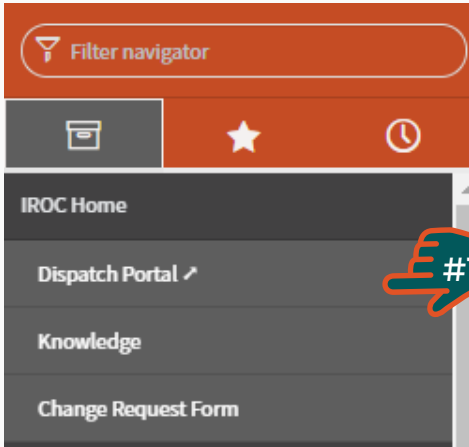


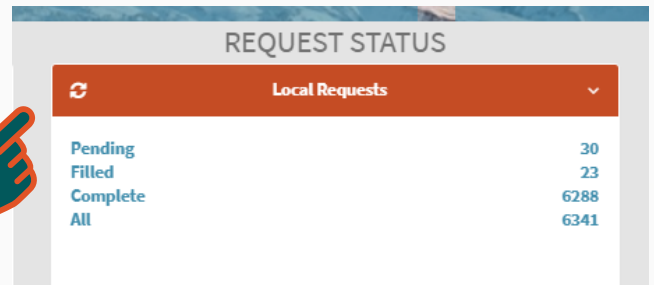


TIP SHEET

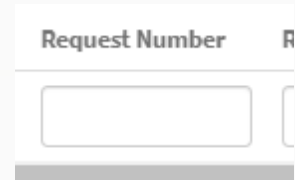
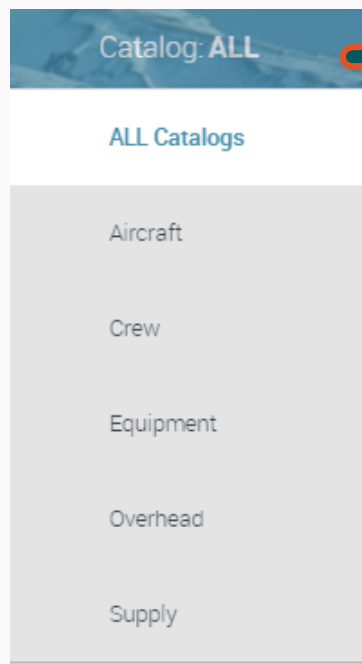
Printing a Resource Order (ROF) in the portal when You have "Read Only" Access.



#1. From the Home Page where you sign in, select "Dispatch Portal". You will be taken to the main Portal page. From there, you can print 1 or many Resource Orders.



#2. Go to the Request Status tile and select the type of request you want to see. The requests will show in the active work screen below. If you want a specific functional area, go to the catalog tab and select the catalog you want before selecting the type of request you want. You may need to search for a specific Incident. Type the name in the Incident box and all requests will be related to that incident.



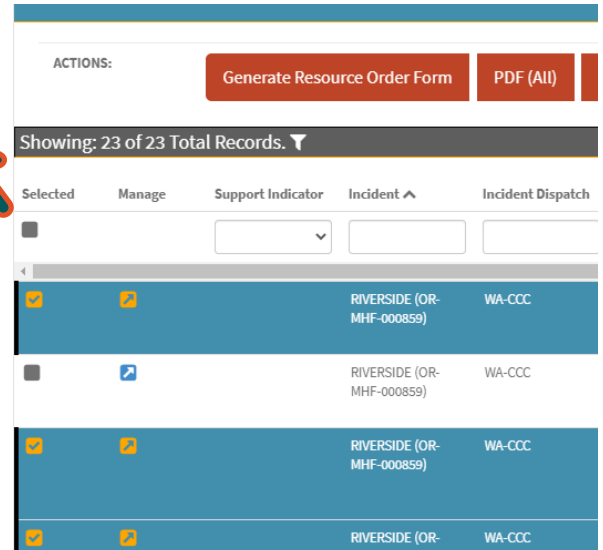
If you want a specific request #, put it in the search box, i.e. E-2 and hit enter. Any request with E-2 in it will show up.



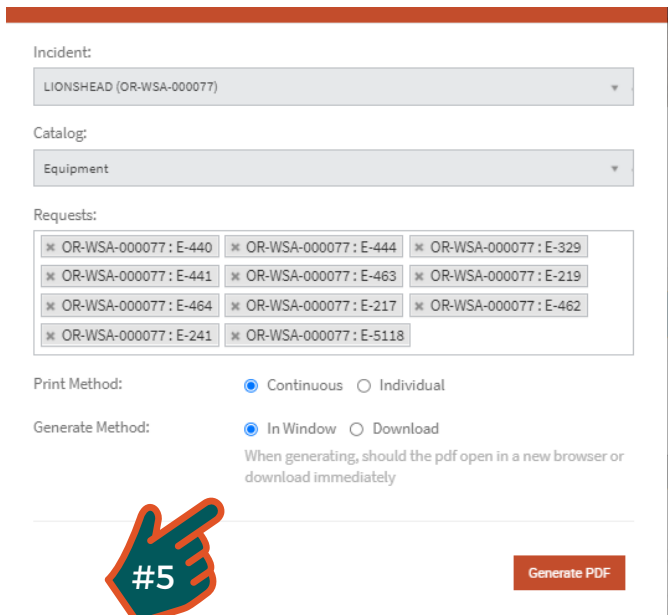
TIP SHEET

Printing a Resource Order (ROF) in the portal when You have "Read Only" Access.

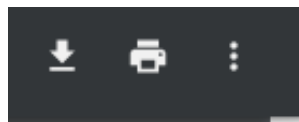
#3. Once on the work area, click in the "selected" box which highlights all the requests or check the boxes next to the request(s) you want to print. That will highlight the Generate Resource Order Form button. Click on the button and a window will open with options of either saving or opening the Resource Order as a PDF.



#4 If you want more records than are showing, go to the bottom of the screen and there will be a button where you can load more records. It will load up to 50 records at a time and will stop at 500. If you need more than 500 you will need to export to a PDF or Excel and work with them that way.



#5 You can print orders in a continuous fashion like the common ROF or you can have them print individually. If you print individually, they will come up as a completely separate ROF for each request. You wouldn't want to do this for more than a couple ROF's. You can also have them open in a window on your desktop or save as a file to your computer. Once you do that, you can either download to your computer or print them.



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

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 Toll-Free: (866)224-7677
 Local:
 (616)323-1667
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