Setting Resource Unavailability Periods
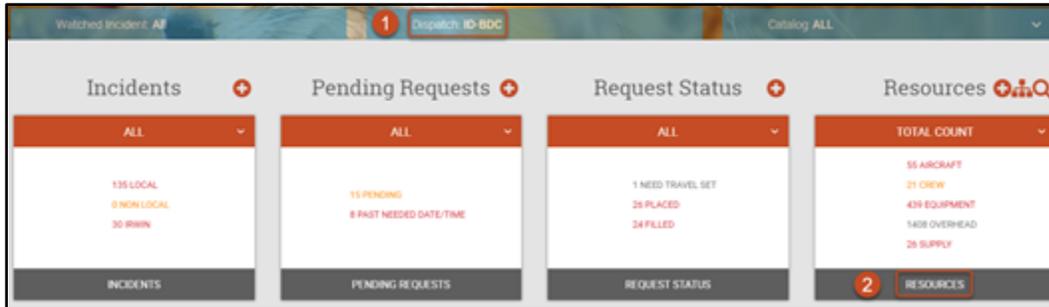
Dispatchers can set unavailability periods in the accordion view for Resources.

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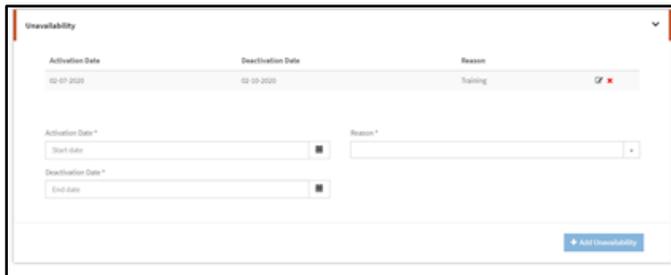
Tip: You will need to scroll down to the bottom of the accordion view to get to the **Unavailability** tab.

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.