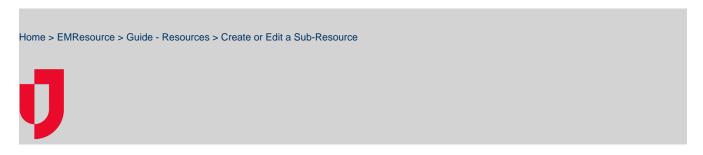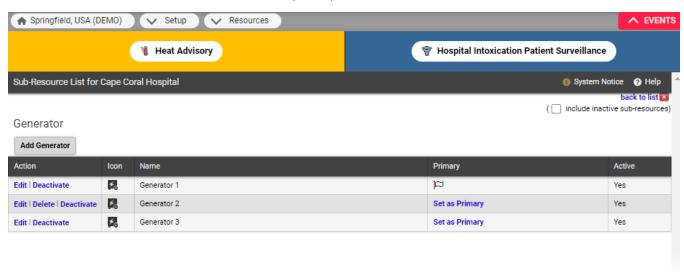# Create or Edit a Sub-Resource

If you have appropriate rights, you can create and edit sub-resources. Sub-resources are components of a resource that, like resources, have their own attributes and report status types.

When you create or edit sub-resources, you must provide a name and indicate the sub-resource type. The statuses that sub-resources can report are determined by its type. Additionally, you can enter notes and identify which sub-resource is primary for each resource. You may be required to enter address and contact details for sub-resources, which can be *Required*, *Optional*, or *Not Allowed*.

Before you begin, make sure you have the appropriate sub-resource types and status types set up.

To create or edit a sub-resource

1. In the main menu, click **Setup** and then click **Resources**. The *Resource List* opens.
2. Locate the resource and, on that row, click **Sub-Resources**. The *Sub-Resource List* page opens.
3. Take one of these actions.

If you want to...	Then...
Create a sub-resource,	Click the **Add (sub-resource type)** button. The *Create Sub-Resource* page opens.
Edit a sub-resource,	Locate the sub-resource and, on that row, click **Edit**. The *Update Sub-Resource* page opens.

4. Enter some or all of this information.

Field	Description
Name	Name of the sub-resource.
Sub-Resource Type	Grouping or category of sub-resources, which determines its attributes.
Address Information	Locational information, including street address, city, State, ZIP Code, and county.
Latitude / Longitude	After entering a sub-resource address, click **Lookup Address** to obtain the latitude and longitude for that address and the system automatically populates these fields. Or click **View Map** to see the location of part or all of the address on the map, and you can move the location icon to relocate the sub-resource and update these fields.

Contact Information	Enter the sub-resource's contact information, such as first and last name, title, phone, and email address.
Notes	Enter notes or comments about this resource, as appropriate.
Primary	Select the checkbox to designate this as the primary sub-resource of this type.

5. Click **Save**. The *Sub-Resource List for (resource)* page opens.