

How to Assign Users to a Organizational Hierarchy:

From the list of all Organizational Hierarchies, click the User icon for the Userset to which you want to assign users.

Program Management > Manage User Sets

Manage User Sets

5 User Set(s) found

All [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)

☐ Include all User Subsets in listing.

NAME ↓	DESCRIPTION	
Islamabad Campus		
Lahore Campus		
Melbourne Campus (AU)	Melbourne Campus (AU) offers advanced technology education where students learn software development and cybersecurity skills.	
New York Campus (US)	New York Campus (US) provides students with modern education in business and IT, preparing them for the corporate and professional world.	
testing		

- After opening the Users tab, you will see the users currently assigned to the userset. To assign additional users, click the Available to Assign button.

Melbourne Campus (AU): Assign Users

Detail Edit User Subsets Tracks **Users** Programs Roles

Currently Assigned

Available To Assign

+ Save search

Filters: ID Number: Any x Name: Any x Automatically Assigned: All v x + Add

ID NUMBER	FIRST NAME	LAST NAME	AUTOMATICALLY ASSIGNED	ACTIONS
Test Program _User	Test	User	No	

Showing 1-1 of 1 Result Page: 1

Bulk Edits To perform bulk actions, drag rows here.

Currently Assign User

Add All 1 Search Results

Clear

- A list of available users will be displayed. Select the user you want to assign and click the arrow icon to move the user to the assignment area.
- Click the green tick (?) to confirm the assignment.

Melbourne Campus (AU): Assign Users

Detail Edit User Subsets Tracks **Users** Programs Roles

Currently Assigned Available To Assign

+ Save search

Filters: ID Number: Any X Name: Any X + Add

ID NUMBER	FIRST NAME	LAST NAME	ACTIONS
Test Program User	Tester	Demo	
You are about to assign this user to the user set, proceed?  			
syedmahtab	Mahtab	Hussain	
support@paktaleem.net	PakTaleem	Support	
syedzonair	Syed	Zonair	
warda@paktaleem.net	Syeda	Warda	

- Next, click on the Currently Assigned button to view all users who have been successfully assigned to the batch.

Add a user if your list is too long and you can't find a specific user in the list.

If the user you want to assign is not visible in the list, follow these steps:

- Click the Add button.
- A dropdown list of search fields will appear.

- Select the appropriate field (such as Email, Username, City/Town, Country or Other available user profile fields).
- Enter the user's information in the selected field.

Program Management > Manage User Sets > Melbourne Campus (AU)

Melbourne Campus (AU): Assign Users

Detail Edit User Subsets Tracks **Users** Programs Roles

Currently Assigned Available To Assign

+ Save search

Filters: ID Number: Any X Name: Any X Email: "student" X + Add

Username

City/town

Postal code

Address

Phone

State/Province

Country

Creation time

ID NUMBER	FIRST NAME	LAST NAME	EMAIL	ACTIONS
student1@gmail.com	student		student2@paktaleem.net	
student1@paktaleem.net	Test		student1@paktaleem.net	
student3@paktaleem.net	Test		student3@paktaleem.net	
student4@paktaleem.net	Test	student4	student4@paktaleem.net	
student5@paktaleem.net	Test	student5	student5@paktaleem.net	
student6@paktaleem.net	Test	student6	student6@paktaleem.net	
student7@paktaleem.net	Test	student7	student7@paktaleem.net	
student8@paktaleem.net	Test	student8	student8@paktaleem.net	
student9@paktaleem.net	Test	student9	student9@paktaleem.net	

The matching user will appear in the list. Select the user and assign them to the Userset.

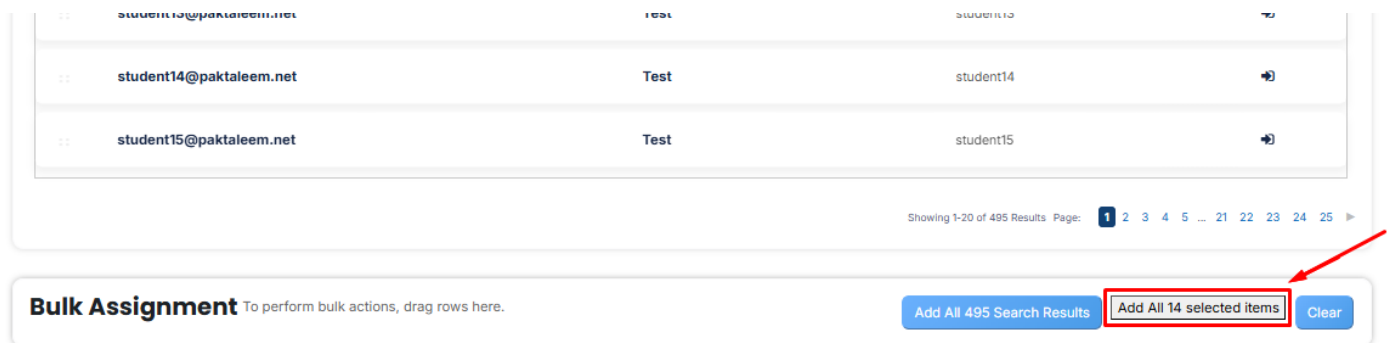
Bulk User Action:

If you want to assign multiple users in one time then follow these steps:

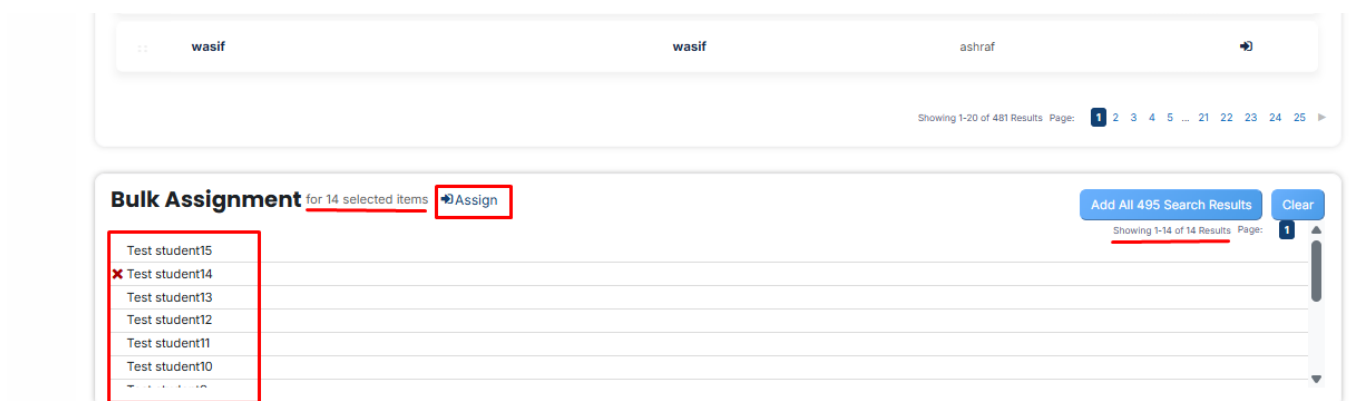
Method 1:

- Select those users you want to assign.
- After making your selections, click the “Add All 14 Selected Items” button to add the selected users.

The number displayed in the button (e.g., 14) represents the number of items currently selected and will change depending on how many items you select.



- Then click on the Assign button in the Bulk Assignment Section to move the users to the assigned list.

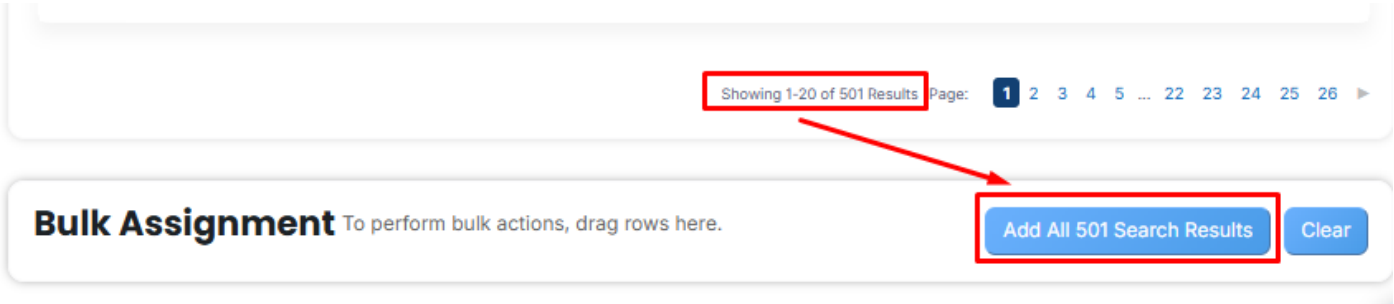


Method 2:

- Click the “Add All 501 Search Results” button to add all users with a single click. The number displayed in the button (e.g., 501) will change depending on the

number of users available in the search results.

- If you want to clear everything, click the Clear button.



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