Chapter 6

Managing Resources

Objectives

- **Learning the parts of the "Manage Resources" screen**
- **Creating a new resource**
- **Editing a resource**
- **Copying a resource**
- **Deleting a resource**

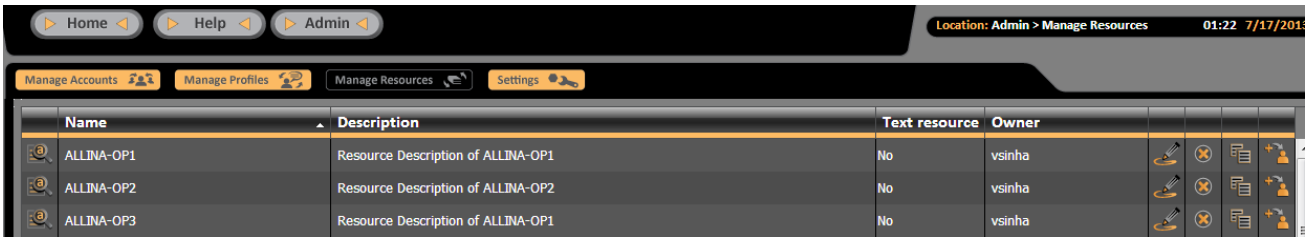
Chapter Overview

Once you have created a profile, you can select which resources will be attached to it.

A resource can only be attached to one profile, but a profile can be attached to as many other profiles as you wish. These profiles will appear as tabs on the user's StatusBoard screen.

Administrators will determine which profiles will contain which resources.

Take a look at the Manage Resources screen.



You will see:

- The resource name
- A description of the resource
- Whether this is a text resource such as an “Announcement” as opposed to a channel or talkgroup.
- The owner or originator or the resource
- A “View Resource Details” icon (on the left side), which gives you a quick glance at the resource, what profile it is assigned to, and its description.
- Four icons (on the right side), to help you manage the corresponding resource.

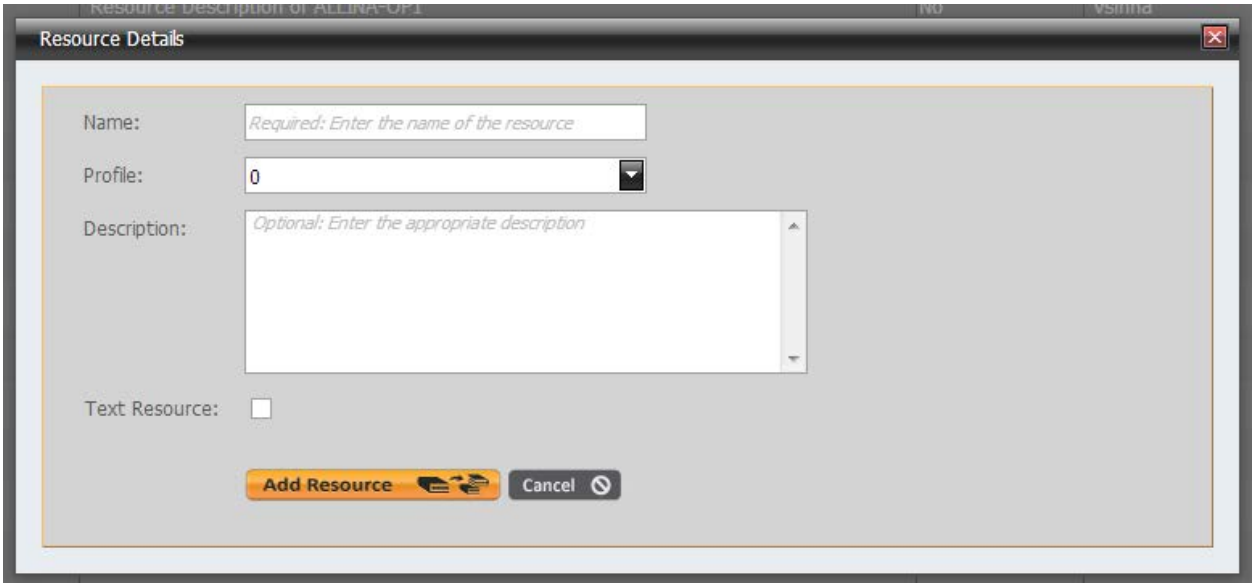
Take a look at the icons to the right of the resources:

From right to left, they are:

Edit this resource	This allows you to change the profile assigned to the resource or edit the description.
Delete this resource	This allows you to delete the resource for good.
Copy this resource	This will copy the resource for you and allow you to save it under a new name.
Create new resource	This will allow you to create a new account. The icon is displayed on each row, but does not correspond specifically to any existing account user.

Creating a new resource:

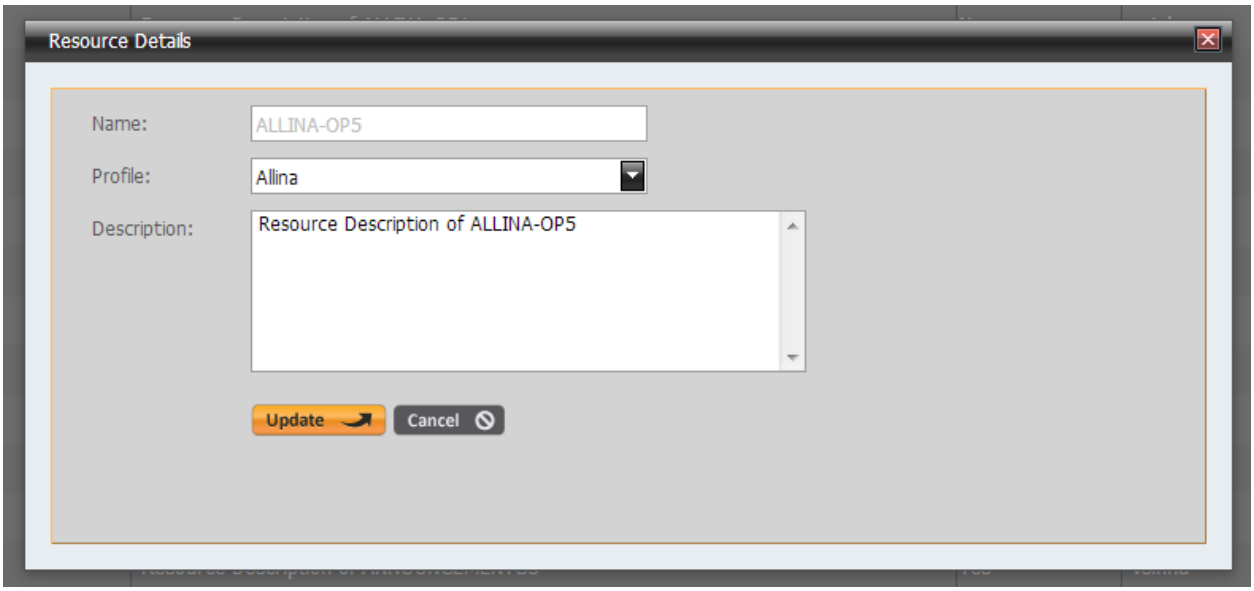
- Select the “Create new resource” icon.



- Enter your new resource name.
- Enter the profile you wish to attach it to, if you know it. If you don’t wish to assign a profile to the resource yet, enter 0.
- Enter a description of the new resource.
- Select “text resource” if this is to be a text only resource, and not a channel or talkgroup that can be reserved.
- Select “Add Resource.”
- You will see a message confirming that the resource has been successfully created. Select “OK.”

Editing a resource:

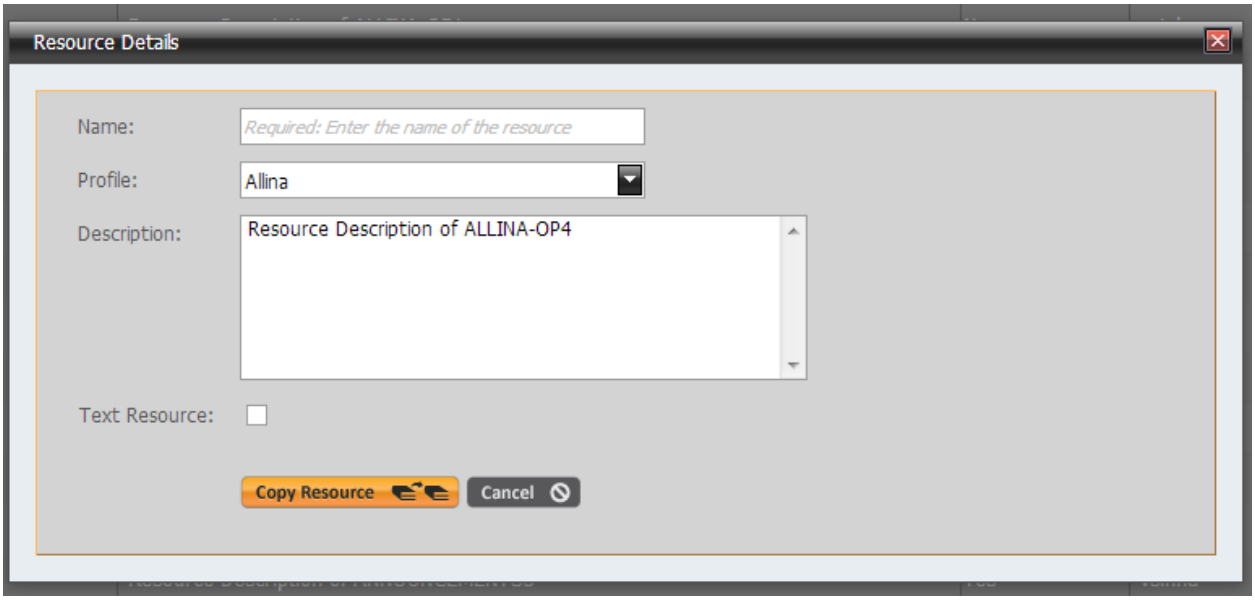
- Select the “Edit this resource” icon.



- You may edit the profile attached to this resource, if desired.
- You may edit the resource description if desire.
- Select update when you’ve completed your changes.
- You will see a message confirmation that the resource has been updated. Select “OK.”

Copying a resource:

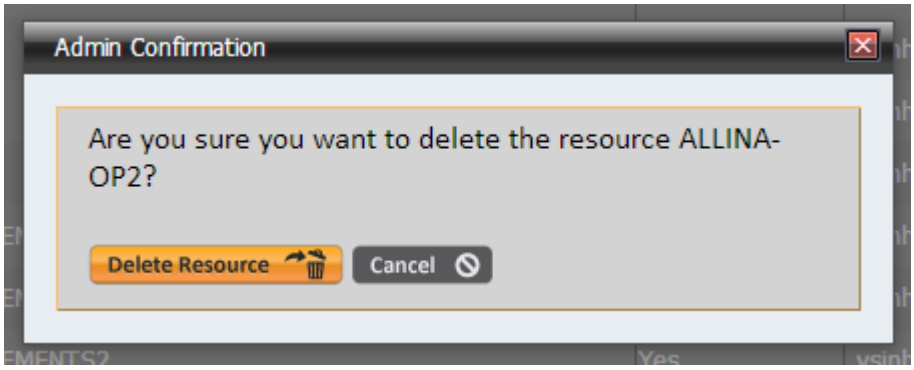
- Select the "Copy this resource" icon.



- Enter a new resource name.
- Select a profile or leave that field the same, depending on your wishes.
- You may also edit the description or change the "Text Resource" status, if desired.
- Select "Copy Resource."
- You will see a message confirming that the new resource was successfully created. Select "OK."

Deleting a resource:

- Select the “Delete this resource” icon.



- If you are sure you wish to do this, select “Delete Resource.”
- You will see a message confirming that this message has been deleted. Select “OK.”

Chapter Summary

- **As an administrator, you can add new resources to the system and assign them to a profile from the Manage Resources screen.**
- **You can edit, copy, and delete profiles from this screen as well.**
- **Each resource can only be assigned to one profile, but multiple profiles can be added to a profile. These profiles appear as tabs in the StatusBoard screen.**