**How to Assign a Resource**

When using Project Server 2007, it is advisable to use a Resource Pool – the same group of resources available to all Server users. While you can use "Local Resources" in addition to (or instead of) Enterprise Resources for purposes of this article, only Enterprise Resources are used and that means that for a Resource to be assigned to any given task they must first be in the Enterprise Resource Pool.

The first step is to select the Resources that you want to have available on the schedule. To do this, go to Tools and select "Build Team From Enterprise".

A pop up similar to this will appear:
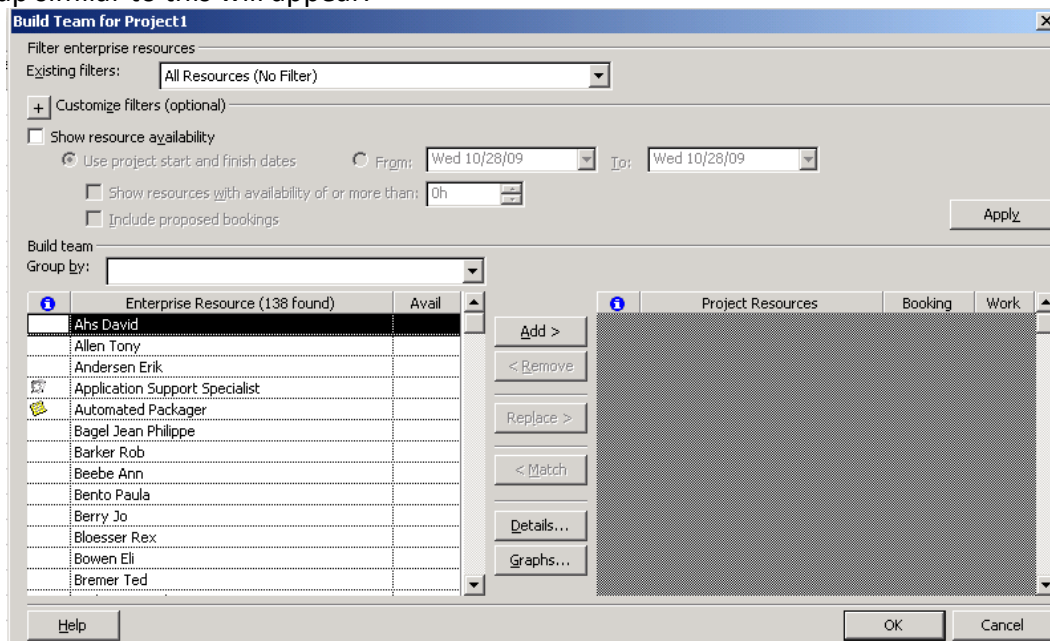
Additional filters are available in this box as well which can be used to change the selections that are viewed.

The available Resources are listed on the left hand side. Select the Resource and then click on "Add" to move them to the right hand side. All the Resources listed on the right hand side are available for this schedule.

Then, when in the schedule, in the Resource column, a drop down option will appear and the Resources that were selected will be available.

Once in the schedule itself, selecting the resource is done by using the drop-down menu. All the names that were chosen in the previous step are in the list.
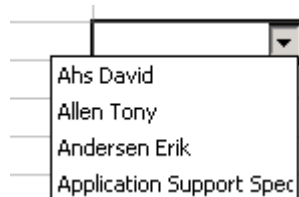
To select, a person just click on one of the names and it will appear in the box.

If multiple resources are desired on a task, the method to add the second person is to select the first person and then type a comma. After the comma, just select the second person.