

Create or Edit a Sub-Resource Type

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Depending on your role, you may be able to create and edit sub-resource types. **Sub-Resource Types** are groups of sub-resources that share a common characteristic and report some kind of status.

Springfield, USA (DEMO)

Setup

Resource Types

Heat Advisory

Create Sub-Resource Type

CANCEL

SAVE

Name *

Description

Standard Resource Type *

☒ Active

Address Field *

☒ Not allowed

☐ Optional

☐ Required

Contact Field *

☒ Not allowed

☐ Optional

☐ Required

Resource Types

SELECT RESOURCE TYPES

Status Types

SELECT STATUS TYPES

Default Status Type

To create or edit a sub-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 sub-resource type, | Click Create Sub-Resource Type . The <i>Create Sub-Resource Type</i> page opens. |

| | |
|---------------------------|---|
| Edit a sub-resource type, | <p>a. Locate the sub-resource type and on that row, click the (sub-resource type) name. The <i>View Sub-Resource Type: (sub-resource type)</i> page opens.</p> <p>b. Click Edit. The <i>Edit Sub-Resource Type: (sub-resource type)</i> page opens.</p> |
|---------------------------|---|

3. Enter or edit this information.

| Field | Description |
|------------------------|---|
| Name | Label or title of this sub-resource type. |
| Description | Information that describes the sub-resource type. |
| Standard Resource Type | Identifies the icon and category associated with this sub-resource type. |
| Status | When selected, indicates the sub-resource is Active and available for use. |
| Address | <p>Indicates the relevance of an address for this sub-resource type. Options include:</p> <ul style="list-style-type: none"> • Required • Optional • Not Allowed |
| Contact | <p>Indicates the relevance of contact information for this sub-resource type. Options include:</p> <ul style="list-style-type: none"> • Required • Optional • Not Allowed |
| Resource Types | Identifies the resource types associated with this sub-resource type. Sub-resources that belong to this sub-resource type can only be created for resources belonging to one of the selected resource types. |
| 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 | Status and associated color that appear by default for this sub-resource type on custom and map views. |

4. Click **Save**.