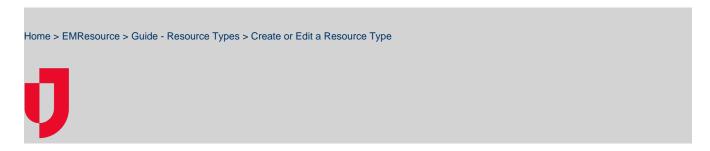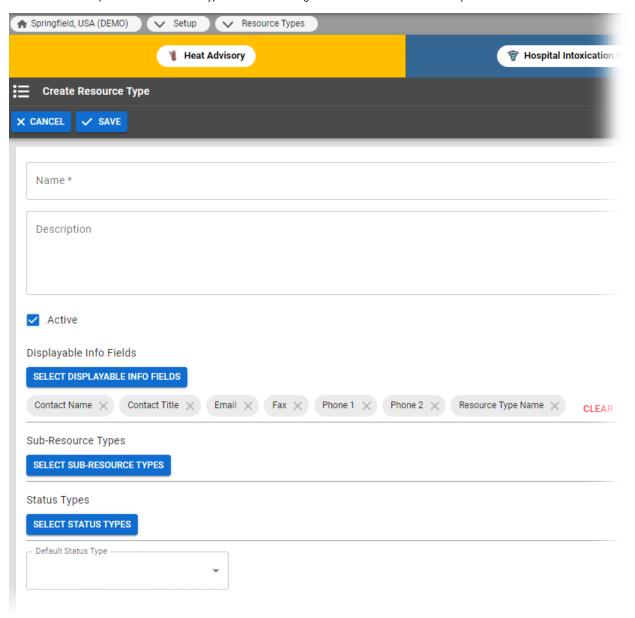# Create or Edit a Resource Type

Depending on your role, you may be able to create and edit resource types. Resource types are groups of resources that share a common characteristic and report a status. Resource types are used to categorize resources on views and in reports.

To create or edit a resource type

1. In the main menu, click **Setup** and then click **Resource Types**. The *Resource Types* page opens.
2. Take one of these actions.

If you want to...	Then...
Create a resource type,	Click **Create Resource Type**. The *Create Resource Type* page opens.
Edit a resource type,	a. Locate the resource type and, on that row, click the **(resource type) name**. The *View Resource Type: (resource type)* page opens. b. Click **Edit**. The *Edit Resource Type: (resource type)* page opens.

3. Enter or edit this information.

Field	Description
Name	Label or title of this resource type.
Description	Information that describes the resource type and appears in the *Resource Type Definition* window.
Active	When selected, indicates the resource type is available for use.
Select the displayable info fields for this resource type	When selected, indicates the specified information will appear in the top section of each resource's details page.
Sub-Resource Types	When selected, indicates which, if any, sub-resource types are associated with the resource type.
Status Types	Searchable list of status types that, when selected, indicate the type of status the resources with this resource type inherit and report.
Default Status Types	Default status type for this resource.

4. Click **Save**.