

Creating a Crew Resource

As a dispatch manager, you can create a crew resource directly from IROC Portal.

- 1 On the IROC Portal homepage, click **Add** icon in the Resources tile to open the Create Resource Items screen.
- 2 Select Crew Resource from the **Select Catalog** drop-down.
- 3 Select one or more classifications from the **Catalog Classifications*** drop-down.
 - a To choose more than one, click in the field again and select another classification.
 - b To remove a classification, click on the small x to the left of the item.

Note: Classifications from different categories cannot be assigned to the same resource.

- 4 Enter a **Name***.

Notes:

- Crew names must be unique for each provider.
- The first catalog classification and the name will auto-populate the **Operational Name** field.

- 5 To designate that a resource has multiple providers, check **Resource Has Multiple Providers**.

Note: Selecting **Resource Has Multiple Providers** 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.

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

Note: Selecting **Vendor Owned** changes the **Home Unit*** field to **Owner Org***.

- 7 Choose the dispatching unit **Provider*** and **Home Unit*** (or **Owner Org***).

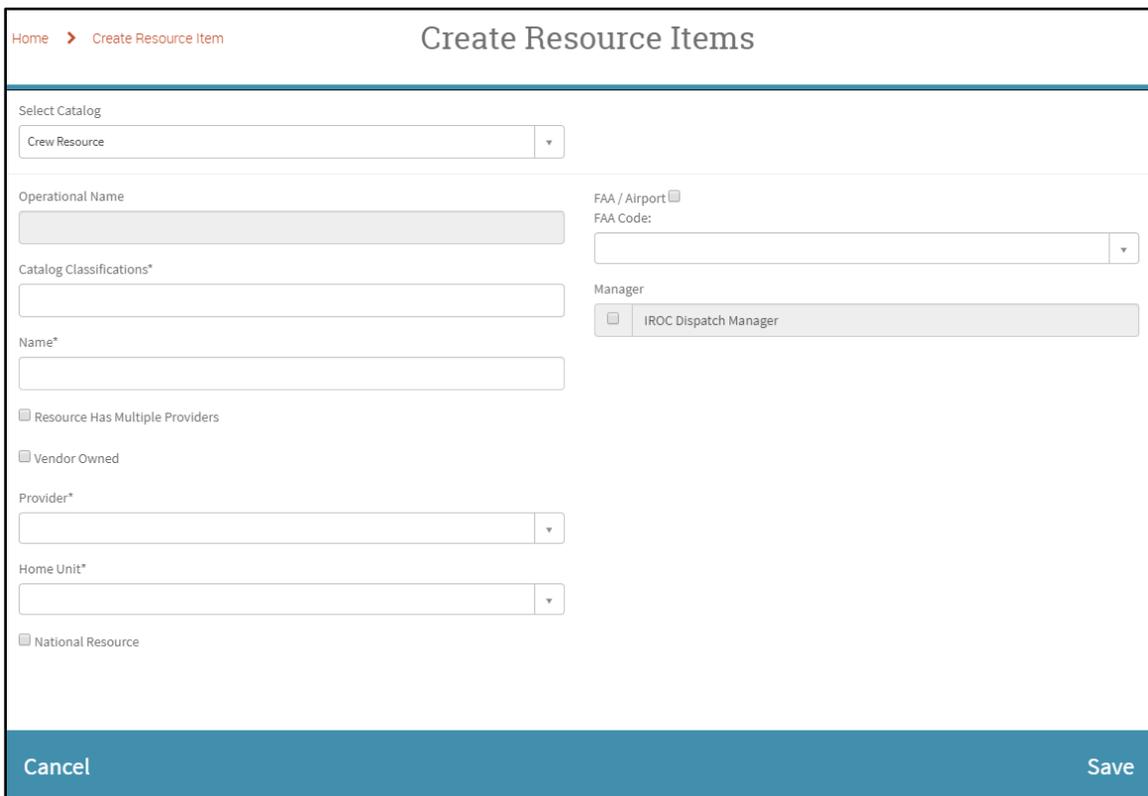
- 8 Indicate whether this is a national resource.

- 9 Enter either the **FAA Code** or **Airport Name**.

Tip: A checkmark in the **FAA / Airport** checkbox allows you to perform a type-ahead search for an airport name. If **FAA / Airport** is not selected, you can perform a type-ahead search for an FAA code.

- 10 Manager defaults to the logged-in user. To change this, click the checkbox beside the name and change as needed. Click the checkbox again when done.

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



Home > Create Resource Item

Create Resource Items

Select Catalog
Crew Resource

Operational Name

Catalog Classifications*

Name*

Resource Has Multiple Providers

Vendor Owned

Provider*

Home Unit*

National Resource

FAA / Airport
FAA Code:

Manager
 IROC Dispatch Manager

Cancel Save