# PM

Assigning Roles

Overview: Many roles within PM Web have default users assigned as the same individual is int that role regardless of project. However, there are several that vary per project such as PM, Inspector, contractor, and others. The PM is responsible for assigning the project specific roles and keeping them updated.

Reference: n/a

1- Click on **PORTFOLIO** from the buttons on the left.
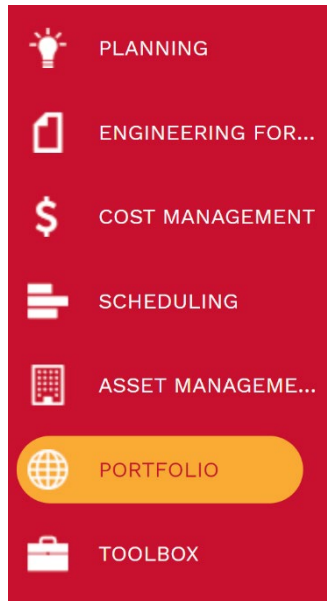
2- Under **Records,** select **Projects**
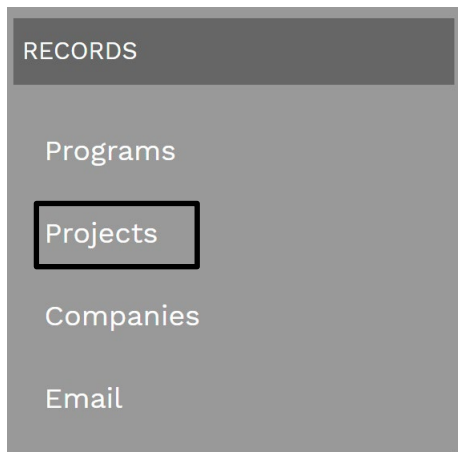
3- Select the **project** from the list provided.

4- Click on **"USERS"** tab at the top navigation bar.

5- Under **'WORKFLOW ROLES'**, select the user from the list provided and drag name over to specific named role in the Role Box directly to the right of '**WORKFLOW ROLES'**.

6- Repeat for additional users.

7- Click on "**Save**" icon in the top bar of window.

8- **Process Complete.**