# Maintaining Organization Contacts

IROC data related to organization contacts is managed in the IROC Data Management Tool (DMT). As a dispatch manager, you may need to edit the information for a contact in one of your organizations.

1   From IROC Portal, click **DMT** in the Quick Links menu.

2   Start typing "organizations" in the Filter Navigator.

3   Click the **My Dispatch Organizations** module to view all existing organizations in the list on the right.

4   Find the desired organization and click on the name in the **Organization** column to view the record.
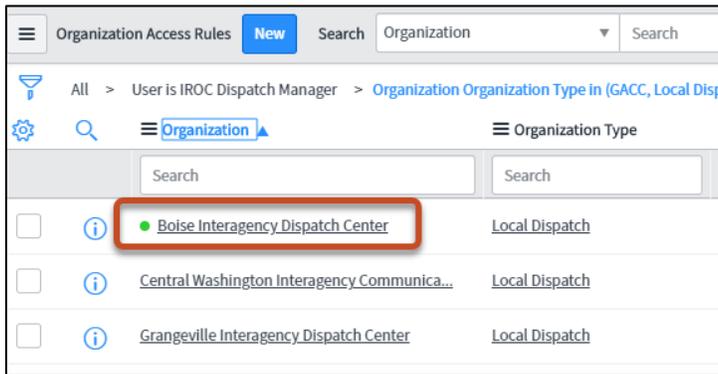
> **Tip:** You may need to use the various filter and search options to find the desired organization.
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> **Note:** If you click on the **Information** icon and click **Open Record**, you will be taken the Organization Access Rules screen for that organization, rather than to the Organization details screen.

5   Select the **Contacts** tab on the bottom portion of the screen to see all contacts associated with this organization.
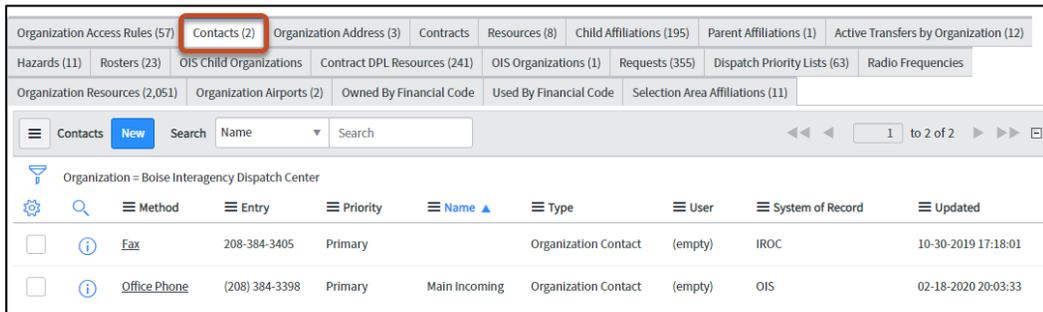
> **Note:** You can only edit contacts that are within one of your dispatch centers.

6   Find the desired contact, click the **Information** icon in that row, and then click **Open Record** to view the details.

7   To edit the information, change any available fields as needed and click **Update**.

> **Note:** Any grayed-out fields are read-only and cannot be modified.

8   To delete the contact, click **Delete** and confirm when prompted.