

# The Facts



## OCCUPATIONAL AND ENVIRONMENTAL SAFETY

### On Configuring Defaults for Members on SciShield

Configuring defaults for your group members allows you to set up all the job activities to your members. If you configure the defaults before adding your members, this will automatically assign those activities to your group without having to add them individually.

#### How to Configure Defaults Step-By-Step

1. Log into SciShield with your Clemson credentials.
2. On the left-hand side, you will see the name of the group you are a part of in SciShield. Click the name of the group and then click "View Lab Profile."
3. Click the "Members" tab at the top.
4. Add a member by typing in their name in the "Name" box under "Add a Member." Select their name and under designation select whether they are a Group Member or Group Manager. Then click Lookup/Add on the bottom left.
5. Scroll to the bottom and click "Configure Defaults" on the bottom right.
6. Browse through the different tabs (Optional Access in SciShield, Biological, Animals, Chemical, Physical, Electrical, Facilities, and General) and check "Required" for the roles that apply to your group.
7. Under "Apply new Defaults to:" select "All new and existing group members."
8. Click "Save"

**Welcome to SciShield**

**Announcements**

09/08/2023: [Training Notifications will be t...](#)  
Beginning on Friday September 15, 2023, training notifications for all online courses and some i... [\[more\]](#)

09/08/2023: [BioRAFT officially becomes SciSh...](#)  
Beginning on September 15, 2023, the name of BioRAFT will be changed to SciShield. • Only the n... [\[more\]](#)

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**Weber Lab Members**

| Name                                | Email               | Designation            | Last Confirmed: 09/19/2022                  |
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**Weber Lab Configure Defaults**

| Role  | Hidden                   | Available                           | Default                             | Required                 |
|---|--------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Edit Basic Group Information                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Group Compliance Liaison                        | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Manage Institutional Equipment                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Create Digital Door Signs                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Generate Door Signs                             | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Manage Documents in Group                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Manage Group ChemTracker Inventory              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Perform Space Self Inspection                   | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Print Door Signs                                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| View Group ChemTracker Inventory                | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| View Medical Surveillance Records in Group      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| View Medical Surveillance Requirements in Group | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |