

3.3.4.1.Resource Planning Document Adjustment

The **Resource planning adjustments** document is used to release or reschedule previously scheduled resources, such as employees or fixed assets. These adjustments can only be created when they are linked to an existing resource planning document, and they can be generated directly from that document.

This adjustment updates the resource schedule without altering the original planning document.

← → ☆ Resource Planning Document ME0025-00000005 dated 12/10/2025 5:44:04 PM

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Dr Cr Setting

Main Resources (2)

Resource Planning Adjustment

Time Card

Entity: MRB Engineering and Contracting -00000005 Date: 12/10/2025 5:44:04 PM

Department: Main Department Transaction Type: Period Planning

Project: Villa #351 - Dubai South Resource Type: Employee

Requisition: Requisition MEREQ25-0000004 dated 11/11/2025 12:00:0 Hired Resource ?

Comment

Adjustments can be made in two planning types:

- **Period Planning** - rescheduling, replacing, or releasing resources for a specific date range.
- **Long-Term Planning** - used only to release previously scheduled resources from projects.

Main Tab

This tab will be filled automatically from the linked requisition document.

- **Entity** - Choose the name of the entity.
- **Department** - Select the department requesting the resources.
- **Project** - Associate the relevant project.
- **Requisition** - Link to the corresponding requisition document.
- **Transaction Type** - Specify the type of transaction, such as period planning or long-term planning.
- **Resource Type** - Determine the resource's category, for example, a fixed asset or an employee.
- **Hired Resource** - enable the option if the resource is externally contracted. If enabled, it will have additional fields like **Purchase Order, Company, and Contract**.
- **Comment** - Add any optional notes or internal remarks.

← → ☆ Resource Planning Document Adjustment (create) *

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Dr Cr Setting

Main Resources

Entity: MRB Engineering and Contracting Number: Date: 12/10/2025 12:00:00 AM

Department: Main Department Transaction Type: Period Planning

Project: Villa #351 - Dubai South Resource Type: Employee

Requisition: Requisition MEREQ25-0000004 dated 11/11/2025 12:00:0 Basis: Resource Planning Document ME0025-00000005 dated 12/10/2025 5:44:04 PM Hired Resource ?

Comment

Resources Tab

The *resource scheduling screen* is used to make adjustments to the schedule table. Other details, such as modifying the number of resources, shifts, or start and end dates, can be managed through the Resource tab. The scheduling functionality allows users to fully replace an employee from the existing schedule completely or for a few days, assign them for additional dates, or add other employees for extra dates.

Resource Planning Document Adjustment (create) *

Main | Approvals | History of Approval | History of Object Status Changes | Taken Decisions

Post and close | Save | Post | [Edit] | [Dr Cr] | [Print] | [Setting] | More actions -

Main | Resources (2) | Add | [Up] [Down] | **Resource Scheduling** | Search (Ctrl+F) | More actions -

	Start Date (Original)	End Date (Original)		Quantity (Original)	Quantity (def. UOM) (Original)	Scheduled		Progress	
	Start Date	End Date		Quantity	Quantity (def. UOM)	Quantity	Quantity (def. UOM)	Completed	Remaining
7.000	11/10/2025	11/15/2025	(+)	6.000	48.000	6.000	48.000		6.000
	11/10/2025	11/16/2025		7.000	56.000	6.000	48.000		
7.000	11/10/2025	11/15/2025	(+)	6.000	48.000	6.000	48.000		6.000
	11/10/2025	11/16/2025		7.000	56.000	6.000	48.000		

Scheduled resources

Date	Employee	Shift	Main Shift Part	Start Time	End Time	Hours
11/14/2025	Danish	day shift (8 hours)	✓	09:00	18:00	8.000
11/15/2025	Danish	day shift (8 hours)	✓	09:00	18:00	8.000
11/10/2025	Yusuf	day shift (8 hours)	✓	09:00	18:00	8.000
11/11/2025	Yusuf	day shift (8 hours)	✓	09:00	18:00	8.000
11/12/2025	Yusuf	day shift (8 hours)	✓	09:00	18:00	8.000
11/13/2025	Yusuf	day shift (8 hours)	✓	09:00	18:00	8.000
11/14/2025	Yusuf	day shift (8 hours)	✓	09:00	18:00	8.000
11/15/2025	Yusuf	day shift (8 hours)	✓	09:00	18:00	8.000

Show Scheduled Resources for the Selected Row

These changes can be applied using the **schedule and release options** in the scheduling document.

Resource Scheduling

Entity: MRB Engineering and Contracting | Position: Labor | Start Date: 11/10/2025

Project: Villa #351 - Dubai South | Shift: day shift (8 hours) | End Date: 11/16/2025

Project Task: Reinforcement | Number of Resources: 1 | Shifts Quantity: 7.000

Schedule / Release | Resolve Collisions | Search (Ctrl+F) | More actions -

	Code	10.11 Mon	11.11 Tue	12.11 Wed	13.11 Thu	14.11 Fri	15.11 Sat	16.11 Sun
On Date	00000025							
For Period	00000023	day shift (8 hours)	day shift (8 hours)	day shift (8 hours)	day shift (8 hours)	day shift (8 hours)	day shift (8 hours)	
All Available	00000024							
Elsamawal	00000024							
Nick	00000016							

- When an employee/fixed asset is replaced, the schedule for that date is canceled, and a new entry is created with the updated details.
- Both the original and updated sub-lines are displayed together in a single consecutive row, making it easy to track the changes and see the updated details.

Resource Planning Document Adjustment (create) *

Main Approvals History of Approval History of Object Status Changes Taken Decisions

Post and close Save Post Setting More actions -

Main Resources (2) **Resource Scheduling** Search (Ctrl+F) More actions -

#	Project Task	Project WBS	Position	Item	UOM	Requested		Start Date (Original)		End Date (Original)	
						Number of Resources	Shifts Quantity	Start Date	End Date	Start Date	End Date
1	Reinforcement	Villa #351 - Dubai South, 3.3.1	Labor	Labor	day shift (8 hours)	1	7.000	11/10/2025	11/15/2025	11/10/2025	11/16/2025
2	Reinforcement	Villa #351 - Dubai South, 3.3.3	Labor	Labor	day shift (8 hours)	1	7.000	11/10/2025	11/15/2025	11/10/2025	11/16/2025

Scheduled resources Search (Ctrl+F) More actions -

Date	Employee	Shift	Main Shift Part	Start Time	End Time	Hours
11/10/2025	Danish	day shift (8 hours)	✓	09:00	18:00	8.000
11/11/2025	Danish	day shift (8 hours)	✓	09:00	18:00	8.000
11/12/2025	Danish	day shift (8 hours)	✓	09:00	18:00	8.000
11/13/2025	Danish	day shift (8 hours)	✓	09:00	18:00	8.000
11/14/2025	Danish	day shift (8 hours)	✓	09:00	18:00	8.000
11/16/2025	Danish	day shift (8 hours)	✓	09:00	18:00	8.000
11/15/2025	Elsamawal	day shift (8 hours)	✓	09:00	18:00	8.000
11/16/2025	Elsamawal	day shift (8 hours)	✓	09:00	18:00	8.000

Show Scheduled Resources for the Selected Row

Long-term planning

In long-term planning, a resource remains assigned from its start date until it is manually released using the release-from date in the resource scheduling screen. Direct replacement of a resource cannot be handled through the adjustment document because resources are treated as being assigned indefinitely. To assign a replacement, a new Resource Planning document must be created for the new resource, beginning on the intended start date.

Resource Scheduling

Entity: MRB Engineering and Contracting Position: Labor

Project: Villa #351 - Dubai South Shift: day shift (8 hours)

Project Task: Concrete Sundries (Provisional) Number of Resources: 2

Resolve Collisions Search (Ctrl+F) More actions -

Position	Employee	Code	Scheduled from Date	Release from Date
Mason	Mike	00000015		Not Applicable
Labor	Nick	00000016		Not Applicable
Helper	Keven	00000017		Not Applicable
Helper	Siyad	00000018		Not Applicable
Helper	Scott	00000019		Not Applicable
Helper	Gokul	00000020		Not Applicable
Finance Manager	Helen	00000021		Not Applicable
Labor	Pavel	00000022		Not Applicable
Labor	Yusuf	00000023	31 October 2025	20 December 2025
Labor	Elsamawal	00000024		Not Applicable
Labor	Arjun	00000026		Not Applicable

Scheduled for another project and/or project task
Project: DAR project #1
Project task: MEDIUM VOLTAGE CABLES

Available Busy
Not Available Scheduled

Close **Transfer to Document**