

Resource Status Scenarios

Accessing IROC Portal

- 1 Go to <https://iroc-training.nwcg.gov>.
- 2 Enter the User Name and Password assigned to you.
- 3 Click **OK** in the security message.

View Resource Details

- 1 Navigate to Resources accordion view. The fields shown will vary depending on the Resource category.
- 2 You can perform the following actions, regardless of category, by clicking on one of the following icons:
 - a **Documentation icon** – Click to add a comment/journal entry to the resource record.
 - b **Attachment icon** – Click to attach a document to the resource record.
- 3 Click a tab in the Resource Details pane to expand or collapse the tab and view the related information.

View Resource Status

- 1 Navigate to the IROC homepage.
- 2 Click **Resources** on the Resources action tile to open the Resource work area.
- 3 Try the various ways to view the status for resources.
 - a Choose an option from the drop-down below the **Resource Status** column header.
 - b To search, type a search term (such as “available”) into the search field at the top right of the screen. Press **Enter**.
 - c Use a quick filter action buttons to apply that filter to the list.
- 4 Double-click on a record to move to accordion view.
- 5 Select a resource from the list on the left side of the screen. The status is listed beneath the resource name in the list and is also displayed in the **Status** field of the General Information tab on the right.

Set Resource Unavailability

Set status when resource is available.

- 1 Navigate to Resource list view.
- 2 Click the checkbox in the **Selected** column to choose one or more resources with a status of Available.
- 3 Click the **Make Unavailable** action button.
- 4 Click **Update**.

Set Resource Availability Area

Set resource availability area when resource is available.

- 1 Navigate to Resource list view.
- 2 Click the checkbox in the **Selected** column to choose one or more resources with a status of Available.
- 3 Click one of the following **Availability** action buttons:
 - a Local
 - b State
 - c GACC
 - d National

Set Resource Unavailability Period

Set unavailability period when resource is returned from assignment.

- 1 Navigate to Resource accordion view.
- 2 Select a resource in the list on the left to bring up the Resource Details on the right.
- 3 Open the Unavailability tab.
- 4 Enter dates the resource will not be available for service
 - a Enter the start date in the **Activation Date***.
 - b Enter the end date in the **Deactivation Date***.
- 5 Select a **Reason*** from the drop-down.
- 6 When done, click **Save**.