ROSS TIPS

ROSS TIP: WEB-2004-1
Date: May 10, 2004
Subject: Enabling Web Status Access for Vendors and Government (Non-Dispatch) Organizations

The Web Status Access feature allows dispatch centers to authorize selected individuals to update resource availability (status) without logging onto ROSS. Dispatchers always retain the ability to override web status entries via the Resource Status screen. This ROSS Tip covers the steps to set up web status access for a Vendor Representative who will status resources attached to a call-when-needed (CWN) contract, and the steps to authorize employees of Government (Non-Dispatch) organizations to status non-overhead resources for their organization.

Vendor Status

The necessary elements for establishing web status for vendors are:

1. **Organization**: Go to the Organization Screen. In order to permit a vendor to status through the ROSS Web-Status interface, their organization must be in ROSS. Only the dispatch center which manages the vendor organization in ROSS can complete all the steps to set up web status access for the vendor. To determine which dispatch center manages a vendor organization; open the dialog box for creating a new vendor. Search for the pertinent vendor. The search results grid will display the managing dispatch center and telephone number (fig. 1). Contact this office to coordinate web status access. DO NOT create a duplicate vendor organization[1].

The search results grid displays the Managing Dispatch Center and phone number for a vendor organization.

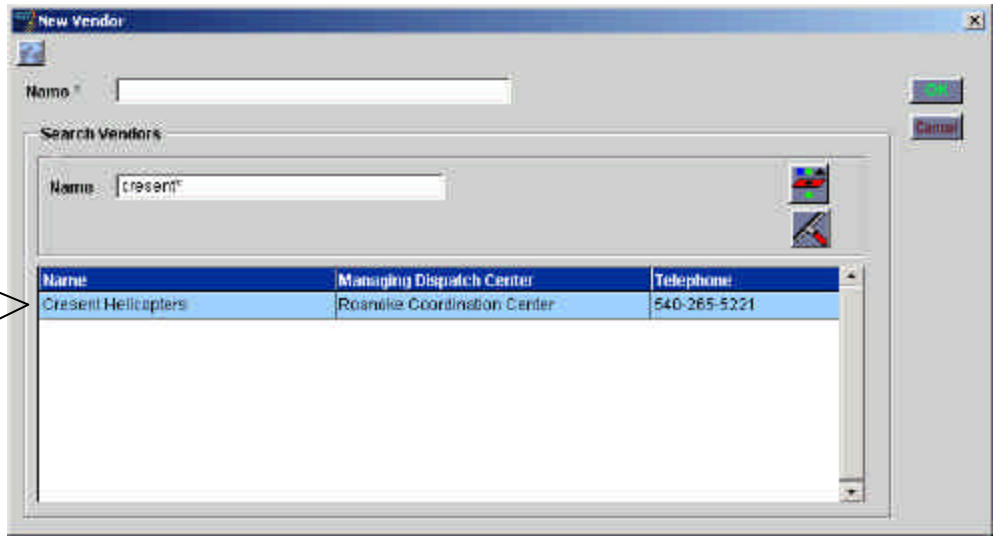
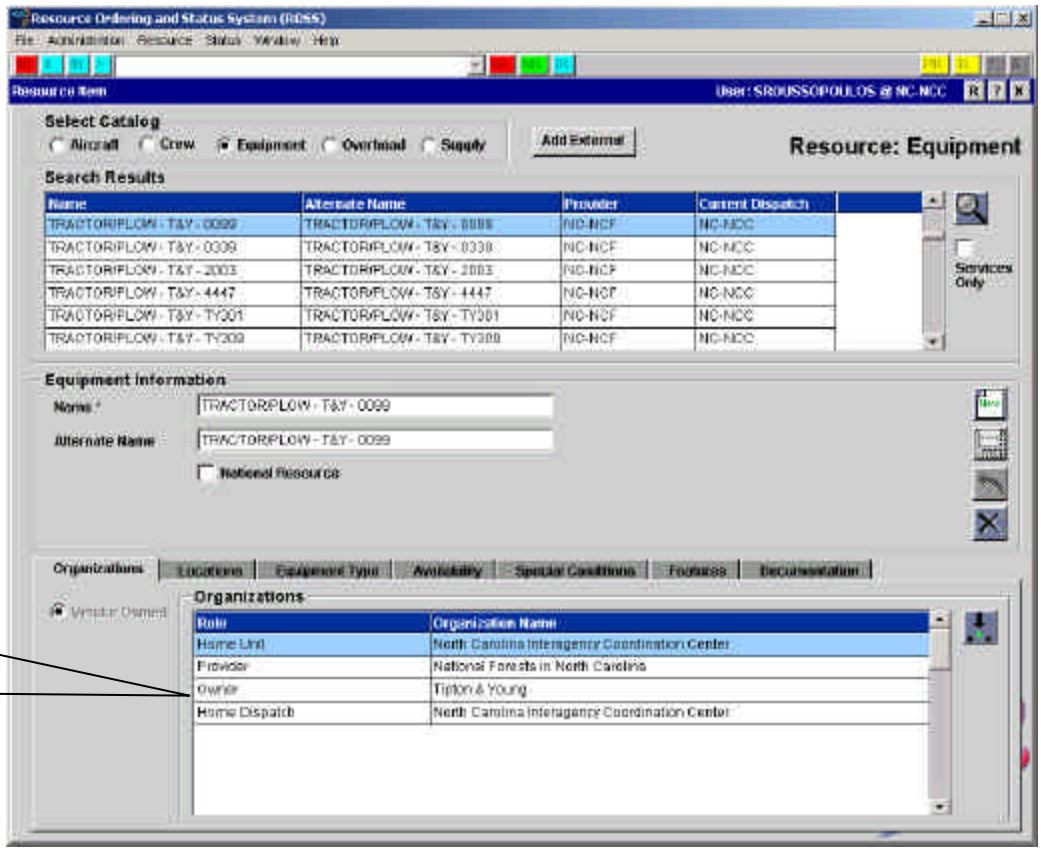


Figure 1. Use Search Vendors to identify the Managing Dispatch Center.

[1] NOTE: If more than one (1) record for the company is displayed when searching for the vendor, immediately notify the ROSS Helpdesk, prior to continuing. It is very important that only one copy of an organization's record be in the system.

2. **Resource Item(s)**: Go to the Resource Item Screen. The vendor's resource items must be entered on the Resource Item screen with the vendor designated as the Owner on the Organizations tab (fig.2). Multiple dispatch offices may be involved in this step (i.e., Resources owned by Crescent Helicopters may be managed at various dispatch centers).



The Vendor must be identified as the Owner of the Resource Item.

Figure 2. Resource Item Organization settings for a vendor-owned resource.

3. **Contract**: Go to the Contracts Screen. The pertinent CWN contract(s) or Agreements must be created on the Contract screen and linked to the vendor and the appropriate resource items[2]. As with the previous step, multiple dispatch offices may be involved (i.e., separate contracts with Crescent Helicopters may exist at several dispatch centers).

4. **Person**: Go to the Person Screen. <u>One or more</u> vendor representatives who will be responsible for updating status must be created on the Person screen. **<u>This can only be done by the Dispatch</u>**

[2] NOTE: Web Status cannot be used for PAs (Purchase Agreements) because there are no <u>unique</u> resources to status. PAs are used for non-unique items/services such as newspaper delivery (see ROSS Tip #13 for more information on contract types and their use in ROSS). Web Status cannot be used for statusing resources that are government owned.

Center that manages the vendor organization (see step 1 above). Make sure that the vendor is selected on the Current Organization drop-down prior to creating the person record. It is not necessary to designate this person as an overhead resource.

5. **Web Status Access Control**: To grant web status access to a vendor representative the dispatch center that manages the vendor organization and created the representatives must –
   1. Open the Web Status Access Control screen from the Administration drop-down menu.
   2. Select the Vendor Representatives **Error! Bookmark not defined.** tab (fig. 3).
   3. Filter for and select the pertinent vendor.
   4. Highlight the pertinent vendor representative.
   5. Check the Enable Web Status checkbox and assign a username.
      - **Important**: Usernames must consist of 8 to 32 characters including upper and lower case alpha characters, numeric values and special characters (limited to "!$%_) Usernames must be unique. ROSS will alert you if you attempt to assign a duplicate username.
   6. Create and verify a password and select Save.
      - **Reminder** – Passwords must contain a combination of 8 to 32 characters. At a minimum they must include one or more alpha character and one or more numeric value. Special characters are optional.
   7. Contact the vendor representative(s) to relay their usernames, passwords and instructions for updating status of their resources.
      - **Recommendation**: Encourage vendor representatives to log on immediately and change their passwords. Advise the vendor that if they forget their username / password, they must immediately contact the dispatch office that set up their account.

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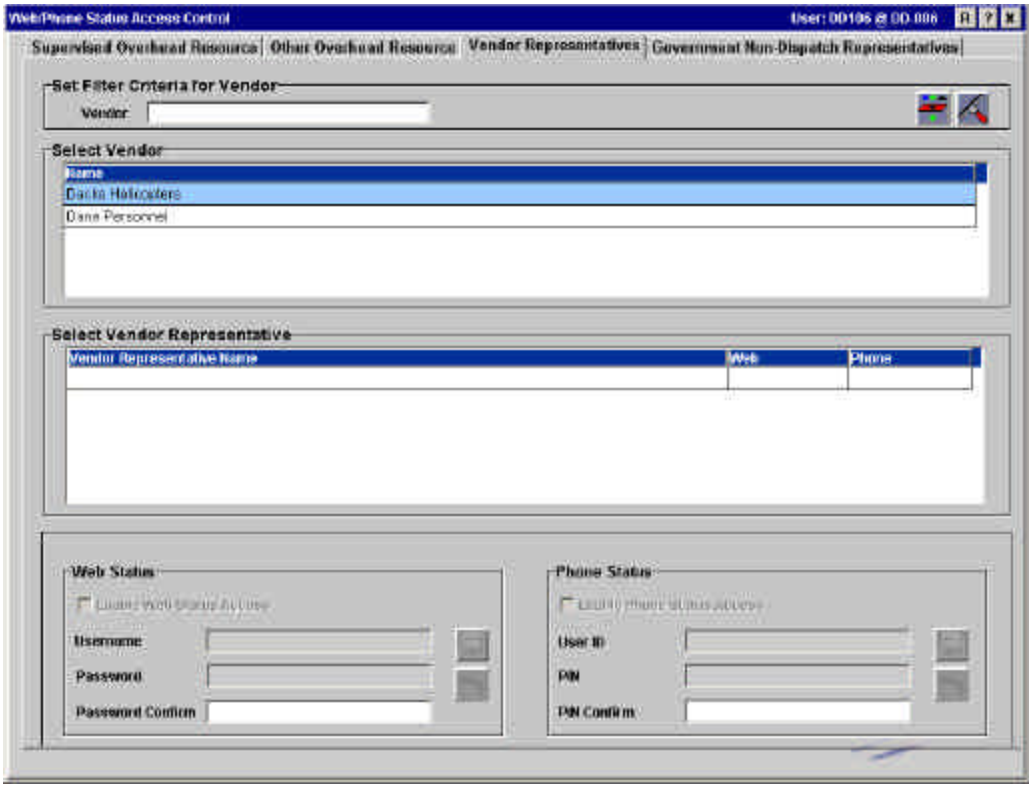

Figure 3. Web Status Access Control screen

Important Points:

- Each vendor organization may have one or more vendor representatives with web status access.
- Each representative for a given vendor will be able to status all CWN contract resources in ROSS that are owned by that vendor (regardless of resource location).
- Vendor passwords may be reset by creating and confirming a new password and clicking Save.
- A vendor's web status access may be withdrawn by un-checking the Enable Web Status checkbox and clicking Save. It is not necessary to delete the username and password.

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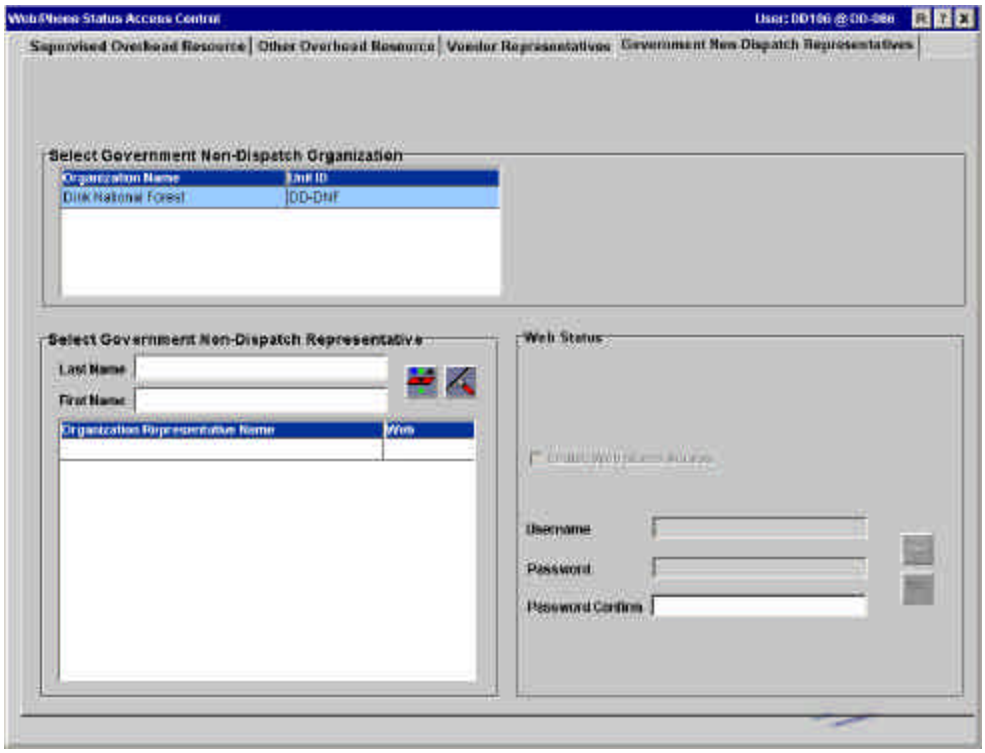
Government (Non-Dispatch) Organizations

1. **Organization** – Go to the Organization Screen. Make sure that the Government (Non-Dispatch) Organization who's resources are to be statused via web-status is listed. The procedures listed under Vendors – Organization above can be followed to check this, with the exception that the Government (Non-Dispatch) radio button must be selected.
2. **Person** – Go to the Person Screen. Make sure that the person who will be authorized to change the status of resources for the Government (Non-Dispatch) Organization is listed (Note: The person does not have to be a resource item).
3. **Web Status** – Go to the Web Status Screen. On the Web Status Screen, choose the "Government Non-Dispatch Representatives" tab. The screen will look similar to the example below.



1. In the upper left hand grid, choose the Government Non-Dispatch Organization to be setup.
2. Search for the person to be authorized to keep status using the search button in the lower left hand grid.

3. In the lower right hand grid, provide a username and password for the person (Note: If the person is already a ROSS user, they will have a username/password. It cannot be changed from this screen.).
4. Click on the "Enable Web Status Button".