Adding a Contact to an Organization

IROC data related to organization contacts is managed in the IROC Data Management Tool (DMT). As a dispatch manager, you may need to add a contact to an organization.

1. From IROC Portal, click DMT in the Quick Links menu.
2. Start typing "organizations" in the Filter Navigator.
3. Click the My Dispatch Organizations module to view all existing organizations in the list on the right.
4. Find the desired organization and click on the name in the Organization column to view the record.
   
   Tip: You may need to use the various filter and search options to find the desired organization.
5. Select the Contacts tab on the bottom portion of the screen to see all contacts associated with this organization.
6. Click New to open the Contacts – New Record screen.
7. Enter the relevant information,
8. Entry can be an email, phone number, fax number, pager, etc.
9. Choose the Method from the drop-down to indicate which type of entry this is.
10. Choose --None--, Alternate, or Primary from the Priority drop-down.
11. Choose --None--, Organization Contact, or Resource Contact from the Type drop-down.
12. Click on the Search icon in the User field to add a user.
   
   Note: Any grayed-out fields are read-only and cannot be modified.
13. When done, click Submit.