Quick Reference Cards List

This list of QRCs is organized by topic. You can also click Ctrl-F to use your web browser's search function to find a specific item in the FAMIT IROC site. The links to the PDFs are available on the IROC FAMIT Quick Reference Card page.

Update October 2, 2020– New or Revised Documents (title and date of publication)

Updating Contact Information for Overhead Resources (v. 2.0) — August 24, 2020
Revised to explain where to find the System of Record in DMT and Portal

Converting Request to Support Request – September 8, 2020

Updating iNAP Passwords – September 3, 2020

Transferring a Resource (rev) – September 3, 2020

Resources

Creating Resources

Creating an Overhead Team	March 6, 2020	Explains how a dispatch manager can create an overhead group resource in IROC Portal.
Creating an Individual Overhead Resource	March 6, 2020	Explains how a dispatch manager can create an individual overhead resource in IROC Portal.
Creating an Equipment Resource	March 6, 2020	Explains how a dispatch manager can create an equipment resource in IROC Portal.
Creating an Aircraft Resource	March 6, 2020	Explains how a dispatch manager can create an aircraft resource in IROC Portal.
Creating a Crew Resource	March 6, 2020	Explains how a dispatch manager can create a crew resource in IROC Portal.
Creating a Supply Resource	March 6, 2020	Explains how a dispatch manager can create a supply resource in IROC Portal.

Transferring Resources

Transferring a Resource	Sept. 2, 2020 (rev)	Explains how a dispatch manager can transfer a resource from one dispatch center to another from within IROC Data Management Tool. Also explains how the receiving dispatch can complete the transfer, as well as how to cancel a transfer. On 9/2/2020, information added on SOR and how overhead resources are created.

Maintaining Resources

Validating Resources/Managing Resource Conflicts	March 11, 2020	Explains how a dispatch manager can solve resource conflicts due to duplicate information in the record.
Making Resources Active/Pushing to IRWIN	March 13, 2020	Explains how to set inactive resources as active and to push those resources to IRWIN. This may be a result of resources imported from ROSS that are missing an IRWIN ID due to missing or inaccurate information.
Activating IQS Resources	March 20, 2020	Explains how to set IQS resources active when they did not sync properly with IRWIN.
Using the Resource Search Function	April 29, 2020	Explains how to filter and search for resources in the IROC catalog in IROC Portal. Dispatchers can then take action on these resources to set resource availability, transfer or release resources, or release an IROC record to another system.
Managing Resource Qualifications	May 4, 2020	Explains how a dispatch manager can modify, add, or delete qualifications for a resource that has IROC as its system of record. Also explains how to set a primary qualification for a resource.
Filtering to Find Overhead Qualified and Trainee Resources	April 24, 2020	Explains how to filter and search for all overhead and qualified trainee resources for a specified organization.

Managing Contracts

Entering a New Contract into IROC	May 5, 2020	Explains how to add a contract to IROC.
Adding Resources to a Contract	May 5, 2020	Explains how to connect vendor resources to a contract, as well as how to remove a resource from a contract.
Disabling a Master Roster from the Contracts Screen	May 22, 2020	Explains how a dispatch manager can disable a roster from the Contracts module in order to add the resource to a contract.

Managing Non-Standard Ordering Chains

Managing Selection Areas

Creating a New Selection Area Affiliation	April 24, 2020	Explains how to create a new selection area affiliation in IROC DMT.

Creating a New Selection Area Master	April 24, 2020	Explains how to create a new selection area master in IROC DMT.
Removing an Organization from a Selection Area Master	March 8, 2020	Explains how a dispatch manager with the role of selection area manager can remove an organization from a selection area master in IROC DMT.
Establishing Ordering Authority on a Selection Area	March 8, 2020	Explains how to configure limitations on items that can be requested via a selection area.
Establishing Placing Authority on a Selection Area	May 4, 2020	Explains how a dispatch manager can limit the actions that members of a selection area can take on requests placed directly to them.

Managing Incident Resources

Searching for Resources

| Filtering Resources in IROC Portal | March 13, 2020 | Explains how to filter and search the items in the Resources list view in IROC Portal. In list view, quick filters can be applied to see resources that are available, unavailable, at preposition, reserved, in need of transportation, at incident, released, demobilizing, and so on. |
| Tracking Resources for an Incident | May 4, 2020 | Explains how to filter and search for resources related to a particular incident. Also explains how to export this information for reporting purposes. |

Releasing Resources

Releasing Resources from an Incident in the Manage Request Screen	March 11, 2020	Explains how to release one or more resources from an incident while you are working in the Manage Request screen.
Releasing Resources from an Incident in Request Status List View	March 11, 2020	Explains how to release a resource from an incident while you are working in Request Status list view.
Canceling the Release of a Resource from an Incident	March 8, 2020	Explains how to cancel the release of a resource from an incident.

Managing Incidents

Creating an Incident

| Creating a New Incident | April 20, 2020 | Explains how to create a new incident in IROC Portal. |

Maintaining Incident

Deleting a Financial Code on an Incident	February 21, 2020	Explains how to delete a financial code from an incident.
Finding Incident Contact Information	March 7, 2020	Explains how to view, edit, or delete contacts affiliated with an incident on both the Contacts Information tab and the Organization tab in incident accordion list view.
Finding and Modifying the Protecting Unit of an Incident	March 7, 2020	Explains how to view and modify the protecting unit of an incident.
Maintaining Incidents in Accordion View	March 7, 2020	Explains how to use the forms, tables, and lists available in accordion view to view and maintain incident details. Includes information on how to update frequencies, locations, and request blocks associated with an incident.
Maintaining Incidents in List View	March 6, 2020	Explains how to filter, search for, and perform actions on incidents in IROC Portal. Actions available include closing, reopening, watching, unwatching, and setting travel.
Resolving Incident Conflicts	March 11, 2020	Explains how to resolve incident conflicts resulting from the integration of IROC with IRWIN.
Changing an Incident Number	May 4, 2020	Explains how a dispatcher can change an incident number within IROC Portal.
Requesting a Fire Code	May 4, 2020	Explains how a dispatch manager can request a fire code for an incident.
Maintaining Incident Contacts	August 24, 2020	Explains how a dispatcher can add contacts when viewing incident details, creating a request, or filling a request.

Managing Requests

Creating a Request

Creating a Request	March 10, 2020	Explains how to create a request to order resources for an incident.
Creating an NFES Supply Request	April 27, 2020	Explains how to create an NFES request and place it directly to a supply cache or to GACC or NICC.

Viewing Request Status

Viewing Request Status	March 8, 2020	Explains how to view the status of requests in Request Status list view or

		Request Status accordion view, or while working in the Manage Request screen.
Monitoring Status of an NFES Supply Request	April 24, 2020	Explains how to view and monitor the status of an NFES request.

Placing Requests

Placing NFES Supply Requests to Cache	April 27, 2020	Explains how to place an NFES supply request to a cache.
Retrieving an NFES Supply Request Placed to Cache	May 14, 2020	Explains how a dispatcher can retrieve a pending supply request sent to cache.
Converting Request to Support Request	Sept. 8, 2020	Explains how to convert a request to a support request.

Claiming and Retrieving Requests

Claiming and Retrieving Multiple Requests	August 25, 2020	Explains how a dispatcher can claim and retrieve multiple requests at once from the Pending Request and Request Status full view workspace.

Filling Requests

Filling a Pending Request	April 20, 2020	Explains how to fill a request with either an available/non-local/reserved/contracted/VIPR resource, a non-inventory agreement or EFF/ED resource, a local purchase, or an override.
Unfilling a Request	April 29, 2020	Explains how to unfill a request to set it pending with your dispatch center.
Filling a Request Using a Nested Roster	March 31, 2020	Describes a nested roster and how it appears in the Manage Request screen in IROC Portal.
Filling a Configuration Request with an Assignment Roster Using the Master Roster	March 31, 2020	Explains how to fill a configuration request using a master roster.
Filling a Request with an Assignment Roster Using a Configuration	March 31, 2020	Explains how to fill a request with a configuration.
Filling a Configuration Request from Scratch Using an Assignment Roster	March 31, 2020	Explains how to fill a request with an assignment roster created from scratch.
Filling a Configuration Request with a Single Resource	March 31, 2020	Explains how to fill a configuration request with a single resource. Dispatchers can return to fill the roster at a later date.

Resetting a Fill With Request	March 10, 2020	Explains what to do if no resources are appearing in the Fill tab on the Manage Request screen.

Managing Rosters

Managing the Roster List	April 29, 2020	Explains how to manage the roster list, including adding documentation, clearing or deleting a roster, checking roster item status, editing and reordering positions on a roster, reserving a roster, and setting resources on a roster available.
Creating a New Roster	March 7, 2020	Explains how to create a roster from scratch, a master roster, or a configuration.
Adding or Modifying Roster Position Resources	April 29, 2020	Explains how to edit roster positions, including how to add a resource to a roster position.

Managing Enterprise Data

Managing Organization Data

Maintaining Organization Contacts	March 6, 2020	Explains how a dispatch manager or IROC administrator can modify or delete a contact in their organization.
Adding a Contact to an Organization	March 6, 2020	Explains how a dispatch manager or IROC administrator can add a contact to their organization.
Updating Contact Information for an Overhead Resource	October 2, 2020 (v2.0)	Explains the three ways that overhead resource contact information is input into the IROC application. On 10/2/2020, updated to include section on finding the system of record.

Managing User Accounts

Organization Access for Dispatchers	March 31, 2020	Explains how to request access to a dispatch center in IROC DMT. This gives dispatchers access to that organization when they move to IROC Portal.
Managing Organization Access Rules	March 6, 2020	Explains how a dispatch manager or IROC administrator can set a user's roles in the Organization Access Rules form.
Granting Access to Vendors and Dispatchers	March 31, 2020	Explains how a dispatch manager or IROC administrator can grant access to dispatchers who are requesting access

		to an organization or to self-status or to vendors requesting web status access.

Reporting

Operational Reporting

Generating a Resource Order Form from Requests List View	March 20, 2020	Explains how to generate a resource order form while working in the Requests list view.
Generating a Resource Order Form from Resources List View	March 20, 2020	Explains how to generate a resource order form while working in the Resources list view.
Accessing the Resource Ordering Warehouse: New Users	June 4, 2020	Explains how users who do not have an iNAP account can request access to the RODW for Cognos reporting.
Accessing the Resource Ordering Warehouse	June 4, 2020	Explains how users with an iNAP account can request access to the RODW for Cognos reporting.
Updating iNAP Passwords	Sept. 8, 2020	Explains how to update the iNAP password.
Creating a Report from List View	July 20, 2020	Explains how to filter and create a report from the IROC Portal list view.

Resource Status

Managing Availability

Setting Resource Unavailability Periods	March 16, 2020	Explains how to set unavailability periods for resources from within IROC Portal.
Setting Resource Availability	March 16, 2020	Explains how to set the availability for one or more resources within the Resources list view in IROC Portal.
Setting Resource Availability Area	March 16, 2020	Explains how to set the availability area for a resource from the Resources list view in IROC Portal.
Viewing Resource Status	March 16, 2020	Explains how to see the status of a resource in either the Resources list view or the Resources accordion view.

Self-Status

Vendor Web Status	March 31, 2020	Explains how a vendor can request web status access and then set their status in IROC DMT. This includes statusing as available or unavailable and as local, state, national, or GACC.

Overhead Self-Status	April 21, 2020	Explains how a dispatcher can request self-status access and then how to use the web status self service to set their available area (local, state, GACC, or national) and their unavailability periods.
Requesting Web Status Access: Government Representative	May 12, 2020	Explains how a government representative can request web status access.
Setting Web Status: Government Representative	May 12, 2020	Explains how a government representative can set their status and available area.
e-ISuite Access	June 22, 2020	Explains how e-ISuite users can request access to the e-ISuite Portal and how to download incident reports to then upload into e-ISuite.

DMT Basics

Structure of the DMT	January 6, 2020	Illustrates the basic structure of what users can see and do in IROC DMT.
Working in DMT	January 6, 2020	Explains how to use the various filters, search options, and other functionality when working with lists in IROC DMT.
Quick Filters	January 6, 2020	Explains how to use the various quick filters in IROC DMT: right-click and sort, breadcrumbs, and grouping.
Complex Filters	January 6, 2020	Explains how to create complex filters in IROC DMT to find specific records. Includes information on AND/OR (Boolean) searches and how to save filters.
Personalizing Lists	January 6, 2020	Explains how to personalize the columns shown in IROC DMT tables. Includes how to add or remove columns to a table and how to reorder columns.
Performing Searches	January 6, 2020	Explains how to search for information in IROC DMT tables using the various filter and search options.
My IROC	January 6, 2020	Explains the purpose and functionality of the My IROC application in IROC DMT. Also describes how to set the current dispatch to determine what information is available in My IROC.
Exporting Lists	January 6, 2020	Explains how to export lists for reporting from any table in IROC DMT.

Creating Favorites	January 6, 2020	Explains how to save a filter as a favorite in IROC DMT for easy access in the future.
Common Icons and Action Buttons in IROC DMT	January 11, 2020	Provides a list of common icons and action buttons available in IROC DMT.
Accessing Help in IROC DMT	March 13, 2020	Explains how to access the IROC Knowledge Base from IROC Data Management Tool.

Portal Basics

Structure of IROC Portal	February 11, 2020	Illustrates the basic structure of what users can see and do on the IROC Portal homepage.
IROC Portal User Interface Icons	February 11, 2020	Provides a list of common icons and action buttons available in IROC Portal.
Using Filters in IROC Portal	March 9, 2020	Explains how to use the content selectors, action tiles, and work area filters to find the desired information in IROC Portal.
Accessing Help in IROC Portal	March 13, 2020	Explains how to access the IROC Knowledge Base from IROC Portal.
IROC Portal Work Area Quick View	June 25, 2020	Presents the new view available from the IROC homepage after clicking on a list selector for Incidents, Pending Requests, Request Status, or Resources.

IROC Access

Accessing IROC	April 20, 2020	Explains how to authenticate with FAMAUTH and access IROC via the FAMIT Dashboard. Includes information on how to log in if you are a DOI user.
IROC User Roles	June 18, 2020	Provides a list of user roles and responsibilities within IROC.