

Resource Data Overview

In 25Live, the term resource refers to any equipment, service, personnel, supplies, or another item that could be assigned to a class or event. It includes items not permanently present in locations. This could include:

- Equipment, such as audio-visual equipment, laboratory apparatus, or vehicles
- Services, such as food service, IT support, maintenance, or physical plant/facilities
- Personnel, such as AV techs, security officers, or custodians
- Supplies, such as catered items, conference materials, or folding chairs

One or more resources can be assigned to all or selected occurrences of a class or event, and specific resources can be set up to be automatically decremented when assigned.

Types of Resource Data You Can Store

You can store a variety of information about each resource:

- Name (required)
- Comments
- Default setup instructions
- Categories the resource belongs to
- Attributes – any other resource data you want to track
- Relationships – interdependencies with other resources
- Stock Totals for different time periods

Resource Master Definitions

Some resource data comes from resource [master definitions](#)—comprehensive, relatively stable lists of resource attributes that are created and managed in the 25Live System Settings. You apply the appropriate items from these lists to each resource.

- Resource Categories – Ways you want to group resources
- Resource Custom Attributes – Additional resource data you want to track

Resource Relationships

Resource relationships define the interdependencies that exist among resources on your campus. They let you define which resources must always be scheduled together and which resources can be substituted for other resources.

You can define any of the following relationships for a resource:

- Also Assign – Other resources that are also automatically assigned to an event when this resource is assigned
- Substitute With – Other resources that can be substituted for the requested resource

Resource Stock Totals

You can set one or more stock totals for each resource. Each stock total specifies the total inventory of the resource for a particular time period. For example, if your school has five vans in January, but plans to purchase two more vans by April 15th, you might have the following stock totals:

Date	End Date	Stock Total
January 1st	April 14th	5
April 15th	<i>(date in far future)</i>	7

Resources you've assigned stock totals to are automatically decremented when assigned to events. For example, if a scheduler assigns one van to an event occurring from 10:00 am to 3:00 pm on October 21st, that assignment reduces the number of vans available on that day and time period to four. The stock total remains unchanged, but the available inventory is decremented.

You don't have to assign stock totals to resources. If you don't, the resource is not automatically decremented when assigned. For example, if you want to track the use of a resource that your school rents rather than owns, such as portable toilets, you might create a resource for it, but not enter a stock total. You might also decide you don't want to decrement a resource for other reasons; for example, you want schedulers to be able to request a certain number of muffins for an event, but it may not make sense to have a muffin "inventory" decremented by that number when assigned.