



Advanced Unit 1 – Rosters

**ROSS Dispatch Training Instructor Guide
Release 2.16.12**

For ROSS Steady State
Operations & Maintenance

12.0



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OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. Create and edit a Master Roster.
2. Create and manage Master Roster versions.
3. Quick Fill a resource using an Assignment Roster.
4. Fill a configuration request using an Assignment Roster.
5. Fill a configuration request with a Prepositioned Roster.
6. Fill a configuration request with a Temporary Group.
7. Add an Assignment Roster to a configuration request filled with a single resource.
8. Continue an Assignment Roster.
9. Cancel an Assignment Roster.
10. Refill a subordinate request.

REVISION LOG

Rev #	Date	Revision(s)	Author
12.0	10/08/2018	2.16.12: No updates.	M. Apicella
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9.0	03/29/2017	2.16.9: No updates.	M. Apicella
8.0	01/23/2017	2.16.8: No updates.	M. Apicella
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1.0	02/28/2014	Re-formatted for consistency with NAP Instructor Guides, and updated for ROSS version 2.16.1.	J. Vahl

ADVANCED UNIT 1: ROSTERS

1.1 Objectives

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	1.1 Objectives	<p>Display Slide ROSSD-SL-ADVANCED-01-01 (Rosters).</p> <p>Display Slide ROSSD-SL-ADVANCED-01-02 (Objectives).</p>

1.2 Overview

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	1.2 Overview	<p>Log into Pagosa Springs Dispatch using a user account with Local Dispatch Manager privileges only.</p> <p>Perform a quick, uninterrupted walk-through of the screens and major functions to be covered in this unit.</p> <p>Use the 'extra' resources in the training database as appropriate to demonstrate major actions.</p> <p>Do not field student questions during the walk-through; have students save their questions for the lecture.</p>

1.3 Roster Screen > Search Resources Dialog Box

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	1.3 Roster Screen > Search Resources Dialog Box	<p>Initiate opening the Roster screen.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Accessed by Resource menu. • Roster screen used to create and edit Master Rosters for resources classified as a catalog item with a configuration. • A Master Roster is a list of positions (i.e., catalog items) with resources assigned. • Master Rosters can be created for Aircraft, Crew, Equipment, or Overhead resource items (but not Supply or Services items). • For resources with dedicated personnel (e.g., Type 1 Crews, overhead teams, and exclusive-use helicopters), a Master Roster expedites dispatching since it can be used to generate an Assignment Roster.

☑	Topic	Instructor Actions
☐	1.3 Roster Screen > Search Resources Dialog Box (continued)	<ul style="list-style-type: none"> • A resource can have only one Master Roster, however multiple 'versions' of the roster can be maintained. All, some, or none of the positions on the Master Roster can be assigned to a given version. • A resource can be assigned to any number of Master Rosters. • Set Search for Resource panel. • Search Results panel. <ul style="list-style-type: none"> – Grid: <ul style="list-style-type: none"> ▪ Displays resources for which you are the Home Dispatch, excluding those that are on a contract of type CWN or Agreement. ▪ Grid columns. – View button. <p>Select Equipment resource Engine 6.</p>

1.4 Roster Screen > Roster Panel

☑	Topic	Instructor Actions
☐	1.4 Roster Screen > Roster Panel	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Resource Name. • Roster Name. • Has Non-Local Resources. • Has Position with No Version. • New button and New Roster dialog box – Not applicable if resource already has a roster. <ul style="list-style-type: none"> – Resource Name. – Roster Name.

☑	Topic	Instructor Actions
☐	1.4 Roster Screen > Roster Panel (continued)	<ul style="list-style-type: none"> – Use Selected Qualification with Configuration as Template check box and qualifications grid. <ul style="list-style-type: none"> ▪ View Configuration button. ▪ Positions are added to the roster in order they appear in the configuration. ▪ If select qualification having its own configuration, sub-configuration not added to roster. ▪ If check box not checked, will build roster from scratch. <p>Note: Emphasize that the roster is being developed for the resource, independent of any particular qualification selected as a template.</p> – Enter Purpose/Documentation for Roster. <p>Create the roster based on the Engine T3 configuration.</p> • Edit button and Edit Roster dialog box – Used to edit roster name, and create and edit roster versions.

☑	Topic	Instructor Actions
☐	1.4 Roster Screen > Roster Panel (continued)	<p>Roster Versions panel:</p> <ul style="list-style-type: none"> – Grid columns. <ul style="list-style-type: none"> ▪ Name. ▪ Code – One or two digit abbreviation for version. ▪ Default check box – Default version of Master Roster will be basis for Assignment Rosters. – New button. – Save button. – Delete button. <p>Create following two roster versions:</p> <p>Version 1: Name = Engine 6 Version 1, Code = V1, set as default.</p> <p>Version 2: Name = Engine 6 Version 2, Code = V2.</p> <p>Note: Point out that ‘Has Position with No Version – Yes’ now displays on the Roster screen.</p> <ul style="list-style-type: none"> • Search button.

☑	Topic	Instructor Actions
☐	1.4 Roster Screen > Roster Panel (continued)	<ul style="list-style-type: none"> • View Resource button. • Documentation button. • Delete button – Deletes the roster and all its versions.

1.5 Roster Screen > Primary Roster Position Panel

☑	Topic	Instructor Actions
☐	1.5 Roster Screen > Primary Roster Position Panel	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Grid defaults to displaying all positions on the roster, regardless of whether they are assigned to any versions. • Grid columns of note: <ul style="list-style-type: none"> – Version – Roster versions to which the position has been assigned. Only applicable if there is a version.

☑	Topic	Instructor Actions
☐	1.5 Roster Screen > Primary Roster Position Panel (continued)	<ul style="list-style-type: none"> <li data-bbox="850 251 1911 349">– Reserved – If a resource is reserved for a roster, and resource is used independent of roster, a warning message displays but ROSS does <u>not</u> restrict use of resource. <li data-bbox="850 462 1911 495">– # – Row number, which indicates sequential order of the roster position. <li data-bbox="892 592 1858 657">Note: Point out that sequencing of roster positions will be discussed later. <li data-bbox="798 722 1900 787">• Version drop-down list – Can set version context of the grid. Only displays if roster has at least one version. <li data-bbox="798 885 1911 950">Note: Point out that ‘Default’ is appended to the name of Version 1 in the drop-down list.

1.6 Roster Screen > Primary Roster Position Panel > Buttons

☑	Topic	Instructor Actions
☐	1.6 Roster Screen > Primary Roster Position Panel > Buttons	<p data-bbox="798 1193 1113 1226"><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li data-bbox="798 1242 1900 1339">• <u>Cannot</u> perform actions such as adding a position or changing a restriction while viewing a specific roster version; they must be performed while viewing the entire Master Roster.

☑	Topic	Instructor Actions
☐	1.6 Roster Screen > Primary Roster Position Panel > Buttons (continued)	<ul style="list-style-type: none"> • Action button > Add Position. <ul style="list-style-type: none"> – Cannot add an alias, service, or Supply catalog item. – Add Roster Positions dialog box. – Positions are added to the bottom of the roster. Add two Overhead FFT1 positions. • Sequencing of Positions. <ul style="list-style-type: none"> – Order of positions on Master Roster or Master Roster version dictates initial order of positions on Assignment Roster. – Two methods for changing: <ul style="list-style-type: none"> ▪ Move Position Up/Down buttons. Move Position 4 up one row using the Move Position Up button. ▪ Set To # button.

☑	Topic	Instructor Actions
☐	1.6 Roster Screen > Primary Roster Position Panel > Buttons (continued)	<p>Move Position 5 up to row 2 using the Set To # field.</p> <ul style="list-style-type: none"> • Action > Delete Position. <ul style="list-style-type: none"> – Deletes position from Master Roster and all versions. <p>Delete an FFT1 position.</p> <ul style="list-style-type: none"> – Position numbering is updated such that there are no gaps in the numbering. <p>Select an FFT2 position. Assign a resource from the Inventory tab.</p> <ul style="list-style-type: none"> • Action > Mark as Reserved. <p>Designate the FFT2 position as Reserved.</p> <ul style="list-style-type: none"> • Action > Clear Reserved. <p>Clear the Reserved designation from the FFT2.</p>

☑	Topic	Instructor Actions
☐	1.6 Roster Screen > Primary Roster Position Panel > Buttons (continued)	<ul style="list-style-type: none"> • Action > Change Restriction – Applicable to Overhead only. Error message displays if restriction changed such that an alternate for position no longer qualifies. • Action > Remove Resource. Remove the resource from the FFT2 position. Switch to the roster of Equipment resource ‘Pagosa Springs #1’ (S/T Engine, Type 3). • Action > Assign Roster Versions. <ul style="list-style-type: none"> – Used to add/remove positions to/from roster versions. – Only applicable if roster has at least one version. – Can access all versions of roster at same time, regardless of whether viewing a specific version on Roster screen.

☑	Topic	Instructor Actions
☐	1.6 Roster Screen > Primary Roster Position Panel > Buttons (continued)	<ul style="list-style-type: none"> – Assign Roster Versions dialog box. <ul style="list-style-type: none"> ▪ Positions For Version drop-down list. ▪ Positions For Version grid – Positions assigned to the version. ▪ Add and Remove buttons. <p>Assign positions to versions as follows:</p> <p>Version 1: Assign first 3 engine positions, the STEN position, and first 3 FFT2 positions.</p> <p>Version 2: Last 3 engine positions, the STEN position, and last 3 FFT2 positions.</p> <p>Note: On Roster screen, with **ALL** selected in the Version drop-down list, point out the values in the Version column for each position. Also note the 'No' value for 'Has Position with No Version'.</p> <p>Select the position with Engine 1 resource assigned.</p> <ul style="list-style-type: none"> • Go To button.

☑	Topic	Instructor Actions
☐	1.6 Roster Screen > Primary Roster Position Panel > Buttons (continued)	<ul style="list-style-type: none"> • View button. • Print button.

1.7 Roster Screen > Add/Swap Roster Resources Panel > Inventory Tab

☑	Topic	Instructor Actions
☐	1.7 Roster Screen > Add/Swap Roster Resources Panel > Inventory Tab	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Used to assign a resource from ROSS inventory to selected position, or add a resource as an alternate for the position. • <u>Cannot</u> perform add/swap while viewing a specific roster version – must display entire roster. • Add as Alternate button – Adds selected resource as an alternate to selected position. <p>Add Engine 3 resource as an alternate to an unassigned Engine T3 position.</p>

☑	Topic	Instructor Actions
☐	1.7 Roster Screen > Add/Swap Roster Resources Panel > Inventory Tab (continued)	<p>Note: Point out that Engine 3 now displays on the Alternates tab as an alternate for the selected position.</p> <ul style="list-style-type: none"> • Add/Swap button. <ul style="list-style-type: none"> – If a resource is not yet assigned to selected position, assigns the selected resource. <p>Assign Engine 4 resource to an unassigned Engine T3 position.</p> <ul style="list-style-type: none"> – If a resource is already assigned to selected roster position, swaps out assigned resource with the selected resource. <p>Swap Engine 4 out with Engine 3 (i.e., assign Engine 3 to the position currently filled with Engine 4).</p> <ul style="list-style-type: none"> – If resource being added or swapped has its own Master Roster, it is <u>not</u> displayed as a nested roster. <ul style="list-style-type: none"> • View button.

1.8 Roster Screen > Add/Swap Roster Resources Panel > Alternates Tab

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	1.8 Roster Screen > Add/Swap Roster Resources Panel > Alternates Tab	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Used to assign a resource, identified as an alternate for a position, to the position as the primary. • Add/Swap button – Same as on Inventory tab. • Remove button – Removes selected resource as an alternate for selected position. <p>Select the position to which Engine 3 is assigned as an alternate, and remove Engine 3 as an alternate.</p> <ul style="list-style-type: none"> • View button.

1.9 Practice Session

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	1.9 Practice Session	Stop the lecture here and have students practice the parts of the unit scenario involving the Roster screen.

1.10 Assignment Roster > Assignment Roster Panel

☑	Topic	Instructor Actions
☐	1.10 Assignment Roster > Assignment Roster Panel	<p>Open Quick Fill screen in context of the Deer Valley incident.</p> <p>Select Engine 12. Select Action > Assign with Master Roster.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Select Master Roster Version dialog box. <p>Select Version 1.</p> <ul style="list-style-type: none"> • If selected resource and all members of Master Roster are available, receive message stating they can be assigned immediately without accessing Assignment Roster. <p>Click <u>NO</u> in Confirmation Message (we want the Assignment Roster to display).</p> <ul style="list-style-type: none"> • Assignment roster is a temporary, request-specific roster consisting of a list of positions (i.e., catalog items) with resources assigned.

☑	Topic	Instructor Actions
☐	1.10 Assignment Roster > Assignment Roster Panel (continued)	<ul style="list-style-type: none"> • Used to manage creation, filling, and placing (non-local resources only) of subordinate requests for the selected parent request. • Fields in upper left of screen. <ul style="list-style-type: none"> – Master Roster has Versions. – Assignment Resource Name. • Assignment Roster grid – Similar columns as on Roster screen. <ul style="list-style-type: none"> – Request column – Displays request associated with position. – Each position has an assigned ‘request’, based on sequential order of the positions. – When quick filling, the root request number cannot be known until Assignment Roster is closed out and parent request is created, so a question mark (?) displays. • Sequencing of Positions. <ul style="list-style-type: none"> – Order of positions dictates request numbers to be assigned to associated subordinate requests.

☑	Topic	Instructor Actions
☐	1.10 Assignment Roster > Assignment Roster Panel (continued)	<ul style="list-style-type: none"> – Request for first subordinate position will always be numbered with suffix '.1', second will be '.2', etc. – True at any level of nesting within Assignment Roster. – Cannot move a position down to another position that is the parent of a nested group. – If parent of a nested group is moved, all positions within the group are moved so as to stay with the parent.

1.11 Assignment Roster > Assignment Roster Panel > Buttons

☑	Topic	Instructor Actions
☐	1.11 Assignment Roster > Assignment Roster Panel > Buttons	<p>Note: Point out that only differences from the Roster screen will be discussed.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Add Position. <ul style="list-style-type: none"> – Used to add a subordinate position under selected configuration position. – If a resource is assigned to the selected position, it must be local.

☑	Topic	Instructor Actions
☐	1.11 Assignment Roster > Assignment Roster Panel > Buttons (continued)	<p>Select position with Engine 12 assigned, and add a subordinate position for an Engine T3.</p> <p>Select an Overhead position with a resource assigned.</p> <ul style="list-style-type: none"> • Delete Position – When a position is deleted, position numbering is updated to avoid gaps. • Remove Resource. <ul style="list-style-type: none"> – Resource cannot be removed from a position if a request has already been created for the position (this is not a factor when quick filling since Assignment Roster cannot be re-visited). – If position has subordinates, they are deleted. • Change Restriction – Receive warning if a primary or alternate cannot meet new restriction; continuing removes assigned resource. • Delete All – Deletes all positions except root.

☑	Topic	Instructor Actions
☐	1.11 Assignment Roster > Assignment Roster Panel > Buttons (continued)	<ul style="list-style-type: none"> • Build From Configuration. <ul style="list-style-type: none"> – Builds out subordinate positions of selected configuration position. <p>Select the Engine T3 position that was just added to the Assignment Roster (under Engine 12). Select Action > Build from Configuration.</p> <ul style="list-style-type: none"> – Positions added in order they appear in the configuration. – If a resource is assigned to the selected position, it must be local. – Not applicable if subordinate request has been created for the position. <p>Select the newly added subordinate positions and delete from the Assignment Roster.</p> <p>Assign Engine 350 from the Inventory tab to the Engine T3 position using the 'Add/Swap with Resource Only' option.</p> <ul style="list-style-type: none"> • Set/Unset Add Roster Later. <ul style="list-style-type: none"> – Used to indicate whether there is intention to add Assignment Roster later to request to be created for selected configuration position.

☑	Topic	Instructor Actions
☐	1.11 Assignment Roster > Assignment Roster Panel > Buttons (continued)	<ul style="list-style-type: none"> – Must be true for selected position: <ul style="list-style-type: none"> ▪ Has a local resource assigned. ▪ Has no subordinate requests. ▪ Assigned resource is not currently assigned to another request. ▪ Assigned resource is not on a CWN or Agreement contract. <p>Select Action > Set/Unset Add Roster Later.</p> <p>Note: Point out that ‘Add Roster Later’ was added to the position name.</p> <p>Select Action > Set/Unset Add Roster Later again to clear the designation.</p> <ul style="list-style-type: none"> • Build From Master Roster. <ul style="list-style-type: none"> – Applies Master Roster of selected resource to selected configuration position. <p>Select Action > Build from Master Roster.</p> <ul style="list-style-type: none"> – If two or more versions exist, Select Master Roster Version dialog box displays.

☑	Topic	Instructor Actions
☐	1.11 Assignment Roster > Assignment Roster Panel > Buttons (continued)	<ul style="list-style-type: none"> – Can be used to change the Master Roster version currently applied to a position. – Clears any existing subordinate positions of selected parent position. – Positions are added to Assignment Roster in order they appear on Master Roster. <ul style="list-style-type: none"> • View button. • Print button.

1.12 Assignment Roster > Add/Swap Roster Resources Panel > Tabs

☑	Topic	Instructor Actions
☐	1.12 Assignment Roster > Add/Swap Roster Resources Panel > Tabs	<p>Select FFT2 position with Felix Gupta assigned.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Inventory tab. <ul style="list-style-type: none"> – Used to assign a resource from ROSS inventory to selected position, or add a resource as an alternate for the position.

☑	Topic	Instructor Actions
☐	1.12 Assignment Roster > Add/Swap Roster Resources Panel > Tabs (continued)	<ul style="list-style-type: none"> – Filter criteria fields. – Grid columns. – For a resource to display it must: <ul style="list-style-type: none"> ▪ Have a qualification matching selected position with one exception: If Overhead with restriction of Developmental, resource need only be from same catalog. ▪ If Overhead, have a qualification status matching restriction placed on position as follows: <ul style="list-style-type: none"> ▫ If restriction is Trainee Acceptable, status must be Trainee or Qualified. ▫ If restriction is Trainee Required, status must be Trainee. ▫ If restriction is Developmental, status can be any value as long as resource is qualified. ▫ If restriction is Qualified Only, status must be Qualified. – View button.

☑	Topic	Instructor Actions
☐	1.12 Assignment Roster > Add/Swap Roster Resources Panel > Tabs (continued)	<p>Switch to Roster Position Resources tab.</p> <ul style="list-style-type: none"> • Roster Position Resources tab. <ul style="list-style-type: none"> – Displays resources from the Master Roster that have not yet been assigned to a position on the assignment roster. – Filter criteria fields. – Grid columns. – Resources that are Returned from Assignment do not display.

1.13 Assignment Roster > Add/Swap Roster Resources Panel > Add/Swap Button

☑	Topic	Instructor Actions
☐	1.13 Assignment Roster > Add/Swap Roster Resources Panel > Add/Swap Button	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • At any level of nesting, a resource cannot be assigned to a subordinate position if there is not a resource assigned to the parent position.

☑	Topic	Instructor Actions
☐	1.13 Assignment Roster > Add/Swap Roster Resources Panel > Add/Swap Button (continued)	<ul style="list-style-type: none"> • When assigning non-local resource, only resource can be assigned, not the roster or configuration. However, non-local resource can be reassigned with roster or configuration if your dispatch is resource’s Current Dispatch. • Add/Swap with Resource Only. <ul style="list-style-type: none"> – Assigns selected resource to selected position. – If resource is local, and position has resource assigned and sub positions, resource is replaced and sub positions and assigned resources are retained. – If resource is non-local, and position is a configuration, the resource is assigned but all sub positions are deleted. <p>Select Joe Patrick on the Roster Position Resources tab.</p> <p>Select Add/Swap with Resource Only.</p> <p>Switch to Inventory tab.</p> <ul style="list-style-type: none"> • Add/Swap with Resource Only (Add Roster Later) – Assigns group resource as a single resource, with intention to add Assignment Roster later. <p>Select Engine T3 position with Engine 350 assigned.</p>

☑	Topic	Instructor Actions
☐	1.13 Assignment Roster > Add/Swap Roster Resources Panel > Add/Swap Button (continued)	<p>Swap Engine 350 out with Engine 400 using the ‘Add/Swap with Resource Only (Add Roster Later)’ option.</p> <ul style="list-style-type: none"> • Add/Swap with Resource using Roster. <ul style="list-style-type: none"> – Assigns the resource and its Master Roster. – Master Roster positions and assigned resources are added to Assignment Roster. – If position already has sub positions, they are replaced with the Master Roster positions. – Positions added in order they appear on Master Roster. • Add/Swap with Resource using Configuration. <ul style="list-style-type: none"> – Assigns resource to selected position, and adds the subordinate positions of the configuration – If position already has sub positions, they are replaced with the configuration positions. – Positions added in order they appear in configuration.

☑	Topic	Instructor Actions
☐	1.13 Assignment Roster > Add/Swap Roster Resources Panel > Add/Swap Button (continued)	<ul style="list-style-type: none"> • After click OK, cannot again access the Assignment Roster. • If a resource on Assignment Roster is Unavailable (but not assigned to an incident), associated position is ignored. • All subordinate positions without assigned resources are ignored. • Requests are generated and filled, and resources are set At Incident. • When subordinate requests created for positions with non-local resources assigned: <ul style="list-style-type: none"> – If resource is unassigned, ROSS places request to Home (or Preposition) Dispatch. – If resource is assigned, ROSS places request to Current Dispatch requesting that specific resource. <p>Click Cancel; do not fill the request.</p>

1.14 Practice Session

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	1.14 Practice Session	Stop the lecture here and have students practice the parts of the unit scenario involving the Quick Fill screen.

1.15 Assignment Roster > Request Creation Options Panel

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	1.15 Assignment Roster > Request Creation Options Panel	<p>Open Pending Request screen in context of the Deer Valley incident.</p> <p>Select an Engine T3 request.</p> <p>Select Equipment resource Engine 7 from Available tab and initiate filling request using the 'Fill with Assignment Roster using Master Roster' option.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Request Creation Options dictate resource and request actions to be performed when OK button is clicked. • 'Save and continue later' radio button – No requests are generated.

☑	Topic	Instructor Actions
☐	1.15 Assignment Roster > Request Creation Options Panel (continued)	<p>Select 'Save and continue later' radio button and click OK.</p> <p>Select Action > Continue Assignment Roster.</p> <ul style="list-style-type: none"> • 'Commit Resources (save and continue unassigned later)' radio button. <ul style="list-style-type: none"> – Creates and fills subordinate request for each position with assigned resource. – Unassigned positions are unaffected (i.e., no pending requests are created). – Unavailable resources must be removed or replaced with available resource. – After clicking OK, Fill Request dialog box displays. – Travel option selected applies to all resources being assigned at that time. – If ETD/ETA is set for parent, cannot overlap assignment history of any sub resources. If overlap, ROSS sets sub to Travel TBA.

☑	Topic	Instructor Actions
☐	1.15 Assignment Roster > Request Creation Options Panel (continued)	<ul style="list-style-type: none"> – Cannot edit sub requests or their resources via Assignment Roster. <ul style="list-style-type: none"> • 'Commit Resources and Create Outstanding Requests' radio button – Same as 'Commit Resources (save and continue unassigned later)' radio button except pending subordinate request created for each unassigned position. <p>Select 'Commit Resources and Create Outstanding Requests' radio button.</p> <p>Click OK and set resources At Incident.</p> <p>Note: Point out the subordinate requests that were created.</p> <p>Select Action > Continue Assignment Roster.</p> <p>Select 'Commit Resources and Create Outstanding Requests' radio button.</p> <ul style="list-style-type: none"> • 'Set [request number] as Filled' check box. <ul style="list-style-type: none"> – Applicable only with 'Commit Resources and Create Outstanding Requests' radio button. – Sets root request as 'filled'.

☑	Topic	Instructor Actions
☐	1.15 Assignment Roster > Request Creation Options Panel (continued)	<p>– Closes out the Assignment Roster in ROSS.</p> <p>Check 'Set as Filled' check box.</p> <p>Click OK and set resources At Incident.</p>

1.16 Assignment Roster > Fill with Prepositioned Group

☑	Topic	Instructor Actions
☐	1.16 Assignment Roster > Fill with Prepositioned Group	<p>Select Overhead request for Obligation Team.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • 'View Prepositioned Group' under View button on Available tab. <p>Select Overhead resource Obligation Team #2 from Available tab and initiate filling request using the 'Fill with Prepositioned Roster' option.</p> <ul style="list-style-type: none"> • Request Creation Options panel does not display.

☑	Topic	Instructor Actions
☐	1.16 Assignment Roster > Fill with Prepositioned Group (continued)	<ul style="list-style-type: none"> • Following positions from preposition Assignment Roster are <u>not</u> included on new Assignment Roster: <ul style="list-style-type: none"> – Positions that have not been filled. – Positions where assigned resource is: <ul style="list-style-type: none"> ▪ Unavailable. ▪ Demob En Route from preposition incident. ▪ Reassigned (At Incident) on a non-preposition incident. • ‘View Pending Requests’ under View button beneath table – Displays requests still pending for prepositioned group. • Inventory tab. • Roster Position Resources tab – Does not display.

☑	Topic	Instructor Actions
☐	1.16 Assignment Roster > Fill with Prepositioned Group (continued)	<ul style="list-style-type: none"> • Remaining Roster Resources tab. <ul style="list-style-type: none"> – Only displays when filling with a prepositioned group. – Resource must: <ul style="list-style-type: none"> ▪ Not yet be assigned to a position on the assignment roster. ▪ Not be Returned from Assignment. ▪ Have a qualification matching position (unless Developmental Overhead, in which resource need only be from same catalog). • Add/Swap button. <ul style="list-style-type: none"> – Add Swap with Resource using Roster – Disabled on Remaining Roster Resources tab. – Add/Swap with Resource using Prepositioned Roster – Adds parent resource and all subordinates from prepositioned group to Assignment Roster. <p>Click Assignment Roster OK button and set resources At Incident.</p>

1.17 Assignment Roster > Fill with Temporary Group

☑	Topic	Instructor Actions
☐	1.17 Assignment Roster > Fill with Temporary Group	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Allows part of a prepositioned Crew or Overhead team to be used to construct a temporary (non-inventory) group to fill a request on a non-preposition incident. • The request on the non-preposition incident must be for a catalog item identified as an 'alias' and for which 'Fill With Temporary Group' is authorized. Requests for such a catalog item can only be filled by a prepositioned roster. • The resources on the preposition roster can be spread out among multiple non-preposition incidents. • Delete positions you do not want to be part of temporary group. • After filling selected configuration request with a portion of prepositioned group, parent and remaining subordinates are available to fill requests on other non-preposition incidents.

☑	Topic	Instructor Actions
☐	1.17 Assignment Roster > Fill with Temporary Group (continued)	<ul style="list-style-type: none"> • Following scenario illustrates use of the Fill with Temporary Group functionality: <ul style="list-style-type: none"> – A Crew Type II is prepositioned with Dispatch A. – Dispatch A assigns a portion of the crew to a request for a short crew C-1 (by removing the unneeded positions from the Assignment Roster). The Assignment Roster initially displays the parent resource’s prepositioned roster. – The dispatcher enters an ‘Assignment Resource Name’, typically the name of the Crew Boss and the number of crew members (e.g., ‘Smith +4’). – Since the prepositioned crew no longer meets the criteria of a Crew Type II (some resources are assigned to the short crew), the dispatcher changes the parent resource’s status to Unavailable. – To fill a second short crew request C-2, for example, using the same prepositioned crew, the dispatcher selects the request and then selects ‘Fill with Temporary Group’ from the Action button drop-down list. – The Assignment Roster initially contains only the parent position – all subordinate positions must be added manually. – The dispatcher searches for resources from the prepositioned Crew Type II that were not used on the C-1 request, and assigns them to the C-2 Assignment Roster as appropriate.

☑	Topic	Instructor Actions
☐	1.17 Assignment Roster > Fill with Temporary Group (continued)	<ul style="list-style-type: none"> • Cannot reassign a Crew or Overhead Team 'temporary group' to a preposition incident. Message displays: "This group cannot be reassigned to another preposition incident because it is only part of a prepositioned group. The entire group must be reassigned at one time." <p>Note: If time permits, demonstrate the Fill with Temporary Group functionality.</p>

1.18 Reassign Roster

☑	Topic	Instructor Actions
☐	1.18 Reassign Roster	<p>Open Pending Request screen in context of the Buena Vista Dispatch > Bear Lake incident.</p> <p>Select Engine T3 request placed to Pagosa Springs Dispatch from Buena Vista Dispatch.</p> <p>Select Engine 7 from the At Incident tab and initiate a reassignment.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Statements in bottom section of screen. • View button.

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	1.18 Reassign Roster (continued)	<ul style="list-style-type: none"> • When parent reassigned, filled subordinate requests on original assignment inherit travel selected for parent to new assignment. • Resources (on parent and subordinates) reassigned in context of qualification they are presently using. • Order of positions, and their associated subordinate request number suffixes, are retained. <p>Click Cancel; do not reassign the group.</p>

1.19 Add Assignment Roster Later

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	1.19 Add Assignment Roster Later	<p>Open Request Status screen in context of the Deer Valley incident.</p> <p>Select Equipment request for Engine T3 filled with Engine #33.</p> <p>Select Action > Add Assignment Roster.</p>

☑	Topic	Instructor Actions
☐	1.19 Add Assignment Roster Later (continued)	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Used to add Assignment Roster to a configuration request that was filled with a single resource. • Intent to add roster later does not have to have been indicated for request. • Only filling dispatch can add an Assignment Roster. • Request cannot be for an Overhead item. • If resource not prepositioned, request must be resource’s current assignment. • If resource prepositioned, request must be resource’s current preposition assignment. • Add Assignment Roster Option dialog box. <ul style="list-style-type: none"> – Add Assignment Roster using Master Roster.

☑	Topic	Instructor Actions
☐	1.19 Add Assignment Roster Later (continued)	<ul style="list-style-type: none"> – Add Assignment Roster using Configuration. – Add Assignment Roster (build from scratch). Click Add Assignment Roster using Master Roster radio button and click OK. • Request Creation Options – Different when adding an Assignment Roster later versus at time of fill in that no pending requests can be created (i.e., positions without an available resource assigned are deleted). <ul style="list-style-type: none"> – 'Save and continue later' radio button. – 'Commit Resources (delete unassigned)' radio button displays instead of 'Commit Resources (save and continue unassigned later)' radio button. <ul style="list-style-type: none"> ▪ Creates sub requests for positions for which assigned resource does not have a status of Unavailable. ▪ Once selected and OK button clicked, you cannot again access Assignment Roster.

☑	Topic	Instructor Actions
☐	1.19 Add Assignment Roster Later (continued)	<p>Click Commit Resources (delete unassigned) radio button and click OK.</p> <ul style="list-style-type: none"> • Travel Assignments Overlap – When adding an Assignment Roster, travel set for each local resource cannot overlap any other assignments in the resource’s history. No check for travel overlaps with non-local resources.

1.20 Continue Assignment Roster

☑	Topic	Instructor Actions
☐	1.20 Continue Assignment Roster	<p>Open Pending Request screen in context of the Deer Valley incident.</p> <p>Select Equipment request for Engine T3 for which an Assignment Roster has been initiated (asterisk will display in G column).</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Used to access an in-progress Assignment Roster. <p>Select Action > Continue Assignment Roster. Click OK.</p>

1.21 Cancel Assignment Roster

☑	Topic	Instructor Actions
☐	1.21 Cancel Assignment Roster	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Used to cancel an in-progress Assignment Roster. • Cannot cancel once a subordinate request has been created

1.22 Refill Subordinate Request

☑	Topic	Instructor Actions
☐	1.22 Refill Subordinate Request	<p>Select Overhead FFT2 subordinate request of the Engine 450 parent request.</p> <p>Select Action > Refill Subordinate Request.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Applicable only to subordinate requests that were unfilled (via Request Status screen).

☑	Topic	Instructor Actions
☐	1.22 Refill Subordinate Request (continued)	<ul style="list-style-type: none"> • Refill Subordinate Request dialog box. <ul style="list-style-type: none"> – Remove Resource button – Applicable only to the unfilled subordinate. – View button. – Add/Swap Roster Resources panel – Applicable only to the unfilled subordinate. <p>Click Cancel; do not refill the request.</p>

1.23 Practice Session

☑	Topic	Instructor Actions
☐	1.23 Practice Session	Have students practice the remaining parts of the unit scenario involving the Pending Request screen.

1.24 Objectives Review

☑	Topic	Instructor Actions
☐	1.24 Objectives Review	<p>Display Slide ROSSD-SL-ADVANCED-01-03 (Objectives Review).</p> <p>Ensure each objective has been met.</p> <p>Elicit and answer remaining student questions.</p> <p>Request students fill out the unit evaluation.</p>