Access Role Descriptions

Resource Ordering and Status System (ROSS)

USDA FOREST SERVICE

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Introduction

ROSS User accounts are intended for use by individuals with fire qualifications who perform dispatch and/or administrative functions in the ROSS application on a regular basis. The roles assigned to each ROSS User account define the level of access the user has within the program and determine which screens and menu items appear once the user logs on. Without the proper roles, a user cannot create, read, update, or delete records from the appropriate screens.

There are four general classes of ROSS User accounts, as identified in the table below. The corresponding roles within the application are listed in order of ascending access/privileges under each class. Individuals in the "Application User" and/or "Data Administrator" user classes may have multiple access roles assigned within the same account. However, the roles should be limited to those necessary for the individual to perform the job at his/her current duty station.

In keeping with policy regarding separation of duties, the "Account Manager" access role must be assigned to a separate user account (see the Access Control and Account Management Administration Guide).

User Class	Access Roles
<u>External Services User</u> – An external system (e.g., IQSweb or Altaris CAD) user who sends and receives updated information between their system and	Service Access Only
<u>Application User</u> - Responsible for performing dispatch activities specific to the current Dispatch Office.	Basic User Incident Management Team Resource Status Expanded Dispatch Dispatcher Roster Manager Aircraft Dispatcher Dispatch Manager
<u>Data Administrator</u> - Responsible for administration of the Dispatch Office's data or national reference data (e.g., Resource Items, Organizations, Catalogs).	Qualifications Import Manager Contract Manager Data Manager Selection Area Manager Organization Record Manager Catalog Manager Reference Data Administrator System Administrator
<u>Account Manager</u> - Responsible for creating, modifying and deleting user accounts and for assigning roles.	Account Manager

Access Role Descriptions

Basic User

At a minimum, every ROSS user requires the Basic User role. The Basic User role allows users to access the ROSS Home Screen, Reports and Help. Basic User is the role to grant users such as Managers, who would only run reports and do not have a need for the Administration or Dispatch modules.

The following screens are available for the **Basic User** role:

Screen	NICC	GACC	Local Dispatch
Reports	Yes	Yes	Yes
ROSS Home	Yes	Yes	Yes
Search for Resources	Yes	Yes	Yes

A description of the functionality within each ROSS screen is included in the last section of this document.

The following menu items appear, along with drop-down menu items, for the **Basic User** role:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Reports
Resources	Search for Resources
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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In addition, an IQSweb user with the Basic User role can send resource and qualification information to ROSS via the IQS / ROSS interface, once s/he has a ROSS user account with the "Service Access Only" role at the dispatch center that services the IQS resources.

Incident Management Team

The Incident Management Team role permits IMT members to enter and monitor the status of resource requests.

Note: The actions available to the Incident Management Team (IMT) role on Request Status and Incident Resources are limited to adding documentation

The following screens are available for the **Incident Management Team** role:

Screen	NICC	GACC	Local
Incident List	Yes	Yes	Yes
Incident Resources	Yes	Yes	Yes
New Request	Yes	Yes	Yes
Notification – Action Required	Yes	Yes	Yes
Notification – No Action Required	Yes	Yes	Yes
Personal Settings	Yes	Yes	Yes
Pre-Orders	Yes	Yes	Yes
Reports	Yes	Yes	Yes
Request Status	Yes	Yes	Yes
Search for Resources	Yes	Yes	Yes

The following menu items appear, along with drop-down menu items, for the **Incident Management Team** and **Basic User** roles:

Menu Item	Drop-Down Menu Item
File	Close Screen Switch User Log Off Refresh Session
	Change Password
	Exit ROSS
Administration	Personal Settings
	Pre-Orders
	Reports
Resource	Search for Resources
Incident	Incident List
	Incident Resources
Request	New Request
	Request Status
Status	Request Status
Window	Applicable Open Screen(s) Help
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Resource Status

The Resource Status role allows users to update the status of resources that they dispatch.

The following screens are available for the **Resource Status** role:

Screen	NICC	GACC	Local Dispatch
Resource Status	Yes	Yes	Yes

The following menu items appear, along with drop-down menu items, for the **Resource Status** and **Basic User** roles:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Reports
Resource	Resource Status
Status	Resource Status
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Dispatcher

The Dispatcher role allows the user to check/maintain the status of resource items, create incidents and requests, assign resource items to incidents, and record travel arrangements. The Dispatcher may add documentation on actions taken.

Note: The Dispatcher role may not be assigned to the same user in the same organization as the Incident Management Team or Expanded Dispatch role.

The following screens are available for the **Dispatcher** role:

Screen	NICC	GACC	Local Dispatch
Incident	Yes	Yes	Yes
Incident List	Yes	Yes	Yes
Incident Resources	Yes	Yes	Yes
Initial Report	Yes	Yes	Yes
Multi Place Requests	Yes	Yes	Yes
New Initial Report or Incident	Yes	Yes	Yes
New Request	Yes	Yes	Yes
Notification – Action Required	Yes	Yes	Yes
Notification – No Action Required	Yes	Yes	Yes
Pending Request	Yes	Yes	Yes
Personal Settings	Yes	Yes	Yes
Quick Fill	Yes	Yes	Yes
Release Authorization	Yes	Yes	Yes
Reports	Yes	Yes	Yes
Request Status	Yes	Yes	Yes
Resource Status	Yes	Yes	Yes
Search for Resources	Yes	Yes	Yes
Travel	Yes	Yes	Yes

In addition, the following function/permission is available to users with the **Dispatcher** role:

- **Place Request Up**. This allows a dispatcher to place requests up to the parent dispatch center from the New Request screen.

In addition, the following permission is available to CAD users with the **Dispatcher** role:

- **Invoke Services**. In centers that are using both ROSS and Altaris CAD, this permission allows the Dispatcher to send updated resource and incident information between the two systems.

The following menu items appear, along with drop-down menu items, for the **Dispatcher** and **Basic User** roles:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Personal Settings Reports
Resource	Release Authorization
	Resource Status
	Search for Resources
Incident	Incident
	Incident List
	Incident Resources
	Initial Report
	New Initial Report or Incident
Request	Multi Place Requests
	New Request
	Pending Request
	Quick Fill
	Request Status
Travel	Travel
Status	Request Status
	Resource Status
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Expanded Dispatch

The Expanded Dispatch role allows the user to create requests, assign resource items to incidents, and record travel arrangements. The Expanded Dispatch role may add documentation on actions taken.

The following screens are available for the **Expanded Dispatch** role:

Screen	NICC	GACC	Local Dispatch
Incident	Yes	Yes	Yes
Incident List	Yes	Yes	Yes
Incident Resources	Yes	Yes	Yes
Multi Place Requests	Yes	Yes	Yes
New Request	Yes	Yes	Yes
Notification – Action Required	Yes	Yes	Yes
Notification – No Action Required	Yes	Yes	Yes
Pending Request	Yes	Yes	Yes
Personal Settings	Yes	Yes	Yes
Quick Fill	Yes	Yes	Yes
Release Authorization	Yes	Yes	Yes
Reports	Yes	Yes	Yes
Request Status	Yes	Yes	Yes
Search for Resources	Yes	Yes	Yes
Travel	Yes	Yes	Yes

In addition, the following function/permission is available to users with the **Expanded Dispatch** role:

- **Place Request Up**. This allows a dispatcher to place requests up to the parent dispatch center from the New Request screen.

The following menu items appear, along with drop-down menu items, for the **Expanded Dispatch** and **Basic User** roles:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Personal Settings
	Reports
Resource	Release Authorization
	Search for Resources
Incident	Incident
	Incident List
	Incident Resources
Request	Multi Place Requests
	New Request
	Pending Request
	Quick Fill
	Request Status
Travel	Travel
Status	Request Status
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Roster Manager

The Roster Manager role allows users to create and edit master rosters for resources classified as a catalog item with a configuration. This role is established for use in maintaining rosters for Incident Management Teams, crews, etc.

The following screens are available for the **Roster Manager** role:

Screen	NICC	GACC	Local Dispatch
Roster	Yes	Yes	Yes

The following menu items appear, along with drop-down menu items, for the **Roster Manager** and **Basic User** roles:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Reports
Resource	Roster
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Aircraft Dispatcher

The Aircraft Dispatcher role allows users to status, assign, reassign, divert and release tactical aircraft. Future releases will implement deployment of smokejumpers and heli-rapellers.

The following screens are available for the **Aircraft Dispatcher** role:

Screen	NICC	GACC	Local
Tactical Aviation	Yes	Yes	Yes

In addition, the following function/permission is available to users with the **Aircraft Dispatcher** role:

- **Place Request Up**. This allows a dispatcher to place requests up to the parent dispatch center from the Tactical Aviation screen.

The following menu items appear, along with drop-down menu items, for the **Aircraft Dispatcher** and Basic User roles:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Reports
Resource	Tactical Aviation
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Dispatch Manager

The Dispatch Manager role allows users to establish Pre-Orders and Rosters, set up Direct Order affiliations for GACCs, release local resources from nonlocal incidents (when necessary), and merge incidents.

Note: The Dispatch Manager role may not be assigned to the same user in the same organization as the Incident Management Team or Expanded Dispatch role.

The following screens are available for the **Dispatch Manager** role:

Screen	NICC	GACC	Local Dispatch
Direct Order Affiliation	Yes	Yes	Yes
Merge Incidents	Yes	Yes	Yes
Pre-Orders	Yes	Yes	Yes
Release Authorization	Yes	Yes	Yes
Reports	Yes	Yes	Yes
Resources (Nonlocal Incident)	Yes	Yes	Yes
Roster	Yes	Yes	Yes

In addition, the following functionalities and permissions are available to users with the **Dispatch Manager** role:

- **CAD Management**. In centers that are using both ROSS and Altaris CAD, this functionality allows the Dispatch Manager to designate the system of record for each incident via a CAD tab in the Incident screen. The center must have entered the ID and version of their CAD under the Organization screen's External Systems tab.

- **Complex Incident Management**. This allows Dispatch Managers to identify a new internal or external incident as a 'complex' and associate one or more internal or external incident(s) to it. The complex serves as an umbrella for the other incidents.

- **Fill with New Resource**. When using this feature, Dispatch Managers are required to select an existing provider organization for their dispatch center. This organization becomes the provider, owner and home unit of the new resource; for this reason, the dispatch center cannot be used as the provider. These resources are then added to the Resource Item and Resource Status screens.

- **Nonlocal Multiple Reassignment**. This is used to reassign multiple resources to a nonlocal incident, but only after a Dispatch Manager at the nonlocal office has authorized the reassignment. Dispatch Managers may grant/revoke reassign authority on their local incidents to any other dispatch center(s) except those offices which are "status-only", "external" or "removed."

- **Release Authorization Management**. This allows Dispatch Managers at the parent dispatch to control the release of non-service resources committed to their immediate subordinate's incidents. Via the Release Authorization screen, Dispatch Managers may designate which incidents and resources (by catalog, category, or catalog item) require

authorization prior to release.

- **Transfer Incident**. This allows Dispatch Managers to give management of their internal or external incident to another dispatch center. The incident to be transferred may be open or closed and may be of any type except preposition. Incidents may not be transferred to a status-only, external or removed dispatch center. All incident information remains with the transferred incident.

The following menu items appear, along with drop-down menu items, for the **Dispatch Manager** and **Basic User** roles:

<u>Menu Item</u>	<u>Drop-Down Menu Item</u>
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Direct Order Affiliation
	Reports
Resource	Pre-Orders
	Roster
	Release Authorization
	Resources (Nonlocal Incident)
Incident	Merge Incidents
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Account Manager

The Account Manager role allows the user to process requests for Web Status or ROSS User accounts by adding or removing accounts and assigning or revoking applicable access roles. Actions taken by Account Managers must be in accordance with the requirements and procedures contained in the ROSS Access Control and Account Management Framework, Monitoring and Audit Plan and the ROSS Access Control and Account Management Administration Guide.

The Account Manager also has access to reports and the search for resources screen.

The Account Manager role may not be assigned to a ROSS User account in combination with any role other than Basic User.

The following screen is available for the **Account Manager** role:

Screen	NICC	GACC	Local Dispatch
Search for Resources	Yes	Yes	Yes
User Accounts	Yes	Yes	Yes
Reports	Yes	Yes	Yes

The following menu items appear, along with drop-down menu items, for the **Account Manager** role:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off Refresh Session
	Change Password
	Exit ROSS
Administration	Search for Resources
	User Accounts
	Reports
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Contract Manager

The Contract Manager role allows the user to enter, modify and delete contracts. The role will differ depending upon the user's location. For example, the NICC Contract Manager enters all national contracts and the local Contract Manager enters all local contracts.

The following screens are available for the **Contract Manager** role:

Screen	NICC	GACC	Local Dispatch
Contract	Yes	Yes	Yes

The following menu items appear, along with drop-down menu items, for the **Contract Manager** and **Basic User** roles:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Reports
Resource	Contract
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Data Manager

The Data Manager role allows the user to enter, modify and delete resources, contracts, location information, and other data. The Data Manager role will differ depending upon the user's location. For example, the NICC Data Manager enters all resources on national contracts and the local Data Manager enters all local resources.

The following screens are available for the **Data Manager** role:

Screen	NICC	GACC	Local Dispatch
Airport	Yes	No	No
Aviation Hazard	Yes	Yes	Yes
Contract	Yes	Yes	Yes
Location	Yes	Yes	Yes
Merge Resources	Yes	Yes	Yes
Reports	Yes	Yes	Yes
Resource Item	Yes	Yes	Yes

The following menu items appear, along with drop-down menu items, for the **Data Manager** and **Basic User** roles:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Airport
	Aviation Hazard
	Location
	Merge Resources
	Reports
Resource	Contract
	Resource Item
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Qualifications Import Manager

The Qualifications Import Manager role allows the user to run the utility programs to import qualification data for overhead resources from the Animal and Plant Health Inspection Service (APHIS)'s Emergency Qualifications System (EQS) and from the legacy version of IQS.

The following screen is available for the **Qualifications Import Manager** role:

Screen	NICC	GACC	Local Dispatch
Import	Yes	Yes	Yes

The following menu items appear, along with drop-down menu items, for the **Qualifications Import Manager** and **Basic User** roles:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Import Reports
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Selection Area Manager

The Selection Area Manager role allows the user to maintain the list of offices whose resources a coordination or dispatch center can view and/or order. Dispatch Centers are not permitted to set their own selection area.

The following screens are available for the **Selection Area Manager** role:

Screen	NICC	GACC	Local Dispatch
Direct Order Affiliation	Yes	Yes	No
Selection Area	Yes	Yes	Yes

The following menu items appear, along with drop-down menu items, for the **Selection Area Manager** and **Basic User** roles:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Direct Order Affiliation
	Selection Area
	Reports
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Catalog Manager

The Catalog Manager role allows the National Catalog Manager to set up and maintain the ROSS catalogs, which cannot be changed or deleted by other users. The catalogs are pre-established lists of resource items, classifications, and qualifications. There are five catalogs: Aircraft, Crew, Equipment, Overhead, and Supply. Each catalog is divided into categories, and each category contains catalog items.

The following screen is available for the **Catalog Manager** role:

Screen	NICC	GACC	Local Dispatch
Catalog	Yes	No	No

The following menu items appear, along with drop-down menu items, for the **Catalog Manager** and Basic User roles**:**

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Reports
Resource	Catalog
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Reference Data Administrator

The Reference Data Administrator role allows the National Reference Data Administrator to establish Political Units and populate Reference Data tables.

The following screens are available for the **Reference Data Administrator** role:

Screen	NICC	GACC	Local Dispatch
Political Unit	Yes	No	No
Reference Data	Yes	No	No

The following menu items appear, along with drop-down menu items, for the **Reference Data Administrator** and **Basic User** roles:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Political Unit
	Reference Data
	Reports
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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System Administrator

The System Administrator role allows the National System Administrator to monitor the system, designate Screens and Roles, and perform routine maintenance, such as data import/export.

The following screens are available for the **System Administrator** role:

Screen	NICC	GACC	Local Dispatch
Screens and Roles	Yes	No	No

In addition, the following permission is available to CAD users with the Dispatcher role:

- **Invoke Services**. In centers that are using both ROSS and Altaris CAD, this permission allows the Dispatcher to send updated resource and incident information between the two systems.

The following menu items appear, along with drop-down menu items, for the **System Administrator** and **Basic User** roles:

Menu Item	Drop-Down Menu Item
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Screen and Roles
	Reports
Window	Applicable Open Screen(s)
Help	ROSS Online Help
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Screen Descriptions

Most screens in ROSS allow access to users with various user roles; in these cases, the description refers to them generically as "users". Where screen access is limited to a specific user role, or functionality within the screen differs based on the user's role, these differences are noted.

- The **Airport** screen provides access to data imported from the FAA Airport database. Data Managers cannot edit or delete this data, but can use this screen to provide additional information about an FAA airport or to create local (non-FAA) airports.

- The **Audit** screen displays logs of actions performed by users for later review by System Administrators. Actions recorded include logging on/off, opening/closing forms, and changes in data. System Administrators specify which User ID, IP Address, IP Domain, or Current User ID to track, as well as a beginning and end date for the audit. System Administrators can search by any or all data items recorded.

- The **Aviation Hazard** screen permits Data Managers to enter data for any known aviation risk, threat, or hazard that aircraft operating within a particular area may encounter, such as smoke, power lines, or military training routes. They can enter Fixed and/or Non-Fixed aviation hazard information using this screen.

- The **Catalog** screen allows the Catalog Manager to set up and maintain the ROSS catalogs, categories, catalog items, and configurations. The catalogs are pre-established lists of resource items, classifications, and qualifications, which cannot be changed or deleted by other users.

- The **Contract** screen allows users to enter a contract between a Vendor organization and a Government Non-Dispatch Organization, or an agreement between two Government Non-Dispatch Organizations. A single Vendor may have multiple Contracts with various Organizations. Contracts may include resources and/or services. This screen allows for the tracking and maintenance of an Organization's contracts and/or agreements and the offered resources/services, along with any features associated to the resources. The user can also designate which dispatch offices can manage and assign the resources.

- The **Direct Order Affiliation** screen allows users to establish Direct Order relationships for their subordinate dispatch centers based on incident host.

- The **Incident** screen allows the user to add, edit or delete data about an incident once it has been created. Information on the screen includes items such as location, associated radio frequencies, hazards, detail requests, related incidents, and VORs.

- **Note**: Users with the Dispatch Manager role can also form incident complexes, transfer incidents to another dispatch center, grant/revoke reassign authority on their local incidents to other dispatch center(s), and in centers that are using both ROSS and Altaris CAD, the Dispatch Manager can designate the system of record for each incident.

- The **Incident List** screen allows the user to manage the list of local incidents displayed on either the Incident List or the Most Recent drop-down list.

- The **Incident Resources** screen allows the user to view, print or add documentation on

resources assigned to local incidents, either mob en-route or at incident.

Note: Users with the Dispatcher or Expanded Dispatch role can also take action on resources (e.g., release or reassign), and add a subordinate request to a group after the parent request has been filled.

- The **Initial Report** screen may be the initial entry point for information about an incident or possible incident. Users may enter as much information as deemed necessary to document the dialog between the reporting party and the receiving dispatcher. Once the information is validated, the user can promote the Initial Report to an Incident.   The screen contains information about all current-year Initial Reports created by a dispatch office.

- The **Import** screen permits the Qualifications Import Manager to upload and import data from the Animal and Plant Health Inspection Service (APHIS)'s Emergency Qualifications System (EQS) and from the legacy version of IQS.

- The **Location** screen allows Data Managers to pre-identify and describe location points used for incident management. Some examples of locations include Duty Stations, Boat Launches, Campgrounds, and Fire Lookouts. The kind of information stored includes Location Name, Location Type, City, State Code, Description, and Coordinates (Lat/Long, Township/Range/Section, and UTM).

- The **Merge Incidents** screen allows Dispatch Managers to merge an incident (local or nonlocal) with another incident managed by their center. The screen also allows them to grant merge authority for a local incident to another center.

- The **Merge Resources** screen allows Data Managers to merge duplicate Resource Items into a remaining Master Record. They may only merge resources managed by their center.

- The **Multi Place Requests** screen allows users to select multiple pending requests from a single incident and place them simultaneously with a selected dispatch center. The selected requests may be from different catalogs.

- The **New Initial Report or Incident** screen is the starting point for gathering information received about a potential incident. This screen provides the user with the ability to quickly create either an Initial Report or an Incident. Once the user selects the Initial Report button or the Incident button, neither can be undone or deleted. However, users can close the Initial Report or Incident.

- The **New Request** screen allows the user to create new requests (including support and supplemental requests) for an incident. It includes such information as catalog, quantity, delivery location, financial codes, configuration, special needs, and documentation.

  - **Note**: Users with the Dispatcher or Expanded Dispatch role can also "place up" requests to their parent dispatch organization directly from this screen.

- The **Notification – Action Required** screen notifies the user of items that require his/her action.

- The **Notification – No Action Required** screen notifies the user about events that are of interest, but do not require action on his/her part.

- The **Organization** screen allows the Organization Record Manager to manage the organizations which are the foundation of the ROSS program. The Organization module includes information about dispatch centers, agencies, government offices, vendors, and their hierarchies and affiliations. Resource items, locations, reports, and status are a few areas that depend on organizations being entered correctly.

- The **Pending Request** screen allows users to take action on resource requests that are pending with a dispatch unit. These may include local incident requests, requests placed up from a subordinate dispatch office, requests placed down by a parent dispatch center, or requests from another dispatch office within the center's selection area.

    Note: Users with the Dispatch Manager role can also fill requests with new resources. These resources are then added to the Resource Item and Resource Status screens.

- The **Place Up Affiliation** screen allows the user to establish alternate place up affiliation(s) for a dispatch center's incident hosts. Access to the screen is currently turned off for all user roles at all dispatch levels. Alternate place up affiliations can be created on a case-by- case basis; the user must submit a request to the ROSS Helpdesk.

- The **Personal Settings** screen includes filters that establish the dispatch units and/or host units whose requests a ROSS User wants to be viewable on the Pending Request screen. The screen also permits the user to configure notification preferences and settings for Action / No Action messages.

- The **Political Unit** screen allows the Reference Data Administrator to establish a political unit such as a city, state, nation, or province.

- The **Pre-Orders** screen allows Dispatch Managers to create pre-established groupings of catalog items and their quantities used to expedite resource ordering. A pre-order is different from a configuration in that it does not have a "root" catalog item and when ordered, it results in separate requests for each item in the pre-order (versus subordinate requests for a configuration).

- The **Quick Fill screen** allows users to quickly generate a resource request (New Request) and fill the request with available local resources. Quick Fill is available only for local incidents and only for those Resource Items under categories Aircraft, Crew, and Equipment that have been identified on the Resource Item screen as available for Quick Fill. When Quick Fill is used, ROSS automatically changes the resource item's status to "At Incident".

- The **Reference Data** screen allows the Reference Data Administrator to update reference data tables used throughout the application. Reference Data examples include Aircraft Type, Employment Status, and Incident Type. The data is available for the user to select via drop-down menus within the various screens in the application.

- The **Release Authorization** screen allows users with the Dispatcher or Expanded Dispatch role at a parent dispatch center to authorize or hold the release of individual aircraft, crew, equipment, and overhead non-service resources committed to their immediate subordinate's incidents. This feature is designed to improve utilization of critical resources during periods of intense competition.

Note: Users with the Dispatch Manager role can also designate incidents and resources (by catalog, category, or catalog item) for which a Release Authorization is required.

- The **Reports** screen allows users to generate and print reports on various ROSS elements, such as "Resource Availability by Qualification," "Resource Items," or "Contracts." There are a number of standard, commonly accessed reports available.

- The **Request Status** screen allows the user to view and/or add documentation on all requests for local and nonlocal incidents acted on by the dispatch office.

  Note: Users with the Dispatcher or Expanded Dispatch role are also given the option to Unfill, Cancel, Cancel UTF, Edit Request, Edit Supplemental, Retrieve Request, Cancel Release, Cancel Reassignment, Add a Subordinate Request, or Create a Support Request.

- The **Resource Item** screen allows Data Managers to enter and qualify/classify all resources. The dispatch portion of ROSS interfaces with this screen and automatically statuses resources assigned to an incident.

- The **Resources (Nonlocal Incident)** screen allows Dispatch Managers to release a resource that has returned from a nonlocal assignment, but has not yet been released in ROSS. The Dispatch Manager can also add a subordinate request to a group on a nonlocal incident, even after the group has been reassigned. New functionality in ROSS Release 2.13 allows the Dispatch Manager to also add documentation to a request.

- The **Resource Status** screen allows the user to maintain the status of resources managed by the local dispatch center. Resources may be statused as available or unavailable with an optional reason. The area of availability may be set to Local, GACC, or National. ROSS automatically maintains the status of resources currently assigned to an incident; while the user cannot update the status, he/she can designate mandatory days off, activation/deactivation dates, and unavailability periods.

- **ROSS Home** is the first screen that appears once the user is logged on to ROSS. This is the starting point for accessing other screens as allowed by the user's role(s).

- The **Roster** screen allows users to create and edit master rosters for resources classified as a catalog item with a configuration. For resources with dedicated personnel such as Type 1 Crews, Teams, and Exclusive-Use Helicopters, creating a master roster ahead of time expedites assigning the resource to an Incident request.

- The **Screens and Roles** screen permits the System Administrator to turn on/off access to screen(s) and/or functions within screen(s) based on differing criteria and the user role. Extreme caution must be used when working in this screen.   Irreparable damage to the application and its contents could take place if individuals without the necessary knowledge or authority attempt to create, edit or delete data on this screen. For this reason, only the National System Administrator located at the NICC has access.

- The **Search for Resource** screen permits a user to search anywhere in the system to locate and view information about a specified resource.

- The **Selection Area** screen permits the Selection Area Manager to define and customize the

coordination or dispatch center's Selection Area; i.e., the offices from which the center may order. The application allows selection areas to be expanded or limited, depending on different national or geographic area preparedness levels. It also permits the user to designate specific ordering privileges by catalog and category, such as for the ordering of aircraft (e.g., Type 3 helicopters only).

- The **Tactical Aviation** screen is organized via two tabs:

  - The Resources tab allows the Aircraft Dispatcher to maintain the status of tactical aviation resources under the dispatch center's control (airtankers, helicopters, lead planes, air tactical aircraft, and aerial task forces).

  - The Aircraft Dispatcher can also view tactical aviation resources assigned to local incidents and can assign, divert, or release aircraft, and enter travel information.

  - The **Requests** tab allows the Aircraft Dispatcher to view and process pending requests for tactical aviation resources (i.e., fill, place up, reassign, or divert resources and enter travel information).

- The **Travel** screen allows users to create a travel itinerary and set Travel (No Itinerary ETD/ETA) or No Travel (Set at Incident or Home) for resources that are traveling to/from an incident.

- The **User Accounts** screen allows the Account Manager to search for existing ROSS User accounts or add new accounts. The Account Manager can maintain Web Status accounts for overhead, supervisors, government representatives, and vendor representatives. The screen allows the Account Manager to assign, modify, or remove access roles as appropriate for the user's duties, and to delete accounts when no longer needed. The Account Manager can also set up Services Access accounts for users of external systems that interface with ROSS (e.g., CAD and IQSweb). An additional "Account Notifications" tab allows an Account Manager to specify the external systems associated with a user's account (e.g., Altaris CAD – CAAEU), so that notifications about changes to the user's ROSS account are sent to the external system.