

# Entering and editing resources

The screenshot displays the Microsoft Project Professional interface. The 'Resource Sheet' is visible, with a new row highlighted in green. Three orange callouts are present: '1' points to the 'Resource Name' column header, '2' points to the 'Type' column header, and '3' points to the 'Add Resources' button in the 'Resource' ribbon. A 'Resource Information' dialog box is open, showing the 'General' tab. The 'Resource name' field is highlighted with an orange arrow. The dialog box includes fields for 'Email', 'Logon Account...', 'Booking type', 'Initials', 'Group', 'Code', 'Type', and 'Material label'. There are also checkboxes for 'Generic', 'Budget', and 'Inactive', and a 'Change Working Time ...' button. At the bottom, there are 'Help', 'Details...', 'OK', and 'Cancel' buttons. The 'Resource Availability' table is also visible, with columns for 'Available From', 'Available To', and 'Units'.

RESOURCE SHEET