

Table of Contents

Global AlertLink User's Guide	3
<i>Resources</i>	3
Resources Overview	3
Add a Resource	4
View, Sort & Filter Resources	5
Resource Shares	6

Resources Overview

Resources provides a sophisticated management system for a variety of resources needed in critical situations. Through this system you are able to create classifications of resources and store the required details needed for each, including items such as manufacturer, versions, inventory, quantity fields, etc.

Resources			Filter	Add	Share	
Resource Name ↑	Description	Actions				
Resource 1						
Resource 2						
Page size 10 ▾		« < Page 1 of 1 > »			Displaying 1 - 2 of 2	

Add a Resource

1. To add a resource, click Resources in the navigation bar, then click Add.
2. Enter a title for the record in the Name field.

General

Name:

Resource Type:

Folder:  [Choose Folder](#)

Additional Information 

[Save & Exit](#) [Save & Continue](#) [Cancel](#)

3. Select a resource type from the Resource Type dropdown menu. The options in this menu are configured in the [Referential Data](#) settings.
4. If needed, select an alternate folder for the record by clicking Choose Folder.
5. Enter information in the custom fields, if any, in the Additional Information section.
6. Click Save & Continue.

A special note about Quantity fields. Quantity fields enable users to allocate and track how much (quantity) of a resource is required when that resource is related to other GAL objects (Contacts, Documents, Resources, Plans, Tasks, Broadcasts, Decisions, or Forms).

For example, you can specify, based on the relationship between the Fuel Gallons and the Building, what quantity is necessary if there is a prolonged power outage at that site. The distribution center is allocated 5 50-gallon fuel tanks as specified in Quantity Field 2.

View, Sort & Filter Resources

To view an existing resource, click the Resources icon in the navigation bar, then click the  icon in the Actions column. To edit the record, click the  icon.

Resources

Filter

Add

Share



Resource Name ↑	Description	Actions
Resource 1		 
Resource 2		 

Page size

10 ▾

« < Page

1

 of 1 > »

Displaying 1 - 2 of 2

To filter the records by folder, click Filter, then select a folder.

Filter By Folder



 New Org

 ☒ Resources

Filter

To sort the records, click the column headers.

Resource Shares

Contacts, Documents, Resources, and Forms can be shared across business units. By sharing, you are creating a link to the original source record. This does not duplicate the record, so any changes made will impact all shares. To share a contact record, click the appropriate icon in the navigation bar, then click Share to select which record will be shared and its destination.

Manage Shared Documents

What's This ?

Selection

- Backups
- Business Group
- Corp
- DD
- Enterprise Data
- Enterprise DR Exercise
- KW
- New Org
 - Documents
 - Events
 - Plans
- NYDOH

Browse

Filter - Results

Filter

Reset

Share

What's This ?

Destination

- New Org
 - Documents
 - Events
 - Plans
 - Plan 1
 - Documents
 - Plan 2

Browse

Filter - Results

Filter

Reset

Local Folder Shares

No items to display

To view where the record is shared, as well as the subscription categories the record is subscribed to, if any, for each folder, click the Shares tab in the record. Click the pencil icon to edit the share or the delete icon to remove it.

Contacts

General Contact-Methods Account Photo Relationships **Shares** Forms Locations Properties

Item ↓	Original Location	Shared Location	Subscription Category	Action
Jane Doe	Contacts	Contacts		

Page size

« < Page of 1 > »

Displaying 1 - 1 of 1

6

