

To set the availability of a resource item

- 1 On the **Resource Status** screen, search for and then click the **Resource Item** of your choice.
- 2 Click the **Select Status** drop-down arrow, and then select one of the following **status availability** of your choice:
 - click **Available** to change the status of the resource item to available
 - click **Unavailable** to change the status of the resource item to unavailable, and then click the **Unavailable Reason** drop-down arrow and select the **Reason** of your choice.
- 3 To save the change of availability status for that resource, click the **Set Availability** button.

To set the area of availability for a resource item

- 1 On the **Resource Status** screen, search for and then click the **Resource Item** of your choice.
- 2 Click the **Select Area** drop-down arrow, and then select the area of your choice
 - click **GACC** to set the area of availability to a geographic area coordination center
 - click **Local** to set the area of availability to local
 - click **National** to set the area of availability to national.
- 3 To save the area of availability, click the **Set Available To** button.

To set the unavailable periods for a resource item

- 1 On the **Resource Status** screen, search for and then click the **Resource Item** of your choice, and then click the **Set Unavailability Periods** button.
- 2 On the **Unavailability Periods** dialog box, click **New**, and then click the **Select Dates** button.
- 3 Using the calendar, select the **Begin Date** and **End Date**, and then click **OK**.
- 4 Click the **Reason** drop-down arrow, click the **Reason** of your choice, and then click **Save**.

