

## Creating an Overhead Group Resource

As a dispatch manager, you may create a resource directly in IROC Portal.

- 1 After selecting Overhead from the **Select Catalog** drop-down, select the **Overhead Group** checkbox beside the **Select Catalog** field.
- 2 Click in the **Qualified As\*** field and choose at least one qualification (capability).
- 3 Enter the **Group Name\***.

**Tip:** Overhead group names must be unique within each provider.

**Note:** The **Operational Name** field will automatically populate with the first item in the **Qualified As** field and the **Group Name** field.

- 4 Select **Resource Has Multiple Providers** if appropriate.

**Note:** Selecting the **Resource Has Multiple Providers** checkbox will populate the **Provider\*** and **Home Unit\*** fields with the jurisdictional unit you are currently logged into. You will be able to change the **Home Unit** field, but the **Provider** cannot be changed if this is checked.

- 5 Check the **Vendor Owned** checkbox if appropriate.

**Note:** If you check the **Vendor Owned** box, the **Home Unit** field will change to **Owner Org**.

- 6 Choose the dispatching unit **Provider\*** and the **Home Unit\*** (or **Owner Org\***, if vendor-owned).

- 7 To identify the overhead group as a nationally shared resource, click the **National Resource** checkbox.

**Note:** When a national resource is assigned, reassigned, or released, NICC receives a no-action notification, allowing NICC to remain current on the resource status.

- 8 When done, click **Save**.

Select Catalog

Overhead Resource  Overhead Group

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Operational Name

Qualified As\*

Group Name\*

Resource Has Multiple Providers

Vendor Owned

Provider\*

Home Unit\*

National Resource

Cancel
Save