Transferring a Resource

As a dispatch manager, you can transfer a resource from one dispatch center to another. To complete the transfer, the receiving dispatch must select the provider organization.

1. In IROC Data Management Tool (DMT), start typing "resources" in the Filter Navigator.
2. Click the My Local Resources module to see a list of all resources in your current dispatch center.
   a. Use the search and filter tools in DMT to find the desired resource.
   b. Click the Information icon to the left of the resource; click Open Record in the preview screen.
3. Click the Transfer Resource action button.
4. Click the Search icon in the Transfer Dispatch* field to find the desired dispatch center.
5. Click Submit.

Note: In the My Resource Transfers module in DMT, the status will show as Pending.
The receiving dispatch must complete the transfer:

a. Navigate to find the resource in the My Local Resources module.
b. Use the search and filter tools in DMT to find the desired resource.
c. Click the Information icon to the left of the resource; click Open Record in the preview screen.
d. Fill in any required fields, such as Preferred Jetport* and Provider Organization*.
e. Click Update.

Notes:
- The transfer is not complete until the receiving dispatch selects a provider for the resource.
- The resource cannot have a master roster, be assigned to a position on a master roster, or be assigned as an alternate to a position on a master roster.