# Basic IROC Training: Student Guide

## Resource Status

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## 1. Objectives

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

- View resource status directly in IROC.
- Set the availability for a resource.
- Set a resource available to a specific area.
- Set resource availability periods.
- View the details for a resource.

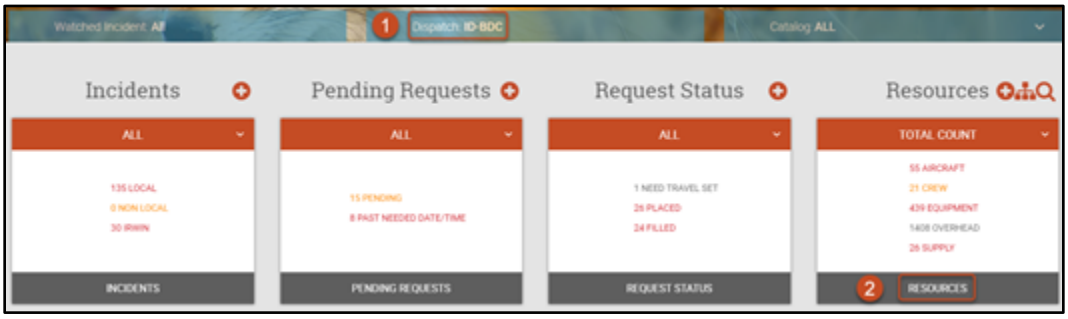
## 2. Resources Overview

**Resources** are the aircraft, crews, equipment, overhead, and supplies mobilized to incidents in IROC. Only dispatch managers can create a resource. However, all dispatchers can view resource information and set resource status.

This guide describes how dispatchers can view and set resource status within IROC, as well as how to view the details associated with a resource.

# 3. Viewing Resource Status

**Example Scenario:** Dispatcher Nancy wants to find all overhead resources listed as returned from assignment that need to be updated to available. She ensures that Catalog: Overhead is selected in the **Catalog** content selector. She clicks the Resources bar at the bottom of the action tile to navigate to list view. She clicks the **Returned From Assignment** quick filter to see a list with the relevant information.

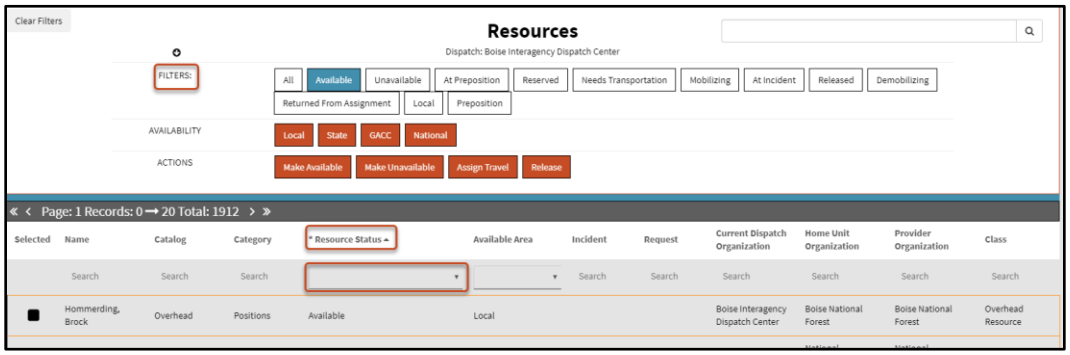



1 In IROC Portal, select the appropriate dispatch center from the **Dispatch** content selector.

2 Click the **Resources** bar on the Resources action tile to open the Resources work area on the bottom portion of your screen.

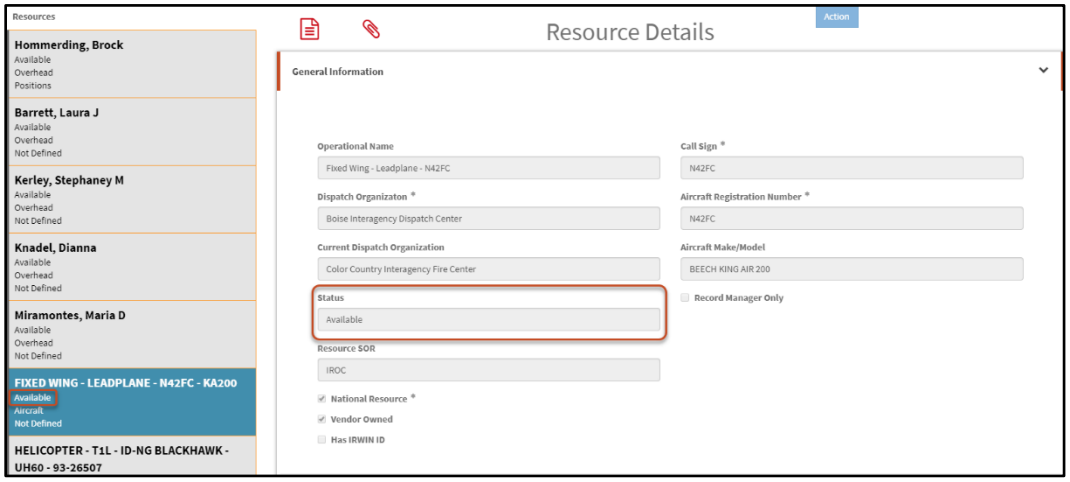
3 There are several ways to view resource status within the work area.

   a In the default list view, you can filter the resource status column.




- Use the quick filters to choose one or more options. Selected options are blue; unselected options are white. To remove a quick filter, click it again.
- Click on the Resource Status column header to sort the items in the field in ascending or descending alphabetical order.
- Select a status from the drop-down list at the top of the column to filter the list to show only items that match your criteria.

**b** In accordion view, the status is listed beneath the resource name in the list on the left and is also displayed in the **Status** field of the General Information tab on the right.




## 4. Setting Resource Availability

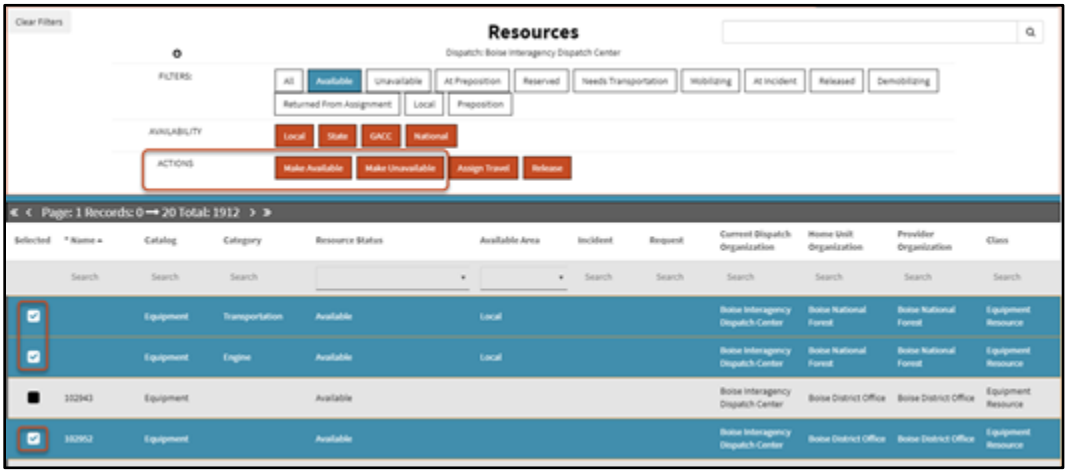
In the Resources list view of the work area, dispatchers can set resource availability to one or more items.

**Example Scenario:** After filtering the list to show resources returned from assignment, Dispatcher Nancy wants to set them all as available. She follows the steps here to change their status all at once.

**1** Navigate to Resources list view.

**2** Click the checkbox in the **Selected** column to choose one or more resources.

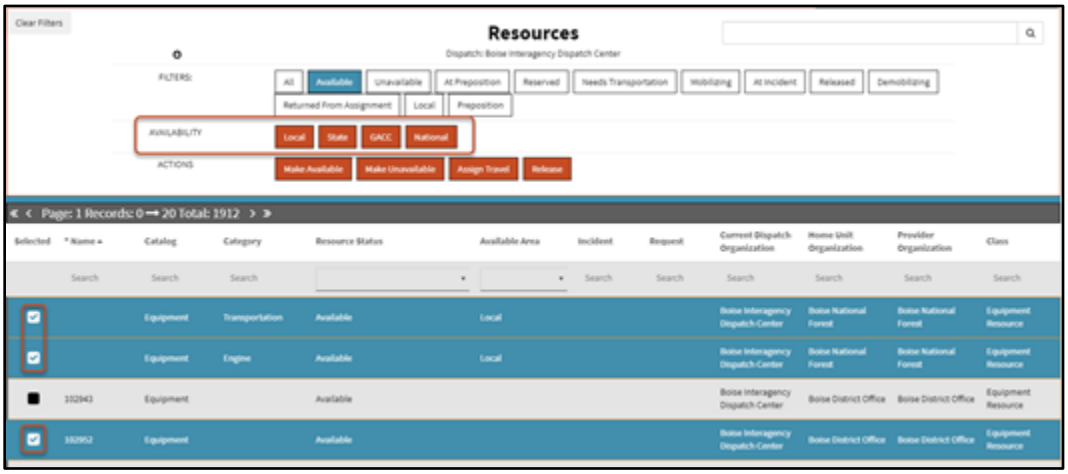
**3** Click one of the following **Availability** action buttons: **Make Available** or **Make Unavailable**




**Note:** The **Assign Travel** and **Release** action buttons will be covered in another section of the student guide.

## 5. Setting Resource Availability Area

Dispatchers can set the resource availability area for one or more resources.




1 Navigate to Resources list view.

2 Click the checkbox in the Selected column to choose one or more resources.

3 Click one of the following **Availability** action buttons: **Local**, **State**, **GACC**, or **National**.

**Note:** In ROSS, *availability area* was referred to as *selection area*.

## 6. Setting Resource Unavailability Periods

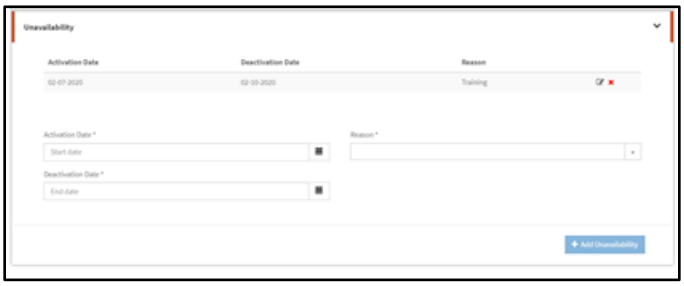
Dispatchers can set unavailability periods in the accordion view for Resources.

**Example Scenario:** Dispatcher Nancy needs to set an overhead resource as unavailable due to upcoming training. She follows the steps below to add the unavailability period to the resource.

1 Navigate to Resource list view.

2 Double-click on a row to choose a resource.

3 Select the Unavailability tab in the accordion view on the right side of the screen. In this tab, you'll see a list of existing unavailability information at the top. Beneath that is a form where you add additional information for this resource.




**Tip:** You will need to scroll down to the bottom of the accordion view to get to the Unavailability tab.

4 Enter dates the resource will not be available for service.

   a Enter the start date in the **Activation Date*** field.

   b Enter the end date in the **Deactivation Date*** field.

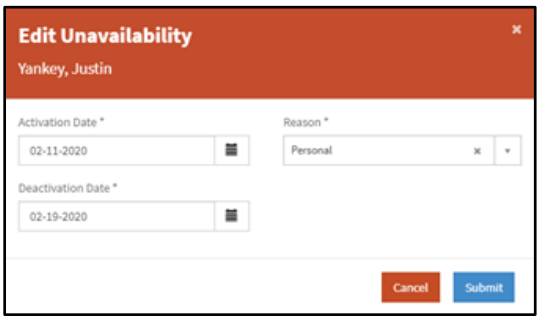
**Note:** If the resource will be unavailable for one day only, use the same date in both fields.

5 Select a **Reason*** from the drop-down.

> **Tip:** Begin typing in the **Reason** field to perform a type-ahead search.

6 When done, click **Add Unavailability**. If the button is grayed out, check to ensure your dates are valid and in the future.

7 To edit an existing unavailability record, click the **Edit** icon for the existing record to open the Edit Unavailability screen. Make changes as needed and click **Submit.**




8 To delete an existing unavailability record, click the **Delete** icon for the existing record.

## 7. Viewing Resource Details

**Example Scenario:** Dispatcher Nancy wants to download a report of all assignments for a crew resource. She selects the resource in list view and then double-clicks on it and navigates to the Assignment History tab in accordion view. Clicking the Menu icon allows her to download the report as a PDF document. She could also choose Microsoft Excel or CSV as the format for the report.

1 Navigate to Resource Status accordion view.

2 The accordion view fields will vary depending on the Resource category. 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.

   c **Release Resource action button**

   d **Edit Resource action button** – Available in the General Information tab. Click to view all resource details. This action button is grayed out for dispatchers.

> **Note:** The **Release Resource** action button is covered in the Managing Incident Resources student guide.

3 Click a tab in the Resource Details pane to view the related information. The default is to have the General Information tab expanded.

> **Note:** Many tabs (such as the list on the Organization tab) have information that is view only; it cannot be modified. However, for all tables (such as on the Qualifications tab), you can use column head sort and right-click functions to sort or filter the list. You can also download the information by clicking the **Menu** icon ( ).
>
> **Note:** The Additional Attributes tab and the Contact Information tab are available only for Overhead resources.

   a **General information** – A view-only form showing a resource's operational name; dispatch organization; current dispatch organization; status; resource system of record; preferred jetport; and whether it is a national resource, is vendor owned, or has an IRWIN ID. The information on this tab cannot be modified by dispatchers.

**b** **Additional Attributes** – A view-only list of additional attributes for an Overhead resource.

**c** **Assignment History** – A table showing the assignment history for a resource.

**d** **Auto Documentation** – A table showing all record activity for a resource.

**e** **Contact Information** – A table showing all contact information for an Overhead resource.

**f** **Contracts** – A table showing all contracts associated with a resource.

**g** **Documentation** – Type text in the **Documentation** field and click **Submit**. The submitted information appears. Click **Export to PDF** to save this information as a Resource List report.

**h** **Features** – A view-only list of features associated with a resource.

**i** **Organizations** – A view-only list of all organizations associated with a resource.

**j** **Qualifications** – A table showing all qualifications for a resource.

**k** **Rosters** – A table showing all rosters associated with a resource.

**l** **Unavailability** – See Setting Resource Unavailability Periods for more information.

For more information on how to view, filter, or download information in the tabs, refer to the "Navigating the IROC Portal Student Guide."