

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.

The screenshot shows the 'Engagement/ SDG Project' page. At the top, there is a navigation bar with 'Home > Detail'. Below it is a summary card with project details: PROJECT - Control Surface, STATUS - IDR, UAT RELEASE - 25-05-2025, GO LIVE - 05-06-2025, DELIVERY RAG (green), and ASSIGN TO - Vikram Nayyar. Below the summary card is a navigation bar with tabs: Key Information, Portfolio Details, Pert, Modules, Stakeholders, Resources (which is selected and highlighted in black), Action Register, Bug Status(Graph), and Workunit. The main content area is titled 'Project Resources' and contains a table with columns: Employee Name, Project Engagement Role, Engagement Classification, Employee Team, Billable, Start Date, and End Date. The table lists several resources with their details. At the bottom of the table, there is a navigation bar with letters A-Z and numbers 0-9. A red box highlights the '+ Add Resources' button located at the top right of the table area.

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

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	Operator	Asked Availability	Apply	Filter
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	Start Date	15-12-2025	End Date	30-06-2026	Apply
Employee Name	Team	Designation	Group	Sub Group	Availability	⋮
Anubhav Gupta	Global Operations	Associate Consultant	Global Operations	Not Specified	572	⋮
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	Showing 1-1 Records			

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		<div style="width: 100%;">100%</div>			
ABC_test_7Mar24_Renewal... Project Manager: Chhatrapati Untval 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		<div style="width: 100%;">100%</div>			

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