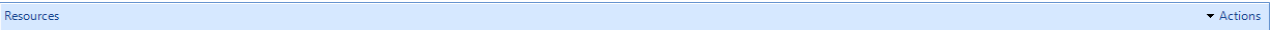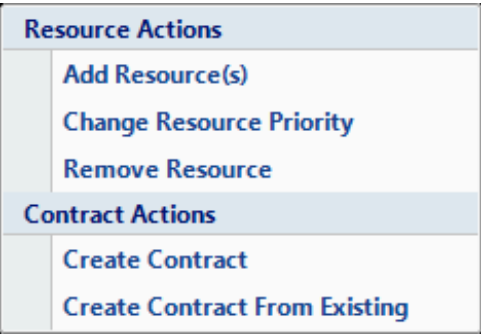# Add Resource(s)

A Resource is a Contractor that would carry out the scope of works which has been specified on the previous tab. Allocating a Resource is completed using the Resource tab of the SRA in the following way:
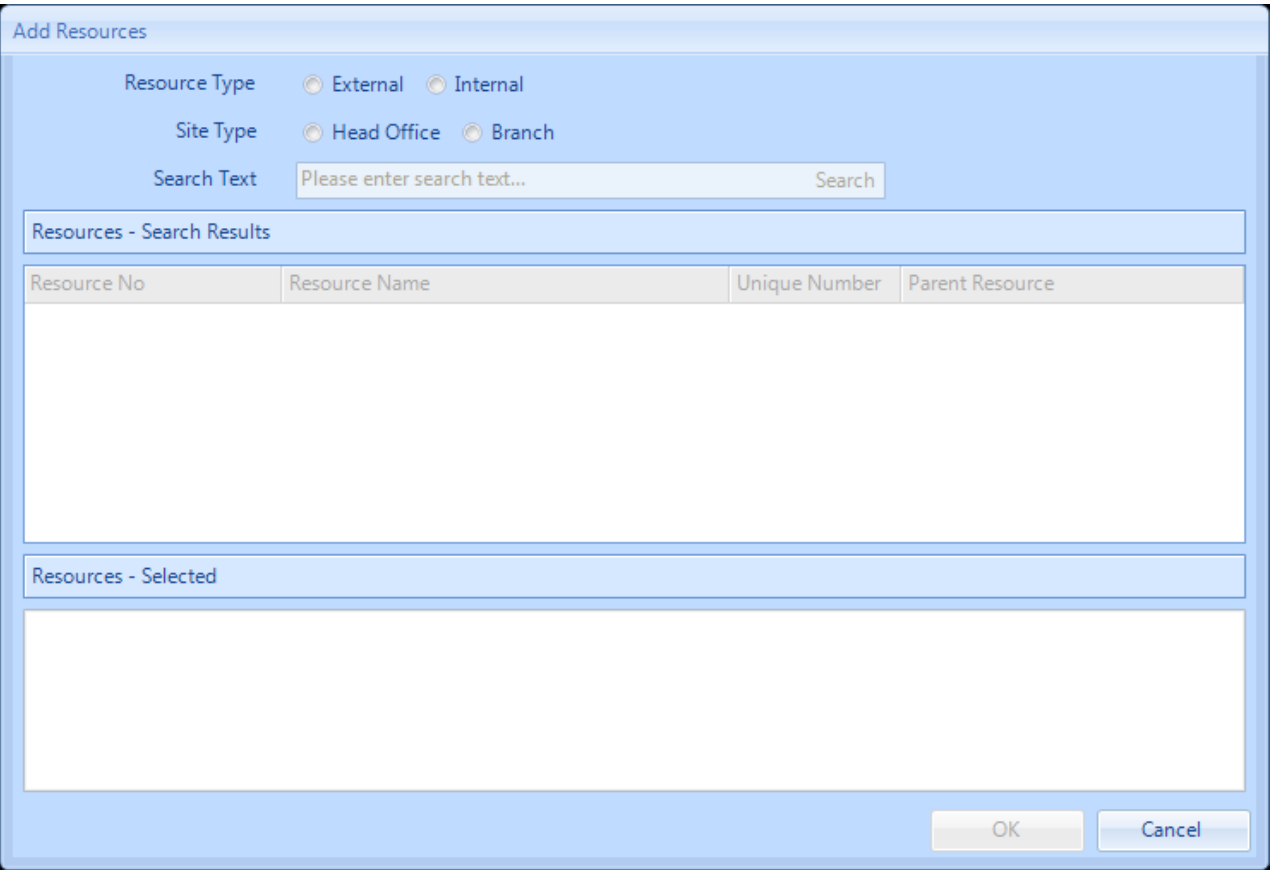
1. Click on the Actions button

Resources	▾ Actions

2. This menu will be displayed:

3. Click on the Add Resource(s) menu option. Please note if more than one Client has been selected on this SRA only Resources that are common to all Clients selected will be shown. This screen will then open:

4. Select whether the Resource is external or internal, whether it is a Head Office or Branch Resource. This information is all stored against the Resource when it is set up from the

5. Enter the name of the Resource in the Search Text field. This can be entered as a partial (3 characters or more) or full name search. Click on the Search button.

6. Any Resource records which meet the criteria will appear in the middle window. Double click on the Resource required to select them.

Resource No	Resource Name	Unique Number	Parent Resource
Filter...	Filter...	Filter...	Filter...
AMK100	AMK Maintenance Ltd	1971174	
ACT001	Cygnia Maintenance Limited	2971569	
FOU102	Four Seasons Maintenance Ltd	02353820	
GKR100	GKR Maintenance & Building	3673520	
MAI002	Maintenance Management Ltd	4274143	

Note: If the User has requested a site type of "Branch" then the Head Office details of that Branch will show in the Parent Resource column.

7. Once the Resource has been selected by double-clicking, this Resource will appear in the bottom window "Resource - Selected". Don't worry if a Resource has been selected by mistake, simply double click on the Resource to remove it.

Add Resources

Resource Type	● External ○ Internal
Site Type	● Head Office ○ Branch
Search Text	main Search

Resources - Search Results

Resource No	Resource Name	Unique Number	Parent Resource
Filter...	Filter...	Filter...	Filter...
AMK100	AMK Maintenance Ltd	1971174	
ACT001	Cygnia Maintenance Limited	2971569	
FOU102	Four Seasons Maintenance Ltd	02353820	
GKR100	GKR Maintenance & Building	3673520	
MAI002	Maintenance Management Ltd	4274143	

Resources - Selected

AMK Maintenance Ltd (AMK100)
GKR Maintenance & Building (GKR100)

OK   Cancel

8. If more than one Resource is required for this SRA then just repeat the process.

9. Once all the Resources have been added click the OK button. This will take the user back to the SRA screen with the selected Resources added to the Resource tab.

Priority	Resource N°	Resource Name	Type	Contract Name	Contract N°
1	AMK100	AMK Maintenance Ltd	External HO		
2	GKR100	GKR Maintenance & Building	External HO		

Close