

ROSS TIPS

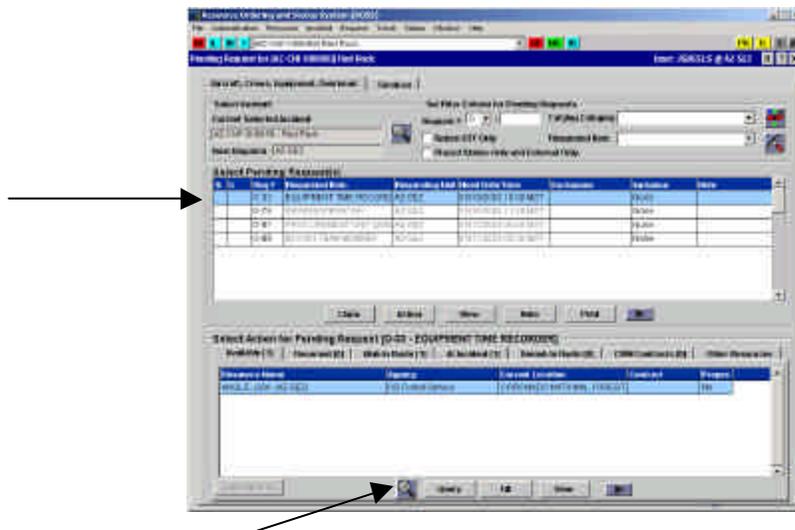
ROSS TIP: PEN-2004-2

Date: April 12, 2004 – V2

Subject : Filling Overhead Requests with resources that do not have documented qualifications in ROSS:

Filling overhead requests with resources that do not have documented qualifications in ROSS.

Often requests are received that need to be filled by a resource that is either a trainee or does not have the requested qualification documented. To perform an override operation, user should follow the following steps. For the purposes of this example, we will assume that the request is for an Equipment Time Recorder (O-33) as shown in the screen below.



Currently, only one resource is shown as qualified for this position. In order to search for people who may be able to fill this position, press the  at the bottom of the lower grid. After pressing the  button, the following screen is displayed.

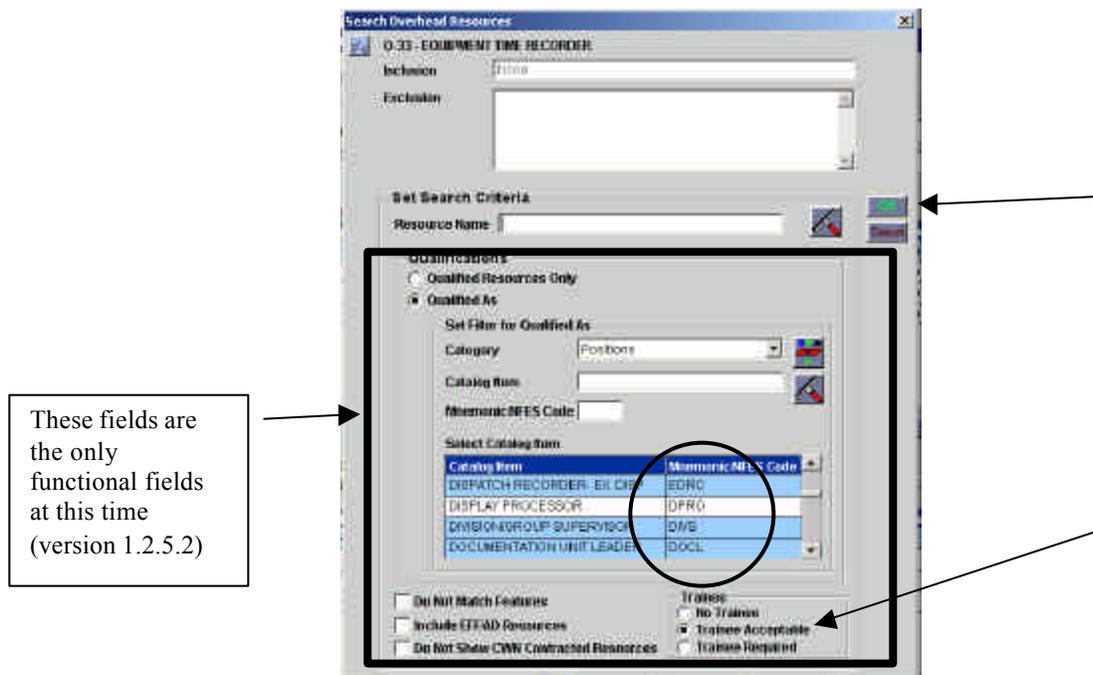
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Only certain parts of this dialog box are functional as outlined above.

To find more personnel that might fill the **0-33 - EQUIPMENT TIME RECORDER** position, users must determine which position(s) ROSS should search for. In the example above, the user selected (while holding the CTRL Key down), EDRC, DIVS, and DOCL. In addition, the user selected **Trainee Acceptable**. Once selected, the user presses the  button.

The results of the search (shown below) displays 3 additional overhead (a total of 4) that can be used to fill the position. Users MUST remember.....filling a position with a resource that is not qualified MUST be approved by management or designated official.

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The screenshot shows the ROSS interface for a pending request. The top section displays the incident details: "Current Selected Incident: AZ-CNF-00058 - Red Rock" and "Incident Dispatch: AZ-SEZ". Below this is a table of pending requests:

S	O	Req #	Requested Item	Requesting Unit	Need Date/Time	Exclusions	Inclusion	Note
		0-33	EQUIPMENT TIME RECORDER	AZ-SEZ	05/15/2003 10:00 MDT		None	
		0-75	GRASSHOPPER	AZ-SEZ	05/16/2003 11:24 MDT		None	
		0-87	PROCUREMENT UNIT LEAD	AZ-SEZ	05/17/2003 08:30 MDT		None	
		0-89	OUTING TEAM MEMBER	AZ-SEZ	05/17/2003 09:00 MDT		None	

Below the table, there are buttons for "Claim", "Action", "View", "Note", and "Print". The "Action" button is highlighted, and a sub-table shows resources for the selected request:

Resource Name	Agency	Current Location	Contract	Progress
WAGLE, LISA (AZ-SEZ)	US Forest Service	CORONADO NATIONAL FOREST		No
WAGANT, LANE (AZ-SEZ)	National Park Service	SAN CARLOS NATIONAL MONUMENT		No
WELLY, SHARLEY (AZ-SEZ)	NO Forest Service	CORONADO NATIONAL FOREST		No
Wright, Gary (AZ-SEZ)		Southwest Arizona Zone (AZ-SEZ)		No

Four resources are now listed. Only the highlight resource is fully qualified.