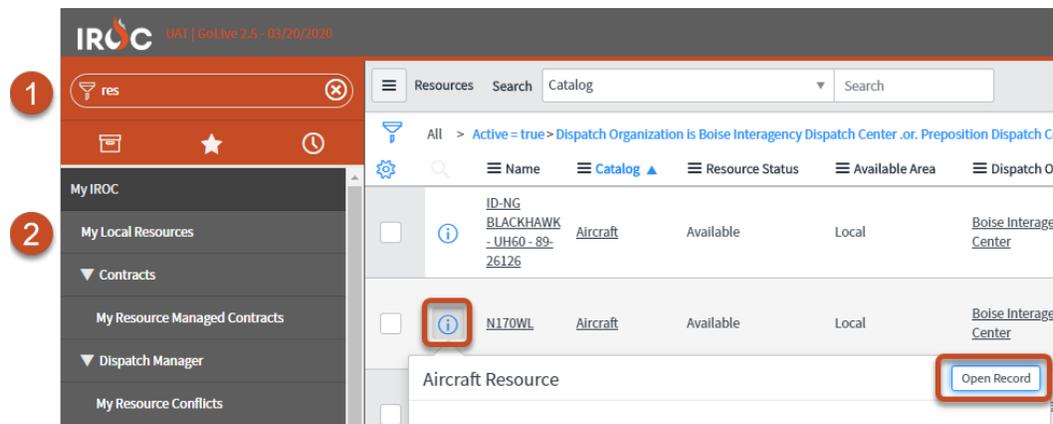


## Transferring a Resource

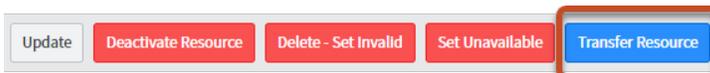
As a dispatch manager, you can transfer a resource from one dispatch center to another. This document describes how to transfer a resource whose system of record (SOR) is IROC. For resources with a SOR such as IQCS or IQS, please see the note.

**Note:** Updates to Overhead records already integrated through the Integrated Reporting of Wildland Fire Information (IRWIN) must be updated within the original qualification system (IQCS or IQS). In other words, if the system of record (SOR) for a resource is IQCS, for example, that resource must first be transferred in IQCS, which sends the update to IRWIN, which then sends the update to IROC.

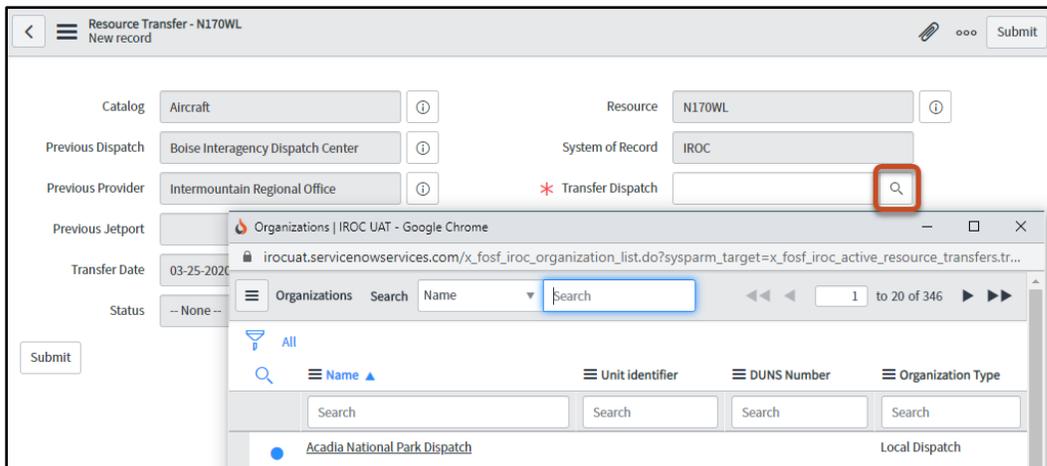
**Exception:** For agencies that enter their resources directly into IROC, the SOR is IROC. These resources may be transferred within the IROC application as described in this document.



- 1 In the 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.