

Vendor Web Status

As a vendor, you can log into IROC to set the status for your resources. To do so, you must first request web status access. You can then set the available area and the status for the resource.

Requesting Web Status Access

- 1 Log in to IROC. (For information on logging in to IROC, please refer to the *Accessing IROC* Quick Reference.)
- 2 IROC presents the Self Service screen in the IROC Data Management Tool (DMT).

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Filter navigator								© ©
E ★ 🕓	Self Service							
IROC Login	Welcome to IROCI	My Login Requests						
Home Page	For new IROC users, please submit a request to grant IROC access using the link	40	Number 🔺	Requested For	Access Type	Status	Created	
New Access Request My Requests	below. After your access has been granted, click your name at the top right corner of the screen and select Logout - Please D0 NOT attempt to login directly after logging out.	No records to display						
	Return to the FAMIT dashboard and click the application the again. Thank you:				My Request Approval			
	E IROC Login	49	Number 🔺	Requested For	Access Type	Status	Created	
	Submit a New Access Request				No records to display			

3 Click either Submit a New Access Request in the IROC Login box in the Self Service screen or the New Access Request module in the IROC Login application in the Application Navigator on the left to open the New Access Request screen.

K IROC > IROC Login > Submit a New Access Request	Ø
Submit a request to grant access to IROC.	
For dispatcher or dispatch request to grant access to INCUC. For dispatcher or dispatch request elect the appropriate access to the Dispatch Portal. For vendors, please select caccess type 'Vendor' and select a vendor organization.	
Requested for	
Vendor-Boise Cascade	
* Which type of access you're requesting?	
Vendor •	
* Please select your vendor organization.	
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(Optional) Please select a dispatch manager to approve your request.	
More information	
4	
Comments	
	Submit

- a Your login account autopopulates the Requested For field.
- b Choose Vendor from the drop-down to indicate which type of access you're requesting.
- c In the Vendor Organization field, perform a type-ahead search or click on the Search icon to find your vendor organization.
- d *Optional:* Choose a dispatch manager from the More Information field. This allows you to send a request directly to a dispatch manager for approval. If this field is left blank, the request will be sent to the IROC administrator 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.)

			Self Service				
Welcome to IROC!		My Login Requests					
For new IROC users, please submit a request to grant IROC access using the link		Number 🔺	Requested For	Access Type	Status	Created	
below.		(i) <u>IRQ0001006</u>	Vendor - Bolse Cascade	Vendor	New	03-31-2020 18:07:21	
After your access has been granted, click your name at the top right corner of the screen and select Logout. Please DO NOT attempt to login directly after logging out. Return to the FAMIT dashboard and click the application tile again. Thank you!		Actions on selected rows]			<< < 1 to 1 of 1 ► ►►	
				My Request Approval			
IROC Login	42	Number 🔺	Requested For	Access Type	Statu	us Created	
Submit a New Access Request							
	No records to display						

Note: If your status is pending, the Status column will show New. The other two statuses are Approved and Rejected.

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.

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emp app	Request					Open Record
_				_		
C LO	Number	IRQ0001006		Status	New	16
	Requested For	Vendor		* Access Type	Vendor	
	Vendor Organization	Boise Cascade,	L.L.C.	Approved By		
	Dispatch Organization			Active	 	
	Dispatch Manager					

- **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.
- 6 After receiving your approval, log out of IROC and log back in via FamAuth. You will now see the Web Status Resource Manager module available in the Application Navigator, as explained on the next page.



Setting Web Status

- 1 Log in to IROC DMT.
- 2 In the Filter Navigator, start typing Web Status and click the Web Status Resource Manager module in the Application Navigator on the left side of the screen.

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Web Status						
Web Status Resource Manager						

3 In the Web Status screen, you can set the status for one or more resources.

S	Select Organization on field below									
A P	A PLUS SERVICES LLC *									
≡	■ Resources Set Available Area Set Resources									
	Operational Name	Catalog	Resource Status	Available Area	Dispatch Organization	Current Dispatch Organization	Created By System			
	Potable Water Truck - T1 - 1XKAD48X4DJ355744		Returned From Assignment	Local			IROC			

- 4 To set the Available Area:
 - a On the left side of the screen, click the checkbox to the left of one or more resources.
 - b Click the Set Available Area action button.
 - c In the dialog box, choose Local, State, National, or GACC from the drop-down.
 - d Click Update; then click Close.
- 5 To set the Resource Status:
 - a On the left side of the screen, click the checkbox to the left of one or more resources.
 - b Click the Set Resource Status action button.
 - c In the dialog box, choose Available or Unavailable from the drop-down.
 - d Click Update; then click Close.