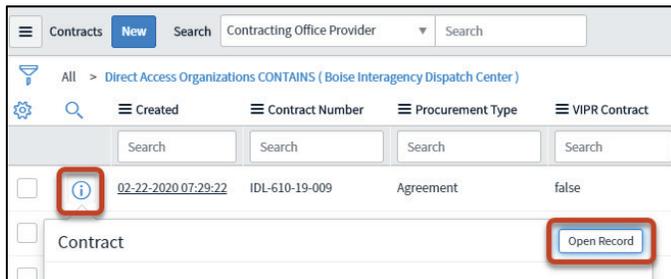


Disabling a Master Roster from the Contracts Screen

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.

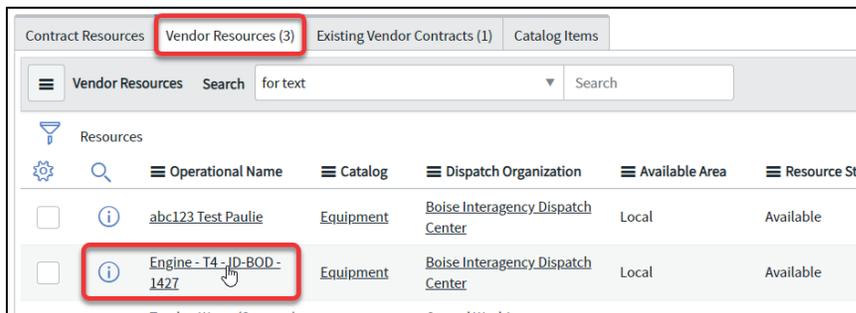
- 1 In IROC Data Management Tool (DMT), navigate to the **My Contracts** module in the Application Navigator.
- 2 Use the search and filter options to find the contract and select the record to open the Contract screen.



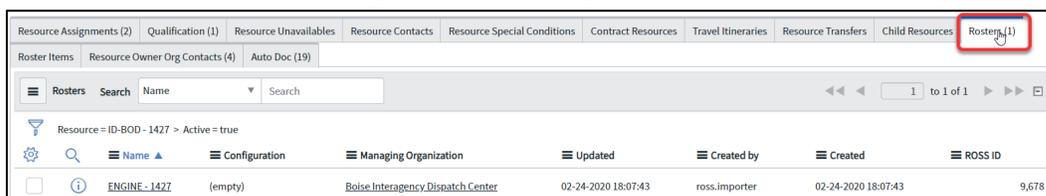
- 3 If you attempt to add a resource that is a member of a master roster or has a roster, an error message appears. You must disable the roster before adding the resource to the contract.



- 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**.



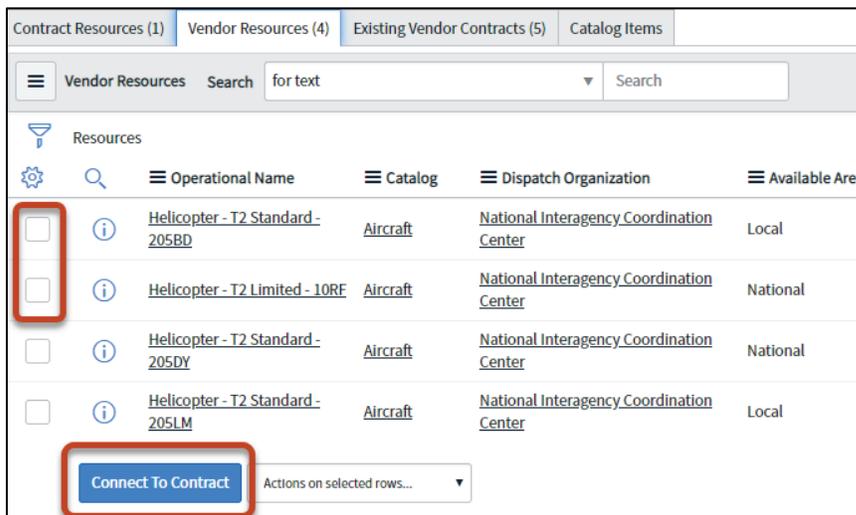
- 5 Open the **Rosters** tab on the Resource screen, and click to open the record for the desired roster. Click the **Information** icon and **Open Record** in the preview screen. Or click on the **Name**.



- 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.



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



- 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**.

