

## 5.3.6 Assign Work to Users

Work assignments are based on the blueprint. These assignments can be allocated at any level of the blueprint, including at the global project level all the way down to the Tally level.

Select the **Manage Users Assign Questions** menu.

The screenshot shows the 'Assign Work to Users' page. The navigation menu on the left includes 'Manage Users', 'Contact Users', 'Committees', 'Create Roles', 'Assign Roles', 'Assign Questions', and 'Item Check-out'. The main content area is titled 'Assign Work to Users' for 'Project: Casey test'. It includes a description: 'This page allows you to assign work to users within the system. Click on the pencil icon to assign questions to the users below. Existing Write, Review and Validate assignments are displayed against each user.' There is an 'Auto-Assign Work' button and a pagination control showing 'Page 1' and 'Items Per Page: 10'. The table below has the following data:

User	Activity	Criteria	Remaining
Smith, Evelyn	No Assignments		
Smith, Casey	No Assignments		
Smith, Rusty	No Assignments		

The **Assign Work to Users** page has the following features:

Column	Description
	Edit work assignments to users.
<b>User</b>	Displays the user name.
<b>Activity</b>	Displays the activity of the user e.g., Write, Review, Translate, or Validate.
<b>Criteria</b>	Displays the criterion for the assignment.
<b>Remaining</b>	Displays the number of items yet to be written for the criterion.

There are two ways to assign items to the users.

Items can be assigned by using the **Auto-Assign Work** option or by **manually distributing/assigning** the items to each user.