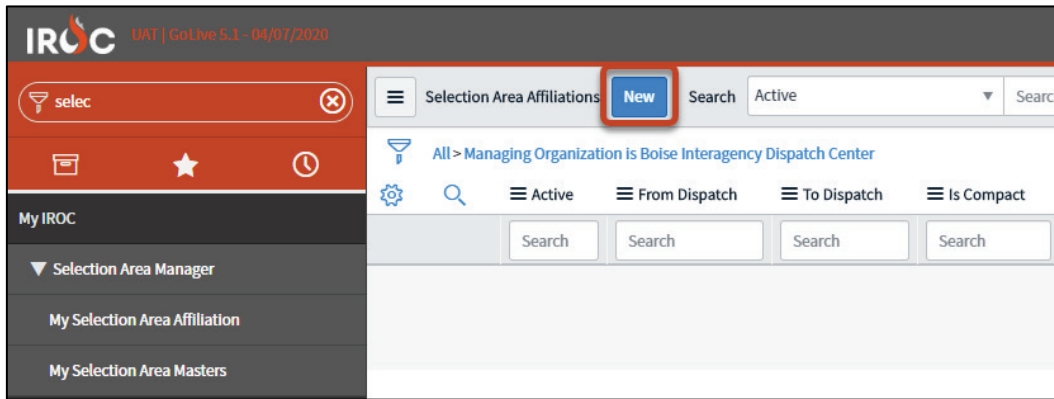


## Creating a New Selection Area Affiliation

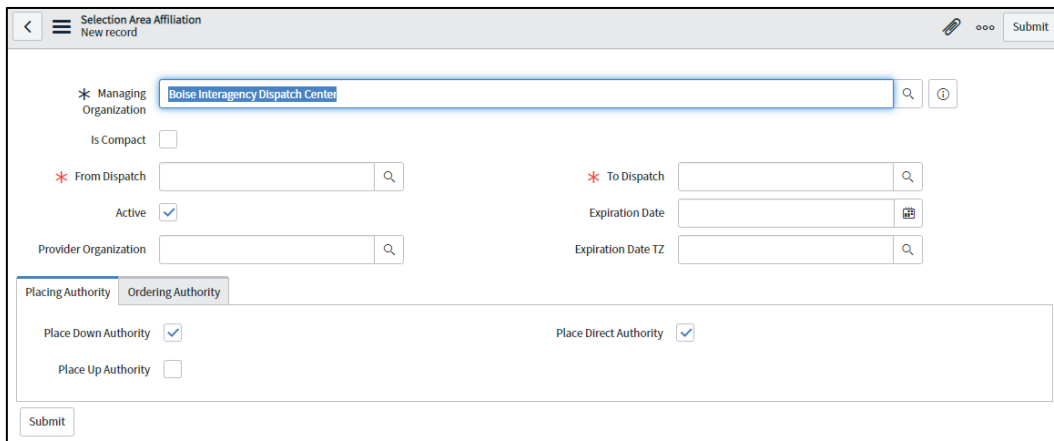
A dispatch manager with the role of selection area manager can create selection areas. Selection area managers can only create selection areas for their subordinate centers.

- 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.