Set Up Effective Assignment

To have the effective assignment displayed, go to Jobs (**purple briefcase icon on the left**) and click "**New**".
When all fields are **filled in**, click "**Save**"
and in the **Persons** tab, by clicking "**Edit**" and "**New**", add the desired person,
then in the **Assignments** tab likewise click "**New**" to add an assignment.
Clicking "**Save**" completes this procedure.