



PlanningPME

Schedule easily

Create departments

I. Interest of this feature

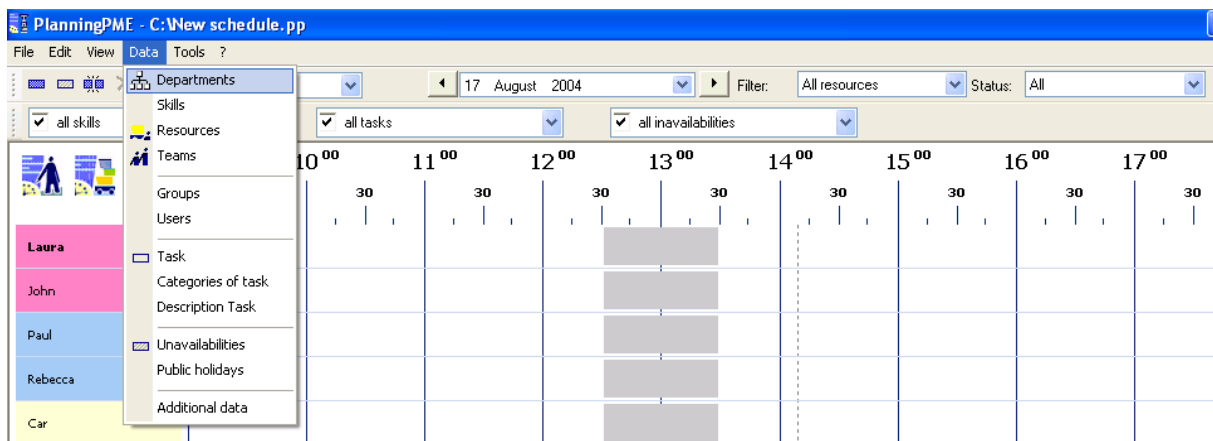
You have the possibility to create many departments, e.g. marketing department, accounts department, sale department...

From your overall schedule, you can extract the schedule of only one department.

► You get a better visibility.

II. How to create departments?

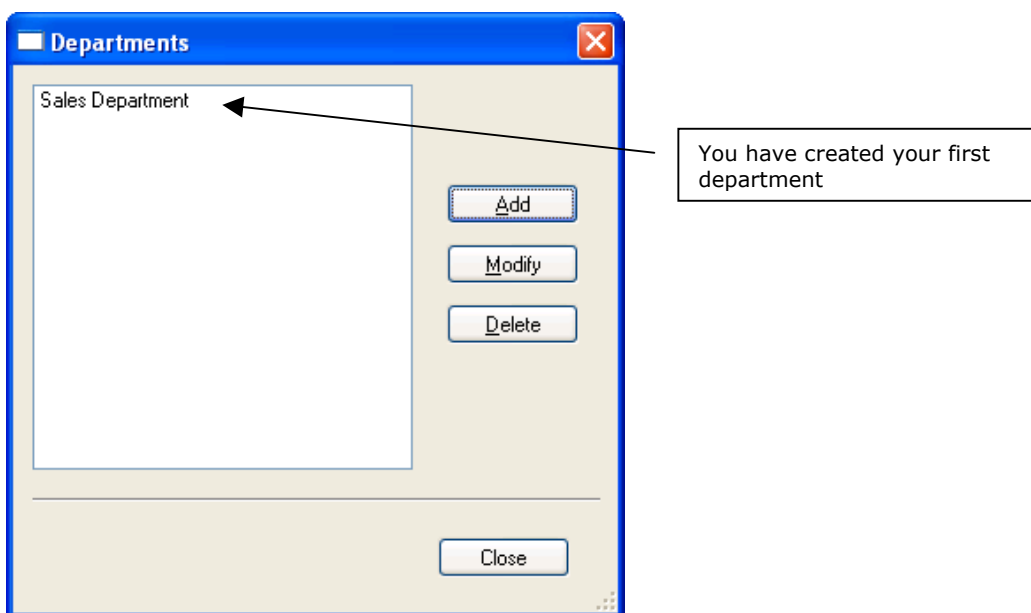
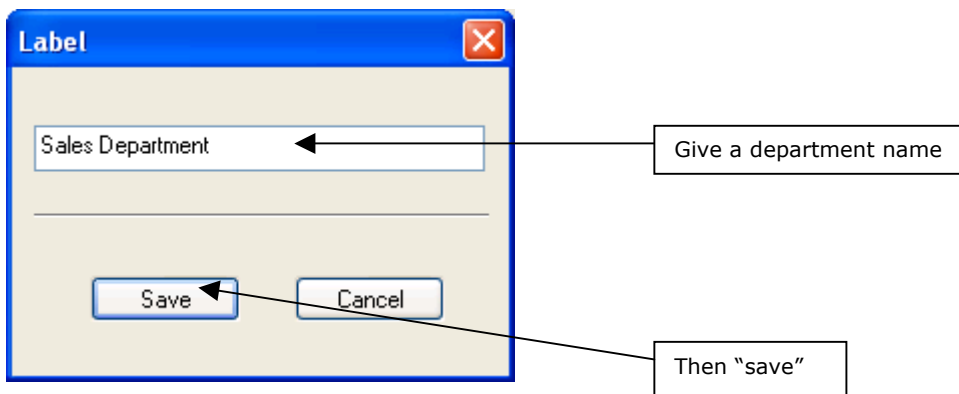
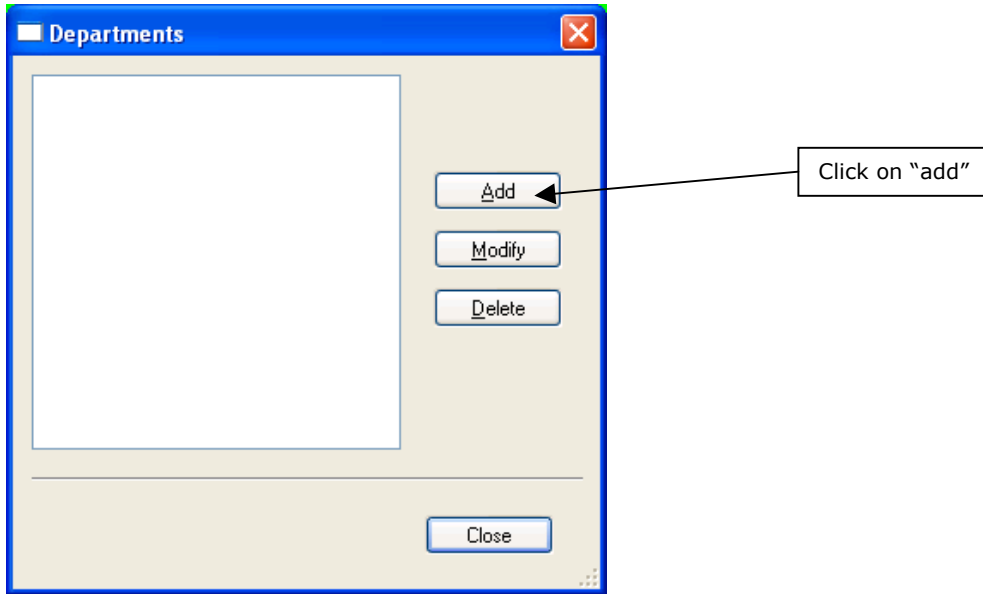
From PlanningPME, go to “Data” -> “Departments”





1. Create departments

The following window appears. Follow the procedure to create your departments.

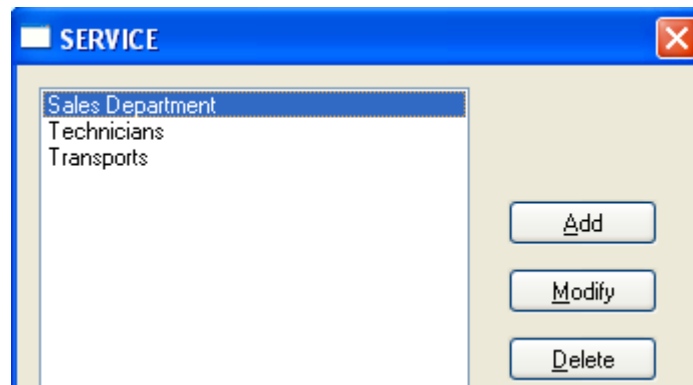




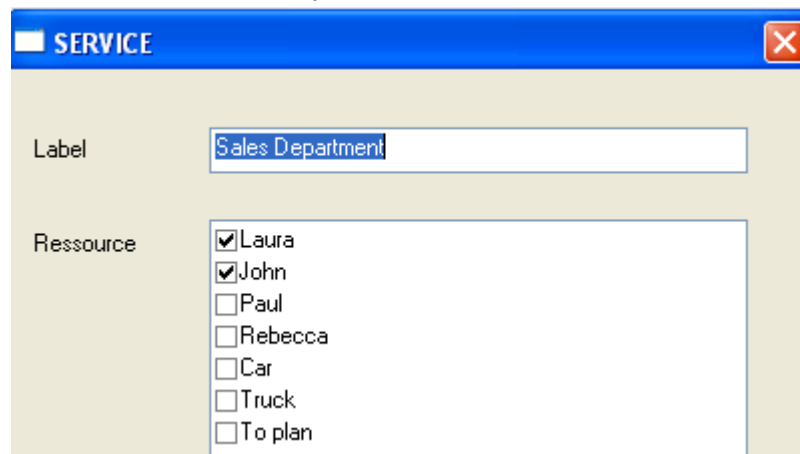
You can add as many departments as you want following the same procedure.
Then, close this window and go back to the screen display.

2. Affect resources to your department

First, double click on the the department created.

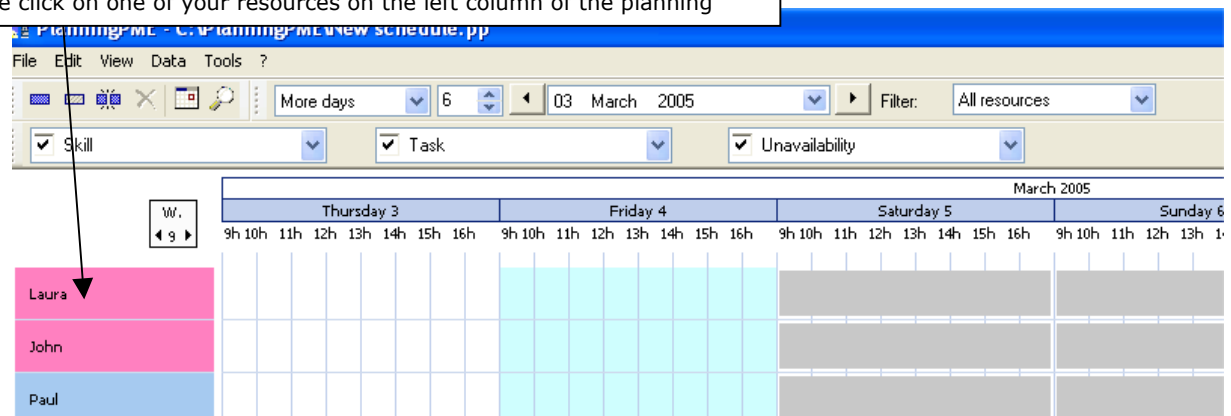


You can then select all resources of this department from this window:



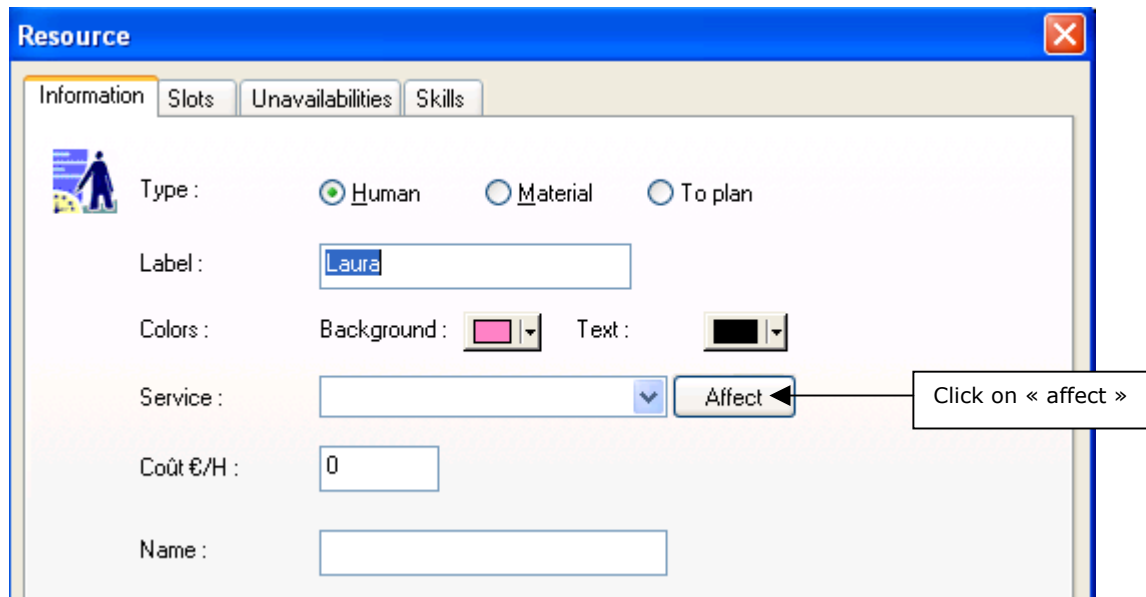
To assign resources to a department one by one, here is another possibility:

Double click on one of your resources on the left column of the planning

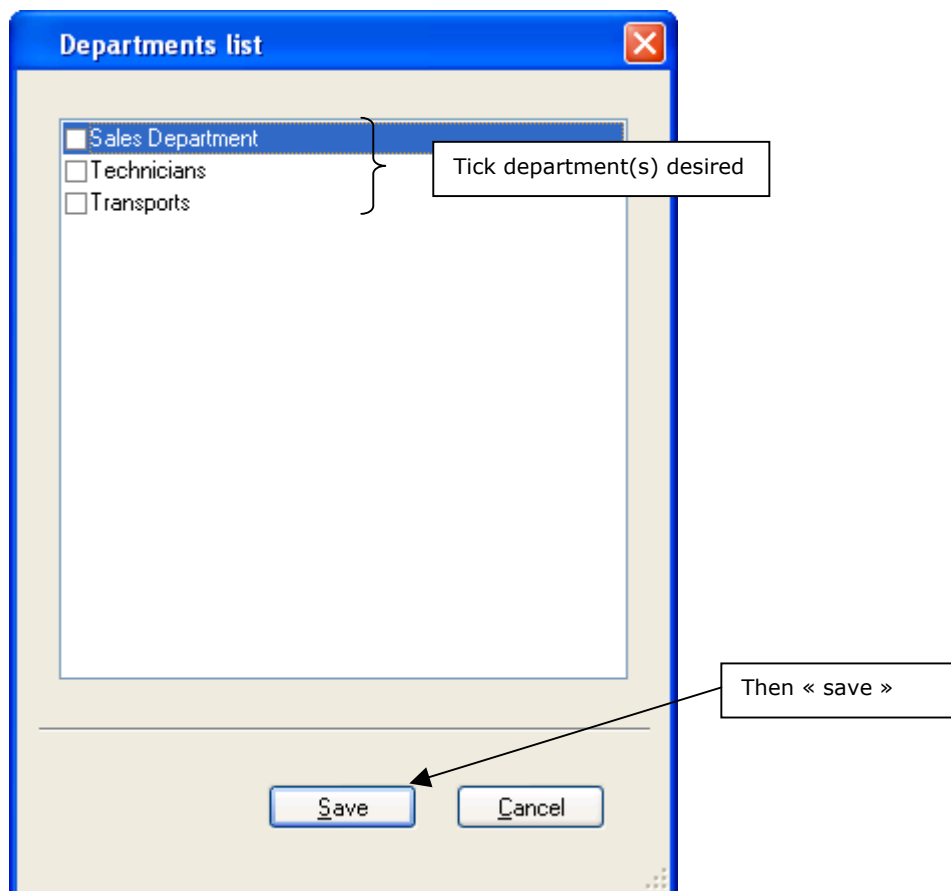




“Resource” window appears. It is the personal status of this resource:



The window “Departments list” appears :



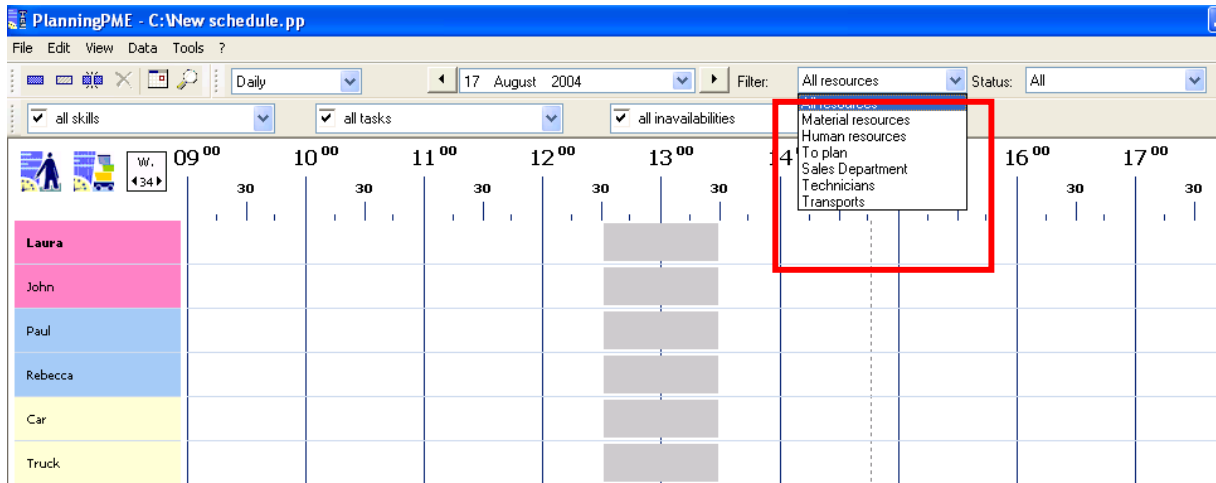
Proceed the same way for all your resources.



You can affect your resources to several departments.

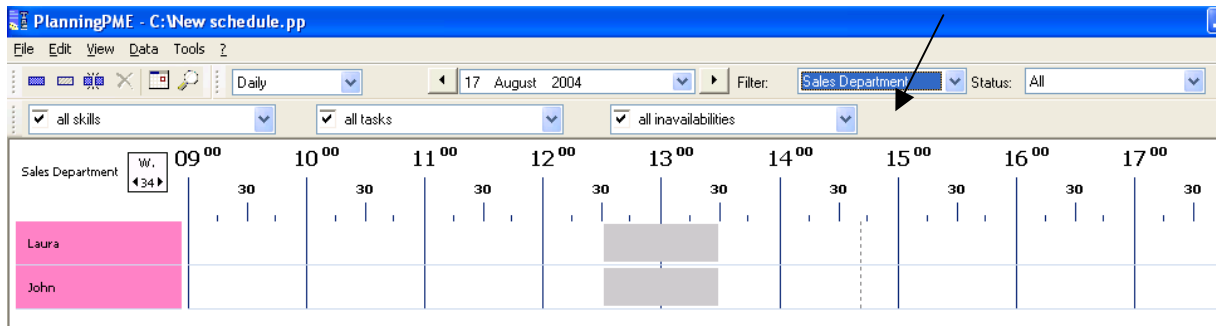
3. The display on your screen

Select “filter menu”, as following:



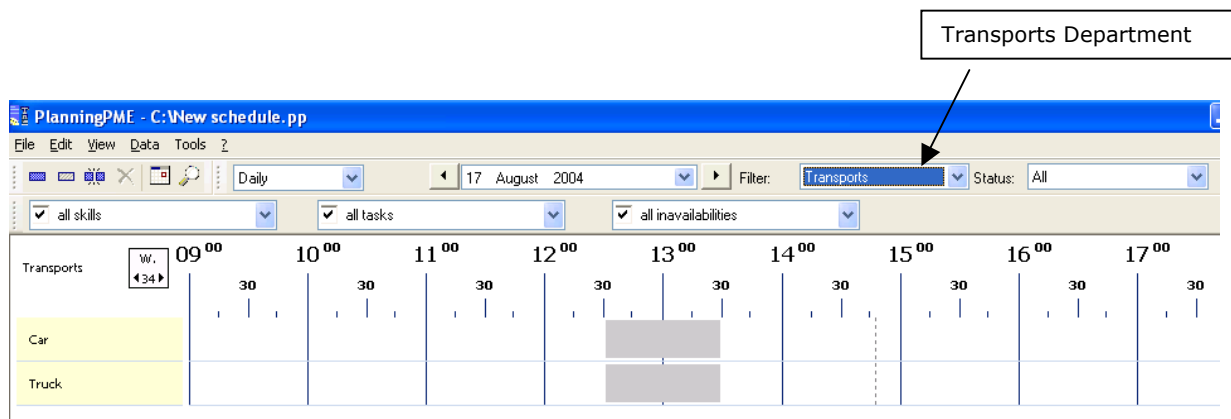
Then, select the desired department. Here are the screenshots of the sales department and the transports:

- Sales department: resources Laura and John





- Transports Department: Car and truck



So, you can extract easily from your schedule the Departments you need in your company.

III. Contact PlanningPME

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

PlanningPME

Schedule easily

<http://www.planningpme.net>

TARGET SKILLS

support@planningpme.com

Tél : +33 (0)1 69 44 00 49

Fax : +33 (0)1 69 44 03 49