

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".

Job Activities							
	Animal Biological Chemical General Physical Radiological						
Performs Procedures with Animals Requiring Gas Anesthetics 😡							
Lo	okup / Add	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.

Optional Access in Lumen Animal	Biological	Chemical	General	Physical
Radiological				
Role	Hidden 💿	Available 💿	Default 😨	Required®
Edit Basic Group Information	0	۲	0	0
Edit Group Equipment Inventory	0	۲	0	0
Safety Designate 😡	0	۲	0	0
Request Hazardous Material Shipping	0	0	0	۲



"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	