

## Creating a Supply Resource

As a dispatch manager you can create a non-NFES supply resource directly from IROC Portal. Supply resources include supplies from the NFES catalog (listed under **Supply**), as well as several services. Only non-NFES items can be created in IROC. Enter only supply items that are uniquely identifiable that will be statused as resources—for example, an aerial sphere dispenser. Do not enter supply services such as lodging, meals, and rental cars as resources; instead, create a purchase agreement for these services.

- 1 On the IROC Portal homepage, click **Add** icon in the Resources tile to open the Create Resource Items screen.
- 2 Select Supply Resource from the **Select Catalog** drop-down.
- 3 Enter the **Supply Name\***.

**Note:** When creating non-NFES supply non-service resources, you must provide a unique name within a given provider organization.

- 4 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.

- 5 Enter the resource **Provider\***.
- 6 Enter a **Serial Number** for the supply resource.
- 7 Indicate whether this is a national resource.
- 8 When done, click **Save**.

Home > Create Resource Item Create Resource Items

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Select Catalog

Supply Name\*

Catalog Classifications\*

Provider\*

Serial Number

National Resource

Cancel
Save