



# Business Services Resource Information

**\*\*MUST\*\*** In "Keywords" field, press "Find" button or Ctrl+F to begin search--  
change to "Any Part of field" in "Match"

Keyword(s) for searching...

**\*\* PRESS "FIND" OR <Ctrl><F> \*\*\*** then Enter a limited number of keywords (without commas) to search for. You can enter as many keywords for a resource as you can think of that someone might use to find the resource.

**Do Not Use this resource if checked!!! see Notes**

ID # Provider (Company Name or State / Federal Agency Name)

1 Resource Provider Name

Resource Description

Description of Resource (I usually use the resource's official description)--this should be brief. To add more, please enter in the notes section.

Category

Business

ResourceDoc

Last Updated

9/13/2012

Website link:

www.cowib.org

Contact's name (first last)

FirstName LastName

ResourceContactEmail

ResourceContactPhone

Address 1

123 street name

Address 2

Suite, Building, etc

Zip Code (use 99999 for websites) 73104

City

Oklahoma City

State

OK

County

Oklahoma

ResourceNotes

***This is a stand-alone table--it does not link to anything else in our database.*** You must manually type in contact information, etc. This table is for information only and is not included in any tracking metrics.

To enter a line break in your notes, press <Ctrl><Enter>

This is one field that you can use formatting in (bold, underline, italics, color text, etc.).

Enter your comments, **including both positive and negative** feedback you have heard or know about this resource. **If this is a resource that should not be used, SAY SO HERE! \*\*\* AND CHECK THE DO NOT USE BOX \*\*\***

If you update a resource (text or document or web link or contact OR ANYTHING) please make note of the date that you update it (<Ctrl><:> will enter the current system date).

You can attach the actual document in the "ResourceDocs" field but (1) it will be a static document so if it is updated on the server, this will not be updated and, (2) it significantly increases the size of the database--PLEASE USE THIS FIELD ONLY FOR VERY SPECIAL ITEMS.

The "Website link" field can be a hyperlink to a document on our server--watch what it says before copying the link and sending to a client--you do NOT want to send a link to our server! If it is a server document hyperlink, make note of the path and in your email to the client, attach the document that is on the server.