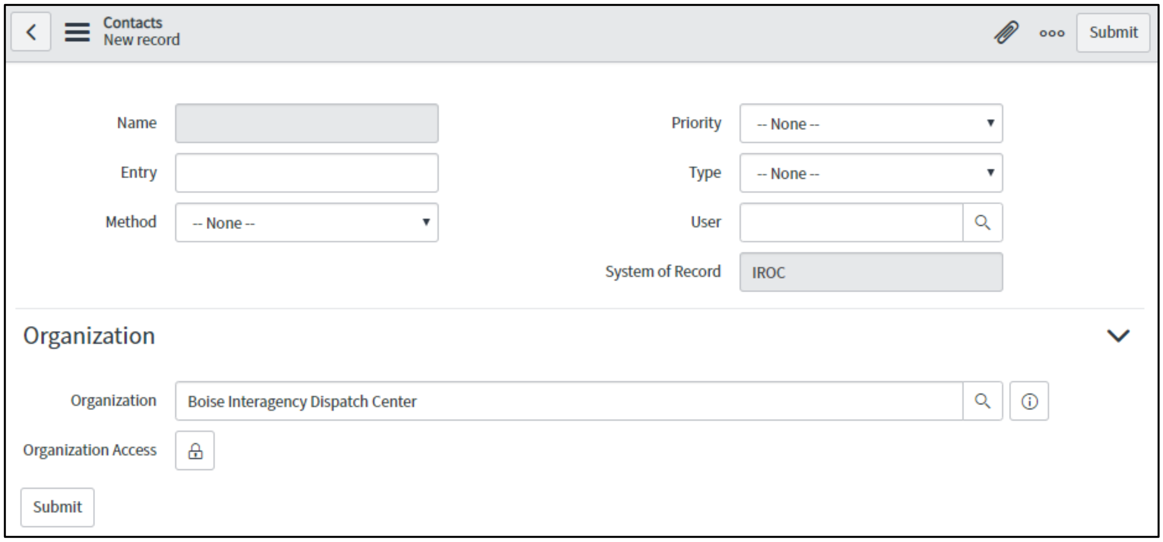
Adding a Contact to an Organization

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**.