

Find Exactly the Right People for the Job with

Resource Demand Request (RDR)!

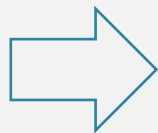
HOW DOES RESOURCE DEMAND REQUEST WORK?

- RDR enables you to find and assign resources with specific sets of skills to your projects.
- Create Resource Requests and Queues for resources with specific characteristics, such as language proficiency, product knowledge, or job roles.
- Book resources to projects from RDR, or download search results for later use.

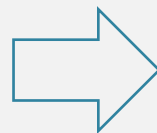
WHAT CAN RESOURCE DEMAND REQUEST DO FOR ME?

- Help you quickly identify the right people for a project with requirement match ratings.
- Quickly book resources to projects.
- Save resource request profiles for later use and download searches for your resource management team.

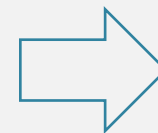
**Select
desired
resource
and task**



**Check
resource
utilization**



**Drag a new
booking
and edit
booking
details**



**Save and
submit the
booking!**

Copyright © 2013, 2018, Oracle and/or its affiliates. All rights reserved.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC

International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

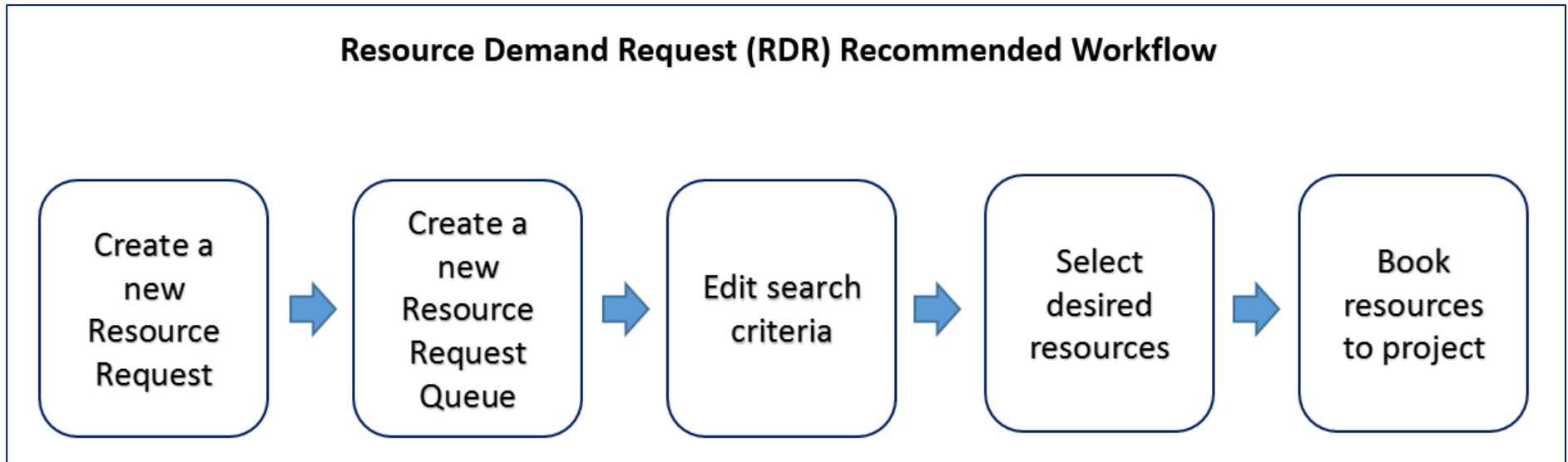
This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Resource Demand Request

The Resource Demand Request (RDR) tool enables you to find and assign resources with specific sets of skills to your projects. To use the feature, first create a Resource Request, which acts as a folder for individual Resource Request Queues. Resource Request Queues are searches for resources with specific characteristics, such as language proficiency, product knowledge, or job roles.

To enable this feature, contact OpenAir Support and ask them to enable the **Enable resource requests** switch.

Resource Demand Request (RDR) Recommended Workflow



Create a New Resource Request

A Resource Request serves as a folder for Resource Request Queues, which are your detailed resource searches. Every Resource Request Queue needs to be in a Resource Request.

Create New

Resources
New ...
New generic ...

Resource request
New ...
New, quick ...

Bookings
New ...
New multiple ...

Cancel Save

General

Name
Resource Request 1

Resource request number
1

Expected start date *
Duration

Booking type *
Open

Default Client : Project *
Cooper Software : Consulting services

Start date *
End date *

Notes

Attachments

Current Attachment(s)
(none)

New Attachment
Choose File No file chosen

or
Choose a file from a workspace

Workspace: Select...

Document: please choose a workspace

Cancel Save

Honeycomb SERVICES

Resources Resource request Resource request queue Bookings Search

All

	Resource request	Resource request number	Requester	Client	Project
All	All		All	All	All
	Resource Request	1	Admin, Jim	Zibura Technologies	Hardware implementation
	Resource Request 1	2	Collins, Marc	Cooper Software	Consulting services

2 rows

Click the **Create** button and select either:

Resource request (New ...)
– opens a form to create only a Resource request.

Resource request (New, quick ...)
– opens a form to create both a Resource request AND the first Resource request queue.

Enter the name for the Resource request, the default client and project to use for new Resource request queues, and the expected duration for bookings. Note that you can use either **Expected start date** with **Duration**, OR set a **Start** and **End date**.

Enter the name for the Resource request, the default client and project to use for new Resource request queues, and the expected duration for bookings. Note that you can use either **Expected start date** with **Duration**, OR set a **Start** and **End date**.

Create a New Resource Request Queue

A Resource request queue is a search for a specific type of resource, for example, a search for 2 Spanish-speaking employees with CRM experience. Resource request queues are saved within Resource requests.

Create New

New Resource request queue

If the client and project you want aren't in the dropdown, you can click the **Find more...** icon to search for a client or project by name.

Name the Resource Request Queue, select a client and project, the number of resources you need, and the start and end dates for the booking.

Use the "One matching attribute is enough" checkbox to include resources who have any of the selected attributes, rather than all of the selected attributes. This feature is particularly useful when searching for employees with a minimum level of expertise or better.

When the "One matching attribute is enough" checkbox is selected, employees with only one matching attribute are treated as a 100% match.

To use this feature, first navigate to Administration > Application Settings > Resource Profiles. Clear the "Allow duplicates per resource" checkbox for each Profile type you would like to add a "One matching attribute is enough" checkbox to in Resource Request Queues.

With a Resource request selected, click the **Create** button and click **Resource request queue**.

Note: Resource Request Queues can also be duplicated using bulk actions in a Resource Demand Request list.

Select the type of resources to include.

Once you've selected your desired search criteria, click the **Search and Resource request queue select action** to look for suitable candidates.

Add file such as résumés or statements of work here.

Cancel Save Save & create another

New resource request queue

Name

Resource request queue number

Client: Project

Cooper Software : Consulting services

Resource request queue status

Open

Resource request requester

Collins, Marc

Resource request queue quantity

Start date *

12/08/15

End date *

08/10/18

Notes

Select type of resources to include in search

☐ Include regular resources

☐ Include generics

☐ Include inactive resources

☐ Allow no intervening bookings when determining availability

Availability

☐ Percentage of time :

☐ Number of hours : 1072

Limit availability search to specific booking types > Create

Base Criteria

Required Desired Nice To Have Excluding

Add new Add new Add new Add new

Resources

Search and Resource request queue select action

Attachments

Current Attachment(s) (none)

New Attachment

Choose File No file chosen

or

Choose a file from a workspace

Workspace: Select...

Document please choose a workspace

Cancel Save Save & create another

Select Required, Desired, or Nice to have job roles, skills, and preferences, or exclude characteristics you don't want in a resource.

Profiles

Search profiles

Category

Required **Desired** Nice to have Excluding

Tech skill

JavaScript

Expertise

Any Beginner Intermediate Expert

☒ One matching attribute is enough

Done

Base Criteria Descriptions	
Required	A resource must have these features to be included in the request queue
Desired	A resource with these characteristics is ranked higher in the search results, but these characteristics aren't required to be included in the queue.
Nice to have	A resource with these characteristics is ranked lower than those with desired characteristics, but higher than a resource without them. These characteristics aren't required to be included in the queue.
Excluding	A resource with these characteristics will be excluded from the queue.

Edit Resource Request Queue Search Criteria and Select Resources

Click **Search and Resource request queue select action** on the previous page to open a form which allows you to select resources and tentatively book them.

You can replace the Booking Priority rating with a system which allows you to select your preferred candidates without prioritizing them in the Queue slots. To do this, contact OpenAir Support and ask them to enable the **Use recommendations instead of rankings for resource request queue prioritization** switch. Resources in the Queue slots which you would like to select can be marked with a star icon.

Click **Autofill** to automatically add resources to Resource request queue slots.

You can edit or refine your resource search criteria here. When you are ready to update the search, click **Search**.

Click the **Cog** icon to open a menu to customize employee details, select which search result columns to download, and download search results as CSV, HTML, or PDF files.

Resource request 10
Zibura Technologies: Spanish-speaking CRM Consultant

Resource request queues | Resource request queue select actioned Resources | Booked Resources | Properties | Resource request finalize | 0%

Spanish-speaking CRM - 3 **Autofill** **Save**

Resource request queue slots

Booking priority	Resource name	Base match	Status
1	Adams, Mary	100%	Selected X
2			
3			

Collins, Marc **Select**

Hide Criteria

Availability: 488.00 Available hours

Required **Desired** **Nice To Have** **Excluding**

Language Spanish - Any X Product knowledge CRM X Add new Add new

Search

Matched 7 resources.

Select...

<input type="checkbox"/>	100%	Vila, Sally Primary loaded cost 55.43-USD	Select	Desired CRM
<input type="checkbox"/>	100%	Garcia, Juan Primary loaded cost 56.37-USD	Select	Desired CRM
<input type="checkbox"/>	60%	Nugent, Tara Primary loaded cost 55.00-USD	Select	Missing CRM

Add specific resources directly to booking slots by selecting them in the dropdown list and clicking **Select**.

Select resources from the search results and click the dropdown list to add the resources to Resource Compare View.

A list of potential candidates and their suitability based on your search criteria appear here. Click **Select** to add them to a **Resource request queue slot**.

Click **Book** to tentatively book these resources to the project. A confirmation screen will ask you to confirm the bookings. Once confirmed, you can see these bookings by clicking **Booked Resources** at the top of the form.

Resources

Search and Resource request queue select action **Book**

Resource request queue select actioned and Resource request queue empty slot

1 Adams, Mary Forecasted Utilization 100% <div></div>	2 Garcia, Juan Forecasted Utilization 100% <div></div>
--	---

Delete a Resource Request or Resource Request Queue

Click **Search and Resource request queue select action** on the previous page to open a form which allows you to select resources and tentatively book them.

Note: You cannot delete a Resource request which has any Resource request queues within it.

Select the Resource request or Resource request queue you would like to delete.

Click the **Run an action** icon to open a window with actions to perform on the selected request or queue.

Note: If the **Run an action** column isn't displayed, click the Cog icon, click Customize list view, click **Run an action** from the **Available** column in the List layout picker, and click **Add selected >**. Then click **OK**.

Select **Delete the selected resource requests** or **Delete the selected resource request queues**.

Click **OK**.

Resource request 1
Zibura Technologies: Resource Request Test 1 Resource request finalized 10/05/15

Resource request queues Resource request queue select actioned Resources Booked Resources Properties | 0%

All

	Resource request queue	Resource request queue number	Client	Resource request - Resource request queue	Project
<input type="checkbox"/>	All				
<input checked="" type="checkbox"/>	Spanish speaking CRM	1			

Actions

One resource request queue selected

☐ No action on the selected resource request queue
☒ Delete the selected resource request queues

Cancel **OK**

[Use report editor for this session](#)
[Use OA2 User Interface for this session](#)