

Using the Resource Details Page

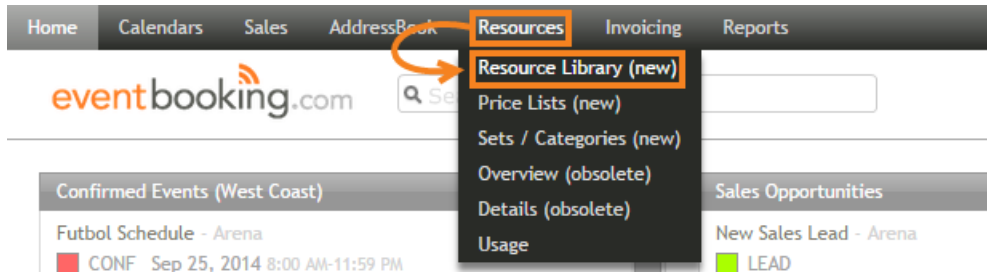
Updated: September 29, 2014

This document will walk you through:

Navigating to the Resource Details Page	2
Editing Cost and Pricing	4
Accessing the Stock Register	5
Viewing Events Using the Resource	6
Editing Library Info.....	7
Editing Taxes, Discounts and Charges	9
Editing Units	10
Managing Vendors	11
Adding a Vendor	11
Editing an Existing Vendor's Note	12
Deleting a Vendor.....	13

Navigating to the Resource Details Page

1. Hover over **Resources**.
2. Click **Resource Library (new)**.



3. Click the name of the resource for which you wish to view details.

INFO VIEW
Furniture/Chairs

Search

Actions

PATH	ITEM	QUANTITY	STOCK TYPE	STATUS	GL ACCOUNT	BRAND	SERIAL NUMBER	DESCRIPTION
Furniture/Chairs	Blue chairs	0	Limited - durable	Active				
Furniture/Chairs	Folding chair	1200	Limited - durable	Active				
Furniture/Chairs	Green Chairs	0	Limited - durable	Active				

You are now on the details page for the selected resource.

Home | Calendar | Sales | AddressBook | Resources | Invoicing | Reports (Help Desk) | Sign out | John Doe

eventbooking.com

Folding chair [Edit](#)

Cost and Pricing | **Stock Register** | Events

[Edit](#)

PRICE LIST	EFFECTIVE	EXPIRATION	UNIT	COST	PRICE
2015	01/01/2015	12/31/2015	Day	\$0.00	\$0.00
2014	01/01/2014	12/31/2014	Day	\$0.00	\$0.00
2013	12/31/2012	12/31/2013	Day	\$0.00	\$0.00
Current Year Pricing	09/24/2012	09/24/2022	Day	\$0.00	\$5.00
Non-profit	12/31/2011	12/31/2012	Day	\$0.00	\$0.00

LIBRARY INFO: [Edit](#)

Path: Furniture/Chairs

Department:

Status: Active

Stock Type: Limited - durable

Order Lead Time:

GL Account:

Storage Location:

Serial Number:

Brand:

Model:

Bar Code:

Note:

TAXES, DISCOUNTS, AND CHARGES: [Edit](#)

Sales Tax (9.25%) 9.25%

New Client Discount 100

Service Charge (Arena) 5%

Service Charge (CC) 10%

Service Charge (Other) 7.5%

Alcohol Tax 8.25%

Sales Tax (7%)

Repeat Client Discount 10%

UNITS: [Edit Units](#)

Day quantity 1

VENDORS: [Add Vendor](#)

Editing Cost and Pricing

1. Click **Cost and Pricing**.
2. Click **Edit**.

Folding chair

Cost and Pricing Stock Register Events

Edit

PRICE LIST	EFFECTIVE	EXPIRATION	UNIT	COST	PRICE
2015	01/01/2015	12/31/2015	Day	\$0.00	\$0.00
2014	01/01/2014	12/31/2014	Day	\$0.00	\$0.00
2013	12/31/2012	12/31/2013	Day	\$0.00	\$0.00
Current Year Pricing	09/24/2012	09/24/2022	Day	\$0.00	\$5.00
Non-profit	12/31/2011	12/31/2012	Day	\$0.00	\$0.00

3. Use **Tab** or the arrow keys to move between the cost and price fields, typing in the values for the applicable price lists.
4. Click **Save** to save all of your changes or **Cancel** to cancel all of your changes.

Edit Pricing - Folding chair

PRICE LIST	EFFECTIVE	EXPIRATION	UNIT	COST	PRICE
2015	01/01/2015	12/31/2015	Day	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
2014	01/01/2014	12/31/2014	Day	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
2013	12/31/2012	12/31/2013	Day	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Current Year Pricing	09/24/2012	09/24/2022	Day	<input type="text" value="\$0.00"/>	<input type="text" value="\$5.00"/>
Non-profit	12/31/2011	12/31/2012	Day	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Save Cancel

For more on price lists, please see [the full article](#).

Accessing the Stock Register

The stock register allows you to adjust the amount of your resource that you have in stock. For more information, please see [the full article](#).

Folding chair

Cost and Pricing
Stock Register
Events

Add
Remove

<input checked="" type="checkbox"/>	EFFECTIVE	QUANTITY	NOTE	
<input type="checkbox"/>	06/25/2013	1200	Bought 125 more	<input type="button" value="Edit"/>
<input type="checkbox"/>	06/11/2013	925	yard sale sold 75	<input type="button" value="Edit"/>
<input type="checkbox"/>	02/26/2013	1000		<input type="button" value="Edit"/>

Viewing Events Using the Resource

The events tab gives you a list of all events for which the resource is being used. You can navigate to an event's details page by clicking the name of the event.

Folding chair



[Cost and Pricing](#)
[Stock Register](#)
[Events](#)

EVENT	USED QTY.	UNIT	PRICE	PRICE LIST	WHEN
2012 EB Banquet	10	Day	\$5.00	Current Year Pricing	10/17/2012 12:00 AM - 10/18/2012 11:59 PM
2012 EB Banquet	100	Day	\$5.00	Current Year Pricing	10/17/2012 12:00 AM - 10/18/2012 11:59 PM
Breakfast	200	Day	\$5.00	Current Year Pricing	5/24/2014 9:00 PM - 10:30 AM
Breakfast	50	Day	\$5.00	Current Year Pricing	5/24/2014 9:00 PM - 10:30 AM
Breakfast	200	Day	\$5.00	Current Year Pricing	4/14/2014 9:00 PM - 10:30 AM

Editing Library Info

1. Click **Edit** next to *Library Info*.

(Help Desk) (Sign out) John Doe

COST	PRICE
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$5.00
\$0.00	\$0.00

LIBRARY INFO: Edit

Path: [Furniture/Chairs](#)

Department: _____

Status: Active

Stock Type: Limited - durable

Order Lead Time: _____

GL Account: _____

Storage Location: _____

Serial Number: _____

Brand: _____

Model: _____

Bar Code: _____

Note: _____

2. Type or select the desired information.

Note: Other than *Resource Name*, all text fields on this page are optional.

3. Click **Save** to save all of your changes or **Cancel** to cancel all of your changes.

Edit Resource Information - Folding chair

Resource Name	<input type="text" value="Folding chair"/>
Resource Description	<input type="text"/>
Department Name	<input type="text"/>
Status	<input type="text" value="Active"/>
Stock Type	<input type="text" value="Limited - durable"/>
Order Lead Time	<input type="text"/>
GL Account	<input type="text" value="Inherit"/>
Storage Location	<input type="text"/>
Serial Number	<input type="text"/>
Brand	<input type="text"/>
Model	<input type="text"/>
Bar Code	<input type="text"/>
Note	<input type="text"/>

Editing Taxes, Discounts and Charges

1. Click **Edit** next to *Taxes, Discounts, and Charges*.

TAXES, DISCOUNTS, AND CHARGES:		Edit
Sales Tax (9.25%)	9.25%	
New Client Discount	100	
Service Charge (Arena)	5%	
Service Charge (CC)	10%	
Service Charge (Other)	7.5%	
Alcohol Tax	9.25%	
Sales Tax (7%)		
Repeat Client Discount	10%	

2. Check the box next to any tax, discount or charge that you would like to apply to this resource.
3. Click **Save**.

Edit Resource Multipliers

Did you know that you can apply multipliers at the set or category level? [Sets and Categories](#) ✕

Resource Name

Resource Description

Taxes, Discounts, and Charges		
<input type="checkbox"/>	Sales Tax (9.25%)	9.25%
<input type="checkbox"/>	New Client Discount	100
<input type="checkbox"/>	Service Charge (Arena)	5%
<input type="checkbox"/>	Service Charge (CC)	10%
<input type="checkbox"/>	Service Charge (Other)	7.5%
<input type="checkbox"/>	Alcohol Tax	9.25%
<input type="checkbox"/>	Sales Tax (7%)	
<input type="checkbox"/>	Repeat Client Discount	10%

For more information on taxes, discounts and charges, please see [the full article](#).

Editing Units

1. Click **Edit Units**.

UNITS: Edit Units

Day quantity: 1

2. Check the units that should be able to be used for this resource. You can also uncheck currently checked units to remove them from this resource.

Note: only units that are not being used for this resource on an event can be removed from the units list.

3. Click **Save**.

Edit Units ×

- Feet
- Square feet
- Liter
- Kilogram
- Cubic meter
- Meters
- Square meters
- Gallon
- Cubic foot
- Pound
- Quart
- Each
- Day
- Hour
- Minute

Save Cancel

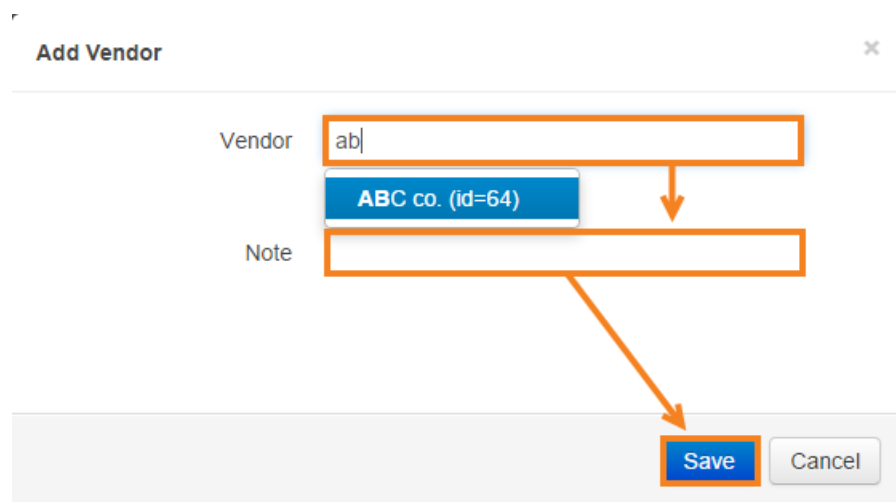
Managing Vendors

Adding a Vendor

1. Click **Add Vendor**.



2. Type a name or phrase into the *Vendor* field to search your address book contacts.
3. Select a contact from the results drop-down.
4. Optionally, type a short note about this vendor into the *Note* field.
5. Click **Save**.

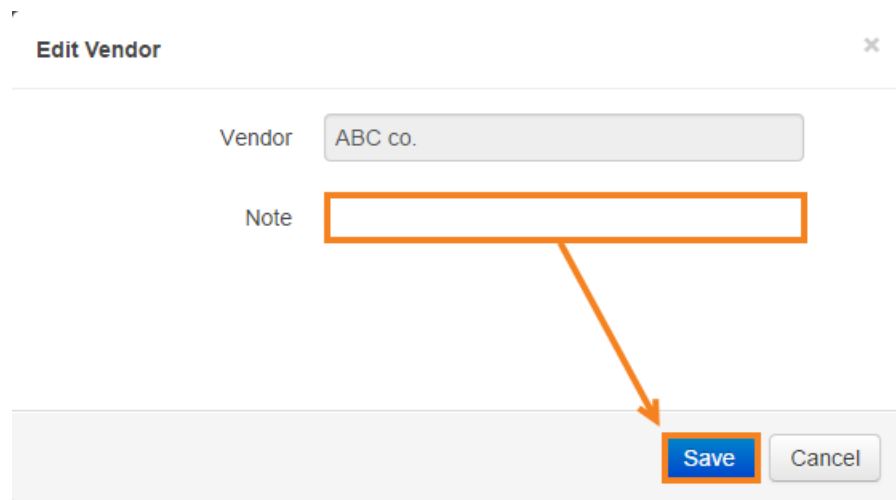


Editing an Existing Vendor’s Note

1. Click the pencil-and-paper icon next to the vendor you wish to edit.



2. Type the desired note into the note field.
Note: You cannot change the vendor.
3. Click **Save**.



Deleting a Vendor

1. Click the X icon next to the vendor.



2. Click **OK** to confirm that this vendor should be deleted.

