

Resource Codes

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Tool Search: 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.

The screenshot shows the 'Resource Codes' tool interface. At the top, there is a 'Save' button. Below it is a navigation tree for 'Resource Management Codes' with the following structure:

- ResourceManagement
 - Assignment Title
 - Dictionary (6 Entries)
 - Organization
 - Dictionary (3 Entries)

Below the tree is the 'Organization Dictionary Detail' table, which includes an 'Add Row' button. The table has the following data:

	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

At the bottom of the interface, there is a pagination control showing 'Page 1 of 1', '250 Rows Per Page', and '1 - 3 of 3'.

Resource Codes

Adding 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 However, the code displays with two stars next to the code to indicate that it is no longer active; e.g., ACME**.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.

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

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**.

Organization Dictionary Detail		
Code	Description	
✕ ACME	Maintenance Services	
✕ Johnson Bros	Student Transportation Services	
✕ 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.

Alex Lee Search Resource:

Save

Contact Information

PersonID
51961

*First Name Middle Name *Last Name
Alex K Lee

Organization
ACME ← Organization

Phone Email
(555) 555 - 1234 x 11 CampusResource@email.com

Assignment Information

Add New Assignment

Therapist - 03/10/2017 -
[Hide Details](#)

*Title
Therapist: therapist 1 ← Assignment Title

Example Resource Codes