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).

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.

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.

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.
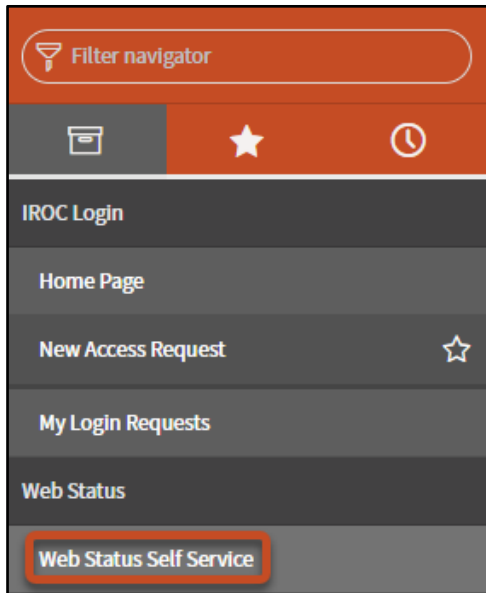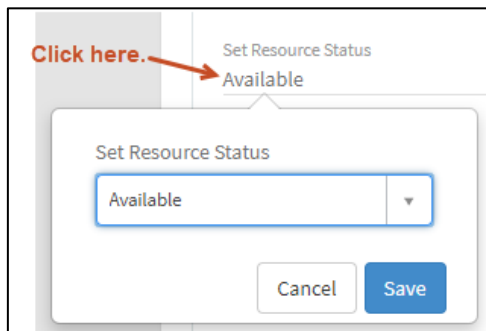

> Tip: If you do not see this module, start typing "web status self service" in the Filter Navigator.

2   IROC opens the Web Status page.

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.

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

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

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