



Resource Reports

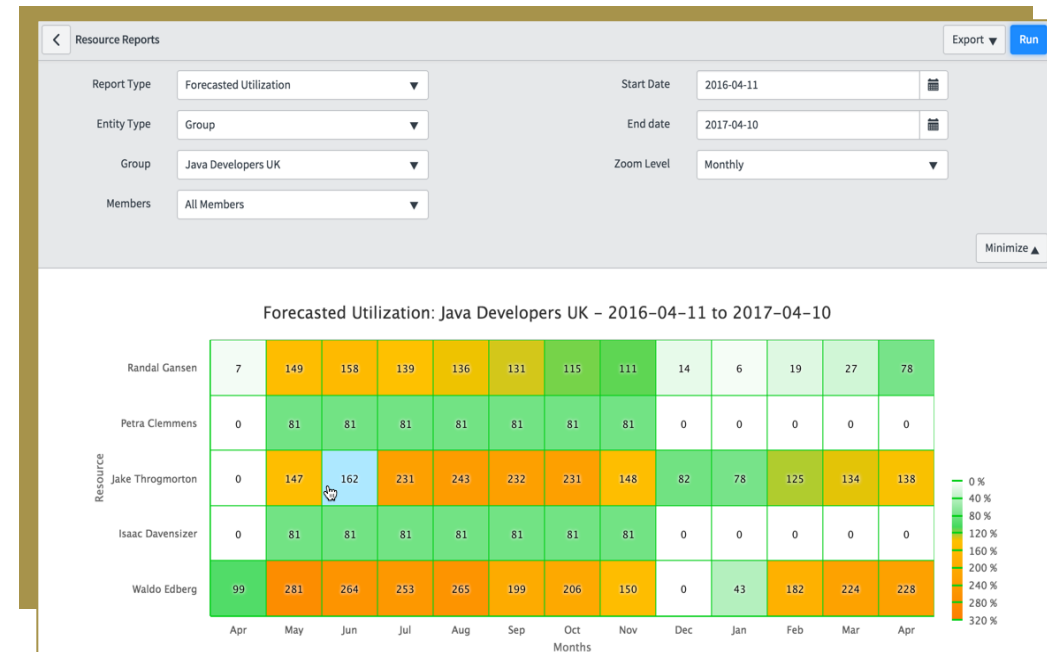
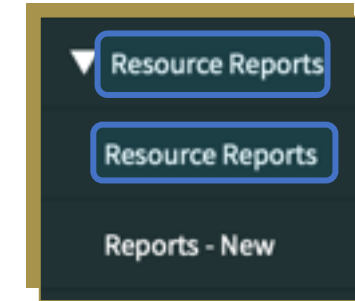
Quick Reference Guide

Resource Reports

There are 5 reports that Project, Demand, and Resource Managers can use to see resource booking information by resource, group, Demand, Project, Portfolio and other dimensions,.

Go to **Resource Reports > Resource Reports** to access the five reports.

- Availability
- Forecasted Utilization
- Committed Utilization
- Allocation
- Allocation Details



Resource Reports

Report Summaries:

- **Availability:** Total time that the resources are available after both hard and soft allocations.
Availability = Capacity - Allocation.
- **Forecasted Utilization:** Percentage of forecasted resource time utilization (includes both soft and hard allocations).
- **Committed Utilization:** Percentage of committed resource time utilization (only hard allocations).
- **Allocation:** Stacked bar chart showing resource capacity, allocations, availability, and utilization.
- **Allocation Details:** A tabular breakdown of all allocation requests (soft bookings), committed allocations (hard bookings), availability, and capacity hours.

Resource Reports

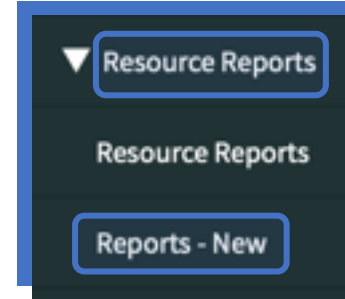
Resource Reports Filter

- The Resource Reports filter is a dynamic filter that allows you to run reports based on different criteria. The key field that drives the main criteria of the report is the **Entity Type** field. Each Report Type has a different selection of Entity Types.
- For example, the Entity Types for the **Availability Report** as follows:
- From there, you will select additional entity elements to further refine the report (e.g. a specific Group, a specific Project, etc.).
- The criteria fields in the right column simply set the parameters of the Report Type – Entity Type – Entity report structure.
- When ready to generate the report, click **Run**.
- You can also **Export** the output of the reports as a JPG or PNG.

The screenshot shows the 'Resource Reports' filter interface. On the left, there is a sidebar with a search bar and a list of entity types: Group, Group by, and Members. The 'Group' entity type is selected, and a dropdown menu is open showing options: User, Group (highlighted), Demand, Project, Program, Portfolio, and Other Task. The main area contains several input fields: 'Report Type' set to 'Availability', 'Entity Type' set to 'Group', 'Start date' set to '2020-01-14', 'End date' set to '2021-01-13', 'Zoom Level' set to 'Monthly', and 'Report Unit' set to 'Hours'. There are 'Export' and 'Run' buttons at the bottom right.

Resource Reports - New

- There are five resource reports showing resource allocation details in different formats for different time periods. These “starter” reports can be customized in the ServiceNow Report Builder to meet your specific needs. Navigate to **Resource Reports > Reports – New**, which will take you to the Report Builder and pre-filter your view for reports starting with “Resource”.



- The five reports are:

Report	Description
Resource – Group Allocation Details – Monthly (Hrs)	Stack bar chart shows the breakdown of allocated time and available time of a group.
Resource — Group Member Allocation Details — Monthly (Hrs)	Pivot report shows capacity, availability, and allocated hours of all group members in a monthly time frame. The default filter is between today and the next two quarters. Select a group and run the report.
Resource — Group Member Allocation Details — Weekly (Hrs)	Pivot report shows capacity, availability, and allocated hours of all group members in a weekly time frame. The default filter is between today and the next two quarters. Select a group and run the report.
Resource — Project Member Allocation Details — Monthly (Hrs)	Pivot report shows the list of users allocated to a project on a monthly scale. The report shows allocated and actual hours of every user. Select a project and run the report.
Resource — Task wise — Group Member Allocation Details — Monthly (Hrs)	Pivot report shows the following information for every member of the group: All tasks (projects and other tasks) to which the member is allocated. Allocated time and actual time spent by the member on the allocated tasks, on monthly basis, for the next two quarters.