

Assign a User to an Activity

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Assigning users to activities provides three main benefits:

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

There are several tools in DevResults for assigning users to activities

- [Assign user\(s\) to an activity on the activity's overview page](#)
- [Assign user\(s\) to activity\(s\) from the activity index](#)
- [Assign activity\(s\) to a user on the user's profile page](#)
- [Assign activity\(s\) 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 an activity on the activity's overview page

On an activity's overview tab, scroll down to the bottom to see the **Staff Roles and Partner Access** section.

Click on **Assign Users**.

The screenshot shows the DevResults interface for an activity titled "Addressing Corruption in Local Government" under the "University of Boulder" organization. The "Overview" tab is selected. Below the navigation tabs, there is a section for "Awarding Organization" with details for USAID. The main section is "Staff Roles and Partner Access", which contains a table with the following data:

	Person ↑	Role	Title	Organization	Permissions
Profile	Aboubacar Diallo	Reviewer	Finance & Administration Direc...	USAID	Owners
Profile	Adriana Campbell	M&E Specialist	Hiv And Aids Specialist	Kunkle Associates	Partner Managers
Profile	Isabelle Mbagbouée	Approver	Deputy Executive Director	USAID	Owners
Profile	Mahawa Kaba		Principal Biomedical Scientist	University of Boulder	Partner Managers

At the bottom left of the table, there is a button labeled "+ Assign Users" with an orange arrow pointing to it. At the bottom right of the page, there are buttons for "Delete this activity" and "Done".

In the popup, select the user(s) you'd like to assign to the activity. 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**.

Example Organization
DevResults

Quick search...

Data
Assign Users

Home
Add 184 of 184 users shown

Univer
Over
Awar
USAID
USAID
202-712
202-712
1300 P
Washin
DC
20523
Edit
Staff

Search users

4 users

<input type="checkbox"/>	Photo	Email	First Name	Last Name	Organization	Group
<input type="checkbox"/>		katherine.adams@devr	Katherine	Adams		Managers
<input type="checkbox"/>		alyssa.allen@devresul	Alyssa	Allen	Kunkle Associates	Partner Managers
<input checked="" type="checkbox"/>		daniel.ammann@devre	Daniel	Ammann		Owners
<input type="checkbox"/>		brian.antwerp@devres	Brian	Antwerp		Partner Managers
<input type="checkbox"/>		moussa.badjan-young@	Moussa	Badjan-Young		Contributors
<input checked="" type="checkbox"/>		siri.bahirini@devresul	Siri	Bahirini		Contributors
<input type="checkbox"/>		carly.baker@devresul	Carly	Baker		Partner Managers
<input type="checkbox"/>		jean-claude.bamba@de	Jean-Claude	Bamba		Contributors
<input checked="" type="checkbox"/>		ansoumane.bangoura@	Ansoumane	Bangoura		Partner Managers
<input checked="" type="checkbox"/>		jeanne.bell@devresul	Jeanne	Bell		Owners
<input type="checkbox"/>		john.bender@devresul	John	Bender		Owners
<input type="checkbox"/>		christine.benga@devre	Christine	Benga		Owners

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 activity. This might differ from their formal job title, as users might have different roles within different activities.

Assign user(s) to activity(s) from the activity index

- Go to the user index at **Program Info > Activities**.
- Select one or more activities using the checkboxes to the left of each user. You can filter the activities to find those of interest using the filters on the left, e.g. to select all activities 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**.

The screenshot displays the 'Activities' page in the DevResults interface. On the left, there are filter panels for Geography (Boké, Conakry, Faranah, Kankan, Kindia, Labé, Mamou, Nzérékoré), Status (Active, Completed, Not Started), Mechanism, Framework (Main, Foreign Assistance), and Sector (Agriculture, DRG). The main area shows a table of activities with columns: Name, Ref #, Start Date, and Status. A search bar is at the top right. Below the search bar are buttons for 'Bookmark', 'Assign indicators', 'Assign tags', 'Assign sectors', 'Assign reporting periods by dates', 'Assign users', and 'Change status'. A red arrow points to the 'Assign users' button. Another red arrow points to the 'Assign' button in the 'Role' column of the table.

Name	Ref #	Start Date	Status
<input type="checkbox"/> Access to School Lunches	01-519-HBD-00-54	22 Dec 2015	Active
<input checked="" type="checkbox"/> Addressing Corruption in Local Government	01-172-FEE-00-667	16 Apr 2018	Active
<input type="checkbox"/> AgriMAX	01-950-GDC-00-47	19 Sep 2017	Active
<input type="checkbox"/> Apprendre à Lire	01-990-IGI-00-851	12 Feb 2020	Active
<input checked="" type="checkbox"/> Bednets Distribution Program	01-565-CAE-00-817	14 Oct 2016	Active
<input type="checkbox"/> Better Health Alliance	PEP-572-BOE-00-7	5 May 2016	Active
<input checked="" type="checkbox"/> Building Responsiveness in Local Governments	01-427-DEB-00-42	21 Apr 2018	Active
<input type="checkbox"/> Business Infrastructure Revitalization Project	01-186-GDC-00-42	27 Jan 2018	Active
<input type="checkbox"/> Capable Local Governance	01-964-CAF-00-634	8 Jan 2016	Active
<input type="checkbox"/> Capacity Development in Rural Areas	01-431-IFH-00-195	19 Jan 2016	Active
<input type="checkbox"/> Changing Lives through Technology	01-909-CGI-00-461	5 Jul 2018	Active
<input type="checkbox"/> Commercial Agribusiness for Sustainable Horticulture Program	01-737-DAF-00-46	21 Jul 2018	Active
<input type="checkbox"/> Communities of Hope	01-873-HBB-00-83	17 Aug 2018	Active
<input type="checkbox"/> Community Health Services Strengthening	PEP-925-FHC-00-4	27 Nov 2017	Active
<input type="checkbox"/> Community Relief and Mitigation Project	01-835-EEE-00-437	7 Feb 2016	Active
<input type="checkbox"/> Community Support for Better Municipal Policy	01-727-FIB-00-771	11 Nov 2016	Active

Assign activity(s) to a user on the user's profile page

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

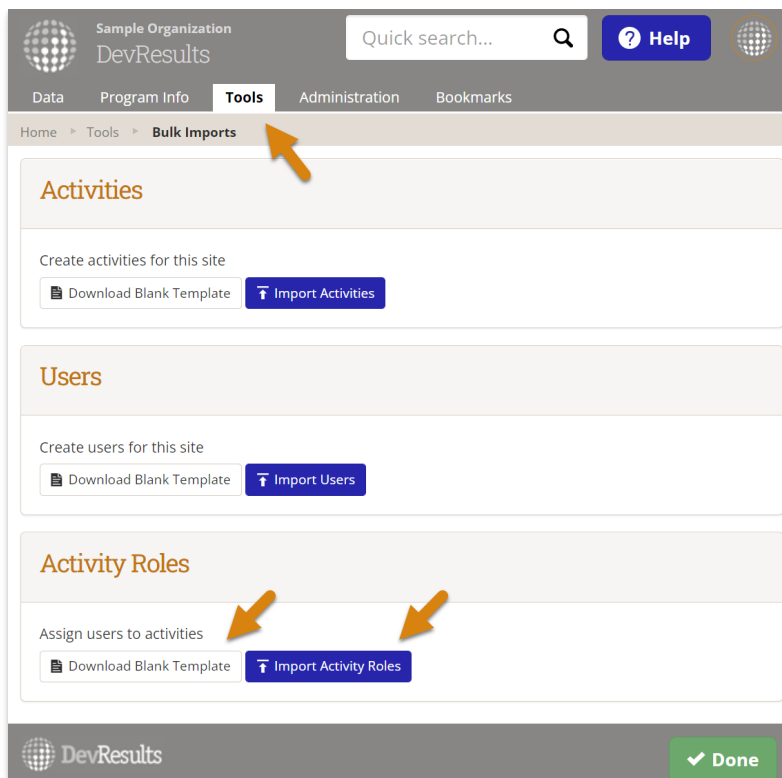
Optional: In the **Role** column, add the role the user has for this activity. This might differ from their formal job title, as users might have different roles within different activities.

Assign activity(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 activities**.
- Select activity(s) from the pop-up. You can filter the activities to find those of interest using the filters on the left, e.g. to select all activities 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 **Activity Roles**.
- Add a row for each activity-user assignment. You can add as many assignments as needed for multiple users and multiple activities.
- Import the template by clicking on the **Import Activity Roles** button on the Bulk Imports page and following the prompts in the pop-up.



Example template with activity-user assignments:

Activity	User	Role
Access to School Lunches	gianna.nelson@devresultsdemo.com	Project Manager
Access to School Lunches	hawa.gnimagnon@devresultsdemo.com	Subject matter expert
Access to School Lunches	jennifer.sullivan@devresultsdemo.com	Approver
Better Health Alliance	gianna.nelson@devresultsdemo.com	Project Manager
Better Health Alliance	yacine.sylla@devresultsdemo.com	Data entry
Better Health Alliance	mohamed.sassine@devresultsdemo.com	COP

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

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