

Resource Management

Last Modified on 12/14/2025 8:45 pm CST

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 sidebar with 'Index' and 'Search' buttons, and a list of tools: 'Resource Management' (selected), 'Resource Master' (highlighted in grey), 'Add Resource Wizard', and 'Resource Codes'. The main area has a title 'Steve Smith' and a 'Search Resource:' input field. A 'Save' button is at the top of a form. The form is divided into sections: 'Contact Information' (PersonID: 81, *First Name: Steve, Middle Name: [empty], *Last Name: Smith), 'Organization' (dropdown menu), 'Phone' (input: (555) 555 - 0011 x), and 'Email' (input: steve.smith@email.com). Below these is an 'Assignment Information' section with a 'New Assignment' button and a link 'PT - 09/01/2016 - Show Details'.

Resource Management Tool

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