Allocating users to projects in the Evidence Mapper

From the project homepage you will have a section "Manage Users on this project". Click on "Manage Users" and it will bring up a page to add users.

Manage Users on this Project

You can manage the Users allocated to this project, including adding/removing users and setting user permissions...

Manage users...

TrainingVideoProject – Users

System Users

Name of User

Users on Project

User	Project Manager?	Screening Manager?	Screener?	Map Manger?	Indexer?	
	☐	☐	☐	☑	☐	⊖ Remove from Project
	☑	☑	☑	☑	☑	⊖ Remove from Project
	☐	☑	☐	☐	☐	⊖ Remove from Project
	☐	☐	☐	☑	☑	⊖ Remove from Project
	☐	☑	☑	☑	☑	⊖ Remove from Project

On the left you can search and add the user to the project on the right. Users that have been added will be listed and you can then select the role they have in the project.

Always make sure at least one person is Project Manager.

If you want to remove a user from the project, click "Remove from project". When complete, click "Save" and then click on "Return to project page".

For additional support, please contact evidencemap@crystallise.com

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