

## Creating an Aircraft Resource

As a dispatch manager you can create an aircraft resource directly from IROC Portal. Aircraft resources include fixed- and rotor-wing aircraft. Tactical aircraft resources, which are not intended to travel from point to point, include airtankers, lead planes, and smoke jumpers. Aircraft resources may be government or vendor owned.

**1** On the IROC Portal homepage, click **Add** icon in the Resources tile to open the Create Resource Items screen.

**2** Select Aircraft Resource from the **Select Catalog** drop-down.

**Note:** If you are creating an Aircraft Service, see "Creating an Aircraft Service Resource."

**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:** The **Record Manager** checkbox will appear beneath the National Resources checkbox for certain aircraft classifications. It designates a tactical aircraft that does not have a permanent home dispatch, such as national airtankers. These aircraft are dispatched and stasured by the office that manages their current operating base.

**4** Enter the aircraft's **Call Sign\*** in all uppercase.

**Note:** The first catalog classification and the call sign will auto-populate the **Operational Name** field.

**5** Check the **Vendor Owned** checkbox if appropriate.

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

**6** Choose the dispatching unit **Provider\*** and **Home Unit\*** (or **Owner Org\***).

**7** Indicate whether this is a national resource.

**8** Enter the aircraft **Registration Number\***.

**9** Choose the aircraft's **Make and Model** from the drop-down menu.

**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** Add one or more **Features**.

**Tip:** The **Features** field has the same functionality as the **Catalog Classifications** field (see Step 3).

**12** When done, click **Save**.

