



INTERAGENCY RESOURCE ORDERING CAPABILITY

1. Navigating the DMT

**IROC Dispatch Training Student Guide:
Advanced Course**

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1.1. Overview

This guide provides an overview of the IROC Data Management Tool (DMT). Upon completion of this unit, you will be able to:

- Understand the structure of the IROC Data Management Tool (DMT).
- Understand the difference between applications and modules.
- Customize your view of the DMT.
- Use the filter navigator to find information in the application menu.
- Navigate and use the My IROC feature.
- Work with lists in the DMT.
- Use the various search functions, including wildcard searches.
- Use quick filters, such as breadcrumbs and grouping, to organize lists.
- Use complex filters to find information.
- Export lists.
- Create favorites in the DMT.

1.2. Introduction

The Interagency Resource Ordering Capability (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 a National Wildfire Coordinating Group (NWCG)-affiliated information technology system, a WFIT-endorsed project, and a US Forest Service (USFS)-sponsored project.

IROC is available to users through two web applications: IROC Portal and IROC Data Management Tool (DMT). This section of the Student Guide describes the DMT, which provides advanced IROC features accessible only to dispatch managers and other administrative user roles. Working in the DMT is different from how users work within IROC Portal, though some of the same functionality is similar.

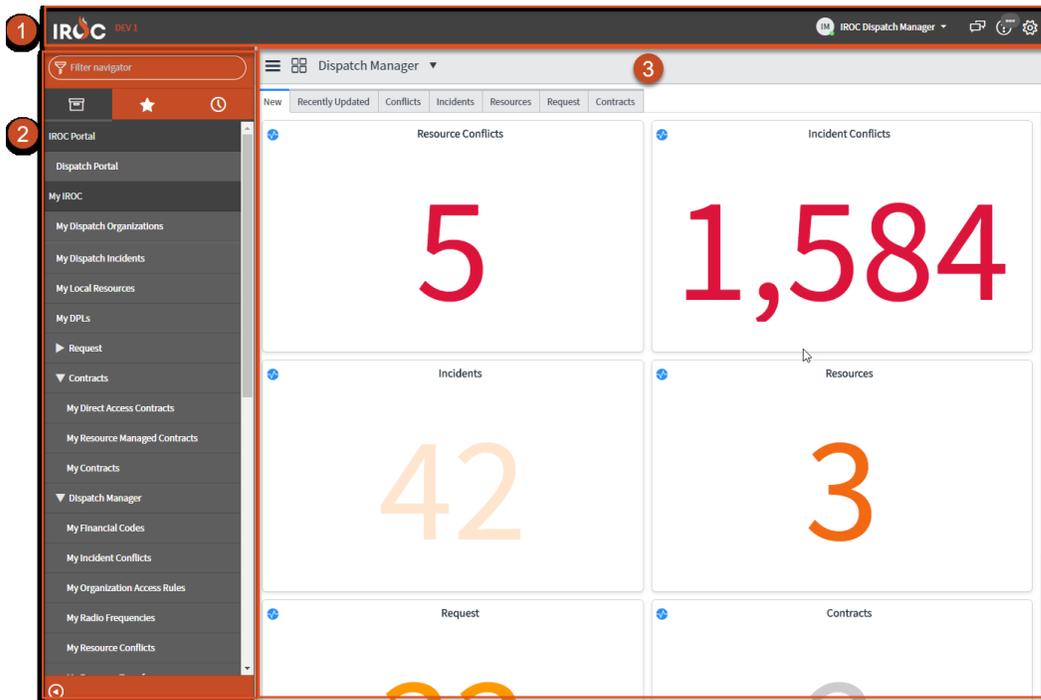
The advanced features available in DMT may vary depending on your role.

- **Dispatch Data Manager** – Create and manage Resources, Locations, Airports, Hazards, Contracts, Financial Codes, Frequencies
- **Selection Area Manager** – Create and manage Selection Areas, plus all items listed for the dispatch data manager
- **IROC Administrator** – Create and manage Catalogs, Compacts, and Organizations, plus all items listed for the selection area manager and the dispatch data manager

To access IROC DMT, browse to IROC Portal and click DMT under **Quick Links** in the banner.



1.3. Structure of the DMT



- 1 Banner** – Runs across the top of every page and contains the IROC logo, the instance, and global navigation controls. (See [Banner](#) for more information.)
- 2 Application Navigator** – Contains a filter navigator and the application menu, the latter of which displays a list of all applications and modules relevant to your role.

Tip: Clicking the **All Applications/File** tab (📁) shows all applications and modules. Clicking the **Favorites/Star** tab (★) lists your saved favorite applications and modules. Clicking the **Your History/Clock** tab (🕒) shows all recently viewed items within DMT, organized by date, with the most recently viewed items at the top of the list.

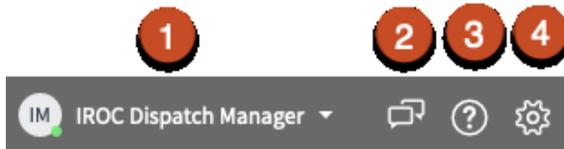
- 3 Main Content Frame** – Displays information such as lists, forms, and homepages. The information changes depending on the module selected in the application navigator.

Note: The screenshot on this page shows the Dispatch Manager dashboard in the main content frame. Dashboards allow you to view meaningful information relevant to your dispatch center.

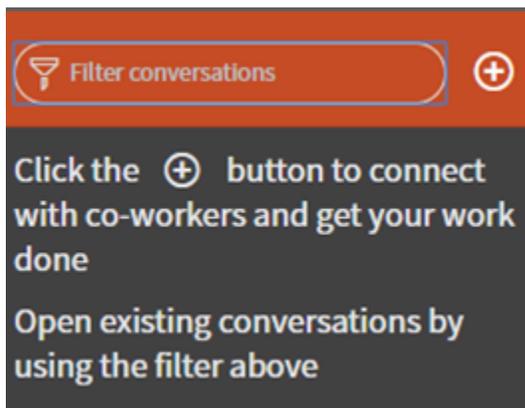
Tip: In the dashboard view, click the tabs at the top of the main content frame for a dynamic, up-to-date overview of information related to your role.

Banner

The banner runs across the top of the DMT. On the right side of the banner are tools you can use to personalize how you work within the DMT, as well as connect with others or search for help.



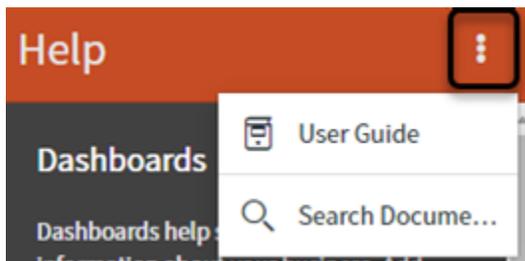
- 1 **User Menu** – Click to open a drop-down where you can view your user profile or log out of IROC DMT.
- 2 **Connect** (🗨️) – Click to open the Connect sidebar to chat, work with records, and share files with other users.



- a In the Connect sidebar, click the **Add** icon (⊕) beside the Filter Conversations field to open a screen where you can start a discussion with a co-worker.
- b To search for and open relevant past conversations, type text in the **Filter Conversations** field and press Enter.

Tip: To close the sidebar, click the **Connect** icon again.

- 3 **Help** (🔍) – Click to open the Help sidebar, where you can access the user guide and search through documentation by clicking on the three dots to the right of the Help header.



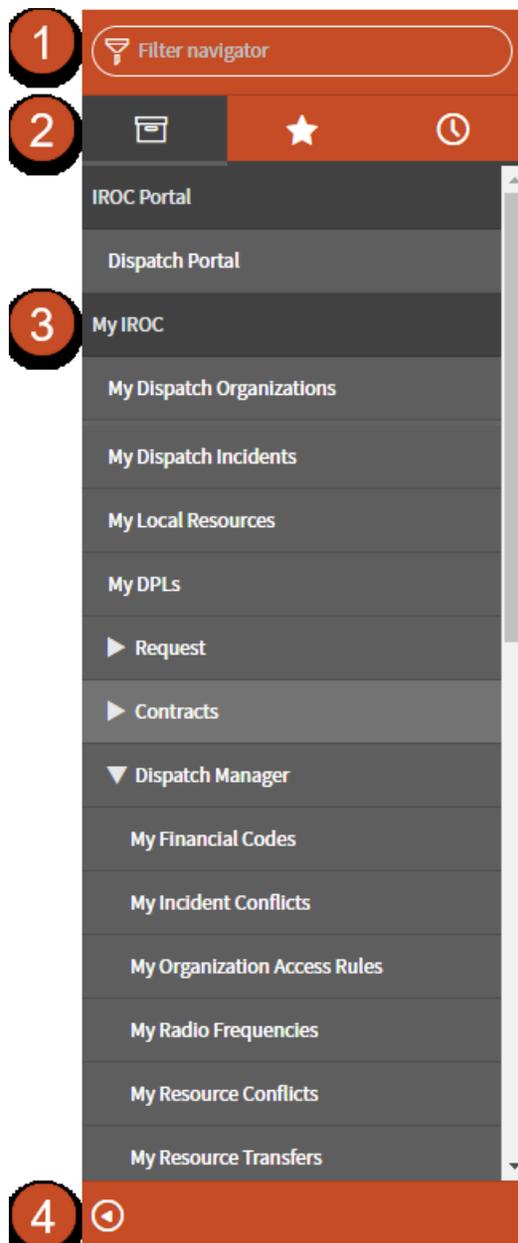
Note: If available, dynamic help associated with the main content area will appear in the Help sidebar.

Tip: To close the sidebar, click the **Help** icon again.

- 4 **System Settings** (⚙️) – Click to open a screen where you can set IROC DMT system settings for your user account. (See [Customizing the DMT](#) for more information.)

Application Navigator

The application navigator is on the left side of the DMT. As the name suggests, this is where you can navigate your way to the various applications and modules available within DMT.



- 1 Filter Navigator** – Type text in this field to search for an application or module.

Tip: As you type, the list in the application menu will change to match the search criteria.

- 2 View Tabs** – Click one of the three tabs to filter what is shown in the application menu.

- a All Applications** (📄) – Shows all applications and modules.
- b Favorites** (★) – Shows your favorite applications and modules.
- c Your History** (🕒) – Shows recently accessed applications and modules, organized by date.

- 3 Application Menu** – In the **All Applications** tab, this menu shows a list of applications and modules available to you.

- a Applications** – Each application, such as My IROC or IROC Portal, represents a different process area. The number of applications available to you will vary according to your role.

Tip: To expand or collapse the list of related modules, click on the application, indicated by text that is flush left with a darker background.

- b Modules** – Modules are where work is done within DMT. Clicking on a module, indicated by indented text on a lighter background, opens the related information in the main content frame.

Tip: Right-click on a module and choose from the drop-down to open it in a new tab/window.

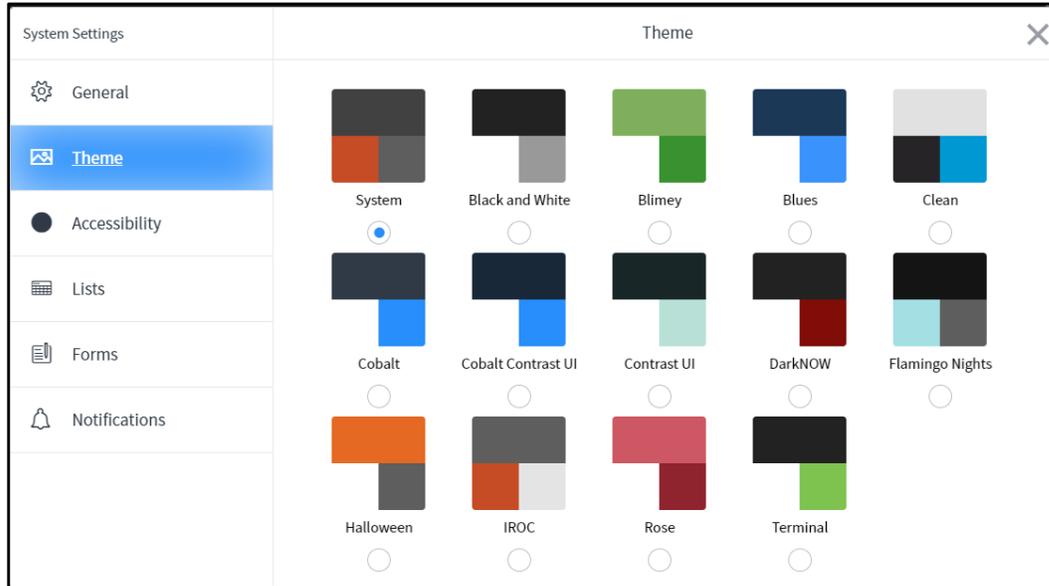
- c Sublists** – Some modules include sublists, as indicated by an arrow. Clicking on these modules expands (down-pointing arrow) or collapses (right-pointing arrow) the list.

Tip: Hover your mouse over the right side of a module, sublist, or application to see the **Add to Favorites** icon (★). Click this icon to mark it as a favorite. (See [Creating Favorites](#) for more information.)

- 4 Collapse/Expand** (⊞) – Click this icon to collapse the application navigator so you can see more of the main content frame.

1.4. Customizing the DMT

Click the **Settings** (⚙️) icon in the banner to open the System Settings screen for your user account. Select a tab on the left of the screen to adjust the related settings.

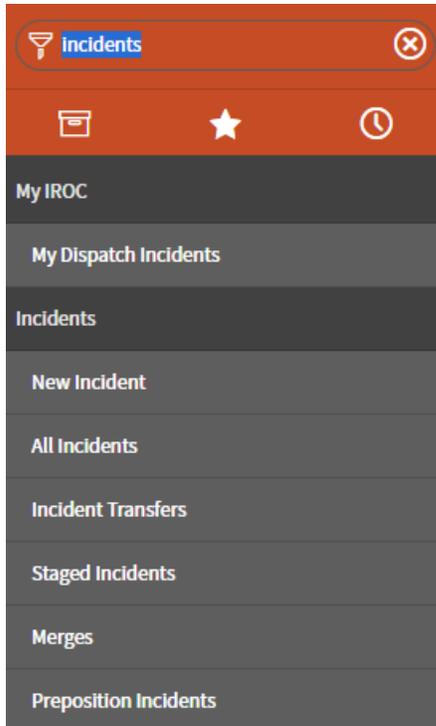


- 1 **General** – Set your default homepage, change date/time preferences, enable keyboard shortcuts, determine whether your default home shows a dashboard or a homepage, etc.
- 2 **Theme** – Change the overall color scheme for the DMT.
- 3 **Accessibility** – Set accessibility options.
- 4 **Lists** – Modify how information appears in lists.
- 5 **Forms** – Modify how information appears in forms.
- 6 **Notifications** – Set your preferences for system notifications.

1.5. Getting to What You Need

Use the **Filter Navigator** field in the application navigator to find the information you need.

- 1 Type text in the **Filter Navigator** field. As you type, the information in the application menu will change to match. For example, type “incidents” to see all applications/modules that include that word.



Note: You can use the filter navigator in any of the application menu tabs and find the same information.

- 2 Click on the relevant module to bring up the content in the main content frame. In this example, clicking the **All Incidents** module in the Incidents applications menu opens a list of all incidents for your dispatch center.

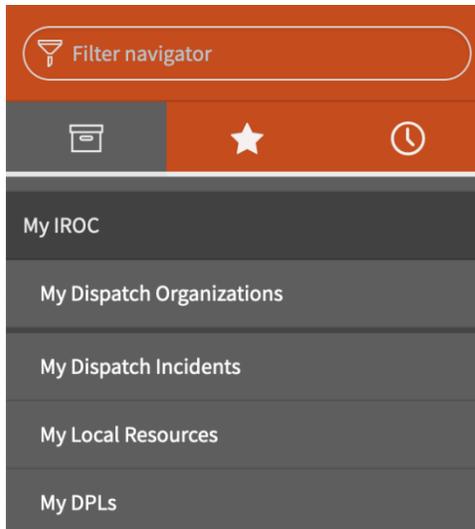
The screenshot shows the main content frame of the IROC application. The sidebar on the left has 'All Incidents' selected. The main content area displays a table of incidents with the following columns: Incident Number, Incident Name, Incident Type, Initial Date/Time, and Status. The table contains three rows of incident data.

Incident Number	Incident Name	Incident Type	Initial Date/Time	Status
11-08-2019 21:04:20	ID-MHQ ID-MHQ-000152	Accident - Aircraft	10-26-2019 05:03:02 Mountain	Open
11-08-2019 20:58:01	ID-MHQ ID-MHQ-000151	Accident - Aircraft	10-26-2019 05:03:02 Mountain	Open
11-08-2019 20:46:24	AK-MSS 9867999 AK-MSS-S-9006	Fire - Wildfire	11-08-2019 20:46:24 Alaska	Open

Note: Most modules will open a list in the main content frame. However, some modules open dashboards, forms, or homepages.

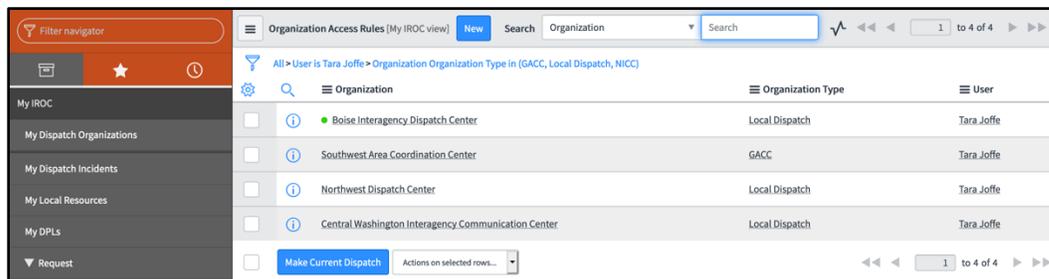
1.6. My IROC

My IROC is an application in the application navigator that allows you to easily access records directly related to your current dispatch center. The following screenshot shows examples of **My IROC** modules available to you, depending on your role.



Setting the Current Dispatch

If you have more than one dispatch center, you can change your current dispatch center to alter the information shown in the **My IROC** modules.



- 1 Select the **My Dispatch Organizations** module from the application menu.
- 2 Click in the checkbox beside a dispatch center to select it.
- 3 Click **Make Current Dispatch**.

Note: A dot to the left of the dispatch center in the Organizations column indicates that this is your current dispatch center. For those with trouble discerning colors, the current dispatch center is also indented.

Tip: The breadcrumbs at the top of a **My IROC** list indicate the default filters applied to create that module. (See [Quick Filters: Breadcrumbs](#) for more information.)

1.7. Working with Lists

Lists are one way DMT presents actionable information in the main content frame, allowing you to view and manage records. You have several options to find information related to a specific record.

	Created	Unit Identifier	Incident Name	Incident Number	Incident Type	Initial Date/Time	Initial Timezone	Status	Is Valid
	12-09-2019 20:30:19	ID-2CX	ID-2CX-000003	ID-2CX-000003	Fire - Wildfire	12-08-2019 00:00:00	Mountain	Closed	true
	12-09-2019 16:44:43	ID-PAF	Dallas ICBS Testing 2	ID-PAF-000019	Fire - Wildfire	12-08-2019 00:00:00	Mountain	Open	true
	12-09-2019 16:41:07	AZ-KNF	Dallas ICBS-INT Testing	AZ-KNF-000001	Fire - Wildfire	12-16-2019 00:00:00	Phoenix	Open	true
	12-06-2019 17:44:06	ID-MHQ	ID-MHQ-000181	ID-MHQ-000181	Fire - Wildfire	12-06-2019 00:00:00	Mountain	Open	true
	12-05-2019 18:37:23	NV-ELD	LRA Request Chain Test 2	NV-ELD-000001	Fire - Wildfire	12-05-2019 00:00:00	Pacific	Open	true

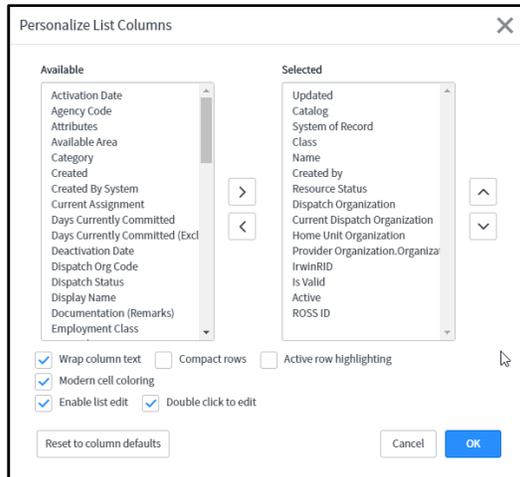
- 1 **List controls icon (☰)** – This powerful tool provides granular control over the presentation of information in lists. Options available vary depending on where the icon appears. Examples include applying custom filters, grouping records, refreshing the list, and creating favorites.
- 2 **Search filter** – This is one option for searching for information in a list. (See [Searching](#) for more information.)
- 3 **List navigation** – Allows you to move between listed pages.
 - a Click the single left or right arrow to move forward or backward by one page.
 - b Click the double left or right arrow to move to the first or last page in the list.
- 4 **Filter icon (🔍)** – Click to show (or hide) the powerful filter tools in DMT. (See [Complex Filters](#) for more information.)

Note: The filter allows for complex searches and the ability to save your filters.

Note: In the screenshot, the **Filter** icon has been clicked to show the filter options.
- 5 **Breadcrumb navigator** – As you navigate, note that a set of “breadcrumbs” assemble to the right of the **Filter** icon to represent your search criteria. You can use these breadcrumbs as a quick form of filter navigation and to clear search and filter terms from the view. (See [Quick Filters: Breadcrumbs](#) for more information.)

- 6 Personalize list icon** (⚙️) – Click this icon in the main content frame to open the Personalize List Columns screen to add, remove, or reorder the columns that appear in the main content area.

Tip: When selecting items in either the **Available** or **Selected** field, you can select more than one item by using Ctrl-Click or Shift-Click. You can also click and drag to select a number of sequential items.



- To add an item(s) to your list view, select it in the **Available** field and then click the right-pointing arrow.
- To remove an item(s) from your list view, select it in the **Selected** field and then click the left-pointing arrow.
- To change the order of columns, click an item in the **Selected** field and use the up or down arrows to move it.

Tip: To move more than one item, click and drag to highlight and use the up/down arrows to move them as a group.

- Click the checkboxes at the bottom of the screen to change list view and action options.
- When done, click **OK**.

- 7 Column header search** (🔍) – Click the **Search** icon to show (or hide) the search fields at the top of each column. (See [Searching](#) for more information.)
- 8 Column header sort** – Click on a column header to sort the list by that column in ascending or descending order. In this screenshot, the small arrow to the right of the column header indicates that the list has been sorted by this column in ascending order. If the arrow points down, the list is sorted by this column in descending order.



- 9 Hyperlinked fields (underlined)** – Underlined fields represent a reference to a record in another table, list, or screen. Clicking on a hyperlinked field will take you to that referenced item.
- 10 Information icon** (ℹ️) – Click to see a preview of the record.

Tip: In the record preview screen, click **Open Record** to view and/or modify the record details.

Searching

There are several options for searching for information within lists. (For related information, see [Quick Filters](#) and [Complex Filters](#).)

- 1 List search filter** – This tool is found at the top of the main content area.

- Choose a data element (column) from the filter drop-down (e.g., “Incident Name”).
- Type your search term in the search field. (Refer to [Wildcard Searches](#) for help with searching for specific items.)
- Press Enter. The main content area will show all records that match your search criteria.

- 2 Column header search** – Click the **Search** icon (🔍) to show/hide search fields at the top of each column.

- Type text in one or more fields. (Refer to [Wildcard Searches](#) for help searching for specific items.)

Tip: You can use the Tab key on your keyboard to move from one search field to the next.

- When done, press Enter.

Tip: To remove a search term, delete it from the search field and press Enter again.

Wildcard Searches

All search fields support wildcard searches. Use the symbols as shown in the left column to perform the search described in the right column.

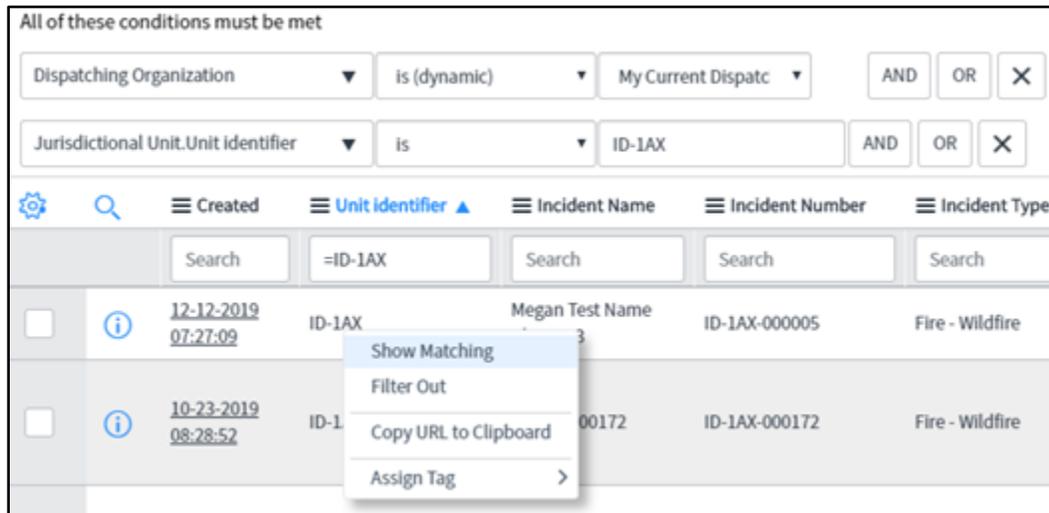
Wildcard Entry	Description
*search-term %search-term%	Values that contain search term
%search-term	Values that end with search term
search term%	Values that start with search term
=search term	Values that equal search term
!*search term	Values that do not contain search term
!=search term	Values that do not equal search term

Quick Filters

Filtering lists is a powerful feature that allows you to quickly find and organize data as you need it. DMT provides several ways to use quick filters to create custom views of information in lists. You can also save filters and create favorites, as discussed in [Creating Favorites](#). (For more information on filters, see [Complex Filters](#).)

Right-Click

Use this tool in any module that provides a list view in the main content frame, such as **All Incidents**. As you choose Show Matching or Filter Out, the applied filters will appear at the top of the main content area.



- 1 **Show Matching** – Right-click on a term in the list and select Show Matching to show all records that match that term.
- 2 **Filter Out** – Right-click on a term in the list and select Filter Out to exclude all records that match that term.

Tip: To revert to the previous view of the list, use the breadcrumbs. (See [Breadcrumbs](#) for more information.) Or click the **Delete** icon (✕) beside the applied filter and click **Run**.

Breadcrumbs

Breadcrumbs offer a quick form of filter navigation. Breadcrumb filters are ordered from left to right—the leftmost element is the most general, while the right is the most specific. Clicking on a breadcrumb element alters the filter.



- 1 Clicking a breadcrumb element removes all the elements to its right.
- 2 Clicking the separator (>) before an element removes only that element. For example, in the breadcrumbs list shown here, clicking the arrow to the left of “=idaho” would delete only that element; everything else to the right of it will remain.

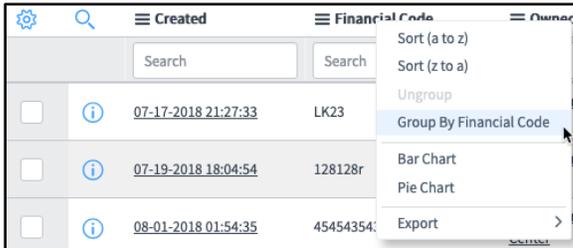
Note: Gray text in a breadcrumbs list cannot be changed.

Grouping

In addition to sorting columns in ascending or descending order, you can group records in a list by a particular column header.

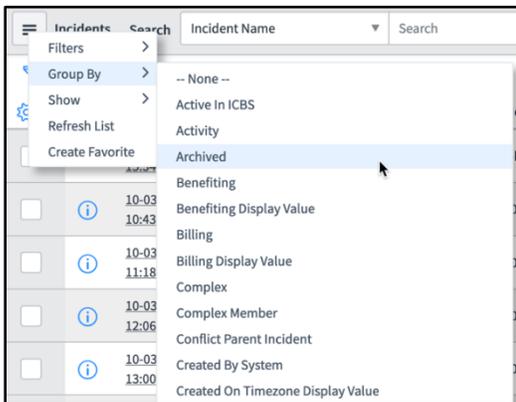
1 There are two options for choosing to group by a column:

- a **Option 1:** Right-click on a column heading you want to group records by and select the **Group By...** option from the drop-down menu.



Note: You can also choose to sort in ascending or descending order from this drop-down.

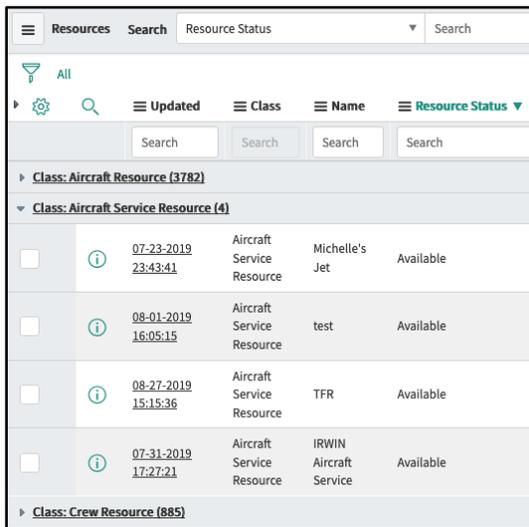
- b **Option 2:** Click the **List Controls** icon (≡) at the top left of the main content frame to select an overall category for grouping items. Hover over **Group By...** to open a drop-down menu of options. Click on your preferred option.



Note: The **Group By...** option is not available for all columns.

Note: You can group by any available column, even if it is not currently displayed in your list.

2 There are two options for viewing all records in a grouped list.



- a **Option 1:** Click the arrow to the left of the heading to expand or collapse the list of records in the current screen, as shown here for **Class: Aircraft Service Resource**.

- b **Option 2:** Click on the hyperlink to view the list of related records in a separate screen. In this screenshot, clicking on **Class: Aircraft Resource (3782)** would open a list of aircraft resources in a separate window.

Note: To return to the list of grouped records from the Option 2 view, click your browser's Back button.

Complex Filters

In addition to quick filters, DMT offers a powerful filter tool that provides multiple options for finding what you need in a list.

- 1 Click the **Filter** icon (🔍) to show (or hide) the filter modification options.
 - a *Optional:* Click **AND** or **OR** to add more fields to perform more complex searches.
- 2 For each AND/OR condition, choose an option and an operator from the Choose Field and Operator drop-down menus, respectively.

Note: The content in the Choose Field drop-down varies depending on the list. The content in the Operator drop-down varies depending on the chosen field.

Note: Examples of operators are “is,” “starts with,” “ends with,” and so forth.
- 3 Type text in each Search (--value--) field.
- 4 *Optional:* Click **Add Sort** to add a column sort function to the filter (e.g., sort a column in ascending or descending order after the filter has been applied).
 - a Choose a column from the first drop-down and indicate in the second drop-down whether to sort in ascending or descending order.

Note: The screenshot shows fields for both the **AND** and the **OR** conditions, as well as for the **Add Sort** function.

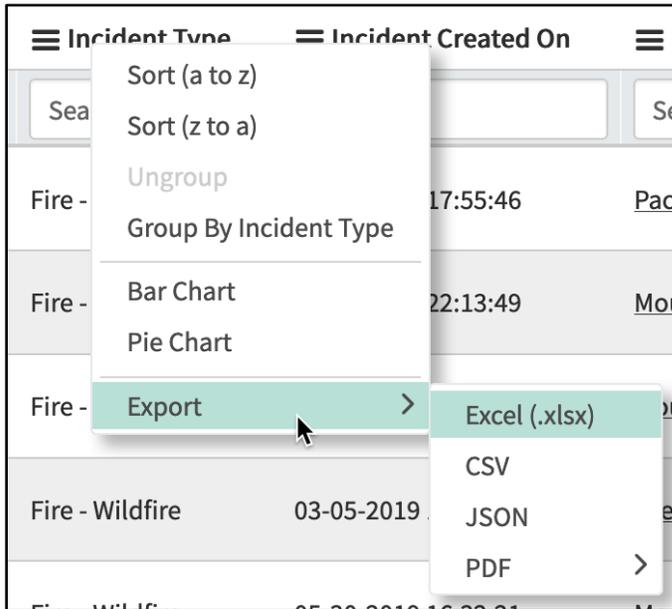
Tip: To remove a condition, click **Delete** (✕) to the right of the field.
- 5 After all information is entered, click **Run** to apply the filter to the list.
- 6 *Optional:* Click **Save** to save the filter.

Note: To access saved filters, click the **List Controls** icon (☰) and choose your filter from the Filters drop-down.

Note: Saving a filter is different from creating a favorite. (For more information, see [Creating Favorites](#).)

1.8. Exporting Lists

After searching and filtering, you may choose to export the list to a different format.



- 1 Right-click on any column header.
- 2 Select an option from the Export drop-down (MS Excel, CSV, XML, JSON, or PDF).
- 3 When the export is complete, choose **Download** to save or open the file on your device.

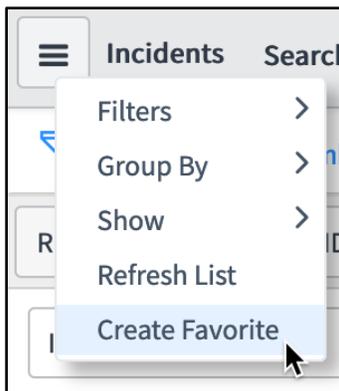
1.9. Creating Favorites

After applying a filter, you may want to save it as a favorite for easy access in the future. For example, you may want to create favorites so you can easily see any of the following:

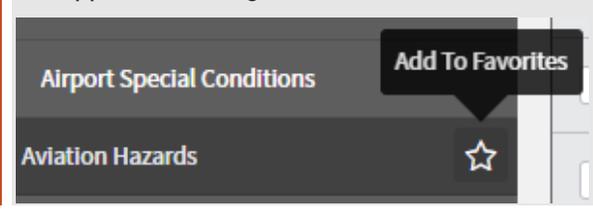
- All of your parent’s selection areas
- All of your selection areas
- All selection areas you belong to
- All resources managed by your dispatch center

Tip: Creating favorites is a good way to filter out applications or modules that you do not often use.

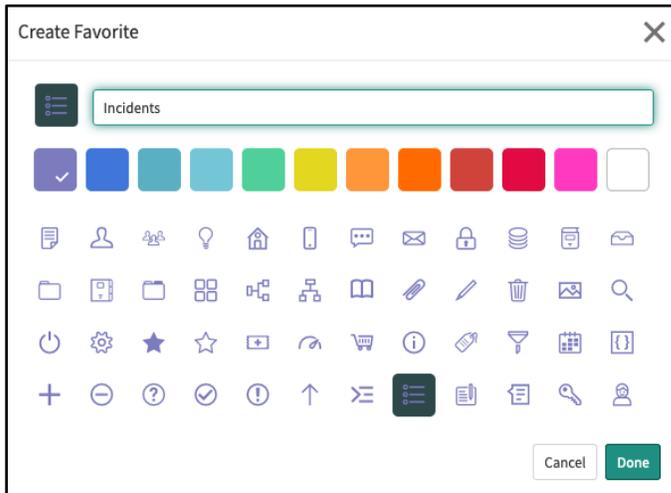
- 1 After applying a filter, click the **List Controls** icon (☰) and select Create Favorite.



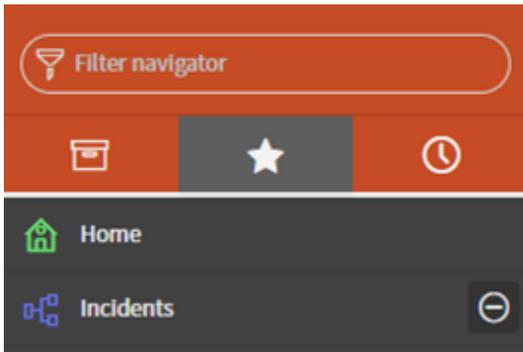
Tip: You can also create a favorite by clicking on the star to the right of a module in the **File** tab of the application navigator.



- In the Create Favorite screen, name the favorite and select a color and icon. Then click **Done**.



- This filtered list appears in your Favorites list in the application navigator.



Tip: To remove a filter, hover to the right of the filter name in the application menu and click the **Remove from Favorites** icon.