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.