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.
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 statused 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.

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**Create Resource Items**

- Select Catalog
  - Aircraft Resource
- Operational Name
  - AirTanker - T2 - TANKER 910
- Catalog Classifications*
  - AirTanker - T1
- Call Sign*
  - TANKER 910
- Vendor Owned
- Provider*
- Home Unit*
- National Resource
- Record Manager Only

Cancel Save