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

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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	

Select **Resources** tab

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

To crea	ate new reso	urce click	on
'New	Resource '	button	on
Resour	ces toolbar.		

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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		

Click on 'New Resource' button

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smith@yahoo.com		12345	74		Developer
chaplin@web.de		75481	24		Developer
tailor-s@aol.com	7th Road, apt. 2	14785	23		Developer
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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.

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.

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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	

Click on 'Edit Resource' button on Resources toolbar

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Jonh	john@aol.com	NY, 5 Queen Road, apt. 3	4557485	developer
Smith	smith@yahoo.com	(1234574	Developer
Chaplin Tailor	chaplin@web.de tailor-s@aol.com	NY, 5th Road 7th Road, apt. 2	7548124	Developer
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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.

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Jonh Smith Chaplin	×	john@aol.com smith@yahoo.com	~	NY, 5 Queen Road, apt. 3	-	4557485 1234574	×	developer Developer	
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Select resource and click 'Delete Resource' button on Resources toolbar

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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
			Confirm Are you sure you w 'Stone'	ant to delete this resource?

Click 'Yes'