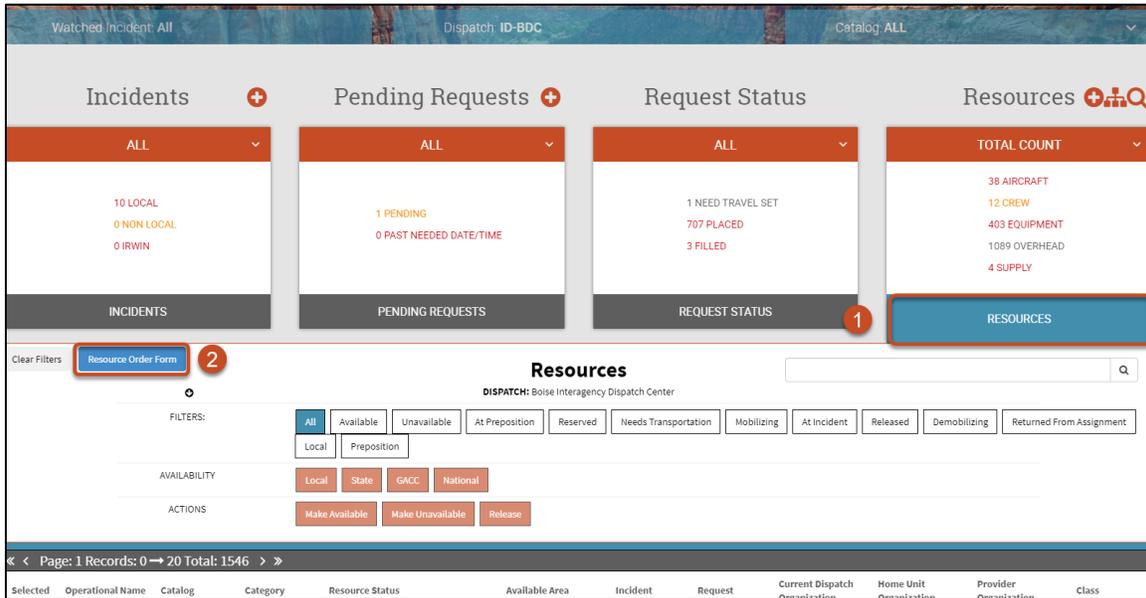


## Generating Resource Order Form from Resources List View

IROC allows dispatchers to generate resource order forms from a variety of screens. This document describes how create a resource order form from the list view in the Resources work area.



- 1 Navigate to the Resources list view by clicking the Resources list selector on the IROC Portal homepage.
- 2 Click **Resource Order Form** in the upper right corner to open the Resource Order Form screen.

- 3 In the Resource Order Form screen, choose an **Incident** and a **Catalog** from the drop-downs.

### Notes:

- In the **Incident** field, you can search by either the name or the incident number by performing a type-ahead search.
- The selected requests must be from the same catalog and the same incident ID/name.

- 4 Click in the **Requests** field and use type-ahead to choose a request. Repeat this step as often as needed.
- 5 When done, click **Generate PDF**.