



## D-110 Unit 3: Getting Acquainted with the Electronic Resource Tracking System (IROC)

### Unit Objectives:

- Describe the electronic resource tracking system Interagency Resource Ordering Capability (IROC).
- Identify and navigate the IROC Home Screen.
- Demonstrate the functionality of personal settings.
- Identify the following IROC screens and functions:
  - New Request, Resource Status, Pending Request, Request Status, and Documentation.

### Unit at a Glance:

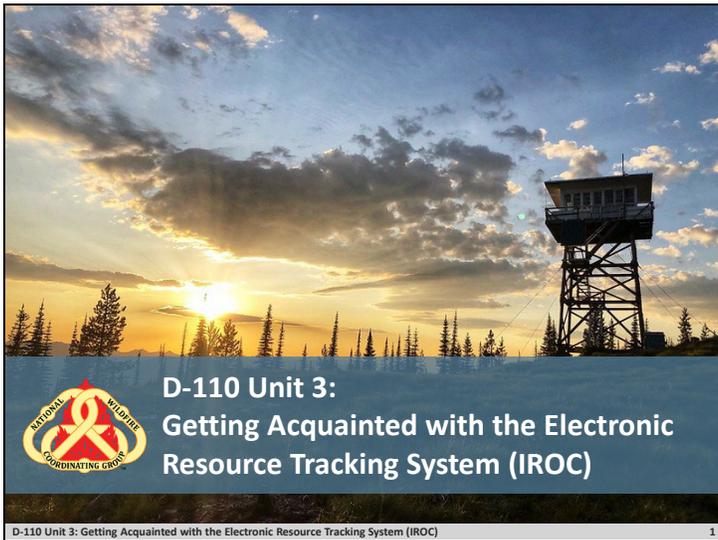
Topics	Method	Duration
Introduction to IROC	Presentation	10 Minutes
IROC Security	Presentation/Activity	10 Minutes
User Roles	Presentation	10 Minutes
Interface Icons	Presentation	30 Minutes
IROC Screens and Functions	Presentation	45 Minutes
Exercise	Group Activity	15 Minutes
<b>Total Unit Duration</b>		<b>2 Hours</b>

### Materials:

- Student Laptops with IROC.
- Internet access.
- Ability to display images and video on large screen.

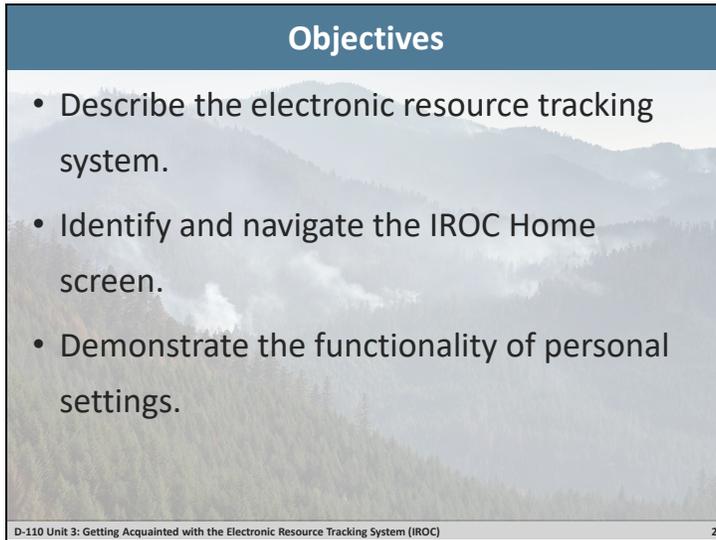
# Unit 3: Getting Acquainted with the Electronic Resource Tracking System (IROC)

## Slide 1



## Unit 3: Getting Acquainted with the Electronic Resource Tracking System (IROC)

### Slide 2

A presentation slide with a blue header and a background image of a forested mountain range. The slide contains three bullet points under the heading 'Objectives'.

**Objectives**

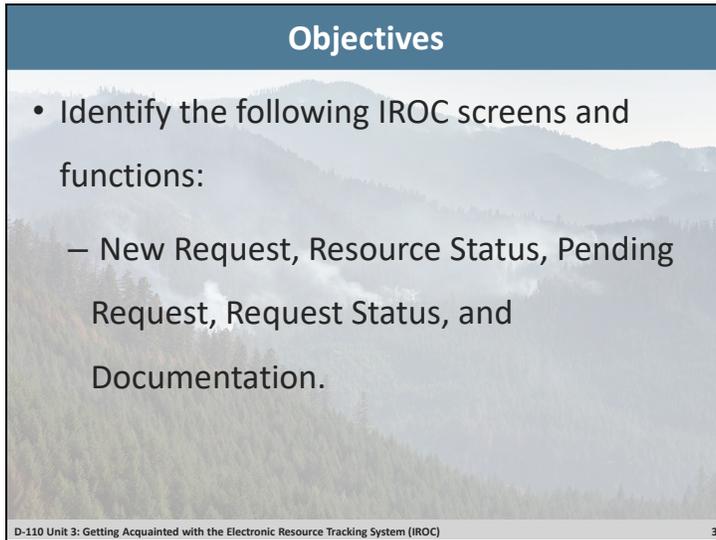
- Describe the electronic resource tracking system.
- Identify and navigate the IROC Home screen.
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- Review unit objectives.

# Unit 3: Getting Acquainted with the Electronic Resource Tracking System (IROC)

## Slide 3

A slide titled "Objectives" with a background image of a forested mountain range. The slide contains a bulleted list of objectives. At the bottom left, there is a small text box with the slide ID "D-110 Unit 3: Getting Acquainted with the Electronic Resource Tracking System (IROC)" and at the bottom right, the number "3".

**Objectives**

- Identify the following IROC screens and functions:
  - New Request, Resource Status, Pending Request, Request Status, and Documentation.

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- Review unit objectives.

## Unit 3: Getting Acquainted with the Electronic Resource Tracking System (IROC)

### Slide 4

#### What is IROC?

- The National Interagency Resource Ordering Capability (IROC) is utilized in an estimated 300 interagency dispatch and coordination centers throughout the nation.
- IROC tracks all tactical, logistical, service and support resources mobilized by the incident dispatch community.

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## Slide 5

### IROC Security

- Accessible to anyone with internet.
- ONLY work under YOUR username account.
- IROC session will time out after thirty minutes.
  - Any unsaved work will be lost.

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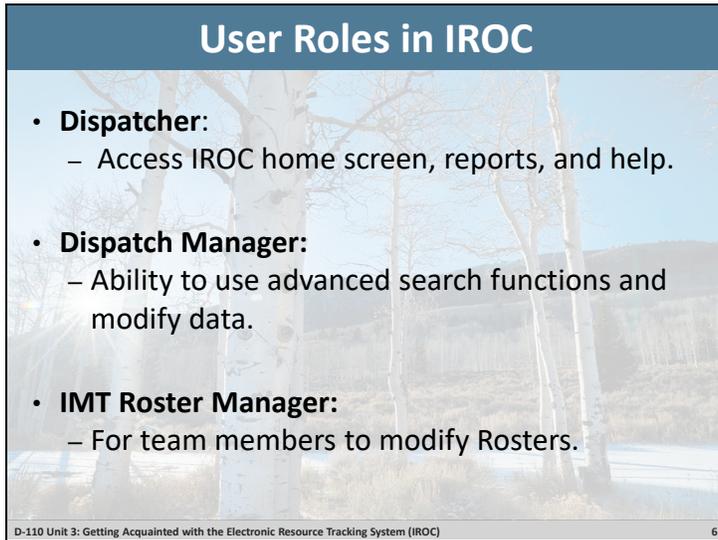
- The same username and password are used for both IROC User and IROC Web Status accounts. Security rules apply to both.
- Dispatchers must always work in IROC under their username and password. Never share your IROC account information. All documentation in IROC is stamped with date/time and username. Dispatchers are responsible for all activity tied to their username.
- Auto-doc vs. User-doc: There are several actions in IROC that will be automatically documented:
  - Creating an order.
  - Cancelling an order.
- You can also manually add documentation to include additional information, i.e., who you received the order from, why an order was cancelled, etc.

### Exercise

- Have students log into IROC Practice.

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## Slide 6



**User Roles in IROC**

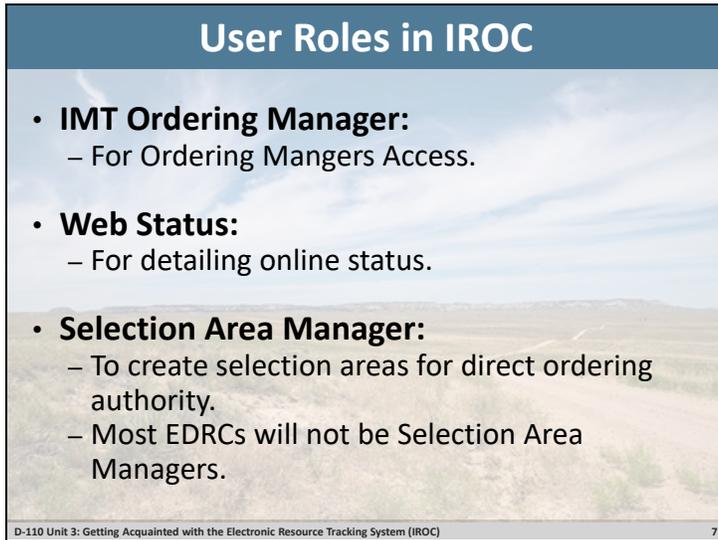
- **Dispatcher:**
  - Access IROC home screen, reports, and help.
- **Dispatch Manager:**
  - Ability to use advanced search functions and modify data.
- **IMT Roster Manager:**
  - For team members to modify Rosters.

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- Discuss roles that can be assigned to dispatchers.
- Display your IROC Dispatch Manager profile.
- Identify which role is assigned to the students.
- Explain each role.

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## Slide 7



**User Roles in IROC**

- **IMT Ordering Manager:**
  - For Ordering Mangers Access.
- **Web Status:**
  - For detailing online status.
- **Selection Area Manager:**
  - To create selection areas for direct ordering authority.
  - Most EDRCs will not be Selection Area Managers.

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- Discuss roles that can be assigned to dispatchers.
- Display your IROC Dispatch Manager profile.
- Identify which role is assigned to the students.
- Explain each role.

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## Slide 8

**IROC Portal User Interface Icons**  
Common features and commands are represented by icons in the IROC portal

Icon	Name	Action
	Edit	Edit a record
	Delete	Delete a record
	Documentation	Add documentation/journal entries
	Add	Create a record
	Menu	View menu options
	Download	Export records to MS Excel or PDF
	Calendar	Set the date/time
	Watch	Watch an incident
	Roster	Create and view rosters
	Search	Open the search screen
	Create	Create a new record
	Attach	Attach files to a record

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- Introduce common icons and characters found throughout IROC.

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## Slide 9

The screenshot displays the IROC system interface. At the top, there is a header with the title "Content Selectors, Action Tiles and Main Work Area". Below the header, there are four main sections: "INCIDENTS", "PENDING REQUESTS", "REQUEST STATUS", and "RESOURCES". Each section contains a table of data. The "REQUEST STATUS" section is expanded to show a detailed list of requests with columns for "Selected", "Manage", "Support Indicator", "Incident", "Incident Dispatch", "Request Number", "Request Catalog", "Catalog Item", "Filled Catalog Item", "Resource", "Requested Resource", "Quantity/Unit", "Item Desc.", "Status", and "ICBS State". The bottom of the screenshot shows a footer with the text "D-110 Unit 3: Getting Acquainted with the Electronic Resource Tracking System (IROC)" and the number "9".

### Display IROC and identify screens and functions.

#### A. IROC Banner

- IROC Version
- International Clock
- Quick Links

#### B. Content Selectors

- Watched Incidents
- Dispatch
- Catalog

#### C. Action Tiles & List Selectors

- Incidents
- Pending Request
- Request Status
- Resources

#### D. Main Work Area

- List View
- Accordion View

### Demonstrate A, B, C, and D in IROC.

### Briefly discuss the four functional areas: Overhead, Crews, Equipment, and Supplies, which will be discussed in detail later.

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### **Exercise:**

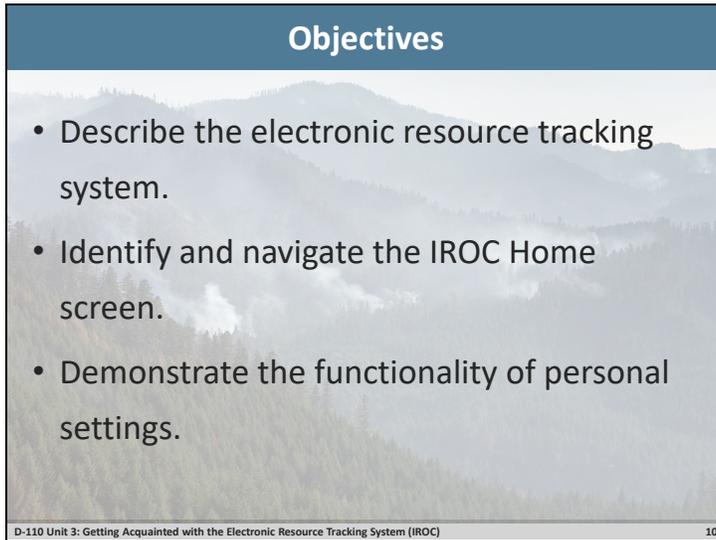
- Have coaches assist students with logging into IROC Portal and practice hands-on use of A, B, C, and D.
- Have students identify the time zone in the IROC banner.
- Have students identify one item in Quick Links in the IROC Banner.
- Have students select their dispatch unit and catalog from the Content Selector.

**Materials Needed: Laptop with Chrome and internet access.**

**Time: 5-15 Minutes**

## Unit 3: Getting Acquainted with the Electronic Resource Tracking System (IROC)

### Slide 10

A presentation slide with a blue header containing the word "Objectives". The background of the slide is a misty, mountainous landscape with evergreen trees. The slide contains three bullet points. At the bottom left, there is a small text string "D-110 Unit 3: Getting Acquainted with the Electronic Resource Tracking System (IROC)" and at the bottom right, the number "10".

**Objectives**

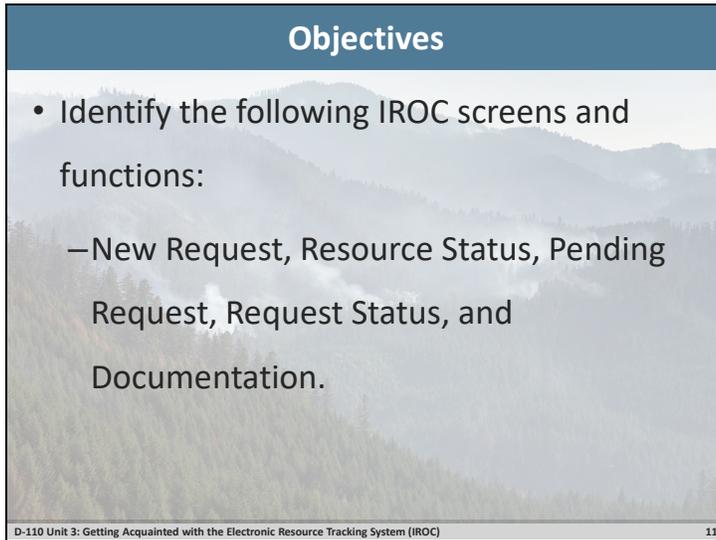
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- Review unit objectives.

# Unit 3: Getting Acquainted with the Electronic Resource Tracking System (IROC)

## Slide 11



**Objectives**

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- Review unit objectives.