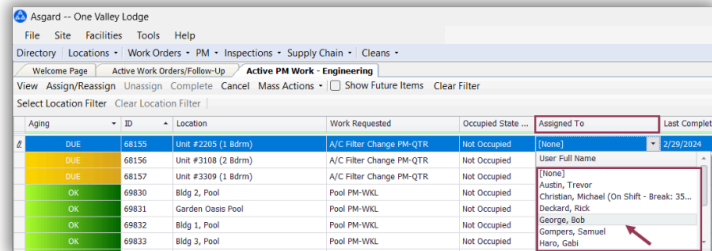


PMs can be assigned one at a time, or you can select multiple PMs to assign to one team member. Remember, each PM can only be assigned to one person. The process for tracking additional team members' work on the same PM is an internal leadership decision.

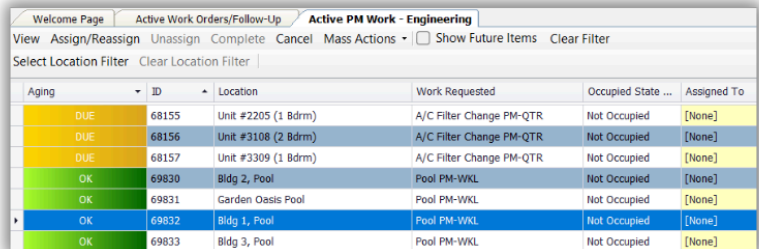
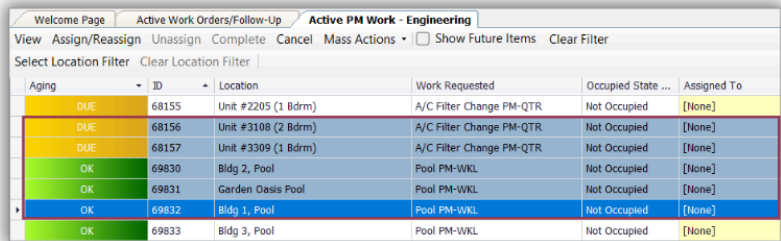
Step 1: To assign an Individual PM, Highlight the PM and use the **Assign To** drop-down to select the user.



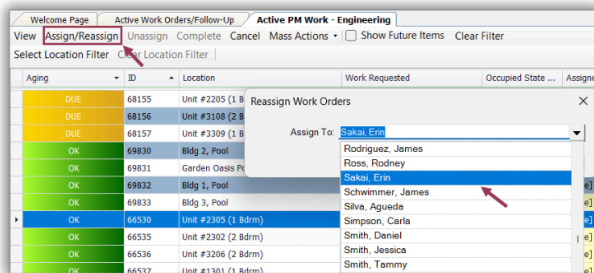
Step 2: To assign **Multiple PMs** to one person, click and drag your mouse to *Highlight* the PMs.

or

By holding down the CTRL key while using your mouse to click on each PM individually.



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.

