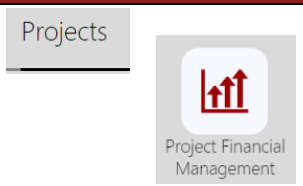
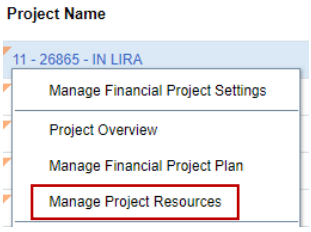
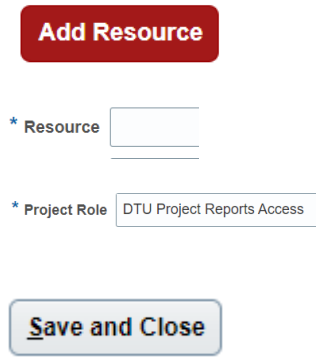
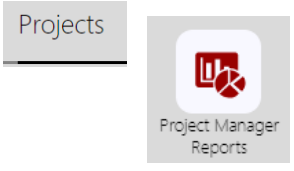
Guide Name	Give project member access to financial report on specific project
Role	Project Manager

This guide describes how you as a project manager assign a project member on your project access to view financial data on the individual project via project financial reports in DTU Fusion.

Step	Description	Navigation
Search project	Go to **'Projects'** in DTU Fusion, select **'Project Financial Management'** and search for the project.	
Search project members	Select the project and then select **'Manage Project Ressources'**. This is followed by an overview of the project members who are already associated with the project with various roles.	
Give access to project member	Select **'Add Ressource'** at the top right of the screen. Then search for the person in the field **'Resource'**. Select **'DTU Project Reports Access'** as **'Project Role'**. Press **'Save and Close'**. If several people are to be assigned the role, select **'Save and Create Another'**. *ATTENTION! The same person may well have several roles on a project and may therefore appear several times as a resource on the project.*	
End action	Finally, select **'Save and Close'** at the top right of the screen.	
Access project reports	Go to **'Projects'** and select **'Project Manager Reports'**.