Esploro Essentials: Entities

Resources

Manage information about equipment and facilities at your institution with Research Resources. Your resources could include a microbiology lab, an MRI machine, or a clean room, just to give a few examples. This page of your portal is dedicated to showcasing these resources. Portal visitors can browse this gallery and learn about your institution’s resources, through photos, a description, and other information, such as model number, location, and a contact person. You can also include usage notes and associated files, which may be useful for your students and researchers.

Here’s how to add and manage resources in Esploro. In the Esploro Research Hub, open the Research Management menu, and then select Manage Research Resources. If you already have some resources, they will be listed here. Click on any resource to open a side panel with the details. If you prefer a full page view, click this tab.

You can edit each section in the same way that you edit projects. In the first section, you can see the identifying details, of which Name and Type are required. As you can see, there are sections for Model information, Locations, Attributes, Contacts, Descriptions, Usage Notes, Files, and Links.

The first image of the Files and Links section for this resource will represent the resource on the Research Resources page of the portal. Images that are labeled as Gallery will be displayed on the full resource page, if the Gallery section is active.

Use the Sections button to skip to a particular section, or to add a section that doesn’t yet appear. Several sections support multiple types. Select a type from the drop-down menu. These menus are configurable. You can change which options appear and in which order.

To do that, open configuration, and then the Research Administration menu. Under Resources, choose the relevant configuration table.

To add a new Resource, click Add Resource. Enter the Name and select the Type of Resource, then Save. Fill in as much or as little information as you like.

Now, let’s customize how Resources are displayed in the Portal.

If you want Resources to appear in the menu at the top of the screen, you need to activate it. Open Configuration > Portal and Profiles > Header and Footer Configuration. In the Header section, under Entities, you can see the row for Resources and whether the toggle switch shows that it is active or not.

Now, open the Resource Page tab. Here are all the sections of information available for each resource. Here, you can choose to hide sections from display on the portal, by switching the toggle to not Active. You can also drag-and-drop to change the order of the sections.

That’s how to add, manage, and customize Resources in Esploro.