

Manage Resource Groups

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Resource groups can be viewed and/or managed depending on your access rights and whether or not the group was shared. Resource groups with *Global* access can be viewed, but not copied, edited, or deleted. Most users within a region will have access to view *Shared* groups, but rights to edit or delete the group may be restricted. *Private* groups generally belong to the current user, and as a result, can be viewed, copied, edited, or deleted.

Springfield, USA (DEMO)		Setup	Resource Groups	EVENTS
Heat Advisory		Hospital Intoxication Patient Surveillance		
Resource Groups		HELP		
+ CREATE STATIC GROUP		+ CREATE DYNAMIC GROUP		
Search...		COLUMNS FILTERS		
Name ↑	Actions	Access	Updated by	Updated Time
All Aeromedical		Global	system	09/06/2017 06:10
All Ambulances		Global	system	09/06/2017 06:10
All Hospitals		Global	system	09/06/2017 06:10
All Resources		Global	system	09/06/2017 06:10
All Resources - Current Region		Global	system	06/20/2018 10:01
My Resources - All Regions		Global	system	09/06/2017 06:10
My Resources - Current Region		Global	system	09/06/2017 06:10
Springfield Hospitals	Copy Edit Delete	Shared	eschweitzer	08/23/2018 03:37
Statewide Hospitals	Copy Edit Delete	Shared	SpringAdmin	08/29/2018 06:26
Trauma Centers	Copy Edit Delete	Shared	imxdemo	04/24/2018 14:35

Viewing a group opens a list of selected resources, and as appropriate, may or may not include the **Edit Group** option. For more details about resource groups, go to the articlego to the article [About Resource Groups](#) or [Create Resource Groups](#).

To manage resource groups

1. In the main menu, click **Setup** and then click **Resource Groups**. The *Resource Groups* page opens.
2. According to available options and your permissions, take any of these actions.

Action	Description	Subsequent Actions
Click Resource Group Name to View	Opens a list of the resources in this group. The list is limited to resources in your region and according to your access rights.	<ul style="list-style-type: none">• Edit Group• Back to Resource Groups page
Copy	Generates a copy of the resource group. The copy opens in the <i>Create Resource Group</i> wizard with all the same options preselected. You can change the selections, if desired, and save the group when ready.	<ul style="list-style-type: none">• Create and Save a copy of the resource group• Cancel
Edit	Opens the resource group in the <i>Edit Resource Group</i> wizard with the current options selected. You can change the selections, if desired, and save the group when ready.	<ul style="list-style-type: none">• Edit and Save the resource group• Cancel
Delete	Removes the resource group from the list and from the system. Once deleted, resource groups cannot be retrieved, but can be recreated.	<ul style="list-style-type: none">• OK• Cancel

