

# Working with Personnel Availability Gantt Chart

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With the Personnel Availability Gantt Chart, you will be able to model your actual organization structure based on the typical organization structure and fill Actual Posts with one or more Actual Persons. You will be able to visualize how the actual posts are filled, see which actual persons become available on a certain period of time.

The Personnel Availability Gantt Chart shows Actual Organizations and Actual Posts as rows. Each Actual Post can be filled by an Actual Person. When the Actual Post is filled by an Actual Person, the Fills Post relationship is created. The start and end dates can be defined for the Fills Post relationship. The start and end dates define the time frame for Actual Person filling the Actual Post. The same Actual Person can work in several positions.



Increase the diagram readability, use legends. To learn how to use legends, see [Legends](#) chapter.

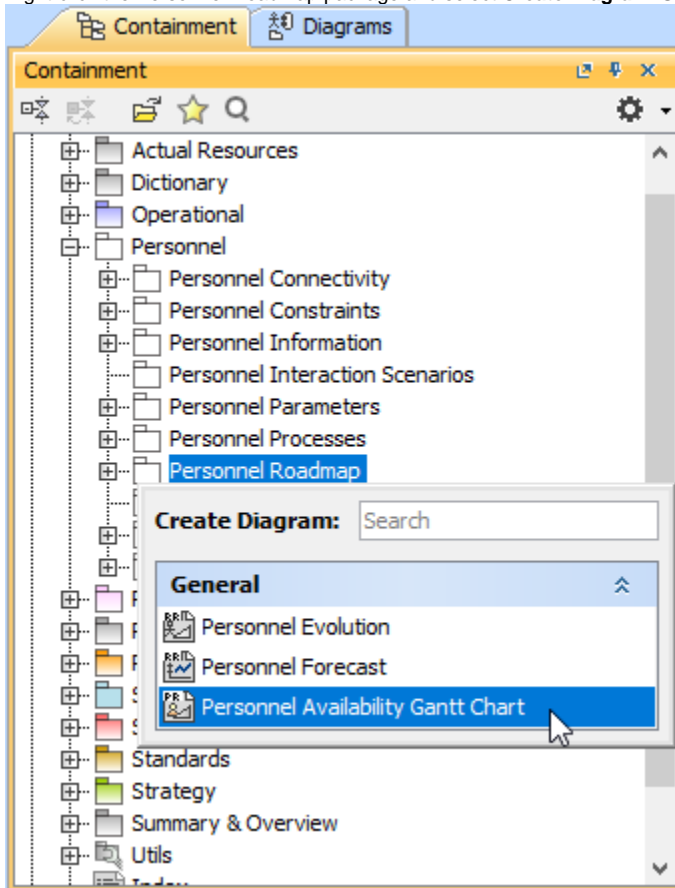
## Creating Personnel Availability Gantt Chart

When you choose to create a Personnel Availability Gantt Chart, [Personnel Availability Gantt Chart Creation Wizard](#) opens.


To create a Personnel Availability Gantt Chart from the wizard

1. Do one of the following:
  - In the main toolbar, click **Create Diagram** and select **Personnel Availability Gantt Chart**.

- Right-click the Personnel Roadmap package and select **Create Diagram**. Select **Personnel Availability Gantt Chart**.



2. Follow the steps of the **Personnel Availability Gantt Chart Creation Wizard**.
3. Click **Finish** when you are done.

 If you do not wish to use the **Personnel Availability Gantt Chart Creation Wizard** next time, clear the **Show the wizard next time, when I create Personnel Availability Gantt Chart** check box.

To create a Personnel Availability Gantt Chart manually when **Personnel Availability Gantt Chart Creation Wizard** is disabled

1. Do one of the following:
  - In the main toolbar, click **Create Diagram** and select **Personnel Availability Gantt Chart**.
  - Right-click the Personnel Roadmap package and select **Create Diagram**. Select **Personnel Availability Gantt Chart**.
2. Type the chart name. (Optional)
3. Click **Finish**.

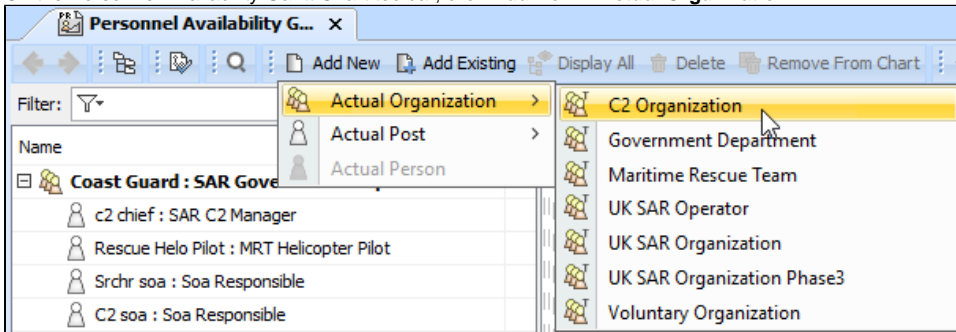
 To restore the usage of the **Personnel Availability Gantt Chart Creation Wizard**

## Adding Actual Organizations and Actual Posts

2. In the **Environment Options** dialog select the **UAF** options group.  
To add a new Actual Organization

3. In the General properties, set the **Show CV-3/StV-3/NCV-3 Creation Wizard each Time Creating New Chart** property value to *true*.

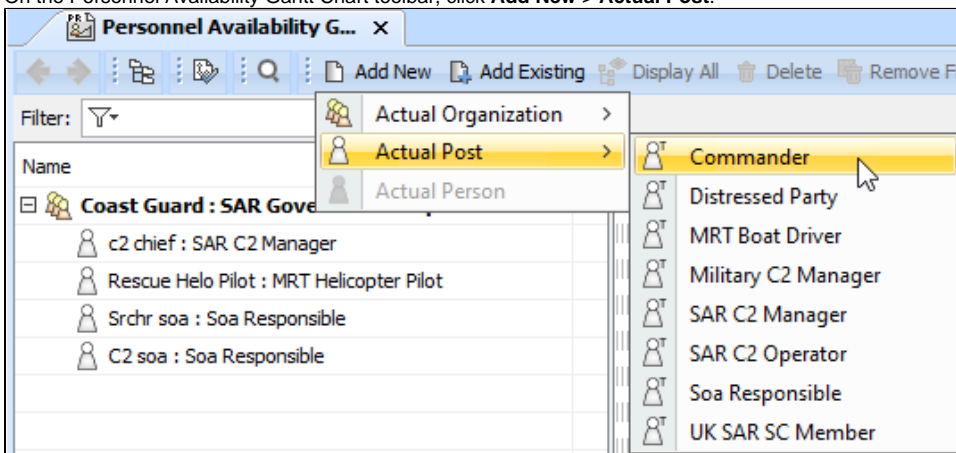
1. On the Personnel Availability Gantt Chart toolbar, click **Add New > Actual Organization**.



2. Select a type for the Actual Organization.  
An empty line for the newly created Actual Organization appears on the diagram pane.

To add a new Actual Post

1. On the Personnel Availability Gantt Chart toolbar, click **Add New > Actual Post**.



2. Select a type for the Actual Post.  
An empty line for the newly created Actual Post appears on the diagram pane.

To add an existing Actual Organization

1. On the Personnel Availability Gantt Chart toolbar, click **Add Existing > Actual Organization**.
2. In the **Select Actual Organization** dialog, select an Actual Organization and click the **+** button.
3. Click **OK** when you are done.

To add an existing Actual Post

1. On the Personnel Availability Gantt Chart toolbar, click **Add Existing > Actual Post**.
2. In the **Select Actual Post** dialog, select an Actual Post and click the **+** button.
3. Click **OK** when you are done.

## Adding Sub Actual Organizations and Sub Actual Posts

To add a new Sub Actual Organizations

1. Select the Actual Organizations for which you want to create a Sub Actual Organizations.
2. Do one of the following:
  - On the Personnel Availability Gantt Chart diagram toolbar, click **Add New > Sub Actual Organizations**.
  - From the shortcut menu of the selected Actual Organizations, select **Add New Sub Actual Organizations**.

To add a new Sub Actual Post

1. Select the Actual Post for which you want to create a Sub Actual Post.
2. Do one of the following:
  - On the Personnel Availability Gantt Chart diagram toolbar, click **Add New > Sub Actual Post**.
  - From the shortcut menu of the selected Actual Post, select **Add New Sub Actual Post**.

To add an existing Sub Actual Organizations

1. Select the Actual Organizations for which you want to add a Sub Actual Organizations.
2. Do one of the following:
  - On the Personnel Availability Gantt Chart diagram toolbar, click **Add Existing > Sub Actual Organizations**.
  - From the shortcut menu of the selected Actual Organization, select **Add Existing Sub Actual Organizations**.
3. From the **Select Actual Organizations** dialog, select an Actual Organizations and click the + button.
4. Click **OK** when you are done.

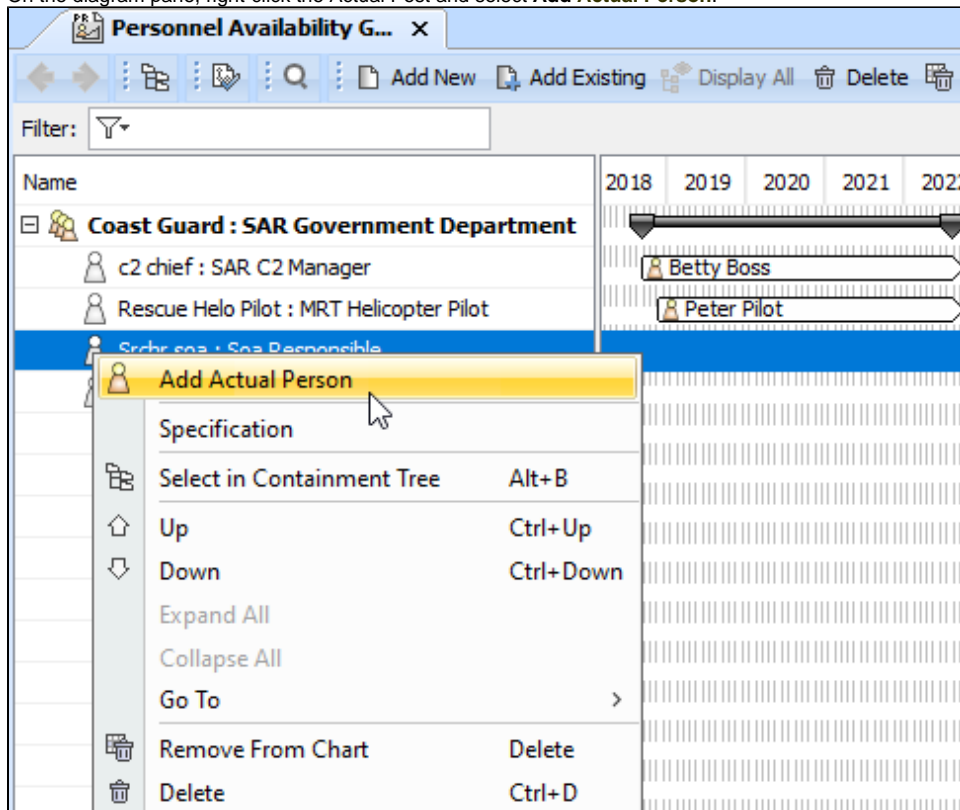
To add an existing Sub Actual Post

1. Select the Actual Post for which you want to add a Sub Actual Post.
2. Do one of the following:
  - On the Personnel Availability Gantt Chart diagram toolbar, click **Add Existing > Sub Actual Post**.
  - From the shortcut menu of the selected Actual Post, select **Add Existing Sub Actual Post**.
3. From the **Select Actual Post** dialog, select an Actual Post and click the + button.
4. Click **OK** when you are done.

## Adding Actual Person

To add an Actual Person

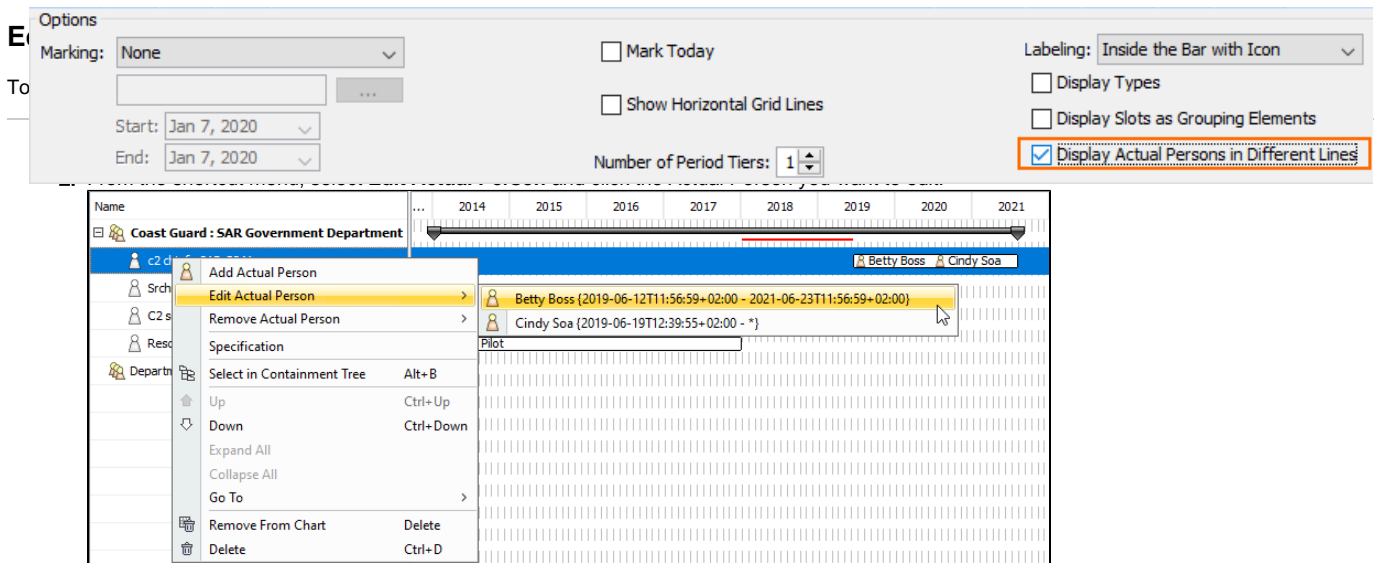
1. Select an Actual Post for which you want to assign an Actual Person.
2. Do one of the following:
  - On the Personnel Availability Gantt Chart toolbar, click **Add New > Actual Person**.
  - On the diagram pane, right-click the Actual Post and select **Add Actual Person**.



3. Follow the steps of the [Actual Person Assignment Wizard](#).
4. Click **Finish** when you are done.



If you want to see each Actual Person in the separate row, in the chart Options area, select **Display Actual Person in Different Lines** check box.

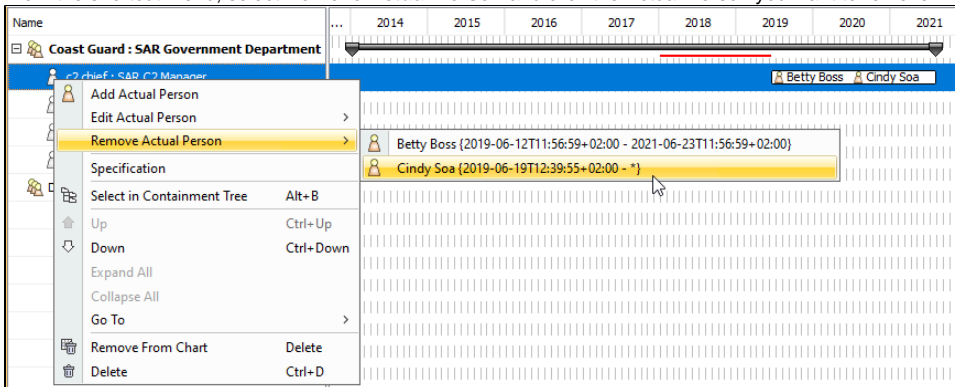


3. Edit the Start or End dates.
4. Click **OK**.

## Removing Actual Person

To remove an Actual Person

1. Right-click an Actual Post for which you want to remove an Actual Person.
2. From the shortcut menu, select **Remove Actual Person** and click the Actual Person you want to remove.



## Modifying dates for Actual Person

You can modify the time frame of the Actual Person filling the Actual Post. You can do so in the [Specification window](#) of the particular Fills Post relationship or directly in the chart.

It is quick and easy to modify dates directly in the chart:

- To change the start date, simply drag the Actual Person bar to the left or right.
- To change the end date, slide the end of the Actual Person bar to the left or right.

## Displaying all suppressed or deleted from the chart

When an Actual Organization or Actual Post is displayed in *italic*, it means that some sub elements were removed from the chart. You can restore them back with the click of one button.

To display all sub elements removed from the chart

1. Select the Actual Organization (or Actual Post) which sub elements you want to restore.
2. In the Personnel Availability Gantt Chart toolbar, click the **Display All** button.



The **Display All** button also expands the suppressed structure.

## Deleting elements

To delete an element from the chart

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1. Select an element.
2. On the diagram toolbar, click the **Delete From Chart** button.

To delete an element from the model

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1. Select an element.
2. On the diagram toolbar, click the **Delete** button.

## Deleting sub elements

To delete sub elements from the chart

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1. Select the sub element.
2. On the diagram toolbar, click the **Delete From Chart** button.

To delete sub elements from the model

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1. Select a sub element.
2. On the diagram toolbar, click the **Delete** button.

### Related pages

- [Customizing Gantt chart properties](#)
- [Legends](#)