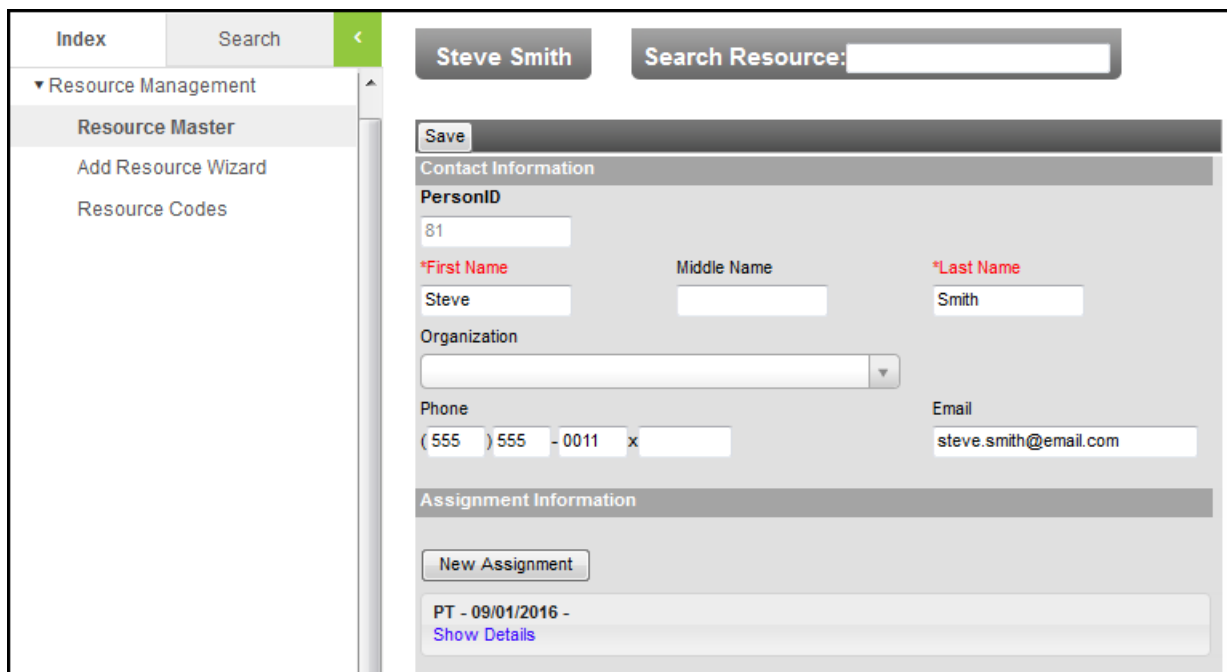


Resource Management

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 displays the Resource Management tool interface. On the left is a navigation menu with 'Index' and 'Search' tabs. Under 'Resource Management', there are links for 'Resource Master', 'Add Resource Wizard', and 'Resource Codes'. The main content area shows a form for 'Steve Smith'. At the top, there is a 'Save' button and a 'Search Resource:' input field. The form is divided into two sections: 'Contact Information' and 'Assignment Information'. The 'Contact Information' section includes fields for 'PersonID' (81), '*First Name' (Steve), 'Middle Name' (empty), '*Last Name' (Smith), 'Organization' (dropdown), 'Phone' ((555) 555 - 0011 x), and 'Email' (steve.smith@email.com). The 'Assignment Information' section has a 'New Assignment' button and a summary line 'PT - 09/01/2016 -' with a 'Show Details' link.

Resource Management Tool

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