

Overhead Self-Status

As an overhead resource with qualifications, you can log in to IROC to set your status. You must first request self-status access. You can then set your own status, assuming you are available, unavailable, or returned from assignment.

Requesting Self-Status Access

- 1 Log in to IROC from the FAMIT Dashboard. (See the *Accessing IROC* Quick Reference.)
- 2 IROC presents the Self Service screen in the IROC Data Management Tool (DMT).

The screenshot shows the IROC Self Service interface. On the left, a sidebar contains the IROC logo and navigation links: 'Home Page', 'New Access Request', and 'My Login Requests'. The main area is titled 'Self Service' and contains two sections: 'My Login Requests' and 'My Request Approval'. Both sections show 'No records to display'. A red box highlights the 'Submit a New Access Request' button in the bottom left corner of the main content area.

- 3 Click either Submit a New Access Request in the IROC Login box or the New Access Request module in the menu on the left. To open the New Access Request screen.

The screenshot shows the 'Submit a New Access Request' form. It includes the following fields and options:

- Requested For:** A text field containing 'Jaime Does'.
- Which type of access you're requesting?:** A dropdown menu with 'Self-Status' selected.
- Please select your home dispatch organization.:** A text field with a search icon and a dropdown arrow, containing 'Boise Interagency Dispatch Center'.
- Please select a dispatch manager to approve your request.:** A text field with a search icon.
- Comments:** A large text area for additional information.
- Submit:** A blue button at the bottom right.

- a Your login account auto-populates the Requested For field.
- b Choose Self-Status from the drop-down to indicate which type of access you're requesting.

- c Select your Home Dispatch Organization by choosing from the drop-down or clicking the Search icon.
 - d *Optional:* Choose a dispatch manager from the More Information field. If you leave this blank, your request will be sent to the IROC administrator for approval. Selecting a dispatch manager sends an email directly to your manager for approval.
 - e *Optional:* Type any comments or questions directly in the Comments field.
 - f Click Submit to submit your request and return to the Self Service screen.
- 4** In the My Login Requests pane, you can monitor the status of your request. You will also receive an email notifying you that your request has been submitted. (The email will be sent to the address associated with your NAP account.)
- Note:** If your status is pending, the Status column will show New. The other two statuses are Approved and Rejected.
- 5** Once approved, your status will change to Approved on the My Login Requests pane, and you will receive an email indicating that your request has been approved.
- a *Optional:* Click on the Information icon to the left of your request number and click Open Record in the Request preview screen to view the details related to your request.

se submit a request to grant IROC
pw.

IRQ0001023 Jaime Does Self-Status

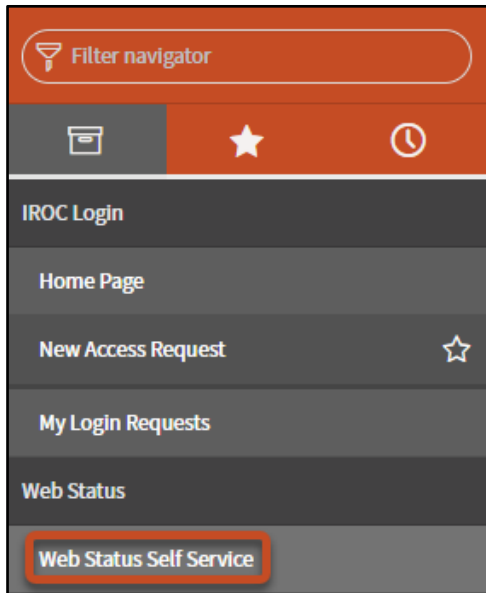
Request Open Record

Number	IRQ0001023	Status	Approved
Requested For	Jaime Does	Access Type	*
Vendor Organization	Boise Interagency Dispatch C	Approved/Rejects By	Tara Joffe
Dispatch Organization	Boise Interagency Dispatch C	Active	<input type="checkbox"/>
Dispatch Manager	Tara Joffe		

- 6** After receiving your approval, log out of IROC and log back in via the FAMIT dashboard. You will now see the Web Status Self Service module in the Application Navigator (see [Using Web Status Self Service](#) for more information).

Using Web Status Self Service

- 1 Click on Web Status Self Service in the Application Navigator on the left side of the screen.

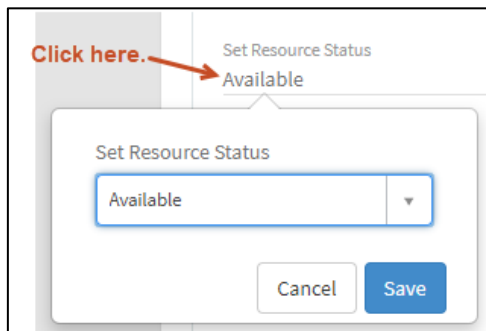


Tip: If you do not see this module, start typing "web status self service" in the Filter Navigator.

- 2 IROC opens the Web Status page.

The screenshot shows the 'Web Status' page for user 'Jaime Does'. The page has a header with the user's name and a profile icon. Below the header, there are two columns of information: 'Resource Status' (Available) and 'Available Area' (Local). There is a section for 'Set Resource Status' with a dropdown menu showing 'Available'. Below this, there are fields for 'Primary Phone' (2055551212) and 'Email' (jaimesdoes@email.com). At the bottom, there is a section for 'Resource Unavailability Period' with a 'New' button and a message stating 'No records in Resource Unavailable using that filter'.

- 3 To set your status, click on the text beneath the Set Resource Status head and choose Available, Unavailable, or Returned from Assignment. When done, click Save.



Note: You can only self-status if you are available, unavailable, or returned from assignment.

- 4 To set your available area, click on the text beneath the Available Area head and choose either Local, State, GACC, or National. When done, click Save.

Click here. → Available Area
Local

Available Area
Local ▼

Cancel Save

- 5 To set an unavailability period, click New in the Resource Unavailability Period part of the screen.

Resource Unavailability Period **New**

No records in Resource Unavailable using that filter

- 6 Fill in the Reason*, Start Date*, and End Date*. Then click Save.

Resource Unavailable

Resource Unavailable - new record

Resource Unavailable

* Resource
▼

* Reason
Vacation ▼

* Start Date
04-10-2020 📅

* End Date
04-17-2020 📅

Save (Ctrl + s)

Close

Note: You cannot set half-days as unavailable. The calendar dates entered will be from midnight to midnight of the start and end date.