Creating a New Selection Area Affiliation

A dispatch manager with the role of selection area manager can create selection areas. Selection area managers can only create selection areas for their subordinate centers.

1. Navigate to IROC Data Management Tool (DMT) and start typing “selection area” in the Filter Navigator.
2. Select the My Selection Area Affiliation module and click New in the Selection Area Affiliations screen.
3. Click the Search icon in the Managing Organization* field to bring up a searchable list of parent dispatch units for which you are a dispatch manager. Click on the desired unit to select it. 
   This field defaults to your current managing organization.
4. Click in the Is Compact checkbox to indicate that a selection area is part of a compact. Then select the appropriate item in the Compact field that appears.
5. Select the From Dispatch* for which you are creating the selection area. This is your subordinate dispatch center.
6. Select the To Dispatch*. This is a member of the selection area for your subordinate.
7. To make a selection area inactive, click in the Active checkbox to remove the checkmark. 
   Removing the checkmark means you have created the selection area but have not yet made it active. You can return at a later time and click the Active checkbox to make it active.
8  If applicable to this selection area, select the Provider Organization by clicking the Search icon or performing a type-ahead search.
   a  To configure this selection area with that limitation, select the provider from the search list.
   b  To configure this selection area so your subordinate dispatch unit can request items owned by any provider, leave the Provider Organization field blank.

9  Select the expiration date and time zone.
   a  Click the Calendar icon in the Expiration Date field, set the date, and clicking the green checkmark.
   b  Enter the Expiration Date Time Zone (TZ).

10 You may now establish ordering and placing authority for the selection area.

11 When done, click Submit to create the selection area.