Create a Resource

With appropriate rights, you can create resources by completing three steps:

- Specify the resource details
- Assign user access to the resource
- Restrict visibility into the resource's status types

This process can be performed consecutively or independently with the three procedures on this page. For more information, see the articles About Resources and Sub-Resources, Create a Sub-resource, and Edit a Resource's Status Types.

To specify resource details

Providing basic information or details about a resource is the foundation of creating a resource in EMResource.

1. In the main menu, click **Setup** and then click **Resources**. The *Resource List* opens.
2. Click **Create New Resource**. The *Create New Resource* page opens.
3. Enter this information.

Field	Description
Name	Name of the resource.
Abbreviation	Abbreviation for the resource. ***Note**: Abbreviations may be used in text notifications and reports.*
Resource Type	Grouping of resources, such as by type or proximity; select from your region-defined list of types; on your region views, the resource's type defines how it is grouped with other resources, as well as its inherited status types.
Standard Resource Type	Predefined list of resource types or categories; this determines the resource's icon for display on the map view; you can also use it as a search term on a number of search pages.
Reports HAvBED data	Select this check box to include information about the resource when reporting HAvBED data to HHS; to exclude the resource, clear this check box. If selected, the **State** must be specified. For more information, go to the article HAvBED.
Share with Other Regions	Select this check box to share this resource's information with regions with which you have established and activated a mutual data sharing agreement; clear the check box to remove sharing of this resource.
AHA ID	American Hospital Association identification number. This information is required when sending resource-specific data, such as detailed HAvBED information (rather than state summaries), to Health and Human Services.
External ID	Unique identifier (primary key) for use with an external interface/program; this identifier is established outside of EMResource; contact Juvare for more information.
Address	Enter the resource's street address, city, State, ZIP code, and county; if the **Reports HAvBED data** option is selected, **State** is required.
Latitude / Longitude	After entering the resource's address, click **Lookup Address** to obtain the latitude and longitude for the resource; the system automatically populates the information in these fields and shows a map of the resource's location. Click **View Map** to open a map showing the location of the resource; drag and drop the icon to refine the location and latitude and longitud ***Tip**: If you are unsure of the address, enter the resource's city and State and click **View Map**. Click and drag the red icon to any location in the map; the system automatically provides the correct latitude and longitude. It may be helpful to switch to the satellite view to display the buildings in the area.*

Website	Enter the resource's website address (URL).
Contact Information	Enter the resource's contact information, such as the contact's name, address, phone and fax numbers, and email address.
Notes	Enter notes or comments about this resource, as appropriate.
View Rights	Select to automatically allow all users to view the resource. By default, this option is selected.

4. Click **Save**. One of the following occurs:
    - If you are not authorized to configure user access, the list of resources re-opens.
    - If you are authorized to configure user access, the *Assign Users to [resource]* page opens.

To assign user access

Assigning user access determines what users in your region can see and interact with the resource. On the *Assign Users to [resource]* page, user access is indicated in the table by selecting or clearing check boxes for **Associated with**, which indicates who will receive notifications, **Update Status** , **Run Reports**, **View Resources**, and **Administer Users**.

1. If you are not already on the *Assign Users* page, in the main menu, click **Setup** and then click **Resources**. On the *Resource List* page, locate the resource and, on that row, click **Users**. The *Assign Users* page opens.
2. Locate the user or users, and select or clear the **Associated with**, **Update Status**, **Run Reports**, **View Resources**, and **Administer Users** c heckboxes to add or remove their access rights for the resource.
3. Continue with the next section to restrict user visibility by status type or if you are done, at the bottom of the page, click **Save**.

Keep the following in mind as you configure user access:

- You must select the **View Resource** right for at least one user or the resource will only be visible to administrators.
- If you want to grant **Associated with**, **Update Status**, **Run Reports**, or **Administer Users** rights for a user, you must also select the **View Resource** right.
- To grant a type of access rights for all users, select the check box in the column header.
- Filters and search options at the top of the *Assign Users to [resource]* page can be used to help you locate users by their currently assigned rights or by resource group, role, resource types, and username. You can also search for users by entering some of their personal info.

To restrict status type visibility

By default, when setting up a new user account, the user is able to view all resource status types. Through the resource, you can restrict user visibility by status type.

1. If you are not already on the *Assign Users* page, in the main menu, click **Setup** and then click **Resources**. On the *Resource List* page, locate the resource and on that row, click **Users**. The *Assign Users* page opens.
2. Locate the user or users, and on that row in the **View Resource** column, click **Refine**. The *Refine Visible Status Types* window opens.
3. Select or clear the checkboxes to make resource status types visible or not.
4. Click **Save Changes**. The window closes.
5. At the bottom of the page, click **Save**.