



PlanningPME

Schedule easily

Affect skills to resources

I. Interest of this feature

Affect skills to your employees depending on your activity.

Affect a task requiring specific skills to persons with those specific skills.

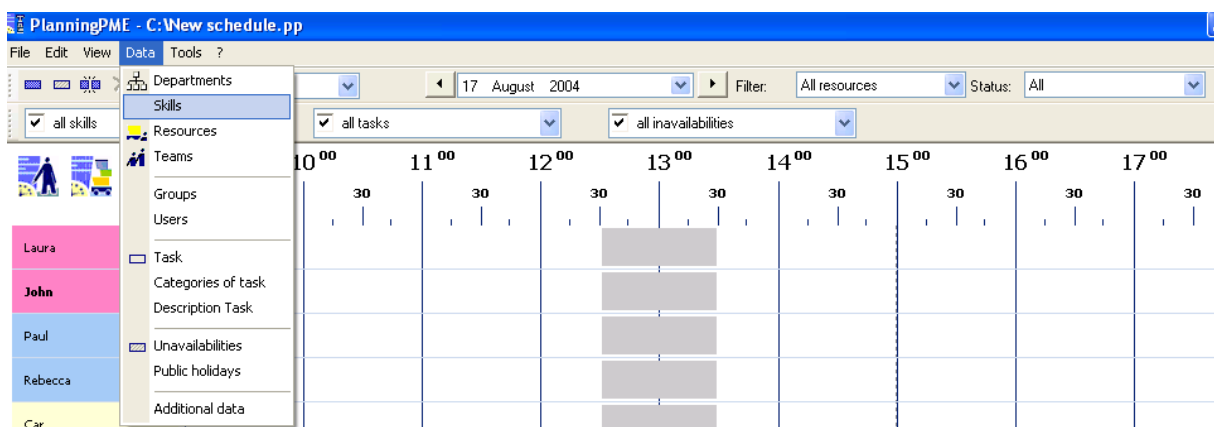
You can look for someone available with defined skills for a mission.

► **Manage easily your resources skills.**

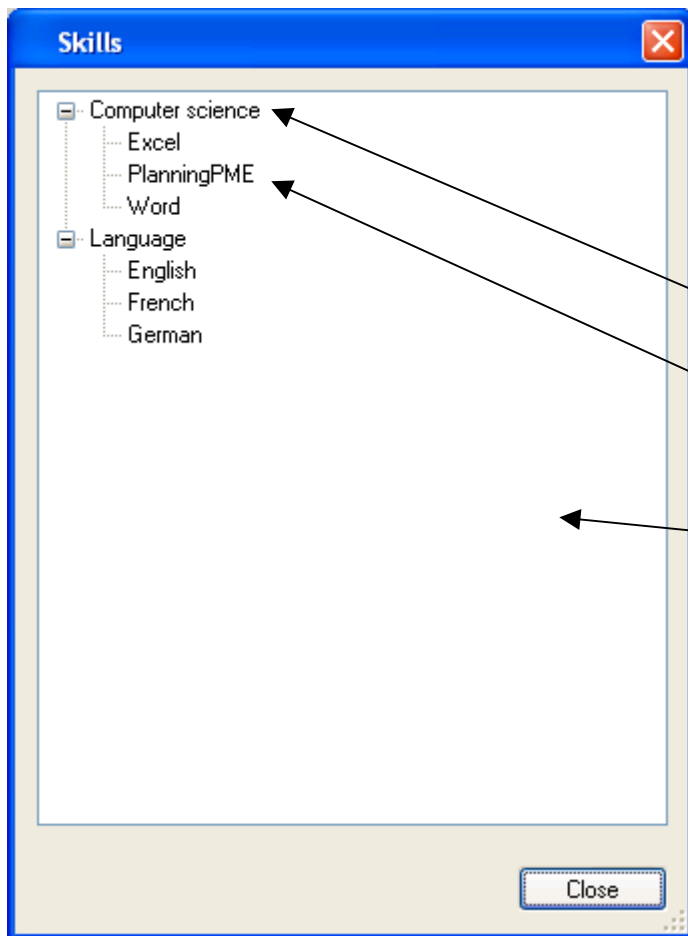
II. How to create skills

Firstly, create specific skills to your sector and/or profession.

From PlanningPME, go to "Data" -> "Skills"



1. “Skills” window appears



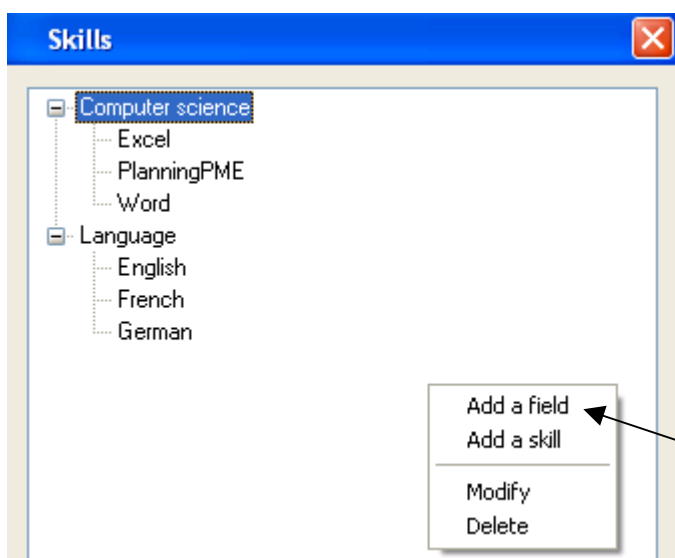
By default, two skills fields with three skills each as on the left.

This is a **field**

This is a **skill** belonging to language field.

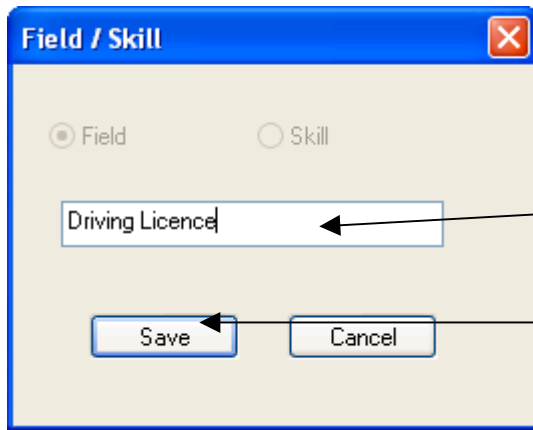
To **create a field**: put your mouse anywhere in an empty place in the window.
Here for example.

Click right button of the mouse.



This little window appears.

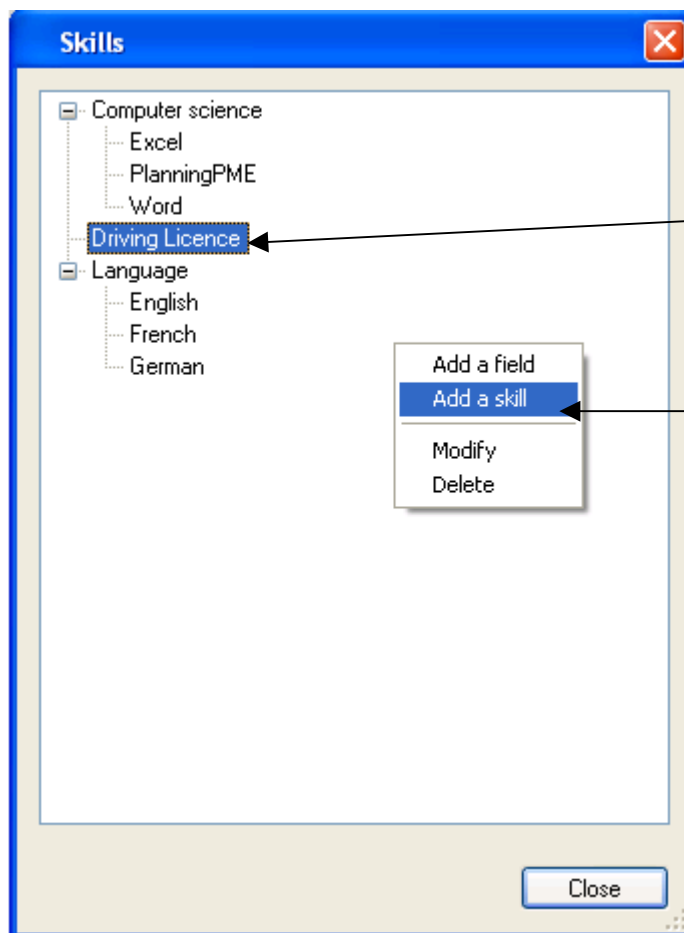
Then choose “**Add a field**”.



This window appears.

Write a field name.

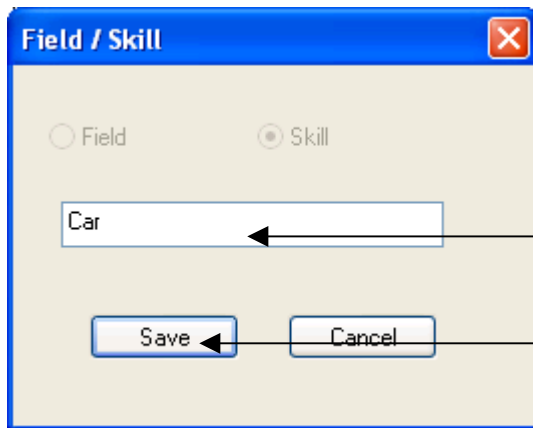
Then "save"



To create a skill:

Select a field

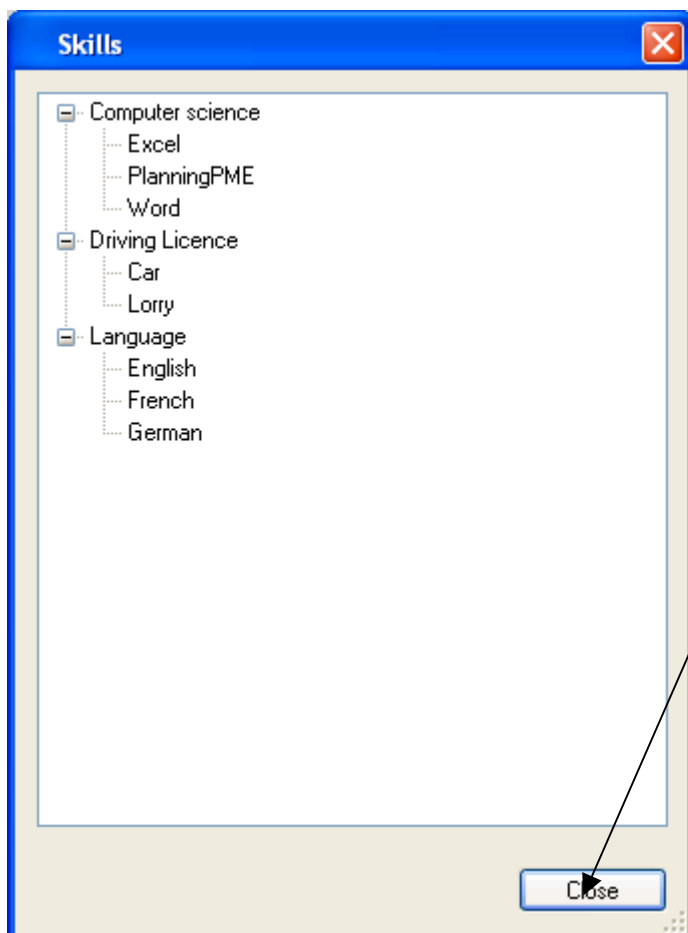
Then "right click" with your mouse and select "**Add a skill**"



This window appears.

Write a skill name.

Then "save"



Skills window appears now with the new field "Driving licence" and the skills : "Car" and "Lorry".

Once you have registered all your fields and skills, "close"

So, you can create as many skills as you want depending on your needs.



III. How to affect skills to your resources

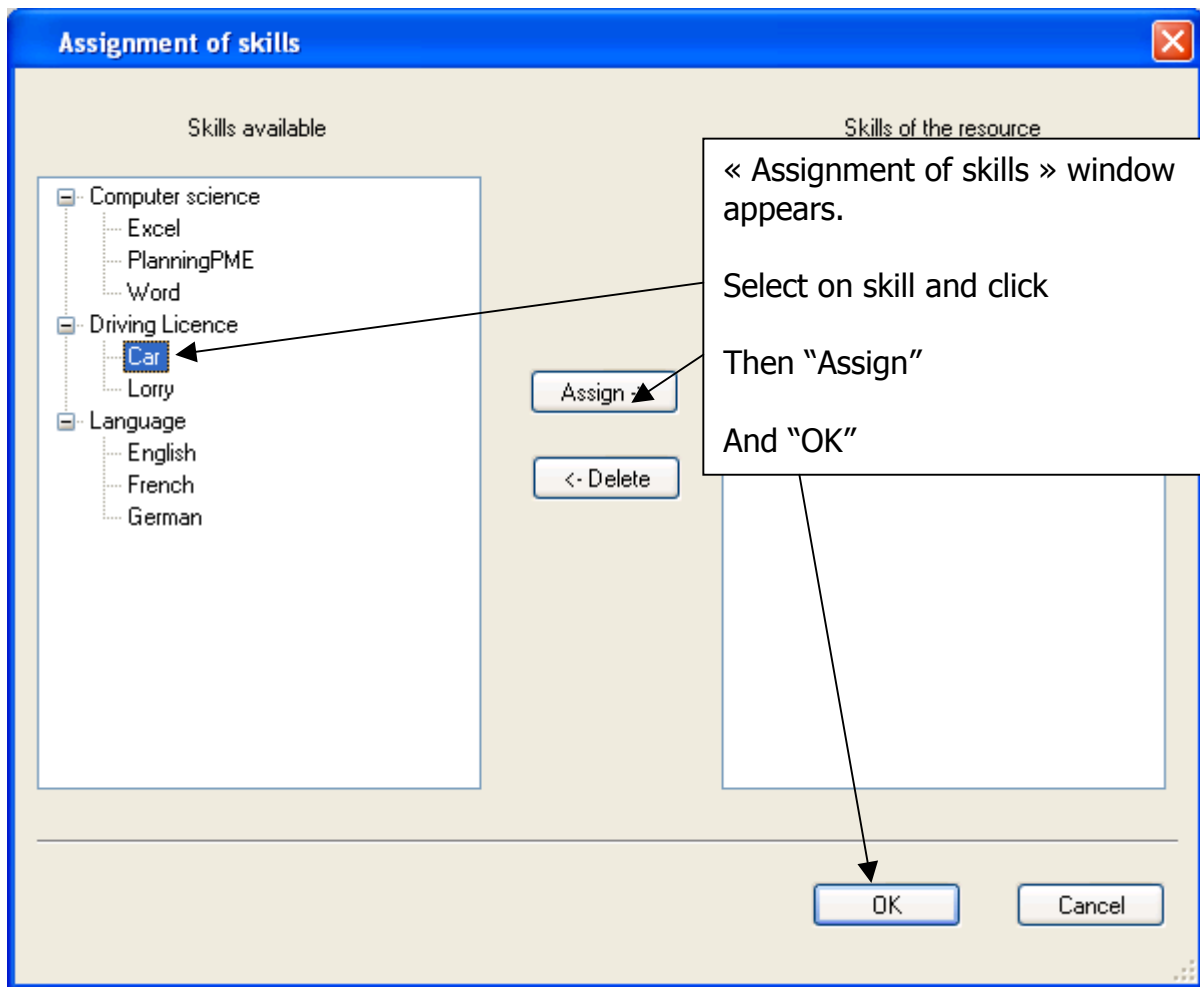
You can affect skills to your resources in just some clicks. Here is the procedure.

You are back on your schedule.

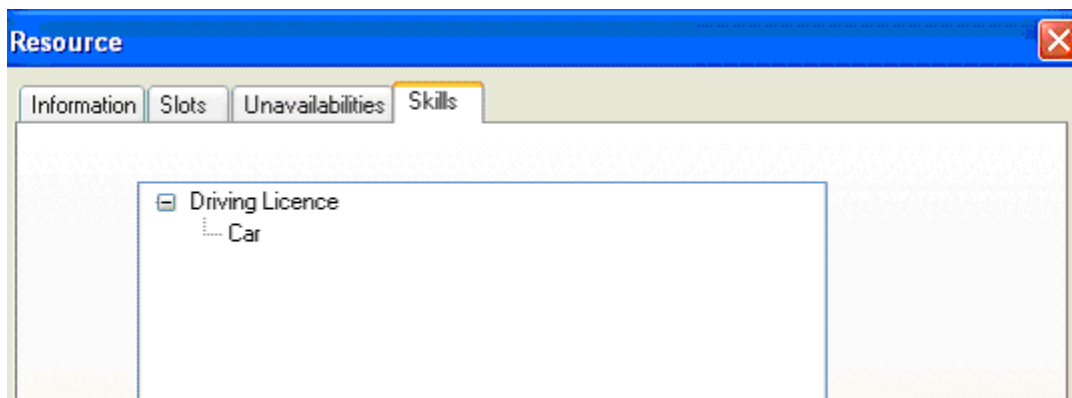
“ double click” on **one of your resources** on the left column.
For example resource “Laura”

Select « Skills » Tab on the “Resource” window.

Click on “to assign skills”



You have assigned a skill (Driving licence for car) to your resource “Laura”.



So, you can create as many skills as you want and assign them to your resources.



IV. Contact PlanningPME

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

PlanningPME

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<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