

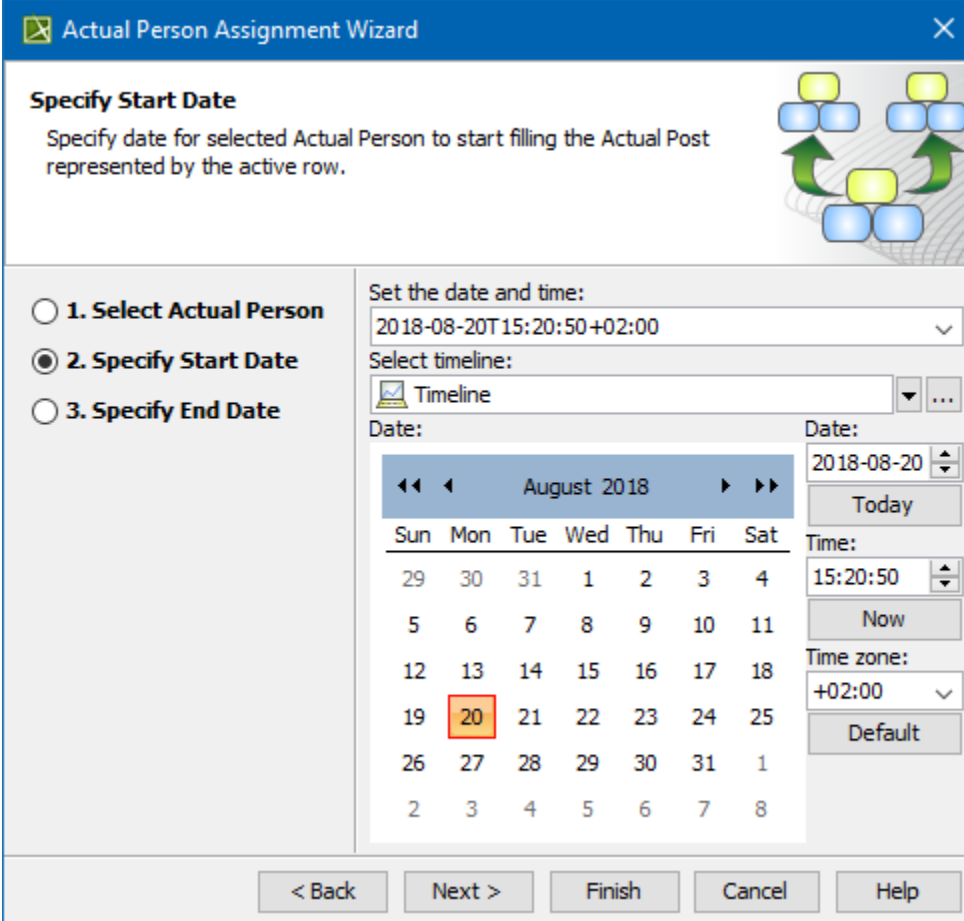
To create an Actual Person for the Actual Post

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

Set the date and time:
2018-08-20T15:20:50+02:00

Select timeline:
 Timeline

Date:
 August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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

Date:
2018-08-20
Today

Time:
15:20:50
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

Set the date and time:

2020-08-20T15:20:50+02:00

Select timeline:

Timeline

Date:

August 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	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

Date:

2020-08-20

Today

Time:

15:20:50

Now

Time zone:

+02:00

Default

< Back

Next >

Finish

Cancel

Help