

Creating Resources



Security Note

In order to use this feature, your 25Live user must have appropriate permissions (Admin: 11.0 *Create, Edit and Copy Resources*) in [Group Administration](#).

1. To create a new resource, use the **Search** link in the 25Live **More** menu to navigate to the search page.

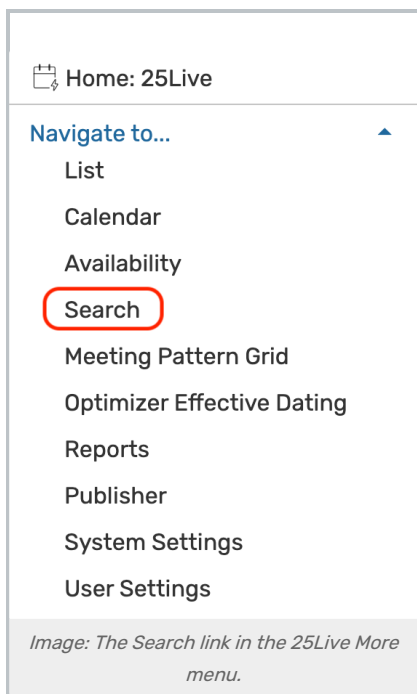


Image: The Search link in the 25Live More menu.

2. In the **Select Object** dropdown menu, select **Resources**
3. Below the resource search bar, click **Create New Resource**

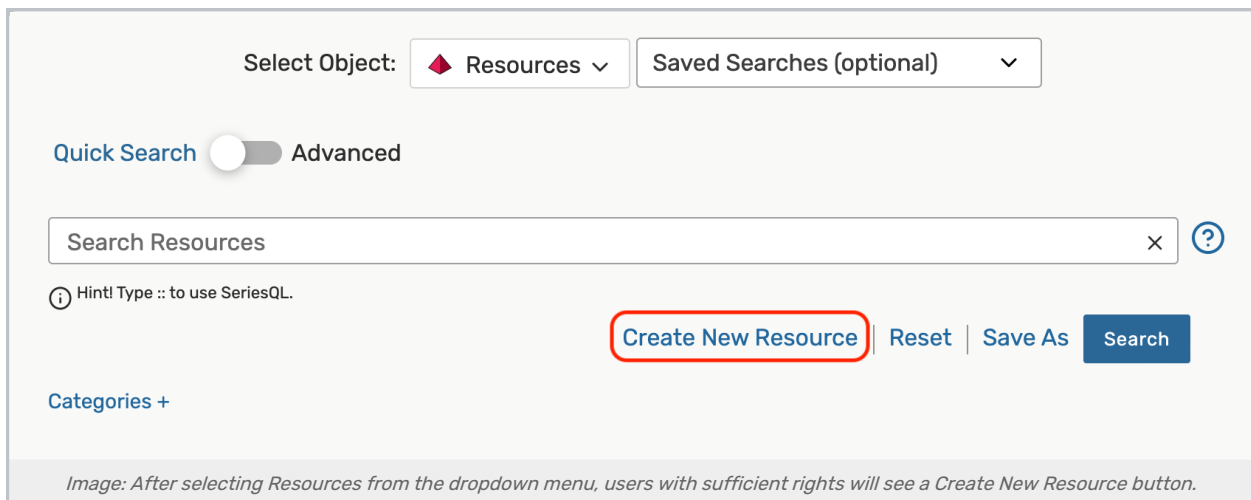
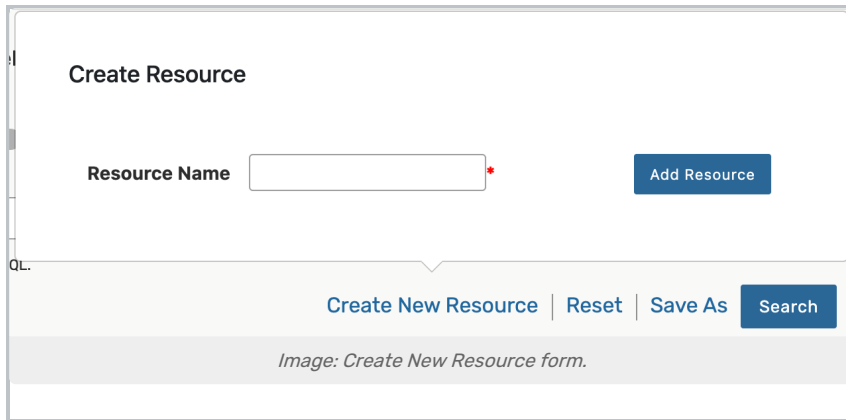


Image: After selecting Resources from the dropdown menu, users with sufficient rights will see a Create New Resource button.

4. Enter a **Resource Name**

5. Save by selecting the **Add Resource** button



The screenshot shows a web form titled "Create Resource". It features a text input field labeled "Resource Name" with a red asterisk indicating a required field. To the right of the input field is a blue button labeled "Add Resource". Below the input field, there is a horizontal bar with four links: "Create New Resource", "Reset", "Save As", and "Search". The "Search" link is enclosed in a blue button. At the bottom of the form, there is a caption that reads "Image: Create New Resource form."

The resource will be saved with the [default security settings](#) configured in Group Administration.

After saving, you will be routed to the [Resource Details](#) page. There, you can view or [edit](#) associated information for your new resource