

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



NORTHWESTERN UNIVERSITY POLICE

MODIFY WORK TASK RECORD

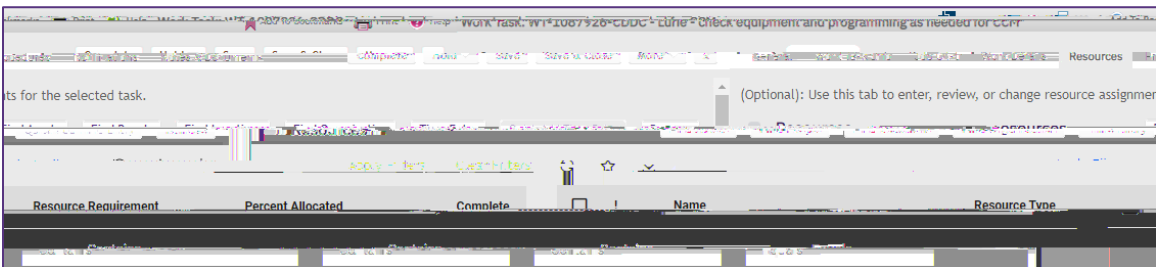
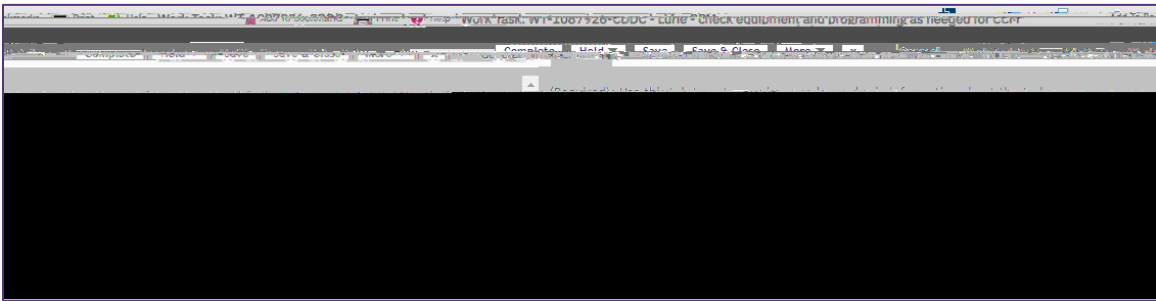
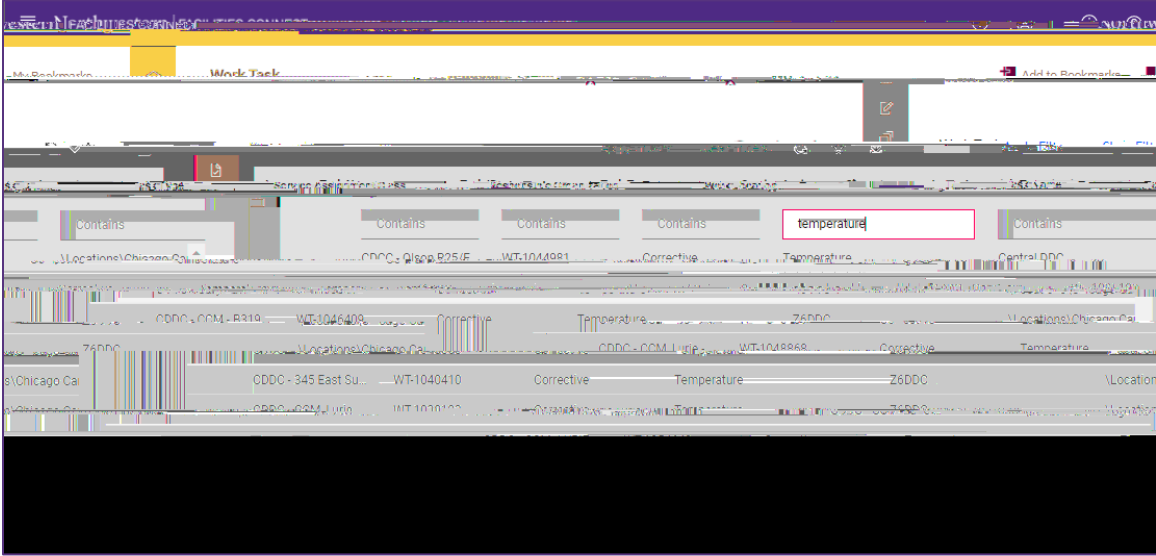
DIRECTIONS:

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 RESOURCE()

DIRECTIONS:

3

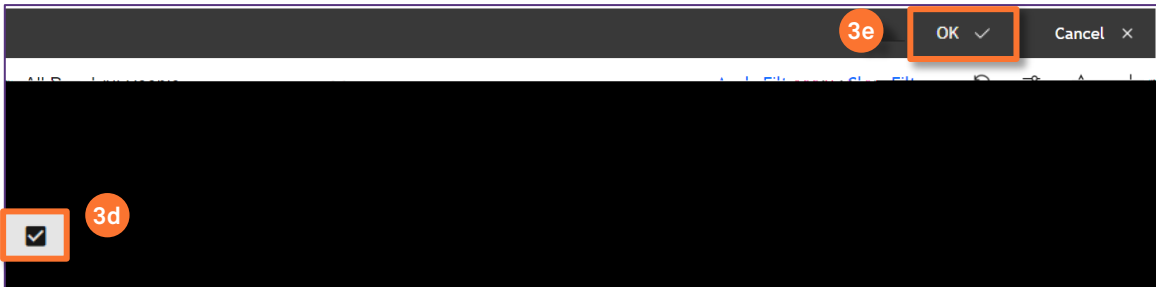
cont.

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).

