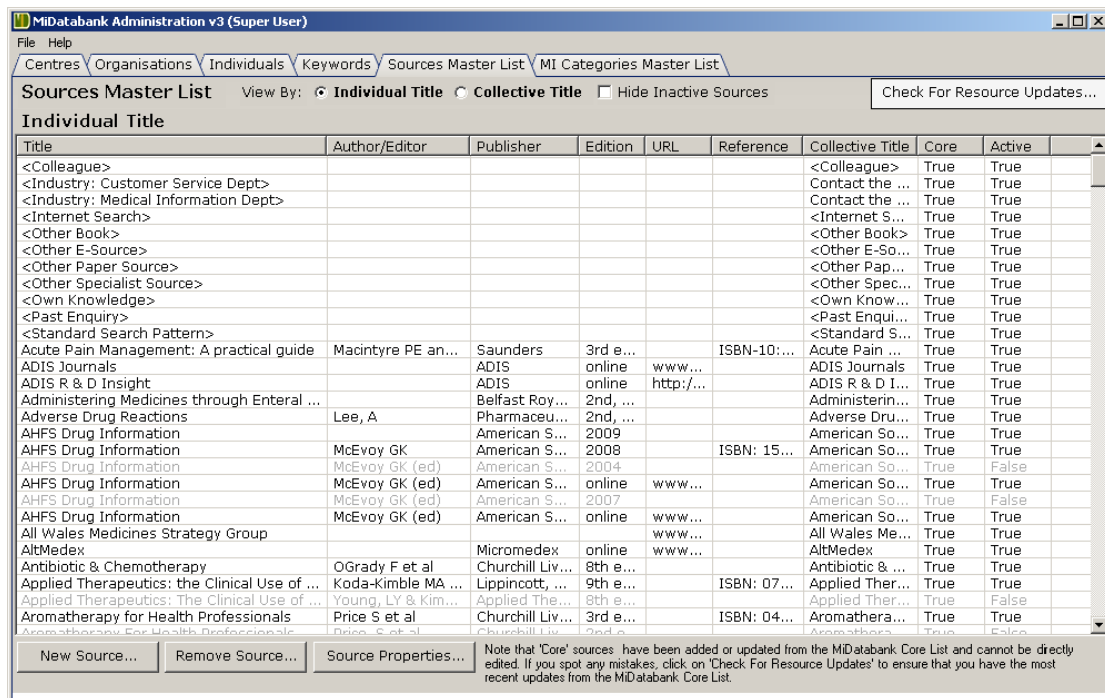# Managing Resources at your Centre

Managing MiDatabank resources at your centre comprises two steps:

1. Keeping the master list up-to-date
2. Updating the resources available at your centre

Step 1 - Keeping the master list up-to-date

The first step is explained in more detail in the document 'Keeping your Resources Master List up-to-date'. However, in essence it simply comprises of obtaining updates from the core listing by clicking the button 'Check for Resource Updates…' as shown below.

Note that the 'Sources Master List' is found in top-layer of tabs of the MiAdmin application, which indicates that this is global data pertinent to all centres in your database.

If the situation arises where you have a specialist source that is not listed, then you can simply add your own. If you believe the source might be useful for other centres, then please contact the helpdesk@coacs.com for possible inclusion on the core listing.
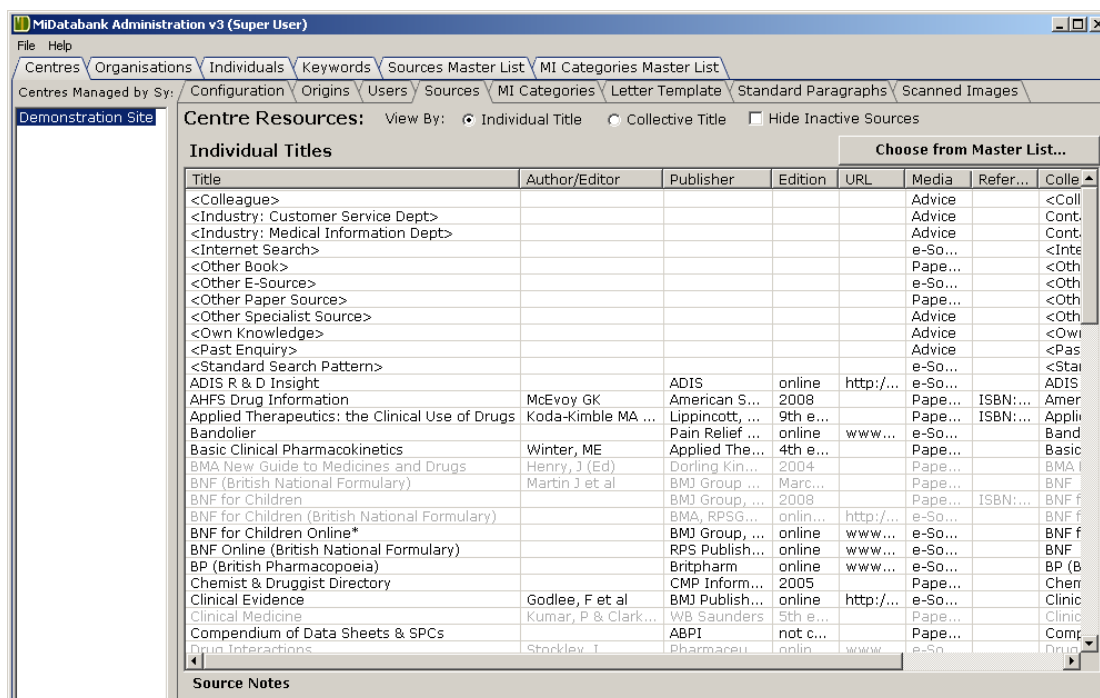
Otherwise, simply add the source to your master list by clicking on the 'New Source …' button.

Step 2 - Updating the resources available at your centre

Click on the 'Centres' top-layer tab and select your centre in the list on the left-hand side. In the 'Sources' tab, there are two radio-buttons:

- Individual Title
- Collective Title

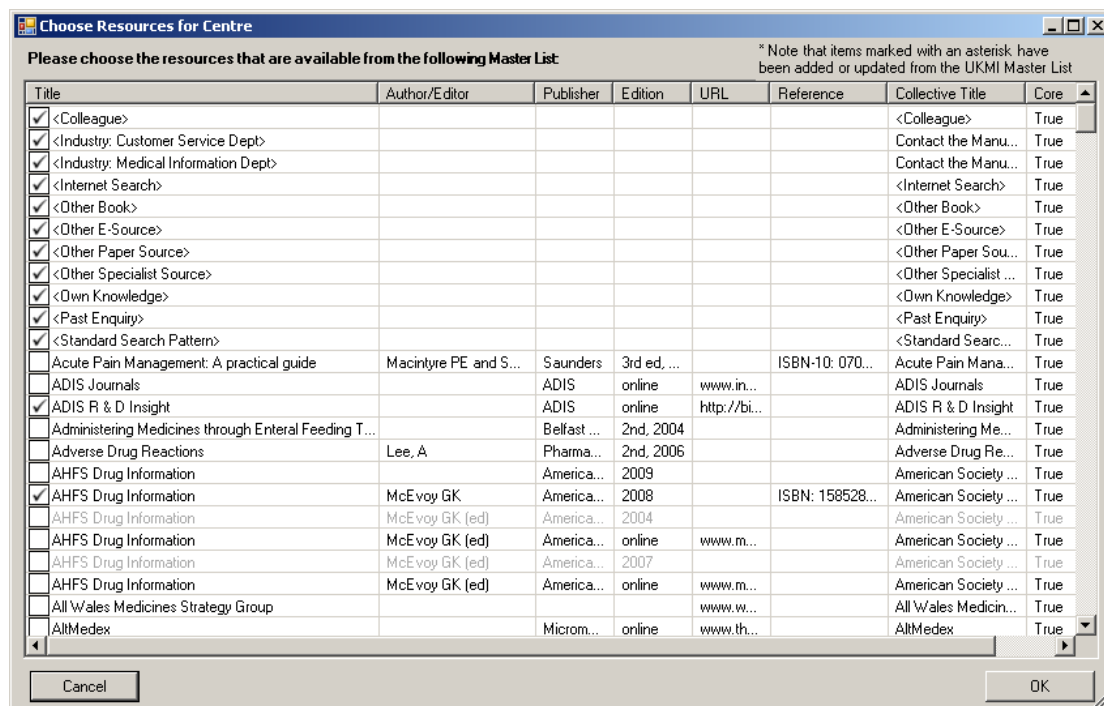Please select the 'Individual Tile' radio-button to display a list of the sources that are available at your centre:

To update this list, click on the 'Choose from Master List…' button.

This displays all the items from the 'Sources Master List' that you configured in Step 1:

It is necessary to check all the items that you use at your centre. This is likely to take a little time since the list is long, but it is important to keep this list updated. For example, if you have purchased the latest BNF, once this book arrives at your centre, you should check the corresponding check-box in the list above.