Setting Resource Unavailability Periods

Dispatchers can set unavailability periods in the accordion view for Resources.

1. In IROC Portal, select the appropriate dispatch center from the Dispatch content selector.
2. Click the Resources bar on the Resources action tile to open the Resources work area on the bottom portion of your screen.
3. Double-click on a row in list view to view the resource details in accordion view.
4. Select the Unavailability tab in the accordion view on the right side of the screen. In this tab, you’ll see a list of existing unavailability information at the top. Beneath that is a form where you add additional information for this resource.

**Tip:** You will need to scroll down to the bottom of the accordion view to get to the Unavailability tab.

5. Enter dates the resource will not be available for service.
   a. Enter the start date in the Activation Date* field.
   b. Enter the end date in the Deactivation Date* field.

**Note:** If the resource will be unavailable for one day only, use the same date in both fields.

6. Select a Reason* from the drop-down.

**Tip:** Begin typing in the Reason field to perform a type-ahead search.

7. When done, click Add Unavailability. If the button is grayed out, check to ensure your dates are valid and in the future.

8. To edit an existing unavailability record, click the Edit icon for the existing record to open the Edit Unavailability screen. Make changes as needed and click Submit.

9. To delete an existing unavailability record, click the Delete icon for the existing record.