

National Interagency Resource Ordering and Status System

System Role Descriptions



Version 2.0 Release Copy

04/26/2004

Table of Contents

Introduction	2
System Role Descriptions	3
<i>Basic User</i>	3
<i>Account Manager</i>	4
<i>Catalog Manager</i>	6
<i>Data Manager</i>	7
<i>Dispatch Manager</i>	9
<i>Dispatcher</i>	11
<i>ROSS Help Desk</i>	15
<i>Qualifications Import Manager</i>	16
<i>Reference Data Administrator</i>	17
<i>System Administrator</i>	18
<i>Selection Area Manager</i>	20
<i>Resource Status</i>	21
<i>Office Not Dispatching – ROSS</i>	22
<i>Incident Team</i>	23
<i>Roster Manager</i>	25

Introduction

ROSS user roles define the level of access a user needs to perform the job at their current duty station. Those with the Account Manager role grants roles to an individual, which allow specific authorities within the ROSS application. A user may have multiple roles. The roles determine which screens, menu items and drop-down menu items appear once logged on to ROSS. Without the proper roles, a user cannot create, read, update or delete records from the appropriate screens.

The following roles are currently available in ROSS:

- Basic User
- Catalog Manager
- Dispatch Manager
- ROSS Help Desk
- Reference Data Administrator
- System Administrator
- Account Manager
- Data Manager
- Dispatcher
- Qualifications Import Manager
- Selection Area Manager
- Office Not Dispatching - ROSS
- Resource Status
- Incident Team
- Roster Manager.

System 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 who do not have a need for the Administration or Dispatch modules.

- **ROSS Home** is the first screen once logged on to ROSS. This is the starting point for accessing other screens as the user's role allows.
- 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 available standard, most commonly accessed reports. The Brio report application allows users to generate more highly customized.

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

SCREEN	NICC	GACC	LOCAL DISPATCH
ROSS Home	Yes	Yes	Yes
Reports	Yes	Yes	Yes

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 Screen Change Password Exit ROSS
Administration	Reports
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk ROSS Release Notes About ROSS

Account Manager

The Account Manager is responsible for processing requests for user accounts, establishing/closing accounts and assigning/revoking applicable roles. The actual process to request/close an account is specific to each office. Other responsibilities include establishing Web Status Access and ensuring adherence to the Rules of Behavior as outlined in the ROSS Security Plan.

- The **User Accounts** screen allows the Account Manager to create, edit, and delete assigned roles and username/password information.
- The **Web Status** screen is used by the Account Manager to
 - Set up an overhead resource to enable them to status themselves and to set up a supervisor so that they may status themselves.
 - Set up a supervisor with employees, who may or may not be able to status themselves.
 - Set up a vendor and its resources, the vendor contact, and the contract so that the vendor contact can status their resources.

Individuals and vendors are granted access permissions, and passwords. The application automatically sends an electronic message to the selected individuals and vendor representatives when the necessary data is entered on the Web Status Access Control screen.

- The **Rules of Behavior** document/agreement, required by Federal Law, documents responsibilities and expected behavior of all individuals who access the system. Each ROSS user signs this document during initial training and renews and signs annually. The using office agency official has the responsibility for ensuring that the Rules of Behavior document/agreement is complete.

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

SCREEN	NICC	GACC	LOCAL DISPATCH
User Accounts	Yes	Yes	Yes
Web/Phone Status Access	Yes	Yes	Yes

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

MENU ITEM	DROP-DOWN MENU ITEM
File	Close Screen
	Switch User
	Log Off
	Refresh Screen
	Change Password
	Exit ROSS
Administration	User Accounts
	Web and Phone Status Access
	Reports
Help	ROSS On-Line Help
	ROSS Helpdesk
	ROSS Release Notes
	About ROSS

Catalog Manager

The ROSS Catalog is a pre-established list 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. At the National level, the National Catalog Manager National sets up the catalogs and cannot be changed or deleted by users. Authorized users at the Geographic and local levels can set up and manage area and local catalogs.

- The **Catalog screen** allows access to the Catalog Screen to create, edit, or delete Catalog categories, items, and/or configurations.

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, are available for the **Catalog Manager** and **Basic User** roles:

MENU ITEM	DROP-DOWN MENU ITEM
File	Close Screen Switch User Log Off Refresh Screen Change Password Exit ROSS
Administration	Reports
Resource	Catalog
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk ROSS Release Notes About ROSS

Data Manager

The Data Manager is responsible for the entering of resources, organizations, contracts and other data. The Data Manager role will differ depending upon the location. For example, the NICC Data Manager enters all national resources and the Local Data Manager enters all local resources.

Users cannot delete or change Reference Data. However, the options or records within each table can be changed or deleted by the Data Manager or through imported data.

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

SCREEN	NICC	GACC	LOCAL DISPATCH
Airport	Yes	Yes	Yes
Aviation Hazard	Yes	Yes	Yes
Location	Yes	Yes	Yes
Organization	Yes	Yes	Yes
Person	Yes	Yes	Yes
Political Unit	Yes	No	No
Contract	Yes	Yes	Yes
Resource Item	Yes	Yes	Yes

- The **Airport screen** provides access to data imported from the FAA Airport database. Users cannot edit or delete this data. Data Managers use this screen to provide additional information about an FAA airport or to create local (non-FAA) airports.
- The **Aviation Hazards screen** permits users 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, military training routes. Data Managers enter Fixed and/or Non-Fixed aviation hazard information using this module.
- The **Locations screen** in ROSS allows users to identify locations accessed in the Location Module. Location records 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 **Organizations screen** is the foundation of the ROSS program. For ROSS to operate correctly, users must enter Organizations correctly. The Organization module includes information about dispatch centers, agencies, government offices, and vendors and their hierarchies and affiliations. Resource items, locations, reports, and status are a few areas that depend on organizations.

- The **Person screen** allows users to enter people and information about them, and link them to the organization that provides them. ROSS maintains this information even when individuals move from one location to another by utilizing the Link and Unlink feature.
- The **Political Unit screen (NICC Only)** allows NICC to manage the political unit records for agencies in the ROSS database. Political unit records include States, Counties, Cities, and Federal political entities.
- The **Contract screen** allows users to enter a contract or an agreement between a Vendor organization and a Government Non-Dispatch Organization, or between two Government Non-Dispatch organizations. There may be multiple Contracts with a single Vendor and various Organizations. Contracts may include resources and/or services. This screen allows for the tracking and maintenance of an Organization's contracts, the offered resources/services, which dispatch offices can manage and assign resources, and any features associated to the resources.
- The **Resource Item screen** allows users to enter and qualify/classify all d. The dispatch portion of ROSS interfaces with this screen and automatically statuses resources assigned to an incident.

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 Screen Change Password Exit ROSS
Administration	Airport Aviation Hazard Location Organization Person Political Unit (NICC Only) Reports
Resource	Contract Resource Item
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk ROSS Release Notes About ROSS

Dispatch Manager

The Dispatch Manager establishes Pre-Orders and Rosters.

- The **Pre-Orders screen** allows users 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 **Release Resource (Non-Local Inc) screen** allows a resource’s local dispatch office to release a committed resource that returned from assignment and has not yet been released in ROSS.
- 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, Overhead Teams, and Exclusive-Use Helicopters, creating a master roster ahead of time expedites assigning the resource to an Incident request.

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

SCREEN	NICC	GACC	LOCAL DISPATCH
Pre-Orders	Yes	Yes	Yes
Release Resource (Non-Local Inc)	Yes	Yes	Yes
Roster	Yes	Yes	Yes

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

MENU ITEM	DROP-DOWN MENU ITEM
File	Close Screen Switch User Log Off Refresh Screen Change Password Exit ROSS
Administration	Reports
Resource	Pre-Orders Roster
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk ROSS Release Notes About ROSS

Dispatcher

The Dispatcher checks/maintains the status of resource items, creates incidents and requests, assigns resource items to incidents, and records travel arrangements. The Dispatcher may add documentation on actions taken.

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
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
Request Status	Yes	Yes	Yes
Resource Status	Yes	Yes	Yes
Search for Resource	Yes	Yes	Yes
Travel	Yes	Yes	Yes
Travel Plan	Yes	Yes	Yes

- The **Incident screen** allows the dispatcher to create and manage data about an incident. Dispatchers can create Incidents directly or promoted from initial reports. The Incident screen provides information about the incident such as location, associated radio frequencies, hazards, detail requests, related incidents, and VORs.
- The **Incident List screen** allows the dispatcher to manage local incidents displayed on either the Incident List or the Most Recent drop-down list. The dispatcher can quickly view and/or switch between local incidents.
- The **Incident Resources screen** allows the dispatcher to view or take action on resources assigned to its local incidents, either mob en-route and/or at incident.
- The **Initial Report screen** documents emergency information not currently validated as an incident. This screen may be the initial

entry point for information about an incident or possible incident. As much information as deemed necessary to document the dialog between the reporting party and the receiving dispatcher is entered. Contains information about all current-year Initial Reports created by a dispatch office.

- The **New Initial Report or Incident screen** is the starting point for gathering information received about a potential incident. This screen provides the dispatcher 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 an Incident.
- The **New Request screen** allows the dispatcher to create new requests for an incident or to create support requests. It includes such information as catalog, quantity, delivery location, financial codes, special needs, and documentation.
- The **Notification – Action Required screen** documents notification when resource requests arrive in the Pending Request screen requiring action.
- The **Notification – No Action Required screen** documents notification when actions on requests occur that do not require action
- 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, and requests placed by a parent dispatch center, or one within the center’s selection area.
- The **Personal Settings screen** includes Pending Request 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 the notification settings (Action / No Action).
- 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 (ROSS Administration) screen as available for Quick Fill. When Quick Fill is used, the resource item is automatically stasured as “At Incident.” Users cannot use Travel and Travel Plan screens to document travel arrangements. If the user goes to the “No Travel” tab on the travel screen, they may edit the travel.
- The **Request Status screen** allows the dispatcher to view all requests on local and non-local incidents acted on by the current user. In addition to viewing the status of a request, the dispatcher is

given the option to Unfill, Cancel, Cancel UTF, Edit Request, Edit Supplemental, Retrieve Request, Cancel Reassignment, Assign Subordinate Request, Create a Support Request or Add Documentation for one or more requests.

- The **Resource Status screen** allows the user to change the status of a resource managed by the local dispatch center. Resources may be stuated available or unavailable with an optional reason. Area of availability may be set to Local, GACC or National. ROSS 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.
- The **Search for Resource screen** permits a user to search anywhere in the system to locate a specified resource.
- The **Travel screen** allows users to create a travel itinerary, Travel (No Itinerary ETD/ETA), No Travel (Set at Incident or Home) for resources that are traveling to and/or from an incident.
- The **Travel Plan screen** allows users to create a listing of travel legs and resources traveling on each leg for a resource used to move other resources, such as an aircraft.
- The **Notification screen** provides a ROSS User with a notification of actions taken on resource requests and changes made to incidents that are of interest. The “Notification Settings” tab on the “Personal Settings” screen allows a user to limit the request and Incident messages he/she receives. There are two basic types of notification messages:
 - **Action** – An “Action” message indicates that an action is required by your organization regarding the message. “Action” messages can only be received for requests. This notification appears as an “!” action button in the upper right corner.
 - **No Action** - A “No Action” message indicates that no action is required by your organization regarding the message. “No Action” messages are “for information only”. “No Action” messages can be received for both requests and Incidents. This notification appears as a “0” action button in the upper right corner.

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 Screen Change Password Exit ROSS
Administration	Personal Settings Reports
Resource	Resource Status
Incident	Incident Initial Report Incident List New Initial Report or Incident Incident Resources
Request	New Request Pending Request Quick Fill Request Status
Travel	Travel Travel Plan
Status	Request Status Resource Status
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk ROSS Release Notes About ROSS

ROSS Help Desk

Only the ROSS Help Desk and NICC uses the ROSS Help Desk role. The system role permits the user to run Audit logs for review by the System Administrator.

The following screens are available for the **ROSS Help Desk** role:

SCREEN	NICC	GACC	LOCAL DISPATCH
Audit	Yes	No	No

- The **Audit screen** displays logs of actions performed by logged-on 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 following menu items appear, along with drop-down menu items, for the **ROSS Help Desk** and **Basic User** roles:

MENU ITEM	DROP-DOWN MENU ITEM
File	Close Screen Switch User Log Off Change Password Exit ROSS
Administration	Audit Reports
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk About ROSS

Qualifications Import Manager

The Qualifications Import Manager is responsible for running the utility programs to import/export qualification data for overhead resources.

The following screens are available for the **Qualifications Import Manager** role:

SCREEN	NICC	GACC	LOCAL DISPATCH
Import IQS	Yes	Yes	Yes

- The **Import IQS (Incident Qualification System) screen** permits the uploading and importing of data from the State IQS System the US Forest Service REDCARD System, and the NWCG Incident Qualifications and Certifications System (IQCS).

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 Screen Change Password Exit ROSS
Administration	Import IQS Reports
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk ROSS Release Notes About ROSS

Reference Data Administrator

The Reference Data Administrator is responsible for establishing Political Units and populating 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 **Political Unit screen** allows the user to establish a political unit in the system such as a city, state, nation, and province.
- The **Reference Data screen** permits access to reference data tables used throughout the application. Reference Data is pre-loaded data that the user can select from drop-down menus. Examples include Aircraft Type, Employment Status, and Incident Type. Users cannot delete or change Reference Data tables. However, the data within each table can be changed or deleted by the Reference Data Administrator or through imported data files.

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 Change Password Exit ROSS
Administration	Political Unit (Currently not the case in 1.2.6) Reference Data (NICC-Only) Reports
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk About ROSS

System Administrator

The System Administrator monitors the system, designates Screens and Roles, and performs routine maintenance, such as data import/export.

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

SCREEN	NICC	GACC	LOCAL DISPATCH
Audit	Yes	No	No
Reference Data	Yes	No	No
Screens and Roles	Yes	No	No
Import Navaid	Yes	No	No
Import ICBS	Yes	No	No
Import Airport	Yes	No	No

- The **Audit screen** displays logs of actions performed by logged-on 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 **Reference Data screen** permits access to reference data tables used throughout the application. Reference Data is pre-loaded data that the user can select from drop-down menus. Examples include Aircraft Type, Employment Status, and Incident Type. Users cannot delete or change Reference Data tables. However, the data within each table can be changed or deleted by the System Administrator or through imported data files.
- The **Screens and Roles screen** permits users to turn on/off screen(s) based on differing criteria and the user's need of screen(s). **EXTREME CAUTION** should be used when working in this screen. Irreparable damage to the application and its contents could take place if individuals without the authority attempt to create, edit or delete data on this screen. Because of this screen's sensitivity, only the National System Administrator located at the NICC has access.
- The **Import Navaid (Navigation Aids) screen** allows users to import aviation navigation aids (VORs) from files, which the FAA distributes every 56 days.
- The **Import ICBS (Interagency Cache Business System) screen** allows users to import the NFES catalog data from ICBS.
- The **Import Airport screen** allows users to import data from the FAA database of certified airports. Users cannot alter the data.

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 Change Password Exit ROSS
Administration	Audit Reference Data Screen and Roles Import Navaid Import ICBS Import Airport Reports
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk About ROSS

Selection Area Manager

The Selection Area Manager is responsible for maintaining the list of other offices from which a dispatch office can view and/or order resources.

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

SCREEN	NICC	GACC	LOCAL DISPATCH
Selection Area	Yes	Yes	Yes

- The **Selection Area screen** permits the user to customize which offices a dispatch office may order from. The application allows selection areas, from where resources can be ordered, to be expanded or limited depending on different national or geographic area preparedness levels. It also permits designation of specific ordering privileges by catalog and category, such as for the ordering of aircraft only.

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 Screen
	Change Password
	Exit ROSS
Administration	Selection Area
	Reports
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help
	ROSS Helpdesk
	ROSS Release Notes
	About ROSS

Resource Status

The Resource Status role allows units to quickly 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 **Resource Status screen** allows users a quick status update of a dispatch center’s resources. Resources may be statused available or unavailable with an optional reason. Area of availability may be set to local, GACC or national. ROSS maintains the status of resources currently assigned to an incident. While users cannot update the status, they can designate mandatory days off, activation and deactivation dates, and unavailability periods.

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 Screen Change Password Exit ROSS
Administration	Reports
Resource	Resource Status
Status	Resource Status
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk ROSS Release Notes About ROSS

Office Not Dispatching – ROSS

The Office Not Dispatching – ROSS role controls internal coding in the application that deals with the application business rules related to organizations that only do resource status. Please note that if one user in a dispatch organization has this role, the entire dispatch organization will be treated as a Status Only organization.

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 **Office Not Dispatching - ROSS** and **Basic User** roles:

MENU ITEM	DROP-DOWN MENU ITEM
File	Close Screen Switch User Log Off Refresh Screen Change Password Exit ROSS
Administration	Reports
Resource Status	Resource Status
Status	Resource Status
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk ROSS Release Notes About ROSS

Incident Team

The Incident Team roles permits the entry and monitoring of resource requests

The following screens are available for the Incident Team role:

SCREEN	NICC	GACC	LOCAL DISPATCH
Incident List	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
Request Status	Yes	Yes	Yes

- The **Incident List screen** allows the dispatcher to manage local incidents displayed on either the Incident List or the Most Recent drop-down list. The dispatcher can quickly view and/or switch between local incidents.
- The **New Request screen** allows the dispatcher to create new requests for an incident or to create support requests. It includes such information as catalog, quantity, delivery location, financial codes, special needs, and documentation.
- The **Notification – Action Required screen** documents notification when resource requests arrive in the Pending Request screen that require action.
- The **Notification – No Action Required screen** documents notification when actions on requests occur that do not require action
- The **Personal Settings screen** includes Pending Request 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 the notifier.
- The **Request Status screen** allows the dispatcher to view all requests on local and non-local incidents acted on by the current user. In addition to viewing the status of a request, the dispatcher has the option to Unfill, Cancel, Cancel UTF, Edit Request, Edit Supplemental or Add Documentation for one or more requests.
- The **Notification screen** provides a ROSS User with notification of actions taken on resource requests, and changes made to incidents, of interest to the user. Users can access the “Notification Settings” tab on the “Personal Settings” screen to

limit the request and Incident messages a user receives. There are two basic types of notification messages:

- **Action** – An “Action” message indicates that an action is required by your organization regarding the message. “Action” messages can only be received for requests. This notification appears as an “!” action button in the upper right corner.
- **No Action** - A “No Action” message indicates that no action is required by your organization regarding the message. “No Action” messages are “for information only”. “No Action” messages can be received for both requests and Incidents. This notification appears as a “**0**” action button in the upper right corner.

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

MENU ITEM	DROP-DOWN MENU ITEM
File	Close Screen Switch User Log Off Refresh Screen Change Password Exit ROSS
Administration	Personal Settings Reports
Incident	Incident List
Request	New Request Request Status
Status	Request Status
Window	Applicable Open Screen(s)
Help	ROSS On-Line Help ROSS Helpdesk ROSS Release Notes About ROSS

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 Incident Management Team use.

The following screens are available for the Roster Manager role:

SCREEN	NICC	GACC	LOCAL DISPATCH
Roster	Yes	Yes	Yes

- 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, Overhead Teams, and Exclusive-Use Helicopters, creating a master roster ahead of time expedites assigning the resource to an Incident request.