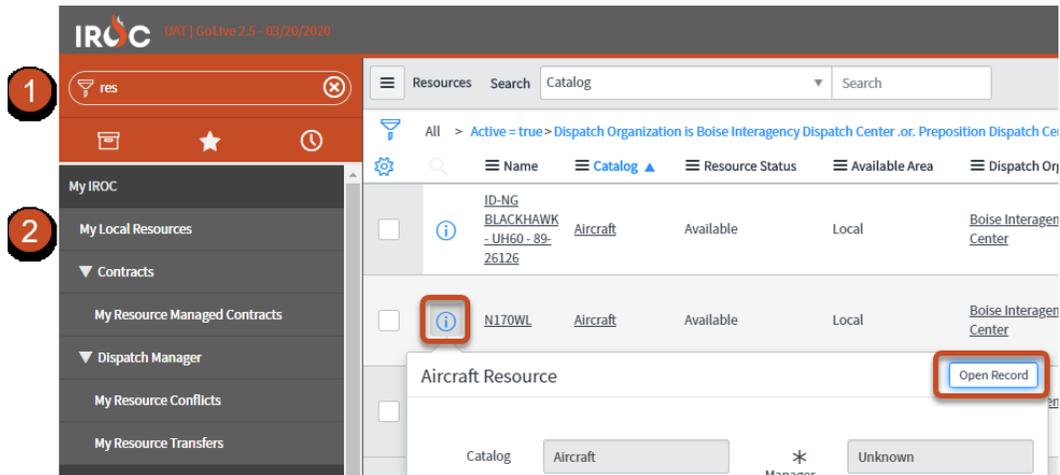
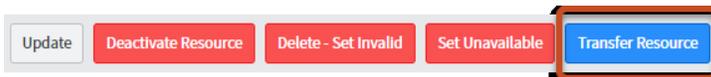


Transferring a Resource

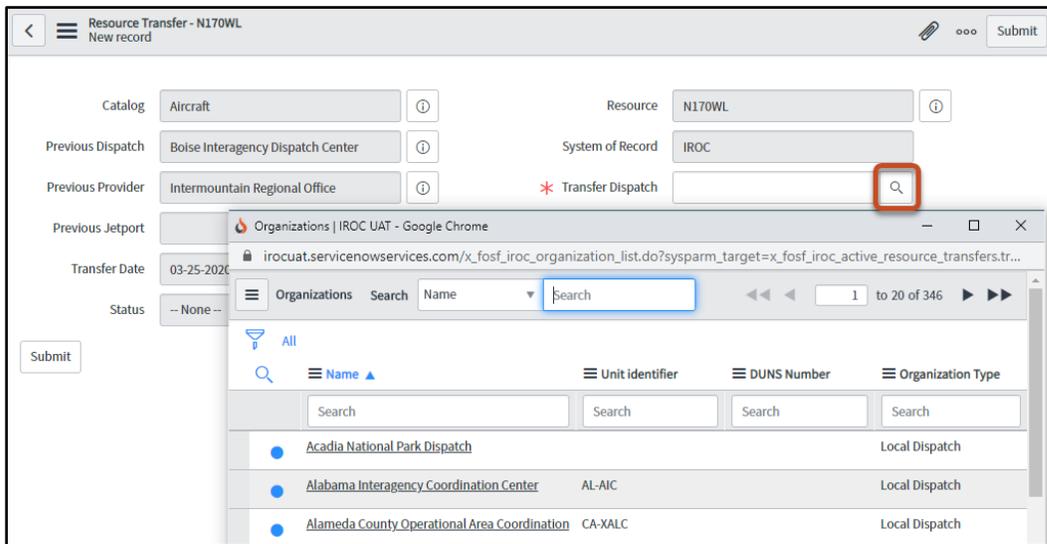
As a dispatch manager, you can transfer a resource from one dispatch center to another. To complete the transfer, the receiving dispatch must select the provider organization.



- 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.

- 6** 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.