Resource Status - determining availability

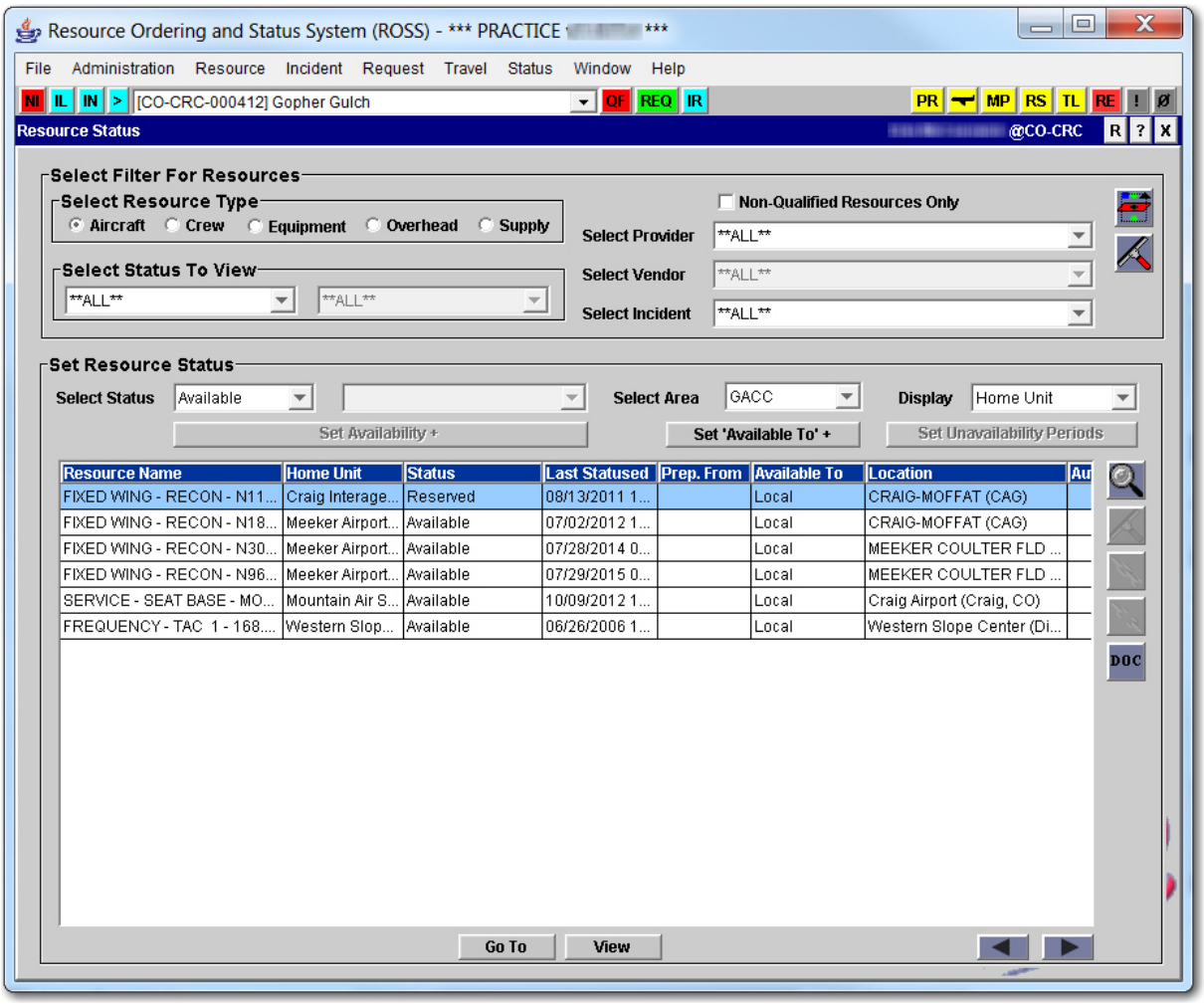
This guide explains how to view the status and set the availability of your organization's resources. Topics include:

- Managing resource status
- Viewing information about a resource
- Exploring resource status in detail.

To access the Resource Status screen

- On the **Resource** menu or **Status** menu, click **Resource Status**.

Resource Status screen



Managing resource status

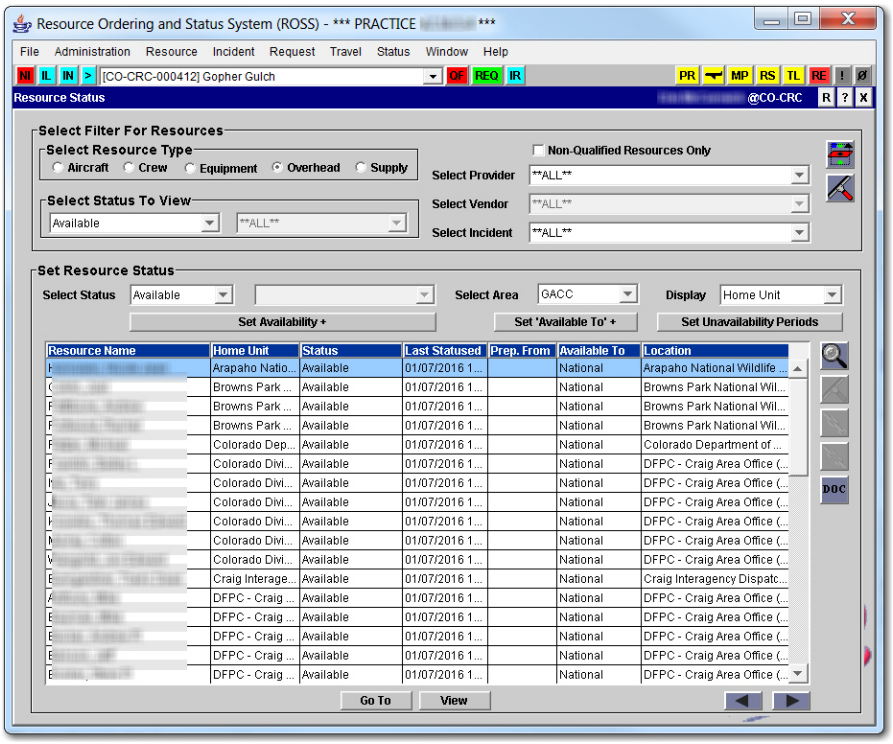
This section explains how to view and manage the status of resource items. Remember these key points:

- You can not change the availability of an assigned resource until it has “Returned From Assignment” (the demob ETA has passed).
- A resource that is “Returned From Assignment” remains unavailable until the home or preposition dispatch unit switches the resource’s status to “Available.”

To view a status of any resource item

1. On the **Resource Status** screen under **Select Resource Type**, click the **Catalog** of your choice.
2. Click the **Select Status to View** drop-down arrow and then click the **status** of your choice.
3. Click the **Filter** button, and then scroll to locate the resource item of your choice.

The following graphic shows overhead resources that are Available.



To set the availability of a resource item

1. On the **Resource Status** screen, search for and then click the **Resource Item** of your choice.
2. Click the **Select Status** drop-down arrow, and then select one of the following **status availability** of your choice:
   - click **Available** to change the status of the resource item to available
   - click **Unavailable** to change the status of the resource item to unavailable, and then click the **Unavailable Reason** drop-down arrow and select the **Reason** of your choice.
3. To save the change of availability status for that resource, click the **Set Availability** button.

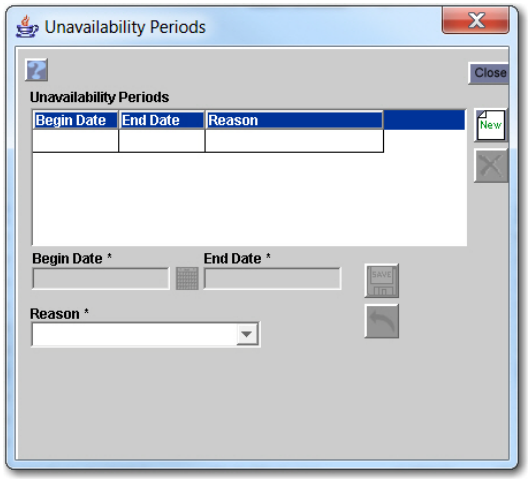
To set the area of availability for a resource item

1. On the **Resource Status** screen, search for and then click the **Resource Item** of your choice.
2. Click the **Select Area** drop-down arrow, and then select the area of your choice
   - click **GACC** to set the area of availability to a geographic area coordination center
   - click **Local** to set the area of availability to local
   - click **National** to set the area of availability to national.
3. To save the area of availability, click the **Set Available To** button.

To set the unavailable periods for a resource item

1. On the **Resource Status** screen, search for and then click the **Resource Item** of your choice, and then click the **Set Unavailability Periods** button.
2. On the **Unavailability Periods** dialog box, click **New**, and then click the **Select Dates** button.
3. Using the calendar, select the **Begin Date** and **End Date**, and then click **OK**.
4. Click the **Reason** drop-down arrow, click the **Reason** of your choice, and then click **Save**.

The following graphic shows the Unavailability Periods dialog box.



To edit an existing unavailability period

1. On the **Resource Status** screen, search for and then click the **Resource Item** of your choice, and then click the **Set Unavailability Periods** button.
2. On the **Unavailability Periods** dialog box, click the **Unavailabilty Period** of your choice, and then click the **Select Dates** button.
3. Using the calendar, select the **Begin Date** and **End Date**, and then click **OK**.
4. Click the **Reason** drop-down arrow, select the **Reason** of your choice, and then click **Save**.

To delete an unavailable period for a resource item

1. On the **Resource Status** screen, search for and then click the **Resource Item** of your choice, and then click the **Edit Unavailability Periods** button.
2. On the **Unavailability Periods** dialog box, click the **unavailable period** 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.

Viewing resource details

The View Resource button allows you to display tabs based on the catalog type of the resource item, which identify specific information about that resource including:

- identification
- qualification
- organizations

- locations
- availability
- special conditions
- features
- assignment history
- contact information
- overhead data.

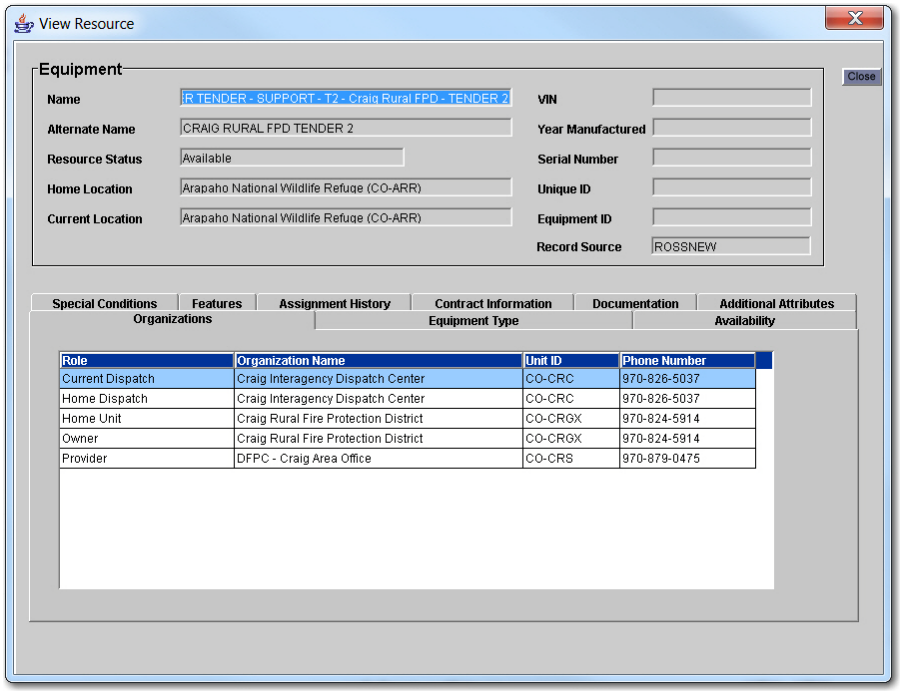
To view resource item details

1 On the **Resource Status** screen, search for and then click the **Resource Item** of your choice, click the **View** button, and then click **View Resource.**

2 On the **View Resource** dialog box, click to review the tabs of your choice, and then click **Close** to return to the **Resource Status** screen.

See, "Resource Item - working with resources."

The following graphic shows the View Resource dialog box for a water tender.



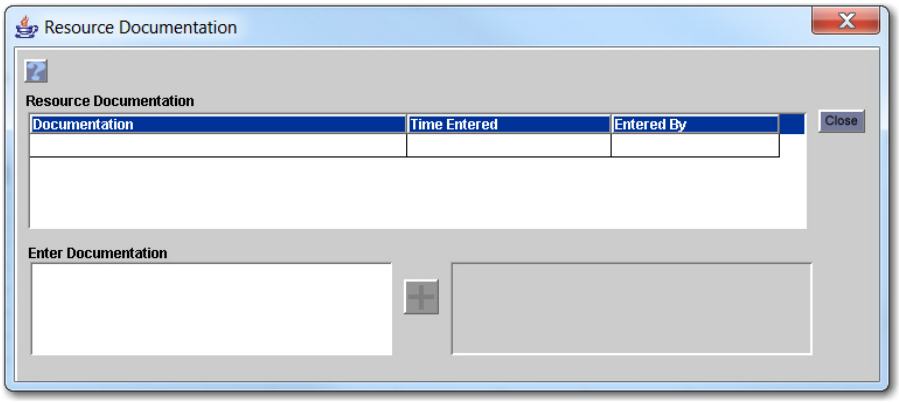
You can view the names of all rosters where the resource is a member, as well as the roster's managing dispatch center and primary contact information.

To add documentation for a resource item

1 On the **Resource Status** screen, search for and then click the **Resource Item** of your choice, and then click the **Documentation** button.

2 On the **Resource Documentation** dialog box, type the **Documentation** in the **Enter Documentation** text box, and then click the **Add Documentation** button.

The following graphic shows the Resource Documentation dialog box for an overhead resource item.



To add documentation to a resource item

1 On the **Resource Status** screen, search for and then click the **resource item** of your choice, and then click the **Documentation** button.

2 On the **Resource Documentation** dialog box, click in the **Enter Documentation** box, type the appropriate **documentation**, and then click the **Add Documentation** button.

Exploring resource status in detail

When statusing resources, remember these key points:

- External resources, such as those obtained via a non-ROSS dispatch unit, can not be viewed on the Resource Status screen.
- If a resource is in an unavailability period, it is unavailable for dispatch.
- Resources for which “track request” is not designated, such as supply catalog and services category items, can not be viewed on the Resource Status screen.
- Dispatch units that do not have dispatch authority, known as “status-only dispatch units,” can still status their resources.
- Status-only dispatch units must manually update the status of their resources when assigning them to an incident. To do this, set the availability of the resource to “Unavailable,” and then select “At Incident” as the reason.
- A status-only dispatch unit can authorize another organization to use their resources to fill resource requests.

- The availability of an assigned resource can not be changed until it has “Returned From Assignment.” This means that the demob ETA has passed.
- A resource that is “Returned From Assignment” is unavailable until the home or preposition dispatch switches the resource’s status to “Available.”