Quick Look at Adding a Resource

Use this Quick Look Guide to learn how to add a resource for an Organization
Log in to **kynect resources** and navigate to **Workspace** and click the **Resources** button.
From the **Resources** Details screen click the **Add Resource** button to add a new Resource.
On the **Resource Details** screen, enter the **Resource name**, **Taxonomy** and **Domain**.

- The **Resource Name** is entered by the user.
- The **Taxonomy** is the classification of the resource provided in the system.
- The **Domain** is the Category the resource will be listed in [kynect resources](https://kynectresources.com)
An example entry is:

✓ Diabetes Education Session for name
✓ Diabetes Management for Taxonomy and
✓ Health for Domain
Next, click Save
Next, indicate the **Location** for this resource. Click **Add Location** to complete details about this new Resource.
On the Additional Resource Details screen, click the Location field and the location detail will display. Select the appropriate location (some organizations have multiple locations to choose) and complete the remaining fields with details about the Resource and click Save.
The new Resources has now been successfully added and can be found in kynect resources by residents and organizations. Other locations may be added for this resource if applicable. Use the Edit button to change details about the resource or make the resource inactive.
Thank you

For additional support, please use the Help section in kynect resources or email kynectresources@ky.gov