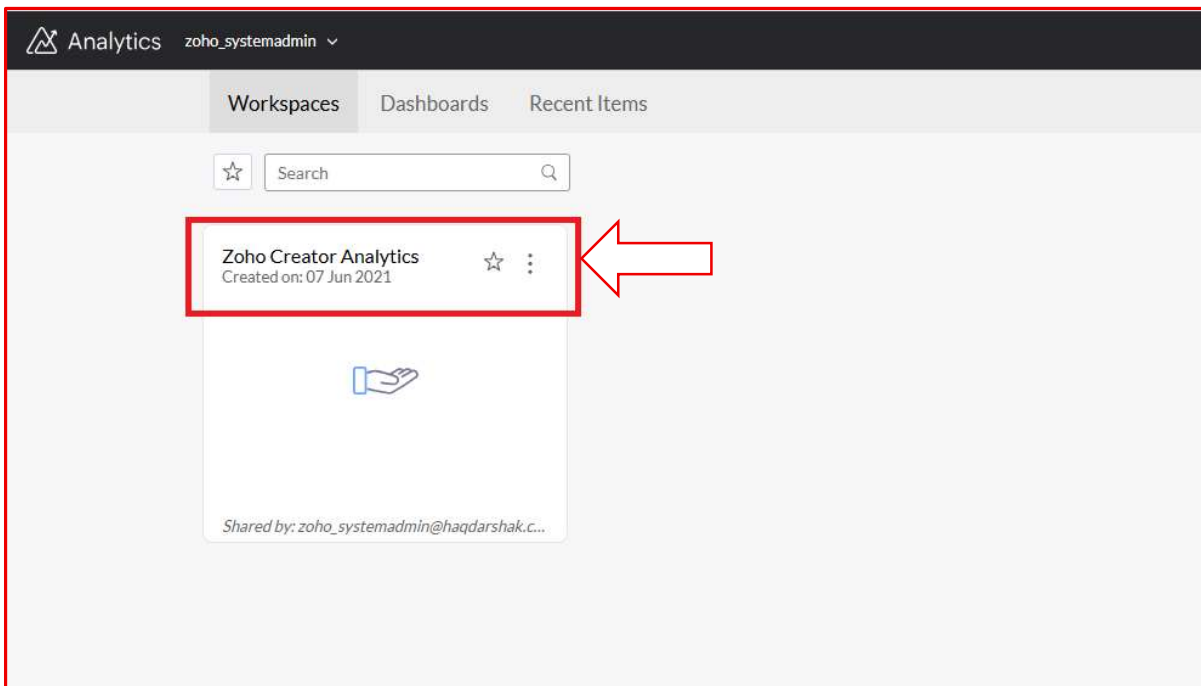


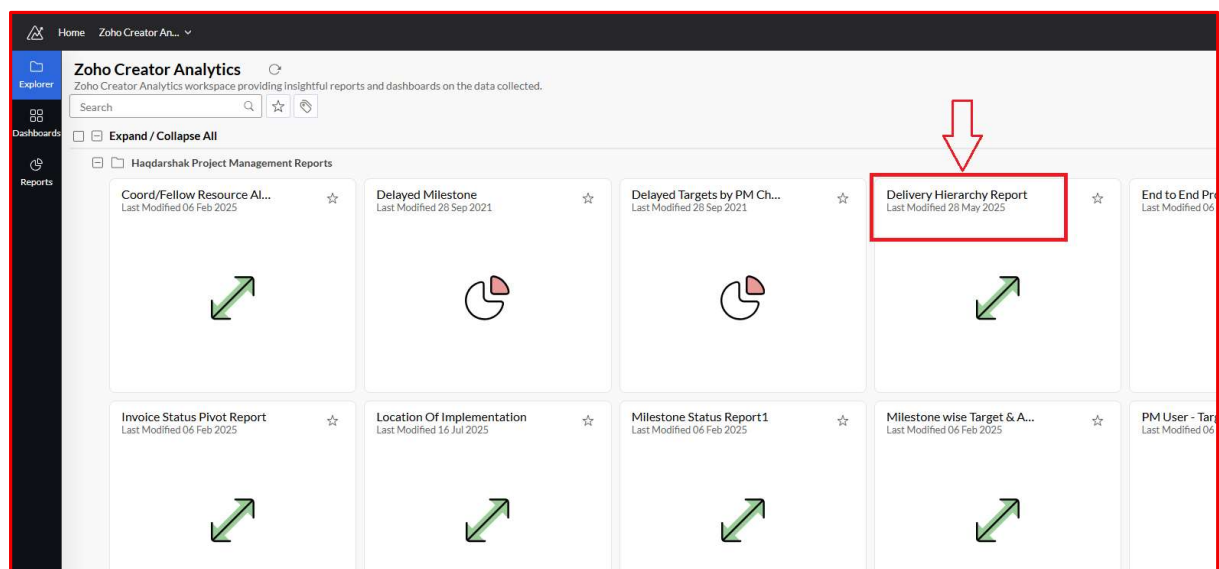
# Resource Allocation Report

1. Go to <https://analytics.zoho.in/>
2. Click on [Zoho Creator Analytics](#) as shown below:

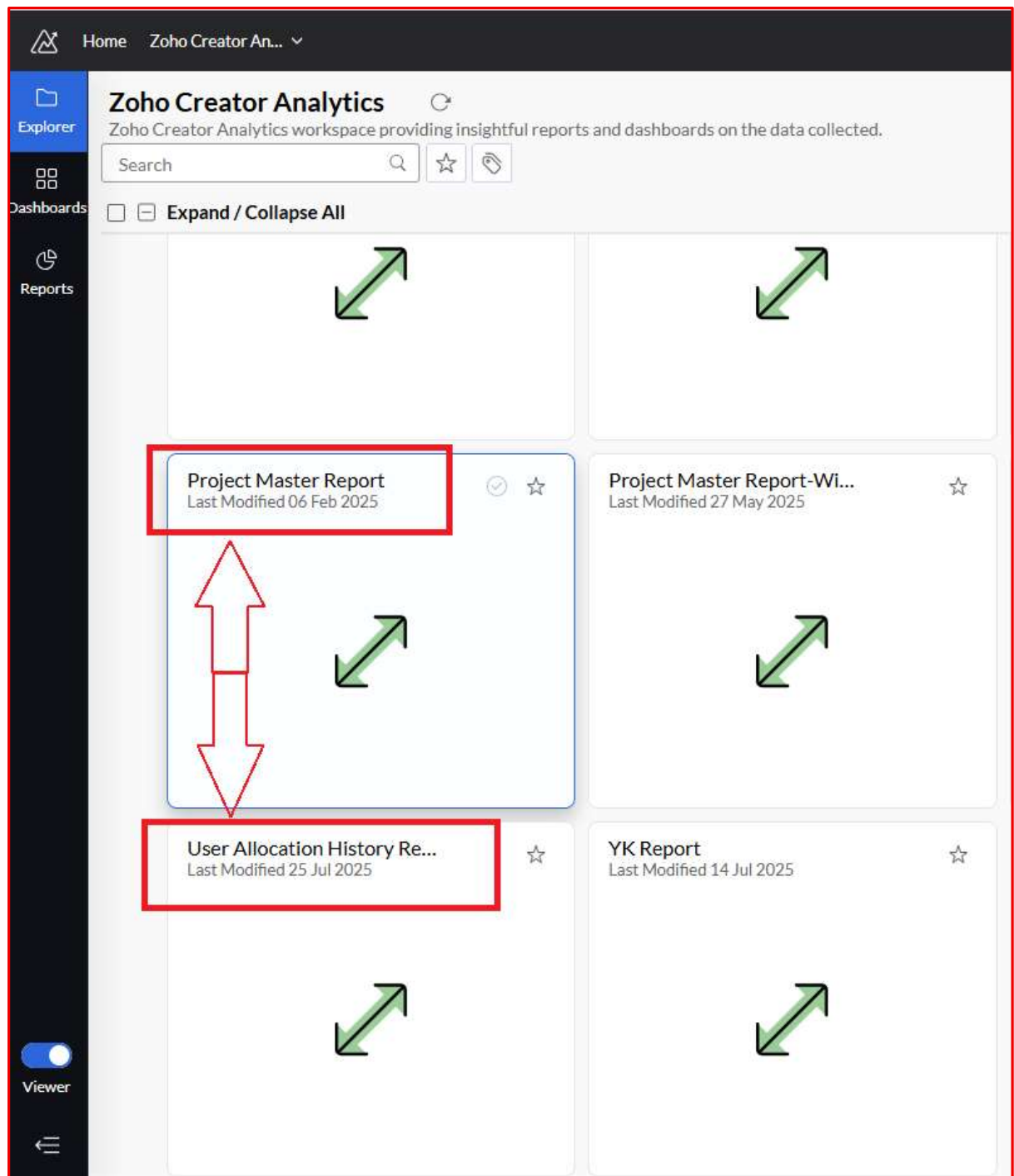



3. After clicking the tile, you'll see multiple reports but we need only 3 reports from them as mentioned below:

- a. [Delivery Hierarchy Report](#)



- b. [Project Master Report](#)
- c. [User Allocation History Report](#)

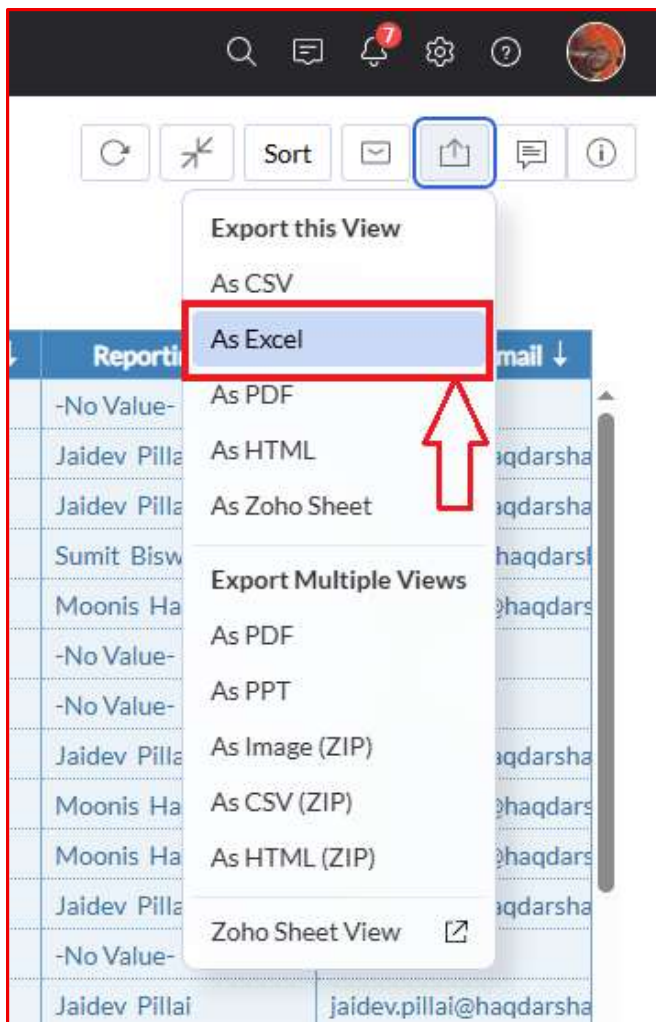


- After clicking on the tile, respective report will open then download the report by clicking on **Export** icon  at the upper right corner of the report.

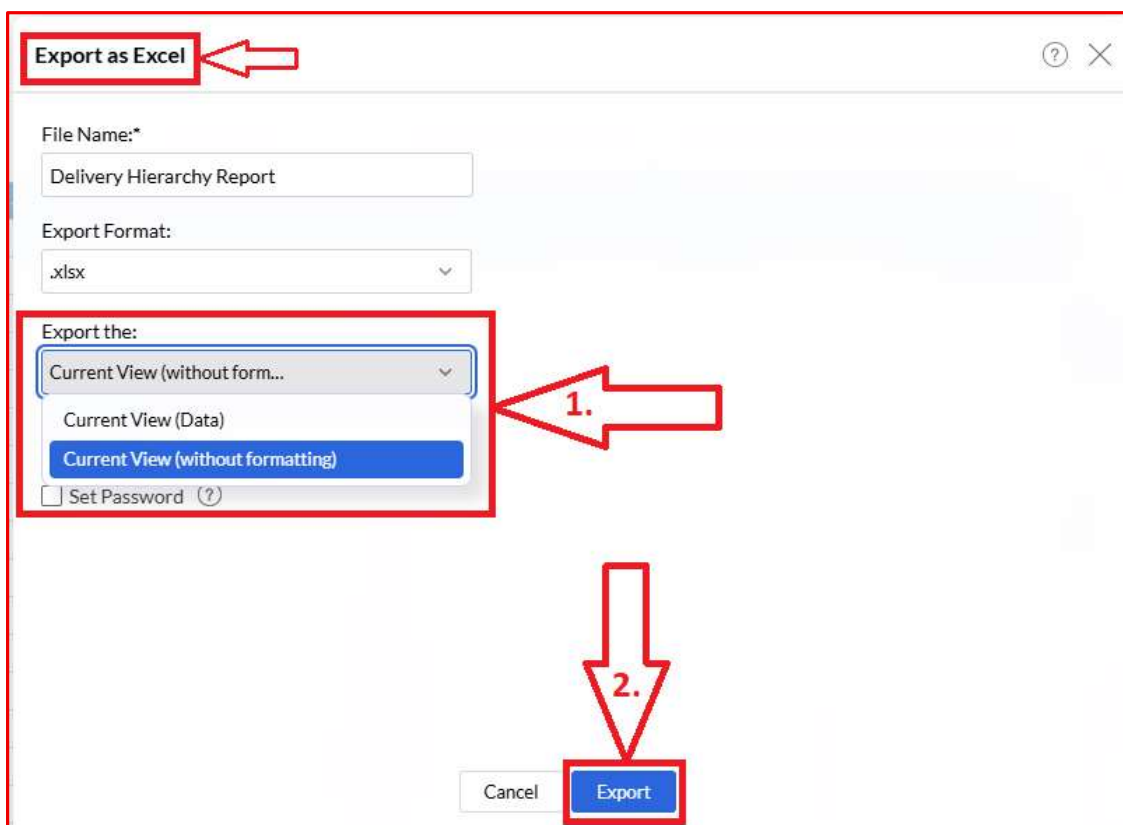
The screenshot shows the 'Delivery Hierarchy Report' table. The table has columns for PID, Project Name, Project Status, Employee Status, Employee Name, State, Project Role, Employee Email, Employee Status, Designation, Reporting to, and Reporting to Email. The 'Export' icon is highlighted in the top right corner.

PID	Project Name	Project Status	Employee Status	Employee Name	State	Project Role	Employee Email	Employee Status	Designation	Reporting to	Reporting to Email
1	Chhattisgarh/MAHASAMUND/HES/YK/001	Completed		CG_Mahasamund_YK	No Value	Delivery Head	Jaldev Pillai	Active	Vice President	No Value	No Value
2						Delivery Lead	Moonis Hasan	Active	Manager	Jaldev Pillai	Jaldev.pillai@haqdars
3						Lead PM	Moonis Hasan	Active	Manager	Jaldev Pillai	Jaldev.pillai@haqdars
4					Chhattisgarh	Fellow	Subir Sarkar	Active	Fellow	Sumit Blawas	sumit.blawas@haqdars
5						State PM	Sumit Blawas	In - Active	Senior Coordinator	Moonis Hasan	moonis.hasan@haqdars
6	Chhattisgarh/RAIPUR/HES/YK/0005	Completed		CG_Yojana Kendra	No Value	Delivery Head	Jaldev Pillai	Active	Vice President	No Value	No Value
7						Delivery Lead	Jaldev Pillai	Active	Vice President	No Value	No Value
8						Lead PM	Moonis Hasan	Active	Manager	Jaldev Pillai	Jaldev.pillai@haqdars
9					Chhattisgarh	Coordinator	Sumit Blawas	In - Active	Senior Coordinator	Moonis Hasan	moonis.hasan@haqdars
10						Fellow	Subir Sarkar	Active	Fellow	Moonis Hasan	moonis.hasan@haqdars
11						Phd	Moonis Hasan	Active	Manager	Jaldev Pillai	Jaldev.pillai@haqdars

- Click on **As Excel**.



6. A new sidebar will pop up with title **Export as Excel**. Click on the dropdown button under 3<sup>rd</sup> option **Export the:** and select **Current View (without formatting)** then click on **Export** button at the bottom of sidebar.



7. You will also require “Employee DB” file which you can get from HR team by sending email to Pansheel Koul, Rupali Shinde, Victor Lopes, Yamini Yerramilli & HR Support.
8. Once you receive “Employee DB” file, you’ll have the upload all the 4 reports as is without changing anything from these files.