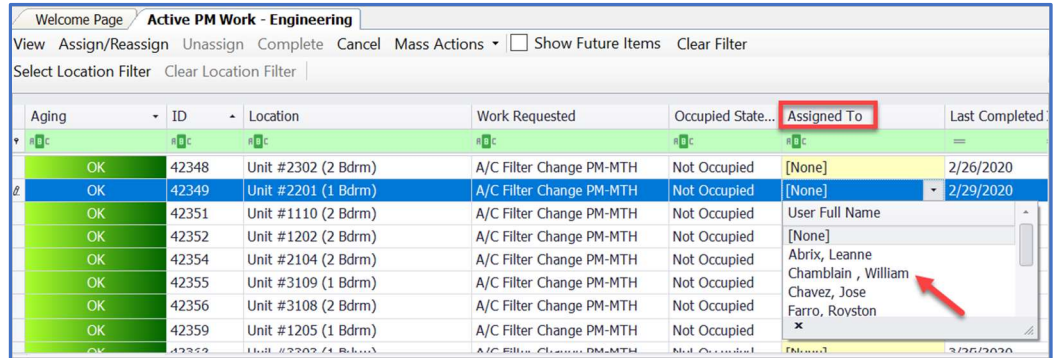


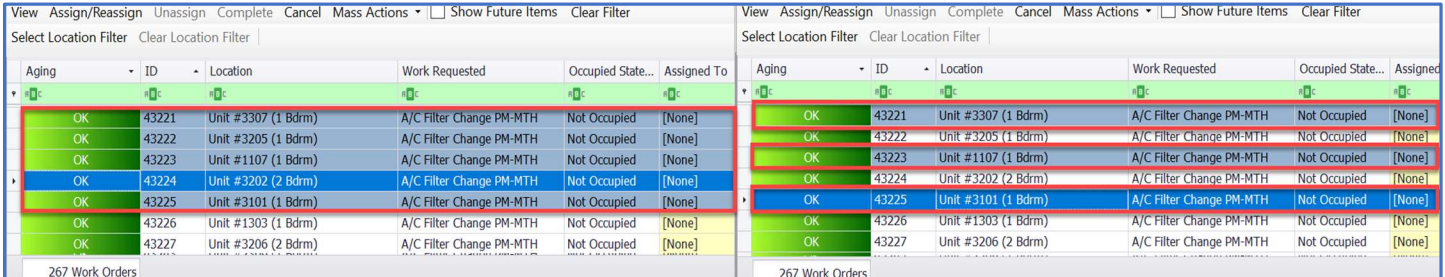
Assigning PM Work Orders

PMs can be assigned one-at-a-time or you can select multiple PMs to assign to one team member. Remember, PMs can only be assigned to one person. The process for tracking additional team members' work on the same PM is an internal leadership decision.

Step 1: To assign an individual PM, highlight the PM and use the *Assign To* drop-down to select the user.



Step 2: To assign multiple PM work orders to one person, click and drag your mouse to highlight the PMs or cherry-pick the PMs by holding down the CTRL key and clicking each work order.



Click on *Assign/Reassign* button in the upper left-hand corner and choose the team member.

Step 3: To *Unassign* follow the same steps to select the PM(s) and click on the *Unassign* button in the upper left-hand corner.

