Managing RSDs

The new process for RSD maintenance is as follows.

- A CoE Administrator chooses to 'Mange RSD Contacts' when viewing the contacts at their organisation.
- They make the necessary changes to the list.
- They submit the changes.
- The PEO selects the link in the email they are sent.
- The PEO either approves or rejects the changes.
- The CoE Administrator is notified of the outcome.

Manage RSD Contacts



- 1. To edit any of a contact's details, select 'Edit'. You can know add the new detail to the fields on the pending record. Only some information about contacts can be edited.
- 2. The User can add a new RSD, Submit the changes they have made, cancel to stop view the page or reset the changes they have made.
- 3. This is the list of RSDs. To edit the RSD simply click on the appropriate RSDs name.
- 4. This is the legend for the symbols found next to the RSD list.

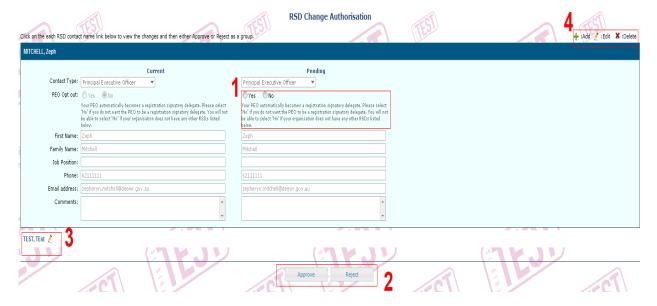
Things to Remember

- A PEO can't be deleted.
- The PEO can only opt-out of being an RSD if there are other RSDs at the Organisation.
- RSDs must never have generic email addresses.
- A CoE Administrator may edit pending changes.
- The changes must be approved within 14 days.

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- 1. A PEO may choose to opt-in/out of being an RSD before they make a decision about the changes.
- 2. The PEO can choose whether to either 'Approve' or 'Reject' all of the changes.
- 3. This is the list of RSDs. To view the RSDs changes simply click on the appropriate RSDs name.
- 4. This is the legend for the symbols found next to the RSD list.

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- RSDs must never have generic email addresses.
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