Platform Navigation Guide

- GROUP LEADERS

SciShield

Laboratory Risk Management. Digitized.

The SciShield Platform provides a streamlined way to manage the safety and compliance needs for your group. Accessible from most computers or mobile devices running a current major web browser, the system allows users to identify the people, places, and hazards associated with a group.

For questions regarding your group's setup within the SciShield Platform, contact your Health and Safety Team.

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Logging In

1. Go to your organization's instance of SciShield

2. Enter your login credentials. **Can't log in? Contact your Health and Safety Team for assistance**

3. On the left-hand of the screen, expand the menu with your group's name

4. Click on your group's "View Profile" link. **Don't see your group? Contact your Health and Safety Team for assistance**

Setup Wizard

1. When first logging in, click the "General Setup Wizard" link on the SciShield homepage

2. To delegate this process to a trusted member of your group, click the "Delegate Now" link

3. Proceed through the wizard to enter your group's contact information, research information, and hazards

4. Use the "Name" lookup tool to add members to your group, then assign individual job activities

5. To visit previous steps in the wizard, click the links in the left-hand menu

NOTE: This information may be edited or updated at any time and updates may be required by your Health and Safety Team on a periodic basis

Updating Group Members

1. In the left-hand group menu, click "Manage Members"

2. Using the "Add a member" section, type in a member's name using the "Name" field. SciShield will lookup the name against your organization's directory services. **Can't find who you are looking for? Contact your Health and Safety Team for assistance.**

3. Select the appropriate designation; use the "Optional Access" section to assign additional permissions

4. Assign any relevant job activities

5. Click "Lookup/Add" at the bottom of the screen

6. If applicable, click the "Confirm List" button to update the date the members list was last approved

Uploading Documents to Group Library

1. In the left-hand group menu, click "View Profile"

2. Click the "Documents" link in the sub-menu near the top of the screen

3. From this page, view, edit, or remove documents that are accessible for your group

4. To upload a new document, use the "Attach a New Document" link. **Don't see the link to upload a document? Contact your Health and Safety Team for assistance**

5. Select the applicable file type and classifications; click the "Choose File" button to select the document for upload

6. To easily find relevant documents, use the "File Type" or "Classification" drop-downs

Sending Group Messages

1. From the left-hand group menu, select "Send Message"

2. Select or de-select the recipients from the full list of group members

3. Add a subject line and enter the body of the message

4. Expand the "Advanced Options" section to CC or BCC other individuals from your organization, or to add attachments to the message

5. Click the "Submit" bottom to send the message

Updating Group Hazards

1. From the left-hand group menu, click "View Profile"

2. In the "Research Focus" section, click the "Edit Hazards" link

3. Select or de-select the applicable hazards based on your group's research. Hover over the help bubble for additional details about each hazard

NOTE: Your organization may require periodic updates of your group hazards list

Viewing Compliance Dashboard

1. From the left-hand group menu, click "Compliance Dashboard"

2. Use the dashboard to view member and hazard information for your group

3. If applicable, you will see training compliance, inspection history, and equipment information for your group

Changing Job Activity Defaults

Set a job activity template in order to assign or require job activities by default to members of your group.

1. From your group's "Members" tab, click the "Configure Defaults" link towards the bottom right

2. Click into each tab to adjust each job activity's default state (available, default, required, hidden)

3. Hover over the help bubble icons next to each state to learn more

4. To apply changes, select whether the new selections should apply to new members only or to all new and existing members of your group

5. Click the "Save" button to finalize

Contact Info

Need assistance? Contact the SciShield Support Team

✉ EMAIL: **Support@scishield.com**

☎ PHONE: **1-800-939-7238 x82**

9am – 5pm Eastern Time
Monday - Friday