# Basic IROC Training: Student Guide

## 1. Navigating the IROC Portal

### Contents

## 1. Objectives

Upon completion of this unit, you will be able to:

- Log in to IROC Portal.

- Navigate the IROC Portal homepage.

- Recognize and use common user interface icons.

- Navigate the action tiles.

- Navigate the work area in list view and accordion view.

## 2. Overview

The Interagency Resource Ordering Capability, or IROC, is a web-based cloud application accessible from your Internet browser. IROC provides a modern tool to support the interagency wildland fire community in ordering, tracking, and managing resources in response to wildland fires and all-hazard incidents.

IROC is available to users through two web applications: IROC Portal and IROC Data Management Tool (DMT). IROC Portal is an application for users who perform daily dispatch-related functions, such as dispatchers, who create and manage IROC incidents and resource requests. The DMT is an application for users who perform more advanced and administrative functions within IROC, such as dispatch managers and IROC administrators.

This document describes the general layout and operation of the IROC Portal user interface. The screens, functions, and terminology introduced here will be used throughout the IROC training material.

This student guide can be used in conjunction with the Navigating the IROC Portal video, which serves as a pre-requisite for the IROC Basic User Training.

# 3. The Structure of IROC Portal

From the IROC Portal Homepage, you can view information, create incidents, and make requests and assignments for resources. This page is designed with five primary functional areas.



1  **Portal Banner** – Provides application information.

2  **Quick Search** – Search IROC to quickly find information.

3  **Content Selectors** – Filter incident, dispatch, and catalog records by setting a user context for each.

4  **Action Tiles** – Access or create incidents, requests, and resources.

5  **Main Work Area** – View or take action on incidents, requests, or resources.

## The Portal Banner



**1    IROC logo** – Clicking on this logo from any screen brings you back to the homepage.

**2    Time and Date** – Shows the current date, time, and time zone for your jurisdictional unit.

    **a**    Clicking on this brings up a view that shows the time in other zones.

    **b**    To close this view, click the small x in the upper right corner or simply click on the time in the banner again.

**3    Quick Links** – Click to choose from the drop-down menu:

    **a    Reports** – Click to choose a report type from the drop-down menu.

    **b    DMT** – Click to switch to the IROC Data Management Tool site.

    **c    Help–Knowledge** – Opens the IROC Knowledge Base.

    **d    Help–Training** – Opens a list of training options.

**4    User Name** – Displays the user logged into the session. Click on the name to choose from the drop-down menu.

    **a    Profile** – Select to edit your user profile.

    **b    Logout** – Select to log out of your user session.

**5    User Content** – Displays content selected in the Content Selectors, such as watched incidents, dispatch center you are logged into, and resource catalog.
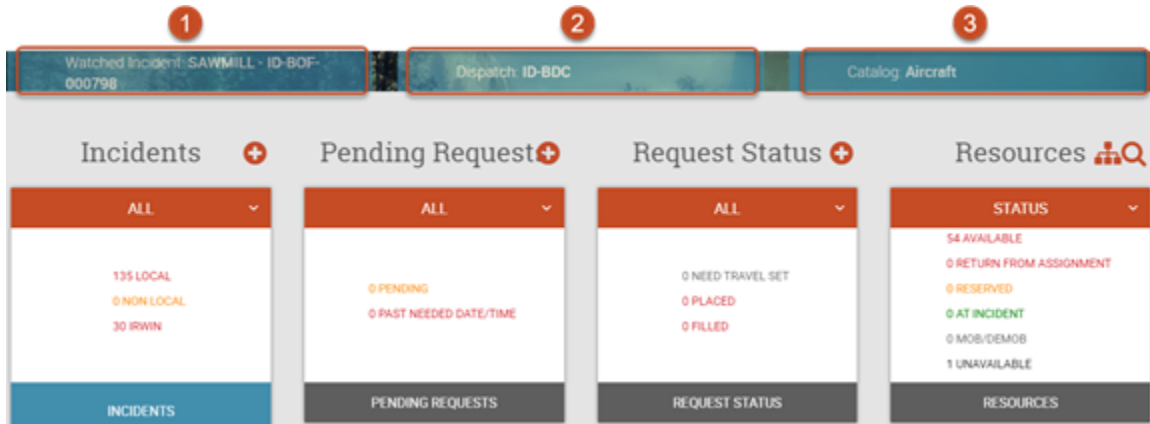
## Quick Search
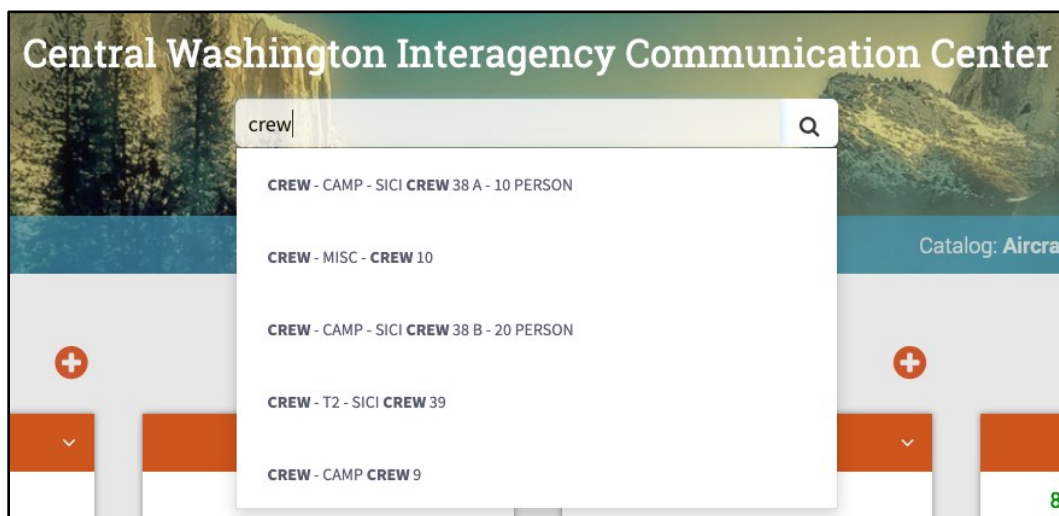


Input text in this type-ahead field to easily search for information related to resources and incidents.

**Note:** Most drop-down menus allow you to perform a type-ahead search. Simply start typing in the field, and IROC will filter the list to match your entry.

## Content Selectors

Use these selectors to determine the content for searches and record entry.



**1      Watched Incident** – Click to select an incident from the drop-down menu for editing and resource management.

**2      Dispatch** – Click to select a dispatch center from the drop-down or enter text to perform a search.

> **Note:** An IROC administrator assigns users to specific dispatch centers.

**3      Catalog** – Click to select a catalog category (or choose "All Catalogs") from the drop-down menu.

> **Note**: In this screenshot, the **Aircraft** catalog was selected. The Resources action tile shows the status for all aircraft in your dispatch center. If **All Catalogs** had been selected, the Resources action tile would show the total count for each catalog category (aircraft, crew, equipment, overhead, and supply).

# 4. IROC Portal User Interface Icons

Common features and commands are represented by icons in the IROC portal.

| Icon | Name | Action |
|------|------|--------|
| | Edit | Edit a record |
| | Delete | Delete a record |
| | Documentation | Add documentation/journal entries |
| | Add | Add information to a record |
| | Menu | View menu options |
| | Download | Export records to MS Excel or PDF |
| | Calendar | Set the date/time |
| | Watch | Watch an Incident |
| | Roster | Create and view rosters |
| | Search | Search records |
| | Create | Create a new record |
| | Attach | Attach files to a record |

## 5. Navigating the Action Tiles

From the action tiles, you can create, search, view, and modify incidents, requests, and resources. Each tile includes action tile icons, dynamic scoreboards, and list selectors.
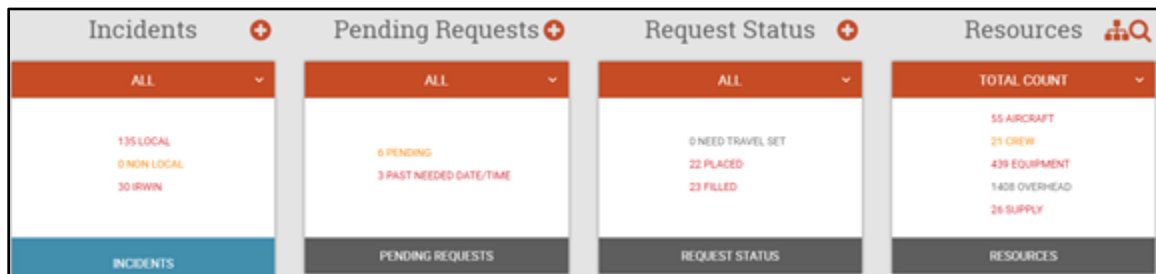


**1** **Action Tile Icons** – These icons appear to the right of the action tile header. Use them to quickly search or create incidents, requests, or rosters.

**a** **Create (⊕)** – Clicking this icon opens a screen where you can create new incidents or requests.

**Note**: Dispatch Managers will have a **Create** icon on the Resources action tile.

**b** **Roster (⛏)** – Clicking this icon opens a screen where you can create a roster or modify an existing one.

**c** **Search (🔍)** – Clicking this icon opens a screen where you can quickly search for and modify resources.

**2** **Dynamic Scoreboards** – Each scoreboard provides a quick situational view of data for the chosen content of each action tile. Filter each scoreboard by clicking the red selector bar at the top of the tile.

**Note:** The scoreboard may take time to populate after changing the filter.

**a** **Incidents** – Shows the total number of local, non-local, or IRWIN incidents.

**Note:** Selecting **IRWIN** from the drop-down will open the Staging Incidents work area on the bottom half of the screen.

**b** **Pending Requests** – Shows the total number of local (selected dispatch center) and non-local pending requests, including the number of pending requests and of those past needed. Choosing Non-Local will show pending request placed to a parent, selection area, and subordinate organizations.

**c** **Request Status** – Shows the number of requests for the local or non-local dispatch center. The scoreboard will display the number of requests waiting on travel, as well as the number placed and filled.

**d** **Resources** – Depending on the chosen content selector, this scoreboard will show the total count of items in each catalog category or the status counts for the selected resource catalog (available, return from assignment, reserved, at incident, MOD/DEMOB, and unavailable).

**3** **List Selector** – Clicking on the gray bar at the bottom of each action tile opens the work area associated with it.

## 6. Navigating the Work Area

The work area displays actionable records filtered by user content and selections made in the action tiles. Each work area may be viewed in one of two modes: **list view** or **accordion view.**

## Common Work Area Icons

The following icons may appear in the work area.

**1**   **Download (⬤)** – Export the list to formats such as Adobe PDF or Microsoft Excel.

**2**   **Documentation (▤)** – Add a comment/journal entry to a record.

**3**   **Attach (✎)** – Upload a document to a record.

## Working in List View

The list view in the work area displays a searchable, filterable list of records. Clicking on box(es) in the "Selected" column allows you to perform actions on one or more records. You can also filter and export data to either Microsoft Excel or Adobe PDF.



**1**   **Quick Filters** – Use these action buttons to filter list view information based on preset criteria.

**2**   **Action Buttons** – After selecting one or more records, you can perform specific actions, such as open, close, set status, etc.

**3**   **Page Selector** – Moves forward and backward in the table rows. Select the forward or backward icons (double arrows) to move 20 records at a time (single arrows) or to the beginning or end of the table (double arrows).

**4**   **Column Sort** – Click on a column heading to sort the list by that field.

**5**   **Search Fields** – Filter list results by entering search criteria in the search fields beneath each column head.

   **a**   Enter a term into one or more search fields and then press the **Enter** key to filter the columns.

   **b**   To remove a search term, delete the text from the search field and press the **Enter** key.

   **c**   Some columns have drop-downs with preset search terms.

**6**   To open a record so you can view or modify the related information, double-click on any record (any line in the list of records) to open that record in **a**ccordion view.

# Working in Accordion View

Accordion view displays a two-pane view with a list of records on the left and related information on the right. **Reminder:** To access accordion view, simply double-click on a record in list view. To return to list view, double-click on a list item on the left side of the screen.

> **Note:** Some of the data in accordion view cannot be modified here, as indicated by the grayed-out fields.



1   Select a record from the list by clicking on it in the left pane. This bring up the related information in the right pane. The blue background in the list on the left indicates that this is the selected incident.

> **Note:** The records list can be navigated quickly using the page selector at the top and bottom of the list.

2   The information on the right is displayed in accordion tabs. Clicking on a header opens or closes the associated tab, allowing you to view or modify the information. In this screenshot, the General Information tab and the Financial Code Information tab are open. The Auto Documentation tab and the Contacts Information tab are closed.

> **Note:** A vertical red bar to the left of the header title indicates that the tab is open. The entire tab is grayed out when it is closed. Similarly, the small arrow on the right of the header bar points up when the tab is closed and down when it is open.

> **Tip:** You can add a comment or journal entry to the record by clicking the **Documentation** icon (⬚). To attach a file to the record, click the **Attach** icon (⬚).

# 7. Additional Information

## System Messages and Alerts

System error and alert messages will appear at the top of the screen in the IROC Banner. Dismiss the messages by clicking the **Close (X)** icon in the right corner of the message.

Some functions will request user confirmation before committing the requested change. Dialog boxes may appear to confirm an action or to undo/cancel an action. Select the appropriate response to complete the action.

## Tool Tips

Hovering over an icon or button may bring up a tool tip, providing additional explanation of its functionality.

## Required Information

Mandatory record fields are indicated by an asterisk (*). Records will not save unless all required fields are entered. A red (darker shading) asterisk indicates missing information; a grayed-out asterisk indicates that the information has been provided and is complete.

**Note:** Grayed-out fields cannot be modified.

## Useful Browser Functions

Common internet browser functions work within IROC as they do in many other web pages. For example, use the Find (Ctrl-F) in common browsers to search the open screen for information. As another example, use the Copy (Ctrl-C) and Paste (Ctrl-V) function to copy and paste an incident number into a search field. Other common functions are Print (Ctrl-P) or Select All (Ctrl-A).