

## Working in the Data Management Tool

IROC uses lists to present actionable information in the IROC Data Management Tool (DMT) main content area, allowing you to view and manage records. To find information related to a specific record in a list, you have several options.

- 1 **List controls icon** (☰) – This powerful tool provides granular control over the presentation of information in lists. Options available vary depending on where the icon appears.
- 2 **Search filter** – Choose a column from the drop-down, type related text in the search field, and press Enter.
- 3 **List navigation** – The arrows allow you to move between listed pages.
  - a Click the single left or right arrow to move forward or backward by one page.
  - b Click the double left or right arrow to move to the first or last page of the list.
- 4 **Filter icon** (🔍) – Click to show (or hide) DMT’s powerful filter tools. Click this icon again to hide the filter options.
 

**Note:** The filter allows for complex searches and the ability to save your filters.
- 5 **Breadcrumb navigator** – As you navigate, a set of “breadcrumbs” assemble to the right of the **Filter** icon to represent your search criteria. Use these
 

**Tip:** In the record preview screen, click **Open Record** to view and/or modify the record details.
- 6 **Personalize list icon** (⚙️) – Click this icon in the main content frame to open the Personalize List Columns screen, where you can add, remove, or reorder the columns that appear in the list.
- 7 **Column header search** – Click the **Search** icon (🔍) to show (or hide) the search fields at the top of each column. Type text in one or more columns and then press Enter.
- 8 **Column header sort** – Click on a column header to sort the list by that column in ascending or descending order.
- 9 **Hyperlinked fields (underlined)** – Underlined fields represent a reference to a record in another table, list, or screen. Clicking on a hyperlinked field will take you to that referenced item.
- 10 **Information icon** (ⓘ) – Click to see a preview of the record.

The screenshot shows the IROC Data Management Tool interface. At the top, there is a navigation bar with a list controls icon (1), a search field (2), and a dropdown menu for 'Initial Timezone'. Below this is a filter bar with a filter icon (4) and a breadcrumb navigator (5) showing 'All > Activity = Active'. The main content area features a table with columns for 'Created', 'Code', 'Incident Name', 'Incident Number', 'Incident Type', 'Initial Date/Time', 'Initial Timezone', and 'Status'. Each column header has a search icon (7) and a sort icon (8). The table contains several rows of incident records, with some fields underlined to indicate hyperlinks (9). An information icon (10) is visible in the first column of each row.

Created	Code	Incident Name	Incident Number	Incident Type	Initial Date/Time	Initial Timezone	Status
07-17-2019 17:03:27	CA-ONC	ONCC Placing Test	2019-CAONC-000001	Other Support	07-18-2019 02:02:46	Pacific	Open
02-05-2019 19:17:41	CA-VNC	CT WOOLSEY .Please DO NOT touch OR DELETE	CA-VNC-1	Fire - Wildfire	09-27-2018 13:43:52	Pacific	Open
07-17-2019 15:52:39	CA-SHF	Placing Test July 17	2019-CASHF-000001	Fire - Wildfire	07-18-2019 00:50:31	Pacific	Open
07-31-2019 14:16:00	CA-SPI	IRWIN Conflict 1A	2019-CASPI-000001	Fire - Wildfire	07-31-2019 00:00:00	Pacific	Open
07-24-2019 16:16:00	ID-GBX	ID-GBX-000174	2019-ID6BX-000174	Fire - Wildfire	07-24-2019 16:16:00	Pacific	Open