

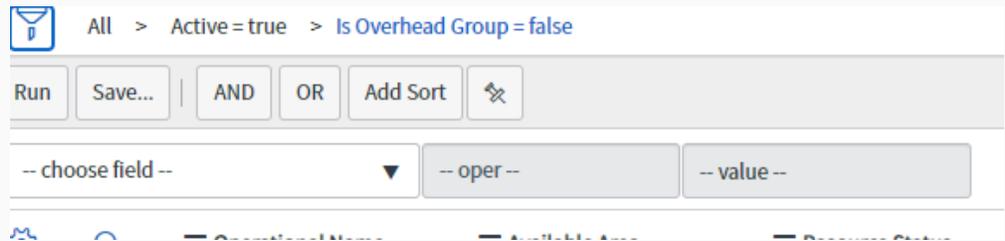
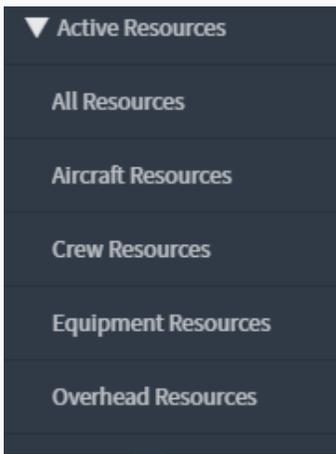


# TIP SHEET

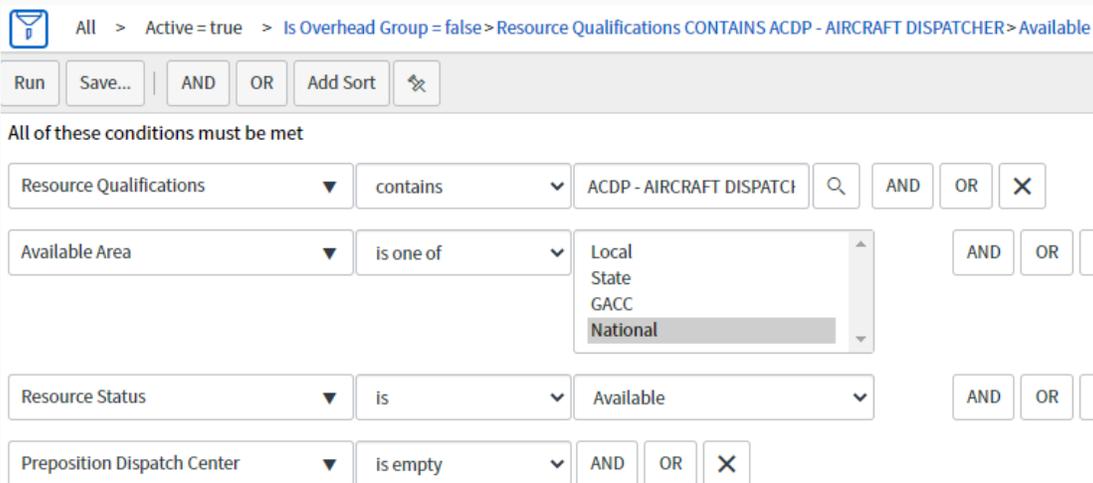
Welcome to the first issue of the IROC Tip Sheet. This is to be an avenue to get information to the user in a fast and easy way. You can send in your burning questions about how to do something in the program, how to run a certain report, or anything you think would be of interest to the user community. To submit your questions, send an email to [cheryl.dickson@usda.gov](mailto:cheryl.dickson@usda.gov)

## Make and save a simple "Overhead Resource Available Report"

On the left column of the DMT, scroll down to Active Resources and select Overhead Resources. When the window opens, select the filter and it will open a menu. Click where it says choose field and find the parameter's below. After you select one, click the "AND" button to add another one. (For Read-Only Users, select Report RST2 - Resource Status with Quals. That will get you to the same place.



When you have the below selected, click the run button under the filter. This will give you all the individuals available for that qualification. You can change the Available Area to "is one of" to select more than one area.

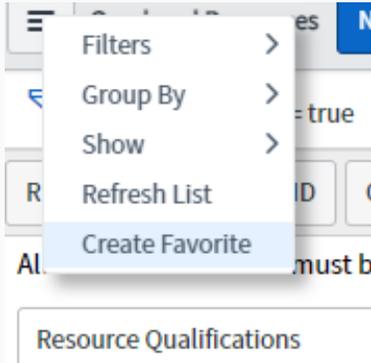


If you decide to look up another qualification, just change the Resource Qualification you are looking for and select run.

To sign up for IROC User Notices go to the following link: <https://tinyurl.com/599tp6pf>

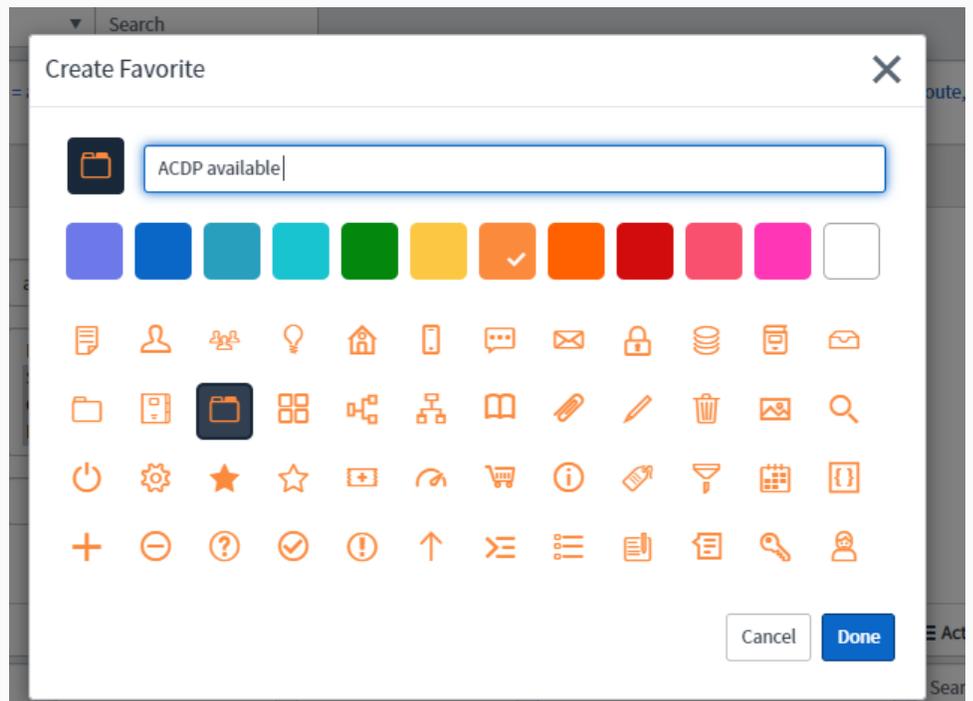
IIA Help Desk  
Toll-Free: (866)224-7677  
Local: (616)323-1667  
<https://iahelpdesk.nwccg.gov>

Once you have a report you want, click on the 3 lines above the filter. This will bring up a menu where you can create a favorite.



Once you select Create Favorite, another box opens where you can name the file, pick a color and select an icon. When finished, click Done. This will create a new file in your favorites under the star below the filter navigator.

Once you create your favorite, it will open up the the current information for that report anytime you open it. This makes it quick and easy to find your information.



There are more reports created that you can use. Go to the IROC Reports in the DMT list. See document for reporting module below.

