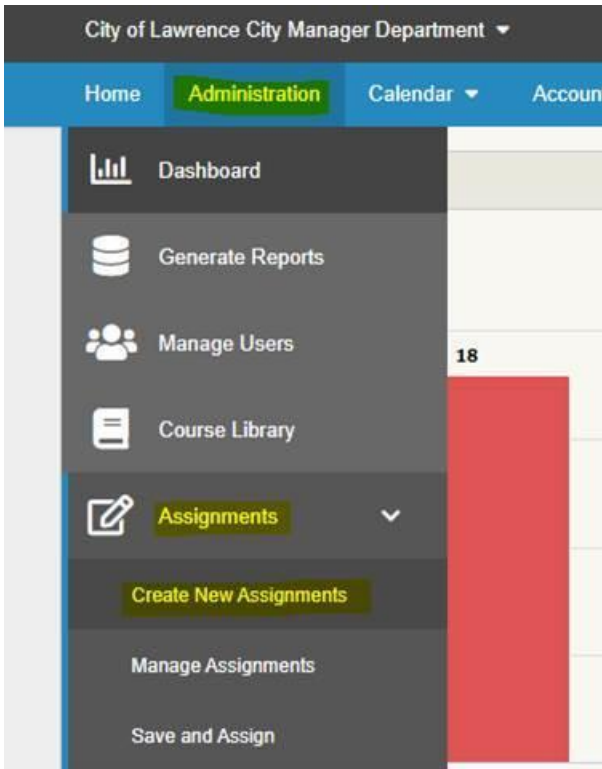
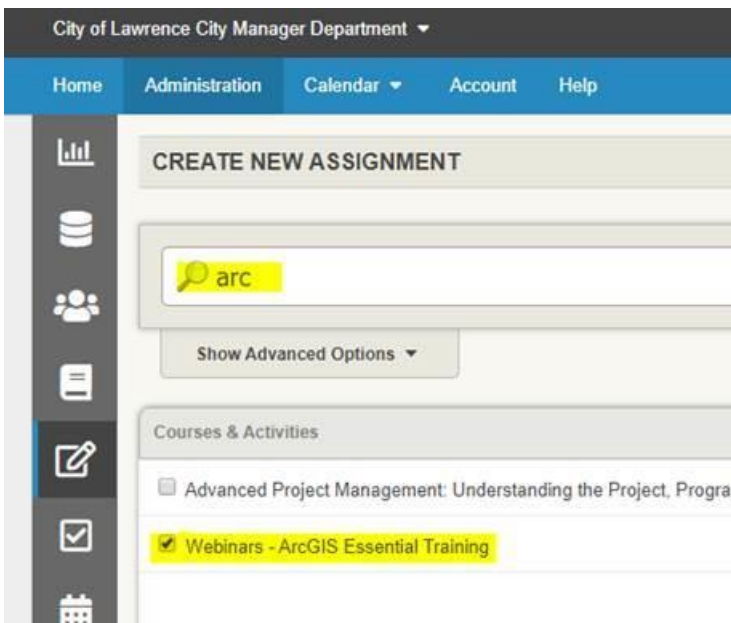


## SUPERVISOR ASSIGN IN TARGET SOLUTIONS

Login in and click on Administration, then Assignments, Create new assignment.



Search for words like “arc” or “gis” something that would be in the title.



Hit “Continue”

You can type in names in the Select Users column, or you can select by “department” Then “Select All Visible” and they will appear in the right hand column. If you do not want someone to receive the training, just click once on their name in the Users Selected column and that name will go back to the Select Users column.

Home Administration Calendar Account Help

### CREATE NEW ASSIGNMENT

SELECT COURSES CHOOSE USERS SET DATES

1. Narrow By

User Status (2)

Division

Department (2)

Select All Clear All

- 1014 Transportation
- 1020 City Manager
- 1025 Public Information
- 1050 City Clerk
- 1053 Human Resources
- 1054 Risk Management
- 2314 Parking Enforcement
- Human Resources Admin

Division

Department

Position

2. Select Users

Search...

- Brubaker, Robert O
- Burghart, Eric E
- Callagy, Jessica L
- Dziak, Taunya L
- Green, Tanya M
- Harrell, Bradley M
- Humerickhouse, Lisa M
- Koerner, Wendy A
- Lubliner, Emily C
- Pearson, Serena E
- Weigel, Adam P

3. 11 users selected

- Brubaker, Robert O
- Burghart, Eric E
- Callagy, Jessica L
- Dziak, Taunya L
- Green, Tanya M
- Harrell, Bradley M
- Humerickhouse, Lisa M
- Koerner, Wendy A
- Lubliner, Emily C
- Pearson, Serena E
- Weigel, Adam P

You have several choices on this next page. You can send emails so they know what is being assigned, when it's due, and when it's overdue. If you assign a due date, don't use the "Apply to All" because it will literally apply it to anyone else in other departments that have been assigned this class.

City of Lawrence City Manager Department

Home Administration Calendar Account Help

### CREATE NEW ASSIGNMENT

SELECT COURSES CHOOSE USERS SET DATES

11 Users Selected View Users Edit Users

Email Settings

- Email users when the assignments are available
- Email users one week prior to assignments being due
- Email users when the assignments are overdue
- Send recurring weekly email reminder that assignments are overdue

~~Apply to All~~

~~START~~

~~DUE~~

Webinars - ArcGIS Essential Training

START

DUE

Submit Cancel

Hit Submit