

## Managing the Roster List

On the IROC Portal homepage, click the **Roster** icon in the Resources tile to open the Roster screen. Select the **Edit Existing Roster** radio button. Select an existing roster by choosing a **Catalog\***, **Resource Name\***, and **Roster\*** from the drop-downs. You then have several options for managing the roster on the right side of the screen.

- 1 **Add Documentation** – Click the **Documentation** icon to add user documentation/journal entries.
  - 2 **Clear Roster** – Click to remove all positions and resources from the roster.
  - 3 **Delete Roster** – Click to remove the roster, including all positions and resources.
- Note:** You will be prompted to confirm both the clear and delete roster actions.
- 4 **Roster Status** – The numbers at the top of the roster indicate roster position and resource status.
    - a The first set of numbers shows the number of positions filled with a resource and the number of positions listed in the roster. (0/20 indicates no position filled out of 20 total positions.)
    - b The second number shows the number of positions filled with a resource in an unavailable status.
    - c Lines highlighted in red indicate that an assigned resource is in an unavailable status.
  - 5 **Reorder Positions** – Click and drag a position to a different line in the roster.

- Note:** The numbers on the left will automatically shift.
- 6 **Edit Positions** – Click the **Edit** icon beside the resource and make changes in the Add Resources pane on the left side of the screen. When done, click **Add/Edit**.
  - 7 **Delete Positions** – Click the **Delete** icon for the resource you want to delete.
  - 8 **Reserve** – Click **Reserve Roster** to mark the roster as reserved.
  - 9 **Set Available** – To change an unavailable resource to available, click **Set Available** in the Add Resources pane.
- Note:** When adding a local resource to a position, the **Set Available** button will appear, allowing you to set the resource to available. If the resource is already available, the **Set Available** option will not appear.
- 10 **Save** – To complete the roster, click **Save Roster**.
- Note:** It's important to click **Save Roster** before exiting. When leaving Rosters to return to the homepage, a dialog box ask you to verify you have saved your work. Click **Cancel** to return and save your roster, or click **OK** to continue to exit.

The screenshot displays the IROC Roster Management interface. On the left, the 'Edit Existing Roster' form is active, showing fields for Catalog (Crew), Resource Name (CREW - T1 - BOISE IHC), Roster (CREW - T1 - BOISE IHC), Configuration (Crew, Type 1), and Roster Name (CREW - T1 - BOISE IHC). Below this is the 'Add Resources' section with fields for Catalog (Overhead), Category (Positions), Catalog Item (ICT5 - INCIDENT COMMANDER, TYPE 5), Roster Name (CREW - T1 - BOISE IHC), Restrictions (Qualified Only), and Resource (Andrew, Tyler C). The right pane shows the roster list for 'CREW - T1 - BOISE IHC' with 8 positions. Each position has a status indicator (0/20) and a resource name with a status indicator. The roster list includes: 1 ICT4 - INCIDENT COMMANDER, TYPE 4 (Qualified Only), 2 ICT4 - INCIDENT COMMANDER, TYPE 4 (Qualified Only), 3 ICT5 - INCIDENT COMMANDER, TYPE 5 (Qualified Only), 4 ICT5 - INCIDENT COMMANDER, TYPE 5 (Qualified Only), 5 ICT5 - INCIDENT COMMANDER, TYPE 5 (Qualified Only), 6 FFT1 - FIREFIGHTER, TYPE 1 (Qualified Only), 7 FFT1 - FIREFIGHTER, TYPE 1 (Qualified Only), and 8 FFT1 - FIREFIGHTER, TYPE 1 (Qualified Only). Buttons for 'Clear Roster', 'Delete Roster', 'Reserve Roster', and 'Save Roster' are visible at the bottom right.