

Catalog - maintaining catalog items

This guide explains how to create, manage, and maintain catalogs, catalog categories, and catalog items. Topics include:

- Managing catalog categories and catalog items
- Creating aliases for catalog items
- Exploring catalog items in detail.

The national catalog is maintained at NICC. A Catalog Manger for a dispatch office may create and maintain catalog items of local interest, such as a skidgen or a bombardier.

To access the Catalog screen

- On the **Resource** screen, click **Catalog**.

Catalog screen

Resource Ordering and Status System (ROSS) - *** PRACTICE ***

File Resource Window Help

PR MP RS TL RE

Catalog Aircraft

Category Name	Created By	Alias Allowed
*Category Not Listed	ID-NIC	No
*Service - Category Not Li...	ID-NIC	No
Aircraft Groups	ID-NIC	No
Airtanker	ID-NIC	Yes
Fixed Wing	ID-NIC	No
Frequency	ID-NIC	No
Helicopter	ID-NIC	No

Category Item

All Local GACC NICC

Name	Created By	Code
Aircraft Not in Catalog (SEE DOC)	ID-NIC	

Name * Aircraft Not in Catalog (SEE DOC)

Mnemonic/NFES Code

Supplemental Form * Not Applicable

Special Processing Reminders Features Keywords Documentation

Group Of Items

Allow Fill with Temporary Group

Tactical Aircraft

Managing catalog categories and catalog items

This section explains how to create catalog categories and catalog items within a specified catalog category. Topics include:

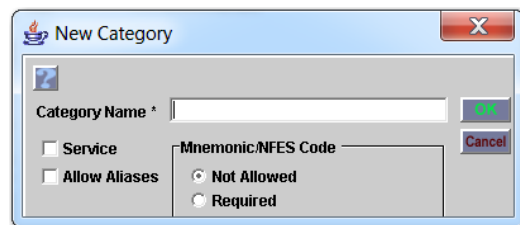
- Understanding catalog categories and catalog items
- Adding special processing to catalog items
- Adding reminders, features, keywords, and documentation
- Removing catalog categories and catalog items.

Creating catalog categories and catalog items

To define a new catalog category

- 1 On the **Catalog** screen, click the **Catalog** drop-down arrow, click the **Catalog** of your choice, and then click the **New Category** button.
- 2 On the **New Category** dialog box, type the **Category Name** of the new category in the **Category Name** box.
- 3 For a service category, click the **Service** check box.
- 4 To allow aliases, click the **Allow Aliases** check box.
- 5 Under **Mnemonic/NFES Code**, click one of the following
 - Not Allowed
 - Required.
- 6 When finished, click **OK**.

The following diagram shows the New Category dialog box.



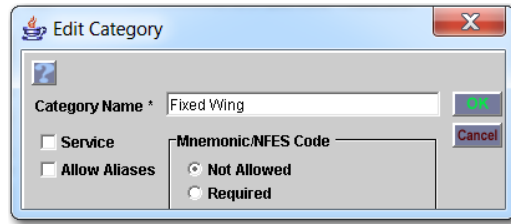
To edit a catalog category

If a category is changed to no longer requiring a Mnemonic/NFES Code, the existing codes and mnemonics are removed from catalog items within that category in ROSS.

- 1 On the **Catalog** screen, click the **Catalog** drop-down arrow, click the **Catalog** of your choice.
- 2 Under **Category**, click the **Category Name** of your choice, and then click the **Edit** button.

- 3 On the **Edit Category** dialog box, change the information as appropriate, and then click **OK**.

The following diagram shows the Edit Category dialog box.



To delete a catalog category

- 1 On the **Catalog** screen, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.
- 2 Under **Category**, click the **Category Name** 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 add a catalog item to a catalog category

Catalog item names must be unique within the entire NICC catalog.

- 1 On the **Catalog** screen, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.
- 2 Under **Category**, click the **Category Name** of your choice.
- 3 Under **Catalog Item**, click the **New Catalog Item** button.

You can limit the visibility of the new catalog item by selecting, "Local," "GACC," or "NICC." For the new catalog item to be visible for all organizations, verify that "All" is selected (the default).

- 4 In the **Name** box, type the name of the **Classification** or **Qualification**, as appropriate for that catalog.
- 5 If available and appropriate for the new catalog item, click the **Supplemental Form** drop-down arrow, and then click the **Supplemental Form** of your choice.
- 6 When finished, click the **Save** button.

Adding special processing to catalog items

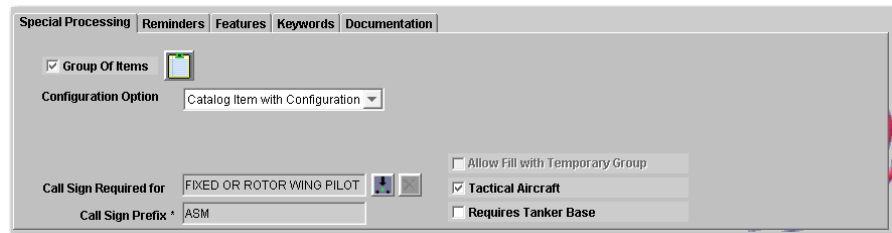
The Special Processing tab allows you to add or edit the configuration options of a catalog item. You can also designate how a catalog item is to be viewed and tracked, and identify fitness level ratings for overhead positions.

The appearance of the Special Processing tab changes according to the selected catalog item.

To add special processing for a catalog item

- 1 On the **Catalog** screen, click the **Catalog** and **Catalog Item** of your choice.
- 2 On the **Special Processing** tab, complete one or more of the following tasks as appropriate for the catalog item.
- 3 Click the appropriate check boxes for that catalog item, and then click the **Save** button.

The following diagram shows a sample Special Processing tab as it appears for fixed wing aircraft.



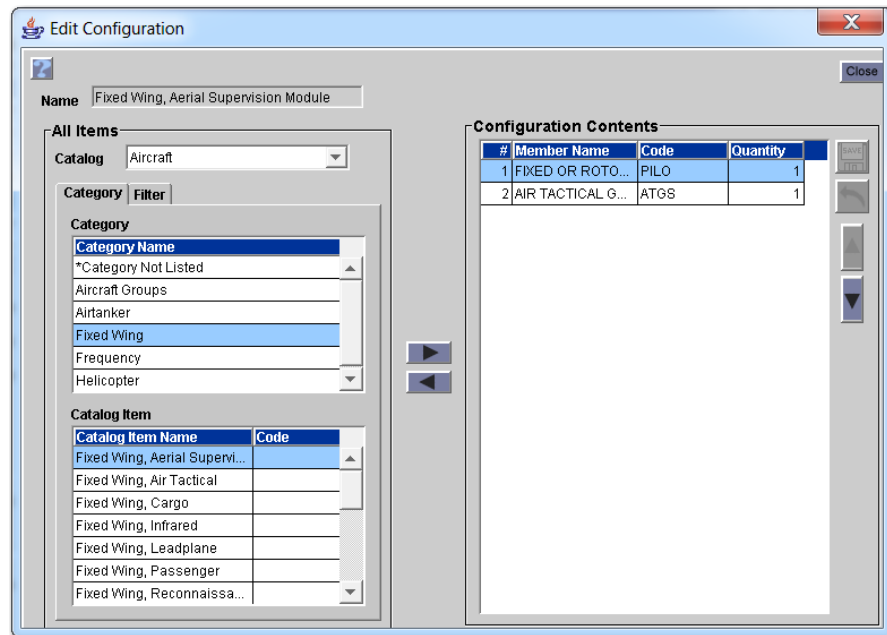
To add a configuration to a catalog item

- On the **Special Processing** tab, click the **Group Of Items** check box.

To add positions and other catalog items to a configuration

- 1 On the **Special Processing** tab, click the **Configure** button.
- 2 On the **Edit Configuration** dialog box on the **Category** tab, search for and then click the **Catalog** and **Category** of your choice.
- 3 Under **Catalog Item**, click the **Catalog Item Name** of your choice, and then click the **Add** button.
- 4 Add all appropriate **Catalog Item Name(s)** to the configuration, and then click **Close**.

The following diagram shows a sample Edit Configuration dialog box for an aircraft catalog item.

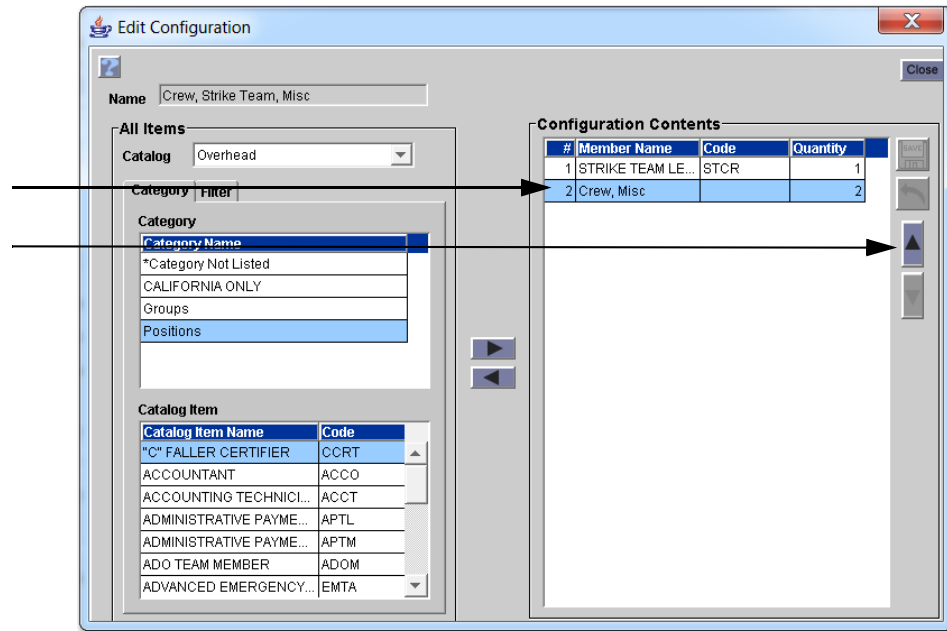


To change the display order of positions in a configuration

As a Catalog Manager, you can control the order of positions in a configuration. This order carries over to master rosters and assignment rosters that use this configuration.

- 1 On the **Special Processing** tab, click the **Configure** button.
- 2 On the **Edit Configuration** dialog box under **Configuration Contents**, click the **Member Name** of your choice, and then click **Move Item Up** button or click the **Move Item** button as appropriate.
- 3 When finished, click the **Save** button, and then click **Close**.

The following diagram shows the Edit Configuration dialog box. The arrows points to the Member Name, “CREW, Misc” and the Move Item Up button.



To add a configuration template to a catalog item

You can not add a configuration to an alias. To set the order of the configuration see the next task, “To set the order of the configuration.”

- 1 On the **Catalog** screen, click the **Catalog**, **Catalog Category**, and **Catalog Item** of your choice.
- 2 Click the **Group of Items** check box.
- 3 Click the **Configuration Option** drop-down arrow, click the **Configuration Option** of your choice, and then click the **Configure** button.
- 4 On the **Edit Configuration** dialog box, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.
- 5 On the **Category** tab, click the **Category** of your choice.
- 6 Under **Catalog Item**, click the **Catalog Item Name** of your choice, and then click the **Add** button.

*To select more than one **Catalog Item Name** at a time, press and hold [CTRL], CLICK THE **Catalog Item Name(s)** of your choice, and then click the **Add** button.*

- 7 When finished with the configuration, click **Close**.

