Quick Fill - expediting resources and requests

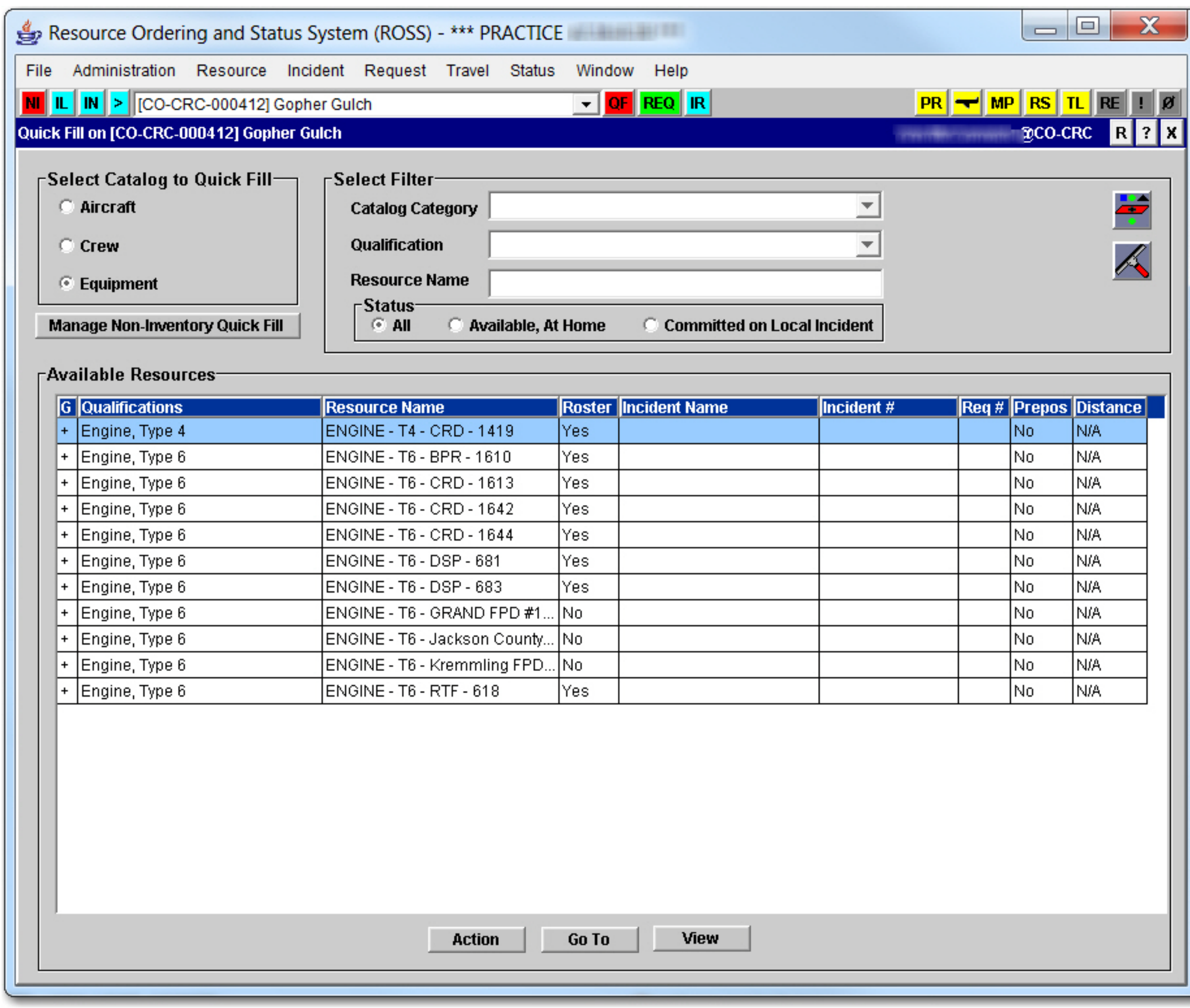
The guide explains how to use the Quick Fill screen, which allows you to automatically generate a resource request and fill it at the same time. Topics include:

- Working with the Quick Fill screen
- Managing preposition non-inventory resources
- Viewing quick fill resources
- Exploring quick fill resources in detail.

To access Quick Fill

- On the **Request** menu, click **Quick Fill**, or click the **QF** button.

Quick Fill screen



To update the incident context

1 On the **ROSS toolbar**, click the **Most Recent Incidents** drop-down arrow, and then click the **Incident** of your choice.
2 Click the **Show/Update Incident context of the current screen** button.

Working with the Quick Fill screen

The Quick Fill screen allows you to generate a resource request and fill it at the same time. The resource is automatically statused "At Incident."

The G column on the Available Resources table contains one of the following characters:

*	Resource has a Quick Fill (QF) qualification that is a configuration, and the resource is presently being used as a configuration, although not necessarily the QF qualification.
+	Resource has a QF qualification, but the resource is not presently assigned to an incident.
blank	The resource has either:

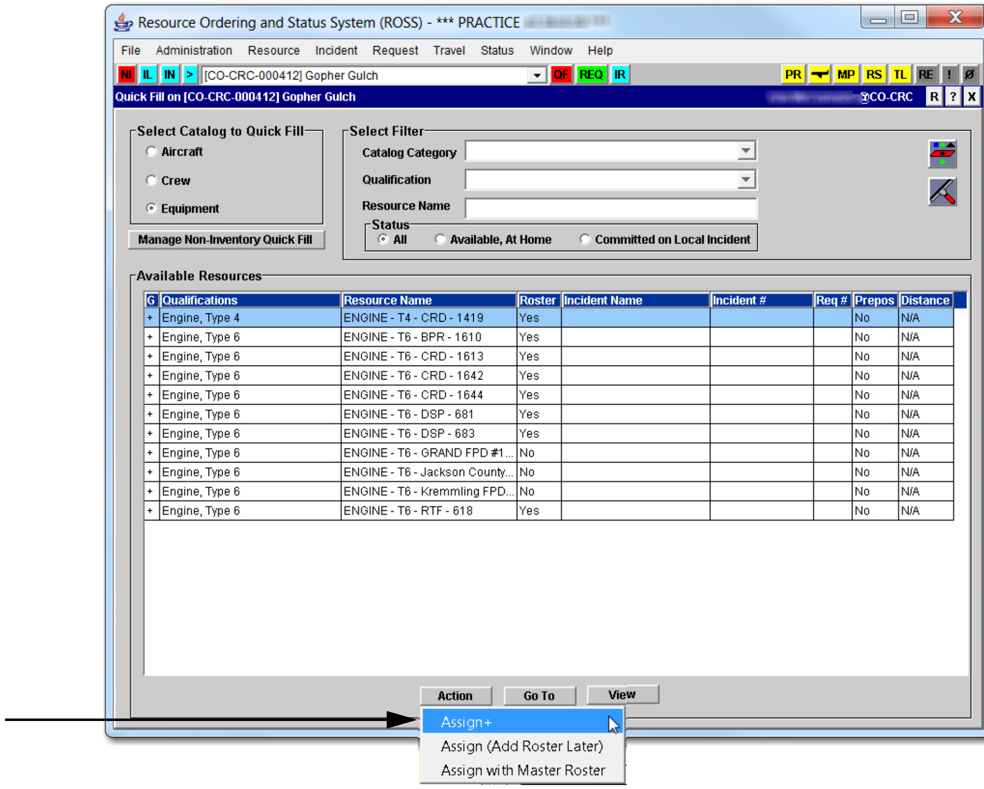
- a QF qualification that is a configuration, but is presently being used as a single item
- a QF qualification that is not a configuration.

To quick fill a resource item that does not have a roster

You may quick fill multiple resources from the same catalog to a local incident.

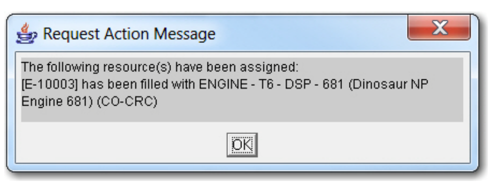
1 On the **ROSS toolbar**, click the drop-down arrow to select the **Incident** of your choice, and then click the **Show/Update Incident context of the current screen** button
2 On the **Quick Fill** screen under **Select Catalog to Quick Fill**, click the **Catalog** option of your choice.
3 Under **Available Resources**, click the **Resource Name** of your choice.
4 Click the **Action** button, and then click **Assign**.
5 On the **Request Action Message** dialog box, click **OK**.

The following graphic shows the Quick Fill screen. The arrow points to the Assign option on the Action button menu.



The + (plus sign) next to an option allows you and act on more than one resource at a time. To do this, click and press Ctrl, and then click every resource of your choice.

The following graphic shows the Request Action Message dialog box that displays when quick filling a resource that does not have a roster.



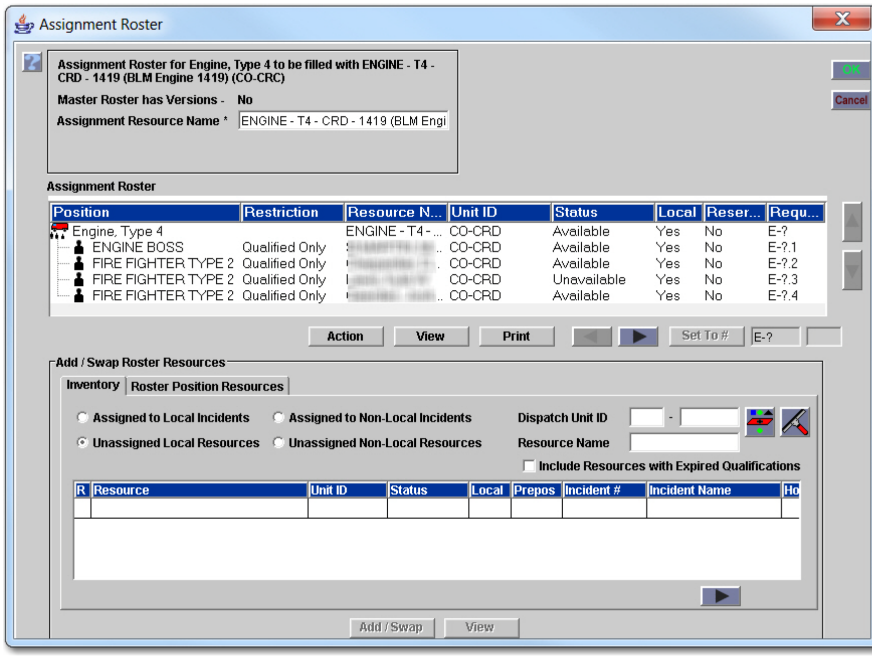
To quick fill a resource item that has a master roster

1. On the **ROSS toolbar**, click the drop-down arrow, click the **Incident** of your choice, and then click the **Show/Update Incident context of the current screen** button
2. On the **Quick Fill** screen under **Select Catalog to Quick Fill**, click the **Catalog** option of your choice.
3. Under **Available Resources**, click the **Resource Name** of your choice, click the **Action** button, and then click **Assign with Master Roster**.

4 Complete the **Assignment Roster** dialog box as appropriate, and then click **OK**.

For more information about working with the Assignment Roster dialog box see, "Filling pending requests with configurations," in "Pending Request - managing requests for resources."

The following graphic shows the Assignment Roster dialog box.



To quick fill a resource and add a roster later

You may fill non-overhead group requests with a single resource and add an assignment roster later. You can only do this during the initial fill for an available, unassigned resource. The roster must then be added by the filling dispatch. You cannot add a roster later to a support request, to a request for selected items, or to a CWN/AGR resource.

1 On the **ROSS toolbar**, click the drop-down arrow the **Incident** of your choice, and then click the **Show/Update Incident context of the current screen** button

2 On the **Quick Fill** screen under **Select Catalog to Quick Fill**, click the **Catalog** option of your choice.

3 Under **Available Resources**, click the **Resource Name** of your choice, click the **Action** button, and then click **Assign (Add Roster Later)**.

4 On the **Request Action Message** dialog box, click **OK**.

To assign an inventory resource to a roster position

1 Under **Available Resources**, click the **Committed Resource Item** of your choice.

2 Click the **Go To** button, and then click **Request Status**.

3 On the **Request Status** screen, click the **Action** button, and then click **Assign Assignment Roster**.

4 On the **Assignment Roster** dialog box under **Assignment Roster**, click the **Position** for which you want to assign a resource.

5 On the **Inventory** tab, search for and then click the **Resource** of your choice, click the **Add/Swap** button, and then click **Add/Swap with Resource Only**.

6 When finished assigning all resources to the roster, click **OK** on the **Assignment Roster** dialog box.

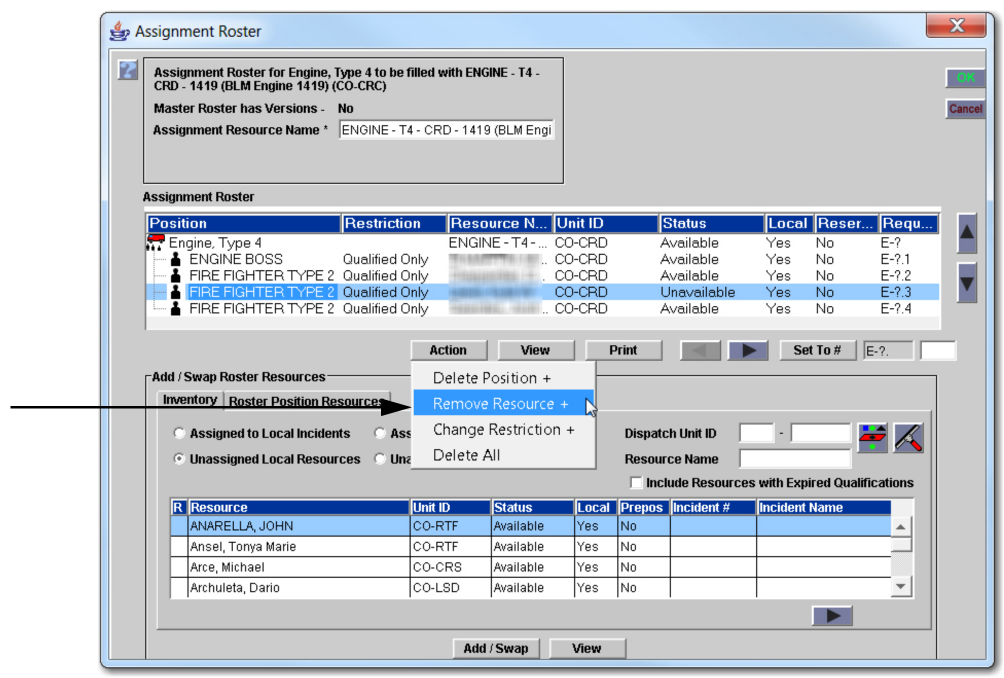
To remove a resource assigned to a roster position

This task only applies to positions that have assigned resources.

1 On the **Assignment Roster** dialog box, click the **Position** from which you want to remove the resource.

2 Click the **Action** button, and then click **Remove Resource**.

The following graphic shows the Assignment Roster dialog box. The arrow points to the Remove Resource option on the Action button menu.



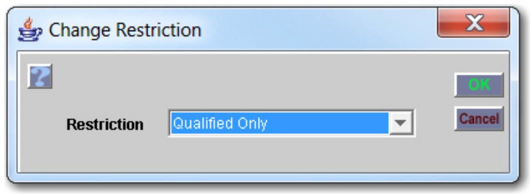
To change a restriction for a roster position

1 On the **Assignment Roster** dialog box, click the **Position** of your choice.

2 Click the **Action** button, and then click **Change Restriction**.

3 On the **Change Restriction** dialog box, click the **Restriction Type** drop-down arrow, click the **Restriction Type** of your choice, and then click **OK**.

The following graphic shows the Change Restriction dialog box.



To quick fill (reassign) a resource item

If you reassign the resource on the root request of a configuration, the resources on the root request and all subordinate requests are reassigned to the selected incident in the context of the qualification they are presently using.

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1 On the **ROSS toolbar**, click the **Most Recent Incidents** drop-down arrow, and then click the **Incident Where the Resource is currently assigned**.

2 Click the **Show/Update Incident context of the current screen** button.

3 On the **Quick Fill** screen under **Available Resources**, click the **Resource Name** you want to reassign.

4 On the **ROSS toolbar**, click the drop-down arrow, click the **Incident Where the Resource is to be Reassigned**, and then click the **Show/ Update Incident context of the current screen** button.

5 Click the **Action** button, and then click **Assign**.

6 On the **Request Action Message** dialog box, click **OK**.

Managing preposition non-inventory resources

The Manage Non-Inventory Quick Fill button allows you to set prepositioned resources as quick fill resources as long as they are on that preposition order. This allows you to manage these non-local or non-inventory resources as your own.

To set a non-inventory resource to Quick Fill

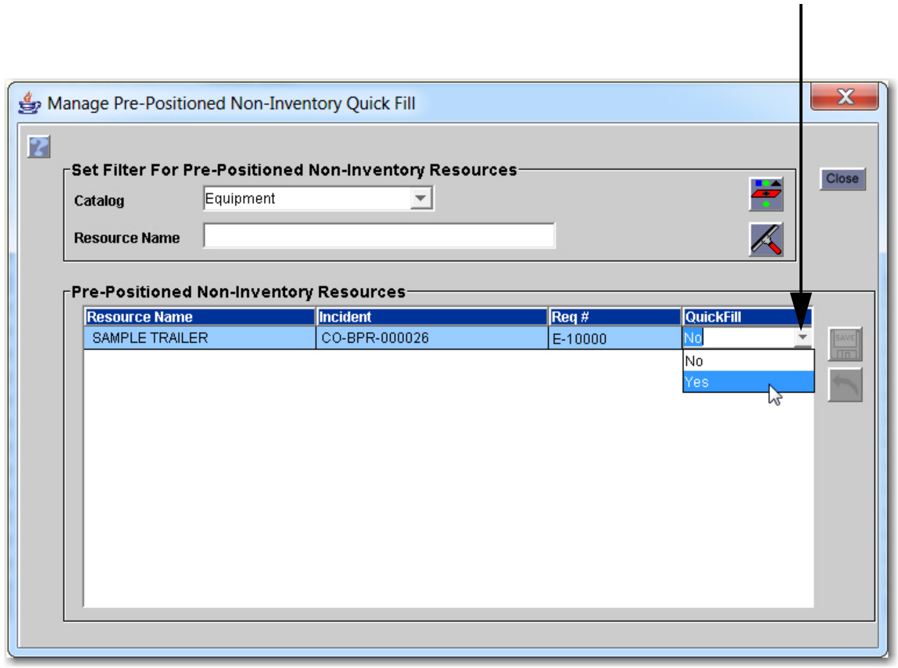
1 On the **Quick Fill** screen, click the **Manage Non-Inventory Quick Fill** button.

2 On the **Manage Pre-Positions Non-Inventory Quick Fill** dialog box, search for and then click the **Preposition Resource Name** of your choice.

3 In the **Quick Fill** cell for that **Resource**, click the **Quick Fill** drop-down arrow, click **Yes**, and then click the **Save** button.

4 When finished setting all preposition resources to quick fill, click **Close**.

The following graphic shows the Manage Pre-Positioned Non-Inventory Quick Fill dialog box. The arrow points to the Quick Fill drop-down arrow and options.



Viewing quick fill resources

The View button allows you to review details about a quick fill resource, including information about:

- incident
- resource
- request
- associated requests
- roster
- home dispatch unit.

To view incident details

This task only applies to resources currently assigned to an incident.

1 On the **Quick Fill** screen, click the **Resource Name** of your choice.

2 Click the **View** button, and then click **View Incident**.

3 When finished, click **Close**.

To view resource details

1 On the **Quick Fill** screen, click the **Resource Name** of your choice.

2 Click the **View** button, and then click **View Resource**.

3 When finished, click **Close**.

To view request details

This task only applies to resources currently assigned to an incident.

1 On the **Quick Fill** screen, click the **Resource Name** of your choice.

2 Click the **View** button, and then click **View Request**.

3 When finished, click **Close**.

To view associated requests

This task only applies to resources currently assigned to an incident on a request that has either support or subordinate requests.

1 On the **Quick Fill** screen, click the **Resource Name** of your choice.

2 Click the **View** button, and then click **View Associated Requests**.

3 When finished, click **Close**.

To view the roster of a resource

This task only applies to resources that have a roster.

1 On the **Quick Fill** screen, click the **Resource Name** of your choice.

2 Click the **View** button, and then click **View Roster**.

3 When finished, click **Close**.

To view the home dispatch unit

1 On the **Quick Fill** screen, click the **Resource Name** of your choice.

2 Click the **View** button, and then click **View Home Dispatch Unit**.

3 When finished, click **Close**.

Exploring quick fill resources in detail

For a resource to appear on the Quick Fill screen it must have the following characteristics:

- The resource must be either an aircraft, crew, or equipment catalog item, Overhead and service catalog items cannot be quick filled.
- The resource must be designated as a “Quick Fill” resource. This specification is located on the Classification tab on the Resource Item screen.
- Your unit must be the current dispatch for the resource. This includes prepositioned resources.
- You may designate non-inventory resources that are assigned to your preposition incident as “Quick Fill” resources. To do this, click the “Manage Non-Inventory Quick Fill” button on the “Quick Fill” screen.
- When using Quick Fill to fill a resource need, the resource item is automatically statused “At Incident.” You cannot use the Travel screen to document travel arrangements for that resource.

You can only use Quick Fill on local internal incidents. You cannot use it for non-local or external incidents.