

Resource Management

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PATH: *Resource Management*

For districts that use the [Human Resources](#) module, the Resource Management tool allows you to enter and save non-employee resources like contractors that work within the district. A wizard, similar to the Add Personnel wizard, is available for quickly adding people to Resource Management. Non-employee resources may be assigned to Assignments and can have more than one Assignment at a time. Non-employee resources must be associated with an assignment in order for the required Role to be assigned.

The screenshot displays the Resource Management tool interface. On the left is a navigation menu with 'Index' and 'Search' tabs, and a sidebar containing 'Resource Management', 'Resource Master', 'Add Resource Wizard', and 'Resource Codes'. The main content area shows a search for 'Steve Smith' and a 'Search Resource:' input field. Below this is a 'Save' button and a 'Contact Information' section. The 'PersonID' field contains '81'. The 'First Name' field contains 'Steve', the 'Middle Name' field is empty, and the 'Last Name' field contains 'Smith'. The 'Organization' field is a dropdown menu. The 'Phone' field contains '(555) 555 - 0011 x' and the 'Email' field contains 'steve.smith@email.com'. Below the contact information is an 'Assignment Information' section with a 'New Assignment' button and a list item 'PT - 09/01/2016 -' with a 'Show Details' link.

Resource Management Tool

- [Resource Master](#)
- [Add Resource Wizard](#)
- [Resource Codes](#)