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

Resource data is stored on Resource Details pages and in the System Settings.

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For an overview of all of the tabs on a resource page, please see: Viewing Resource Details

For information on how to inline edit this page, please see: Inline Editing Resource Details

Resource Details Fields

Image: Example of a resource details page.

You can store a variety of information about each resource:

- **Name** – The name displayed for this resource across all of 25Live.

- **Comments** – Administrative comments about the resource.

- **Default Instructions** – Generally includes resource rental policies or other instructions.

- **Attributes** – Custom resource data fields, such as the last time the resource was serviced or an image of the resource.

- **Approval Type** (Notification Policy) – Defines whether one or all contacts should interact with tasks for the resource.
   - **By at least one** – Notification tasks will be marked complete as soon as one user responds.
   - **By all** – All users must respond individually in order for the task to be completed.

- **Approval required within** (Notification Policy) – When 25Live generates a notification task, this is how many days, hours, and minutes before it is due.

- **Add Contact** (Notification Policy) – Who should be notified when the resource is requested or booked.

- **Start/End Date** (Inventory) – The date range that the inventory quantity is valid for.

- **Quantity** (Inventory) – The stock total for the resource. When an event uses a portion of the inventory, this value will always remain the same, but the available inventory will decrement. For more information, see the Resource Stock Totals section below.

- **Categories** – Custom descriptors assigned to a resource for purposes of grouping, retrieving, and reporting.

- **Related Resources** – Interdependencies that exist among resources on your campus.
   - **Substitute With** – Resources that will get assigned to an event instead of this one. (Such as in cases where a resource temporarily unavailable).
   - **Also Assign** – Other resources that are also automatically assigned to an event when this resource is assigned.

Resource Master Definitions

When adding and editing resource details, some fields have you make a selection from a menu. To populate these various menus, you will need to update your master definitions in the 25Live System Settings.

Custom Attributes

Custom attributes allow you to create data fields that are not available by default on resource details pages. For more information on setting up resource custom attributes, please see Adding and Editing Custom Attributes In 25Live.

Categories

Categories provide a readily available way to group your resources. For information on setting up your resource category master definitions, please see Adding and Editing Categories In 25Live.

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	*(date in far future)*	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.