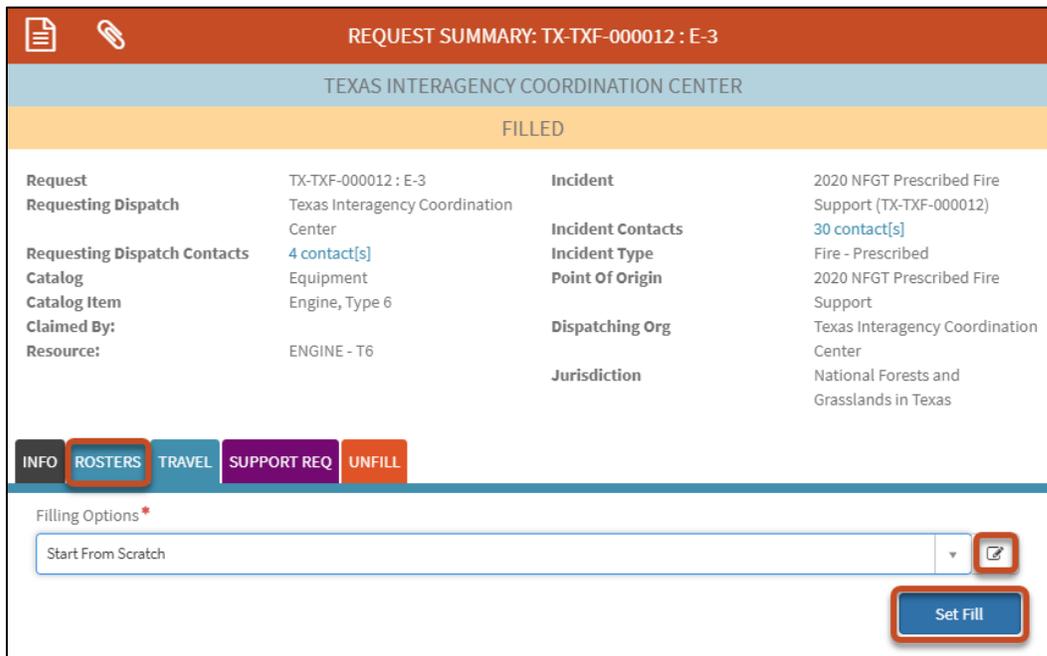# Filling a Configuration Request from Scratch Using an Assignment Roster

An assignment roster is created when filling a request that has a configuration. That request is called the *parent request*. As a dispatcher, you work with the assignment roster to generate the subordinate requests for the parent request. To generate the assignment roster, you must first fill the parent. You then have several options for filling the configuration.

This document describes how to start a new assignment roster from scratch so you can add the roster positions and identify the resources for each based on your needs.

1 Navigate to the Manage Request screen for the filled request you want to work with.

2 Click the Rosters tab.

3 Click the Edit icon in the Filling Options* drop-down.

4 Choose Start From Scratch from the Filling Options* drop-down.

5 Click Set Fill to display the blank assignment roster on the bottom portion of the screen.

> Note: When creating the roster from scratch, click Save Roster to save your work as you go. This will save your work but will not commit any of the positions.

6   To add roster positions:

a   Choose a Catalog* and Catalog Item*.

b   Set the Number of Positions. To add more than one position, indicate the number; IROC adds the number of roster positions you identified for that catalog item to the assignment roster.

c   For overhead catalog items, select Restrictions* from the drop-down.

d   Click Add Position.

e   Repeat these steps as often as needed.

7   To identify resources for a roster position or to make changes to the position, click the Edit icon in that row to reveal Add Resources on the bottom portion of the screen.

Add Resources

Catalog *	Restrictions *
Overhead	No Trainee
Category *	⦿ Local Inventory
Positions	○ Non-Local Inventory
Catalog Item *	Resource
FIREFIGHTER, TYPE 1	
Assignment Request	Cancel Add / Edit
Assignment Request Status	
Roster Name *	
FIRE FIGHTER TYPE 2	
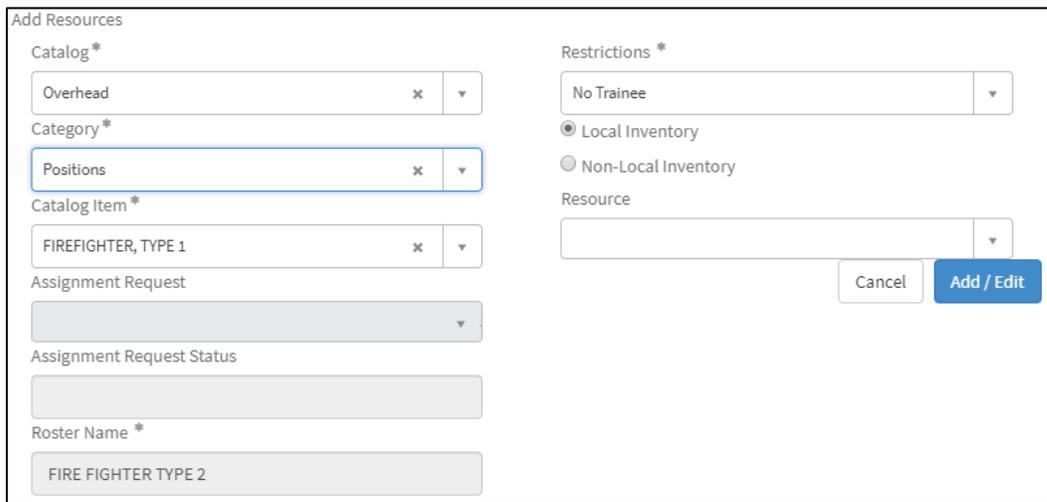
a   Change the Catalog*, Category*, or Catalog Item* as needed.

b   Adjust the Restrictions*, if needed. (This field only appears for certain catalog items.)

c   Select Local Inventory or Non-Local Inventory. Checking Local Inventory limits your search to only those resources local to your dispatch center. Checking Non-Local Inventory brings up the Dispatch drop-down, where you can choose another dispatch center from the drop-down and search for resources from across the community.

d   Select a Resource from the drop-down.

e   Click Add/Edit to add the resources to the roster position on the assignment roster.

f   Repeat Step 7 as often as needed.

8   To delete a position from the roster, click the Delete icon in that row of the assignment roster.

9   To reorder roster items, click and drag an item to a new position.

10   When done adding positions and identifying resources, click Generate Subordinate(s) for Roster. IROC generates the subordinate requests for each position and displays them in the Request Navigator on the right side of the screen.

a   If the resource is local, IROC fills the request with the identified resource.

b   If the resource is not local, IROC places a named request to the resource's current dispatch.

c   If no resource is identified, the request is shown pending at your current dispatch.

Notes:
- After you click Generate Subordinate(s) for Roster, IROC locks the committed roster positions and restricts any further editing or reorganizing of the roster. You can add additional roster positions below these on the assignment roster and generate subordinate requests.

11   When you click Generate Subordinate(s) for Roster, the Travel dialog box appears.

a   Select the Copy from Parent radio button to copy the parent's travel to any subordinates that do not have travel set.

b   Select the Set Travel radio button and choose the appropriate option from the drop-down to set the travel for the subordinates.

Note: When building an assignment roster from scratch, the selected resource cannot be associated with a CWN/AGR contract and cannot be prepositioned.