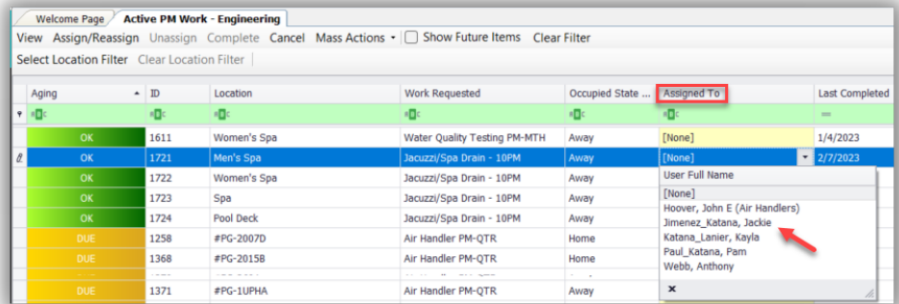




PMs can be assigned one-at-a-time or you can select multiple PMs to assign to one team member. Remember, PMs can only be assigned to one person. The process for tracking additional team members' work on the same PM is an internal leadership decision.

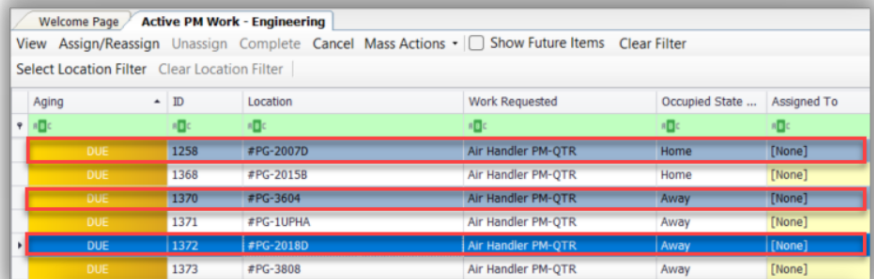
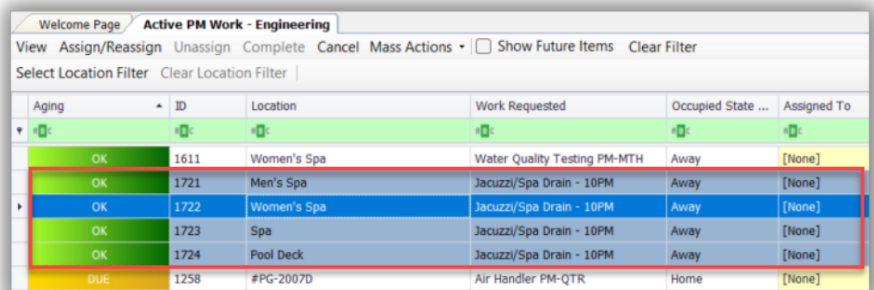
Step 1: To assign an Individual PM,
Highlight the PM and use the
Assign To drop-down to select the user.



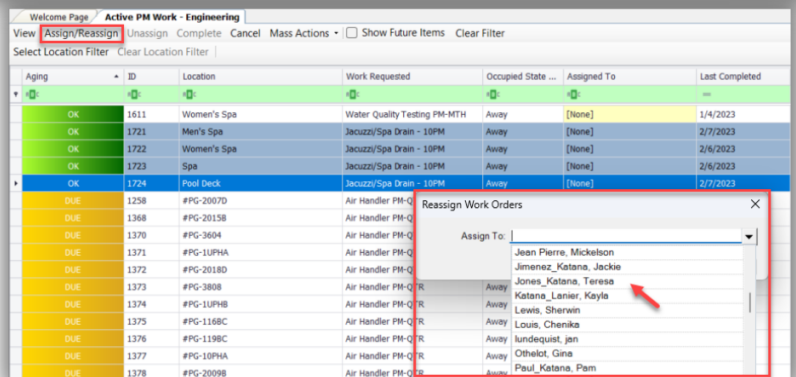
Step 2: To assign Multiple PMs to one person, click and drag your mouse to *Highlight* the PMs.

or

Cherry-pick the PMs by holding down the CTRL key and clicking on each PM.



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



Step 3: To Unassign, follow the same steps to select the PMs and click the **Unassign** button in the upper left-hand corner.

