

Who: **Sys Admin**

Why: A Resource in a Supplier organisation is the equivalent of a Workgroup in the Customer organisation. A Resource contains a group of Users who are allocated as members and or supervisors within the Resource. Typical examples of Resource definitions might be by depot or by State /geographical region. Users only see the work allocated to the Resource(s) to which they are allocated.

Related topics

[Create User](#)

[Manage Users within a Resource](#)

[Record Resource Availability](#)

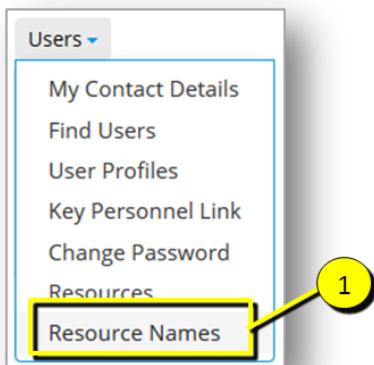
[Create User Profile](#)

[Link Resource to Roles](#)

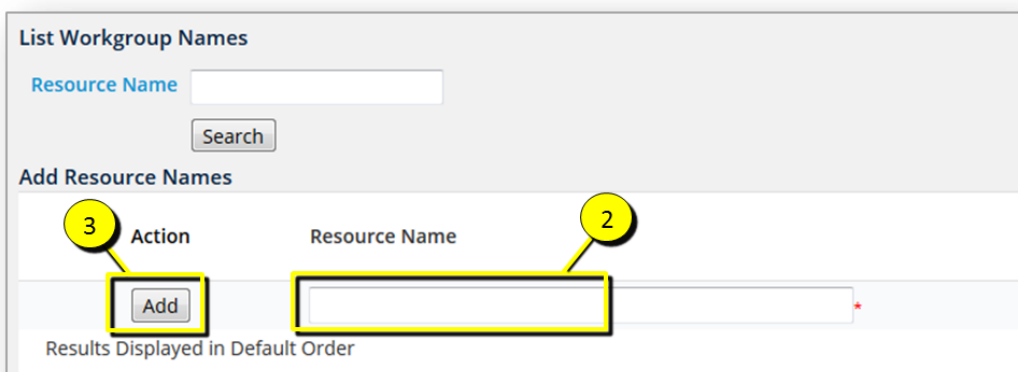
[Link Resource to Zones](#)

Procedure

1. On the Supplier side of ConSol, select **Users > Resource Names** from the menu.



The **List Workgroup Names** screen appears.



2. In the **Add Resource Names** section, enter the new **Resource Name**.
3. Click the **Add** button. The Resource Name is added to the list displayed below the **Add Resource Names** section on the **List Workgroup Names** screen.

List Workgroup Names

Resource Name

Add Resource Names

Results Displayed in Default Order
 Displaying 1 to 20 of 20 items. Displaying all results.

Action	Owner	Resource Name	Used in Customer View
Invoicing Edit Add to Customer View	Supplier	Accounts	No
Invoicing Edit Add to Customer View	Supplier	Customer Care - S2	No
Invoicing Edit Add to Customer View	Supplier	Customer Connect Crew - S2	No
Invoicing Edit Add to Customer View	Supplier	FWG Suppl-1	No

In order to use the Resource name it needs to now be linked to an Invoice Entity as follows:

4. Click the **Invoicing** link next to the Resource Name that was created in the steps above. *The **Resource Invoiced Entities** screen appears. The red crosses indicate that no Invoiced Entities are currently linked to the new Resource Name.*

Resource Invoiced Entities

Resource Name FWG Suppl-1

Invoiced Entity Id

Invoiced Entity Name

Results Displayed in Default Order
Displaying 1 to 5 of 5 items. Displaying all results.

Link Resource	Invoiced Entity Id	Invoiced Entity Name	ABN	Active
<input type="checkbox"/>	DEM3	A JOHN HOLLAND COMPANY PTY LTD	63006706832	Yes
<input type="checkbox"/>	AU1	A ELECTRICAL DISTRIBUTION COMPANY	63006706832	Yes
<input type="checkbox"/>	NBNC	NBN CONTRACTOR PTY LTD	63006706832	Yes
<input type="checkbox"/>	SH	SOUTHERN HEALTH	82142080338	Yes
<input checked="" type="checkbox"/>	FWG-IE1	FWG INV ENT 1	63006706832	Yes

Results Displayed in Default Order
Displaying 1 to 5 of 5 items. Displaying all results.

- Click the red cross next to the Invoiced Entity.
It changes to a green tick, indicating that the Resource Name is now linked. The Resource Name can be linked to more than one Invoiced Entity.
- Click the **Back to List** button.
*The display returns to the **List Workgroup Names** screen.*