

# **INL DevResults User Guide: Requesting to Add or Remove Users in DevResults (Partner Users)**

# ***Adding and Removing Users: Partners***

It is important to keep your project user list up-to-date. Partners email their INL PM to make add or remove user requests. The INL PM will use the information provided to initiate add/remove user requests.

**To add users**, reach out to your INL PM via email and provide them the following information for each user that needs to be added to DevResults:

- 1) The user's first and last name
- 2) The user's email address
- 3) The user's Partner Organization name
- 4) The user's permission level (e.g., Partner Contributor or Partner Manager):
  - **Partner Contributors** can enter project monitoring data into DevResults for their assigned projects but cannot submit it to INL without approval by a Partner Manager first.
  - **Partner Managers** can enter project monitoring data into DevResults and submit it to INL for their assigned projects. Note that each project must have at least one Partner Manager assigned to it!
- 5) The name(s) of the project(s) the user is affiliated with

**To remove users**, Partners email their INL PM to make remove or replace user requests. If the name of the user's replacement is known, provide the INL PM with the above user details in order to create the account for the new user. To initiate user removal, provide the name of the user (and project(s) to which they are assigned) in an email to the INL PM.