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.