members.

For example, the Biological Safety Certification is required for any lab member in a lab that works with biological materials at BSL2 or above.

Hazardous Chemical Waste Management, Lab Safety and Personal Protective Equipment Certifications are required for any lab member in a lab where chemicals are used.

You cannot uncheck these required assignments.

When you have finished selecting roles and job activities, decide whether to apply these new defaults to only new lab members or to all new and existing members, and select the corresponding radio button. Select Save to complete your new default profile.

Apply new Defaults to:

◉ New group members

◯ All new and existing group members

If you select "Apply to all new and existing", not only newly added users, but all existing users in groups this template applies to will get these new defaults. Note that "Required" Job Activities will ALWAYS be applied to all.

[Save] [Reset to Defaults]