# 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.
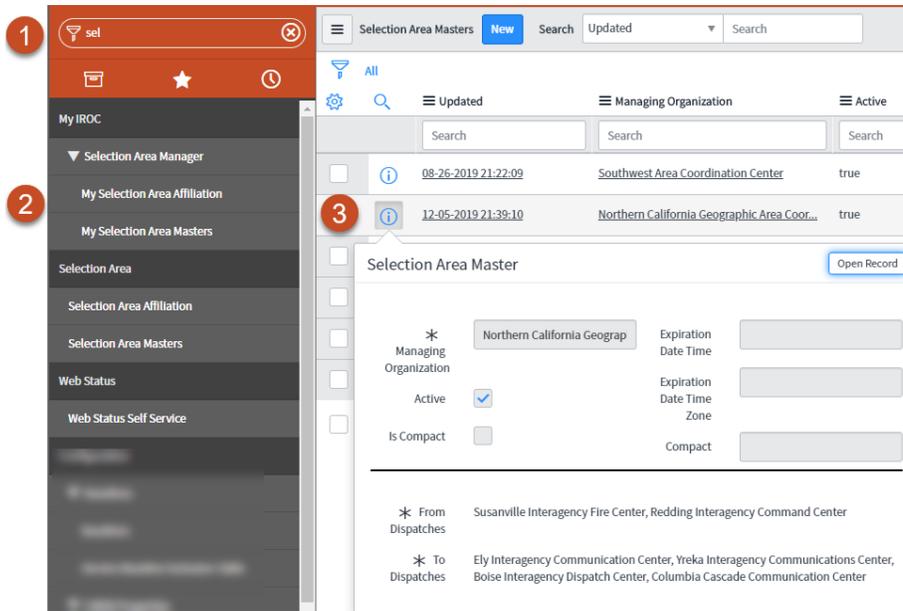
1   Type "Selection" in the Filter Navigator to access the modules within the Selection Area Manager application.

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 (ⓘ) for the record you want to modify and click **Open Record**.

4   Select the **Ordering Authority** tab.
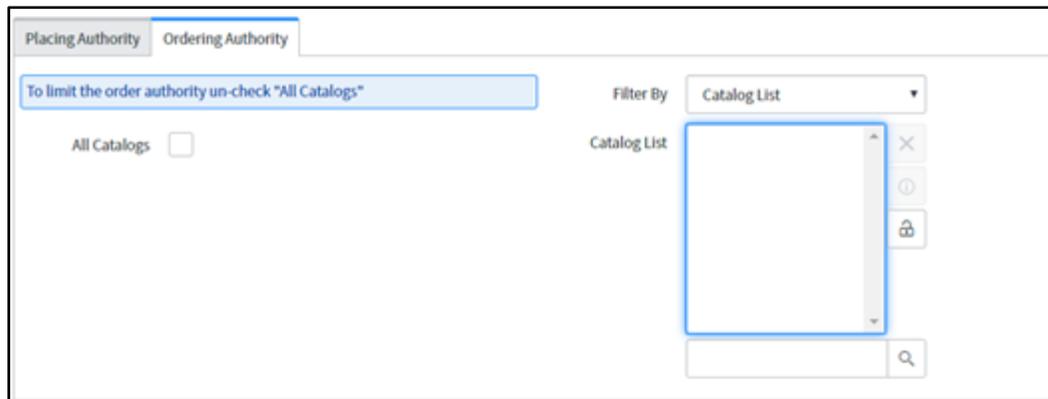
Note: IROC defaults ordering authority to "all catalogs." Unchecking the All Catalogs checkbox allows you to limit ordering authority to specific catalogs, categories, or catalog items.

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 (🔒) to open the list field.

    b   Click the **Search** icon (🔍)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.