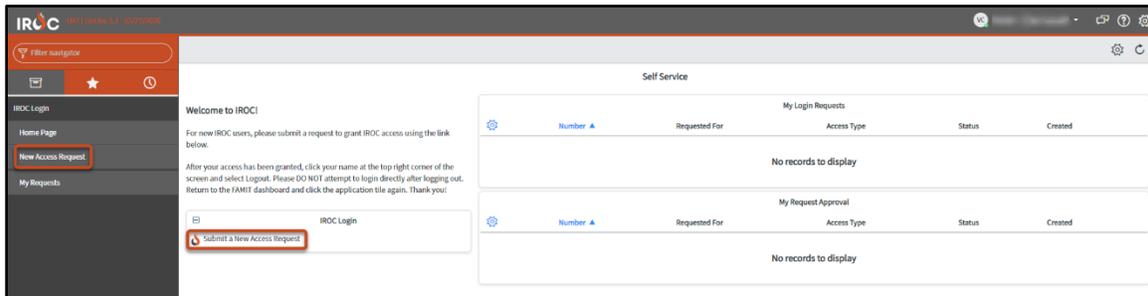


## Vendor Web Status

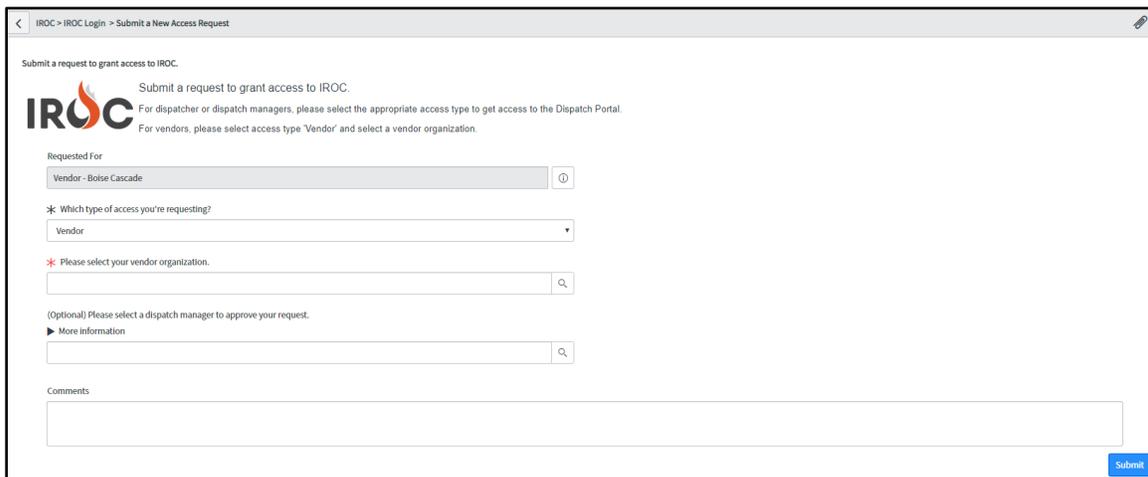
As a vendor, you can log into IROC to set the status for your resources. To do so, you must first request web status access. You can then set the available area and the status for the resource.

### 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).

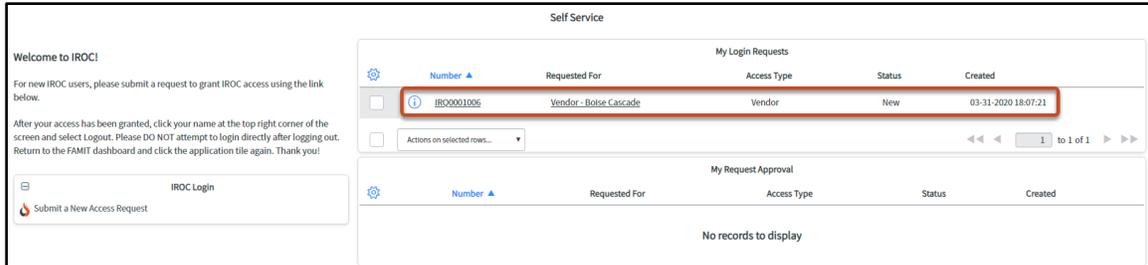


- 3 Click either Submit a New Access Request in the IROC Login box in the Self Service screen or the New Access Request module in the IROC Login application in the Application Navigator on the left to open the New Access Request screen.



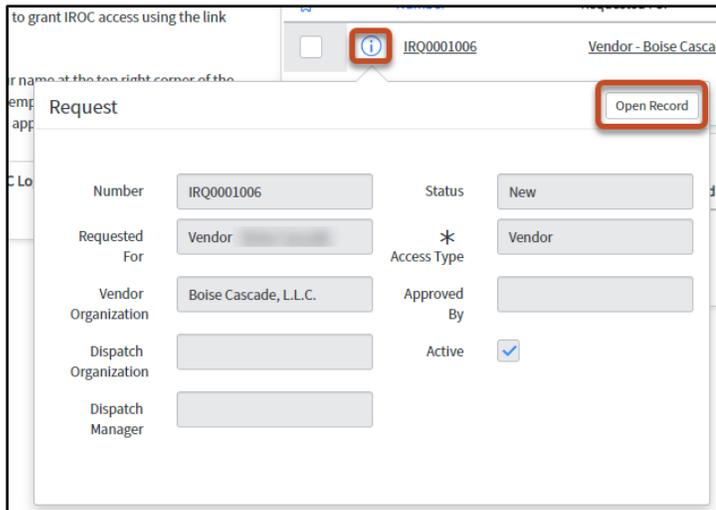
- a Your login account autopopulates the Requested For field.
- b Choose Vendor from the drop-down to indicate which type of access you're requesting.
- c In the Vendor Organization field, perform a type-ahead search or click on the Search icon to find your vendor organization.
- d *Optional:* Choose 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.

- 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.

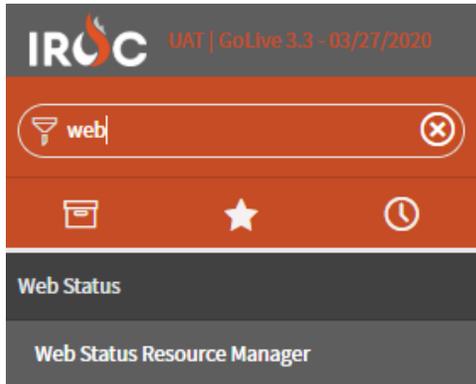
- Optional:* Click on the Information icon to the left of your request number and click Open Record in the Request preview screen to view the details related to your request.



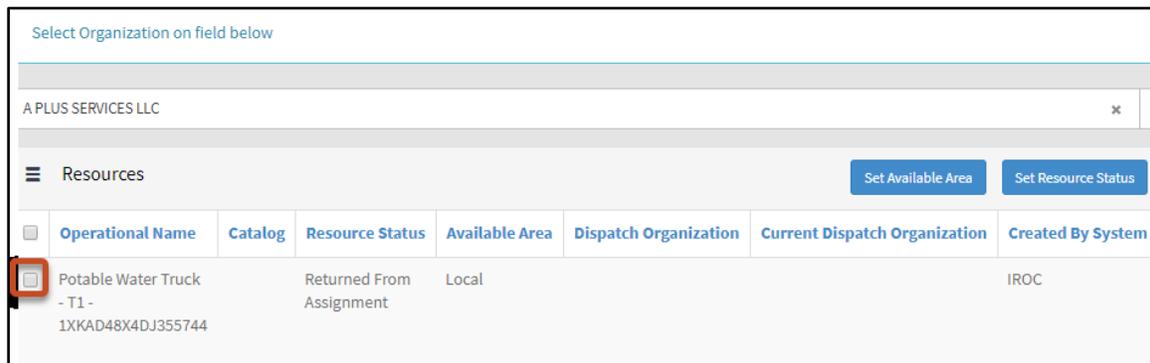
- Once approved, your status will change to Approved on the My Login Requests pane, and you will receive an email indicating that your request has been approved.
- After receiving your approval, log out of IROC and log back in via FamAuth. You will now see the Web Status Resource Manager module available 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.



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



- 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.