

Resource Allocation Report

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

The screenshot shows the Zoho Analytics interface. At the top, there's a navigation bar with 'Analytics' and a dropdown for 'zoho_systemadmin'. Below it are tabs for 'Workspaces', 'Dashboards', and 'Recent Items'. A search bar is present. A red box highlights the 'Zoho Creator Analytics' workspace card, which was created on 07 Jun 2021. An arrow points from the text 'as shown below:' to this card. Below the card, it says 'Shared by: zoho_systemadmin@haqdarshak.c...'. The main area is mostly blank.

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

The screenshot shows the 'Zoho Creator Analytics' workspace. On the left, there's a sidebar with 'Explorer', 'Dashboards', and 'Reports'. The main area displays several report tiles:

- 'Coord/Fellow Resource Al...' (Last Modified 06 Feb 2025) with a green arrow pointing up.
- 'Delayed Milestone' (Last Modified 28 Sep 2021) with a pie chart icon.
- 'Delayed Targets by PM Ch...' (Last Modified 28 Sep 2021) with a pie chart icon.
- 'Delivery Hierarchy Report' (Last Modified 28 May 2025) with a red box around it and a red arrow pointing down to it.
- 'End to End Pr...' (Last Modified 06 Feb 2025) with a green arrow pointing up.
- 'Invoice Status Pivot Report' (Last Modified 06 Feb 2025) with a green arrow pointing up.
- 'Location Of Implementation' (Last Modified 16 Jul 2025) with a green arrow pointing up.
- 'Milestone Status Report1' (Last Modified 06 Feb 2025) with a green arrow pointing up.
- 'Milestone wise Target & A...' (Last Modified 06 Feb 2025) with a green arrow pointing up.
- 'PM User - T...' (Last Modified 06 Feb 2025) with a green arrow pointing up.

- b. Project Master Report
- c. User Allocation History Report

Zoho Creator Analytics

Zoho Creator Analytics workspace providing insightful reports and dashboards on the data collected.

Search Star Export

Expand / Collapse All

Viewer

Project Master Report
Last Modified 06 Feb 2025

User Allocation History Re...
Last Modified 25 Jul 2025

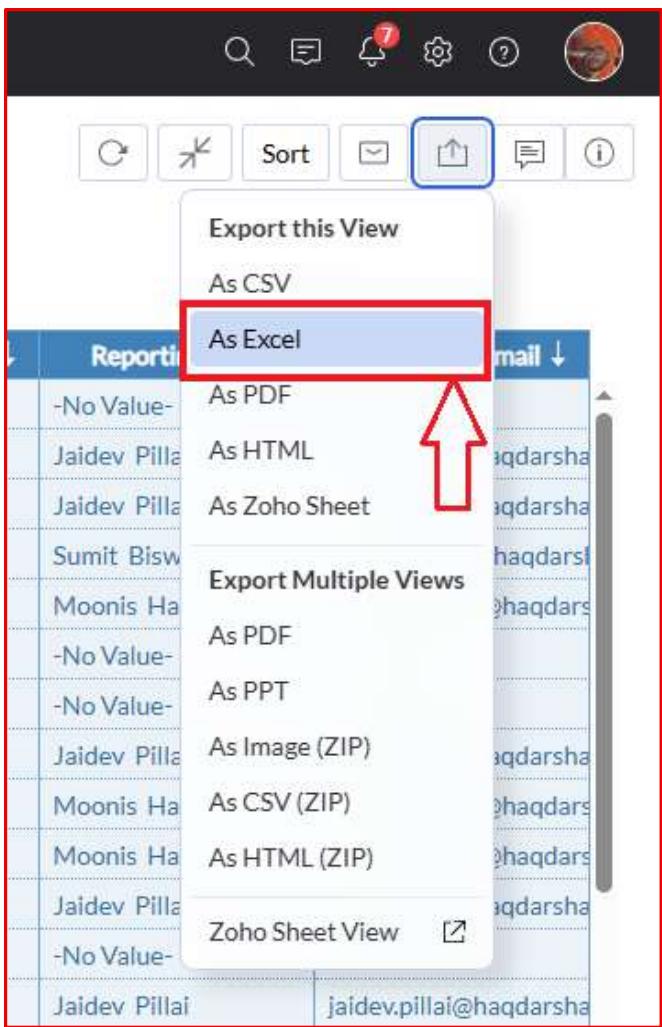
Project Master Report-Wi...
Last Modified 27 May 2025

YK Report
Last Modified 14 Jul 2025

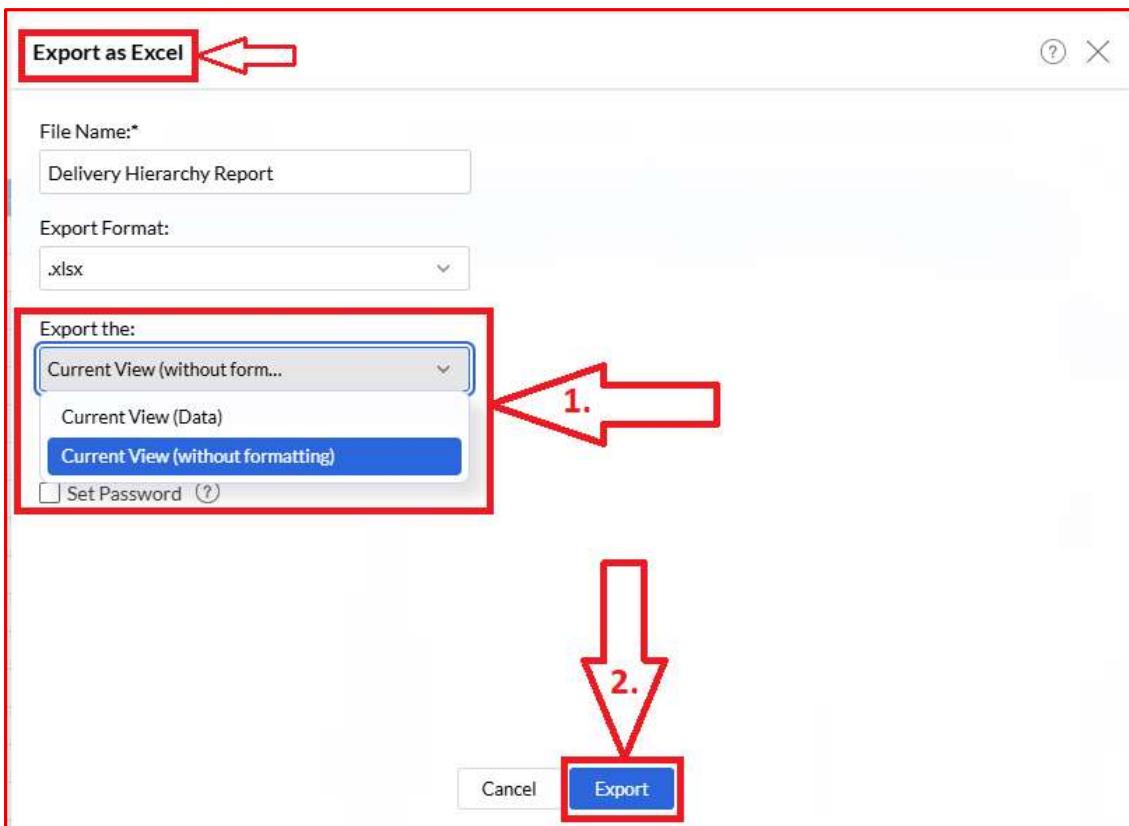
4. After clicking on the tile, respective report will open then download the report by clicking on **Export** icon  at the upper right corner of the report.

Delivery Hierarchy Report													
PID	Status	Project Name	State	Project Role	Employee Name	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	jaldevpillai@haqdarsht	Active	Vice President	-No Value-	-No Value-			
				Lead PM	Moonis Hasan	moonis.hasan@haqdarsht	Active	Manager	Jaldev Pillai	jaldevpillai@haqdarsht			
				Fellow	Subir Sarkar	subir.sarkar@haqdarsht	Active	Manager	Jaldev Pillai	jaldevpillai@haqdarsht			
				State PM	Sunit Biswas	sumit.biswas@haqdarsht	In - Active	Senior Coordinator	Moonis Hasan	moonis.hasan@haqdarsht			
				Delivery Head	Jaldev Pillai	jaldevpillai@haqdarsht	Active	Vice President	-No Value-	-No Value-			
6 Chhattisgarh/RAIPUR/HES/YK/005	Completed	CG_Yojana Kendra	-No Value-	Delivery Lead	Jaldev Pillai	jaldevpillai@haqdarsht	Active	Vice President	-No Value-	-No Value-			
				Lead PM	Moonis Hasan	moonis.hasan@haqdarsht	Active	Manager	Jaldev Pillai	jaldevpillai@haqdarsht			
				Fellow	Subir Sarkar	subir.sarkar@haqdarsht	Active	Fellow	Moonis Hasan	moonis.hasan@haqdarsht			
				PM	Moonis Hasan	moonis.hasan@haqdarsht	Active	Manager	Jaldev Pillai	jaldevpillai@haqdarsht			
				Coordinator	Sunit Biswas	sumit.biswas@haqdarsht	In - Active	Senior Coordinator	Moonis Hasan	moonis.hasan@haqdarsht			

5. Click on **As Excel**.



6. A new sidebar will pop up with title **Export as Excel**. Click on the dropdown button under 3rd 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.