

IROC How to Print a Resource Order

1. Turn off Ad Blocker (red stop sign next to search bar in web browser).
2. Navigate to Request Status.
3. Find the resource order you are looking for
4. Click the black box to select the order. Once select, a check mark will appear.
5. In the “Actions” section (orange boxes), click “Generate Resource Order Form”.
6. A new box will pop up. Click “Generate PDF”. A new tab will open.
Did the new tab not open? Check to make sure the Ad Blocker is turned off!
7. In the new window, you can now print and/or save the PDF.