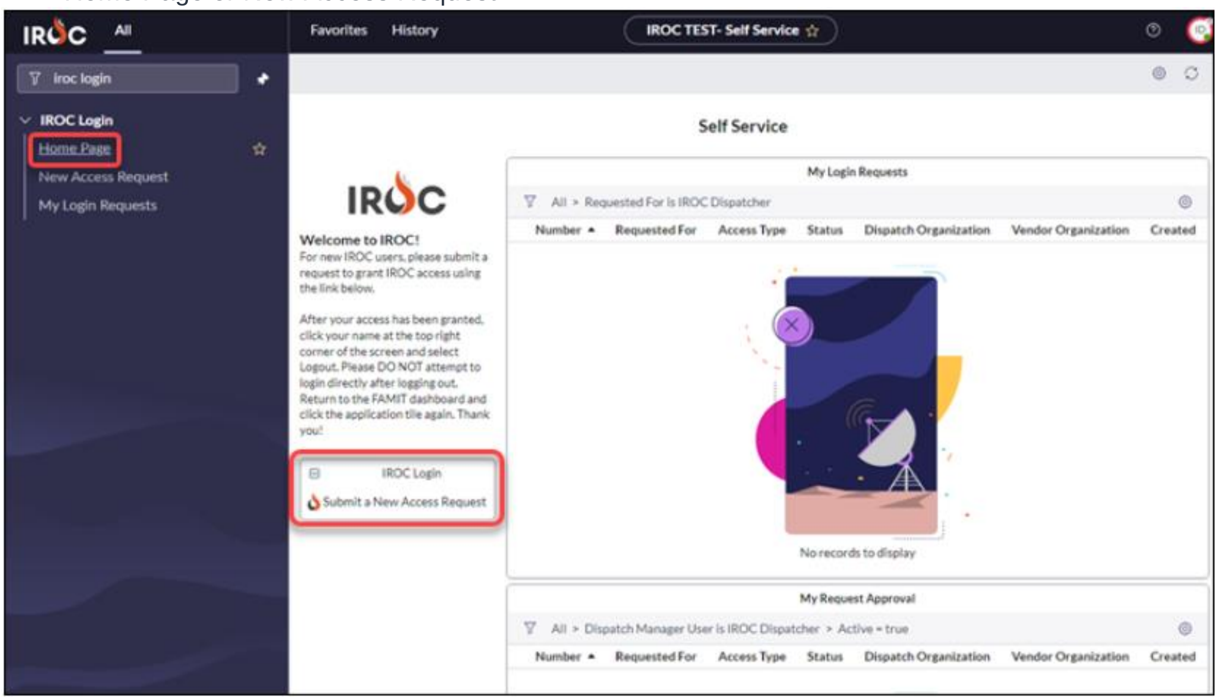
Overhead Self-Status

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.

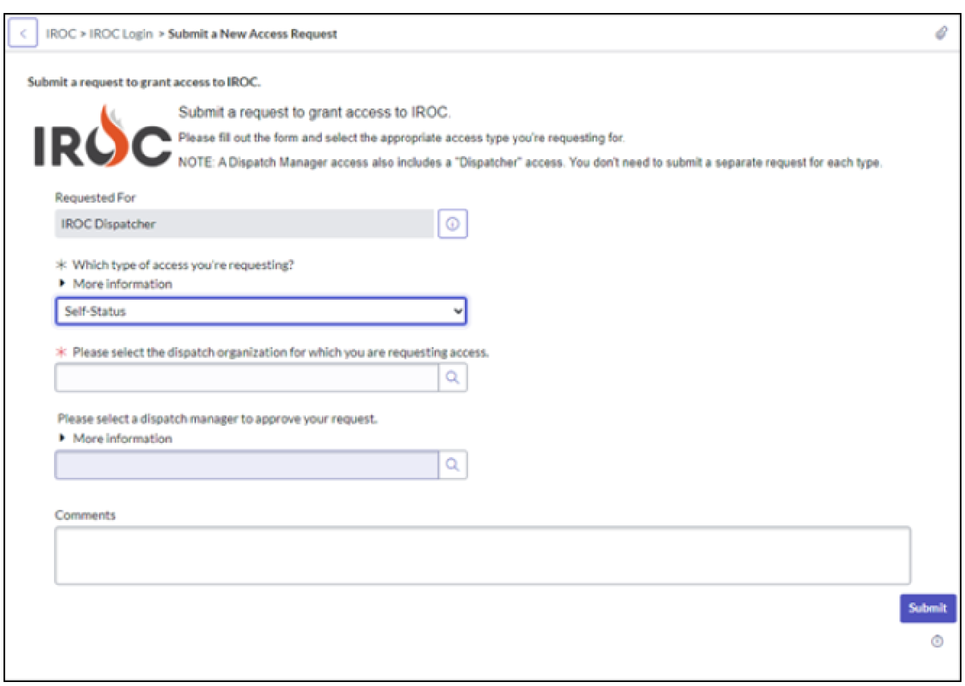
Requesting Self-Status Access

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).

   Note: If any other screen is displayed, from the All menu start typing "IROC Login" in the filter navigator. Then select Home Page or New Access Request.



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.

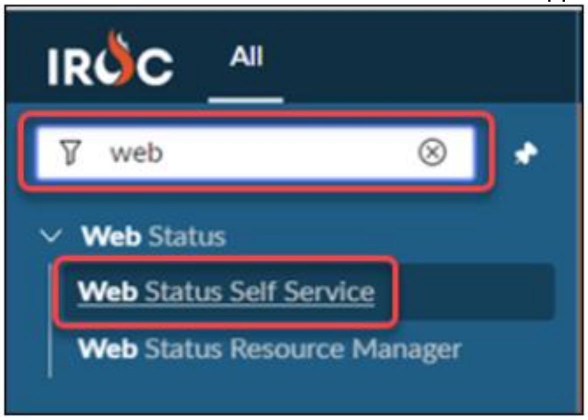
5 Once approved, your status will change to Approved on the My Login Requests pane, and you will receive an email indicating that your request has been approved.

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).

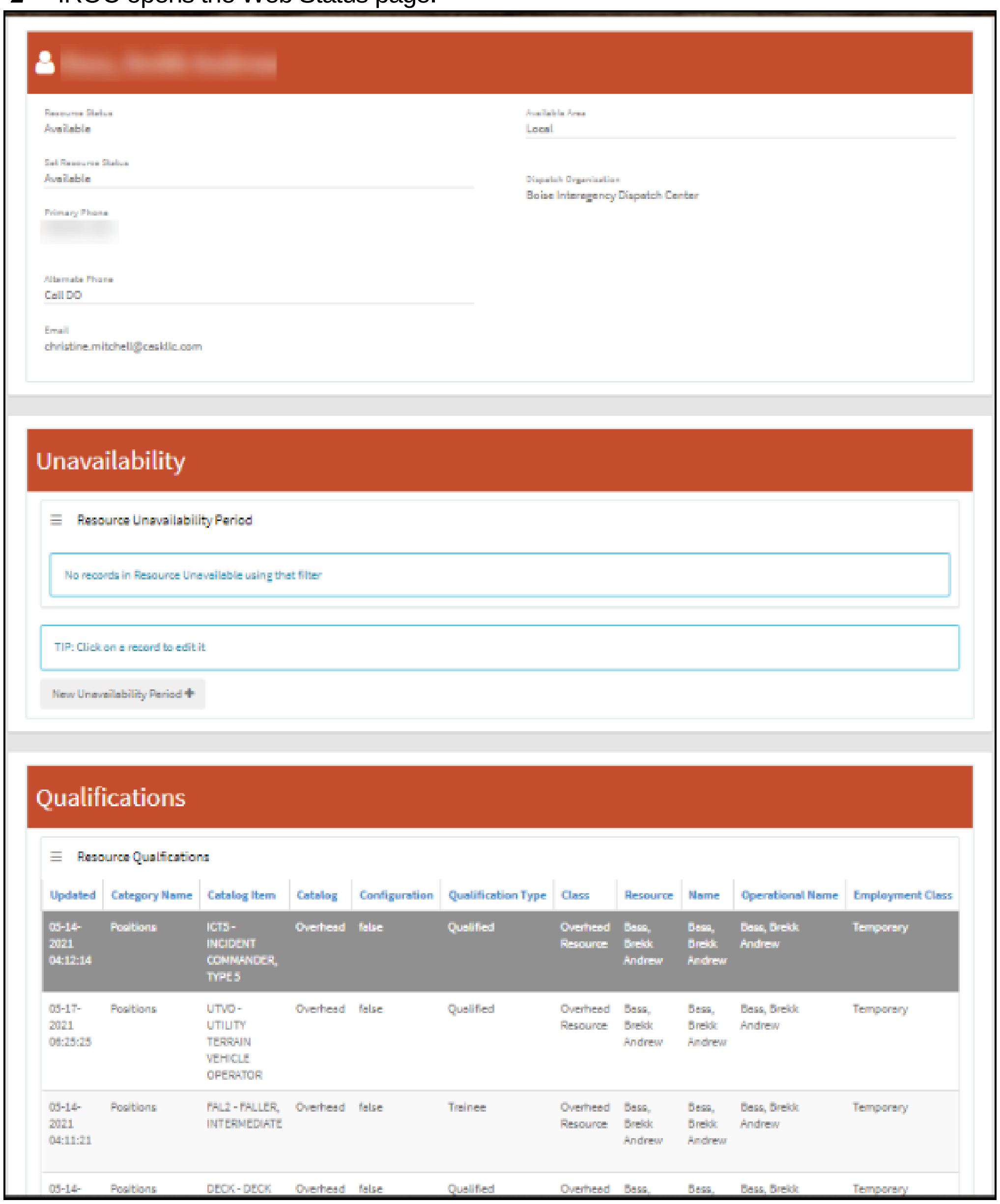
Using Web Status Self Service

1 Click on **Web Status Self Service** in the Application Navigator on the left side of the screen.

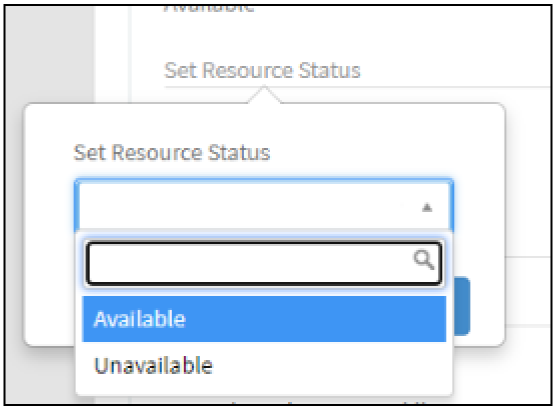


Tip: If you do not see this module, start typing “web status self service” in the Filter Navigator.

2 IROC opens the Web Status page.

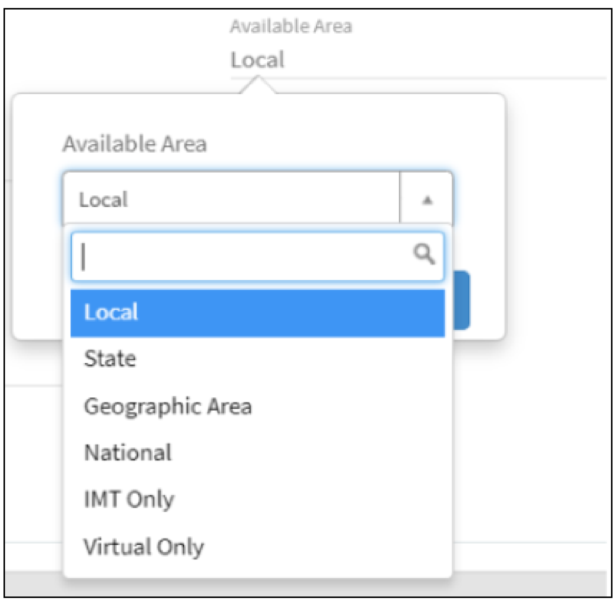


3 To set your status, click on the text beneath the **Set Resource Status** head and choose Available, Unavailable, or Returned from Assignment. When done, click **Save**.

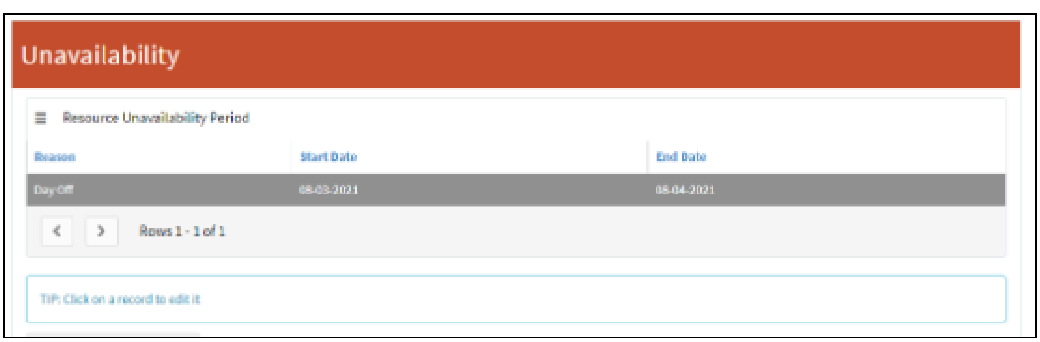


Note: You can only self-status if you are available, unavailable, or returned from assignment.

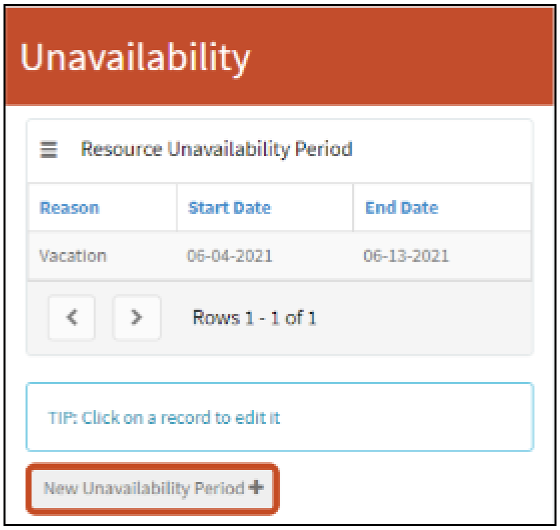
4 To set your available area, click on the text beneath the **Available Area** head and choose either Local, State, GACC, or National. When done, click **Save**.



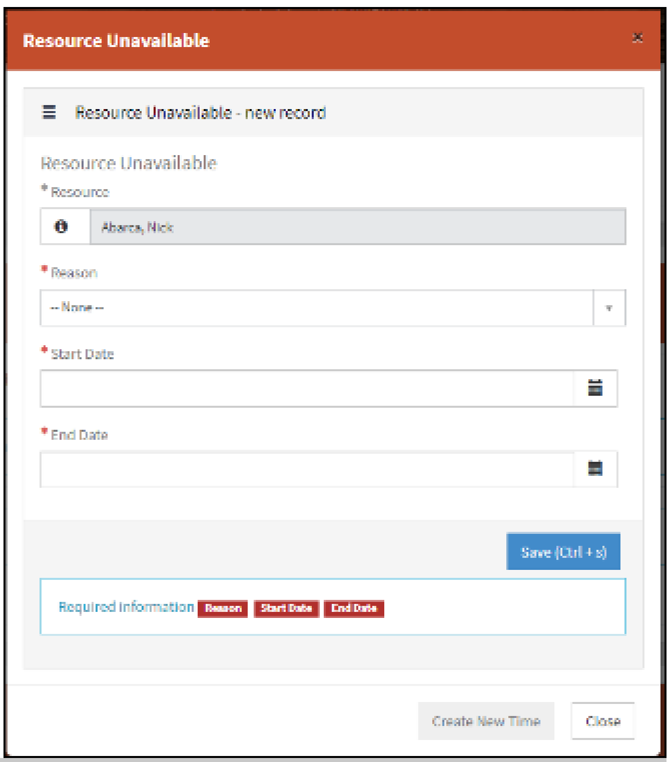
5 In the Unavailability Section, you can set or manage unavailability periods:



a. To set an unavailability period, click **New in the Resource Unavailability Period +**.



b. 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.

6. To edit or remove a previously entered unavailability period:

   a. Click on an entry in the list to open the Resource Unavailable modal.

b. Click **Remove Unavailability**.