Creating an Equipment Resource

As a dispatch manager, you can create a resource directly from the IROC Portal homepage.

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

2 Select Equipment 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:** Classifications from different categories cannot be assigned to the same resource.
>
> **Tip:** You can perform a type-ahead search in the field at the top of the list.

4 Enter the **Name***.

> **Note:** The name is the secondary name for the catalog item. The first catalog classification plus the name will 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 appropriate information, such as **VIN**, **Serial Number***, **Year Manufactured**, **State of Registration**, and **License Plate Number**.
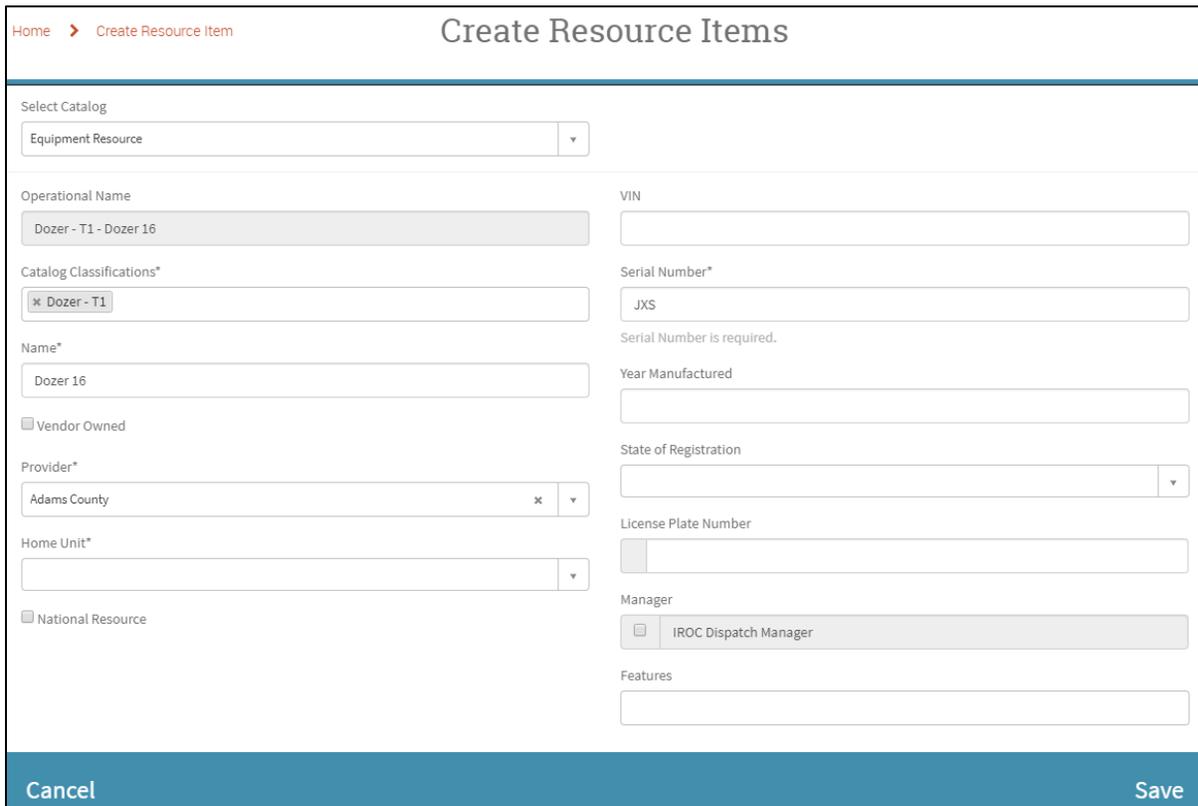
> **Notes:**
> - The VIN must be unique from any other nonremoved resource in IROC, unless the manufacture dates are 30 or more years apart.
> - The VIN for equipment manufactured in 1981 or later must be exactly 17 characters.
> - Serial Number is a required field.

9 **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.

10 Add one or more **Features**.

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

11 When done, click **Save**.

Create Resource Items

Home > Create Resource Item	

Select Catalog
Equipment Resource ▼

Operational Name
Dozer - T1 - Dozer 16

VIN

Catalog Classifications*
× Dozer - T1

Serial Number*
JXS
Serial Number is required.

Name*
Dozer 16

Year Manufactured

☐ Vendor Owned

Provider*
Adams County ✕ ▼

State of Registration ▼

Home Unit* ▼

License Plate Number

☐ National Resource

Manager
☐ IROC Dispatch Manager

Features

Cancel   Save