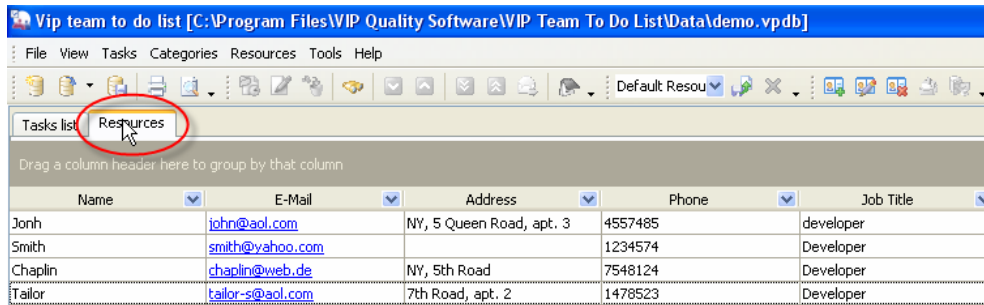


Lesson 8. How to create a team list

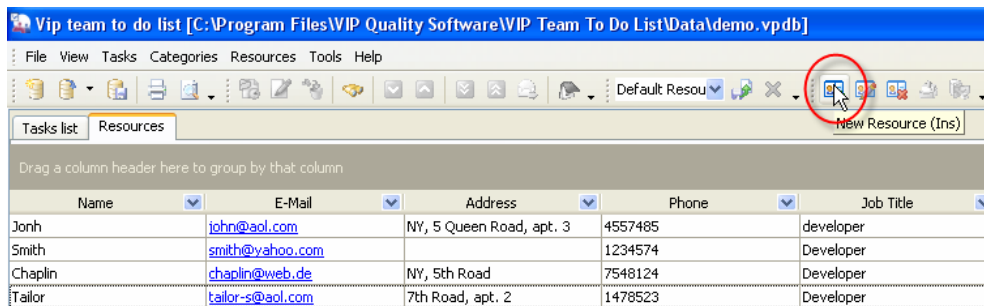
When you company go up, it's reasonable that more and more new colleagues appear. You have to involve them in company workflow. As usual **VIP Team To Do List** will help you. It allows you to create a list of team members, store the information about them and assign them to accomplish required tasks.

How to create a new resource



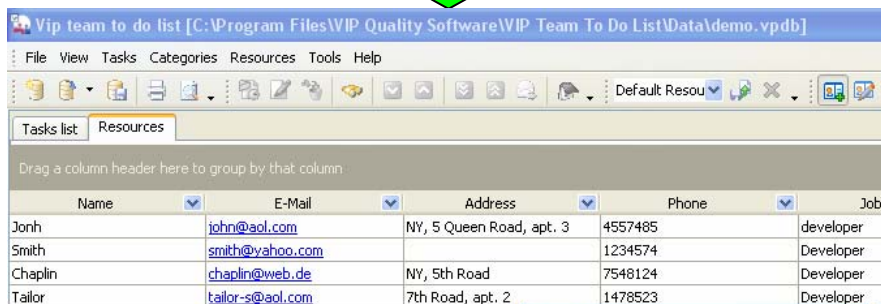
To start working with resources select **Resources** tab

Select **Resources** tab



To create new resource click on 'New Resource' button on Resources toolbar.

Click on 'New Resource' button



Enter new resource name, e-mail, address, phone, job-title, name of his or her department and ftp file name in corresponding fields in 'Create Resource' dialog.

Create Resource

General

Name: Stone

E-Mail: stone@yahoo.com

Address: NY, 5th Avenue

Phone: 1782396

Job Title: Developer

Department: Development

Other settings:

FTP File Name:

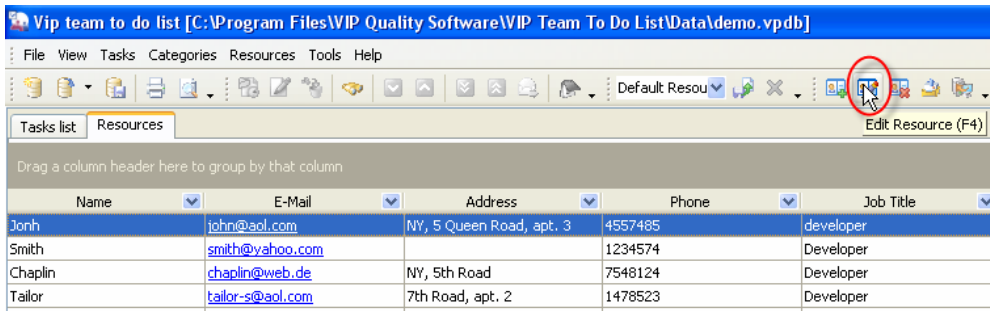
Using this field to setting name of file with To-Do lists of the resource

Ok Cancel

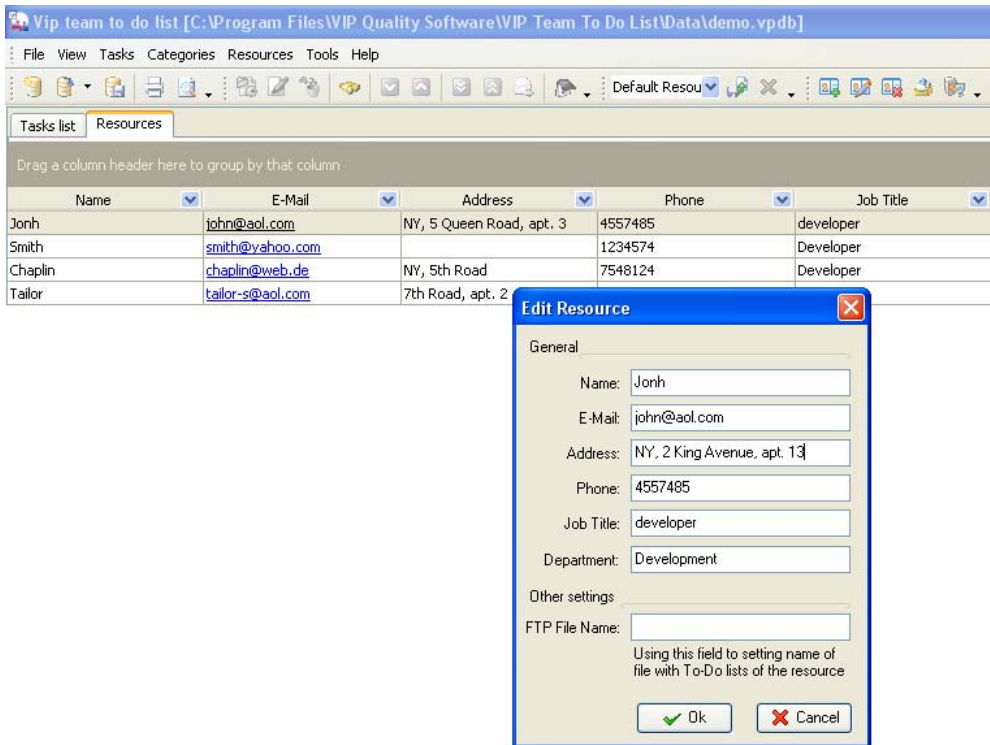
Enter Resource information

How to edit a resource

Resource information may be changed, for example resource John changed his address. To edit existing resource information click on 'Edit Resource' button on Resources toolbar, press 'F4' key or double click on required resource.



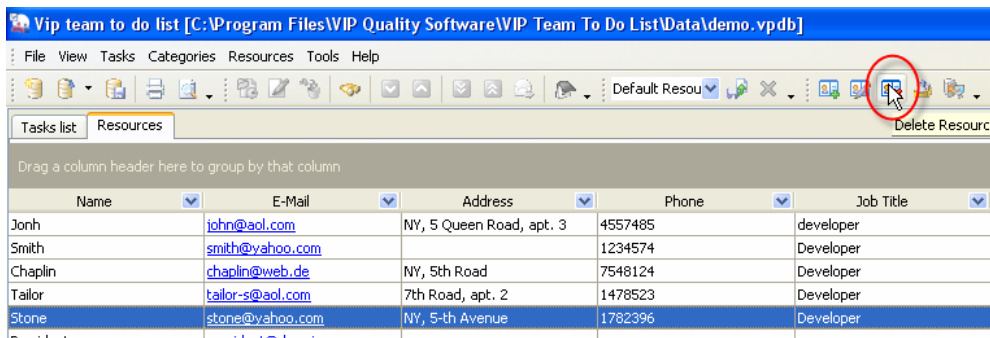
Click on 'Edit Resource' button on Resources toolbar



Enter required changes and click 'Ok'.

How to delete a resource

To delete existing resource you should select it and click on 'Delete Resource' button on resources toolbar or press 'Del' key. Click 'Yes' to confirm or 'No' to cancel.



Select resource and click 'Delete Resource' button on Resources toolbar



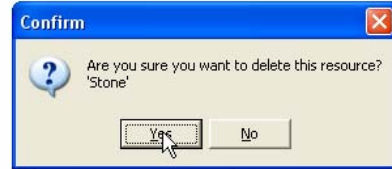
Vip team to do list [C:\Program Files\VIP Quality Software\VIP Team To Do List\Data\demo.vpdb]

File View Tasks Categories Resources Tools Help

Tasks list Resources

Drag a column header here to group by that column.

Name	E-Mail	Address	Phone	Job Title
Jonh	john@aol.com	NY, 5 Queen Road, apt. 3	4557485	developer
Smith	smith@yahoo.com		1234574	Developer
Chaplin	chaplin@web.de	NY, 5th Road	7548124	Developer
Tailor	tailor-s@aol.com	7th Road, apt. 2	1478523	Developer
Stone	stone@yahoo.com	NY, 5-th Avenue	1782396	Developer



Click 'Yes'