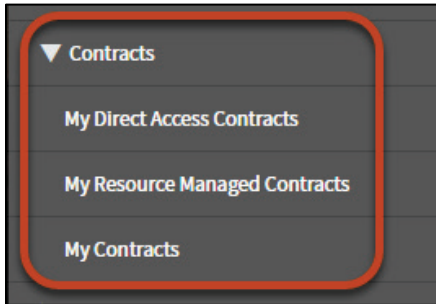


## Adding Resources to a Contract

As a dispatch manager, you may need to add resources to a contract. To do so, your active dispatch organization must be the managing dispatch of the contract or be designated as an organization managing resources dispatch for the contract. The resource must be attached to the contract before that resource can be dispatched.

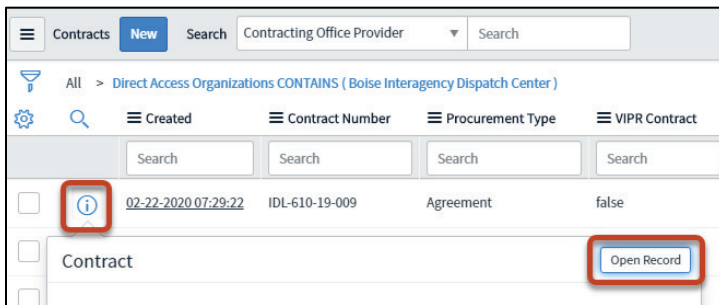
**Note:** A resource that has a master roster or is assigned to a position on a master roster cannot be added to a contract.

1 To add resources to a contract, navigate to one of the three contracts module in IROC DMT in the application navigator:

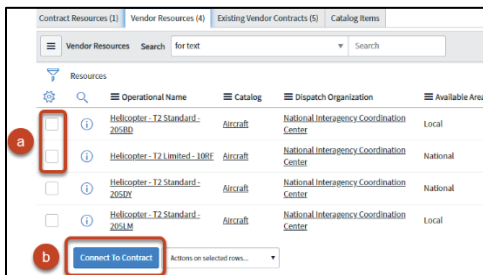


- a My Direct Access Contracts** – Contains a list of contracts for which your current dispatch center has direct access to the listed resources.
- b My Resource Managed Contracts** – Contains contracts for which your current dispatch center can manage listed resources.
- c My Contracts** – Contains contracts for which your current dispatch center is listed as the managing dispatch center.

2 Use the search and filtering tools to find the contract you want to work with, click the **Information** icon for that record, and then click **Open Record** in the preview screen.



3 Scroll down to the **Vendor Resources** tab to manage the resources associated with this contract.



- a** Select the resource(s) to associate with the contract by checking the boxes in each row.
- b** Click the **Connect to Contract** action button to add the resource to the **Contract Resources** tab.

4 To remove a resource from a contract, click the **Contract Resources** tab, click in the checkbox(es) to select the resource(s), and click **Remove Contract Resources**.

