Deactivate a Resource

Authorized administrators can deactivate resources. Once a resource's status has been changed to inactive, the resource no longer appears in views and its sub-resources are automatically de-activated as well. In addition, when inactive, the resource cannot be updated, included in events, selected on forms, receive incoming patient notifications, or be assigned to users. However, you can still run reports that include inactive resources.

To deactivate a resource

1. In the main menu, click **Setup** and then click **Resources**. The *Resource List* opens.
2. In the list, locate the resource and, on that row, click **Edit**. The *Edit Resource* page opens.
3. Clear the **Active** checkbox.
4. Click **Save**. The *Assign Users* page opens.
5. Click **Save**.