

## Summary

---

### To create a resource list

1. On the View Bar, click the Resource Sheet icon.
2. On the resource sheet, in the Resource Name column, enter a resource name.
3. On the resource sheet, in the Group column, enter a group name to add the resource to a group.
4. On the resource sheet, in the Max. Units column, enter a number of resource units.
5. Repeat steps 2 through 4 until you have entered all the resources.
6. If desired, save the project.

### To assign a resource to a task

1. In the Gantt sheet, select the Resource Names column of the task to which you want to assign a resource.
2. In the Resource Names column, type the resource name.  
or
2. In the Resource Names column, from the Resource Names field drop-down list, double-click the resource name.

### To assign a resource to a task using the Assign Resources dialog box

1. In the Gantt sheet, in the Task Name column, select the task(s) to which you want to assign a resource(s).
2. On the Standard toolbar, click the Assign Resources button.
3. In the Assign Resources dialog box, in the Name column, select the resource you want to assign to the task(s).
4. If necessary, in the Units column, type a percentage unit.
5. Repeat steps 3 and 4 to assign multiple resources.
6. If desired, close the Assign Resources dialog box.

### To remove a resource from a task

1. On the Gantt sheet, select the task for which you want to remove the resource.
2. On the Standard toolbar, click the Assign Resources button.
3. In the Assign Resources dialog box, in the Name column, select the resource you want to remove from the selected task.
4. Choose Remove.
5. If desired, close the Assign Resources dialog box.