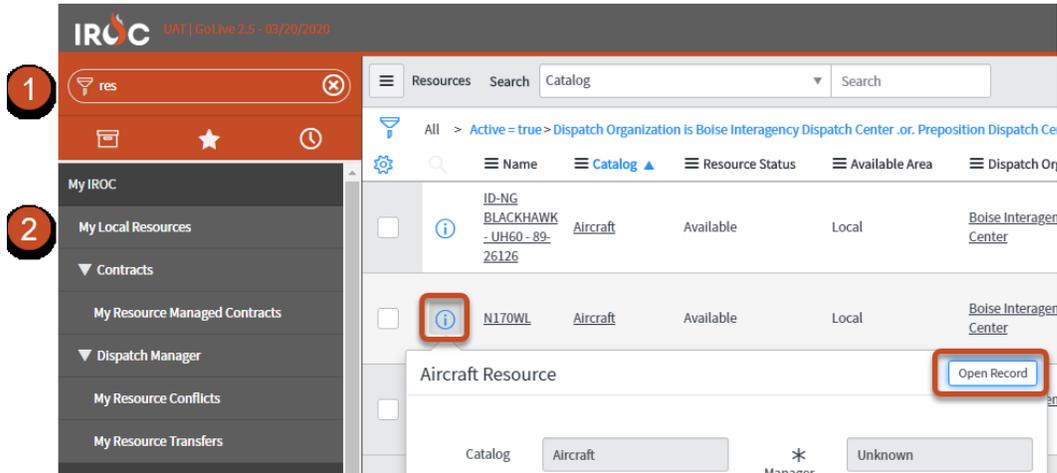
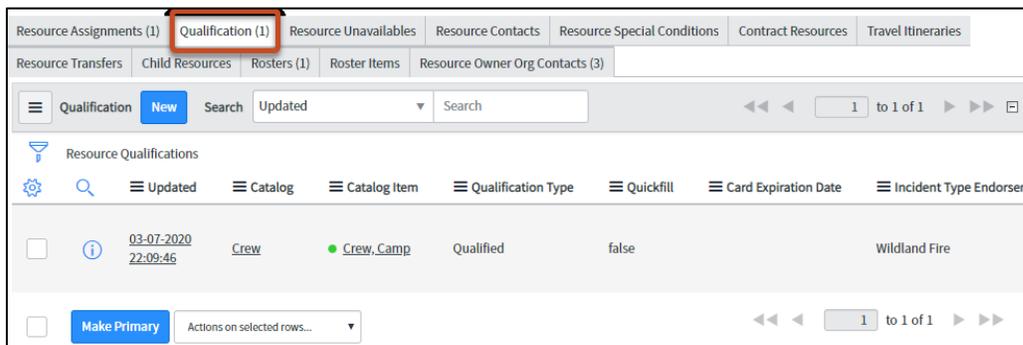


## Changing Resource Qualifications

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

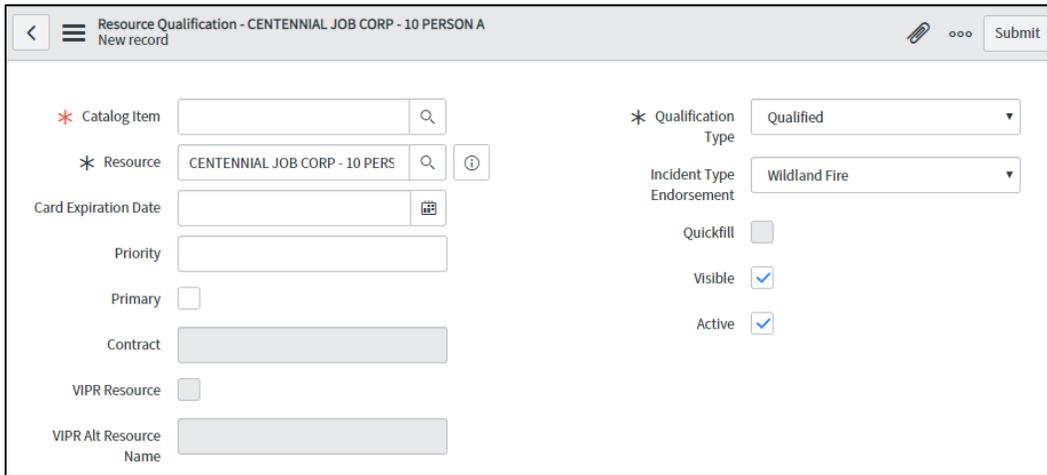


- 1 In IROC Data Management Tool (DMT), start typing “resources” in the Filter Navigator.
- 2 Click the My Local Resources module to see a list of all resources in your current dispatch center.
  - a Use the search and filter tools in DMT to find the desired resource.
  - b Click the Information icon 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:**

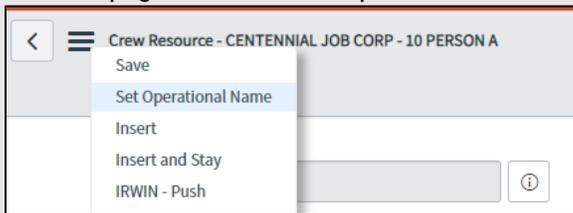
- a Click New at the top of the Qualification tab to open the New Resource Qualification screen.



- 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.