

## SEARCH BY RESOURCE

### A. How will PMs/POs navigate to Search by Resource.

1. Log into MY.BUSINESSNEXT Portal using **Project Manager/US Project Manager/US Portfolio Manager** role.
2. Navigate to **Project** object homepage.
3. Access an existing Project created under '*Engagement/SDG Project*' layout
4. On Project 360, look for '**Resource**' tab and click on it to view '*Employee Allocation*' listing.

### B. How will PMs/POs will navigate to Search for Resource and View it's Schedule?

1. Click on the '**Add Resource**' in the '*Employee Allocation*' listing available under the '**Resources**' tab of Project 360.

Engagement/ SDG Project

[Home](#) > Detail

PROJECT

Control Surface

STATUS

IDR

UAT RELEASE

25-05-2025

GO LIVE

05-06-2025

DELIVERY RAG

ASSIGN TO

Vikram Nayyar

Key Information

Portfolio Details

Pert

Modules

Stakeholders

Resources

Action Register

Bug Status(Graph)

Workunit

Project Resources

Q

+ Add Resources

Employee Name	Project Engagement Role	Engagement Classification	Employee Team	Billable	Start Date	End Dat
<a href="#">Amit Anand</a>	Project Manager	<a href="#">Work@Risk</a>	Global Operation	Yes	01-01-2025	30-04- : ⋮
<a href="#">Yamika Sanders</a>	Technical Consultant	<a href="#">Work@Risk</a>	SDG	Yes	01-01-2025	28-02- : ⋮
<a href="#">Joel Sims</a>	Subject Matter Expert	<a href="#">Work@Risk</a>	OEG	Yes	06-01-2025	10-01-2 : ⋮
<a href="#">Kris Kailyn</a>	Business Analyst	<a href="#">Work@Risk</a>	ESG	No	12-02-2025	21-02-2 : ⋮
<a href="#">Michael Summers</a>	Technical Consultant	<a href="#">Work@Risk</a>	SDG	No	03-02-2025	06-02- : ⋮
<a href="#">Jane Foster</a>	Functional Consultant	<a href="#">Work@Risk</a>	ESG	Yes	01-01-2025	28-02- : ⋮

ALLA B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

2. On the pop-up screen, PM/PO will be able to see two tabs namely, '**Search by Availability**' & '**Search by Resources**'.

Employee Allocation

Search By Availability

Search By Resources

Start/End Date \*

15-12-2025

30-06-2026

Operator

Asked Availability

Apply

Filter

<input type="checkbox"/>	Employee Name	Team	Designation	Group	Sub Group	Availability																														
All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	0	1	2	3	4	5	6	7	8	9

Cancel

3. 'Search by Resource' tab will be used to search and view the existing allocation(s) of the resources.
4. Under the 'Search by Resource' tab, specify the **Name, Start Date & End Date**. Once done, click on the 'Search' button to show view search result.

Employee Allocation

Search By Availability

Search By Resources

Name \*

Anubhav Gupta

15-12-2025

30-06-2026

Apply

Employee Name	Team	Designation	Group	Sub Group	Availability
<a href="#">Anubhav Gupta</a>	Global Operations	Associate Consultant	Global Operations	Not Specified	572

Showing 1-1 Records

Cancel

5. Based on the parameters specified above, the listing will carry its results.
6. Against each line item (search result), an action by name of '**View Schedule**' under three dots will appear. Click on it to view the allocation of the relevant resource.
7. The screen showing allocation details will carry Project Name, Project Manager's Name, Start Date and End Date of the projects & the resource allocation metrics for each of the allocated active projects.

