



TIP SHEET

How to add a Cache Order number to multiple Supply S#'s at the same time

1. Create Cache Order for the Incident.

2. In IROC DMT, navigate to My Pending Requests to find the S#'s already created.

3. Click the gear icon and open the Personalize List Columns.

4. Locate Cache Order in the left column, click on it, click the middle arrow to move Cache Order from the left column to the right column. Use Up/Down arrows to move Cache Order to the spot you desire the list view. Click OK to save view.

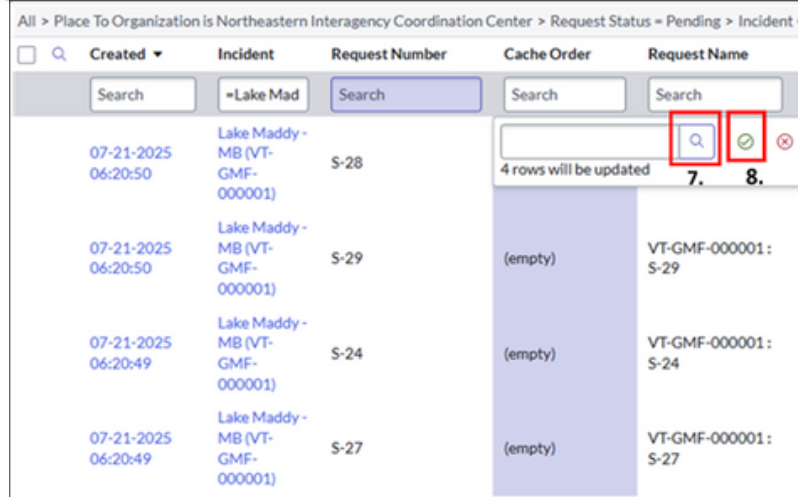
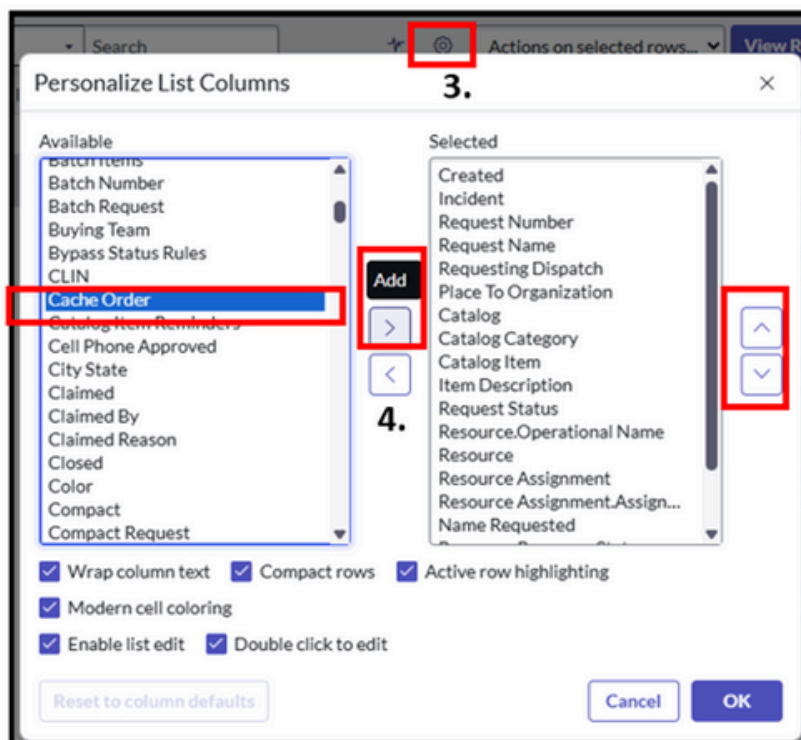
5. Hold the CTRL key down and click the word (empty) for each S# that you need to add to a Cache Order. Try a few at a time. Items will be highlighted.

6. Double click on one of the highlighted (empty) fields to open a dialog box.

7. Click search icon to open the list of Cache Orders for the incident and make appropriate selection.

8. Click Green Check Mark to save selection.

9. All highlighted fields will update to the selection made.



Request Number	Cache Order
S-28	ORD0001553-NHNEC-Lake Maddy 7/21
S-29	ORD0001553-NHNEC-Lake Maddy 7/21
S-24	ORD0001553-NHNEC-Lake Maddy 7/21
S-27	ORD0001553-NHNEC-Lake Maddy 7/21

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