

# Find Resources

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The **Find Resources** feature helps you quickly locate resources and sub-resources within the regions to which you have access. You can perform this search within the Regional Info menu or through the search located on the upper right of the solution. Then, you can add the resources to your custom view or adjust the resource status change notifications.

Springfield, USA (DEMO) Regional Info Find Resources ACTIVE EVENTS (2)

Heat Advisory

Hospital Intoxication Patient Surveillance

Find Resources

System Notice Help

What?

Name (or AHA ID)

Category

and

(Any)

Where?

Region

City, County, or Zip

(Any)

Search

## To find resources

1. In the main menu, click **Regional Info** and then click **Find Resources**. The *Find Resources* page opens.
2. In the *What?* section, enter the **Name**, and/or **Category** (standard resource type) of the resource.

**Tip:** For sub-resources, enter both the sub-resource and the parent resource names to narrow your search results.

3. In the *Where?* section, enter the **Region** and **City, County, or ZIP**.
4. Click **Search**. The search results appear below.
5. Select the checkboxes for the resource and, at the bottom of your results, take one of these actions.

If you want to...	Then...
Add a resource to your custom view,	<div>Click <b>Add to Custom View</b>. The <i>Edit Custom View</i> page opens and the selected resources are included. Proceed to edit your view as needed.</div> <div><b>Note:</b> You must have a customized view already created for this region.</div>
Add or change status change preferences,	<div>a. Click <b>Notifications</b>. The <i>Edit My Status Change Preferences</i> page opens.</div> <div>b. Locate the resource item you want to adjust and, on that row, click the plus sign. The resource items open.</div> <div>c. As appropriate, enter notification parameters, such as the Above and Below par level, quantity, and available amount.</div> <div>d. Select or clear the notification methods.</div>