Resource Item - working with resources

This User Guide explains how to create and work with catalogs, categories, and resource items. Topics include:

- Working with the Resource Item screen
- Completing tabs on the Resource Item screen
- Adding external resource items to inventory
- Managing resource items for your center
- Exploring catalogs, categories, and resource items in detail.

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

Working with the Resource Item screen

This section explains how to complete the Resource Item screen. Topics include:

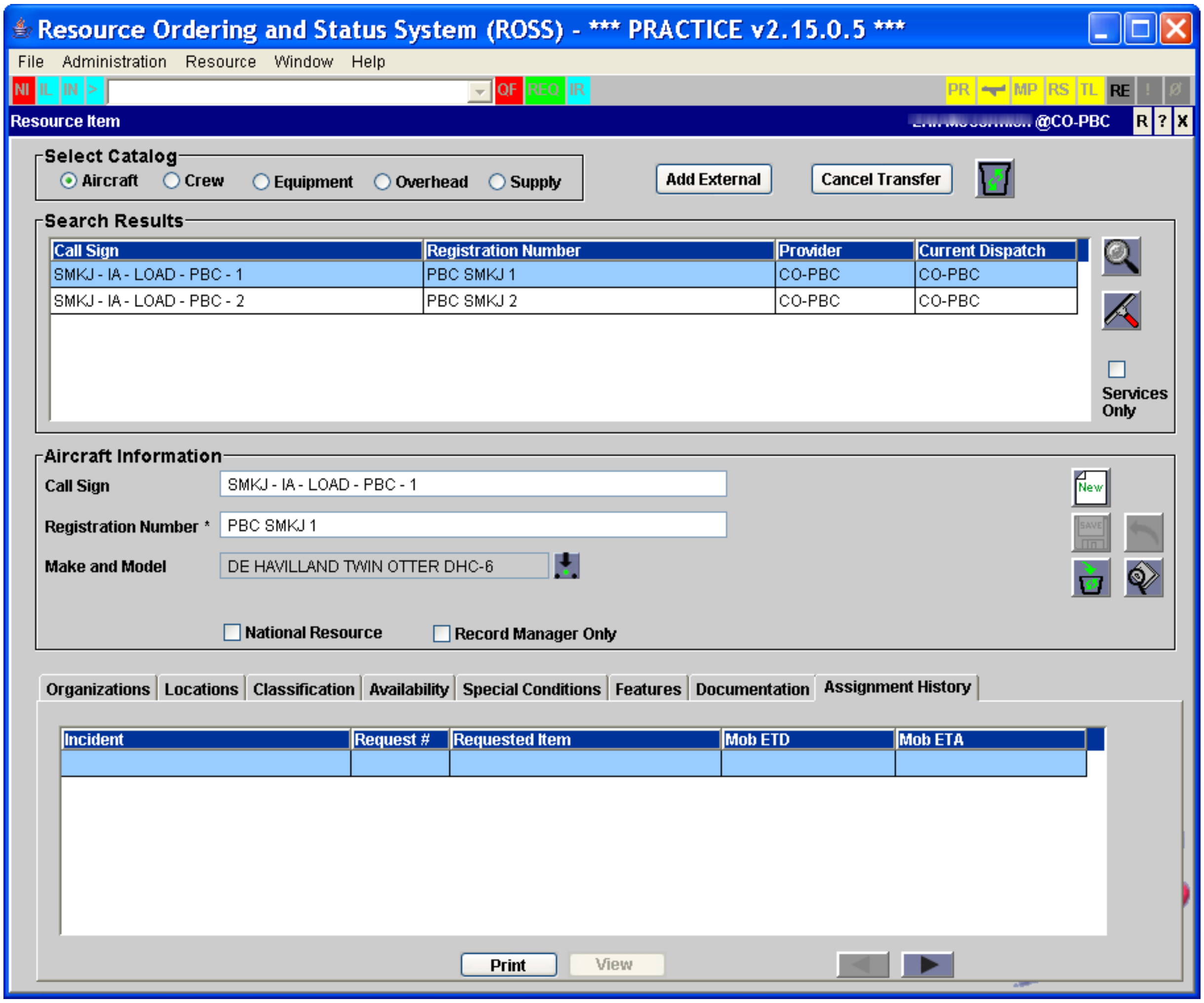
- Searching for resources
- Working with aircraft
- Working with crews
- Working with equipment
- Working with overhead
- Working with supplies
- Identifying national resources.

For more information about data entry standards for resource items 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



Searching for resources

This section explains how to search for and locate resource items using the Search Resource Items dialog box. Be sure to determine whether the resource item exists before creating a new one!

To search for a resource item

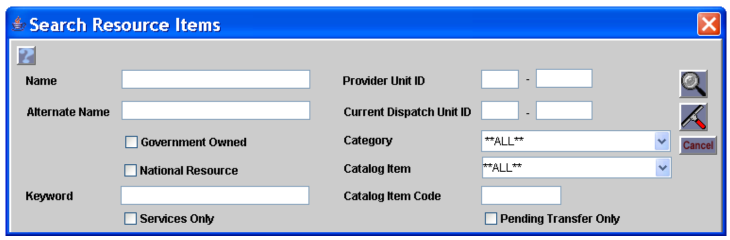
1 On the **Resource Item** screen under **Select Catalog**, click the **Catalog** of your choice, and then click the **Search** button.

2 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

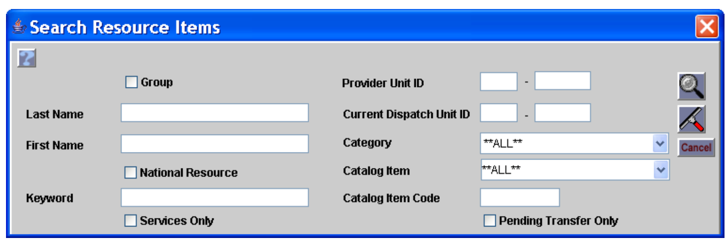
- Name
- Alternate Name
- Government Owned

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

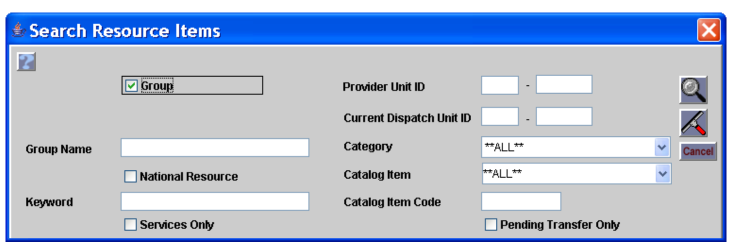
The following graphic shows the Search Resource Items dialog box. for aircraft, crew, equipment, and supply resources.



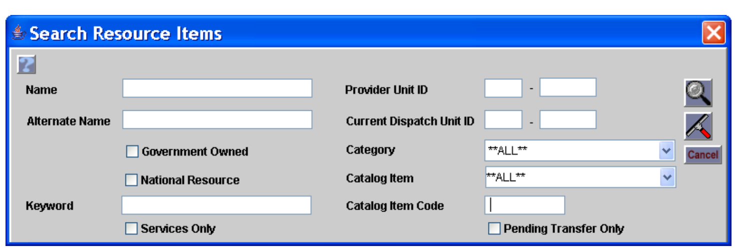
The following graphic shows the Search Resource Items dialog box for overhead resource.



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



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



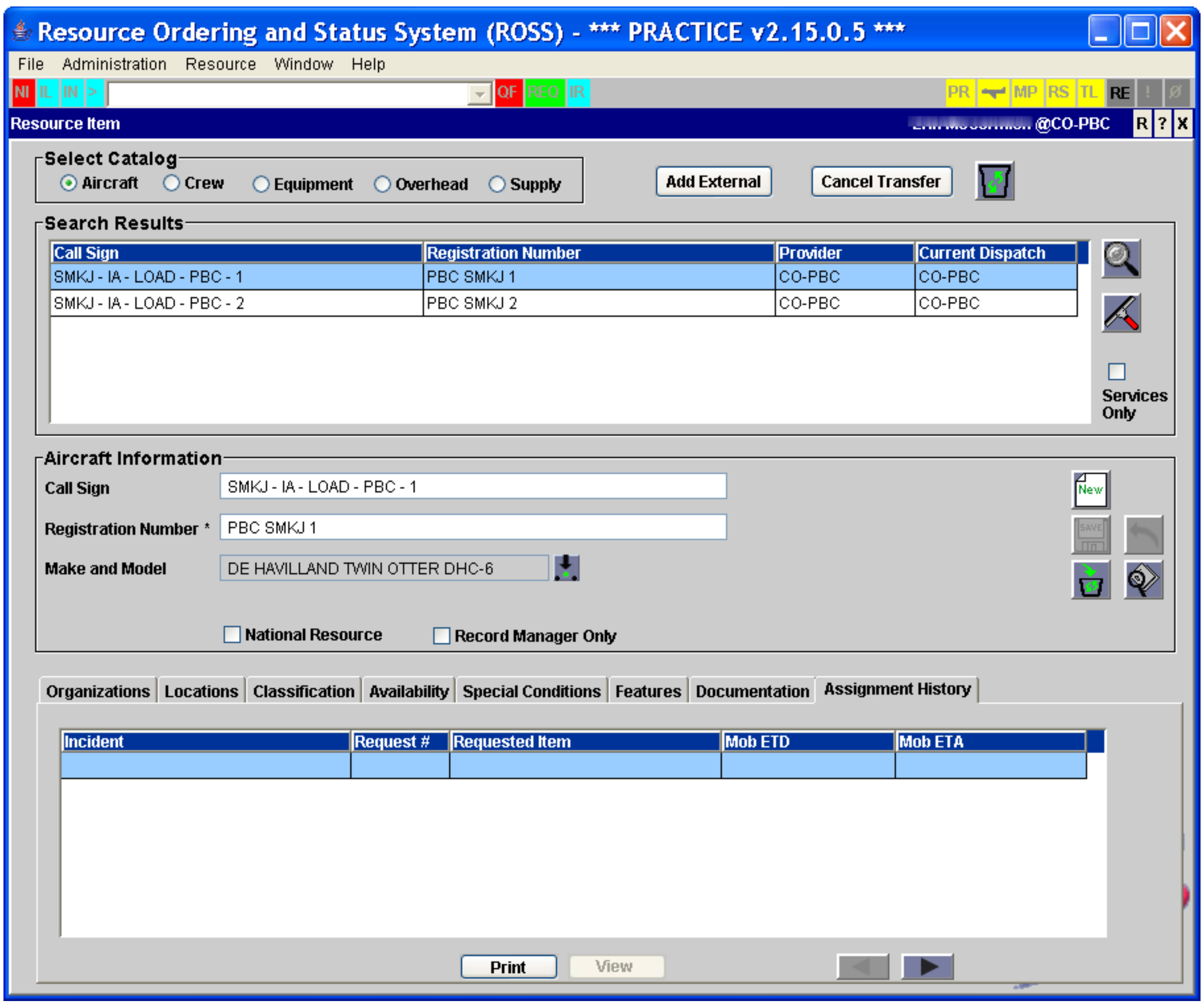
Working with aircraft

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



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 select 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**.

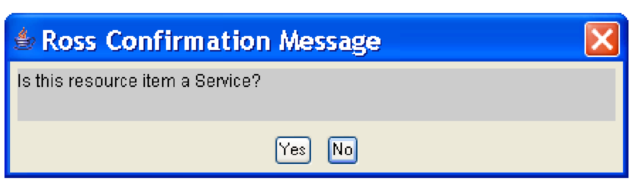
- if the resource has more than one provider, click **Resource has multiple Providers**
- if the resource has a single provider, click **Resource has single Provider**, and then search for and click to select the **provider** of your choice.

7 On the **Resource Item** screen, click the appropriate check boxes, and then click the **Save** button

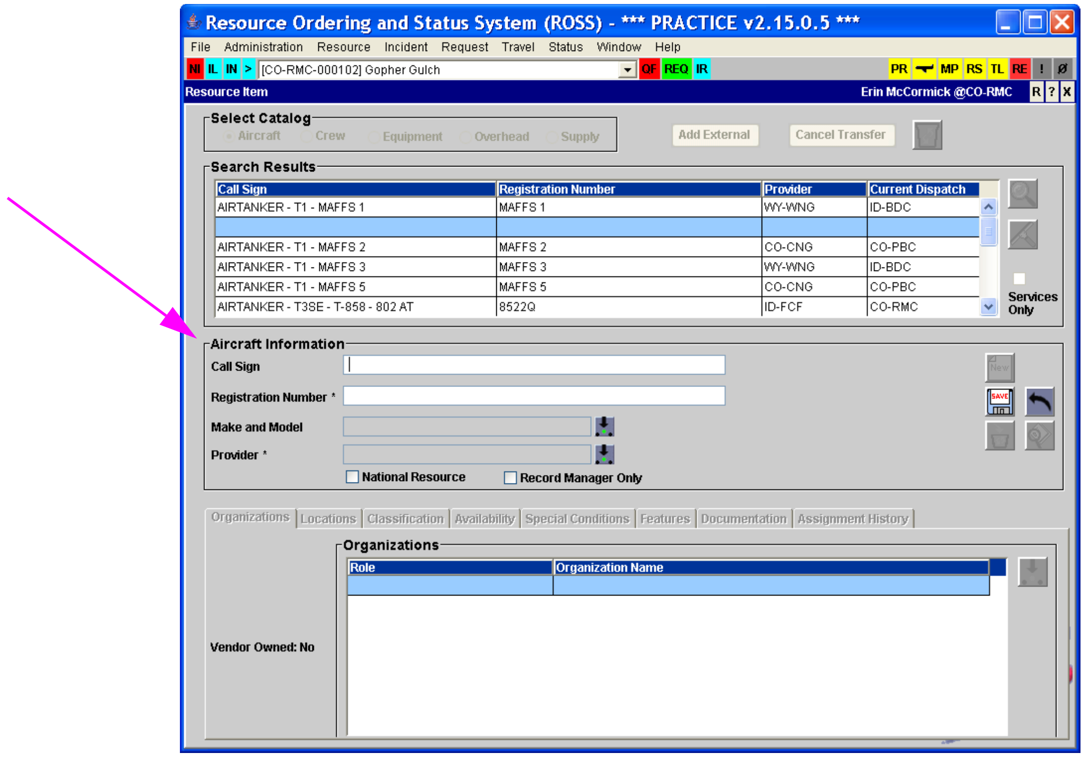
- National Resource
- Record Manager Only.

8 Complete the **Resource Item** screen tabs as appropriate for that resource.

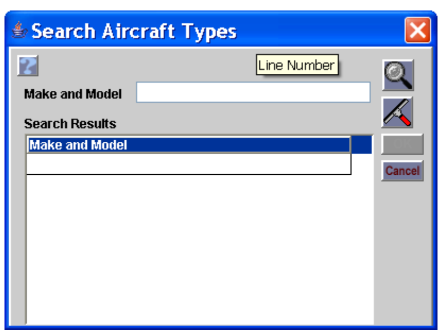
The following graphic shows the Ross Confirmation Message.



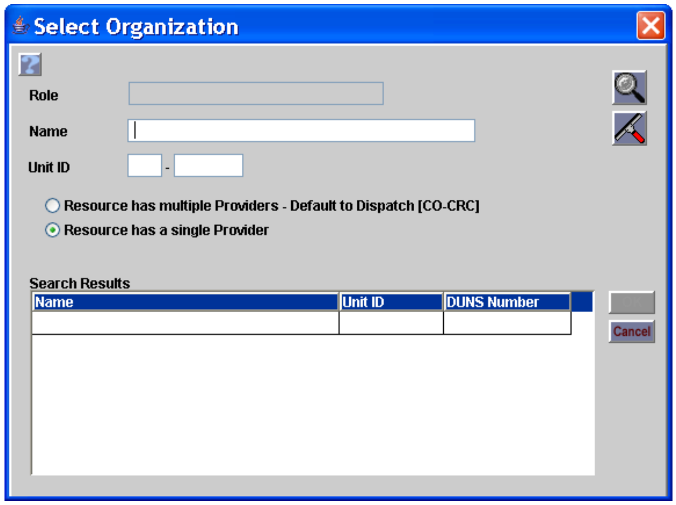
The following graphic shows the Resource Item screen. The arrow points to the Aircraft Information area.



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 to select the **aircraft** of your choice.

2 Type or replace the following aircraft information, as appropriate

- Call Sign
- Registration Number
- Make and Model.

3 Click to select or to 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 statused 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.

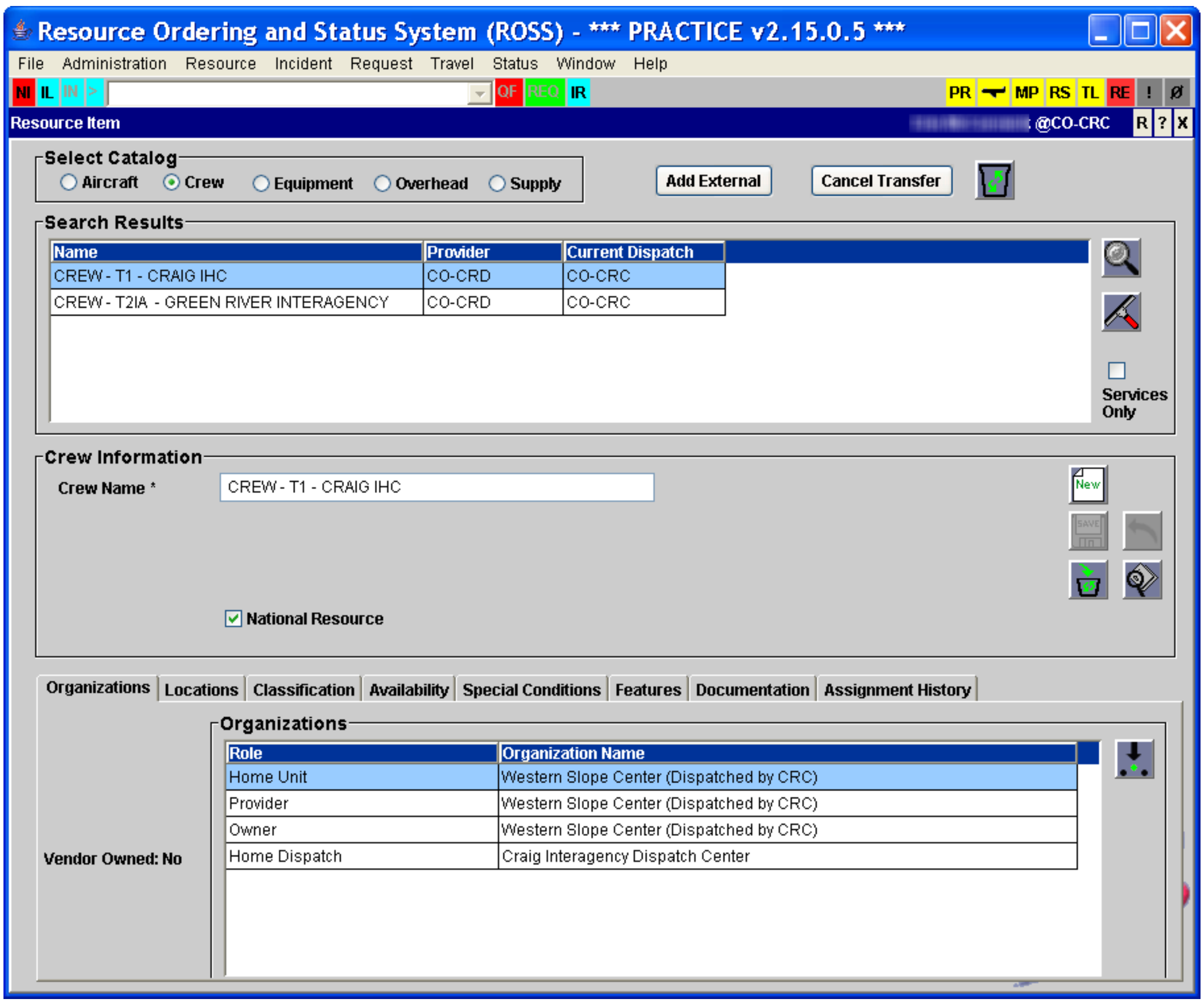
Working with crews

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



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 to select the **Preferred Jetport**.

4 Click the **Pick Provider** button, and then perform one of the following on the **Select Organization** dialog box

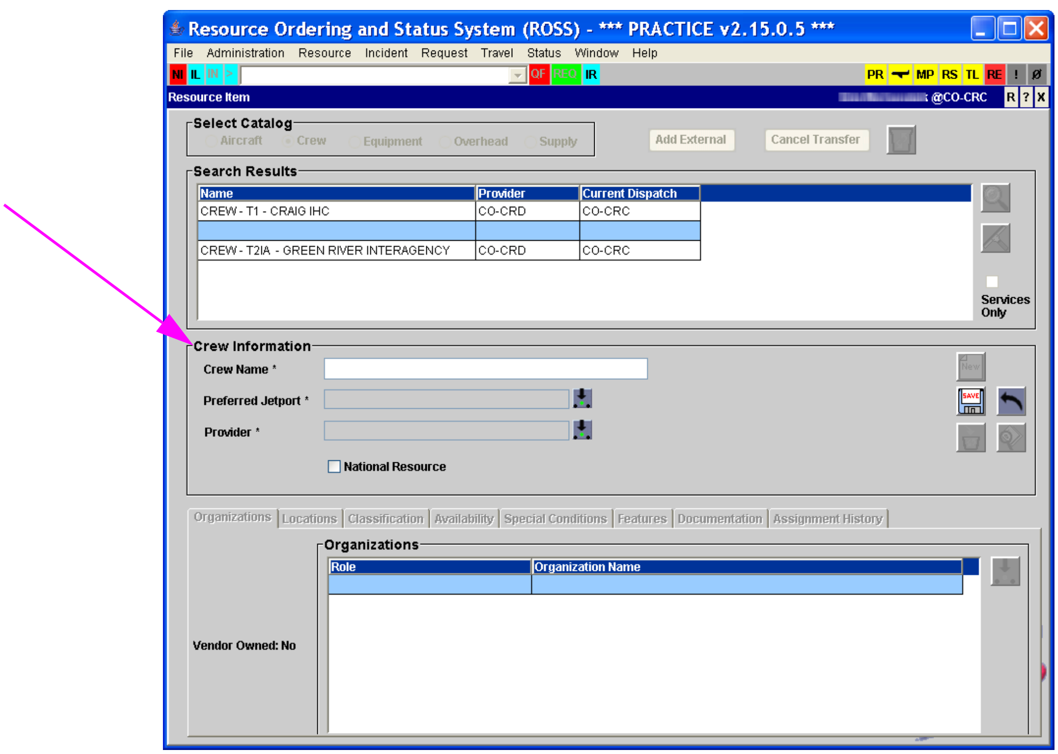
- to designate that the resource has multiple providers, click the **Resource has multiple Providers** option
- to designate that the resource has a single provider, click the **Resource has a single Provider** option, and then search for and click to select the **Provider Name** of your choice.

5 To identify the crew as a **national shared resource**, select the **National Resource** check box.

6 To save the new crew, click **Save**.

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 to select the **Crew Name** of your choice.
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 **Save**.

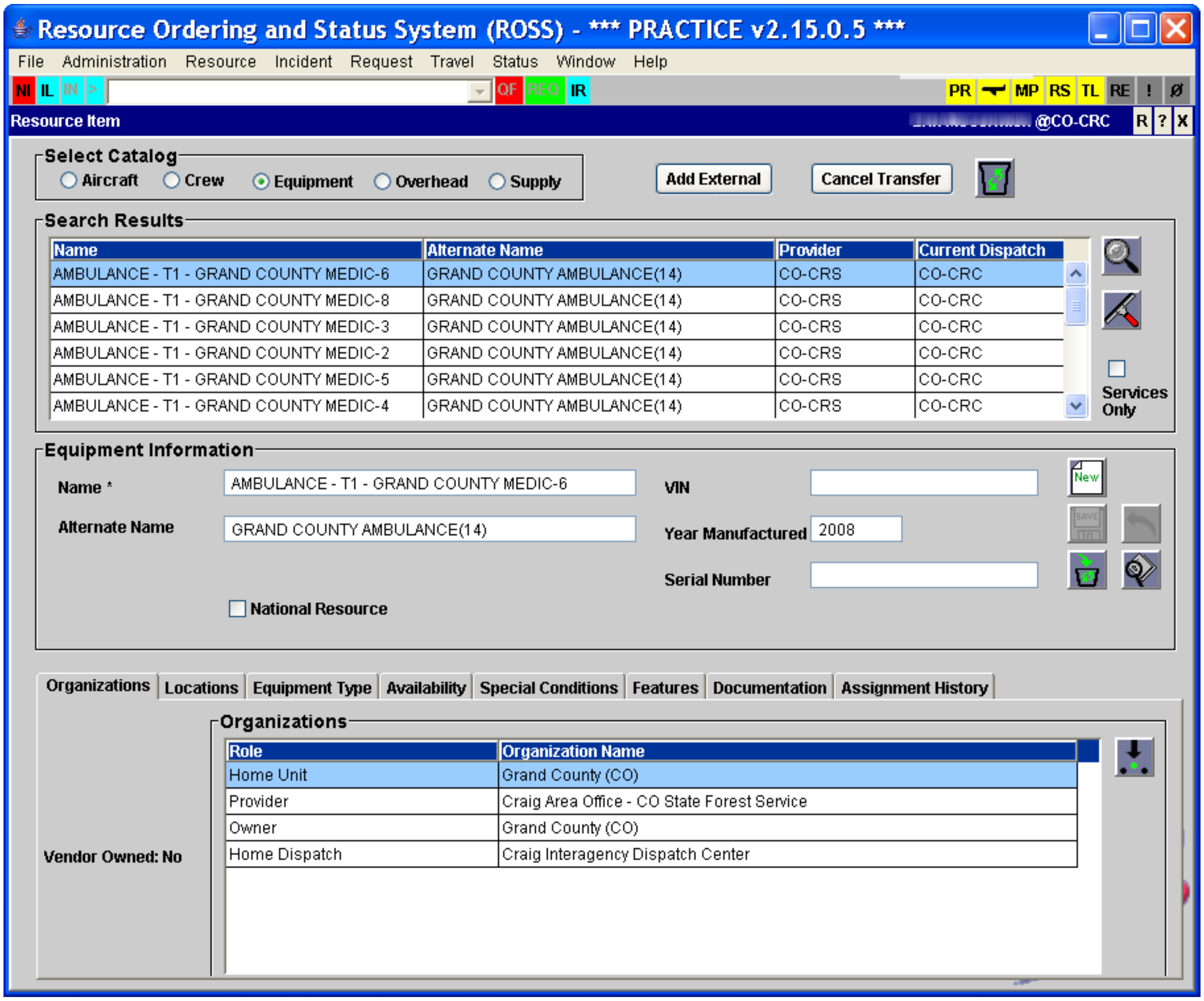
Working with equipment

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 typing 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



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 another **name** to identify that equipment.
5. In the **VIN** box, type the **vehicle identification number** of the equipment, if available.
6. In the **Serial Number** box, type the **serial number** of the equipment, if available.

7 Click the **Pick Provider** button, perform the following on the **Select Organization** dialog box, and then click **OK**.

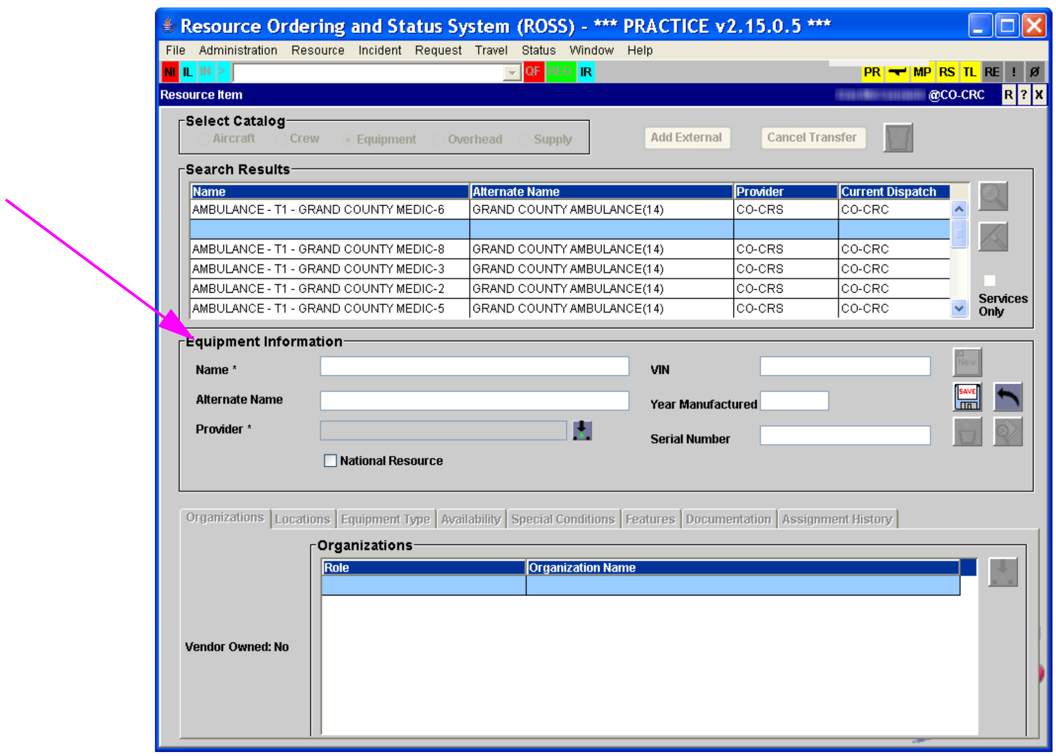
- if the resource has more than one provider, click **Resource has multiple Providers**
- if the resource has a single provider, click **Resource has single Provider**, and then search for and click to select the **provider** of your choice.

8 To identify the equipment as a **national resource**, select the **National Resource** check box.

9 To save the equipment resource item, click **Save**.

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 to select the **Equipment** of your choice.

3 Type or replace the **Name**, and **Alternate Name** as appropriate.

4 Select or clear the **National Resource** check box, as appropriate.

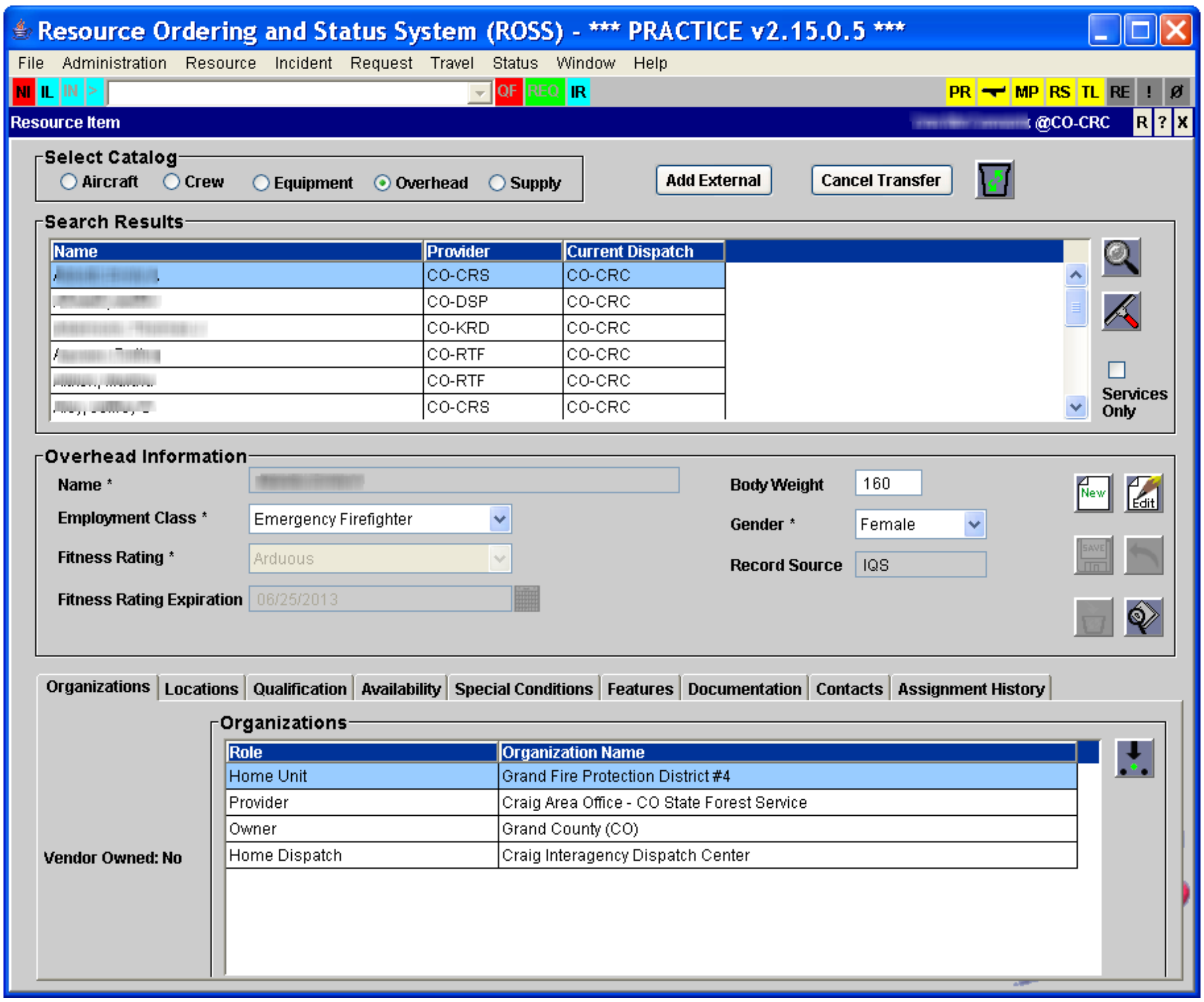
5 Click each **Resource Item** tab, modify the information as appropriate, and then click **Save**.

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 of the person
- employment status of the person
- current qualifications including training positions
- name and qualifications of overhead groups, such as for teams.

Resource Item screen - Overhead



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**.

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 to select the **provider** of your choice.

5 Click the **Employment Class** drop-down arrow, and then click to select the **Employment Class** of your choice.

6 Click the **Pick Preferred Jetport** button, search for and then click to select the **Preferred Jetport**.

7 Click the **Pick Owner** button, and then search for and click to select the **owner organization name** of your choice.

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 to select the **home unit organization name** of your choice.

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

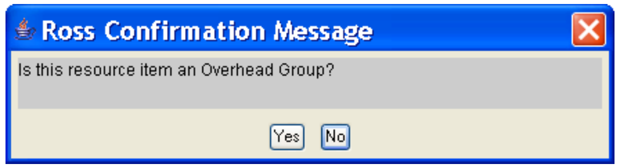
9 In the **Social Security Number** box, type the **Social Security Number** of the overhead resource, without dashes, in the format “999999999.”

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.

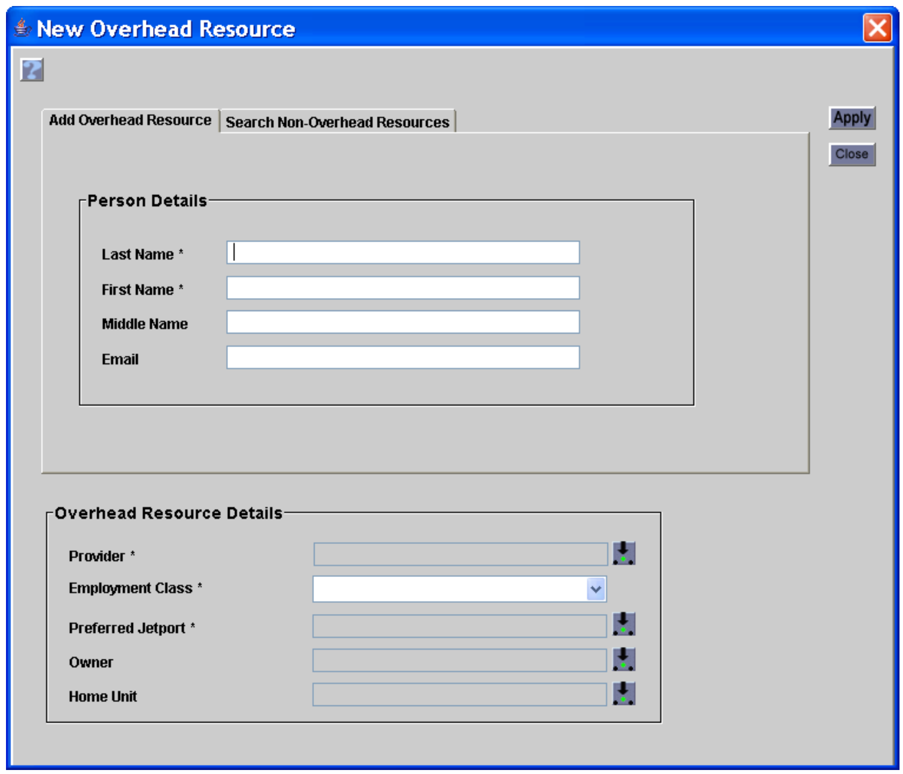
10 In the **Confirm Social Security Number** box, type the **Social Security Number** again.

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 dialog box for creating an overhead team or a single overhead resource. Click No to create a single overhead resource.



The following graphic shows the Add 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 to select the **person** of your choice.

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 to select the **provider** of your choice.

7 Click the **Employment Class** drop-down arrow, and then click to select the **Employment Class** of your choice.

8 Click the **Pick Preferred Jetport** button, and then search for and click to select the **Preferred Jetport**.

9 Click the **Pick Owner** button, and then search for and click to select the **owner organization name** of your choice.

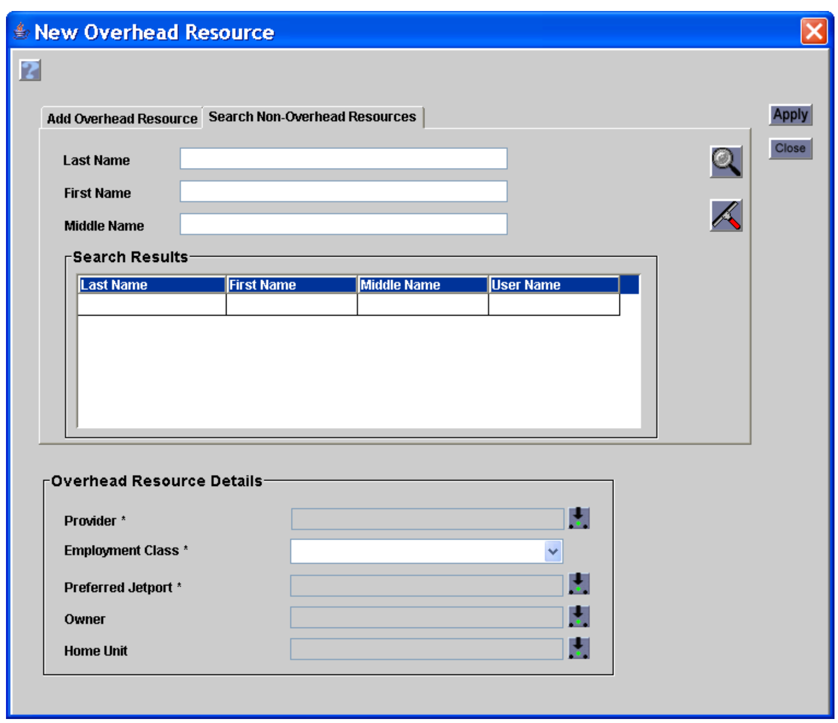
Leave this field blank to default the owner to the provider organization.

10 Click the **Pick Home Unit** button, and then search for and click to select the **home unit organization name** of your choice.

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.

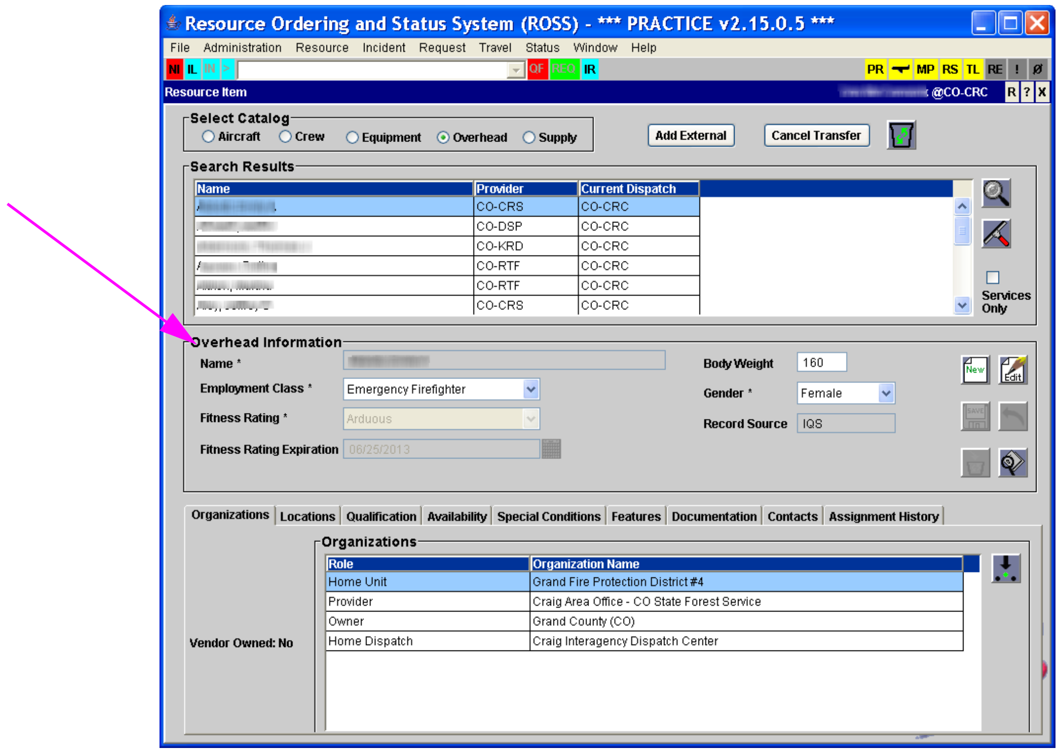


To add or modify overhead qualifications and information to a resource item

1 On the **Resource Item** screen, click **Overhead**, and then click to select the **name** of your choice.

2 Under **Overhead Information**, add or modify information as appropriate and then click the **Save** button.

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



To edit person information

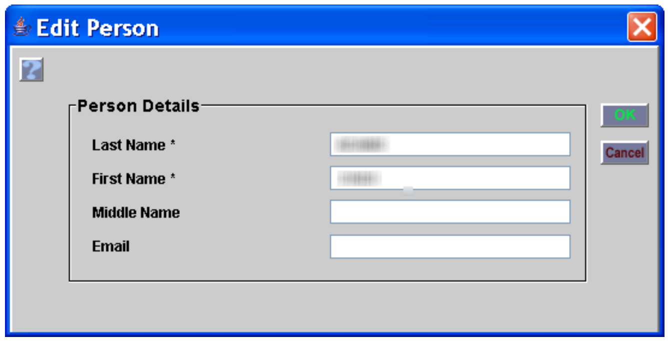
To edit person information, that resource item must have a system of record of ROSS and you must have the Data Manager access role for that resource's managing dispatch. For resource items with a system of record other than ROSS, you may only add information, including owner, home unit, preferred jetport, home location, body weight, and gender. Other changes to that resource item must be performed within their own system of record.

1 On the **Resource Item** screen, click **Overhead**, click to select the **Name** of your choice, 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**.

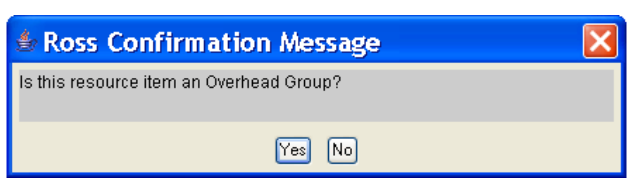
3 Under **Overhead Team Information**, type the **name of the new overhead team** in the **Team Name** box.

4 To designate the overhead team as a national resource, click the **National Resource** check box.

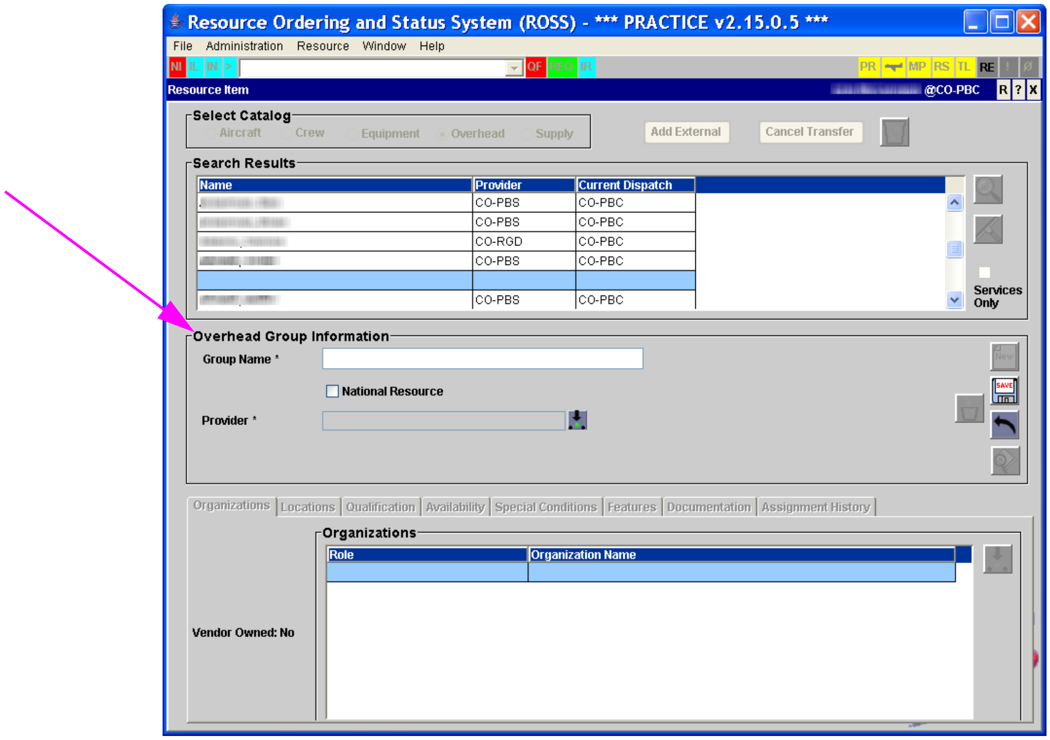
5 Click the **Pick Provider** button, perform the following on the **Select Organization** dialog box, and then click **OK**

- 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 to select the **provider** of your choice.

The following graphic shows the ROSS Confirmation Message dialog box for creating an overhead team or a single overhead resource. Click Yes to create 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, "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 may not change a providing organization if the person is currently assigned to an incident. The person must have a status of "Available" or "Unavailable" to change the providing organization.

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1 On the **Resource Item** screen, click **Overhead**.

2 Search for and then click to select the **Name** of your choice.

3 On the **Organizations** tab, click to select the **Provider** row, and then click the **Pick Organization** button.

4 On the **Select Organization** dialog box, perform the following, and then click **OK**.

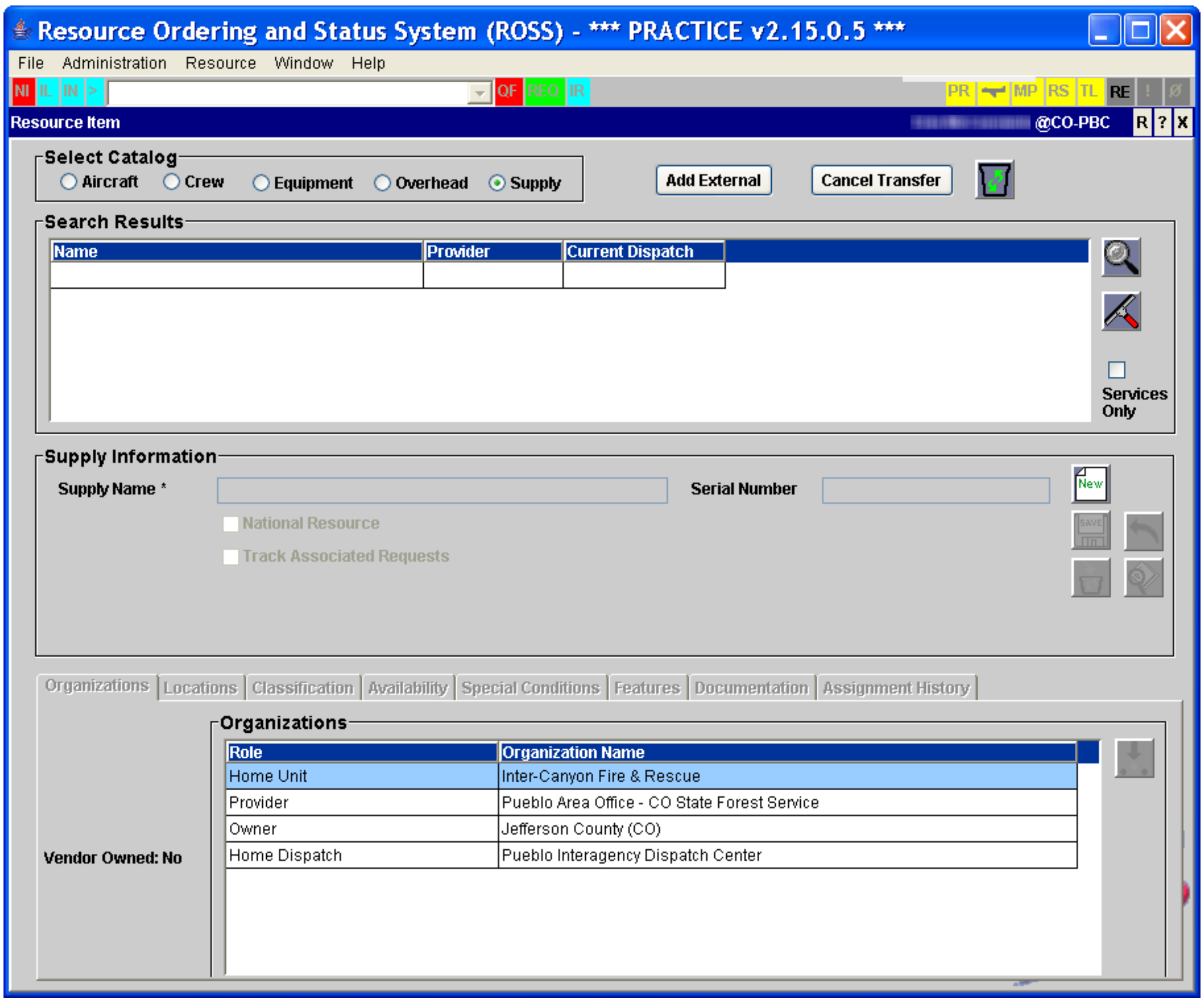
- if the resource has more than one provider, click **Resource has multiple Providers**
- if the resource has a single provider, click **Resource has single Provider**, and then search for and click to select the **provider** of your choice.

Working with supplies

The Resource Item screen for supply items allows you to create and qualify supply non-service resources items.

You can not edit an NFES catalog item's name, code, unit of issue, standard pack, orderable in quantities, or request tracking options in ROSS. With the ROSS Catalog Manager role, you may manage reminders, features, keywords, and documentation for NFES catalog items.

Resource Item screen - Supply



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 box.

4 In the **Serial Number** box, type the **Serial Number** of the resource, if appropriate.

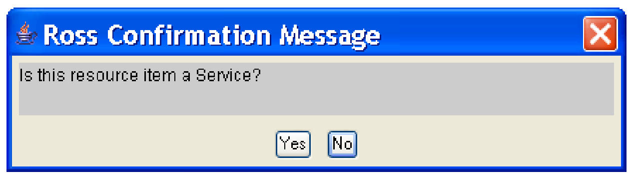
5 To designate a national supply resource item, click to select the **National Resource** check box.

6 Click the **Pick Provider** button, perform the following on the **Select Organization** dialog box, and then click **OK**

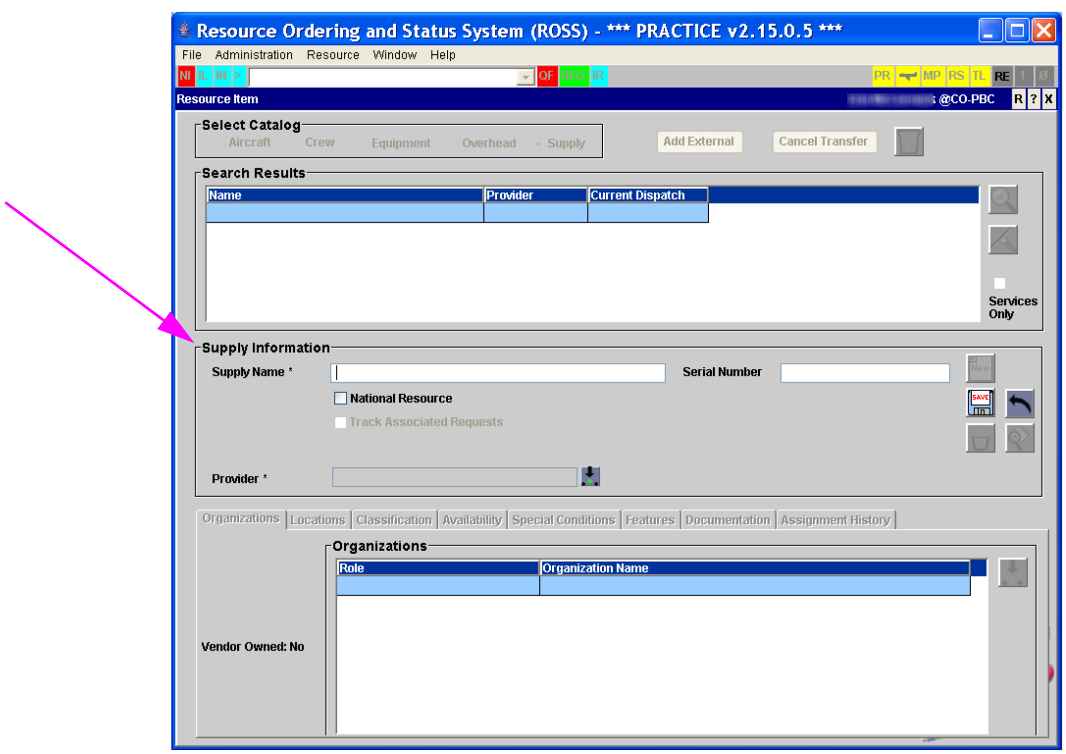
- if the resource has more than one provider, click **Resource has multiple Providers**
- if the resource has a single provider, click **Resource has single Provider**, and then search for and click to select the **provider** of your choice.

7 When finished, 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.



Identifying national resources

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.

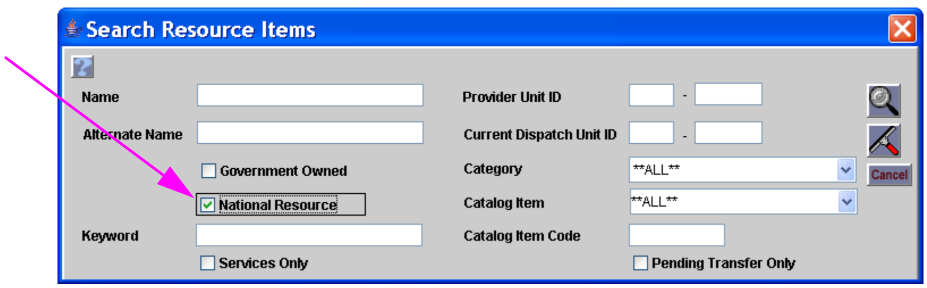
For more information about notifications for dispatch offices and selection areas, please refer to the section, “Setting your dispatch notification preferences,” in the User Guide, “Personal Settings - setting request filters,” in this ROSS User’s Guide.

To identify a resource as a national resource

1 On the **Resource Item** screen, search for and then click to select the resource of your choice.

2 Click to select 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.



Completing tabs on the Resource Item screen

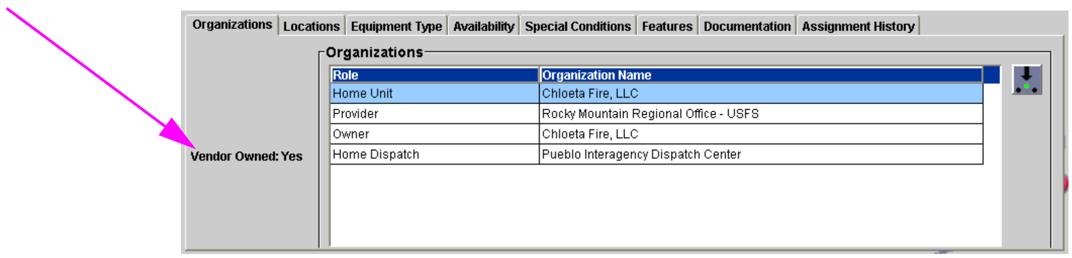
The lower portion of the Resource Item screen displays seven tabs that allow you to further define the resource item. The kinds of information stored on these tabs varies according to the type of resource item. For example, the Classification/Qualification tab identifies the following information for the resource:

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

Working with the Organizations tab

This section explains how to define government-owned and vendor-owned resource items and how to change role designations. Before you can complete this task, all organizations must be defined in the ROSS database.

The following graphic shows the Organizations tab on the Resource Item screen. The arrow points to Vendor Owned: Yes, which tells you this resource item is 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 to select the **Role** you want to change, and then click **Edit**.

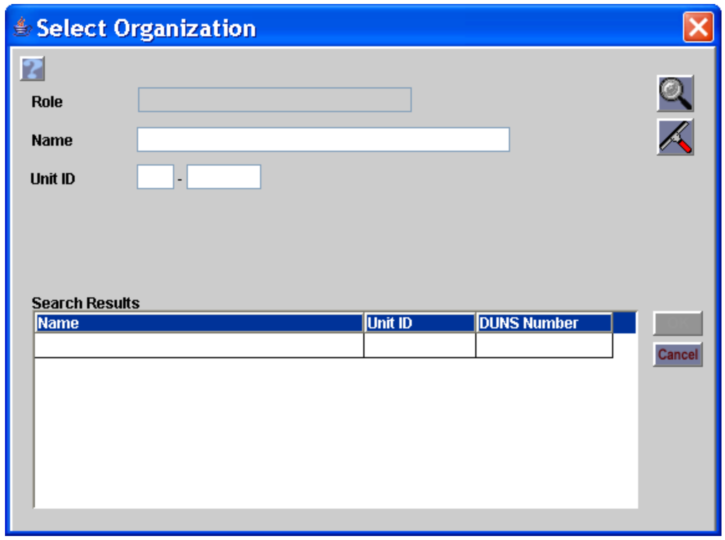
3 Search for and click to select the **Name** of your choice, and then click **OK**.

For more information about performing a search, see “Performing basic functions,” in “Getting Started with ROSS.”

4 Change other **Organization Names** designated for the remaining **Roles** as appropriate.

5 When finished working with the **Organizations** tab, complete the remaining tabs on the **Resource Item** screen as appropriate.

The following graphic shows the Select Organization dialog box for changing the organization name designated for the provider role.

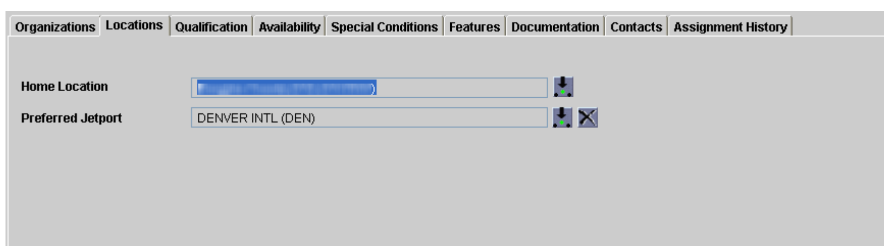


Completing the Locations tab

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.

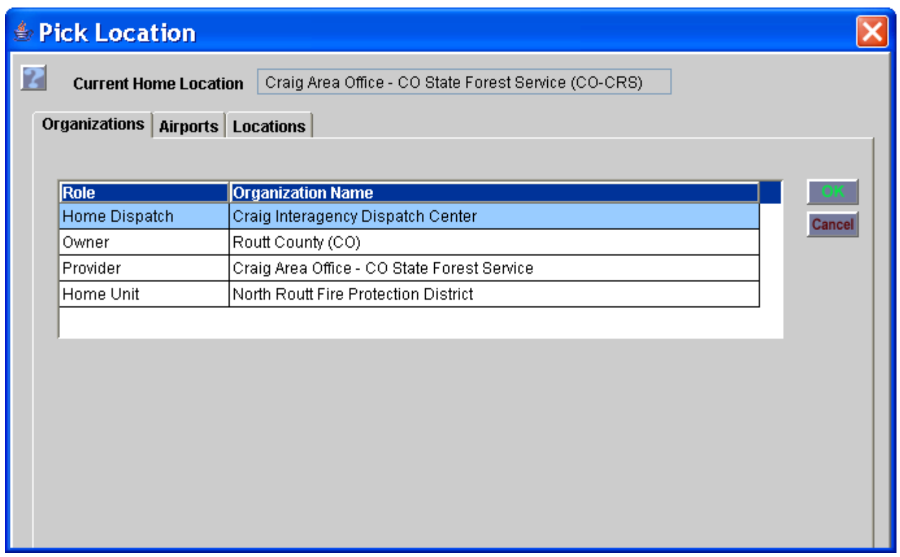
1. On the **Resource Item** screen, click the **Resource Catalog** of your choice.
2. Search for and click to select the **Resource Item** of your choice.

3 Click the **Locations** tab, and then click the **Pick Organization, Airport or Location** button.

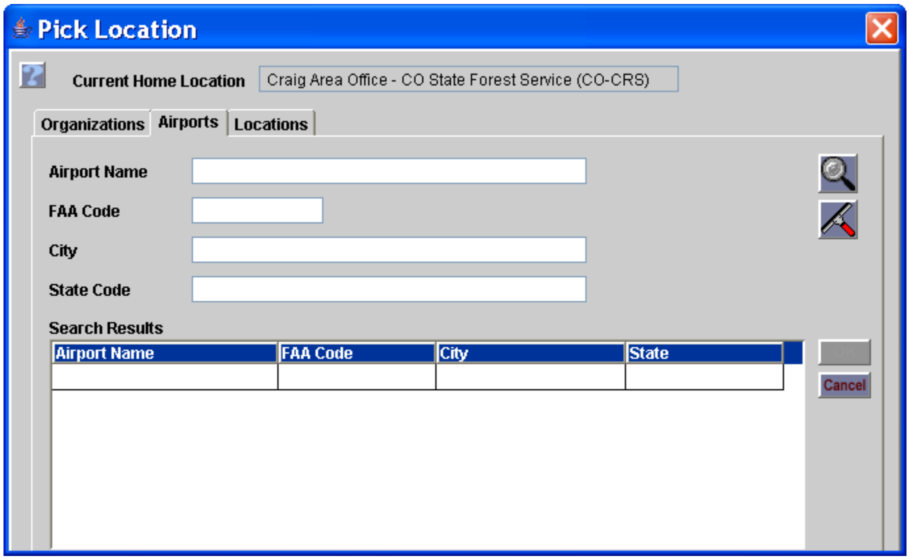
4 On the **Pick Location** dialog box, perform the following and then click **OK**

- to designate an organization as the home location, click the **Organizations** tab, search for and then click to select 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 to select the **Airport Name**, **FAA Code**, **City**, and **State**
- to designate a non-airport home location, click the **Locations** tab, search for and then click to select the **Name**, **City**, and **State**.

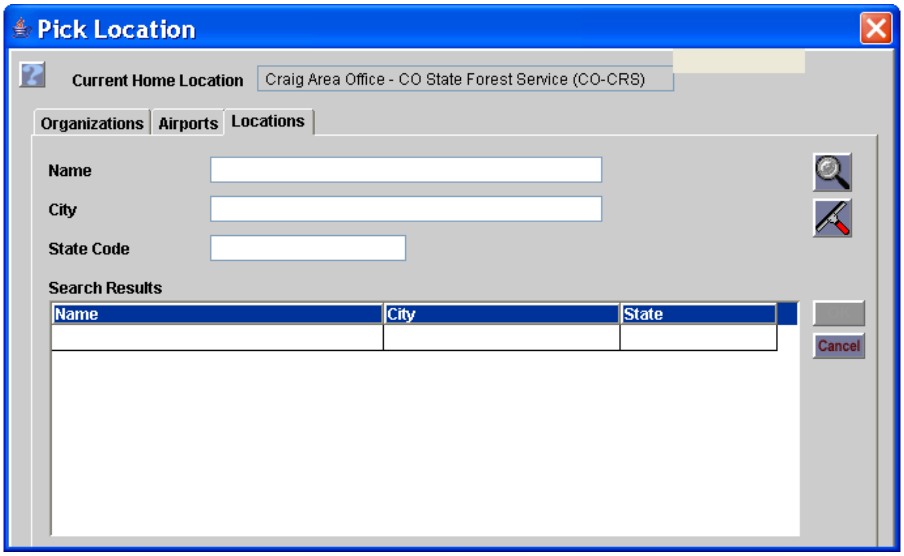
The following graphic shows the Organizations tab on the Pick Location dialog box.



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.

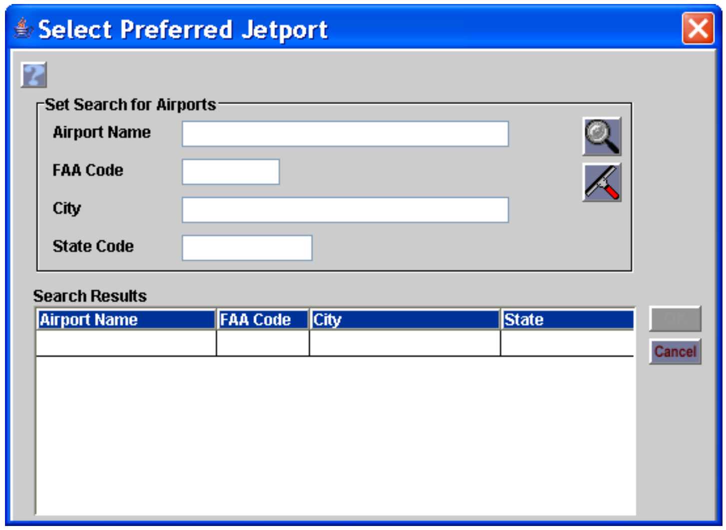


To define the preferred jetport for a resource item

1 On the **Locations** tab, click the **Pick Jetport** button.

2 On the **Select Preferred Jetport** dialog box, search for and click to select the **airport** of your choice, and then click **OK.**

The following graphic shows the Select Preferred Jetport dialog box.

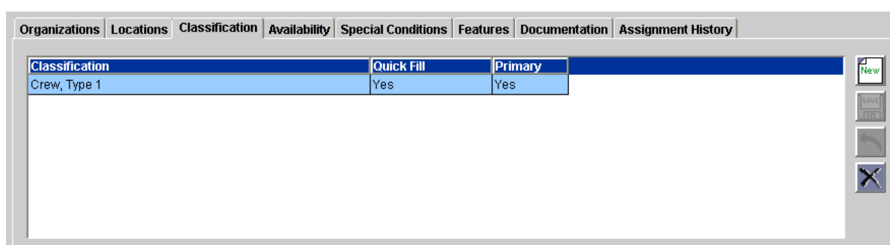


Completing the Classification/Equipment Type/Qualification tab

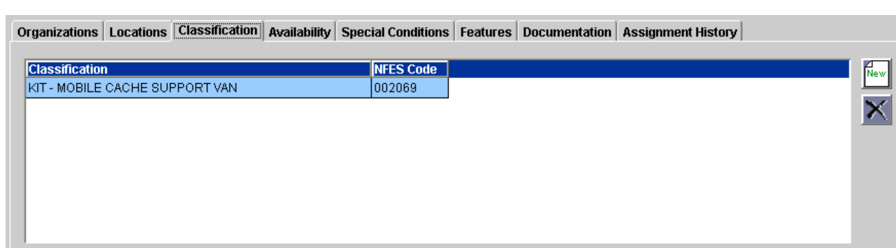
This section explains how to classify, qualify, or type resource items. Aircraft, equipment, and overhead qualifications may have assigned expiration dates.

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.

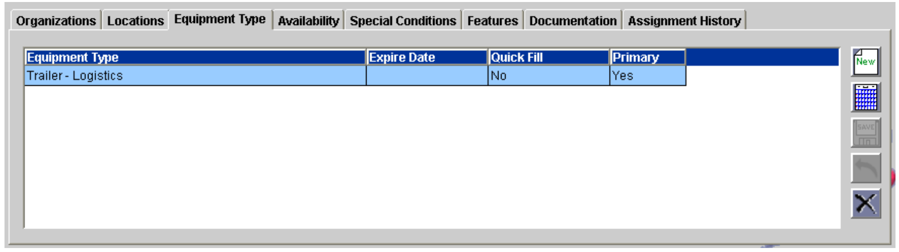
The following graphic shows the Classification tab for classifying aircraft, crew, and supply resource items.



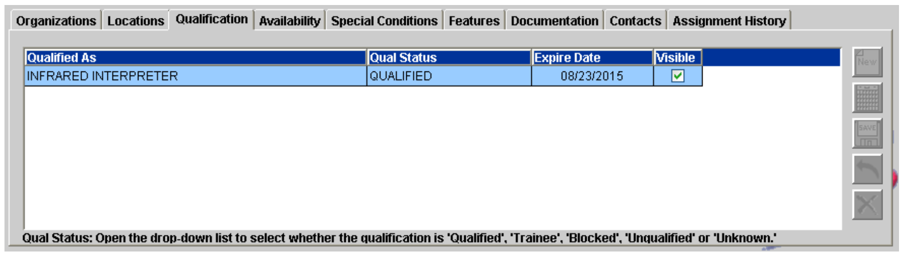
The following graphic shows the Classification tab for classifying non-service supply resource items.



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.



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

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 **Resource Catalog** of your choice.

2 Search for and click to select the **Resource Item** of your choice.

3 Click the **Classification/Equipment Type/Qualifications** tab, and then click the **New** button.

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

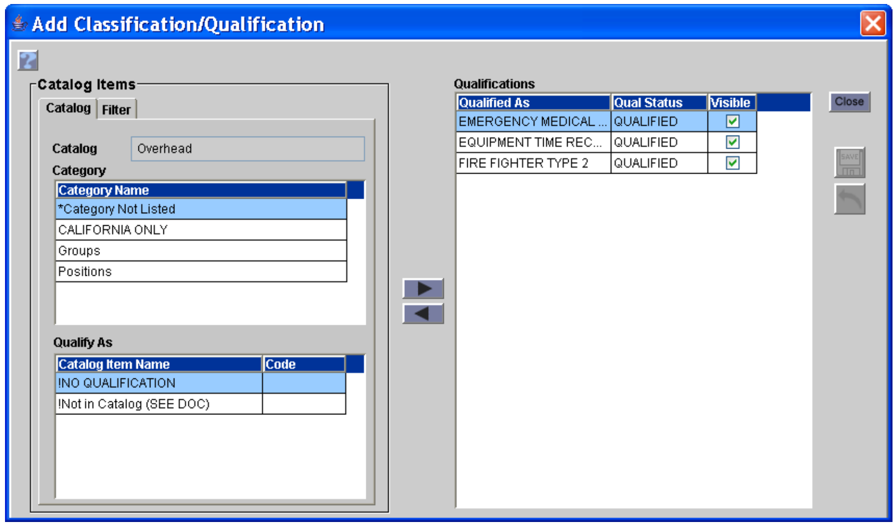
*To search from a list of items, click the **Filter** tab.*

5 Under **Category**, click to select the appropriate **Category Name**.

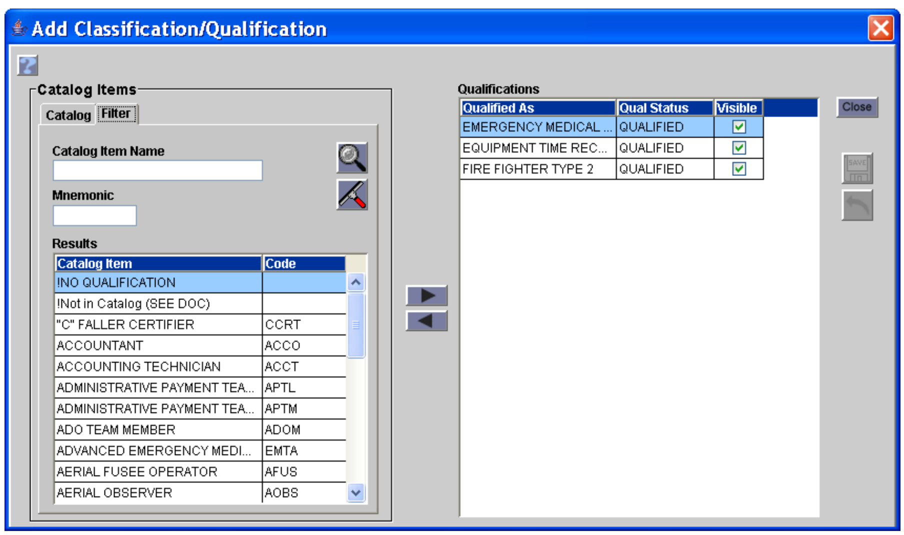
6 Under **Classify as**, click to select the appropriate **Catalog Item Name**, and then click the **Add** arrow to move your selection to the **Classifications** list.

7 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.



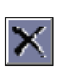
The following graphic shows the Filter tab on the Add Classification/ Qualification dialog box for overhead resource items.



To delete a non-primary classification

Remember, you cannot delete the primary classification.

1 On the **Resource Item** screen, click the **Resource Catalog** of your choice.



2 Click the **Classification/Equipment Type/Qualifications** tab, click to select the **non-primary classification** of your choice, and then click the **Delete** button.

3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

To designate a resource item as Quick Fill

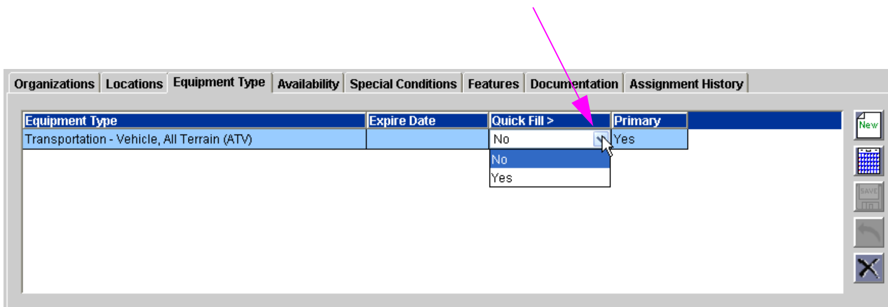
You can only designate a resource item as "QuickFill" if you are the dispatch center that controls that resource.

1. On the **Resource Item** screen, click to select the **aircraft**, **crew**, or **equipment** of your choice.
2. Click the **Classification** or **Equipment Type** tab, as appropriate for the Aircraft, Crew, or Equipment.
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 to select the **Quick Fill** designation of your choice, and then click the **Save** button.

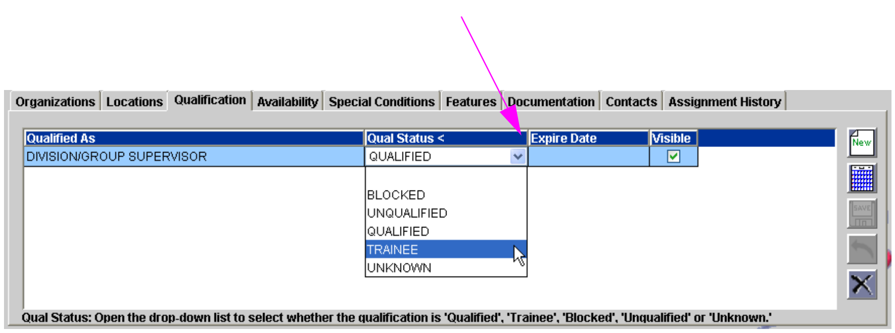
The following graphic shows a sample Classification tab. The arrow points to the Quick Fill drop-down arrow.



To change a qualification level of an overhead resource

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

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

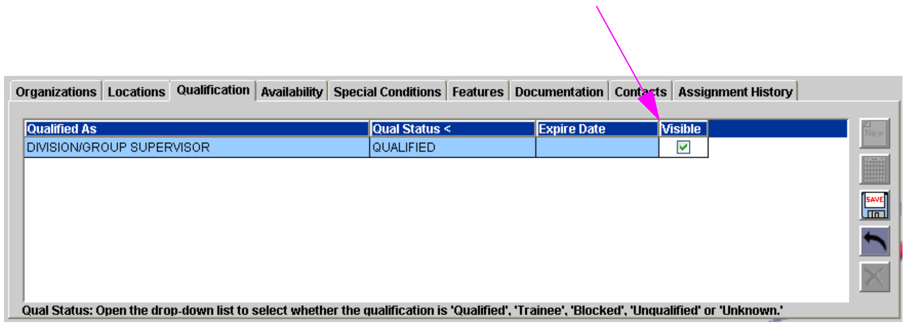


To hide the qualification of an overhead resource

1 On the **Resource Item** screen, click to select the **overhead resource** of your choice, 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 to select the **overhead resource** of your choice, and then click the **Qualification** tab.

2 Under **Active**, click to select the **Active** check box, and then click the **Save** button.

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

1 On the **Classification**, **Qualification**, or **Equipment Type** tab, click to select the **item** of your choice, and then click the **Select Date** button.

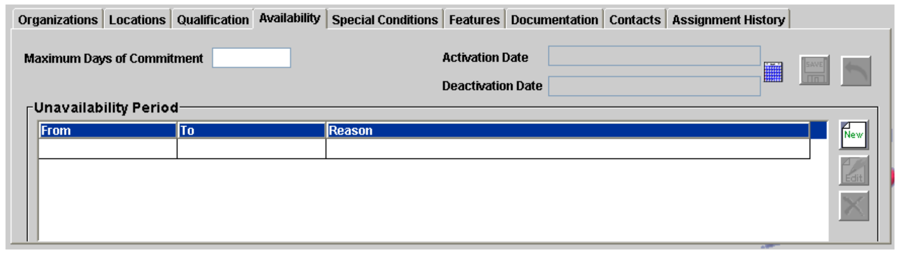
2 On the **Calendar** that appears on your screen, select the **expiration date** as appropriate, and then click **OK**.

For more information about using the calendar, see “Using the Select Dates function” in the User Guide, “Getting started with ROSS.”

Completing the Availability tab

This section explains how to set the activation/deactivation, maximum days of commitment, and unavailability periods for a resource item.

The following graphic shows the Availability tab.



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

To set availability of a resource item

1 On the **Resource Item** screen, click the **Resource Catalog** of your choice.

2 Search for and click to select the **Resource Item** of your choice, 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 select the appropriate day
- for crews and overhead, type the appropriate **number** in the **Maximum Days of Committment** box
- for resources that are seasonal or have a defined, “on contract” period, click the **Calendar** button, and then select the appropriate **Activation Date** and **Deactivation Date**.

To add an unavailability period to a resource item

For more information about using the Select Dates function see, “Common functions, skills, and tips,” in the User Guide, “Getting started with ROSS,” in this ROSS User’s Guide.

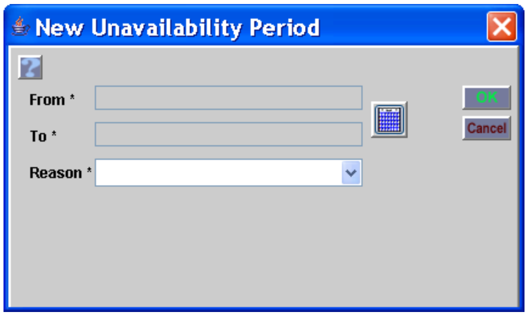
1 Under **Unavailability Period**, click **New**.

2 Click the **Set Unavailability From and To Dates** button, and then select the appropriate **From** and **To** dates.

3 In the **Reason** box, click the drop-down arrow and select the appropriate **Reason**, and then click **OK**.

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

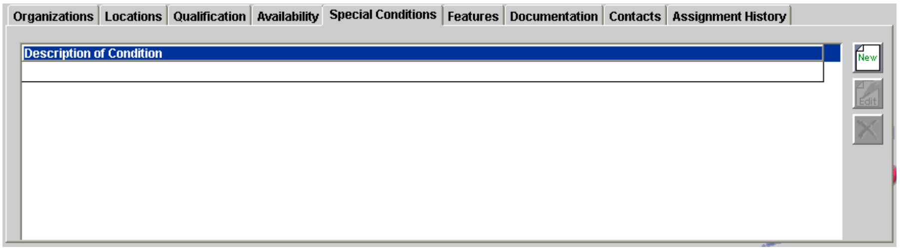
The following graphic shows the New Unavailability Period dialog box.



Completing the Special Conditions tab

This section explains how to add noteworthy information about a specific resource item, 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 item

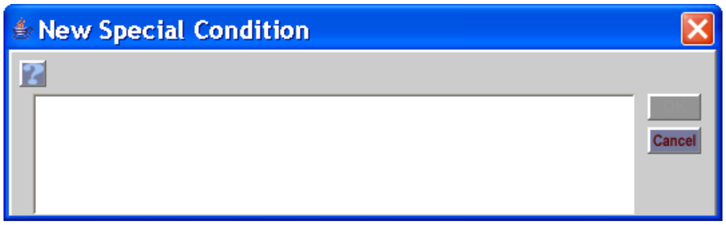
1 On the **Resource Item** screen, click the **Resource Catalog** of your choice.

2 Search for and click to select the **Resource Item** of your choice.

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.

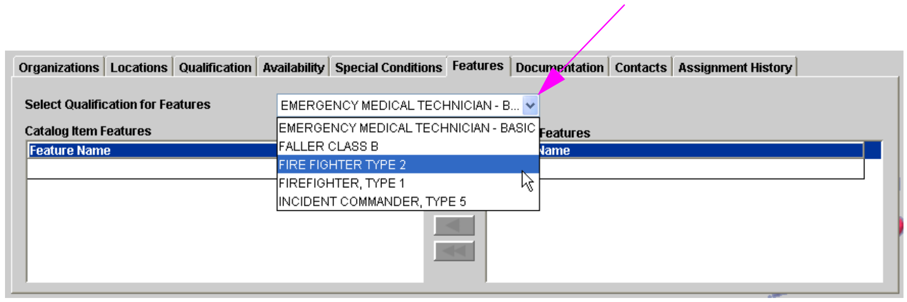
The following graphic shows the New Special Condition dialog box.



Completing the Features tab

This section explains how to assign catalog item features to a resource item. Features are applied to the resource item, 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 item

1 On the **Resource Item** screen, click the **Resource Catalog** of your choice.

2 Search for and click to select the **Resource Item** of your choice, and then click the **Features** tab.

3 Click the **Select Qualification for Features** drop-down arrow, and then select the **Qualification** of your choice.

This populates the features identified for that qualification.

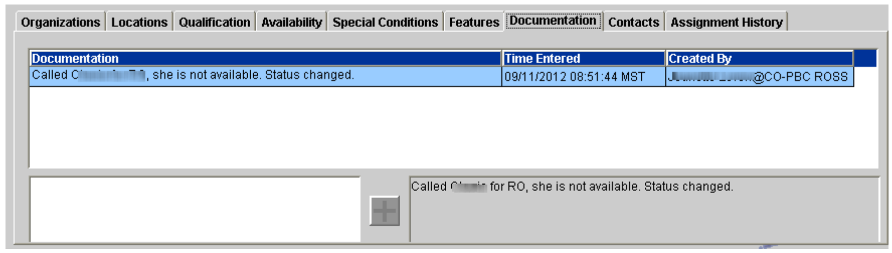
4 Under **Catalog Item Features**, click to select the appropriate **Feature Name**, and then click the **Add** arrow to move your selection to the **Available Features** list.

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 item. Documentation is part of the permanent information for a resource item 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 item

1 On the **Resource Item** screen, click the **Resource Catalog** of your choice.

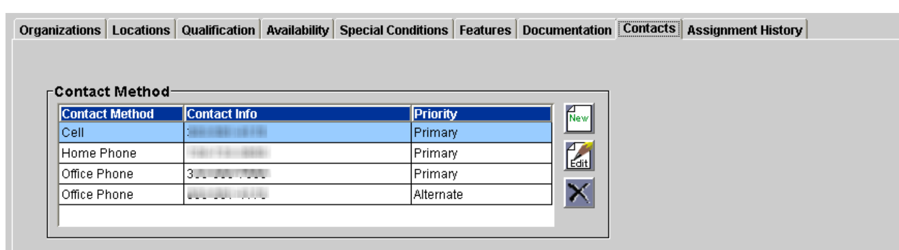
2 Search for and click to select the **Resource Item** of your choice, and then click the **Documentation** tab.

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 resource items. The Resource Item and User Account screens share contact information for every overhead resource item 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 resource items only.



To add new contact information for an overhead resource item

1 On the **Resource Item** screen, click **Overhead,** and then search for and click to select the **Overhead Resource Item** of your choice.

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 to select the **Contact Method** of your choice.

4 Click the **Priority** drop-down arrow, and then click to select the **Priority** of your choice.

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 item

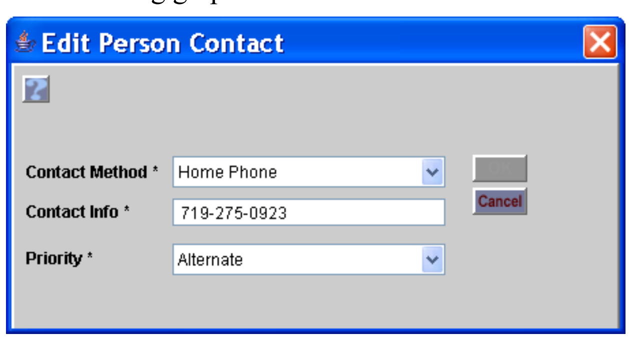
1 On the **Resource Item** screen, click **Overhead,** and then search for and click to select the **Overhead Resource Item** of your choice.

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.

The following graphic shows the Edit Person Contact dialog box.



To delete contact information for an overhead resource item

1 On the **Resource Item** screen, click **Overhead,** and then search for and click to select the **overhead resource item** of your choice.

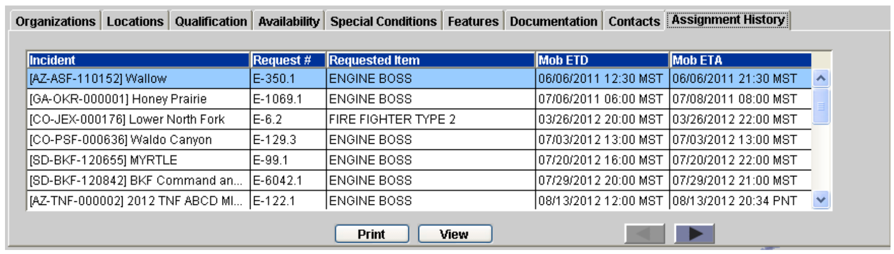
2 Click the **Contacts** tab, click to select the **Contact Method Type** of your choice, and then click **Delete**.

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 item.

The following graphic shows the Assignment History tab.



To review the assignment history of a resource item

1 On the **Resource Item** screen, click the **Resource Catalog** of your choice.

2 Search for and click to select the **Resource Item** of your choice, and then click the **Assignment History** tab.

To print the assignment history of a resource item

1 On the **Resource Item** screen, click the **Resource Catalog** of your choice.

2 Search for and click to select the **Resource Item** of your choice, and then click the **Assignment History** tab.

3 Click the **Print** button, and then click to select **Print Assignment History**.

4 On the **Cognos Viewer** toolbar, click the **Print** button.

> *The Print button is the first button on the left-hand side of the Cognos Viewer toolbar.*

5 On the **Print** dialog box, review the printer settings and then click **OK**.

6 To return to the **Resource Item** screen, click the **Close** button on the **Cognos** window.

Adding external resource items to inventory

The Add External button on the Resource Item screen allows you to add external resource items 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 "Pending Request - managing requests for resources," in this ROSS User's Guide.

To add an external resource item to your inventory

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

2 Under **Select Catalog**, click to select the **Catalog** of your choice, and then click the **Add External** button.

3 On the **Add External Resource to Inventory** dialog box, search for and then click to select the external **Resource Name** of your choice, and then click **OK**.

For more information about performing a search, see the task, "To filter for specific data," in "Getting started with ROSS," in this ROSS User's Guide.

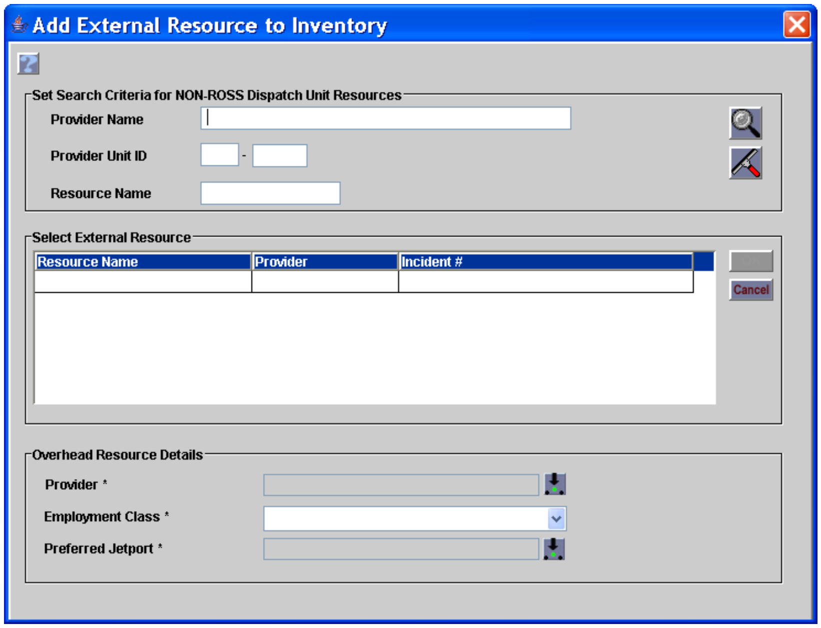
4 Under **Overhead Resource Details**, click the **Pick Provider** button, and then perform one of the following on the **Select Organization** dialog box

- 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 to select the **Provider Name** of your choice.

5 For overhead, click the **Employment Status** drop-down arrow, and then click to select the **Employment Status** of your choice.

6 For crews and overhead, click the **Pick Preferred Jetport** button, search for and then click to select the **Preferred Jetport**.

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



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.

To transfer a resource item to another dispatch center

1. On the **Resource Item** screen, click the **Resource Catalog** of your choice.

2. On the **Organizations** tab, click to select the **Home Dispatch Role**, and then click the **Pick Organization** button.
3. On the **Select Organization** dialog box, search for and then click to select the **Organization Name** of your choice, and then click **OK**.

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

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You must complete the Provider box to complete the transfer!

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

Resources that have no provider have been transferred to you.

2 Click to select the **transferred resource** of your choice.

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 to select the **Provider Name** of your choice.

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.

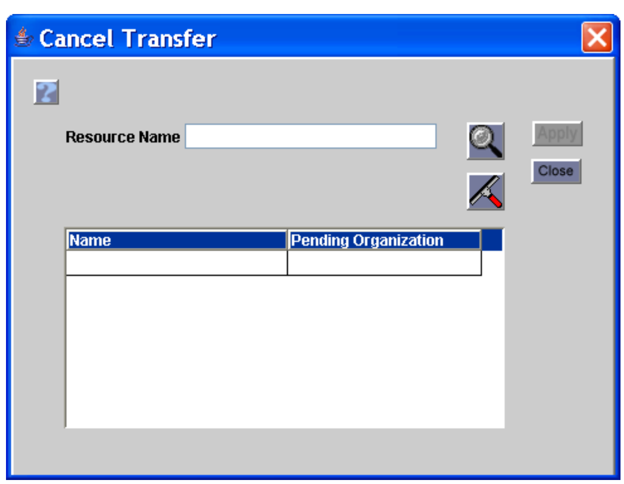
1 On the **Resource Item** screen, click the **Cancel Transfer** button.

*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 to select the **Name** of the transferred resource of your choice, 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.

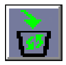
The following graphic shows a sample Cancel Transfer dialog box.



To remove a resource item

You can remove and delete a resource item that has a master roster. ROSS automatically deletes the master roster.

1 On the **Resource Item** screen, click the **Resource Catalog** of your choice, search for and click to select the resource of your choice.



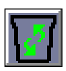
2 Click the **Remove catalog type** button.

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



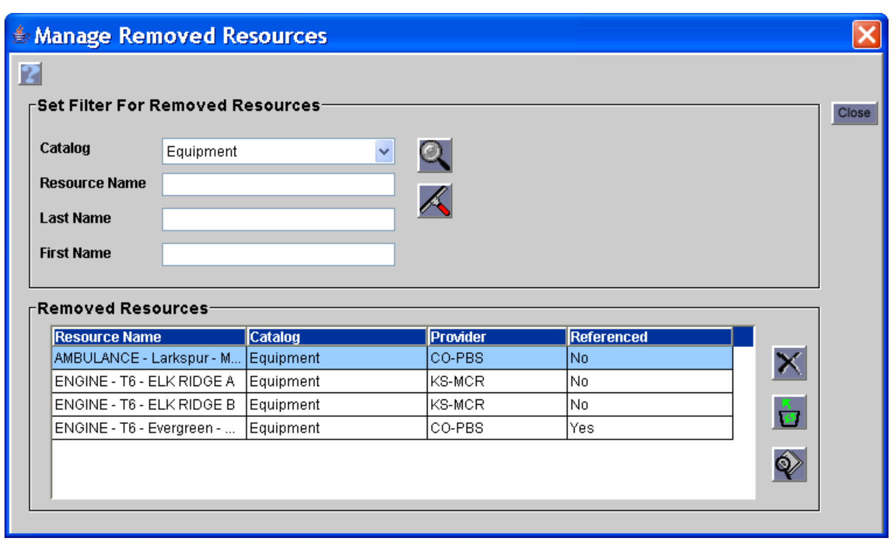
1 On the **Resource Item** screen, click the **Manage Removed Resources** button.

2 On the **Manage Removed Resources** dialog box, click the **Catalog** drop-down arrow and select the **Catalog** of your choice.

3 Search for and then click to select the **Removed Resource Name** of your choice, and then click the **Delete Resource** button.

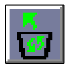
4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel, and then click the **Close** button.

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 select the **Catalog** of your choice.



2 Search for and then click to select the **Removed Resource Name** of your choice, 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.

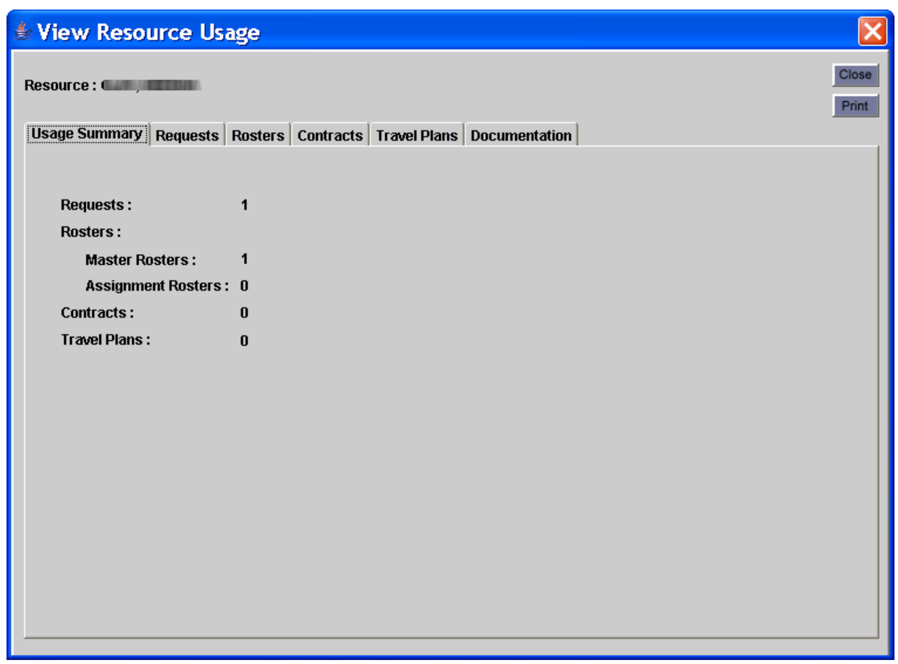
To view resource item usage

1 On the **Resource Item** screen or on the **Manage Removed Resources** dialog box, click to select the **Catalog** of your choice.

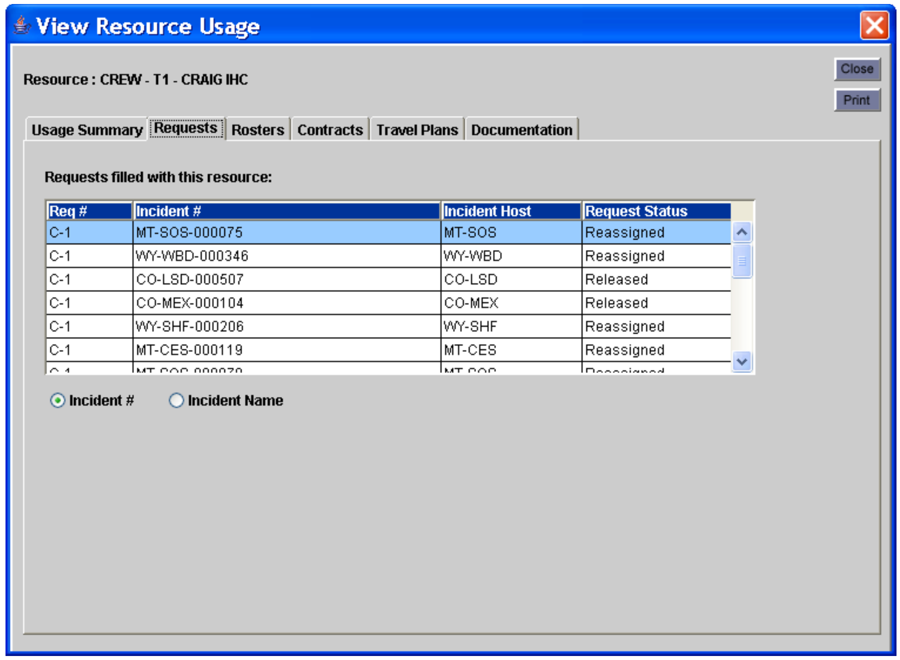
2 Search for and then click to select the **Resource Name** of your choice, and then click the **View Resource Usage** button.

3 On the **View Resource Usage** dialog box, click the **tab** of your choice.

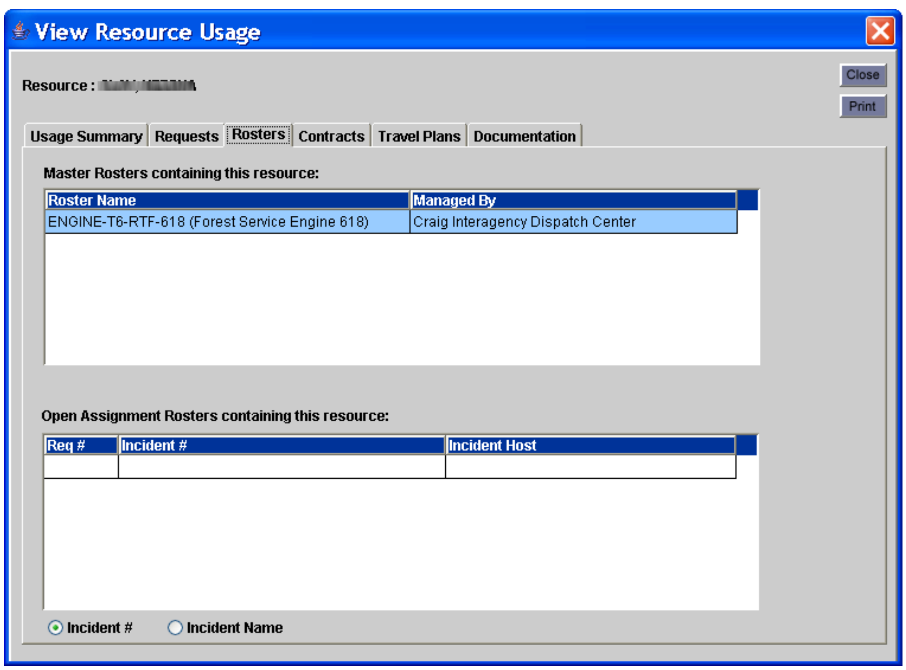
The following graphic shows a sample Usage Summary tab on the View Resource Usage dialog box.



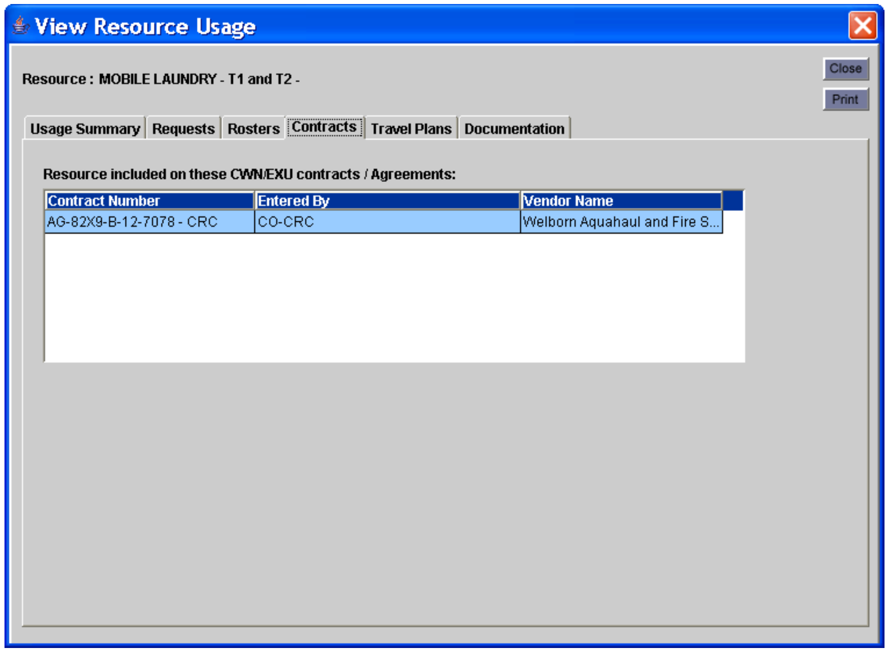
The following graphic shows a sample Requests tab on the View Resource Usage dialog box.



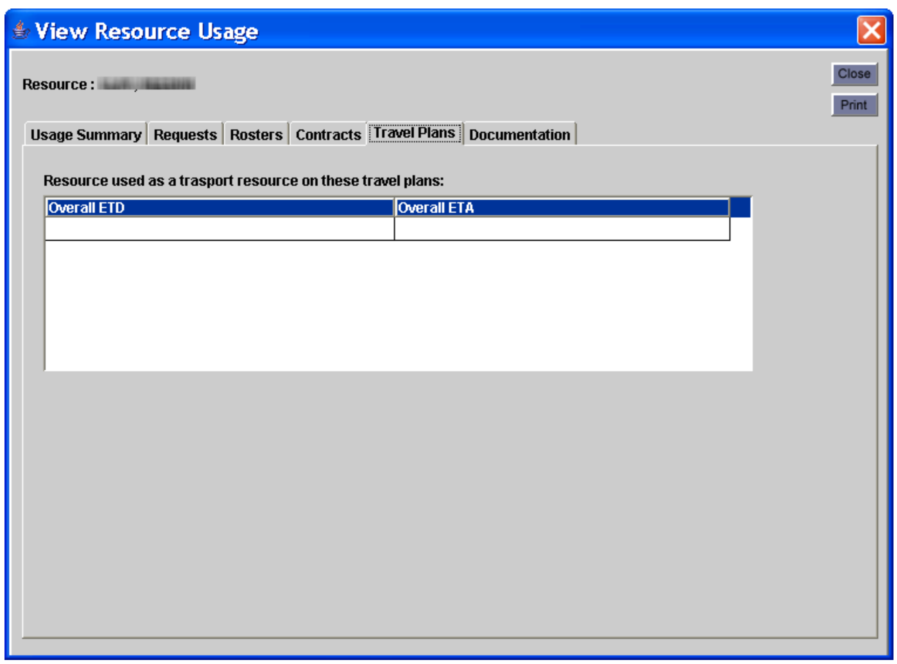
The following graphic shows a sample Rosters tab on the View Resource Usage dialog box.



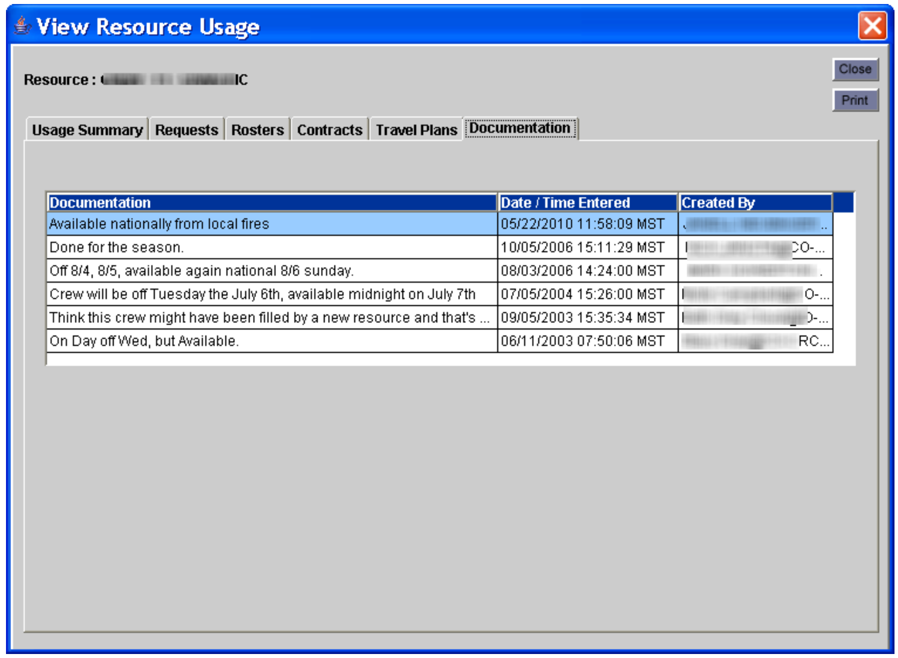
The following graphic shows a sample Contracts tab on the View Resource Usage dialog box.



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 to select the **Catalog** of your choice.

2 Search for and then click to select the **Resource Name** of your choice, and then click the **View Resource Usage** button.

3 On the **View Resource Usage** dialog box, click the **Print** button.

4 On the **Cognos Viewer** toolbar, click the **Print** button.

The Print button is the first button on the left-hand side of the Cognos Viewer toolbar.

5 On the **Print** dialog box, review the printer settings and then click **OK**.

6 To return to the **Resource Item** screen, click the **Close** button on the **Cognos** window.

Exploring catalogs, categories, and resource items in detail

Resource items are grouped together into five catalogs that correspond to the hardcopy Resource Order forms. These catalogs include Aircraft, Crew, Equipment, Overhead, and Supply. In ROSS, the Resource Item screen displays these five catalogs as option buttons at the top of the screen, under "Select Catalog."

National resources are those resource items 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.

Topics in this section include:

- Understanding overhead resources
- Understanding supply resources
- Understanding alias catalog items
- Understanding vendor-owned resource items
- About the Quick Fill function for resource items
- Handling required information for new and existing resources
- Completing provider information
- Understanding ownership roles
- Transferring resource items to another dispatch center
- Removing and deleting resource items managed by your dispatch center.

Understanding overhead resources

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.

Understanding supply resources

Remember these key points when working with supply resources:

- Enter only supply items that are uniquely identifiable that will be statused as resource items. For example, an aerial sphere dispenser.
- Do not enter supply services such as lodging, meals, and rental cards as resource items. 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 resource items, these resources must be uniquely named 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*.

Understanding alias catalog items

Catalog managers at NICC may identify a catalog item as “alias” (such as Engine Type 3, 4, 5, or 6) and associate unique items to it (such as Engine, Type 6). When an alias item is requested, the Pending Request screen displays resources that hold any of the associated qualifications.

Remember these key points when working with alias catalog items:

- An alias is an inclusive item in the ROSS Catalog. You can create requests for alias items but may not assign alias qualifications to resources. You may only classify resources as unique items. *For example, Engine, Type Any.*
- Requests for alias items may be filled with an assignment roster via the CAD interface. The unique qualification of the assigned resource is used as the filled-with item. *For example, Engine, Type 3*.
- Alias only applies to aircraft, crew, equipment, and supply non-service catalog items. It does not apply to overhead or services of any type. You may only edit aircraft, crew, and equipment categories to prohibit aliases after all alias catalog items have been changed to unique items.
- For aircraft, you may only assign multiple classifications to resources that fall in categories that do not permit aliases. Since “Fixed Wing” does not

allow aliases, these resources may have multiple qualifications. Since "Airtanker" permits aliases, these items may have only one qualification.

- Equipment resources may have only one type per category. *For example, you can assign Tractor-Plow, T4 and Dozer, T2 classifications to the same resource. You cannot assign Dozer, T2 and Dozer, T3 to the same resource.*
- Supply non-service items may have only one classification.
- You may add alias catalog items to pre-orders and detail requests. However, you may not add positions for alias catalog items to master rosters, assignment rosters, or manifests.
- You may request alias aircraft, crew, equipment, and supply non-service catalog items on regular and support request, but not on subordinate requests.
- When viewing counts of available and reserved resources for a requested alias item on the Pending Request screen-Other Resources tab, resources that hold any of the associated unique qualifications also display.
- You may set up direct order affiliations to allow for the ordering of alias items. *For example, a dispatch center authorized to direct order an "Engine, Type Any" may also direct order any of the unique catalog items associated with "Engine, Type Any."*
- You can fill requests for alias aircraft, crew, equipment, and supply non-service catalog items with an available inventory item or pre-positioned resource that holds one of the associated unique classifications. The same holds true for like resources that are reserved, mob-en-route, at incident, demob-en-route, and for contract/agreement resources.
- You can fill a request for an alias item with an external resource that has been used in the past, provided the resource's classification is associated with the alias item. When filling a request for an alias item with a new external resource or using the "Fill with New Resource" or "Fill with Agreement" options, you must declare which unique catalog item associated with the alias should be used to classify the resource. This allows the resource to be reassigned.
- A release authorization may or may not be required for alias catalog items. However, for example, if a Type 3 Engine requires a release authorization, then releasing a Type 3 Engine assigned to a request for Engine, Type Any, that request requires approval. The Release Authorization screen allows you to filter for existing restrictions.
- You may reassign resources from an alias request to another alias request, from an alias to unique request, or from unique to alias request, provided the resource's classification matched the requested unique item or is associated with the requested alias item.

- A data draw allows you to obtain information on all resources with multiple qualifications, where at least one qualification is in a category that does not permit aliases.

For more information about setting catalog aliases, see the User Guide, “Catalog - maintaining catalog items,” in this ROSS User’s Guide.

Understanding vendor-owned resource items

A vendor is a private, “for profit” company that has services or resources available for hire via a contract or agreement with one or more wildland agency organizations. Common examples of vendors include those offering helicopter or fixed wing aircraft, national caterer/shower services, contract fire fighting crews, sanitation services, copy machines, computers, restaurant meals, water tenders, and vehicles.

Enter a vendor-owned resource item into ROSS only when the dispatch office or vendor must keep the “status” (available or unavailable) of that resource item.

Vendor-owned resource items are divided into two categories: “Non-Service” and “Service.” Remember the following definitions:

- **Non-Service.** Non-Service resource items are distinctly identifiable. In other words, they are identified by a call number, such as “ABC Engines - Engine #121” or some other specific identifier. Non-Service resource items are typically equipment, crews, or aircraft. “Exclusive Use” and “Call When Needed (CWN)” contract types document vendor-owned Non-Service resource items.

  Before entering a non-service item, you must first enter the vendor into ROSS as an organization. For more information see, “Working with vendors,” in the User Guide, “Organization - defining ROSS organizations.”

  - An “Exclusive Use” contract is an agreement with a vendor to provide a resource item on an “Exclusive Use” basis to a specific unit for incident support. In ROSS, an “Exclusive Use” resource is treated like any other agency resource. It is statused and dispatched to incidents exactly the same way as an agency-owned resource item.
  - A “CWN” contract is an agreement with a vendor to provide specific resources, identified in the contract, on an as-available basis when called by an authorized ordering dispatch office. In ROSS, a “CWN” resource item is statused the same way as any agency-owned resource item. However, filling an order with a CWN resource is different, in that a call must be made to the vendor prior to assignment. Emergency Equipment Rental Agreements (EERA) are typically entered as CWN contracts. An exception to this is when a line item listed on an EERA is not unique, such as motel rooms, meals, or other

services that do not have a unique identifier, such as a serial number or vehicle identification number.

There may be instances when an overhead resource item is listed on an "Exclusive Use" or "Call When Needed (CWN)." For assistance with this type of situation, contact the ROSS Helpdesk at (866) 224-7677.

- **Service.** The vendor that provides the service must first be entered into ROSS as an organization. Agreements with this vendor are entered as "Purchase Agreements" on the Contract screen. A service is not statused or uniquely identified in ROSS and therefore does not display on the Resource Status screen. In general, services should not be entered on the Resource Item screen. Examples of these types of services include port-a-potties, meals, rooms, and rental cars. Typically, service items are aircraft, equipment, and most commonly, supply.

Service resource items are not specifically identified in ROSS; only the type of service, such as "copy machine rental" is identified.

In ROSS, the vendor providing a service through a purchase agreement will accept as many orders for the service they provide until their supply runs out or the limits of their agreement is reached. Until such time, ROSS permits as many requests to be placed with the vendor as necessary in support of the incident.

For more information about statusing vendor-owned resources please refer to the Quick Reference Card, "How Do I Status My Vendor-Owned Resources in RPSS?" available on the ROSS website at http://ross.nwcg.gov.

About the Quick Fill function for resource items

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 item 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 designating a resource item as a quick fill resource, see "Completing the Classification/Equipment Type/Qualification tab," in the section, "Completing tabs on the Resource Item screen," earlier in this User Guide. 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.

Handling required information for new and existing resources

You must ensure that each resource item your dispatch center manages identifies the required information. The following table outlines the required information for new and existing resources, by catalog.

Catalog	Required Information
Aircraft	Registration Number Provider Organization
Crew	Crew Name Preferred Jetport Provider Organization
Equipment	Name Provider Organization
Overhead	Last Name First Name Provider Organization Employment Status Preferred Jetport
Supply	Supply Name Provider Organization

Completing provider information

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.

You can only change the provider, home unit, and owner information of resources that are currently at home, available or unavailable.

Understanding ownership roles

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.

- **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.

For more information about the business rules for defining ownership, refer to http://ross.nwcg.gov/documentslibrary/implementation/ROSS_Resource_Item_Standards_2012.pdf.

Transferring resource items to another dispatch center

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

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

Remember these key points when transferring resource items:

- You can transfer a resource item 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 item, 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.

  For more information about reviewing incomplete resource transfers, see the task, "To review incomplete resource item transfers," later in this section.

- 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 item’s status is set to “Unavailable (Transferred),” it cannot be updated, nor cannot be used to 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 see, “Creating Notification Settings,” in the User Guide, “Personal Settings - setting request filters,” in this ROSS User’s Guide.

- 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 resource items 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 resource items 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 resource items with incomplete transfers for any filter criteria you supply.

Since incomplete resource item 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 resource items managed by your dispatch center

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

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