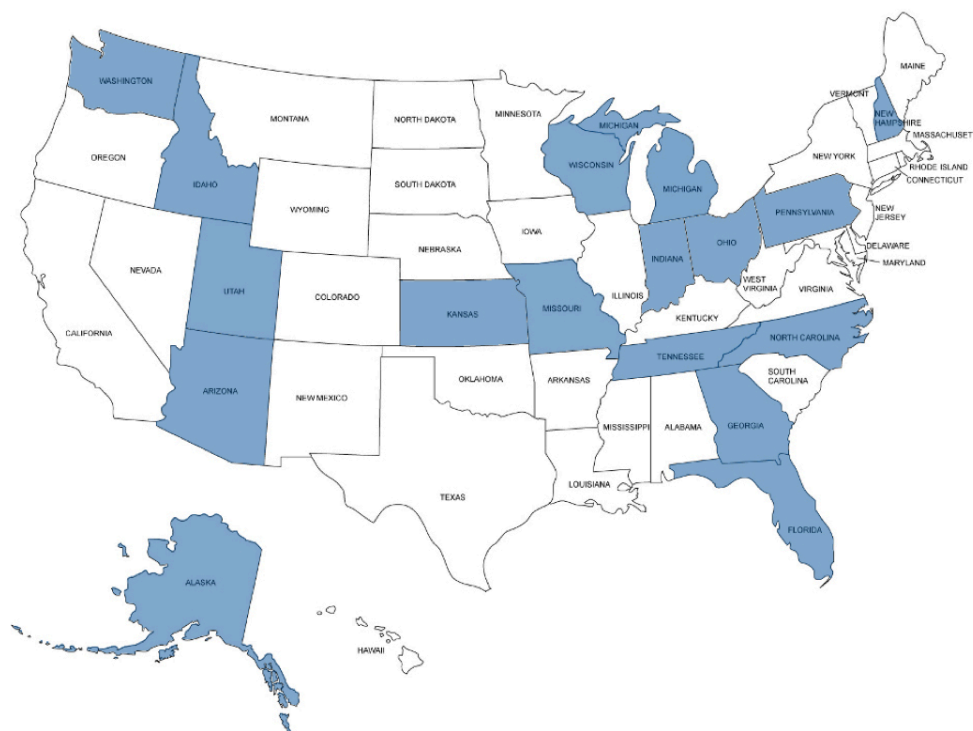# MutualAidNet: Step by Step

MANAGING RESOURCE TYPES

MutualAidNet: Step by Step

ADDING A NEW RESOURCE TYPE

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- Select *RESOURCE TYPES* under the ACTIVATION section of the Dashboard

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- Select the *ADD NEW RESOURCE TYPE* button

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- Enter a new *RESOURCE TYPE CODE* for this new resource type
- This will need to be a unique code that is not already in use

- Select the appropriate category from the *RESOURCE CATEGORY* drop-down list

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- Select one of the existing resource names from the *RESOURCE NAME* drop-down list
- You cannot add new Resource Names

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- Enter a new type in the *RESOURCE TYPE* field

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- Select the *SAVE* button to commit the new resource type

MutualAidNet - DEMO SITE - Resource Types

Resource Type Information: Add new Resource Type

System/Organization:	Fire
Resource Type Code:	FIRB4
Resource Category :	FIREFIGHTING
Resource Name:	Fire Boat
Resource Type:	Fire Boat, Type IV
Can be Multi-jurisdictional Unit:	☐

Save

- You will receive the message "Saved successfully!", in red, if your changes were saved

MutualAidNet: Step by Step

EDITING AN EXISTING RESOURCE TYPE

- Scroll through the Resource Type List and select the resource type you want to change

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- Make the desired changes and select the Update button

- You will receive the message "Update successful!", in red, highlighted below

MutualAidNet: Step by Step

DELETING A RESOURCE TYPE

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- Scroll through the Resource Type List and select the resource type you want to delete
- Select the *DELETE* button

- You will receive the message "Resource Type deleted successfully", in red, highlighted below