

## **DELETE/ DE-ALLOCATION**

### **A. How will PMs/POs navigate to resource allocation.**

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 the PMs/POs be able to de-allocate or remove resources from their project?**

1. They will hover the pointer over the 3 dots of the relevant resource to view the action dialog box.

The screenshot shows the MY.BUSINESSNEXT Portal interface. At the top, there's a navigation bar with 'PROJECTS' and 'Advanced' dropdowns, a search bar, and user profile icons. Below the header, the page title is 'Engagement/ SDG Projects'. A sub-header for 'BizTech RMG Project 1' displays its status as 'Requirement Gathering', UAT release date as 'Not Specified', go-live date as '31-12-2026', and ownership as 'Not Specified', managed by 'Anubhav Gupta'. A row of buttons includes 'Detail', 'Revenue', 'Revenue PO Payment', 'Modules', 'Work Units', 'Action Register', 'Resource' (which is highlighted in black), 'Portfolio Details', 'Timesheet', 'Requirement', 'Cases', and 'POs And Payments'. The main content area is titled 'Allocated Employee' and contains a table titled 'Related Employee Allocation'. The table has columns for Employee, Engagement R..., Engagement C..., Team, Billable, Start D..., End Date, Allocated Hours, and Allocated Days. It lists three employees: Niharika Verma, Vivek Kumar, and Anubhav Gupta, each with their respective details and allocated hours. A context menu is open over the third row (Anubhav Gupta), showing options 'Delete' and 'Edit'. At the bottom of the table, it says 'Showing 1-3 Records'.

2. Select the option of 'Delete' available in the dialog box and click on it to remove the resource from the project.

The screenshot shows the Business Next software interface. At the top, there is a navigation bar with 'PROJECTS' and 'Advanced' search options. Below the navigation bar, the main title is 'Engagement/SDG Projects'. The project details are listed as follows:

- PROJECT NAME:** BizTech RMG Project 1
- PROJECT STATUS:** Requirement Gathering
- UAT RELEASE DATE:** Not Specified
- GO LIVE DATE:** 31-12-2026
- PROJECT OWNERSHIP:** Not Specified
- MANAGER:** Anubhav Gupta

Below the project details, there is a horizontal menu bar with various tabs: Detail, Revenue, Revenue PO Payment, Modules, Work Units, Action Register, **Resource** (which is currently selected), Portfolio Details, Timesheet, Requirement, Cases, and POs And Payments.

The main content area is titled 'Allocated Employee' and contains a table titled 'Related Employee Allocation'. The table has the following columns:

Employee	Engagement R...	Engagement C...	Team	Billable	Start D...	End Date	Allocated Hours	Allocated Days
Niharika Verma	Business Analyst	Pre-Engagement L...	Not Specified	Yes	06-01-2026 ..	26-01-2026 ..	39	15
Vivek Kumar	Associate Lead Ser...	Pre-Engagement L...	Global Operati...	Yes	01-01-2026 ..	29-05-2026 ..	216	105
Anubhav Gupta	Associate Lead Te...	Pre-Engagement L...	Global Operati...	Yes	01-01-2026 ..	07-10-2026 ..	800	

At the bottom right of the table, there are two buttons: 'Delete' (highlighted with a red box) and 'Edit'.

Below the table, it says 'Showing 1-3 Records'.

3. This will de-allocate the resource from the relevant project.