

# Resource Codes

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

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**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.

Organization Dictionary Detail			Add Row
	Code	Description	Active
<input checked="" type="checkbox"/>	ACME	Maintenance Services	X
<input checked="" type="checkbox"/>	Johnson Bros	Student Transportation Services	X
<input checked="" type="checkbox"/>	POLICE	Campus Area Police Department	X

*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

**PATH:** *Resource Management > Resource 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 However, the code displays with two stars next to the code to indicate that it is no longer active; e.g., ACME\*\*.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.

Organization Dictionary Detail			
	Code	Description	Active
X	ACME	Maintenance Services	X
X	Johnson Bros	Student Transportation Services	X
X	POLICE	Campus Area Police Department	<input type="checkbox"/>

3. Click the **Save** button.

## Delete Codes

**PATH:** *Resource Management > Resource 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**.

Organization Dictionary Detail		
	Code	Description
X	ACME	Maintenance Services
X	Johnson Bros	Student Transportation Services
X	POLICE	Campus Area Police Department

# Resource Code Example

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

The screenshot shows a web form for adding a resource. At the top, there is a user name 'Alex Lee' and a search bar labeled 'Search Resource:'. Below this is a 'Save' button. The form is divided into two main sections: 'Contact Information' and 'Assignment Information'.

**Contact Information:**

- PersonID:** 51961
- \*First Name:** Alex
- Middle Name:** K
- \*Last Name:** Lee
- Organization:** A dropdown menu with 'ACME' selected. A red box highlights this field, and a red arrow points to it with the label 'Organization'.
- Phone:** (555 ) 555 - 1234 x 11
- Email:** CampusResource@email.com

**Assignment Information:**

- Add New Assignment:** A button.
- Therapist - 03/10/2017 -** with a link to 'Hide Details'.
- \*Title:** A dropdown menu with 'Therapist: therapist 1' selected. A red box highlights this field, and a red arrow points to it with the label 'Assignment Title'.

*Example Resource Codes*