

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**

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:

- 1 [Actual Person selection](#)
- 2 [Start date specification](#)
- 3 [End date specification](#)

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**

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

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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

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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.

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:

Date:

July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
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4	5	6	7	8	9	10

2019-07-19 ▼

Today

Time:

17:04:33 ▼

Now

Time zone:

+02:00 ▼

Default

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Finish

Cancel

Help