Viewing and editing resource details

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Viewing resource details

In the Resources app you can view the following resource information:

- · Resource details, including the resource name, creation and last modification dates, and the user who has created or modified the resource.
- Resource history information, including the user who created each version of the resource, the version creation date, and the type of changes that
 were made.
- · The roles assigned to the resource.

To view resource details

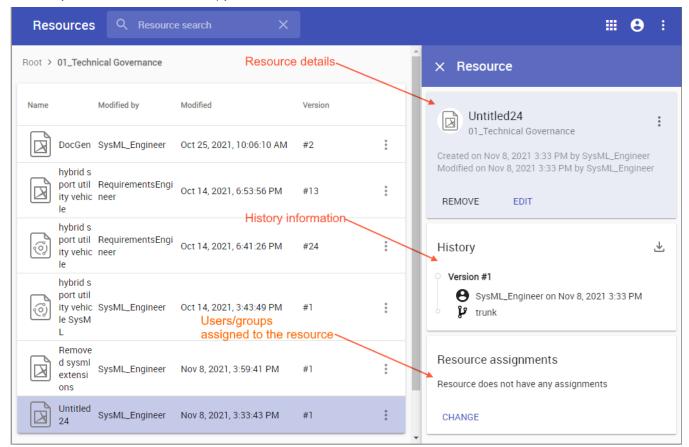
- 1. Open the Resources app and go to the category where the relevant resource is located.
- 2. Click anext to the resource, the details of which you want to view.
- 3. From the menu, select View resource details.

Resource details, such as category, creation date, and last modification date, are shown on the Resource pane on the right side of the screen.



Important

- To edit resource details in the Resource pane, click Edit on the bottom of the pane. To remove the resource click Remove.
- If you are the Administrator user, simply click a resource to view its details.



Editing resource details

You can edit a resource name and description or move the resource to another category as described below.

To edit resource details

- 1. Open the Resources app and go to the category where the relevant resource is located.

- Click next to the resource, the details of which you want to edit.
 On the Edit resource details pane, do one or several of the following actions:

 Change resource name in the Resource name field.
 Change resource category in the Category field to move the resource to another category.
 Change or add resource description in the Description field.
- on top right corner of the Edit resource details pane.

When you get a confirmation message, it means the resource details are successfully updated.