

Managing Organization Access Rules

Users who gain access to IROC will not have access to any IROC features until they are assigned roles. A dispatch manager at the user's dispatch must set that user's roles in IROC. This task is accomplished in the **My Organization Access Rules** module in IROC Data Management Tool (DMT).

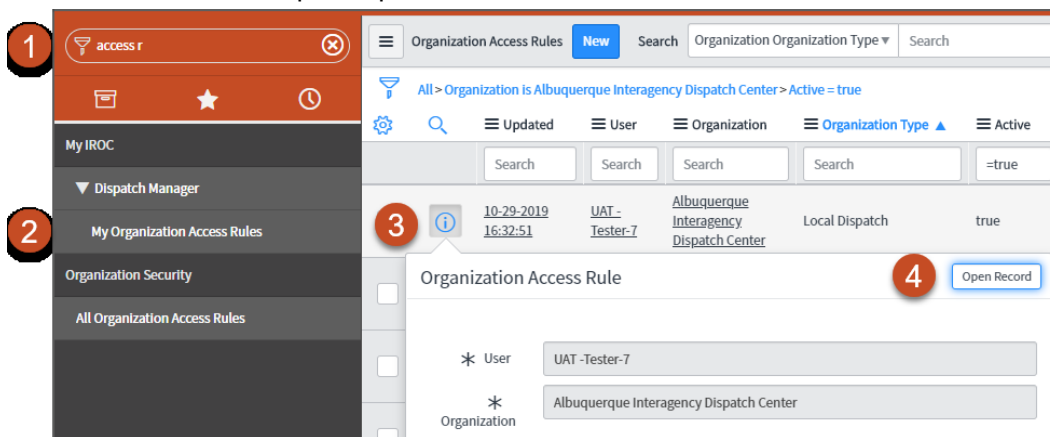
Organization Access Rules

Following are the rules for role-based access to IROC.

- **Dispatchers** can perform daily functional tasks in the IROC Portal.
- **Dispatch managers** can perform most organization-level administrative functions.
 - **Note:** A dispatch manager also has the dispatcher access role. A dispatch manager can also be a selection area manager.
- **Selection area manager** is an additional rule that gives a dispatch manager access to selection area and selection area master modules.
 - **Note:** A selection area manager must also be a dispatch manager.
- **IMT ordering manager** is a specialized access rule that allows users to place orders for the dispatching organization.
 - This role can be combined with the IMT roster manager role.
- **IMT roster manager** is a specific access rule that allows the user to manage rosters.
 - This role can be combined with the IMT ordering manager role.
- **Read only** is a user rule that only allows read-only access to IROC records.

Opening the User Record

My Organization Access Rules is a module available under the **Dispatch Manager** module of the **My IROC** application. Follow these steps to open a user's record.



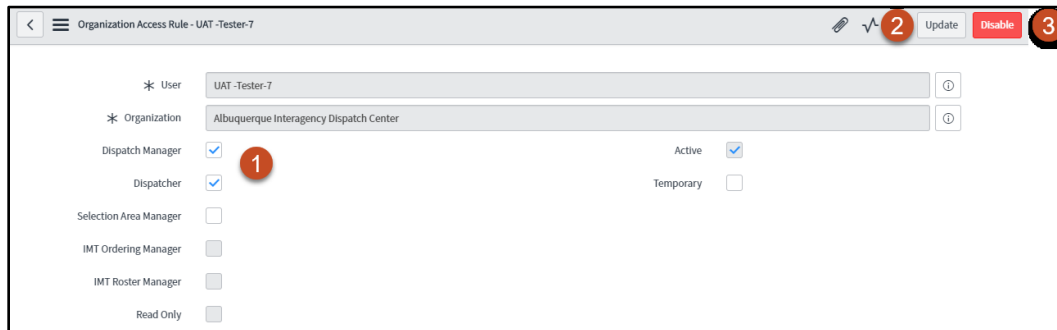
- 1 Start typing "Access Rules" in the Filter Navigator.
- 2 Click on **My Organization Access Rules** module to display the Organization Access Rules list on the right, showing the users in your dispatch.
 - **Tip:** You may need to use the various filter and search tools available in IROC DMT to find the desired user record.
- 3 Click on the **Information** icon next to the name of the resource for whom you want to set access.
- 4 Click **Open Record** in the Preview screen to open the record.

Setting the User's Access

After opening the record, you will see the Organization Access Rules form for the selected user. You can give the user a role of dispatch manager, dispatcher, selection area manager, IMT ordering manager, and IMT roster manager. You can also give the user read-only access. Finally, you can disable the user in IROC.

Note: The following rules apply when granting one or more roles to a user:

- A dispatch manager is automatically given the dispatcher role.
- Only a user with the dispatch manager role can also be given the selection area manager role.
- Neither dispatch managers nor dispatchers can be given an IMT role.



- 1 Click on the checkbox next to the role you want to grant the user.
 - a The **Active** checkbox indicates whether the user account is active
 - b To grant temporary access, click the **Temporary** checkbox and enter the expiration date in the field that appears.

Note: IROC automatically makes certain checkboxes available or unavailable (as indicated by grayed-out fields), depending on the selected roles. For example, if you select **Dispatch Manager**, you will not be able to select either IMT role.

- 2 When done, click **Update** to be returned to the Organization Access Rules list.

- 3 If you want to disable a user in IROC, click **Disable**.

Note: All changes are audited and listed in the **Organization Access Rules Activities** section of the page.