

Resource Item - managing resource information

This User Guide explains how to create and work with catalogs, categories, and resources. Resources are grouped together into five catalogs that correspond to the hardcopy Resource Order form. These catalogs include Aircraft, Crew, Equipment, Overhead, and Supply. Topics include:

- Working with the Resource Item screen
- Downloading and printing the Resource Order Form and Assignment History
- Identifying National Resources
- Designating a Quick Fill resource
- Adding external resources to inventory
- Managing resource items for your center.

You must have the Data Manager role to access the Resource Item screen.

Working with the Resource Item screen

This section explains how to add and modify resources using the Resource Item screen. Topics include:

- Searching for resources
- Working with Aircraft
- Working with Crews
- Working with Equipment
- Working with Overhead
- Working with Supplies
- Working with the Organizations tab
- Completing the Locations tab
- Completing the Classification/Equipment Type/Qualification tab
- Completing the Availability tab
- Completing the Special Conditions tab
- Completing the Features tab
- Completing the Documentation tab
- Completing the Contacts tab
- Completing the Assignment History tab.

For more information about data entry standards for resources refer to http://ross.nwcg.gov/documentslibrary/implementation/ROSS_Resource_Item_Standards_2012.pdf

To access the Resource Item screen

- On the **Resource** menu, click **Resource Item**.

Resource Item screen

Resource Ordering and Status System (ROSS) - *** PRACTICE ***

File Administration Resource Incident Request Travel Status Window Help

[CO-CRC-000059] Gopher Gulch

Resource Item

Select Catalog

Aircraft Crew Equipment Overhead Supply

Add External Cancel Transfer

Search Results

Call Sign	Registration Number	Provider	Current Dispatch
FIXED WING - RECON - N1150A	N1150A	CO-CRD	CO-CRC
FIXED WING - RECON - N1812Q	N1812Q	CO-R02	CO-CRC
FIXED WING - RECON - N3066Q	N3066Q	CO-R02	CO-CRC
FIXED WING - RECON - N96524	N96524	CO-R02	CO-CRC
FREQUENCY - TAC 1 - 168.0500 - BLM	168.0500	CO-CRD	CO-CRC
SERVICE - SEAT BASE - MOUNTAIN AIR SPRAY, ...	Mountain Air Spray, Co	CO-CRD	CO-CRC

Aircraft Information

Call Sign: FIXED WING - RECON - N1150A

Registration # *: N1150A

Make and Model: PIPER SUPER CUB PA-18

National Resource Record Manager Only

Organizations Locations Classification Availability Special Conditions Features Documentation Assignment History

Organizations

Role	Organization Name
Home Unit	Craig Interagency Dispatch Center
Provider	Western Slope Center (Dispatched by CRC)
Owner	Mountain Air Spray Co.
Home Dispatch	Craig Interagency Dispatch Center

Vendor Owned: Yes

Searching for resources

This section explains how to search for and locate resources using the Search Resource Items dialog box.

Be sure to verify whether the resource exists before creating a new one.

To search for a resource

- On the **Resource Item** screen under **Select Catalog**, click the **Catalog**, and then click the **Search** button.
- On the **Search Resource Items** dialog box, complete one or more of the following fields as appropriate to narrow your search, and then click the **Search** button

- Name
- Alternate Name
- Government Owned
- National Resource
- Keyword
- Services Only
- Provider Unit ID
- Current Dispatch Unit ID
- Category
- Catalog Item
- Catalog Item Code
- Pending Transfer Only.

The following graphic shows the Search Resource Items dialog box. for Aircraft, Crew, Equipment, and Supply resources.

The screenshot shows the 'Search Resource Items' dialog box. It contains the following fields and options:

- Name: [Text Field]
- Alternate Name: [Text Field]
- Government Owned:
- National Resource:
- Keyword: [Text Field]
- Services Only:
- Provider Unit ID: [Text Field]
- Current Dispatch Unit ID: [Text Field]
- Category: [Dropdown Menu] (set to **ALL**)
- Catalog Item: [Dropdown Menu] (set to **ALL**)
- Catalog Item Code: [Text Field]
- Pending Transfer Only:

The following graphic shows the Search Resource Items dialog box for Overhead resources.

The screenshot shows the 'Search Resource Items' dialog box. It contains the following fields and options:

- Group:
- Last Name: [Text Field]
- First Name: [Text Field]
- National Resource:
- Keyword: [Text Field]
- Services Only:
- Provider Unit ID: [Text Field]
- Current Dispatch Unit ID: [Text Field]
- Category: [Dropdown Menu] (set to **ALL**)
- Catalog Item: [Dropdown Menu] (set to **ALL**)
- Catalog Item Code: [Text Field]
- Pending Transfer Only:

The following graphic shows the Search Resource Items dialog box for Group Overhead resources.

The screenshot shows the 'Search Resource Items' dialog box. It contains the following fields and options:

- Group:
- Group Name: [Text Field]
- National Resource:
- Keyword: [Text Field]
- Services Only:
- Provider Unit ID: [Text Field]
- Current Dispatch Unit ID: [Text Field]
- Category: [Dropdown Menu] (set to **ALL**)
- Catalog Item: [Dropdown Menu] (set to **ALL**)
- Catalog Item Code: [Text Field]
- Pending Transfer Only:

Working with Aircraft

The Resource Item screen for Aircraft allows you to search for, add, modify, and delete aircraft information, including:

- Call Sign and Registration Tail Number
- Make and Model
- Provider, Owner, and Home Dispatch Office

- Classification(s) and Special Conditions.

Aircraft tail numbers must be unique within all of ROSS.

Resource Item screen - Aircraft

The screenshot shows the ROSS interface for managing aircraft resources. The window title is "Resource Ordering and Status System (ROSS) - *** PRACTICE". The menu bar includes File, Administration, Resource, Incident, Request, Travel, Status, Window, and Help. The search bar shows "[CO-CRC-000059] Gopher Gulch" with filters for QF, REQ, and IR. The "Resource Item" section has radio buttons for "Aircraft", "Crew", "Equipment", "Overhead", and "Supply". The "Search Results" table lists several aircraft entries with columns for Call Sign, Registration Number, Provider, and Current Dispatch. The "Aircraft Information" section includes fields for Call Sign, Registration #, and Make and Model, along with checkboxes for "National Resource" and "Record Manager Only". The "Organizations" section shows a table with columns for Role and Organization Name, listing roles like Home Unit, Provider, Owner, and Home Dispatch.

Call Sign	Registration Number	Provider	Current Dispatch
FIXED WING - RECON - N1150A	N1150A	CO-CRD	CO-CRC
FIXED WING - RECON - N1812Q	N1812Q	CO-R02	CO-CRC
FIXED WING - RECON - N3066Q	N3066Q	CO-R02	CO-CRC
FIXED WING - RECON - N96524	N96524	CO-R02	CO-CRC
FREQUENCY - TAC 1 - 168.0500 - BLM	168.0500	CO-CRD	CO-CRC
SERVICE - SEAT BASE - MOUNTAIN AIR SPRAY, ...	Mountain Air Spray, Co	CO-CRD	CO-CRC

Role	Organization Name
Home Unit	Craig Interagency Dispatch Center
Provider	Western Slope Center (Dispatched by CRC)
Owner	Mountain Air Spray Co.
Home Dispatch	Craig Interagency Dispatch Center

To add an aircraft to the ROSS database

Be sure to enter only those agency and local vendor aircraft not on the Office of Aircraft Services (OAS) Source List, which is imported by the National Interagency Fire Center (NIFC).

- 1 On the **Resource Item** screen, click **Aircraft**, and then click the **New** button.
- 2 On the **ROSS Confirmation Message** dialog box, click **No**.

- 3 Under **Aircraft Information** in the **Call Sign** box, type the **Call Sign** of the new aircraft.

Call Signs are entered in UPPERCASE, for example

FIXED WING - TAC - 230

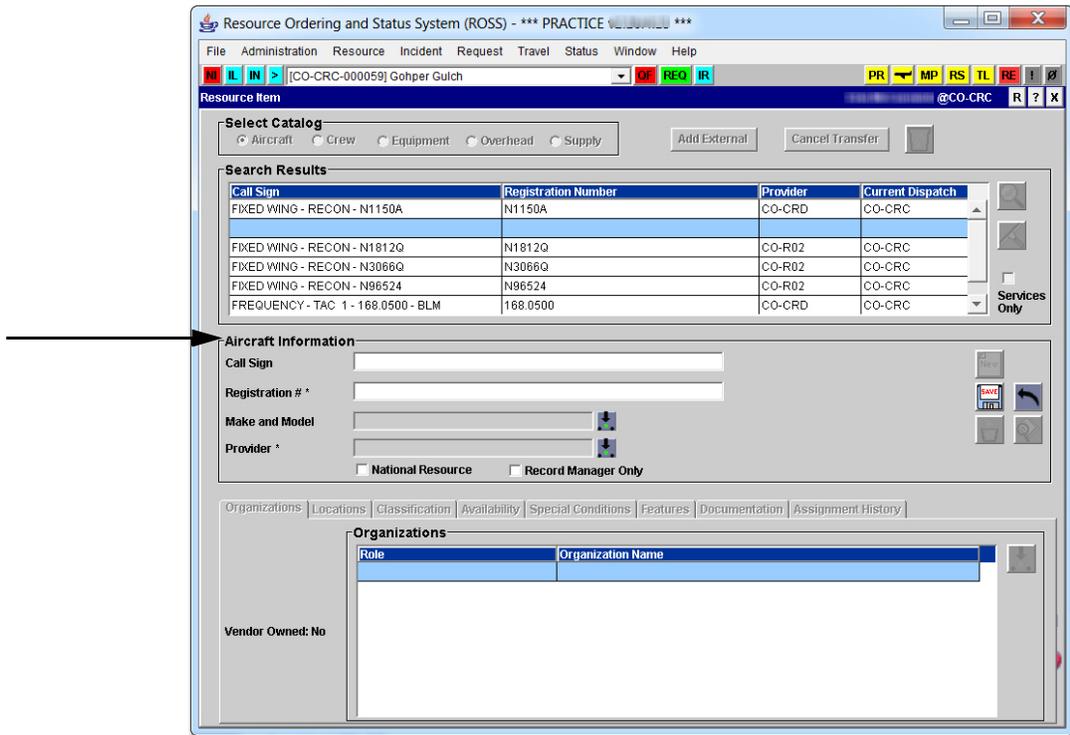
LEADPLANE - 163Z

- 4 In the **Registration Number** box, type the **Tail Number** of the new aircraft.
- 5 In the **Make and Model** box, click **Pick Make and Model**, and then click the appropriate **Make and Model** of the new aircraft.
- 6 Click the **Pick Provider** button, perform the following on the **Select Organization** dialog box, and then click **OK**.
 - If the resource has more than one Provider, click **Resource has multiple Providers**.
 - If the resource has a single Provider, click **Resource has single Provider**, and then search for and click the **Provider**.
- 7 On the **Resource Item** screen, click the appropriate check boxes, and then click the **Save** button.
 - National Resource
 - Record Manager Only.
- 8 Complete the remaining **Resource Item** screen tabs as appropriate for that resource.

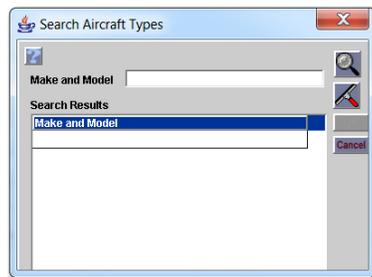
The following graphic shows the Ross Confirmation Message.



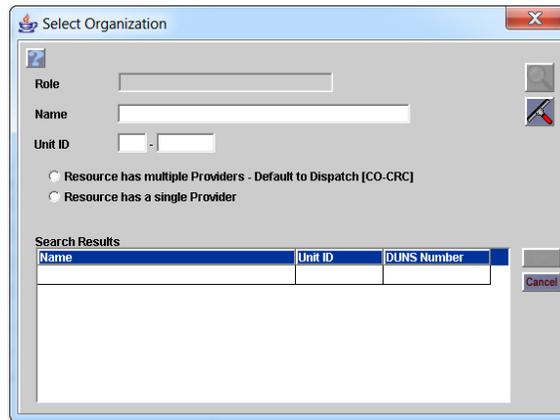
The following graphic shows the Resource Item screen. The arrow points to the Aircraft Information area.



The following graphic shows the Search Aircraft Types dialog box.



The following graphic shows the Select Organization dialog box for a resource with a single Provider.



To modify aircraft information

- 1 On the **Resource Item** screen, search for and then click the **Aircraft Resource**.
- 2 Type or replace the following aircraft information, as appropriate
 - Call Sign
 - Registration Number
 - Make and Model.
- 3 Select or clear the following check boxes, as appropriate
 - National Resource
 - Record Manager Only.

*The Record Manager Only check box is used to designate a Tactical Aircraft that **does not** have a permanent Home Dispatch, such as National Airtankers. These aircraft are dispatched and stabled by the office that manages their current operating base.*

- 4 Click each **Resource Item** tab, modify the information as appropriate, and then click the **Save** button.

Working with Crews

The Resource Item screen for Crews allows you to search for, add, modify, and delete crew and crew information, including:

- Crew Name
- Provider, Owner, and Home Dispatch Office
- Crew Qualifications
- availability.

Crew Names must be unique within each government non-dispatch resource provider.

Resource Item screen - Crew

The screenshot shows the 'Resource Item' screen in the ROSS application. The window title is 'Resource Ordering and Status System (ROSS) - *** PRACTICE ***'. The interface includes a menu bar (File, Administration, Resource, Incident, Request, Travel, Status, Window, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Select Catalog:** Radio buttons for Aircraft, Crew (selected), Equipment, Overhead, and Supply. Buttons for 'Add External' and 'Cancel Transfer' are also present.
- Search Results:** A table with columns 'Name', 'Provider', and 'Current Dispatch'.

Name	Provider	Current Dispatch
CREW - T1 - CRAIG IHC	CO-CRD	WY-RWC
CREW - T2 IA- YAMPA RIVER	CO-CRC	CO-CRC
- Crew Information:** A text field for 'Crew Name *' containing 'CREW - T1 - CRAIG IHC'. A checkbox for 'National Resource' is checked.
- Organizations:** A tabbed interface with tabs for Organizations, Locations, Classification, Availability, Special Conditions, Features, Documentation, and Assignment History. The 'Organizations' tab is active, showing a table:

Role	Organization Name
Home Unit	Western Slope Center (Dispatched by CRC)
Provider	Western Slope Center (Dispatched by CRC)
Owner	Western Slope Center (Dispatched by CRC)
Home Dispatch	Craig Interagency Dispatch Center

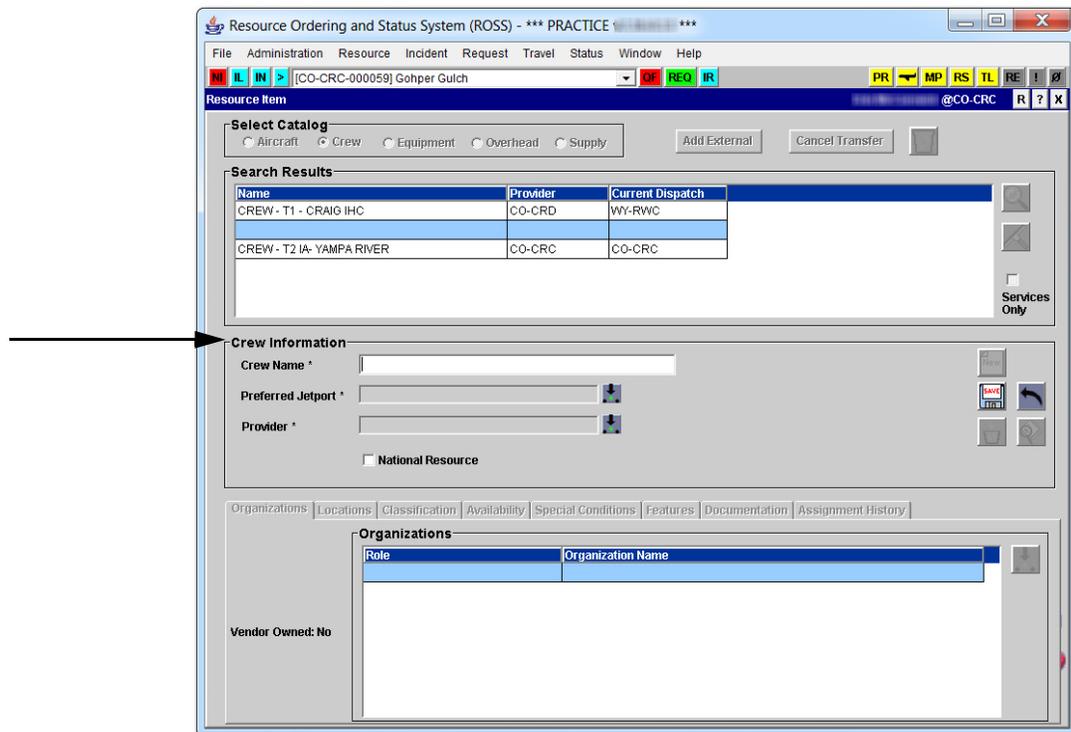
To add a crew to the ROSS database

- 1 On the **Resource Item** screen, click **Crew**, and then click **New**.
- 2 In the **Crew Name** box, type the **Name** of the crew.

*Crew Names are entered in upper and/or lowercase, for example
 CREW - T1 - Redding Hot Shots
 CREW - KITCHEN - Timber Lakes 2*

- 3 Click the **Pick Preferred Jetport** button, and then search for and click the **Preferred Jetport**.
- 4 Click the **Pick Provider** button, and then perform one of the following on the **Select Organization** dialog box.
 - To designate that the resource has multiple providers, click the **Resource has multiple Providers** option.
 - To designate that the resource has a single provider, click the **Resource has a single Provider** option, and then search for and click the **Provider Name**.
- 5 To identify the crew as a nationally shared resource, click the **National Resource** check box.
- 6 Click the **Save** button.
- 7 Complete the **Resource Item** screen tabs as appropriate.

The following graphic shows the Resource Item screen. The arrow points to the Crew Information area.



To modify crew information

- 1 On the **Resource Item** screen, click **Crew**.
- 2 Search for and then click the **Crew Name**.
- 3 Type or replace the **Crew Name** if appropriate.
- 4 Select or clear the **National Resource** check box, as appropriate.
- 5 Click each **Resource Item** tab, modify the information as appropriate, and then click the **Save** button.

Working with Equipment

The Resource Item screen for Equipment allows you to search for, add, modify, and delete equipment and equipment information, including:

- Name, number, or combination of characters that identifies the equipment
- Alternate Name of the equipment
- Equipment Type and Special Conditions
- Availability, such as Activation/Deactivation Dates.

Equipment names must be unique within each government non-dispatch resource provider.

Resource Item screen - Equipment

Resource Ordering and Status System (ROSS) - *** PRACTICE

File Administration Resource Incident Request Travel Status Window Help

[CO-CRC-000059] Gohper Gulch

Resource Item

Select Catalog

Aircraft Crew Equipment Overhead Supply

Add External Cancel Transfer

Search Results

Name	Alternate Name	Provider	Current Dispatch
AMBULANCE - T1 - GRAND COUNTY MEDIC-4	GRAND COUNTY AMBULANCE(14)	CO-CRS	CO-CRC
AMBULANCE - T1 - GRAND COUNTY MEDIC-9	GRAND COUNTY AMBULANCE(14)	CO-CRS	CO-CRC
AMBULANCE - T1 - GRAND COUNTY MEDIC-7	GRAND COUNTY AMBULANCE(14)	CO-CRS	CO-CRC
AMBULANCE - T1 - GRAND COUNTY MEDIC-8	GRAND COUNTY AMBULANCE(14)	CO-CRS	CO-CRC
AMBULANCE - T1 - GRAND COUNTY MEDIC-5	GRAND COUNTY AMBULANCE(14)	CO-CRS	CO-CRC
AMBULANCE - T1 - GRAND COUNTY MEDIC-3	GRAND COUNTY AMBULANCE(14)	CO-CRS	CO-CRC

Services Only

Equipment Information

Name * VIN

Alternate Name Year Manufactured

Serial Number

National Resource

Organizations Locations Equipment Type Availability Special Conditions Features Documentation Assignment History

Organizations

Role	Organization Name
Home Unit	Grand County (CO)
Provider	DFPC - Craig Area Office
Owner	Grand County (CO)
Home Dispatch	Craig Interagency Dispatch Center

Vendor Owned: No

To add equipment to the ROSS database

- 1 On the **Resource Item** screen, click **Equipment**, and then click **New**.
- 2 On the **ROSS Confirmation Message** dialog box, click **No**.
- 3 In the **Name** box, type the **Name** of the equipment.

Enter Names in upper and/or lowercase, for example

ENGINE - T6 - 302

DOZER - T3 - ABC Logging - 1

- 4 In the **Alternate Name** box, type an **Alternate Name** to identify that equipment.
- 5 In the **VIN** box, type the **Vehicle Identification Number** of the equipment.
- 6 In the **Serial Number** box, type the **Serial Number** of the equipment.

- 7 Click the **Pick Provider** button, perform the following on the **Select Organization** dialog box, and then click **OK**.
 - If the resource has more than one Provider, click **Resource has multiple Providers**.
 - If the resource has a single Provider, click **Resource has single Provider**, and then search for and click the **Provider**.
- 8 To identify the equipment as a nationally shared resource, click the **National Resource** check box.
- 9 Click the **Save** button.
- 10 Complete the **Resource Item** screen tabs as appropriate.

The following graphic shows the Resource Item screen. The arrow points to the Equipment Information area.

To modify equipment information

- 1 On the **Resource Item** screen, click **Equipment**.
- 2 Search for and then click the **Equipment Resource**.
- 3 Type or replace the **Name**, and **Alternate Name** as appropriate.
- 4 Click to select or clear the **National Resource** check box, as appropriate.
- 5 Click each **Resource Item** tab, modify the information as appropriate, and then click the **Save** button.

Working with Overhead

The Resource Item screen for Overhead allows you to search for, add, modify, and delete overhead information, including:

- Last Name, First Name, and Middle Initial
- Employment Status
- current Qualifications including training positions
- Name and Qualifications of Overhead Groups, such as for teams.

Remember these key points when working with overhead resources:

- Overhead group names must be unique within each government non-dispatch resource provider.
- When creating a single overhead resource, you will automatically create a person record.
- You can search for an existing person who is managed by your dispatch center and convert them to an overhead resource. For example, you can search for and locate a person with a ROSS user account who currently has no qualifications, and add them as an overhead resource.
- The Contacts tab on the Resource Item screen allows you to add contact information that is shared between the Resource Item and User Account screens. You may create only one primary contact for the contact method.
- To modify an overhead record, that resource item must have a System of Record of ROSS and you must have the Data Manager access role for that resource's Managing Dispatch.
 - For resource items with a System of Record other than ROSS, you may only add information, which includes Owner, Home Unit, Preferred Jetport, Home Location, Body Weight, and Gender.
 - Other changes to that resource item must be performed within their own System of Record.

Resource Item screen - Overhead

The screenshot shows the Resource Ordering and Status System (ROSS) interface. The window title is "Resource Ordering and Status System (ROSS) - *** PRACTICE VERSION ***". The menu bar includes File, Administration, Resource, Incident, Request, Travel, Status, Window, and Help. The status bar shows "[CO-CRC-000059] Gopher Gulch" and various status indicators (OF, REQ, IR, PR, MP, RS, TL, RE). The main window is titled "Resource Item" and has a sub-header "@CO-CRC R ? X".

Select Catalog

Aircraft Crew Equipment Overhead Supply

Search Results

Name	Provider	Current Dispatch
/ [REDACTED]	CO-DSP	CO-CRC
/ [REDACTED]	CO-RTF	CO-CRC
/ [REDACTED]	CO-RTF	CO-CRC
/ [REDACTED]	CO-RTF	CO-CRC
/ [REDACTED]	CO-CRS	CO-CRC
/ [REDACTED]	CO-RTF	CO-CRC

Overhead Information

Name * [REDACTED] Body Weight 150

Employment Class * Regular Agency Gender * Male

Record Source IQCS

Organizations | Locations | Qualification | Availability | Special Conditions | Features | Documentation | Contacts | Assignment History

Organizations

Role	Organization Name
Home Unit	Dinosaur National Monument
Provider	Dinosaur National Monument
Owner	Dinosaur National Monument
Home Dispatch	Craig Interagency Dispatch Center

Vendor Owned: No

To create a new single overhead resource

- 1 On the **Resource Item** screen under **Select Catalog**, click **Overhead**, and then click the **New** button.
- 2 On the **ROSS Confirmation Message** dialog box, click **No** to create a single Overhead resource.
- 3 On the **New Overhead Resource** dialog box under **Person Details**, type the following information
 - Last Name
 - Middle Name or Middle Initial
 - First Name
 - Email address, if available.

- 4 Click the **Pick Provider** button, perform the following on the **Select Organization** dialog box, and then click **OK**.
 - If the resource has more than one Provider, click **Resource has multiple Providers**.
 - If the resource has a single Provider, click **Resource has single Provider**, and then search for and click the **Provider**.
- 5 Click the **Employment Class** drop-down arrow, and then click the **Employment Class**.
- 6 Click the **Pick Preferred Jetport** button, and then search for and click the **Preferred Jetport**.
- 7 Click the **Pick Owner** button, and then search for and click the **Owner Organization Name**.

Leave this field blank to default the owner to the Provider organization.

- 8 Click the **Pick Home Unit** button, and then search for and click the **Home Unit Organization Name**.

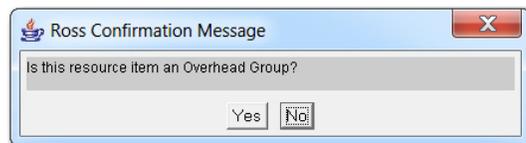
Leave this field blank to default the home unit to the Provider organization.

- 9 In the **Social Security Number** box, type the **Social Security Number** of the overhead resource, without dashes, in the format "999999999."

ROSS generates a unique identifier for its database using the person's Social Security Number (SSN). As you type, this field displays asterisks (), not numbers.*

- 10 In the **Confirm Social Security Number** box, type the **Social Security Number** again.
- 11 When finished, click the **Apply** button, click **OK** on the **Create Overhead Resource** dialog box, and then click the **Close** button on the **New Overhead Resource** dialog box.

The following graphic shows the ROSS Confirmation Message to create a single overhead resource.



The following graphic shows the New Overhead Resource tab on the New Overhead Resource dialog box.

To convert an existing non-overhead resource into an overhead resource

- 1 On the **Resource Item** screen under **Select Catalog**, click **Overhead**, and then click the **New** button.
- 2 On the **ROSS Confirmation Message** dialog box, click **No**.
- 3 On the **New Overhead Resource** dialog box, click the **Search Non-Overhead Resources** tab.
- 4 In the **Last Name** box, type the **Last Name** of the existing person in the ROSS database, and then click the **Search** button.

Remember, you can perform a wildcard search if you do not know the exact spelling of the person's last name.

- 5 Under **Search Results**, click the **Person**.
- 6 Click the **Pick Provider** button, perform the following on the **Select Organization** dialog box, and then click **OK**.
 - If the resource has more than one Provider, click **Resource has multiple Providers**.
 - If the resource has a single Provider, click **Resource has single Provider**, and then search for and click the **Provider**.
- 7 Click the **Employment Class** drop-down arrow, and then click the **Employment Class**.
- 8 Click the **Pick Preferred Jetport** button, and then search for and click the **Preferred Jetport**.

- 9 Click the **Pick Owner** button, and then search for and click the **Owner Organization Name**.

Leave this field blank to default the owner to the Provider organization.

- 10 Click the **Pick Home Unit** button, and then search for and click the **Home Unit Organization Name**.

Leave this field blank to default the home unit to the Provider organization.

- 11 When finished, click the **Apply** button, click **OK** on the **Create Overhead Resource** dialog box, and then click the **Close** button on the **New Overhead Resource** dialog box.

The following graphic shows the Search Non-Overhead Resources tab on the New Overhead Resource dialog box.

The screenshot shows a window titled "New Overhead Resource" with a search interface. It includes input fields for "Last Name", "First Name", and "Middle Name". Below these is a "Search Results" table with headers "Last Name", "First Name", "Middle Name", and "User Name". At the bottom, the "Overhead Resource Details" section contains dropdown menus for "Provider", "Employment Class", "Preferred Jetport", "Owner", and "Home Unit", each accompanied by a search icon. Buttons for "Apply" and "Close" are located in the top right corner.

To add or modify overhead qualifications and information to a resource item

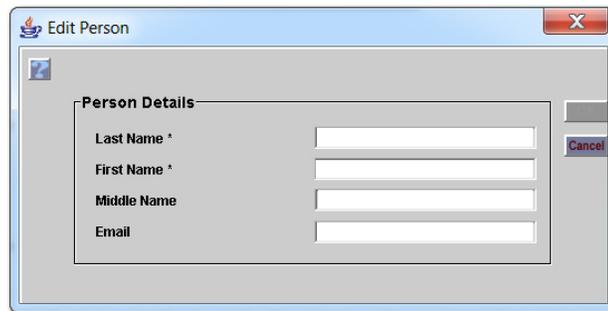
- 1 On the **Resource Item** screen, click **Overhead**, and then click the **Name**.
- 2 Under **Overhead Information**, add or modify information as appropriate and then click the **Save** button.

To modify an overhead resource

To modify an overhead record, that resource item must have a System of Record of ROSS and you must have the Data Manager access role for that resource's Managing Dispatch.

- 1 On the **Resource Item** screen, click **Overhead**, click the **Name**, and then click **Edit**.
- 2 On the **Edit Person** dialog box, modify the following boxes as appropriate and then click **OK**
 - Last Name
 - First Name
 - Middle Name
 - Email.

The following graphic shows the Edit Person dialog box.



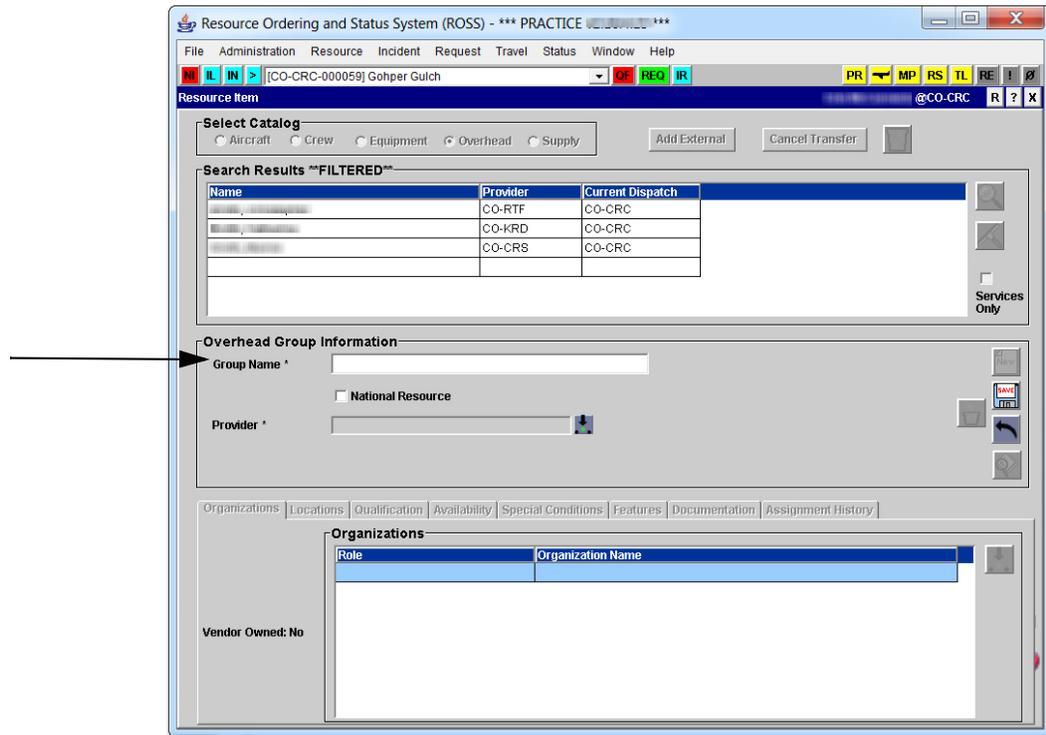
To create an overhead team

- 1 On the **Resource Item** screen, click **Overhead**, and then click **New**.
- 2 On the **ROSS Confirmation Message** dialog box, click **Yes**.
- 3 Under **Overhead Team Information**, type the **Name of the new Overhead Team** in the **Team Name** box.
- 4 To designate the overhead team as a nationally shared resource, click the **National Resource** check box.
- 5 Click the **Pick Provider** button, perform the following on the **Select Organization** dialog box, and then click **OK**.
 - If the resource has more than one Provider, click **Resource has multiple Providers**.
 - If the resource has a single Provider, click **Resource has single Provider**, and then search for and click the **Provider**.

The following graphic shows the ROSS Confirmation Message dialog box for creating an overhead team.



The following graphic shows the Resource Item screen. The arrow points to the Overhead Group Information area.



To assign people to the overhead team create a Roster. For more information see the ROSS User Guide, "Roster - creating lists of resources," available on the ROSS website at <http://ross.nwcg.gov>.

To change the Provider organization for an Overhead resource

You cannot not change a Provider organization if the person is currently assigned to an incident. The person must have a status of "Available" or "Unavailable" to change the Provider organization.

- 1 On the **Resource Item** screen, click **Overhead**.
- 2 Search for and then click the **Name**.
- 3 On the **Organizations** tab, click the **Provider** row, and then click the **Pick Organization** button.
- 4 On the **Select Organization** dialog box, perform the following, and then click **OK**.
 - If the resource has more than one Provider, click **Resource has multiple Providers**.
 - If the resource has a single Provider, click **Resource has single Provider**, and then search for and click the **Provider**.

Working with Supplies

The Resource Item screen for Supply items allows you to create and qualify supply non-service resources items. Remember these key points when working with supply resources:

- With the ROSS Catalog Manager role, you may manage Reminders, Features, Keywords, and Documentation.
- Enter only supply items that are uniquely identifiable that will be statused as resources. For example, an aerial sphere dispenser.
- Do not enter supply services such as lodging, meals, and rental cards as resources. Instead, create a purchase agreement for these services on the Contract screen.
- Supply resources are only displayed on the Resource Status screen if the NICC Catalog Manager permits.
- When creating NFES and non-NFES supply non-service resources, you must provide a unique name within a given Provider organization.
- You may only assign one unique (non-alias) classification from the Supply non-service catalog to a supply resource. You can not assign the generic “!Not in Catalog” classification to a supply resource.
- As a data manager, you may track your supply resources even if the catalog manager has identified those resources as “not tracked” and those items may only be ordered in quantities of one. *You can not change the tracking designation of resources set as “tracked” in the catalog.*
- As a dispatcher, you may turn tracking on when creating or filling requests for items ordered in quantities of one that have been set to “not tracked” by the catalog manager.

You can not change the tracking designation of resources set as “tracked” in the catalog.

- You cannot edit an NFES Catalog Item Name, Code, Unit of Issue, Standard Pack, Orderable in Quantities, or Request Tracking Options.

Resource Item screen - Supply

The screenshot shows the Resource Item screen in the ROSS application. The window title is "Resource Ordering and Status System (ROSS) - *** PRACTICE ***". The menu bar includes File, Administration, Resource, Incident, Request, Travel, Status, Window, and Help. The address bar shows "[CO-CRC-000059] Gohper Gulch". The main area is titled "Resource Item" and includes a "Select Catalog" section with radio buttons for Aircraft, Crew, Equipment, Overhead, and Supply (selected). There are "Add External" and "Cancel Transfer" buttons. Below is a "Search Results" table with columns Name, Provider, and Current Dispatch, showing one result: Helitorch, CO-CRC, CO-CRC. The "Service Information" section has a "Service Name" field with "Helitorch", and checkboxes for "National Resource" and "Track Associated Requests". At the bottom, there are tabs for Organizations, Locations, Classification, Availability, Special Conditions, Features, Documentation, and Assignment History. The "Organizations" tab is active, showing a table with columns Role and Organization Name, listing Home Unit, Provider, Owner, and Home Dispatch, all associated with Craig Interagency Dispatch Center. A "Vendor Owned: No" label is visible on the left.

Name	Provider	Current Dispatch
Helitorch	CO-CRC	CO-CRC

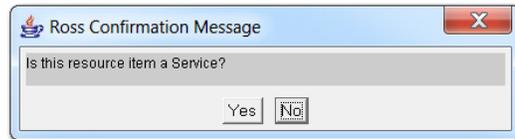
Role	Organization Name
Home Unit	Craig Interagency Dispatch Center
Provider	Craig Interagency Dispatch Center
Owner	Craig Interagency Dispatch Center
Home Dispatch	Craig Interagency Dispatch Center

To create a new non-service supply resource

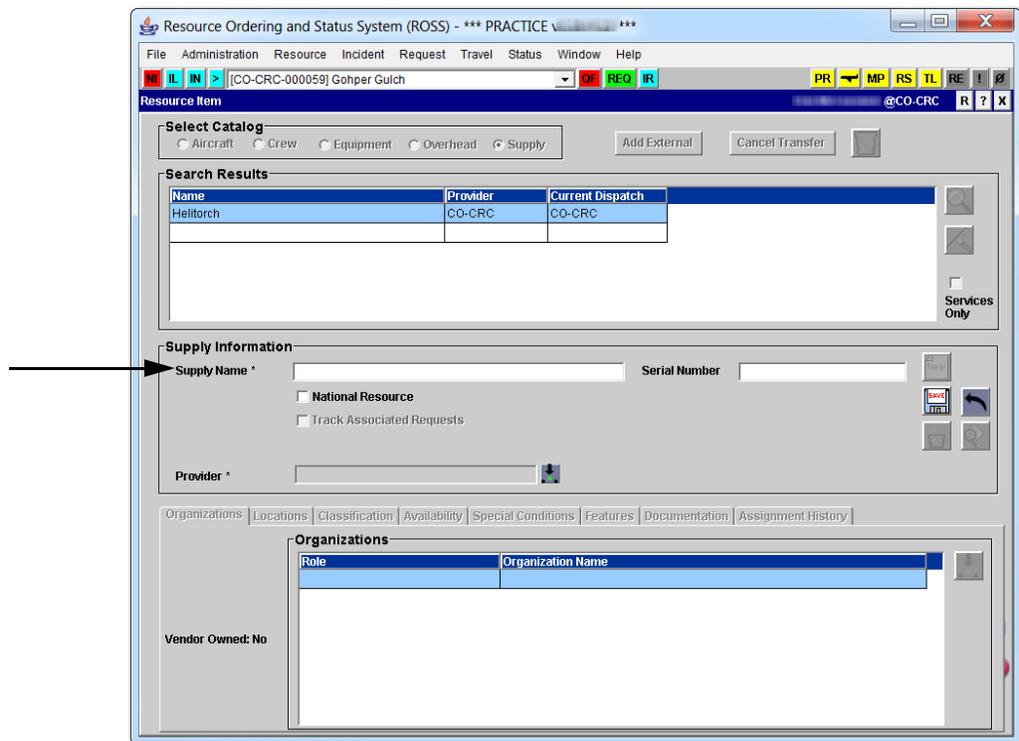
- 1 On the **Resource Item** screen under **Select Catalog**, click **Supply**, and then click the **New** button.
- 2 On the **ROSS Confirmation Message** dialog box, click **No**.
- 3 Under **Supply Information**, type the **Supply Name** in the **Supply Name** text box.
- 4 In the **Serial Number** text box, type the **Serial Number** of the resource, if appropriate.
- 5 To designate a nationally available supply resource, click the **National Resource** check box.

- 6 Click the **Pick Provider** button, perform the following on the **Select Organization** dialog box, and then click **OK**.
 - If the resource has more than one Provider, click **Resource has multiple Providers**.
 - If the resource has a single Provider, click **Resource has single Provider**, and then search for and click the **Provider**.
- 7 Click the **Save** button.

The following graphic shows the ROSS Confirmation Message dialog box for creating a new supply item.



The following graphic shows the Resource Item screen. The arrow points to the Supply Information area.



Working with the Organizations tab

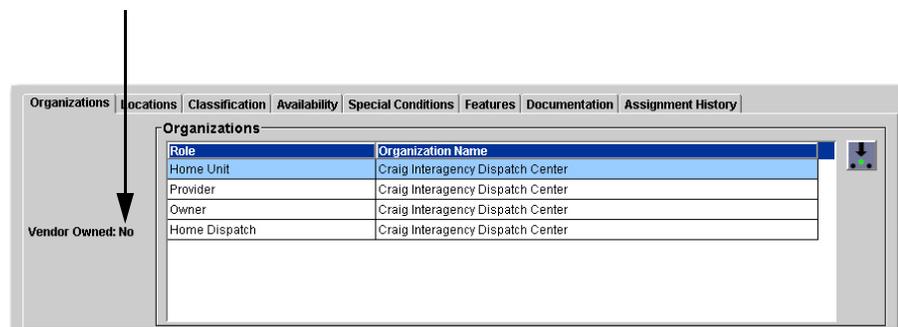
This section explains how to define government-owned and vendor-owned resource items and how to change role designations.

You can only change the Provider, Home Unit, and Owner information of resources that are currently stasused At Home, Available, or Unavailable.

The Organizations tab displays a list of organizations that have an ownership role for the resource. Remember the following definitions:

- **Provider.** Providers are ultimately responsible for providing resources. This includes groups such as the USFS Supervisor’s Office, Regional Office, and BLM District. *Groups in the fourth tier of the organizational hierarchy, such as USFS Ranger Districts, do not have a state code and four-letter ID defined in ROSS. As such, each of these units may only be listed as the resource’s Home Unit.* For vendor-owned resources, the provider is the organization that awarded the contract. When selecting a provider for a new or existing resource, you must indicate whether the resource has a single provider or has multiple providers. While a single provider is typical, an incident management team or an interagency crew may have multiple providers. Remember the following definitions:
 - **Single provider.** Search for and select any government (non-dispatch) provider available in ROSS.
 - **Multiple providers.** The provider, owner, and home unit defaults to the managing dispatch center.
- **Owner.** Owners are the actual owner of a resource. Most of the time, the owner and the provider are the same unit. There are exceptions, such as when a resource is stationed at another unit while not being owned by that unit. *For example, Joe Smith works for the Washington Office of the National Park Service. Joe’s administrative work office is Yosemite National Park. Yosemite is Joe’s “Provider.” For vendor-owned resources, the name of the owner will be the vendor organization, such as “ABC Engines, Inc.”*
- **Home Dispatch.** The home dispatch for a resource is the primary dispatch office that dispatches the resource.
- **Home Unit.** The home unit for a resource is the normal location where the resource works. *For example, Detroit Ranger District is the Home Unit for many resources provided by the Willamette National Forest.* The Home Unit defaults to the Provider organization. Assigning a Home Unit allows resources to be grouped by Home Unit on the Resource Status screen.

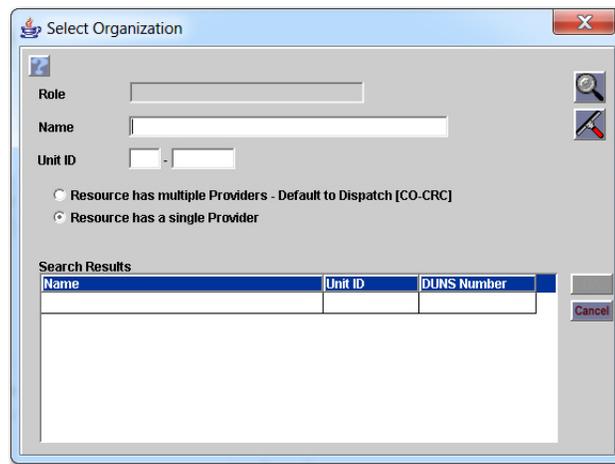
The following graphic shows the Organizations tab on the Resource Item screen. The arrow points to Vendor Owned: No, which tells you this resource item is not vendor-owned.



To define a government-owned resource item

- 1 On the **Organizations** tab, verify that the **Provider**, **Owner**, **Home Dispatch**, and **Current Dispatch Roles** reflect the appropriate **Organization Names**.
- 2 To change an **Organization Name** designated for a specific **Role**, click the **Role** you want to change, and then click **Edit**.
- 3 Search for and click the **Name**, and then click **OK**.
- 4 Change other **Organization Names** designated for the remaining **Roles** as appropriate.

The following graphic shows the Select Organization dialog box for changing the organization name designated for a single Provider.

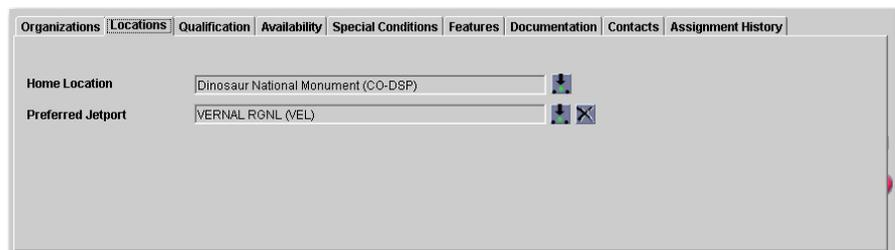


Completing the Locations tab

This section explains how to define the home location for a resource item. Before you can complete this task, the home location must be defined on the Location screen. Home location may be set to an organization, location, or airport.

The home location defaults to the selected Provider organization.

The following graphic shows the Locations tab for a single overhead resource.

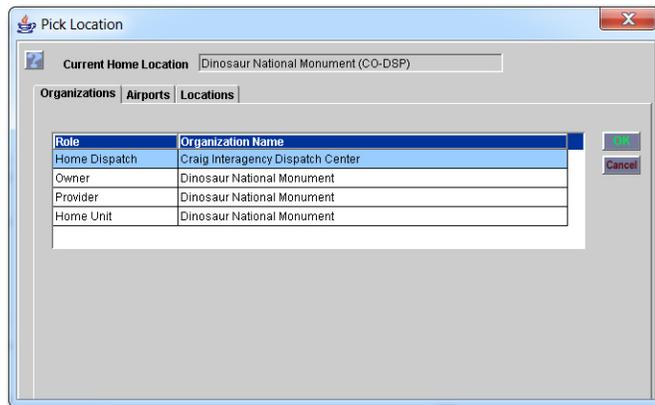


To define the home location and preferred jetport for a resource item

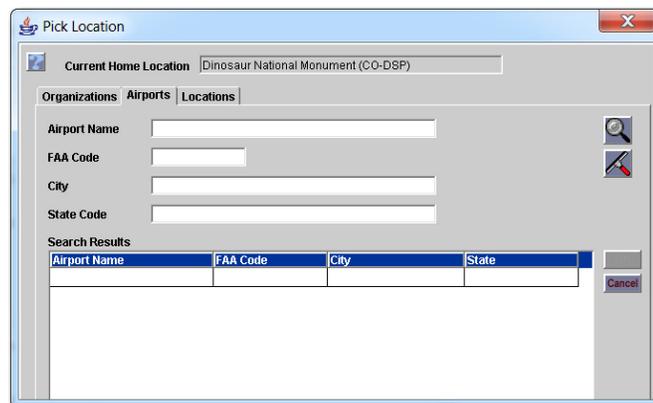
You can select any government non-dispatch provider, not just those managed by your dispatch center.

- 1 On the **Resource Item** screen, click the **Catalog** of your choice.
- 2 Search for and click the **Resource**.
- 3 Click the **Locations** tab, and then click the **Pick Organization, Airport or Location** button.
- 4 On the **Pick Location** dialog box, perform the following and then click **OK**.
 - To designate an organization as the home location, click the **Organizations** tab, search for and then click either the **Home Unit, Owner, Provider, or Home Dispatch** organization.
 - To designate an airport as the home location, click the **Airports** tab, search for and then click the **Airport Name, FAA Code, City, and State**.
 - To designate a non-airport home location, click the **Locations** tab, search for and then click the **Name, City, and State**.

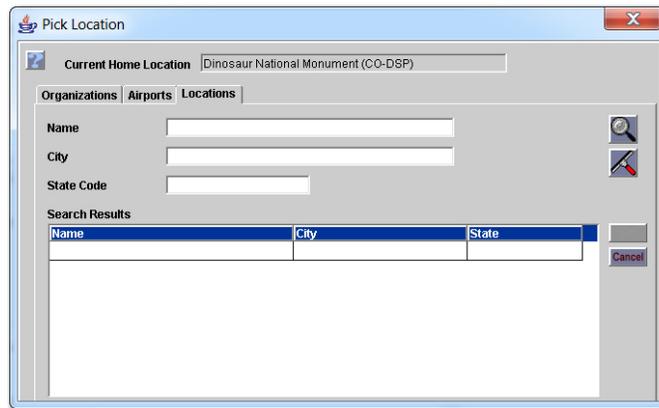
The following graphic shows the Organizations tab on the Pick Location dialog box.



The following graphic shows the Airports tab on the Pick Location dialog box.



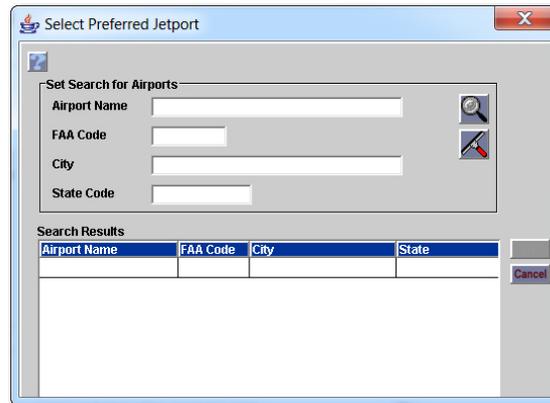
The following graphic shows the Locations tab on the Pick Location dialog box.



To define the preferred jetport for a resource item

- 1 On the **Locations** tab, click the **Pick Jetport** button.
- 2 On the **Select Preferred Jetport** dialog box, search for and click the **Airport**, and then click **OK**.

The following graphic shows the Select Preferred Jetport dialog box.



Completing the Classification/Equipment Type/Qualification tab

This section explains how to classify, qualify, or type resource items. The Classification/Qualification tab identifies the following information for the resource:

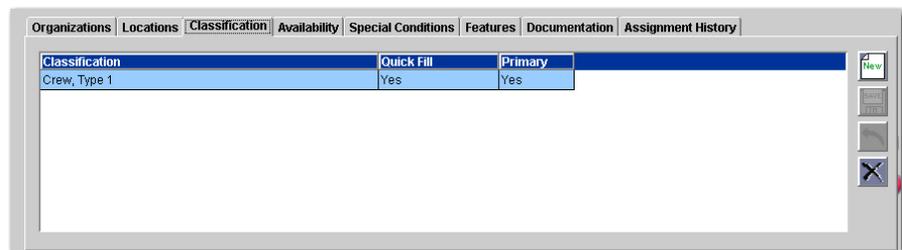
- for Aircraft, the NWCG type of aircraft and any other special qualifications
- for Crew, the type of crew, such as a Type I, Type II, or camp crew
- for Equipment, the type, such as a Type 6 engine

- for Overhead, the current qualifications for which the resource is qualified
- for Supply, the unique (non-alias) classification from the supply non-service catalog.

You cannot delete the primary classification for aircraft, crew, and equipment non-service resources. You must first change the primary classification to “No,” set another primary classification to “Yes” and save your changes, and then delete the non-primary classification.

Aircraft, equipment, and overhead qualifications may have assigned expiration dates.

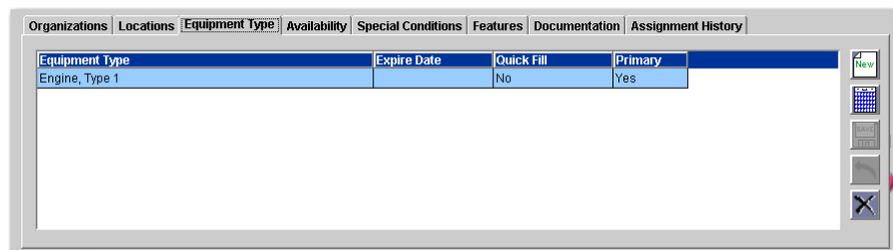
The following graphic shows the Classification tab for classifying aircraft, crew, and supply resource items.



The following graphic shows the Classification tab for classifying non-service supply resource items.



The following graphic shows the Equipment Type tab for specifying equipment resource items.



The following graphic shows the Qualification tab for qualifying overhead resource items.

Qualified As	Qual Status	Expire Date	Visible
INFRARED INTERPRETER	QUALIFIED	08/23/2015	<input checked="" type="checkbox"/>

Qual Status: Open the drop-down list to select whether the qualification is 'Qualified', 'Trainee', 'Blocked', 'Unqualified' or 'Unknown.'

To specify classifications, equipment types, or qualifications for a resource

You can add a new qualification without deleting the roster. ROSS automatically replaces the "old" qualification with the "new" qualification.

- 1 On the **Resource Item** screen, click the **Catalog** of your choice.
- 2 Search for and click the **Resource**.
- 3 Click the **Classification/Equipment Type/Qualifications** tab, and then click the **New** button.

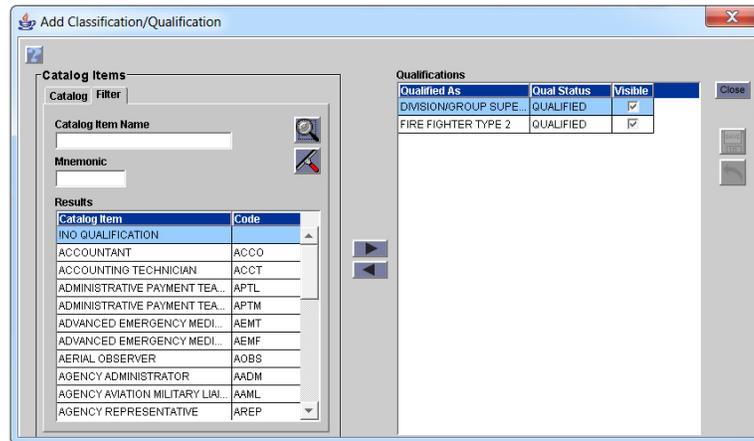
*To view all items available, click the **Catalog** tab.*

- 4 Under **Category**, click the appropriate **Category Name**.
- 5 Under **Classify as**, click the appropriate **Catalog Item Name**, and then click the **Add** arrow to move your selection to the **Classifications** list.
- 6 Add additional **Classifications/Qualifications** as needed, and then click **OK**.

The following graphic shows the Catalog tab on the Add Classification/Qualification dialog box for overhead resource items.

Qualified As	Qual Status	Visible
DIVISION/GROUP SUPE.	QUALIFIED	<input checked="" type="checkbox"/>
FIRE FIGHTER TYPE 2	QUALIFIED	<input checked="" type="checkbox"/>

The following graphic shows the Filter tab on the Add Classification/Qualification dialog box for overhead resource items.



To delete a non-primary classification

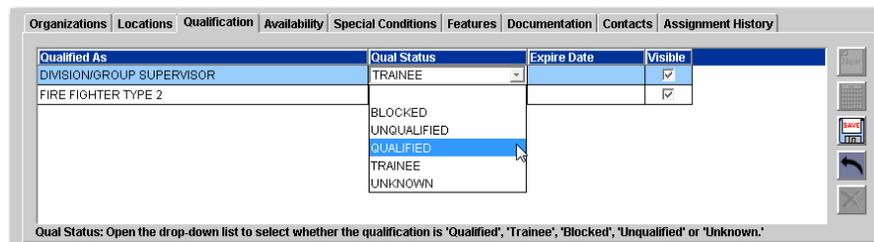
You cannot delete the primary classification.

- 1 On the **Resource Item** screen, click the **Catalog** of your choice.
- 2 Click the **Classification/Equipment Type/Qualifications** tab, click the **non-Primary Classification**, and then click the **Delete** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

To change a qualification level of an overhead resource

- 1 Click the **Qualification** tab.
- 2 Under **Qual Status**, double-click the current level of the qualification.
- 3 From the **Qual Status** drop-down list, click the new qualification level, and then click **OK**.

The following graphic shows the Qual Status drop-down list on the Qualification tab for overhead.



To hide the qualification of an overhead resource

- 1 On the **Resource Item** screen, click the **Overhead resource**, and then click the **Qualification** tab.
- 2 Under **Active**, click to clear the **Visible** check box, and then click the **Save** button.

The following graphic shows the Qualification tab on the Resource Item screen. The arrow points to the Visible column.



To make visible the qualification of an overhead resource

- 1 On the **Resource Item** screen, click the **Overhead resource**, and then click the **Qualification** tab.
- 2 Under **Active**, click the **Active** check box, and then click the **Save** button.

To specify an expiration date for an aircraft, equipment, or overhead resource

- 1 On the **Classification**, **Qualification**, or **Equipment Type** tab, click the **Item**, and then click the **Select Dates** button.
- 2 On the **Calendar** that appears on your screen, click the **Expiration Date** as appropriate, and then click **OK**.

Completing the Availability tab

This section explains how to set the Activation/Deactivation Dates, Maximum Days of Commitment, and Unavailability Periods for a resource.

The following graphic shows the Availability tab.

From	To	Reason

Manage the day-to-day status of the resource from the Resource Status screen.

To set availability of a resource

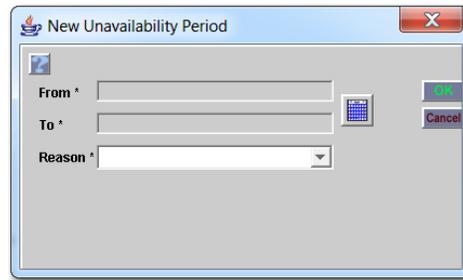
- 1 On the **Resource Item** screen, click the **Catalog** of your choice.
- 2 Search for and click the **Resource Item**, and then click the **Availability** tab.
- 3 Complete the following fields, as appropriate.
 - For aircraft, click the drop-down arrow in the **Mandatory Day Off** box, and then click the appropriate day.
 - For crews and overhead, type the appropriate **number** in the **Maximum Days of Commitment** box.
 - For resources that are seasonal or have a defined, “on contract” period, click the **Calendar** button, and then click the appropriate **Activation Date** and **Deactivation Date**.

To add an unavailability period to a resource

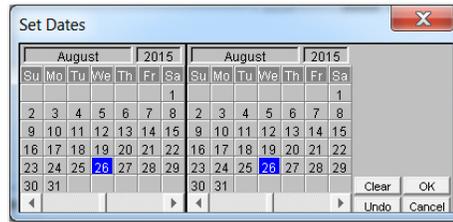
- 1 Under **Unavailability Period**, click **New**.
- 2 Click the **Set Unavailability From and To Dates** button, and then click the appropriate **From** and **To** dates.
- 3 In the **Reason** box, click the drop-down arrow and click the appropriate **Reason**, and then click **OK**.

Reason for unavailability includes Day Off, Inactive, Management, N/A, Out of Service, Personal, and Rest.

The following graphic shows the New Unavailability Period dialog box.



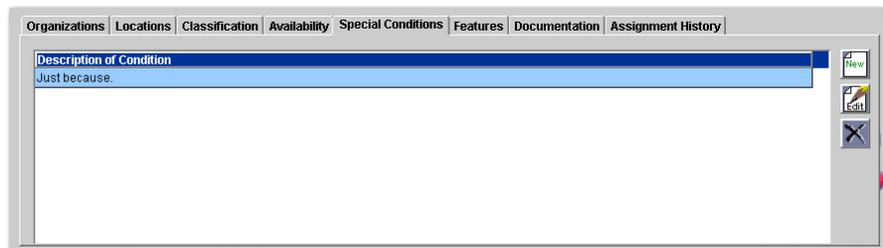
The following graphic shows the Set Dates dialog box.



Completing the Special Conditions tab

This section explains how to add noteworthy information about a specific resource, such as for an inmate crew that cannot leave state jurisdiction.

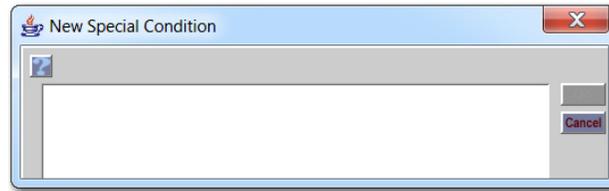
The following graphic shows the Special Conditions tab.



To add special conditions about a resource

- 1 On the **Resource Item** screen, click the **Catalog** of your choice.
- 2 Search for and click the **Resource Item**.
- 3 Click the **Special Conditions** tab, and then click **New**.
- 4 In the **New Special Condition** dialog box, type the information and then click **Close** to return to the **Special Conditions** tab.

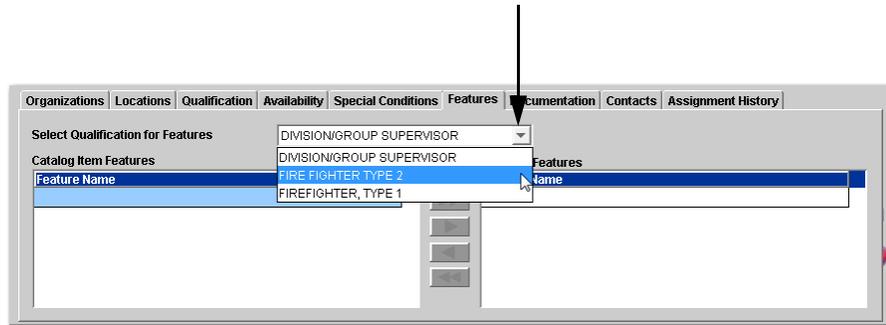
The following graphic shows the New Special Condition dialog box.



Completing the Features tab

This section explains how to assign catalog item features to a resource. Features are applied to the resource, not to individual qualifications.

The following graphic shows the Features tab. The arrow points to the Select Qualification for Features drop-down arrow.



To assign features to a resource

- 1 On the **Resource Item** screen, click the **Catalog** of your choice.
- 2 Search for and click the **Resource Item**, and then click the **Features** tab.
- 3 Click the **Select Qualification for Features** drop-down arrow, and then click the **Qualification**.

This populates the features identified for that qualification.

- 4 Under **Catalog Item Features**, click the appropriate **Feature Name**, and then click the **Add** arrow to move your selection to the **Available Features** list.

To select more than one feature name at a time, select each Feature while pressing CTRL, and then click the Add arrow to move those selections.

Completing the Documentation tab

This section explains how to add documentation to a resource. Documentation is part of the permanent information for a resource and is auto-stamped with the time of entry and logon ID. You cannot edit nor delete documentation.

The following graphic shows the Documentation tab.



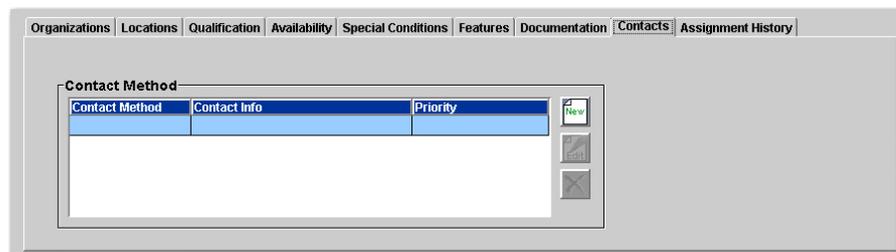
To add documentation to a resource

- 1 On the **Resource Item** screen, click the **Catalog** of your choice.
- 2 Search for and click the **Resource**, and then click the **Documentation** tab.
- 3 In the lower left text box, type the documentation, and then click the **Append Documentation** button.

Completing the Contacts tab

This section explains how to add contact information for overhead resources. The Resource Item and User Account screens share contact information for every overhead resource that has ROSS user account, including a ROSS user, web status user, supervisor, and government representative.

The following graphic shows the Contacts tab that displays for overhead resources only.



To add new contact information for an overhead resource

- 1 On the **Resource Item** screen, click **Overhead**, and then search for and click the **Overhead Resource Item**.
- 2 Click the **Contacts** tab, and then click **New**.

- 3 On the **New Person Contact** dialog box, click the **Contact Method** drop-down arrow, and then click the **Contact Method**.
- 4 Click the **Priority** drop-down arrow, and then click the **Priority**.
- 5 In the **Entry** box, type the appropriate **telephone number, pager number, or email address** for that **Contact Method**, and then click **OK**.

The following graphic shows the New Person Contact dialog box.



To edit contact information for an overhead resource

- 1 On the **Resource Item** screen, click **Overhead**, and then search for and click the **Overhead Resource**.
- 2 Click the **Contacts** tab, and then click **Edit**.
- 3 On the **Edit Person Contact** dialog box, modify the following information as appropriate, and then click **OK**
 - Contact Method
 - Priority
 - Entry.

To delete contact information for an overhead resource

- 1 On the **Resource Item** screen, click **Overhead**, and then search for and click the **Overhead Resource**.
- 2 Click the **Contacts** tab, click the **Contact Method Type**, and then click **Delete**.
- 3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

Completing the Assignment History tab

This section explains how to review and print the assignment history of a resource.

The following graphic shows the Assignment History tab.

Incident	Request #	Requested Item	Mob ETD	Mob ETA
[AZ-ASF-110152] Wallow	E-350.1	ENGINE BOSS	06/06/2011 12:30 MST	06/06/2011 21:30 MST
[GA-OKR-000001] Honey Prairie	E-1089.1	ENGINE BOSS	07/06/2011 06:00 MST	07/08/2011 08:00 MST
[CO-JEX-000176] Lower North Fork	E-6.2	FIRE FIGHTER TYPE 2	03/26/2012 20:00 MST	03/26/2012 22:00 MST
[CO-PSF-000636] Waldo Canyon	E-129.3	ENGINE BOSS	07/03/2012 13:00 MST	07/03/2012 13:00 MST
[SD-BKF-120655] MYRTLE	E-99.1	ENGINE BOSS	07/20/2012 16:00 MST	07/20/2012 22:00 MST
[SD-BKF-120842] BKF Command an...	E-6042.1	ENGINE BOSS	07/29/2012 20:00 MST	07/29/2012 21:00 MST
[AZ-TNF-000002] 2012 TNF ABCD ML...	E-122.1	ENGINE BOSS	08/13/2012 12:00 MST	08/13/2012 20:34 PNT

To review the assignment history of a resource

- 1 On the **Resource Item** screen, click the **Catalog** of your choice.
- 2 Search for and click the **Resource**, and then click the **Assignment History** tab.

Printing the Resource Order Form and Assignment History

Print

The Print button on the Assignment History tab allows you to view, save, and print the following ROSS Reports in PDF format:

- **Resource Order Form.** Select this option to view, save, and print a Resource Order Form in its original format.
- **Resource Order Form with a continuous header.** Select this option to view, save, and print the full header on the first page only and a continuation header on following pages. This format is useful when there is extensive User Documentation associated with the Resource Order Form.
- **Assignment History.** Select this option to view, save, and print the Assignment History of a specific resource.

To print the resource order form for a resource

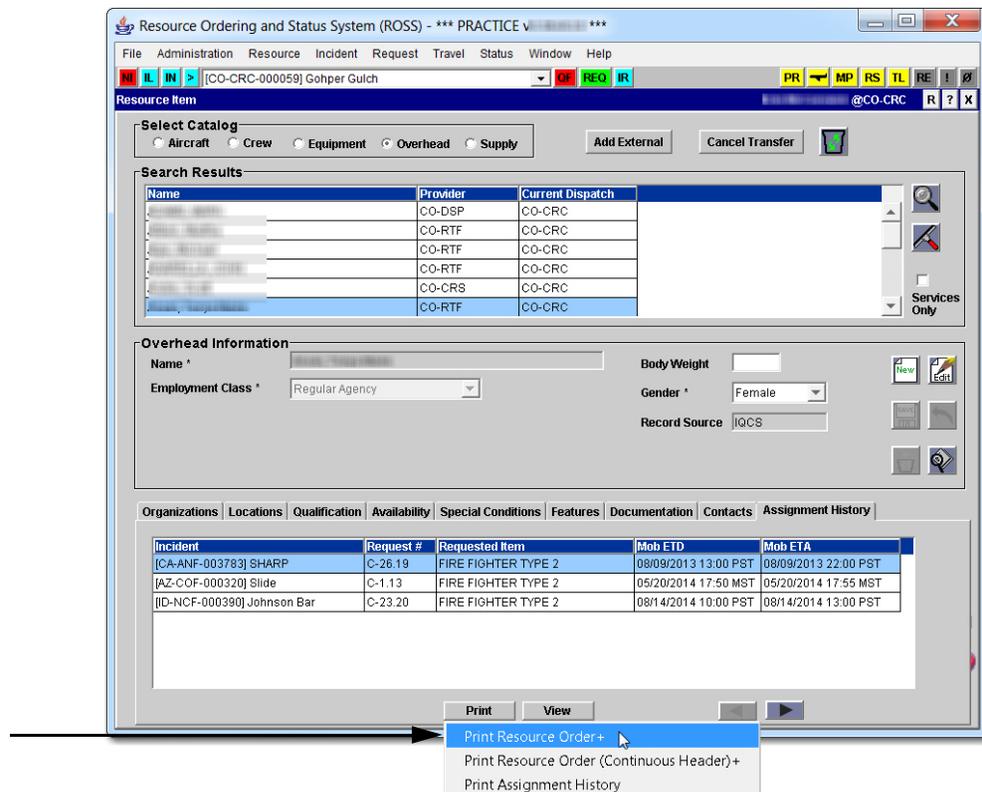
- 1 On the **Resource Item** screen, click the **Catalog** of your choice.
- 2 Search for and click the **Resource**, and then click the **Assignment History** tab.

- 3 On the **Assignment History** tab, click the **Print** button, and then click **Print Resource Order+** or click **Print Resource Order (Continuous Header)+**.

A new browser session of ROSS Reports opens. After a few moments, your report in .PDF format displays on your screen.

- 4 In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or pres **[Ctrl] + P**.
- 5 On the **Print** dialog box, review the printer settings and then click **OK**.
- 6 When finished, close your Internet browser.

The following graphic shows the Assignment History tab on the Resource Item screen. The arrow points to the forms available to print.



The following graphic shows a sample Resource Order for a Crew. The arrow points to the Save button.

RESOURCE ORDER		2. Incident / Project Name		3. Incident / Project Order Number		Financial Codes											
CREW		LITTLE BRIDGE CREEK		WA-OWF-000538		PJAL7 (06/17) [P] ASC 140700 BSU-221											
Initial Date/Time		4. Office Reference Number		5. Jurisdiction / Agency		Okanogan - Wenatche National Forest											
08/02/14 2016		538		538													
12. Request Number	Ordered Date/Time	From	To	City	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
C-38	08/14/14 1459 PST	Expanded Disp. 509-415-3320	WA-CWC	1	Crew, Camp	08/15/14 1800 PST	Little Bridge Creek	MT-GDC	WA-CWC	08/15/14 0814 MST	MT-LCF	CREW - CAMP - Lewis & Clark Big Sky	D	08/30/14 1400 PST	08/31/14 1500 PST	08/30/14 1400 PST	GREAT FALLS INTL (CET)
Travel Mode bus		Financial Code PJAL7 (0617)		Special Needs		Reporting Instructions: Marge Geisen Ranch 600 Twisp Carlton Rd Twisp, WA 98856		From Pateros go towards Carlton 22.3 miles on WA-153 Turn left on Twisp/Carlton Rd and go 5.9 miles Arrive at 600 Twisp/Carlton Rd.									
13. User Documentation																	
Req. No.	Documentation																Entered By
C-38	Request C-38 - Crew, Camp - [WA-OWF-000538] LITTLE BRIDGE CREEK has been filled with CREW - CAMP - Lewis & Clark Big Sky (MT-GDC) by MARK CONWAY@MT-GDC ROSS.																MARK CONWAY (MT-GDC) 08/14/2014 1758 MST
C-38	Talked to Cherie at Expanded. She was good with double lunching crew to travel. Travel time is over 10 hours.																TAMMY STEVENS (MT-GDC) 08/14/2014 1937 MST
C-38	Tammy@GDC only @ have shown up, is that okay? per Amber at Little Bridge: B is okay - relayed to Tammy@GDC																Coral Tily (WA-CWC) 08/15/2014 0712 PST
C-38	Request C-38 - Crew, Camp - [WA-OWF-000538] LITTLE BRIDGE CREEK has been filled with CREW - CAMP - Lewis & Clark Big Sky (MT-GDC) by TAMMY STEVENS@MT-GDC ROSS.																TAMMY STEVENS (MT-GDC) 08/15/2014 0814 MST
C-38	Christine Oppelt cell - 406-836-9080																TAMMY STEVENS (MT-GDC) 08/15/2014 0818 MST

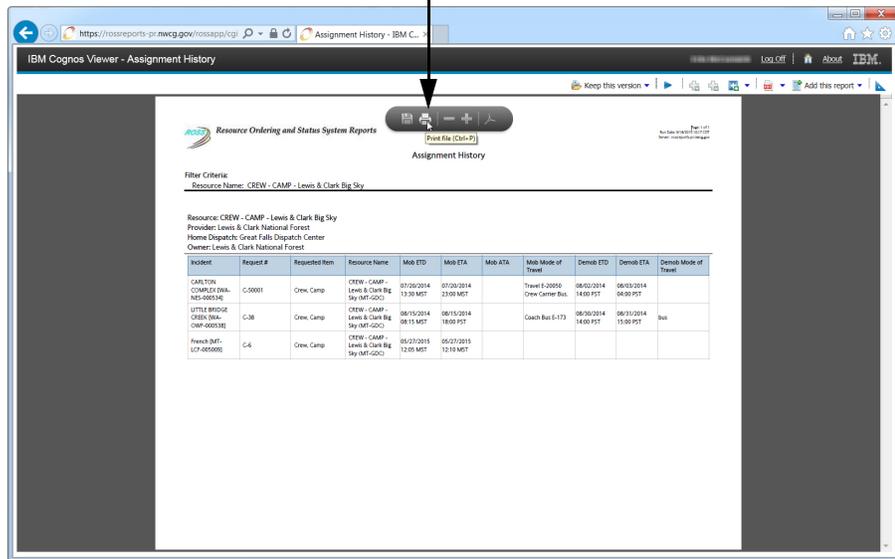
To print the assignment history of a resource

- 1 On the **Resource Item** screen, click the **Catalog** of your choice.
- 2 Search for and click the **Resource**, and then click the **Assignment History** tab.
- 3 On the **Assignment History** tab, click the **Print** button, and then click **Print Assignment History**.

A new browser session of ROSS Reports opens. After a few moments, your report in .PDF format displays on your screen.

- 4 In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or pres **[Ctrl] + P**.
- 5 On the **Print** dialog box, review the printer settings and then click **OK**.
- 6 When finished, close your Internet browser.

The following graphic shows a sample Assignment History report. The arrow points to the Print button.

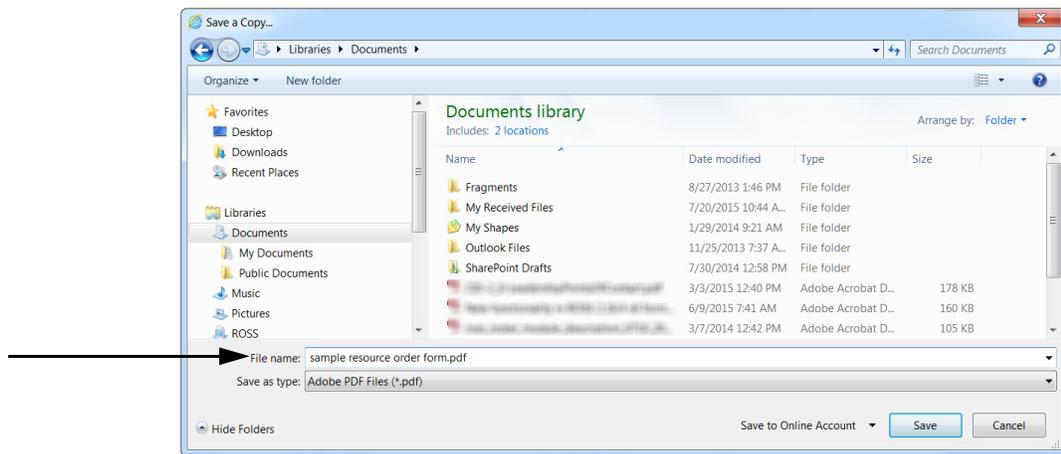


To save a resource order form or assignment history to your computer

Be sure to assign a meaningful name when you save the report. The default is cognos.pdf.

- 1 While viewing the resource or or assignment history in **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Save file** button or pres **[Ctrl] + S**.
- 2 On the **Save a copy** dialog box, complete the **File name** text box, and then save the report to your computer.
- 3 When finished, close your Internet browser.

The following graphic shows a Save a copy dialog box. The arrow points to the File name text box.



Identifying National Resources

National Resources are those resources that have national utilization, high demand, limited availability, and unique status reporting requirements identified by the NICC. These include Type 1 Incident Management Teams (IMTs), Type 1 Crews, Airtankers on a NICC contract, most Type 1 and 2 helicopters and lead planes, and smoke jumpers.

For a complete list of national resources, refer to the current National Mobilization Guide.

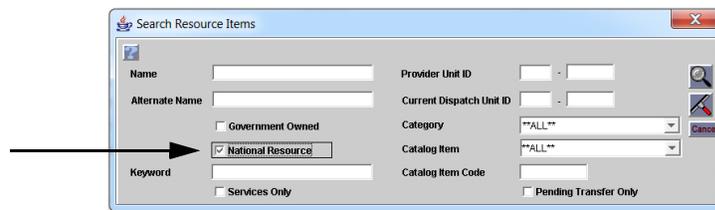
When you check the National Resource check box on the Resource Item screen, you allow “No Action” notifications to be generated whenever a dispatcher assigns, reassigns, diverts, or releases that resource.

For more information about notifications for dispatch offices and selection areas, please refer to the section, “Setting your dispatch notification preferences,” in the ROSS User Guide, “Personal Settings - setting request filters.”

To identify a resource as a nationally shared resource

- 1 On the **Resource Item** screen, search for and then click the **Resource**.
- 2 Click the **National Resource** check box, and then click the **Save** button.

The following graphic shows the Search Resource Items dialog box. The arrow points to the National Resource check box.



Designating a Quick Fill resource

The Quick Fill function allows you to automatically generate a resource request and fill it at the same time. You can only designate a resource as “QuickFill” if you are the dispatch center that controls that resource. Once you quick fill a resource, it is automatically considered to be on-site and at the incident.

For more information about using the Quick Fill screen, see the User Guide, “Quick Fill - expediting resources and requests.” available on the ROSS website at <http://ross.nwcg.gov>.

To designate a resource as Quick Fill

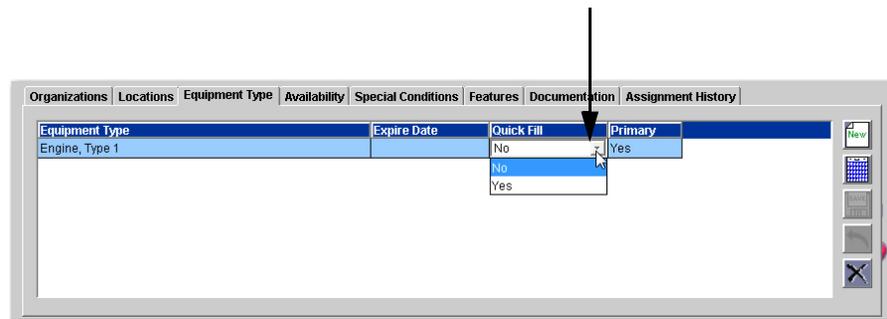
You can only designate a resource as QuickFill if you are the dispatch center that controls the resource.

- 1 On the **Resource Item** screen, click the **Aircraft, Crew, or Equipment resource**.
- 2 Click the **Classification** or **Equipment Type** tab.
- 3 Under the **Quick Fill** column, click the current **Quick Fill designation**.

*This will be either a **Yes** or **No** value.*

- 4 Click the **Quick Fill** drop-down arrow, click the **Quick Fill designation**, and then click the **Save** button.

The following graphic shows a sample Classification tab. The arrow points to the Quick Fill drop-down arrow.



Adding external resources to inventory

The Add External button on the Resource Item screen allows you to add external resources to your inventory that were created from the Pending Request screen.

For more information about using the Fill with External Resource option, see the tasks, "To fill the pending request with an external resource," and "To create a new external resource," in the ROSS User Guide, "Pending Request - managing requests for resources."

To add an external resource item to your inventory

- 1 On the **Resource** menu, click **Resource Item**.
- 2 Under **Select Catalog**, click the **Catalog**, and then click the **Add External** button.
- 3 On the **Add External Resource to Inventory** dialog box, search for and then click the external **Resource Name**, and then click **OK**.

Add External

- 4 Under **Overhead Resource Details**, click the **Pick Provider** button, and then perform one of the following on the **Select Organization** dialog box.
 - To designate that the resource has multiple providers, click the **Resource has multiple Providers** option.
 - To designate that the resource has a single provider, click the **Resource has a single Provider** option, and then search for and click the **Provider Name**.
- 5 For overhead, click the **Employment Status** drop-down arrow, and then click the **Employment Status**.
- 6 For crews and overhead, click the **Pick Preferred Jetport** button, search for and then click the **Preferred Jetport**.

The following graphic show the Add External Resource to Inventory dialog box.

The screenshot shows a dialog box titled "Add External Resource to Inventory". It is divided into three main sections:

- Set Search Criteria for NON-ROSS Dispatch Unit Resources:** This section contains three input fields: "Provider Name", "Provider Unit ID", and "Resource Name". There are search and edit icons to the right of these fields.
- Select External Resource:** This section features a table with three columns: "Resource Name", "Provider", and "Incident #". The table is currently empty. A "Cancel" button is located to the right of the table.
- Overhead Resource Details:** This section contains three dropdown menus: "Provider *", "Employment Class *", and "Preferred Jetport *".

Managing resource items for your center

This section explains how to transfer, and remove and delete resource items and how to view and print resource item usage information.

You must have the Data Manager role to transfer, remove, and delete resource items from your dispatch center.

Transferring resources to another dispatch center

This section explains how to transfer resources to another dispatch center, how to review incomplete resource transfers, and how to cancel the transfer of a resource.

You must have the Data Manager role to transfer a resource.

Remember these key points when transferring resources:

- You can transfer a resource managed by your dispatch center to another center. These resources must be at home (available or unavailable).

This is done if the resource goes on a temporary reassignment or moves to another office. Do not transfer a resource that is being assigned to a request or preposition.

- You can not transfer resources assigned to a parent request of an open assignment roster.
- You can not transfer a person who is not a resource, that is, a person who doesn't have qualifications. You must physically delete that person at one dispatch center, and then add the person back into the other dispatch center.
- Using the "Search Resources" button on the Resource Item screen you can review all incomplete transfers of resources in a given catalog.
- Once transferred, the "old" home dispatch center may no longer status the resource nor use it to fill requests. Until the "new" home dispatch center completes the transfer process, the resource's status is set to "Unavailable (Transferred)," it cannot be updated, nor cannot be used to fill or quick fill a request.
- Transfers are completed by assigning a Provider organization.
- The resources with incomplete transfers are not included on the counts displayed on the Other Resources tab on the Pending Request screen.
- You can choose to be notified when a resource is transferred to your dispatch center by selecting "Transfer Resource" on the "Admin Notification Settings" tab on the "Personal Settings" screen.

For more information please refer to, "Creating Notification Settings," in the ROSS User Guide, "Personal Settings - setting request filters."

- Transferring a resource that has a master roster also transfers the roster.
- You cannot transfer resources to a "removed" dispatch center.
- You can add incomplete transfer resources to contracts, master roster positions, and assignment roster positions. However, when assigning an "Unavailable (Transferred)" resource, subordinate requests are not created for assignment roster positions. To generate the subordinate

request, the “new” dispatch center must complete the transfer and set its status to “Available.”

- Status-only dispatch centers can not authorize another dispatch center to fill requests with their resource if the transfer is incomplete.
- You can not select transport resources for a travel plan if the transfer is incomplete.
- You can request an overhead resource by name whose transfer is incomplete. The request will not be filled until the transfer is complete.
- The Search for Resources screen displays resources with incomplete transfers for any filter criteria you supply.

Since incomplete resource transfers do not have a provider, you can not filter on that criteria.

- When transferring overhead resources, existing ROSS user accounts and web status access are physically deleted.
- Contract resources may only be transferred to dispatch centers that manage resources on the contract.

Removing and deleting resources managed by your dispatch center

You can remove and then delete resources managed by your dispatch center. Remember these key points when removing and deleting resources:

- You can only remove and delete resources that are managed by your dispatch center.
- Removing a resource prevents anyone from viewing and using it, but it **does not** physically delete it from the ROSS database.
- Once the resource is removed, you can immediately delete those resources not associated to existing open or closed incident(s).
- You cannot delete resources associated to open incident(s) until year-end, when the incident(s) are closed and removed from ROSS.

To transfer a resource item to another dispatch center

- 1 On the **Resource Item** screen, click the **Catalog** of your choice.
- 2 On the **Organizations** tab, click the **Home Dispatch Role**, and then click the **Pick Organization** button.
- 3 On the **Select Organization** dialog box, search for and then click the **Organization Name**, and then click **OK**.

To complete the transfer of a resource item to your dispatch center

You must complete the Provider box to complete the transfer!

- 1 On the **Resource Item** screen, click the **Catalog**, and then click the **Provider** column to sort by Provider.

Resources that have no Provider have been transferred to you.

- 2 Click the **Transferred Resource**.
- 3 Click the **Pick Provider** button, and then perform one of the following on the **Select Organization** dialog box.
 - To designate that the resource has multiple providers, click the **Resource has multiple Providers** option.
 - To designate that the resource has a single provider, click the **Resource has a single Provider** option, and then search for and click the **Provider Name**.
- 4 Click the **Save** button.

To cancel a transfer of a resource item

You may only cancel the transfer of a resource item from your dispatch center before the "new" dispatch center selects the provider. Once canceled, the status of the resource item is reinstated to its status prior to the transfer.

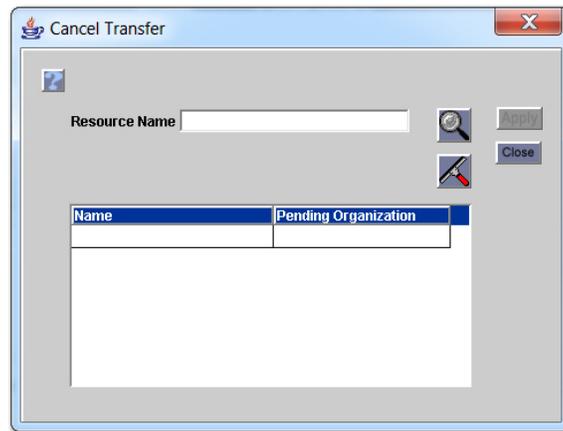
Cancel Transfer

- 1 On the **Resource Item** screen, click the **Cancel Transfer** button.

*You do not need to specify the catalog before clicking the **Cancel Transfer** button.*

- 2 On the **Cancel Transfer** dialog box, search for and then click the **Name of the transferred resource**, and then click **Apply**.
- 3 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel, and then click **Close** to return to the **Resource Item** screen.

The following graphic shows a sample Cancel Transfer dialog box.



To remove a resource

You can remove and delete a resource that has a Master Roster. ROSS will automatically delete the master roster.

- 1 On the **Resource Item** screen, click the **Catalog**, search for and click the **Resource**.



- 2 Click the **Remove Catalog Type** button.

The tool tip for the Remove button displays the current catalog for the resource you are removing. For example, if removing an overhead resource item, the tool tip displays Remove Overhead.

- 3 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

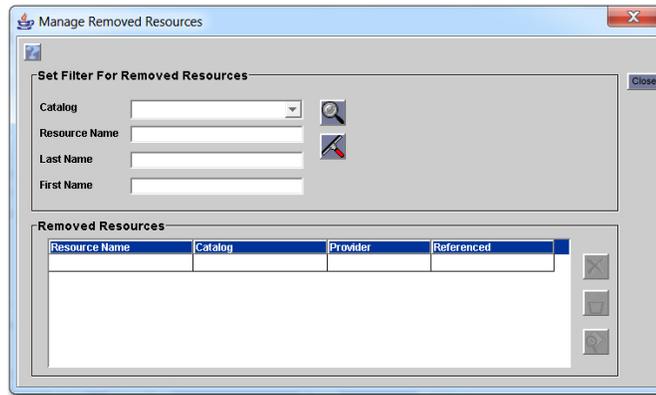
To delete a resource item from the ROSS database

Remember, you can only delete resource items not associated with existing open or closed incident(s).



- 1 On the **Resource Item** screen, click the **Manage Removed Resources** button.
- 2 On the **Manage Removed Resources** dialog box, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.
- 3 Search for and then click the **Removed Resource Name**, and then click the **Delete Resource** button.
- 4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel, and then click the **Close** button.

The following graphic shows the Manage Removed Resources dialog box.



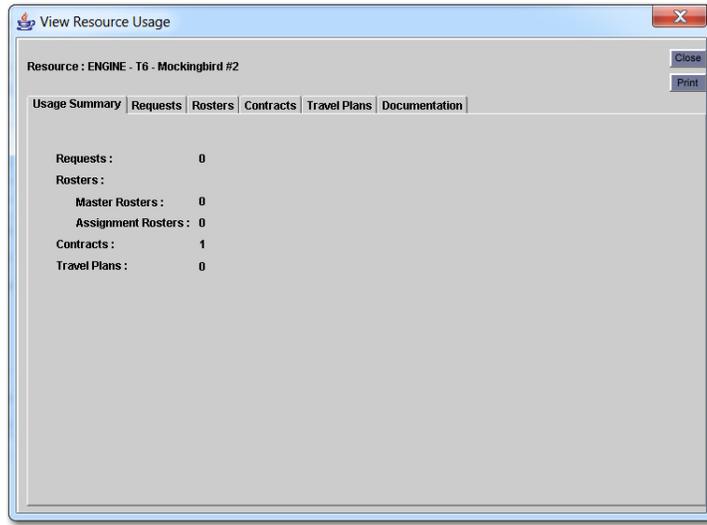
To restore a resource item

- 1 On the **Manage Removed Resources** dialog box, click the **Catalog** drop-down arrow and click the **Catalog** of your choice.
-  2 Search for and then click the **Removed Resource Name**, and then click the **Restore Resource** button.
- 3 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel, and then click the **Close** button.

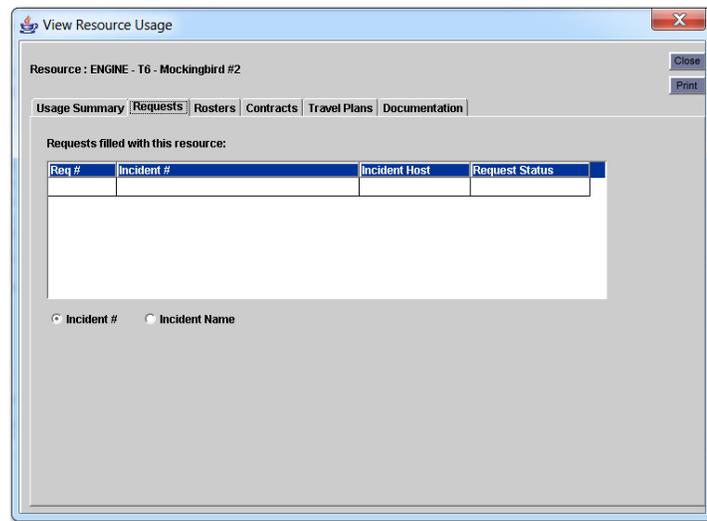
To view resource item usage

- 1 On the **Resource Item** screen or on the **Manage Removed Resources** dialog box, click the **Catalog** of your choice.
-  2 Search for and then click the **Resource Name**, and then click the **View Resource Usage** button.
- 3 On the **View Resource Usage** dialog box, click the **tab** of your choice.

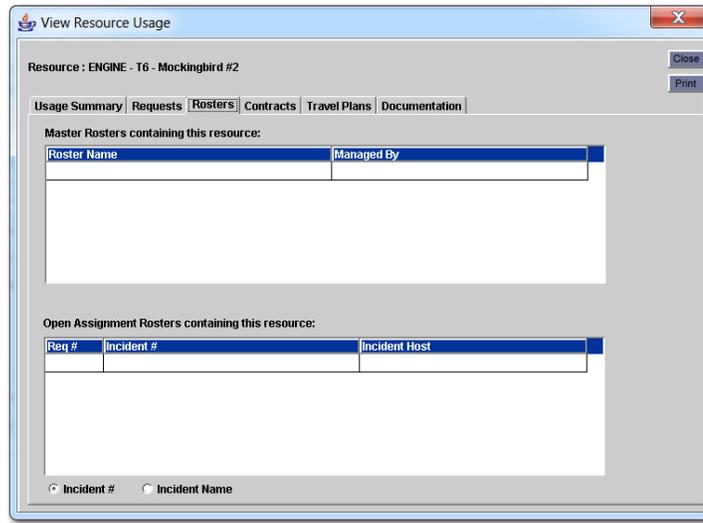
The following graphic shows a sample Usage Summary tab on the View Resource Usage dialog box.



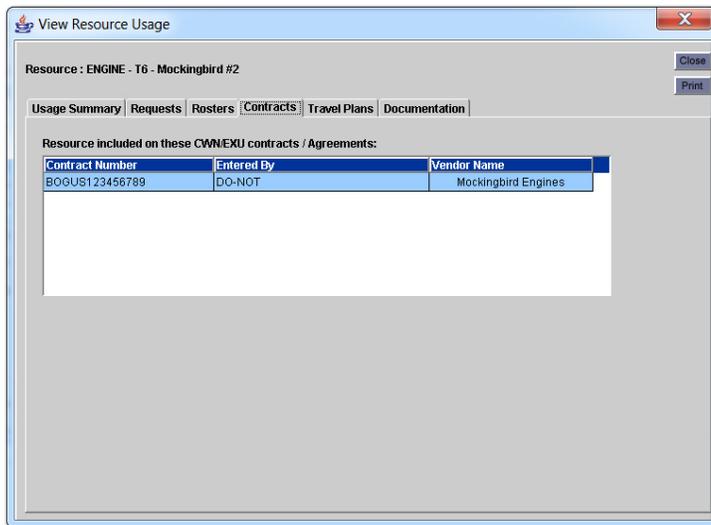
The following graphic shows a sample Requests tab on the View Resource Usage dialog box.



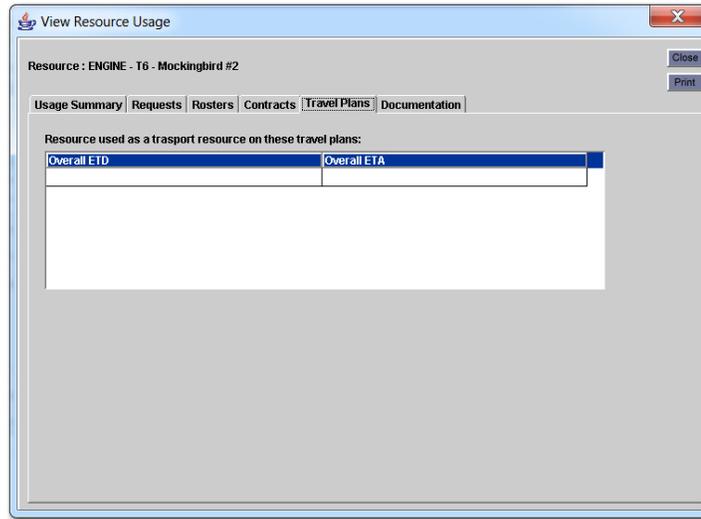
The following graphic shows a sample Rosters tab on the View Resource Usage dialog box.



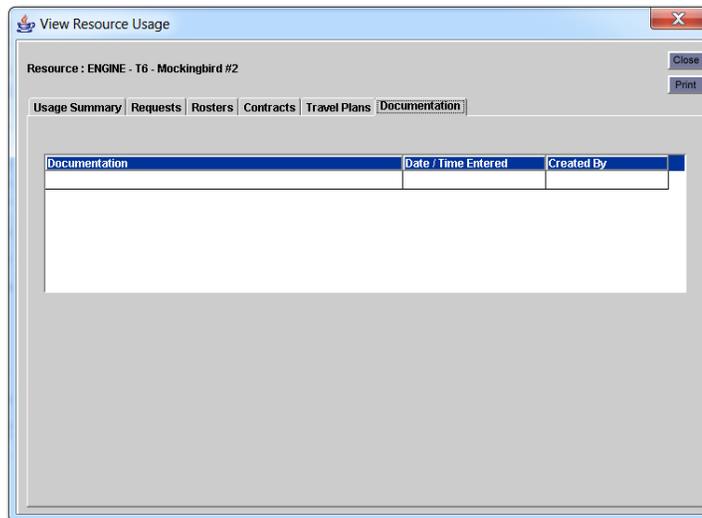
The following graphic shows a sample Contracts tab on the View Resource Usage dialog box.



The following graphic shows the Travel Plans tab on the View Resource Usage dialog box.



The following graphic shows a sample Documentation tab on the View Resource Usage dialog box.



To print resource item usage

- 1 On the **Resource Item** screen or on the **Manage Removed Resources** dialog box, click the **Catalog** of your choice.
- 2 Search for and then click the **Resource Name**, and then click the **View Resource Usage** button.
- 3 On the **View Resource Usage** dialog box, click the **Print** button.

- 4 On the toolbar, click the **Print** button. In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or pres **[Ctrl] + P**.
- 5 On the **Print** dialog box, review the printer settings and then click **OK**.
- 6 When finished, close your Internet browser.