

QUICK GUIDE

SHORT INTERVAL PLANNING SETUP



MANAGE CONTRIBUTORS

1. On the project level menu select **Schedule Configuration** and click the **Contributors tab**. Both external and internal users can be added by clicking the **plus icon** to the project. To have existing users access, removed or altered, click the under **Actions** section.

ADD SIP RESOURCES

After assigning new contributors to a project:

1. Select the **SIP Resources** tab above.

2. Click **Add New SIP Resources** then define SIP Resource Name, **Unit of Measure (UOM)**, and assign a **color**.

ASSIGN SHORT INTERVAL PLANNING

1. Navigate to the **Plan** view from the navigation drop-down menu.
2. Click on the **Delegation tab** in IRIS and click .

3. A dialog box appears where you can select one or more **Project Contributors** to add to this project, then click **Save**.