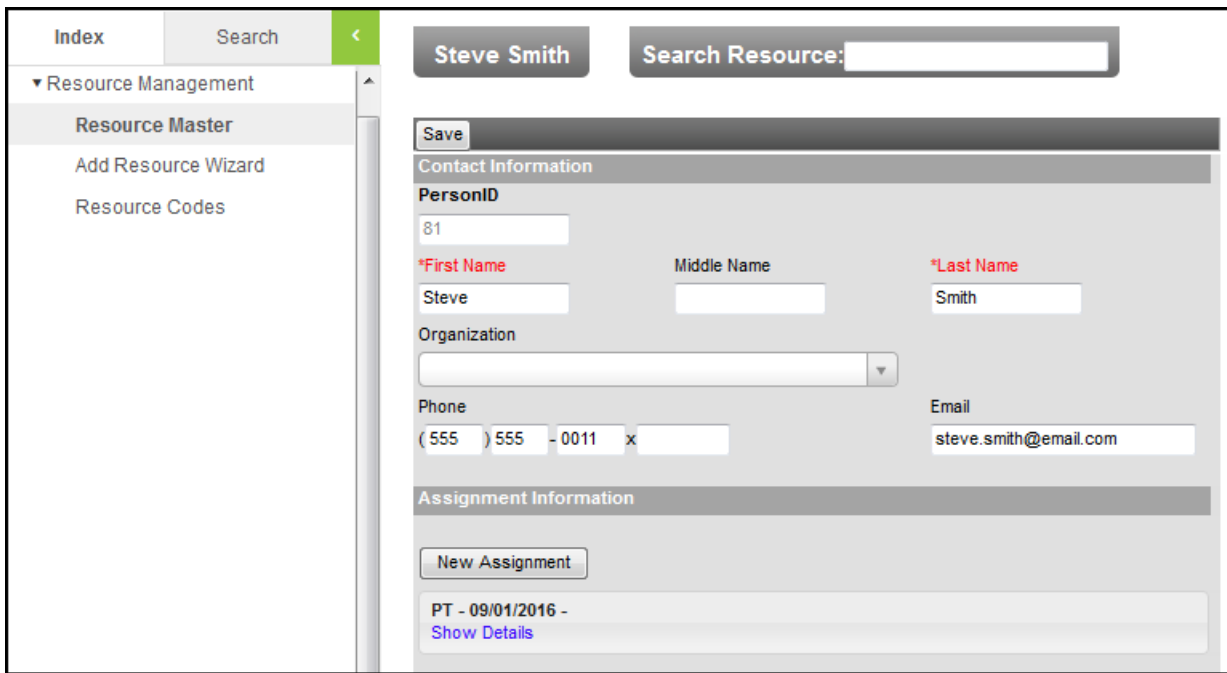


Resource Management

Last Modified on 10/21/2024 8:22 am CDT

Tool Search: 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 shows the Resource Management tool interface. On the left is a navigation menu with 'Index', 'Search', and a sub-menu for 'Resource Management' containing 'Resource Master', 'Add Resource Wizard', and 'Resource Codes'. The main area displays a form for 'Steve Smith'. At the top right, there is a 'Search Resource:' input field. Below this is a 'Save' button. The form is divided into two sections: 'Contact Information' and 'Assignment Information'. Under 'Contact Information', there is a 'PersonID' field with the value '81'. Below that are three name fields: '*First Name' (Steve), 'Middle Name' (empty), and '*Last Name' (Smith). There is an 'Organization' dropdown menu. Below that are 'Phone' and 'Email' fields. The phone field contains '(555) 555 - 0011 x' followed by an empty field. The email field contains 'steve.smith@email.com'. Under 'Assignment Information', there is a 'New Assignment' button and a section for 'PT - 09/01/2016 -' with a 'Show Details' link.

Resource Management Tool

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