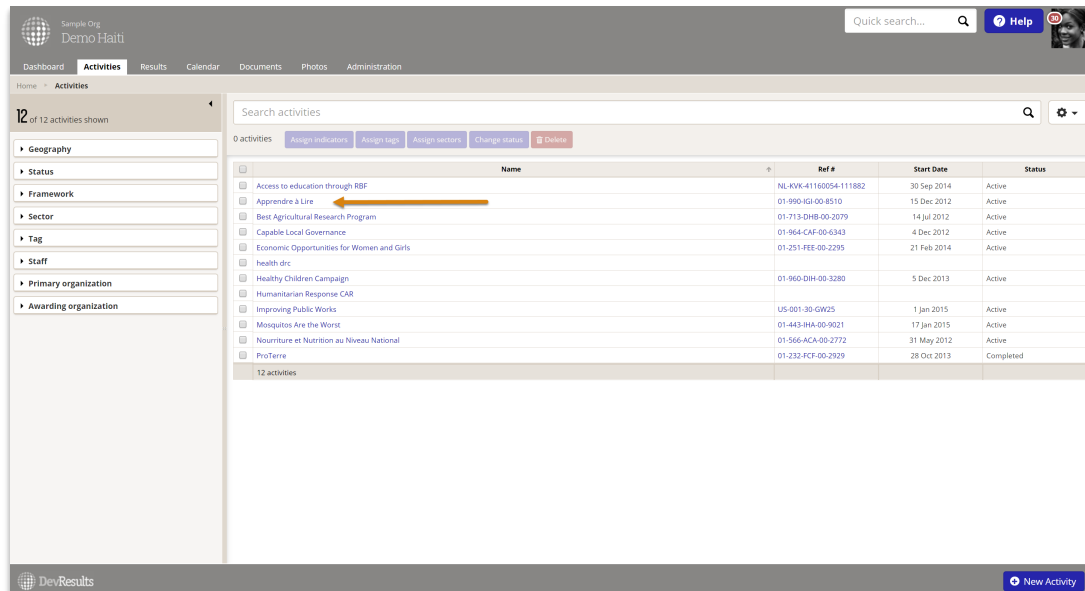


Assign a User to an Activity

Last Modified on 04/09/2018 3:19 pm EDT

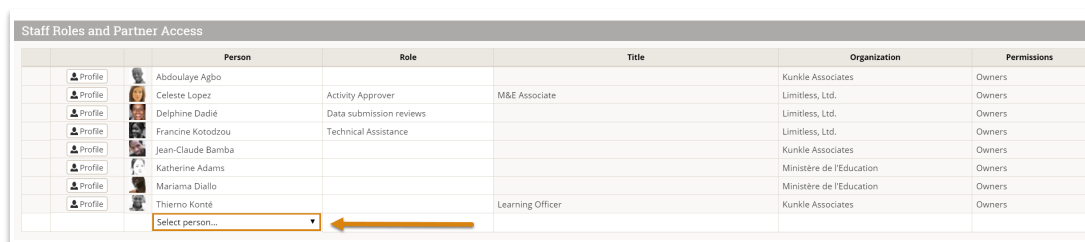
Click on the **Activities** tab of the main menu options.

Click on the activity to which you will assign a user.



In the **Overview** tab, scroll down to the bottom section: **Staff Roles and Partner Access**.

Click on the first empty cell in the **Person** column and a dropdown menu will appear. Select the user you want to assign to this activity.



If you are unable to access this dropdown menu, then your permission level does not allow you to update this type of activity information. Please speak with your supervisor.

If the user is not listed in the dropdown menu, see: [Add a New User](#) .

Optional: In the **Role** column, add the role the user has for this activity. This might differ from their formal job title.

All changes are automatically saved.

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