

4. On the View menu, choose more views
5. Choose Resource Allocation *The Resource Allocation view appears.*
6. Click Apply
7. On the Resource Management toolbar, click the Go to Next Overallocation button *The first block of overallocations for the resource Writer appears.*
8. In the top pane, examine the timescale area to identify the days the Writer is overallocated during the week of July 13 *During the week of July 13, 1998, overallocations occur on Tuesday through Friday. The 16h means that the Writer is working a total of sixteen hours on each of those days.*
9. In the top pane, double-click the Writer resource *The Resource Information dialog box appears.*
10. If necessary, Go To the General tab
11. Select the contents of the Max units available spin box
12. Type 200 and choose OK *The Resource Information dialog box closes.*
13. Examine the Writer resource *The Writer is no longer overallocated because another unit of the resource was added to the pool.*
14. In the top pane, select the Editor resource
15. Find the overallocation for the Editor resource
16. Examine the dates on which the overallocations take place and the tasks involved *Thursday in the week of August 10, 1998, shows an overallocation for the tasks Edit and Corrections.*
17. From the View menu, select *More Views*
18. Select Task Entry and click Apply