## Add Resource(s)

💾 Wed, Jan 17, 2024 🛛 🖿 SRA Actions

Resources

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
- 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:

- Actions

Add Resources				
Resource Type	💿 External 💿 Internal			
Site Type	💿 Head Office 🛛 💿 Branch			
Search Text	Please enter search text	Search		
Resources - Search Results				
Resource No	Resource Name	Unique Number	Parent Resource	
Resources - Selected				

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

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Resource screen.

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.

🖲 External 🔘 Internal					
Head Office O Branch					
main	Search	١			
Resource Name	Unique Number	Parent Resource	1		
Filter	Filter	Filter			
AMK Maintenance Ltd	1971174				
Cygnia Maintenance Limited	2971569		=		
Four Seasons Maintenance Ltd	02353820				
GKR Maintenance & Building	3673520				
Maintenance Management Ltd	4274143		-		
Resources - Selected					
IK100) ng (GKR100)					
	Head Office      Branch main  Resource Name Filter  AMK Maintenance Ltd  Cygnia Maintenance Limited Four Seasons Maintenance Ltd  GKR Maintenance & Building Maintenance Management Ltd  K100) ng (GKR100)	Head Office      Branch     main     Search     Search     Search     Imain     Search     Imain     Search     Imain     Search     Imain     Search     Imain     Imain	Head Office      Branch      main     Search      Inique Number     Parent Resource      Filter      Resource Name     Unique Number     Parent Resource      Filter     Filter      AMK Maintenance Ltd     1971174      Cygnia Maintenance Ltd     2971569      Four Seasons Maintenance Ltd     02353820      GKR Maintenance & Building     3673520      Maintenance Management Ltd     4274143   IK100) ng (GKR100)		

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.

PRoorty         Resource N**         Resource Name         Type         Contract Name         Type         Contract N**         N**         Type N**         Type N**	Resource	Resources					Scop
1         AMX00         AMX Maintenance Ltd         External HO         Image: Contract of the state o	Priority	Resource N°	Resource Name	Туре	Contract Name	Contract N°	R
2         0K8100         Eternal HO         3	1	AMK100	AMK Maintenance Ltd	External HO			esou
	2	GKR100	GKR Maintenance & Building	External HO			rce
Close						Girce	

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