

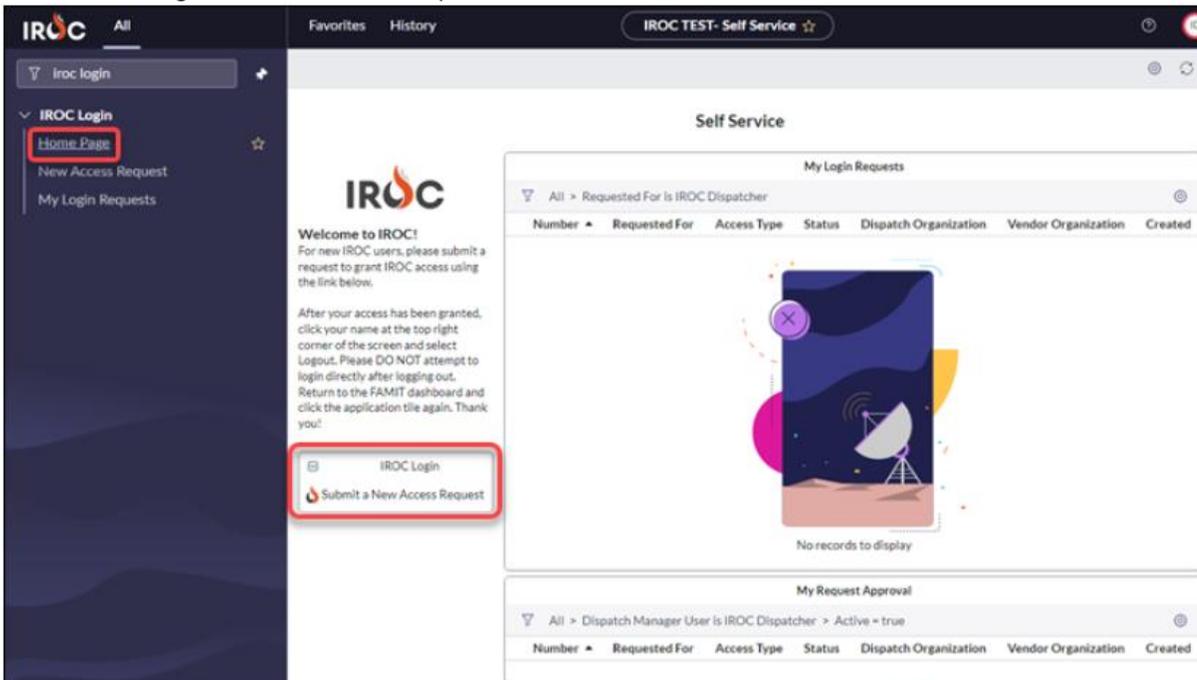
Overhead Self-Status

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.

IROC > IROC Login > Submit a New Access Request

Submit a request to grant access to IROC.

IROC Submit a request to grant access to IROC.
 Please fill out the form and select the appropriate access type you're requesting for.
 NOTE: A Dispatch Manager access also includes a "Dispatcher" access. You don't need to submit a separate request for each type.

Requested For

* Which type of access you're requesting?
 ▶ More information

* Please select the dispatch organization for which you are requesting access.

Please select a dispatch manager to approve your request.
 ▶ More information

Comments

- 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.

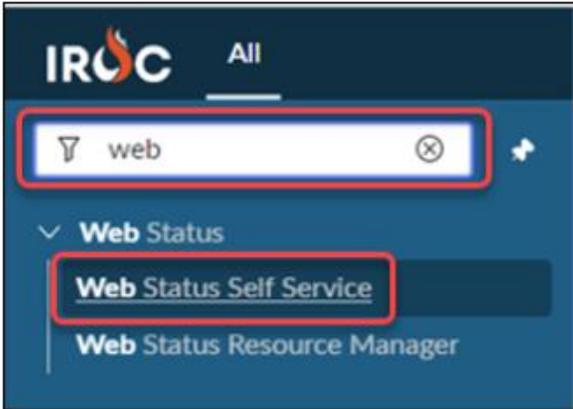
The screenshot shows a web interface for viewing a request. At the top, there's a header with a search icon, a request number 'IRQ0001023', the requester's name 'Jaime Does', and a 'Self-Status' dropdown. Below this is a 'Request' section with a table of details:

Number	IRQ0001023	Status	Approved
Requested For	Jaime Does	Access Type	* Self-Status
Vendor Organization		Approved/Rejected By	Tara Joffe
Dispatch Organization	Boise Interagency Dispatch C	Active	<input type="checkbox"/>
Dispatch Manager	Tara Joffe		

- 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.

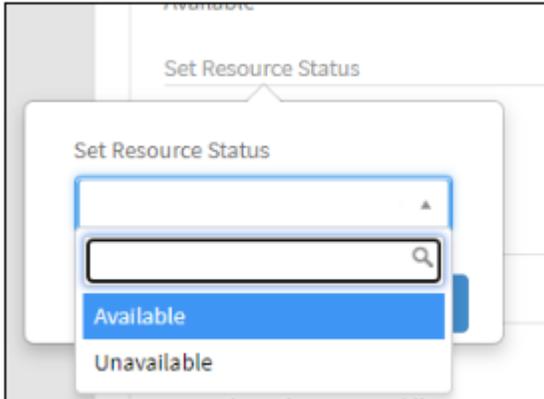
2 IROC opens the Web Status page.

The screenshot displays the Web Status page for a resource. It is divided into three main sections:

- Resource Details:** Shows fields for Resource Status (Available), Available Area (Local), Del Resource Status (Available), Dispatch Organization (Boise Interagency Dispatch Center), Primary Phone, Alternate Phone (Cell DO), and Email (christine.mitchell@cesklic.com).
- Unavailability:** A section titled 'Unavailability' containing a sub-section 'Resource Unavailability Period'. It displays a message: 'No records in Resource Unavailable using that filter'. Below this is a tip: 'TIP: Click on a record to edit it' and a button for 'New Unavailability Period'.
- Qualifications:** A section titled 'Qualifications' containing a table of 'Resource Qualifications'.

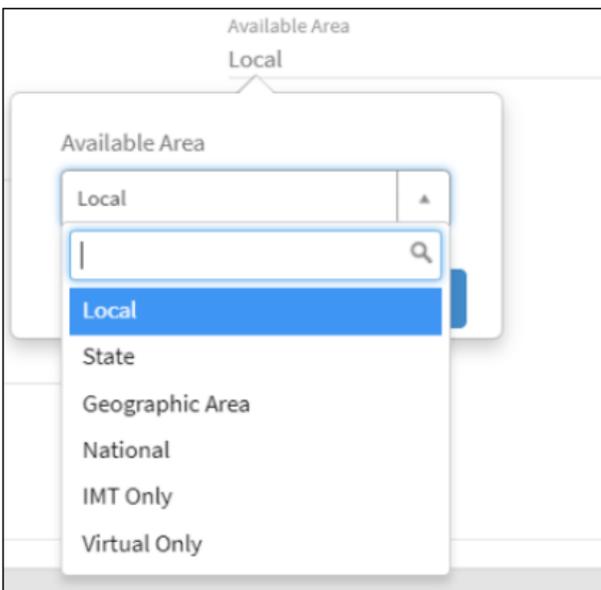
Updated	Category Name	Catalog Item	Catalog	Configuration	Qualification Type	Class	Resource	Name	Operational Name	Employment Class
05-14-2021 04:12:14	Positions	ICTS - INCIDENT COMMANDER, TYPE 5	Overhead	false	Qualified	Overhead Resource	Bess, Breikk, Andrew	Bess, Breikk, Andrew	Bess, Breikk, Andrew	Temporary
05-17-2021 08:25:25	Positions	UTVO - UTILITY TERRAIN VEHICLE OPERATOR	Overhead	false	Qualified	Overhead Resource	Bess, Breikk, Andrew	Bess, Breikk, Andrew	Bess, Breikk, Andrew	Temporary
05-14-2021 04:11:21	Positions	FAL2 - FALLER, INTERMEDIATE	Overhead	false	Trainee	Overhead Resource	Bess, Breikk, Andrew	Bess, Breikk, Andrew	Bess, Breikk, Andrew	Temporary
05-14-	Positions	DECK - DECK	Overhead	false	Qualified	Overhead	Bess,	Bess,	Bess, Breikk	Temporary

- 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**.

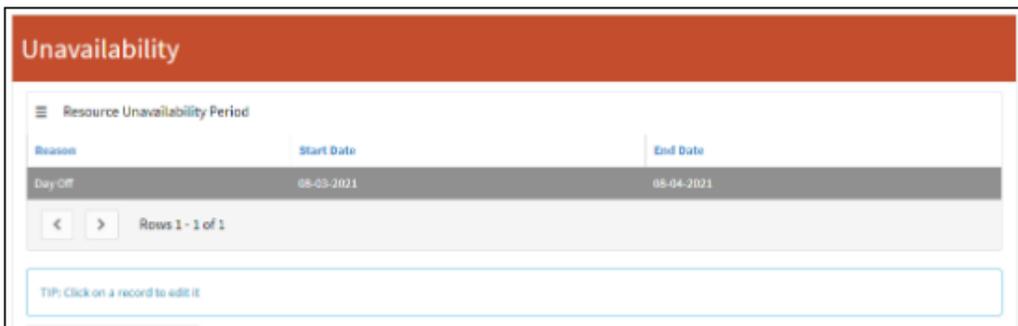


Note: You can only self-status if you are available, unavailable, or returned from assignment.

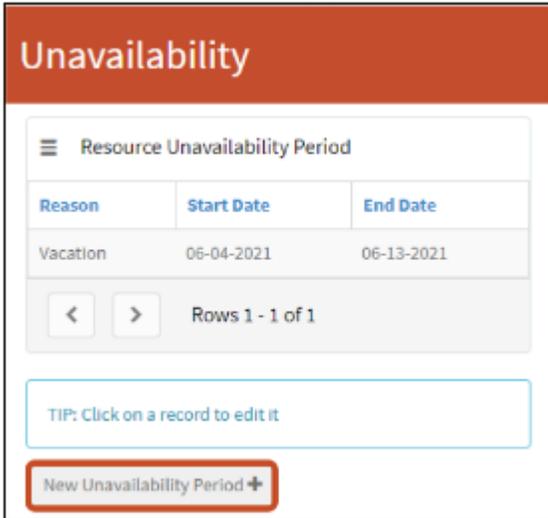
- To set your available area, click on the text beneath the **Available Area** head and choose either Local, State, GACC, or National. When done, click **Save**.



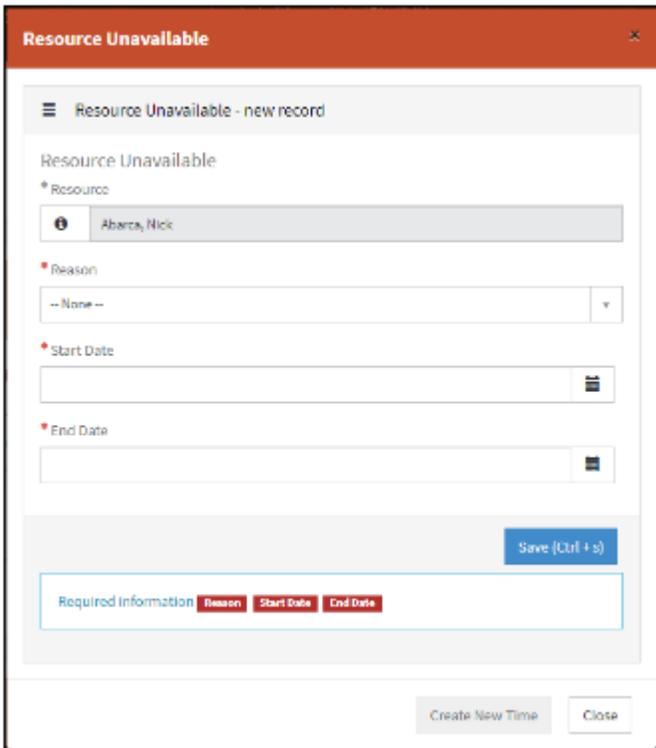
- In the Unavailability Section, you can set or manage unavailability periods:



- 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**.

The screenshot shows a web application window titled "Resource Unavailable" with a close button (X) in the top right corner. The window contains a header bar with a hamburger menu icon and the text "07-29-2021 16:25:31 miranda.anderson". Below the header, the main content area is titled "Resource Unavailable" and contains several form fields:

- * Resource:** A text input field containing "Abarca, Nick" with an information icon (i) on the left.
- * Reason:** A dropdown menu with "Day Off" selected and a downward arrow on the right.
- * Start Date:** A date input field containing "08-03-2021" with a calendar icon on the right.
- * End Date:** A date input field containing "08-04-2021" with a calendar icon on the right.

Below the form fields, there is a section for "Related Links" with a link labeled "Add to Update Set". At the bottom of the form area, there are two buttons: a red button labeled "Remove Unavailability" and a blue button labeled "Save (Ctrl + s)".

At the bottom of the window, there are two buttons: "Create New Time" and "Close".