Changing Resource Qualifications

As a dispatch manager, you can change the qualifications for a resource. This is done in IROC Data Management Tool (DMT).

1. In IROC Data Management Tool (DMT), start typing "resources" in the Filter Navigator.
2. Click the My Local Resources module to see a list of all resources in your current dispatch center.
   a. Use the search and filter tools in DMT to find the desired resource.
   b. Click the Information icon to the left of the resource; click Open Record in the preview screen.
3. In the Resource screen, scroll down and click on the Qualification tab.
4 To add a qualification:
   a Click New at the top of the Qualification tab to open the New Resource Qualification screen.
   b Fill in all required fields, including Catalog Item* and Qualification Type*.
   c Optional: Click in the Primary checkbox to mark this as the primary qualification for this resource.
   d Click Submit.

Note:
- You can also set the primary qualification on the Qualification tab by clicking in the checkbox for that resource and clicking Make Primary.
- If the operational name does not change as needed, click on the Actions icon at the top of the resource page and select Set Operational Name.

5 To remove a qualification:
   a In the Qualification tab, click on the Information icon for the resource and click Open Record in the preview screen.
   b Click Delete (Invalidate) and click OK in the confirmation screen.