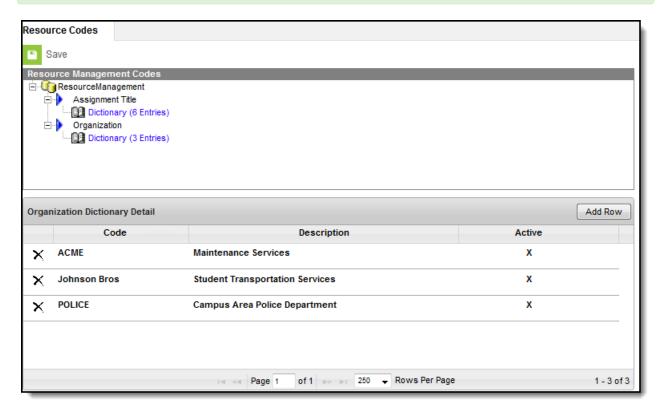# Resource Codes

Last Modified on 10/22/2022 10:11 am CDT

Adding Codes | Hiding Codes | Delete Codes | Resource Code Example

PATH: *Resource Management > Resource Codes*

Resource Codes are application dropdown fields used in the Resource Management application. The Resource Codes tool allows you to set dropdown values to active or inactive as well as add values to some dropdown fields by adding an entry to the field's dictionary.

> Campus does not provide default dictionary values for Resource Management Codes. These codes must be set up before using the Add Resource Wizard.

Resource Codes

Adding Codes

PATH: *Resource Management > Resource Codes*

1. Expand the navigation tree to the Resource Code you want to update.
2. Click the **Add Row** button.
   Result

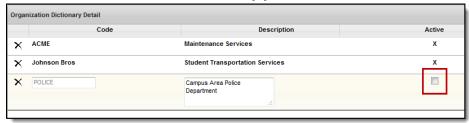An empty row appears with the Active checkbox selected.

3. Type the **Code** and **Description** for the new entry.
4. Click **Save**.

Hiding Codes

If you do not want a code to be available for selection, clear the **Active** checkbox and save your changes. If records have already been assigned the inactive codes, the inactive code still displays in the dropdown list for those records. However, the code displays with two stars next to the code to indicate that it is no longer active; e.g., ACME**.

1. Expand the navigation tree to the Code you want to update.
2. Clear the **Active** checkbox for the entry you want to hide.
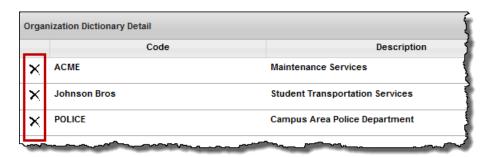

3. Click the **Save** button.

Delete Codes

You can delete Resource Codes if you have not used them.

1. Click the **X** next to the code you want to delete.
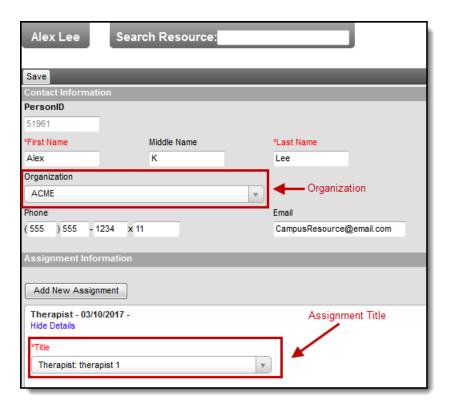   **Result**
   A confirmation message displays.
2. Click **OK**.
3. Click **Save**.

Resource Code Example

The Organization and Assignment Title Resource Codes display in the Add Resource Wizard and the Resource Master.

Example Resource Codes