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.

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

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.

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.

View Schedule

| | 15-12-2025 📅 | 30-06-2026 📅 | Apply | Month ▾ | ↻ |

Projects	◄		January 2026			►
	W51	W52	W1	W2	W3	
BizTech RMG Project 2 Project Manager: Anubhav Gupta Status Code: UAT Start: 12/15/2025 • End: 6/30/2026		100%				
ABC_test_7Mar24_Renewal... Project Manager: Chahat Untwal Status Code: Pre-Engagement Start: 12/11/2025 • End: 4/6/2032						
BizTech RMG Project 1 Project Manager: Anubhav Gupta Status Code: Requirement Gathering Start: 1/1/2026 • End: 12/31/2026			50%			

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