



PlanningPME

Schedule easily

## Create tasks

### I. Interest of this feature

You can create as many tasks as needed for your activity really simply.

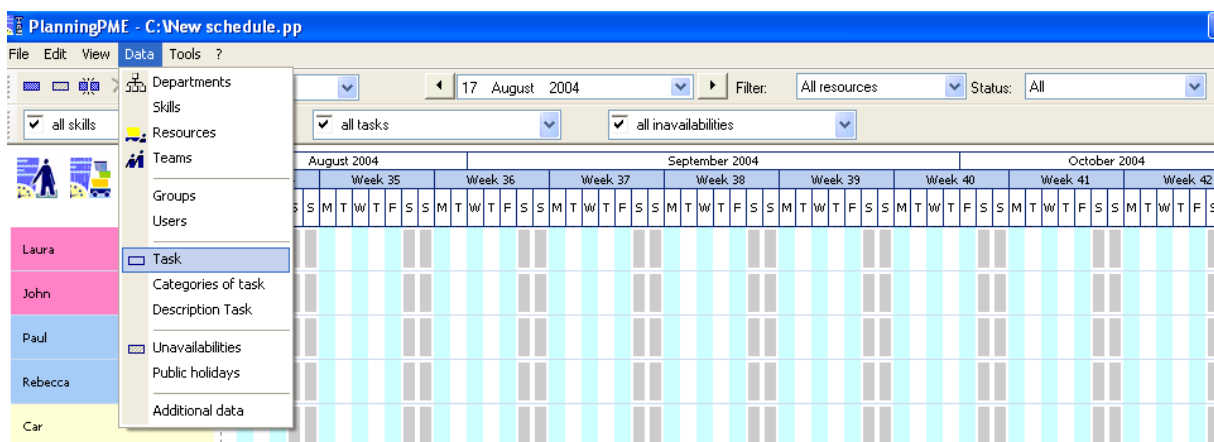
Moreover, you have several options available to customize your task.

You can:

- Change its color
- Assign skills to this resource
- Affect hours to this task

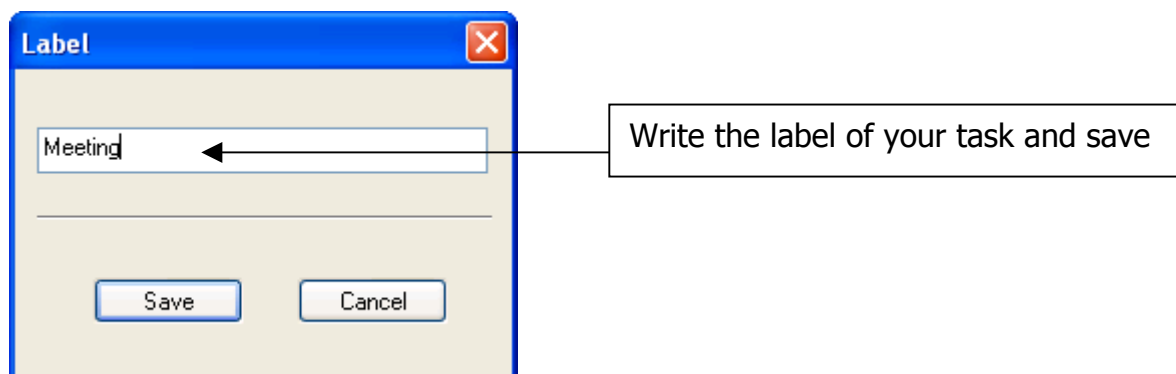
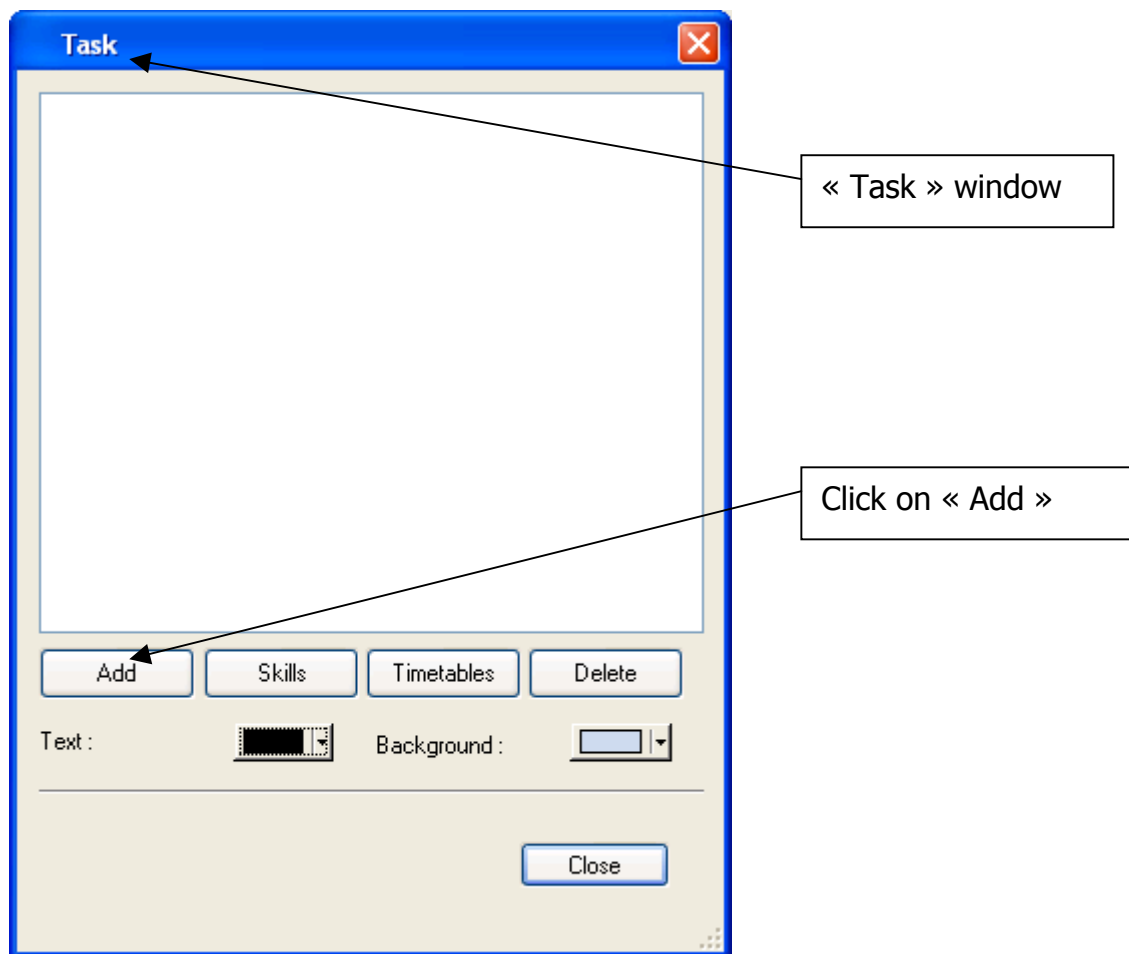
### II. How to create tasks?

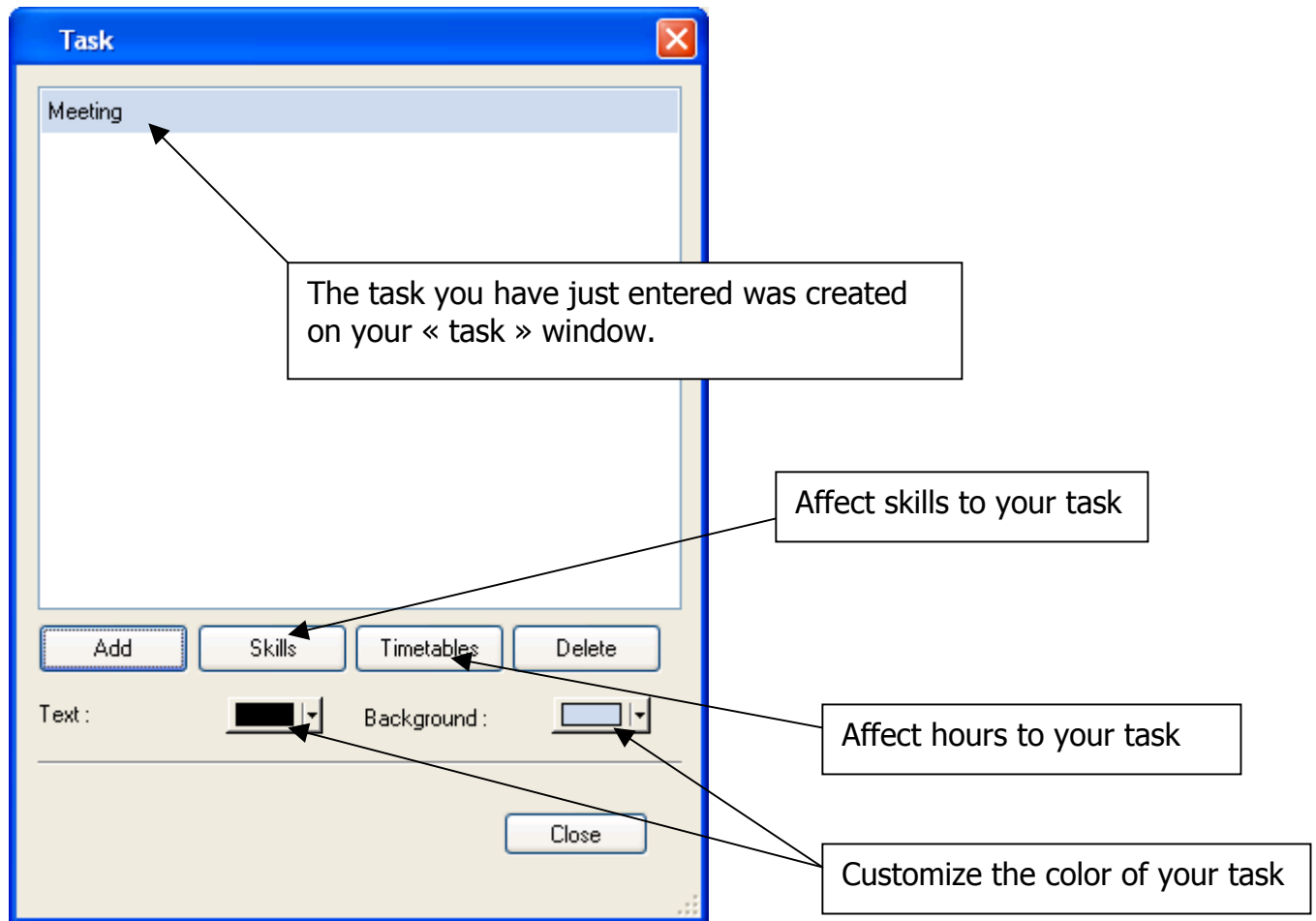
From PlanningPME, Go to “Data” -> “Tasks”



The “task” window appears.

Here is the way to proceed to create a task.





Now, you have several options available to customize your task.

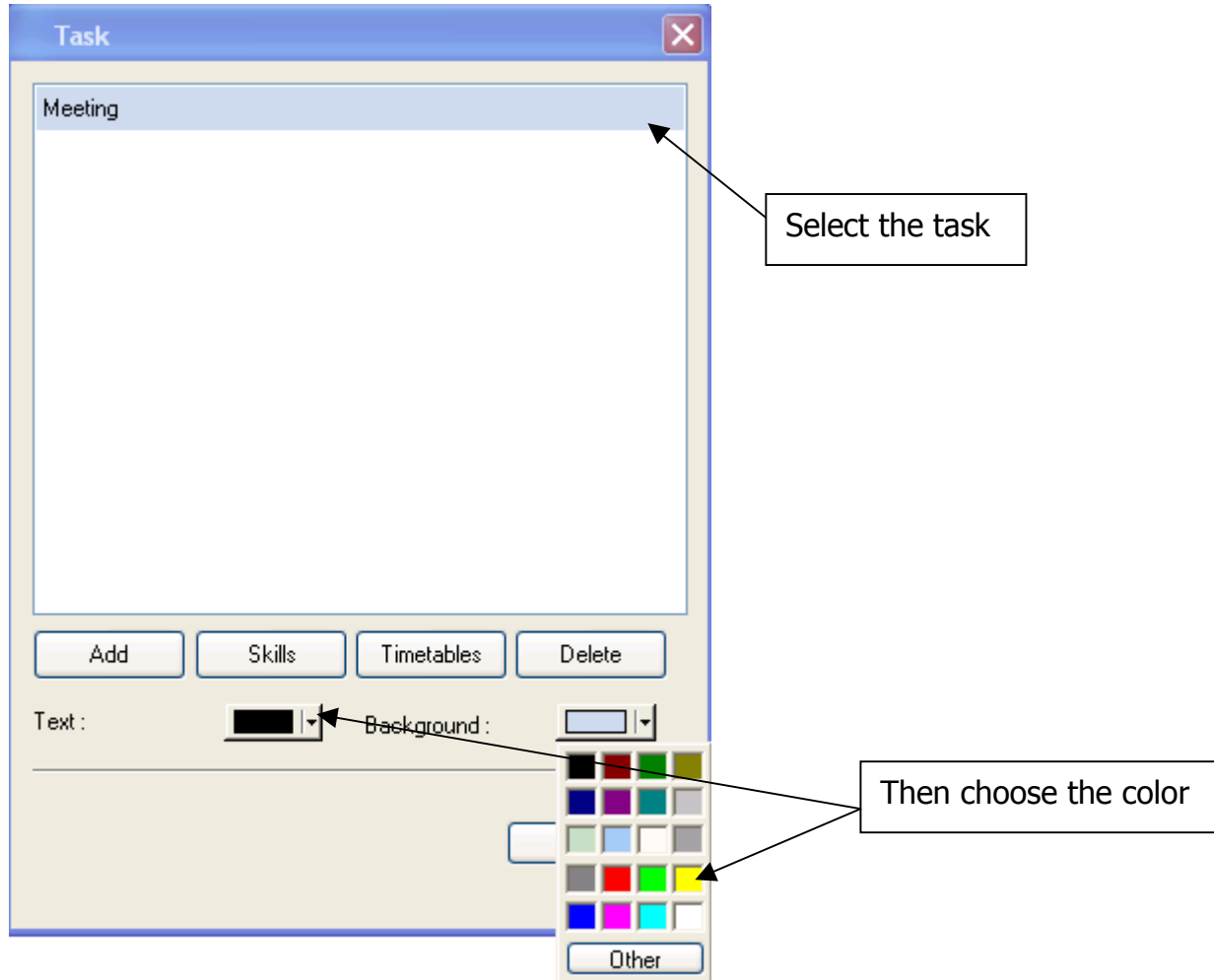
You can:

- Change its color
- Assign skills to this resource
- Affect hours to this task



## 1 – Change its color

Select the task and change the color clicking on the arrows:



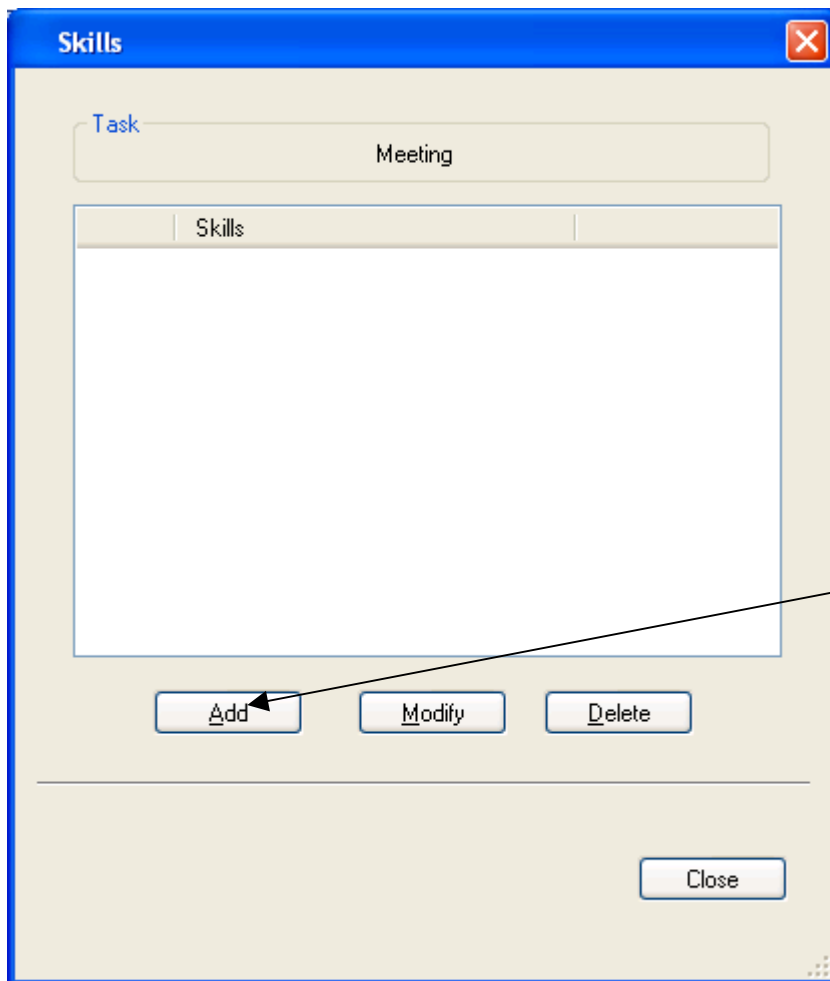
For example, we choose the yellow Background:





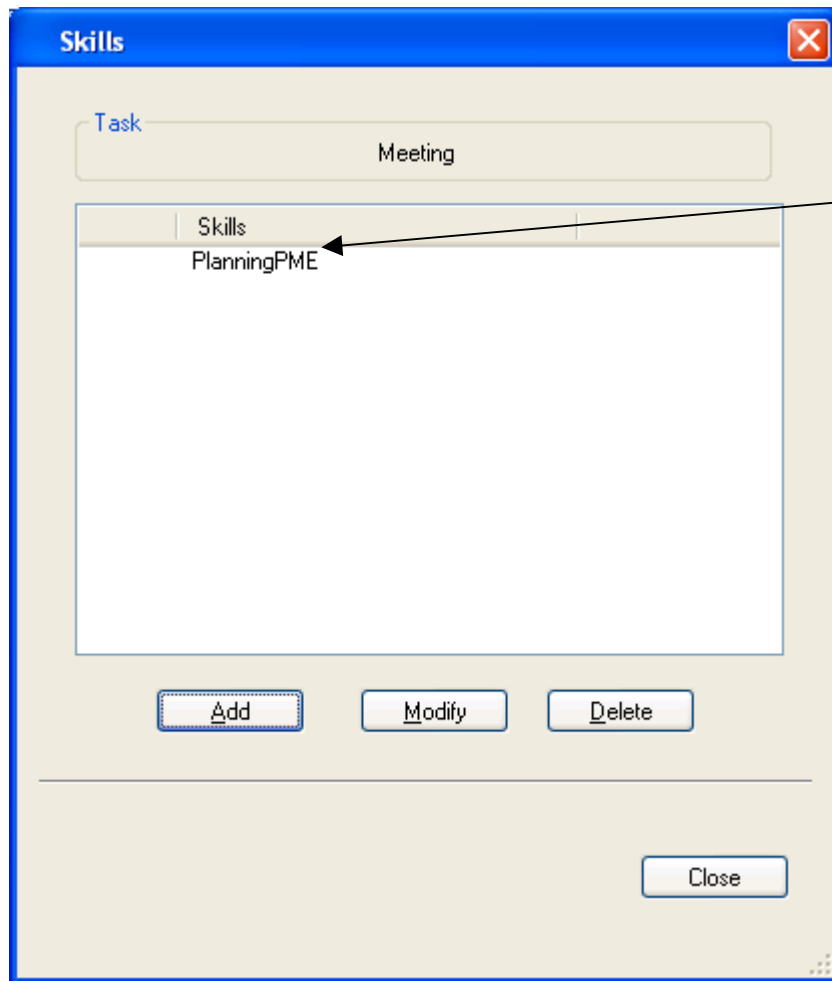
## 2 – Assign skills to this task

Select the task and affect skills clicking on the button “skills” (or double-click on the task or click right):



Click on « Add » and affect skills

If you do not know how to affect skills, have a look at Card n° 3: “Create and affect skills ».



Skill « PlanningPME » assigned to the task « meeting »

Then, when you assign this task to a human resource on your schedule, only the resources with the skill "PlanningPME" will be allowed to do this task!

### 3 – Assign hours to this task

Select the task and affect hours clicking on the button "skills" (or double-click on the task or click right):

The following windows appears with three possibilities:



1 – You do not want to assign any hours to your task

Characteristics of the task: length, hours...

Type :  None  Duration  Time

Save Cancel

2 – You want to assign your task a duration in hours.

Thanks to this function, while creating your task on the schedule, you will not have to enter the ending date and hour.

Characteristics of the task: length, hours...

Type :  None  Duration  Time

Length

Save Cancel

3 – You want to affect your task a precise time.

In this example, the task will always begin at 8 am and finish at 10 am.

Thanks to this function, while creating your task on the schedule, you will save time.

Characteristics of the task: length, hours...

Type :  None  Duration  Time

Hours  to

Save Cancel

So, you can create as many tasks as you want and you can customize its color, its length, and its skills.



## IV. 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](mailto:support@planningpme.com)

Tel : +33 (0)1 69 44 00 49

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