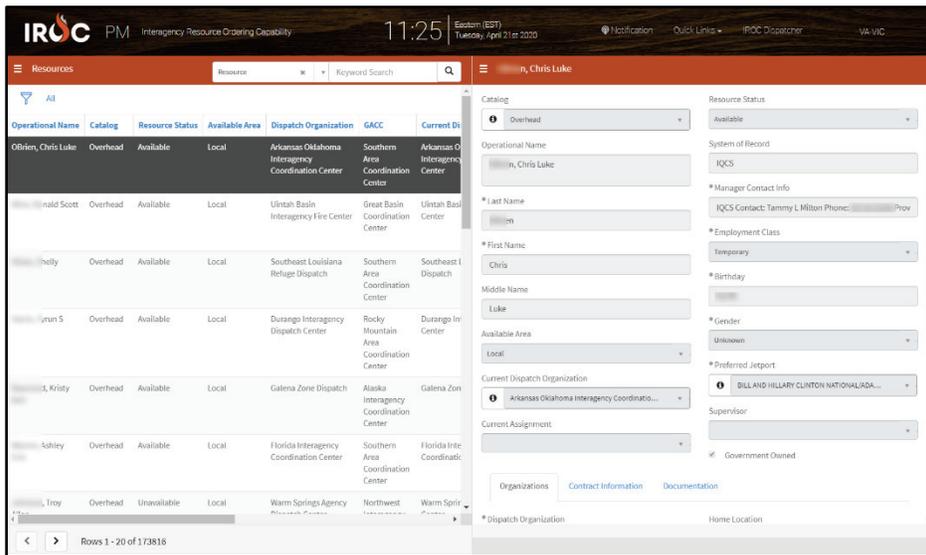


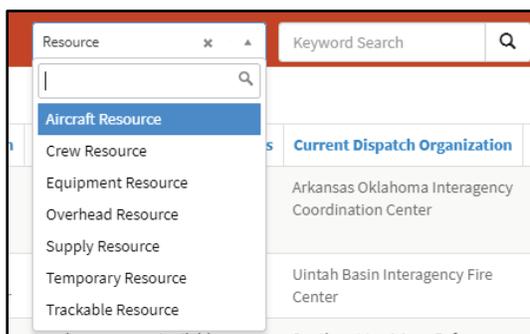
## Using the Resource Search Function

As an IROC user, you can use the Resource Search function to open the Resources screen, where you can view catalog resources; filter and search for specific resources, skills, and locations; and take action on resource records for your organization.

- 1 From the IROC Portal homepage, click the **Search** icon (🔍) at the top of the Resources action tile to open the Resources screen.
- 2 The Resources screen has two panes. On the left is the **list view**, displaying a searchable, filterable list of resource records. On the right, the details for the selected record are displayed in **record view**.



- 3 To find specific records in list view:
  - a Choose a resource type from the search field drop-down in the upper right corner and enter text in the Keyword Search field.



- b Click the **Filter** (🔍) icon to apply a complex filter and then click Run. (See *Using Complex Filters* quick reference card for more information.)
  - c Click on column headers to sort the list by that column in ascending or descending order.
  - d Right-click on a field in the list and choose **Show Matching** to see all items that match that field or **Filter Out** to remove all items that match that field. To remove a filter, click on that field in the breadcrumbs. (See *Quick Filters* quick reference card for more information.)

- 4 In list view, click on the **Control** (☰) icon to choose from the available options, such as export the filtered list as a PDF, sync with IRWIN, push to IRWIN, or set the operational name.
- 5 To move from list view to record view, click once anywhere in the row of the desired record on the left to see the associated details on the right.
- 6 In record view, click on the **Control** (☰) icon to push a resource to IRWIN, sync with IRWIN, or set the operational name, depending on the selected item. You can also choose to export the record details to PDF, Excel, or CSV.
- 7 In record view, details are provided in forms, tabs, and related lists.
  - a Click the **Information** icon (i) in form fields to view details related to that field.

Catalog: Equipment (Information icon circled in red) | Resource Status: Available

Operational Name: Engine - T6 - 606 | System of Record: IROC

- b Scroll down to see related information in the tabs. The tabs available vary depending on the record.

Dispatch Organization: Florida Interagency Coordination Center (Information icon)

Dispatch Org Code: FL-FIC

Home Unit Organization: Everglades National Park (Information icon)

Owner Organization: Everglades National Park (Information icon)

Home Location: [Empty field]

- c At the bottom of record view, click on items in the Related Lists section to see additional information. Items with numbers indicate that there is information related to this record.

Related Lists

- Resource Assignments
- Qualification **1**
- Resource Unavailables
- Resource Contacts
- Resource Special Conditions
- Contract Resources
- Travel Itineraries
- Resource Transfers
- Child Resources
- Rosters
- Roster Items
- Resource Owner Org Contacts **4**
- Auto Doc **1**

Updated	Catalog	Active	Resource	System of Record	Employment Class	Current Dispatch Organization	Dispatch Organization
03-07-2020	Equipment	true	606	IROC		Florida Interagency Coordination Center	Florida Interagency Coordination Center

- 8 Click action buttons, found at the bottom of record view where available, to set resource unavailability, transfer resources, or release an IROC record to another dispatch system.

