Establishing Ordering Authority on a Selection Area

IROC allows selection area managers to configure limitations on the items that can be requested via a selection area. These configuration limitations are referred to as ordering authority. You must be a dispatch manager with the role of selection area manager to establish ordering authority.

**Note:** You can only manage selection areas for your subordinate centers.

1. Type “Selection” in the Filter Navigator to access the modules within the Selection Area Manager application.
2. Click on My Selection Area Masters or My Selection Area Affiliations to see a list of all selection areas that you have access to.

**Note:** You can manage ordering authority for either a Selection Area Affiliation or a Selection Area Master. The steps are the same once you access the appropriate record.

3. Click the Information icon (i) for the record you want to modify and click Open Record.
4. Select the Ordering Authority tab.

**Note:** IROC defaults ordering authority to “all catalogs.” Unchecking the All Catalogs checkbox allows you to limit ordering authority to specific catalogs, categories, or catalog items.

5. To set ordering authority for specific catalog items, uncheck the All Catalogs checkbox.
6 Choose the appropriate filter from the **Filter By** drop-down.
   a To give authority to order from an entire category (e.g., Crew, Equipment), choose **Catalog List**.
   a To give authority to order from catalog categories (e.g., Engine, Tender, Water (Support), Fire, Airtanker), choose **Catalog Category List**.
   b To give authority to order specific items from any catalog (e.g., Crew, Type 1; Engine, Type 3; Airtanker, Type 3 (Multi-Engine)), choose **Catalog Item List**.

7 Follow these steps to add items to configure the limitations for the chosen filter:
   a Click the Lock icon (odium) to open the list field.
   b Click the Search icon (search) to open the search screen or type in the search field to perform a type-ahead search.
   c Click on the desired item to add it to the list.
   d Repeat Steps b and c as often as needed.

**Tip:** To delete an item from the list, select it and then click **Delete (X)**.

   e When done, click the Lock icon again to save your changes.

8 When done, click **Update** in the upper-right corner of the screen.