

Search Fields (beneath column headers) to locate the **Work Task** you wish to view.



NORTHWESTERN UNIVERSITY POLICE

MODIFY WORK TASK : ASSIGN RESOURCE()

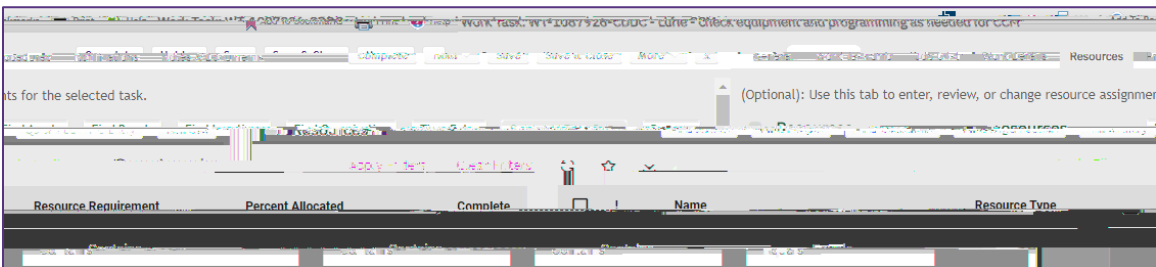
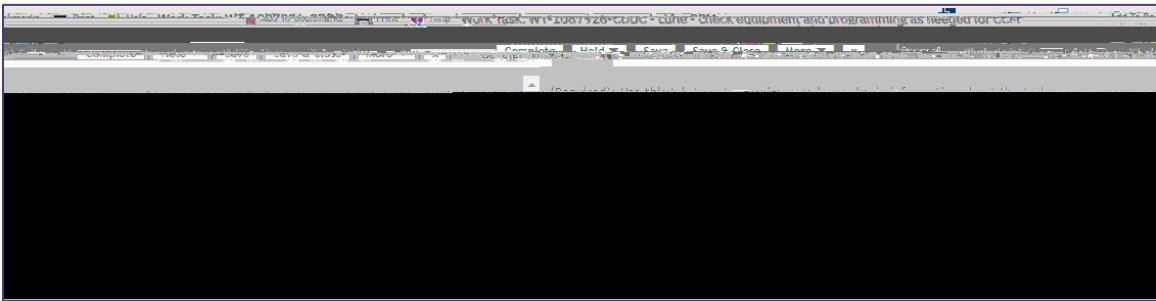
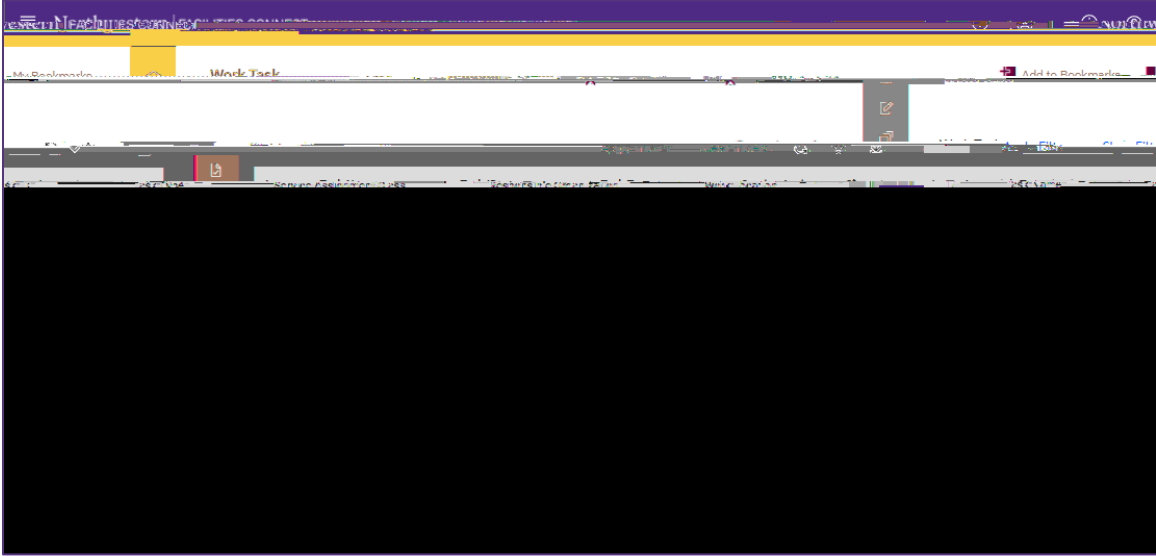
DIRECTIONS:

2

cont.

Enter keywords and press the **Enter** key to narrow your search.

Once located, click anywhere on the **Work Task Record** to open.





NORTHWESTERN UNIVERSITY POLICE

MODIFY WORK ASSIGNMENT : ASSIGN RESOURCES ()

DIRECTIONS:

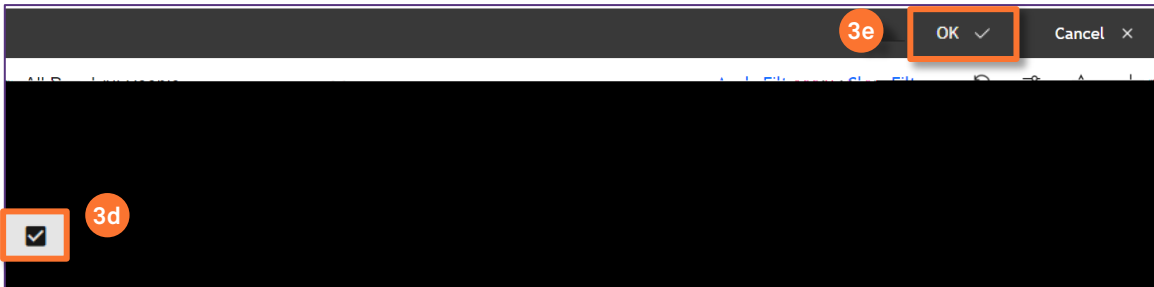
3 cont.

The **Find People** pop-up window will appear:

- 3c** Click on the drop down menu arrow and select the **All People** option to search all available Resources.



- 3d** Mark the **Checkbox** beside the name of the individual(s) you wish to assign as a **Resource**.
- 3e** Then, click on the **Ok** button to assign. Repeat **3c** through **3e** as necessary for multiple individuals.



Click on the **Save** button to confirm the assignment(s).

