# Assign a User to a Project

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Assigning users to projects provides three main benefits:

- 1. Provides a shared record of who is involved with a project, both internally and externally
- 2. Ensures that associated users get notifications about project discussions and data submission/approval (depending on your site's **notification settings**)
- 3. Provides partner users with access to the project

There are several tools in DevResults for assigning users to projects

- Assign user(s) to a project on the project's overview page
- Assign user(s) to project(s) from the project index
- Assign project(s) to a user on the user's profile page
- Assign project(s) to user(s) from the user index
- Import assignments from the bulk imports page

**Note:** If any of these options is unavailable, your permission group does not allow you to update this information. Please speak with your supervisor.

#### Assign user(s) to a project on the project's overview page

On a project's overview tab, scroll down to the bottom to see the Staff Roles and Partner Access section.

#### Click on Assign Users.

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	Profile	Isabelle Mbagbouée	Approver	Deputy Executive Director	USAID	Owners					
	Profile	Mahawa Kaba		Principal Biomedical Scientist	University of Boulder	Partner Managers					
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In the popup, select the user(s) you'd like to assign to the project. You can filter the list of users by group and organization, or search by name or email in the search bar at the top. Then click **Assign**.

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If the user is not listed in the popup index, see: Manage Users.

**Optional:** In the **Role** column, add the role the user has for this project. This might differ from their formal job title, as users might have different roles within different projects.

# Assign user(s) to project(s) from the project index

- Go to the user index at **Program Info > Projects.**
- Select one or more projects using the checkboxes to the left of each user. You can filter the projects to find those of interest using the filters on the left, *e.g.* to select all projects for a certain organization or with a certain tag.
- Click Assign users.
- Select user(s) from the pop-up. You can filter the users to find those of interest using the filters on the left, *e.g.* to select all users in a certain organization or in a certain user group.
- Click Assign.

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▼ Status	Better Health Alliance	PEP-572-BOE-00-7	5 May 2016	Active	S
Active	<ul> <li>Building Responsiveness In Local Governments</li> </ul>	01-427-DEB-00-426	21 Apr 2018	Active	F
Completed	Business Infrastructure Revitalization Project	01-186-GDC-00-42	27 Jan 2018	Active	1
Not Started	Capable Local Governance	01-964-CAF-00-634	8 Jan 2016	Active	k
▶ Mechanism	Capacity Development in Rural Areas	01-431-IFH-00-195	19 Jan 2016	Active	1
	Changing Lives through Technology	01-909-CGI-00-461	5 Jul 2018	Active	1
▼ Framework	Commercial Agribusiness for Sustainable Horticulture Program	01-737-DAF-00-46(	21 Jul 2018	Active	
Main Framework	Communities of Hope	01-873-HBB-00-83	17 Aug 2018	Active	4
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▼ Sector	Community Relief and Mitigation Project	01-835-FFE-00-437	7 Feb 2016	Active	- F
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	Community support for better municipal Policy	01-727-FIB-00-771	111407 2016	Active	
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### Assign project(s) to a user on the user's profile page

- At the bottom of an individuals' profile page, click **Assign Projects.**
- Select project(s) from the pop-up. You can filter the projects to find those of interest using the filters on the left, *e.g.* to select all projects for a certain organization or with a certain tag.
- Click Assign.

**Optional:** In the **Role** column, add the role the user has for this project. This might differ from their formal job title, as users might have different roles within different projects.

#### Assign project(s) to user(s) from the user index

- Go to the user index at **Administration > Users**.
- Select one or more users using the checkboxes to the left of each user. You can filter the users to find those of interest using the filters on the left, *e.g.* to select all users in a certain organization or in a certain user group.
- Click Assign projects.
- Select project(s) from the pop-up. You can filter the projects to find those of interest using the filters on the left, *e.g.* to select all projects for a certain organization or with a certain tag.
- Click Assign.

#### Import assignments from the bulk imports page

- Go to Tools > Bulk Imports.
- Download the template for Project Roles.
- Add a row for each project-user assignment. You can add as many assignments as needed for multiple users and multiple projects.
- Import the template by clicking on the Import Project Roles button on the Bulk Imports page and following the prompts in the pop-up.



Example template with project-user assignments:

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4	Access to Scho	ol Lunches	jennifer.sullivan@devresultsdemo.com Approver			
5	Better Health A	Alliance	gianna.nelson@devresultsdemo.com Project Manager			
6	Better Health A	Alliance	yacine.sylla@devresultsdemo.com Data entry			
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**Optional:** In the **Role** column, add the role the user has for this project. This might differ from their formal job title, as users might have different roles within different projects.

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