Disabling a Master Roster from the Contracts Screen

As a dispatch manager, you may need to add resources to a contract in IROC DMT. If a resource is on or has a roster, you cannot add it to a contract. This guide describes a simple process for disabling a roster from the Contracts module, allowing you to add the resource to the contract.

For additional information related to creating and editing contracts, rosters, or resources, please see the associated quick reference guides.

1. In IROC Data Management Tool (DMT), navigate to the My Contracts module in the Application Navigator.

2. Use the search and filter options to find the contract and select the record to open the Contract screen.

3. If you attempt to add a resource that is a member of a master roster or has a roster, an error message appears. You must disable the roster before adding the resource to the contract.

4. In the Vendor Resources tab of the Contract screen, open the record for the resource you need to add. Click the Information icon and Open Record in the preview screen. Or click on the Operational Name.

5. Open the Rosters tab on the Resource screen, and click to open the record for the desired roster. Click the Information icon and Open Record in the preview screen. Or click on the Name.
6 In the Roster screen, click the **Disable** button.  
*Make note of the roster name if you want to return to re-enable the roster after adding the resource.*

![Roster screen](image)

7 Use the **Back** button at the top left of the screen to return to the Contract screen.

8 Click the **Vendor Resources** tab, select the resources by clicking in the checkboxes, and click **Connect to Contract** to add the resources to the contract.

![Vendor Resources tab](image)

9 To re-enable the roster, navigate to the **All Rosters** module in the Application Navigator to search for the roster, open the roster record, and click **Enable**.

![Enable button](image)