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.