

# Actual Person Assignment Wizard

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The **Actual Person Assignment Wizard** is used to assign an Actual Person for the Actual Post in specified time frame.

To open the **Actual Person Assignment Wizard**

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1. Open [Personnel Availability Gantt Chart](#).
2. On the diagram pane, right-click the Actual Post and from the shortcut menu, select **Add Actual Person**.  
The **Actual Person Assignment Wizard** opens.

The wizard consists of three steps:

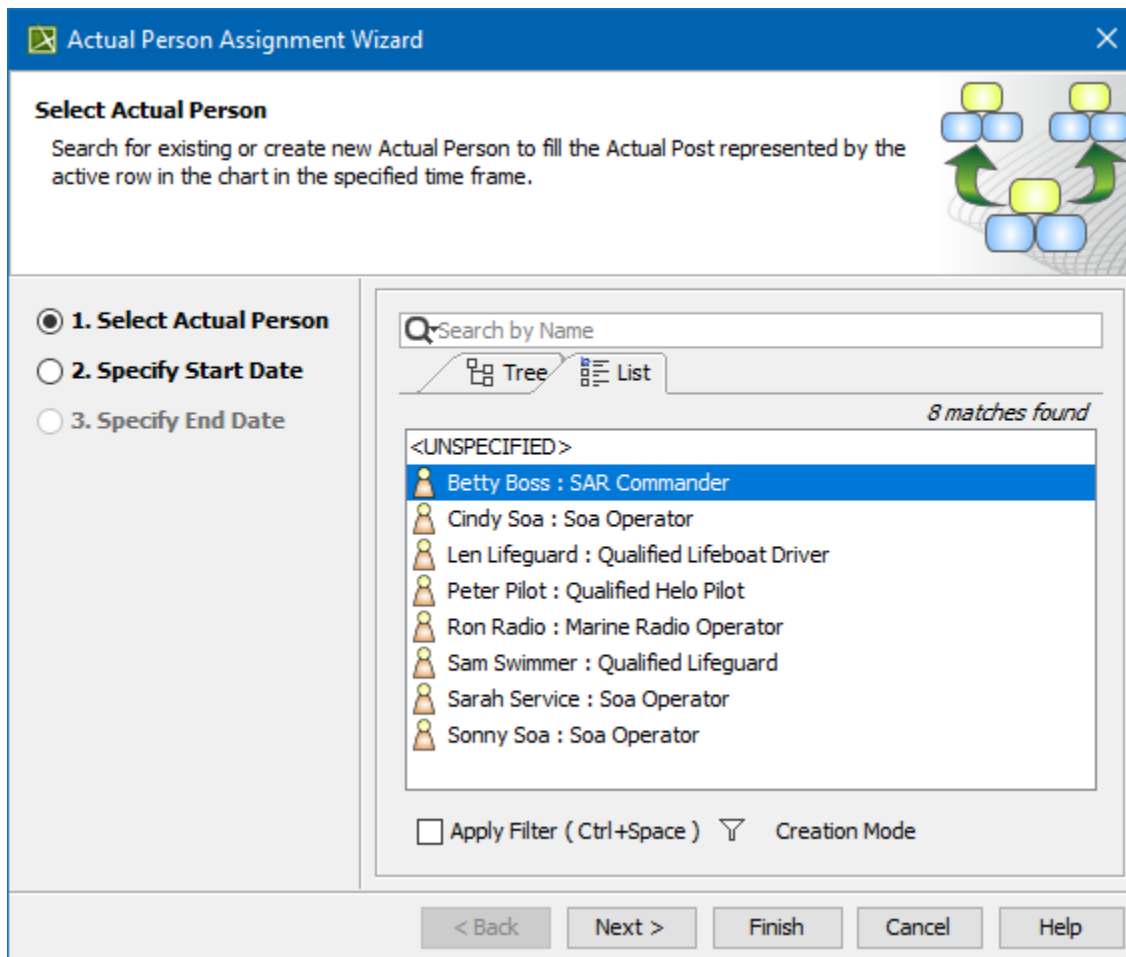
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## Actual Person selection

In this step, you can select the existing or create new Actual Person that will be assigned for the Actual Post.



When you select (or create) an Actual Person, the relationship Fills Post is created between Actual Person and Actual Post. Start and End Dates are set to Fills Post Relationship. The bar with Actual Person is displayed in the Gantt Chart.



**Actual Person Assignment Wizard**

**Select Actual Person**

Search for existing or create new Actual Person to fill the Actual Post represented by the active row in the chart in the specified time frame.

1. Select Actual Person  
2. Specify Start Date  
3. Specify End Date

Search by Name

Tree List

8 matches found

<UNSPECIFIED>

- Betty Boss : SAR Commander
- Cindy Soa : Soa Operator
- Len Lifeguard : Qualified Lifeboat Driver
- Peter Pilot : Qualified Helo Pilot
- Ron Radio : Marine Radio Operator
- Sam Swimmer : Qualified Lifeguard
- Sarah Service : Soa Operator
- Sonny Soa : Soa Operator

☐ Apply Filter ( Ctrl+Space ) ☐ Creation Mode

< Back Next > Finish Cancel Help

To create an Actual Person for the Actual Post

1. In the **Select Actual Post** dialog, click the **Creation Mode**.
2. Select package where you want to create an Actual Post.
3. Click the **Create** button.
4. In the Specification window of the newly created Actual Person, type its name.

## Start date specification

In this step, you can set the start date (or select the date from the Timeline) when the selected Actual Person is being used in the Actual Post.

 more information on setting the day and time, see [Date and Time Settings](#) dialog.

Actual Person Assignment Wizard

### Specify Start Date

Specify date for selected Actual Person to start filling the Actual Post represented by the active row.

☐ 1. Select Actual Person
 ☒ 2. Specify Start Date
 ☐ 3. Specify End Date

Select timeline:  

Timeline

Set the date and time:  
 2019-07-19T17:04:33+02:00

Date:
 

July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Date:  
 2019-07-19  
 Today

Time:  
 17:04:33  
 Now

Time zone:  
 +02:00  
 Default

< Back

Next >

Finish

Cancel

Help

## End date specification

In this step, you can set the end date (or select the date from the Timeline) when the selected Actual Person is being used in the Actual Post.

more information on setting the day and time, see [Date and Time Settings](#) dialog.

Actual Person Assignment Wizard

### Specify End Date

Specify date for selected Actual Person to end filling the Actual Post represented by the active row.

☐ 1. Select Actual Person
 ☐ 2. Specify Start Date
 ☒ 3. Specify End Date

Select timeline:  
 Timeline
   
 Set the date and time:  
 2019-07-19T17:04:33+02:00
   
 Date:
 

July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Date:  
 2019-07-19  
 Today  
 Time:  
 17:04:33  
 Now  
 Time zone:  
 +02:00  
 Default

< Back

Next >

Finish

Cancel

Help

#### Related pages

- [Working with Personnel Availability Gantt Chart](#)