



PlanningPME

Schedule easily

Search for availabilities

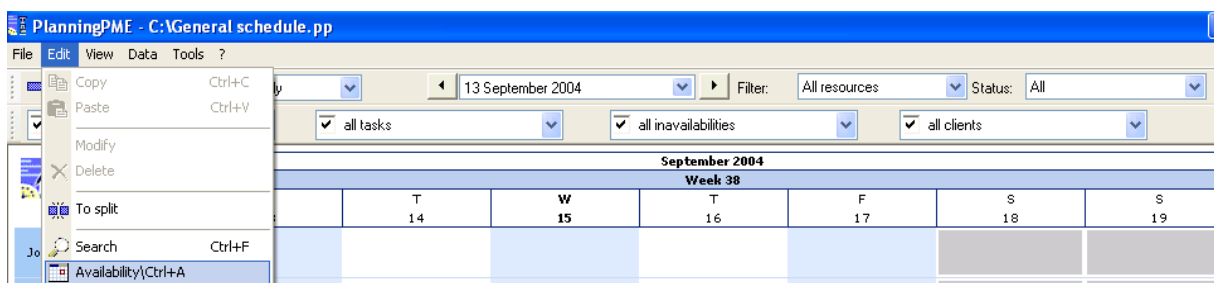
I. Description of this feature

You can search for the availability of your resources in order to assign them a task of certain duration, at a certain date depending on their skills.

This function allows you to find easily the resources available for a specific task without having to check on your crowded screen.

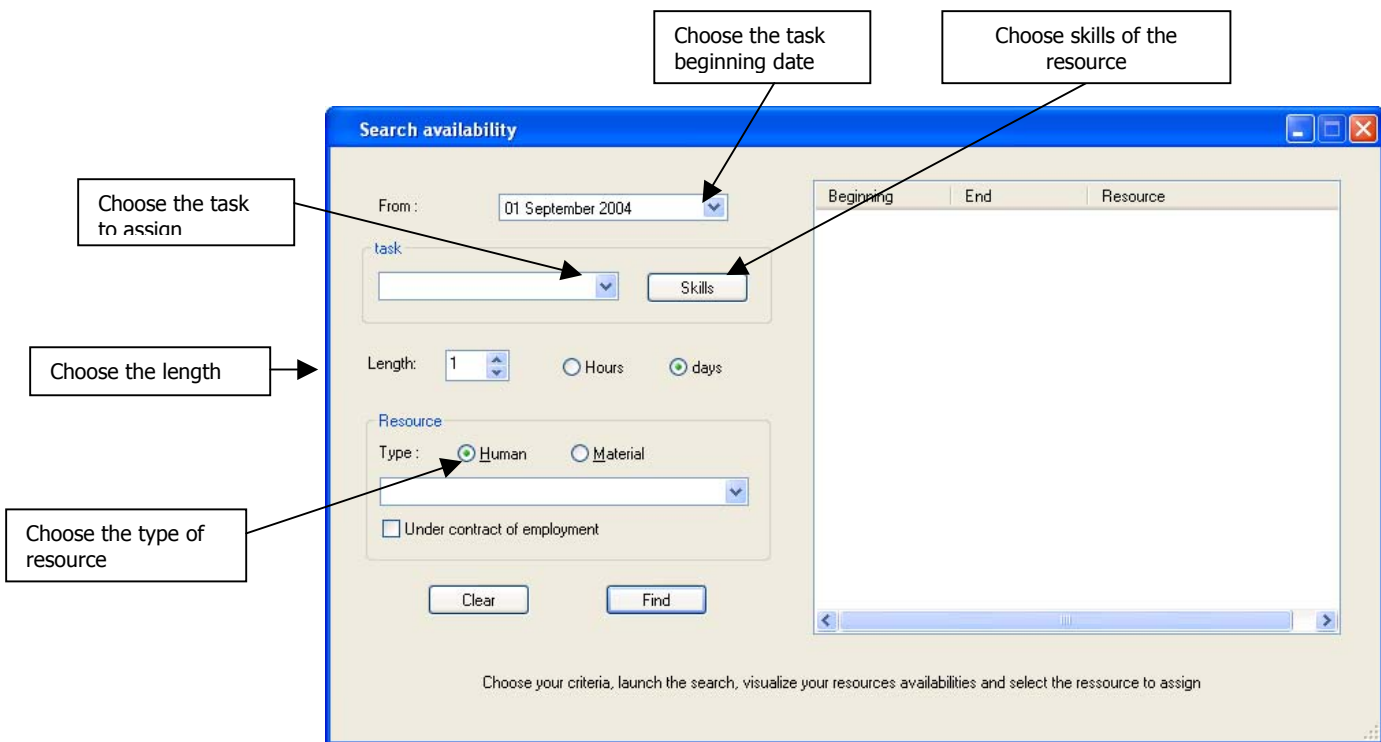
II. How to use this function?

Go to « Edit » -> « Availability »





The window below appears.



You must :

- Choose the date you want your task to begin
- Choose the task to assign
- Choose the length of the task in hour or in days
- Choose the skills of your resource

Then, click on the button « Find » and resources with the specific skills required with their date of availability from the beginning date entered will be displayed on the “Search availability” window right side.



III. Example

Beginning	End	Resource
25/08/2004	25/08/2004	Jason
26/08/2004	26/08/2004	Mary
26/08/2004	26/08/2004	Ben
27/08/2004	27/08/2004	Paul

Choose your criteria, launch the search, visualize your resources availabilities and select the ressource to assign

On the example, we want to assign the task « Installation », which last one day and must be done on the 25th of August to a human resource of the technical team. According to the results shown on the right side of the window, only Jason is available on the 25th of August to do the installation.

IV. Contact PlanningPME

For any help or information about the software PlanningPME, the team of TARGET SKILLS is at your entire disposal.

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