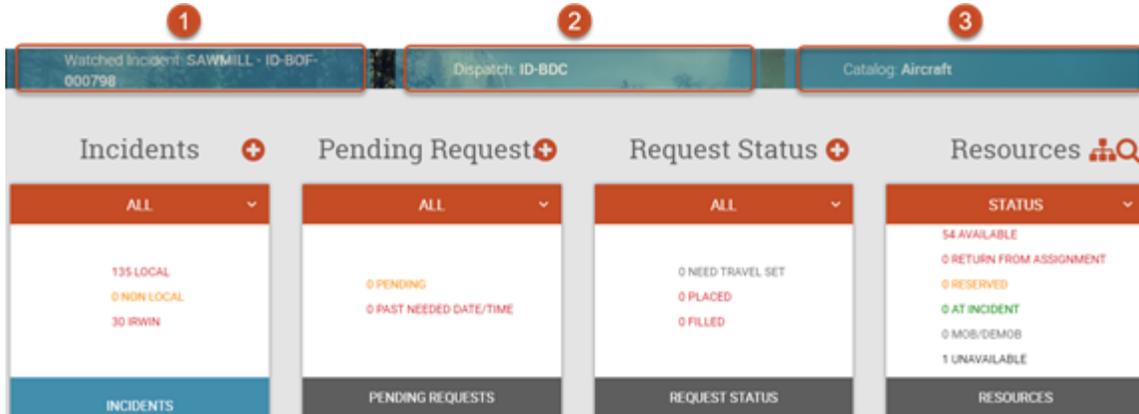


Using Filters in IROC Portal

IROC Portal offers a variety of options for searching and filtering information so you can find the information you need: content selectors, action tiles, and work area filters.

Content Selectors

The blue bars above the action tiles can be used to determine the content for searches and record entry.



- 1 Watched Incident** – The item selected from this drop-down will affect what appears in the Pending Request and Request Status action tiles.

 - a Selecting **All** will show all incident request information in the Pending Request and Request Status action tiles and in the related work areas.
 - b Selecting a watched incident will show only the requests related to that incident in the Pending Request and Request Status action tiles and in the related work areas.

Tip: To add an incident to your Watch List, navigate to the Incidents list view in the work area and select the appropriate incidents; then click Watch. You may need to reload your page to have these populate the content selector.

 - c Selecting a watched incident will auto populate the **Incident** field in the Create New Request screen.

Note: If you do not select **All**, you will need to complete the **Incident** field on the Create New Request screen.
- 2 Dispatch** – To do any work in IROC Portal, you must first select a dispatch center from this drop-down.

Tip: If you have many dispatch centers, you can use the search field at the top of the drop-down to find the desired dispatch.

Note: An IROC administrator assigns users to specific dispatch centers.
- 3 Catalog** – Click to select a catalog category (or choose “All Catalogs”) from the drop-down menu. The item selected here will affect what is shown in the Resources action tile and the Resources work area.

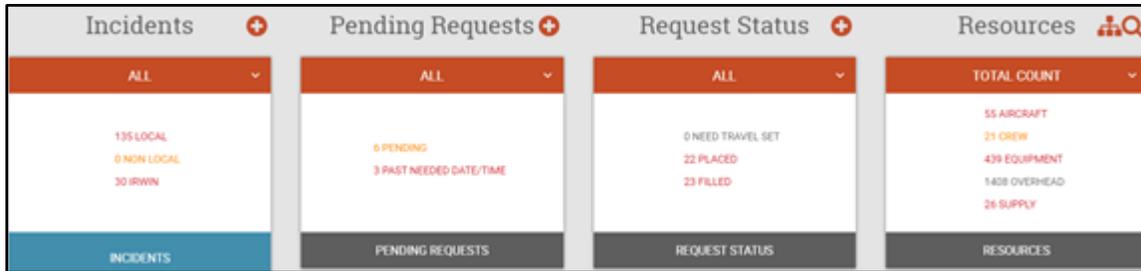
 - a Selecting a specific catalog will change the Resources action tile from showing the total count of all resources to the status of the resources within that catalog.
 - b When you click to open the Resources work area, you will see only those resources for the selected catalog.

Note: After selecting a catalog, you can choose to view the **Total Count** in the Resources action tile rather than the **Status**. This will show the total count for that catalog.

Example: In the screenshot above, the Pending Request and Request Status tiles shows all related requests for the Sawmill incident, and the Resources tile shows the status for all Aircraft resources for ID-BDC (dispatch center).

Action Tile Scoreboards

Each scoreboard provides a quick situational view of data for the chosen content of each action tile. Filter each scoreboard by clicking the red selector bar at the top of the tile.



- 1 **Incidents** – Shows the number of local, non-local, or IRWIN incidents. The information in this tile is affected by the **Dispatch** content selector. The item selected in this bar will affect what is shown in the work area.
 - a **All** – Shows the number of local, non-local, and IRWIN incidents in the scoreboard and shows all incidents in the Incidents work area.
 - b **Local** – Shows the total count of local incidents in the scoreboard and all local incidents in the Incidents work area.
 - c **Non-Local** – Shows the total count of non-local incidents in the scoreboard and all non-local incidents in the Incidents work area.
 - d **IRWIN** – Shows the total count of IRWIN incidents in the scoreboard and opens the Staging Incidents work area.
- 2 **Pending Requests** – Shows the number of local (selected dispatch center) and non-local pending requests. The information in this tile is affected by the **Watched Incident** and **Dispatch** content selectors. The item selected in this bar will affect what is shown in the Pending Requests work area
 - a **All** – Shows all local and non-local pending requests and those that passed their needed by date/time.
 - b **Local** – Shows all local pending requests and those that passed their needed by date/time.
 - c **Non-Local** – Shows the total count of requests placed to you from your parent, a subordinate, or a selection area.
- 3 **Request Status** – Shows the status of requests, both local and non-local. The information in this tile is affected by the **Watched Incident** and **Dispatch** content selectors. The item selected in the selector bar will affect what is shown in the Request Status work area.
 - a **All** – Shows the number of all placed and filled requests, as well as the number of requests that need travel to be set.
 - b **Local** – Shows the number of local requests that have been placed, as well as the number of local requests that need travel to be set.
 - c **Non-Local** – Shows the number of non-local requests that have been filled, as well as the number of non-local requests that need travel to be set.
- 4 **Resources** – Depending on the chosen content selector, this scoreboard will show the total count of items in each catalog category or the status count for the selected resource.

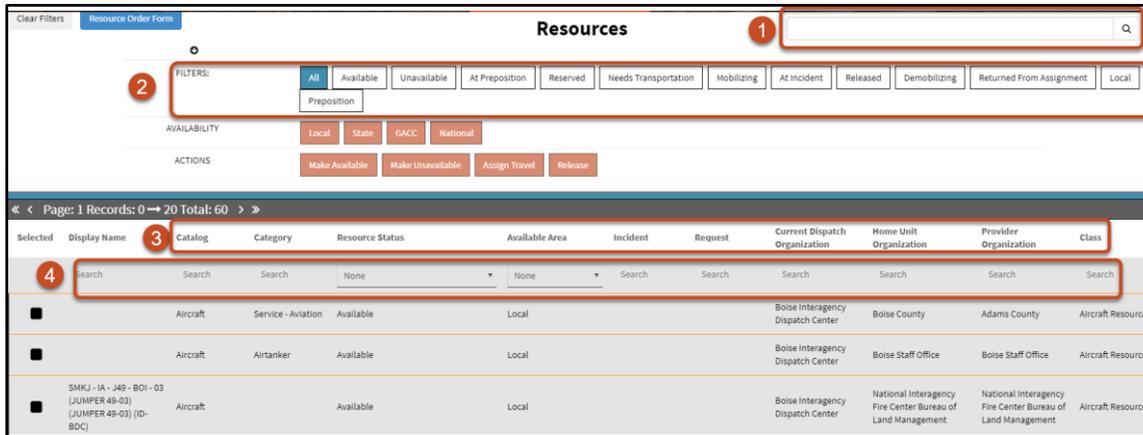
Tip: After selecting a catalog from the **Resources** content selector, you can choose to show **Total Count** by selecting that option from the red selector bar.

 - a **Total Count** – Shows the total count of resources within each catalog. If you chose a specific catalog from the **Resources** content selector, this will show 0 for all resources except for the specified catalog.
 - b **Status** – Shows the total number of items within each status if **All** is selected in the **Resources** content selector or the total number of the specified catalog items statused.

Note: The statuses shown in the scoreboard are available, returned from assignment, reserved, at incident, mob/demob, or unavailable.

Work Area

Regardless of which work area you are in (Incidents, Staging Incidents, Pending Requests, Request Status, or Resources), the filtering and searching options are the same. You can use these tools to find the required records.



Tip: Keep in mind that any filters selected in the content and list selectors will affect what is shown in the work area. To remove the filters applied via those selectors, click **Clear Filters** in the upper-left corner.

- 1 **Search Field** – Use wildcard searches or type text in this field and press enter to search for an item on this page.
- 2 **Quick Filters** – Each work area has a set of quick filters across the top of the screen. Click on one or more filters to change what is shown in the list. These filters are OR filters.

Example: Clicking **Available** and **Local** in the Resources work area would show all available resources, whether or not they are local, and all local resources, whether or not they are available.

- 3 **Column Sort** – Click on a column heading to sort the list by that field in ascending or descending order.
- 4 **Column Head Search Fields** – Filter list results by entering search criteria in the search fields beneath each column head. The filters applied in these fields are AND filters.

Example: In the Resources work area, choosing **Available** from the **Resource Status** drop-down and **Local** from the **Available Area** drop-down would show only those resources that are both available and local.

- a Enter a term into one or more search fields and then press the **Enter** key to filter the columns.
- b To remove a search term, delete the text from the search field and press the **Enter** key.
- c Some columns have drop-downs with preset search terms. You can scroll and select an item from the list or simply type the first letter of the term and then click on it.

Tip: You can type a term in a column head search field and press the **Tab** key on your keyboard to move to the next to enter more search criteria before pressing **Enter**.