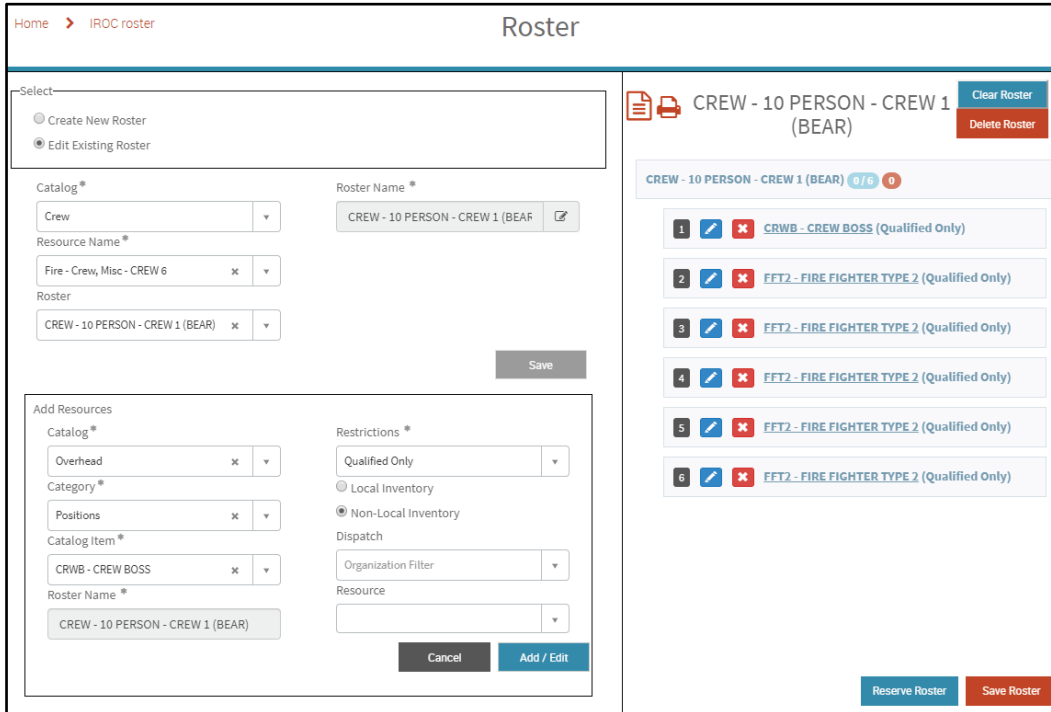


Adding or Modifying Roster Position Resources

As a dispatcher, once a roster is created, you can add resources to a position and edit roster positions. The information in the Add Resources pane varies depending on the resource chosen and the attributes of that resource.

- 1 To add or edit a resource associated with a roster position, click the **Edit** (🔗) icon for that position in the list on the right to bring up the Add Resources pane on the left.



- 2 In the Add Resources pane, make changes to the position requirements or add a resource.
 - a **Restrictions*** – All overhead and certain crew resources are limited by qualification—Qualified Only, Trainee Acceptable, or Trainee Required.
 - b **Resource Inventory Source** – Select either **Local Inventory** or **Non-Local Inventory** to filter the list of available resources for the position to either those resources from your current dispatch center or resources from another dispatch.

Tip: To add **Non-Local Inventory** resources to your roster, select the **Non-Local Inventory** radio button in the Add Resources pane. Doing so brings up the **Dispatch** drop-down, where you can choose the appropriate dispatch center before selecting a resource.

- c **Resource** – Select a **Resource** from the drop-down.
- d **Reserved** – Click the **Reserved** checkbox, when available, to mark a resource as reserved.

Note: Reserved is a status only and will not prevent the resource from being assigned to another incident.

- 3 **Set Available** – To change an unavailable local resource to available status, click **Set Available**.

Note: If the resource is already available, this action button will not appear.

- 4 When done, click **Add/Edit** to add the resource to the position or to save the edits; click **Cancel** to abandon your changes.