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

   **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.

   **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.