



# Tip Sheet: Data Cleanup Checklist

## Organizations

### 1. Users

- My Organization Access Roles
  - ◇ Validate users in your center with Dispatch Managers, Dispatcher, and Read Only access.
  - ◇ User Temporary flag to automatically remove users on a certain date.
- My Organization Approvals
  - ◇ Validate users with Self Status and Government Rep access. Remove access as needed.
  - ◇ Monitor often for new requests waiting to be processed

### 2. Contacts

- Validate Names and Numbers are correct for your center
- Change “Main Incoming” to something relevant to your center.

### 3. Contracts

- Are your centers contracts active and up-to-date?
- Enter new contracts as needed (do not re-use/overwrite expired ones).

## Reports

### 1. Check validity of reports emailed out.

- Are recipients listed still relevant?
- Is frequency of report delivery still good?

### 2. Update reports as needed for new year.

- Tip: Use previous year’s report and Insert & Stay, then update filters.

## Incidents / Requests

### 1. My Incident Conflicts

### 2. Close Incidents when possible.

- You can always reopen if needed.

### 2. Process requests sooner rather than later.

- Fill/Close Supply Requests
- Demob CR, EQ, and OH in timely manner.

## Resources

### 1. My Local Resources

- Overhead
  - ◇ Are resources listed available for dispatch?
  - ◇ Un-integrate/INAC resources in IQS and IQCS as needed
  - ◇ Validate IMTs and Modules
- Equipment
  - ◇ Is EQ still in service/available to dispatch?
  - ◇ Validate VIN/Serial Numbers
  - ◇ Do resource names meet current IROC Naming Standards?
- Crews
  - ◇ Validate Crews. Only list what is available to dispatch.
  - ◇ Do resource names meet current IROC Naming Standards?
- Aircraft
  - ◇ Do AC have correct call signs and registration numbers?

### 2. Rosters

- Are Master Rosters up-to-date?
  - ◇ Crews, Equipment, IMTs/Modules

### 3. My Resource Transfers

- Monitor often and process as needed.

### 4. My Resource Conflicts

Reference:

[IROC Resource Data Entry Standards 2022](#)