



**PlanningPME**

Schedule easily

## Create a multi-resources task

### I. Description of this function

You can assign a task to several resources at a glance!

### II. Create a multi-resources task

From PlanningPME, create a task on the schedule.

To create a task, you can:

- Click on this icon
- Or draw a rectangle on the schedule

December 2004					
Week 52					
	M 20	T 21	W 22	T 23	F 24
Team 1					
Technician 1					
Technician 2					

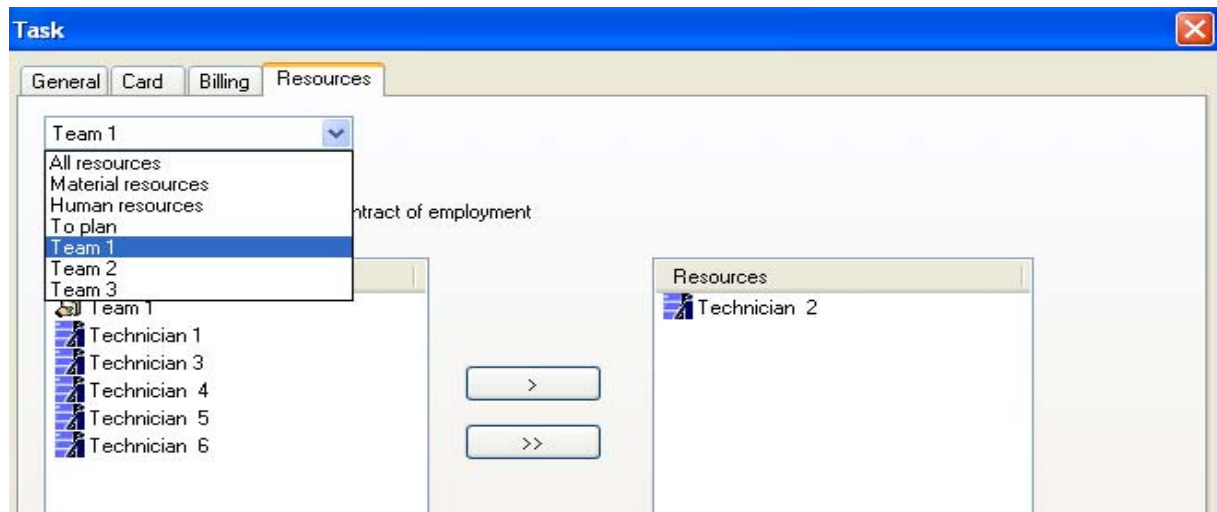


On the « Task » window, choose the tab « Resources » or tick on the box “Several” resources. The following window appears:

The screenshot shows the 'Tâche' window with the 'Resources' tab active. The window contains the following elements:

- 1** Callout pointing to the 'All resources' dropdown menu.
- 2** Callout pointing to the checked checkbox 'Display only available resources.'
- 3** Callout pointing to the unchecked checkbox 'Display only resources under contract of employment'.
- A list of resources on the left, including 'Team 1', 'Technician 1-19', 'Team 2', and 'Team 3'. A callout 'Resources of the desired department' points to this list.
- A right-hand pane showing 'Technician 2' selected. Callouts explain the selection buttons:
  - '>' button: 'This button allows you to select resources one by one'
  - '>>' button: 'This button allows you to select all resources of the left window in one click'
  - '<' button: (unexplained)
  - '<<' button: (unexplained)
- Buttons for 'OK', 'Cancel', and 'Apply' at the bottom.

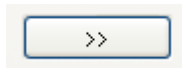
## Point 1: Filter resources by department or by type



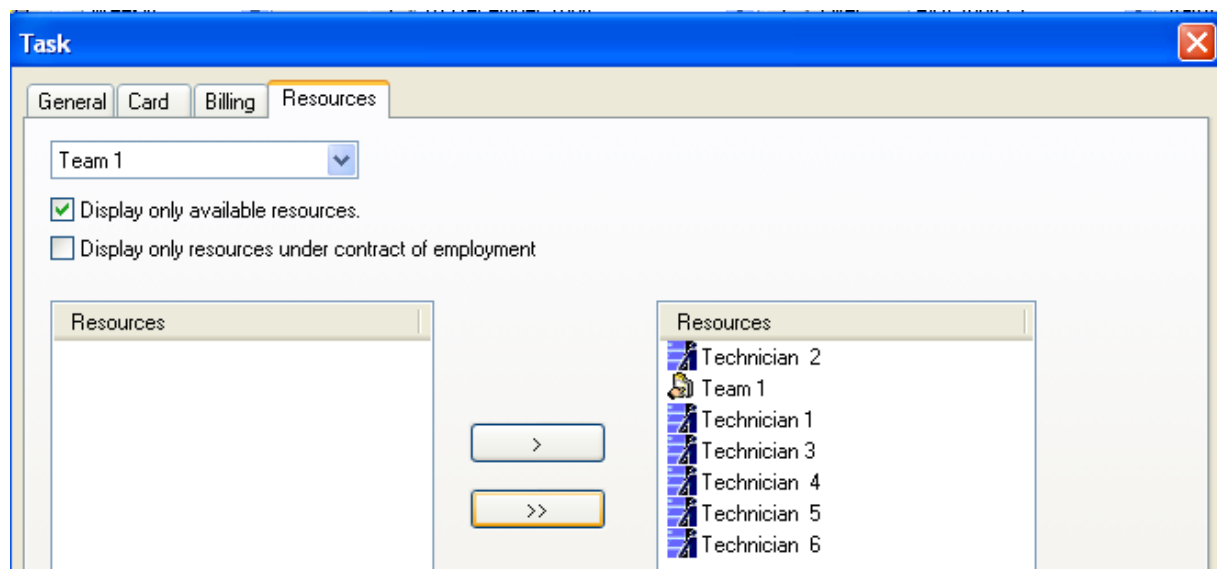
On the example, resources part of team 1 are displayed.

You can then assign the task to one or more resources.

- You can select all resources of the department selected clicking on this button:



Results and visualization on the schedule:





PlanningPME - C:\PlanningPME\GMAO\_GB.pp

File Edit View Data Tools ?

Weekly 20 December 2004 Filter: All resources Status: All

all skills all tasks all inavailabilities all clients

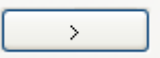
December 2004  
Week 52

	M 20	T 21	W 22	T 23	F 24	S 25
Team 1		Installation				
Technician 1		Installation				
Technician 2		Installation				
Technician 3		Installation				
Technician 4		Installation				
Technician 5		Installation				
Technician 6		Installation				

- You can add resources one by one (select them one by one clicking on the

button  )

**Or**

- Select them all in the same time et add them once  
(Make a multi selection (clicking simultaneously on CTRL + name or your resources) et click on the button  )

### Point 2: Display available resources

Selecting this box, you will avoid a double-booking. Only available resources on the period chosen will be displayed.

### Point 3: Display only resources under contract of employment

See card n°29 to create contracts to your employees.

So, you can assign task to one or more resources without losing time.



## 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

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