

# Lehnert Computer Services

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Subject: Resource percent allocation

**Bob G. of South Bend, IN and Chad of Marshalltown, IA** both asked: Can you modify the resource usage view to show a percentage of work time on a task rather than the hours allocated?

**Answer:** This can be accomplished very easily by following the directions below:

1. View → Resource Usage
2. Right click on the right side of the screen and select "Detail Style" or Format → Detail Styles
3. On the left side of the form scroll down and select "Percent Allocation"
4. Click on Show in the middle.
5. Select a different color for the value at the bottom, click OK

Here is a picture of the result with the timescale zoomed to the by week level and we are showing both percent allocation and work time on the assignment. We should note that the percent allocation is the percentage of the assigned work in relationship to the total availability as indicated on the resource calendar. The Percent Allocation is the second line in blue.

	i	Resource Name	Work	Details	Mar '08				Apr '08		
					24	2	9	16	23	30	6
2	⚠	Product engineerir	5,648 hrs	Work	0h	40h	32h	40h	40h	40h	40h
				% Alloc.	0%	100%	80%	100%	100%	100%	100%
		New product app	0 hrs	Work	0h						
				% Alloc.	0%						
		Describe new pr	16 hrs	Work		16h					
				% Alloc.		40%					
		Gather informati	48 hrs	Work		24h	24h				
				% Alloc.		60%	60%				
		Convene opportu	8 hrs	Work			8h				
				% Alloc.			20%				
		Decision point -	0 hrs	Work			0h				
				% Alloc.			0%				
		Develop prelimit	40 hrs	Work				40h			
				% Alloc.				100%			
		Produce lab sca	80 hrs	Work					40h	40h	
				% Alloc.					100%	100%	

In the Detail Styles form there are many fields that can be added to the view to customize the information you would like to show. Task Usage also has the same customization capability. You do not have the ability to add custom fields to either view.

By the way: Bob G said that he was thrilled to learn about this because adding this column was going to save him and the other Project Managers about 8-12 hours per month.