

## Create New Library Objects

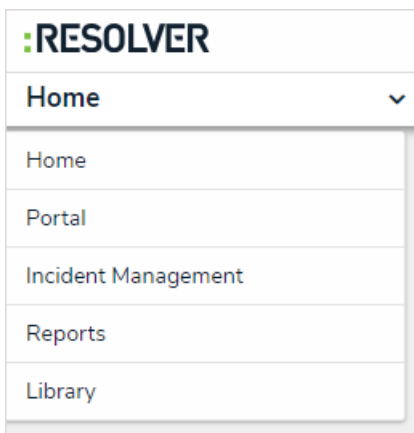
Incident management administrators can use the **Library** application to create new objects, including locations, people, business units, and more. These objects are then available to be added to new incidents.



The **Administrator (Incident Management)** user group can view incident objects and create library objects only. It is not to be confused with the **Core Administrator**, who can add users.

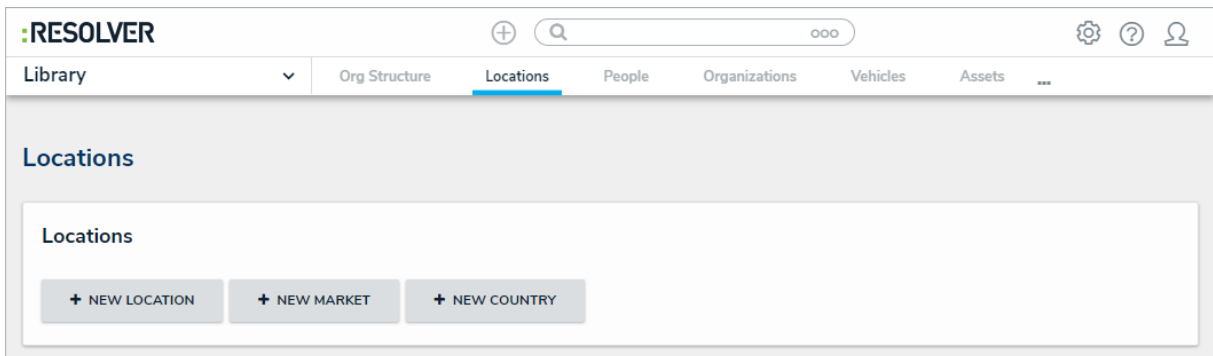
### To create new Library objects:

1. Log into a user account that's been added to the **Administrator (Incident Management)** user group.
2. Click the dropdown in the nav bar > **Library**.



*Accessing the Library application from the nav bar.*

3. Click the tab that corresponds to the type of object you want to create, such as **Locations**, **Vehicles**, or **Assets**.
4. Click the applicable button at the top of the page to add an object.



*Buttons for adding new Incident Management objects.*

5. Complete the fields as required. The available fields will vary depending on the object type being created.

The screenshot shows the Resolver web interface for creating a new location. The top navigation bar includes the Resolver logo, a search bar, and user profile icons. Below the navigation bar, the 'Locations' tab is selected. The main content area is titled 'Create a New Location' and contains the following form fields:

- Location Photo:** A dashed box with the text 'Drag images here or click to select...'.
- Property Name:** A text input field.
- Location Type:** A dropdown menu with 'Select one...' as the placeholder.
- Business Unit:** A dropdown menu with 'Search' as the placeholder.
- Description:** A large text area for entering details.
- Street Address:** A text input field.
- Address 2:** A text input field.
- Address 3:** A text input field.

*Creating a new Incident Management object.*

6. Click **Create**.