5 | Resources

Resources can be anything you want to make bookable, such as fields or equipment. Every resource must be assigned to a Schedule in order for it to be bookable. The resource will inherit whatever layout the schedule uses.

5.1 Create a Resource [Admin]

1. From the menu line, choose **System**, **Resources.**

2. At the bottom of the screen is where you Add a Resource.
   a. Enter a Resource Name.
   b. Choose the schedule to assign to the resource.
   c. Choose the permissions the resource should have.

   Permission is automatically granted = Each user created will be granted permission to use this resource immediately.

   Permission is not automatically granted = Users will not have access to this resource automatically. They will inherit permission based on a Group or by setting their permissions individually. This is the default setting.

   d. Click the Add Resource button.

3. Once you have added the resource, it will appear in Resource area.

For consistency, it is best to name your resources the same as they are referred to elsewhere in your organization. Having a different name can confuse those who are reserving the resource.

Once you have created a resource, there are additional settings that can be applied to it.

5.2 Resource configuration [Admin]

Add Image	You can set a resource image which will be displayed when viewing resource details from the reservation page. This is especially helpful to users to ensure they are reserving the correct resource.
Rename | Delete	This will allow you to rename your resource or delete it.
Status	Each resource can have one of three statuses: Available, Unavailable, or Hidden.
	Available = reservations can be made, users are able to see the resource on their calendar
	Unavailable = reservations cannot be made, users are able to see the resource on their calendar

	Hidden = reservations cannot be made, users are not able to see the resource on their calendar
Schedule	This allows you to reassign the resource to a different schedule.
Resource Type	Click the Edit link to assign the resource a Resource Type.
Sort Order	This allows you to set which order the resource should appear.
Location Contact Description Notes	This allows you add information to the resource to help the user. This information appears in a pop-up window when selected by the user.
Allow Subscriptions to this Calendar	Toggles between allowing calendar subscriptions and removing calendar subscriptions. To allow subscriptions to this calendar, click the Allow Subscriptions to this Calendar link. To remove subscriptions to this calendar, click the Turn Off Calendar Subscriptions. To have calendar subscriptions work properly, refer to the Calendar Subscription User Guide.

5.3 Resource usage configuration [Admin]

Usage Configuration
You are able to set a minimum reservation duration and a maximum reservation duration. The default is no minimum or maximum.

You are able to set a buffer between each reservation. The default setting is no buffer.

Setting a resource to accept reservations across days means being able to reserve a resource on one day and ending it on another day. The default is that reservations can be made across days.

Setting a resource to require approval will place all reservations for that resource into a pending state until approved. The default is no approval required.
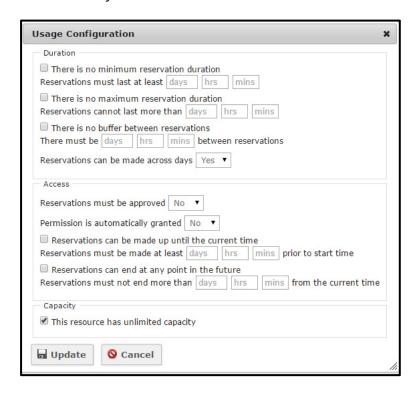
Setting a resource to automatically grant permission to it will grant all new users permission to access the resource when their account is created. The default is to not automatically grant permissions.

You can require a reservation lead time by setting a resource to require a certain number of days/hours/minutes prior to the start time. For example, if it is currently 10:30 AM on a Monday and the resource requires 1 days notification, the resource will not be able to be booked after 10:30 AM on

Sunday. The default is that reservations can be made up until the current time.

You can prevent resources from being booked too far into the future. For example, you don't want reservations more than 2 weeks out from the current date. Therefore, you would set the Reservations must not end more than 14 days from the current time.

5.4 Resource user permissions [Admin]

If your Users and/or Groups are created, clicking the Users or Groups link will allow you to assign the Resource to individual Users or to Groups.

If this is your first time using the system, it is best to leave all of the settings default alone.

Once you have added a user, then you will have an opportunity to come back to the resource, change a configuration setting, and see what impact that has on the user account.