

# National Interagency Resource Ordering and Status System

## System Role Descriptions



05/25/2006

**Table of Contents**

Table of Contents.....i  
Introduction ..... 2  
System Role Descriptions ..... 3  
    *Basic User* ..... 3  
    *Account Manager* ..... 4  
    *Catalog Manager* ..... 5  
    *Data Manager*..... 6  
    *Dispatch Manager* ..... 8  
    *Dispatcher* ..... 10  
    *ROSS Help Desk*..... 14  
    *Qualifications Import Manager*..... 17  
    *Reference Data Administrator* ..... 18  
    *System Administrator* ..... 19  
    *Selection Area Manager* ..... 20  
    *Resource Status* ..... 21  
    *Office Not Dispatching – ROSS*..... 22  
    *Incident Management Team* ..... 23  
    *Roster Manager*..... 25  
    *Organization Record Manager*..... 26  
    *Aircraft Dispatcher* ..... 27

## Introduction

ROSS user roles define the level of access a user needs to perform the job at their current duty station. For example, Users with the Account Manager role grant 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 Management Team
- Roster Manager
- Organization Record Manager
- Aircraft Dispatcher

## 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(s) 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 and most commonly accessed reports.

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 Session Change Password Exit ROSS
Administration	Reports
Window	Applicable Open Screen(s)
Help	ROSS Online 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.
  - Create and maintain web status accounts for overhead, supervisors, government representatives, and vendor representatives.
- 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	NATIONAL CACHE	LOCAL CACHE
User Accounts	Yes	Yes	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 Session Change Password Exit ROSS
Administration	User Accounts Reports
Window	Applicable Open Screen(s)
Help	ROSS Online 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 sets up the catalogs, which cannot be changed or deleted by users. The **Catalog screen** allows access to create, edit, or delete Catalog categories, items, and/or configurations.

← - - - Formatted: Bullets and Numbering

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 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	NATIONAL CACHE	LOCAL CACHE
Airport	Yes	No	No	No	No
Aviation Hazard	Yes	Yes	Yes	No	No
Contract	Yes	Yes	Yes	No	No
Location	Yes	Yes	Yes	Yes	Yes
Merge Resources	Yes	Yes	Yes	Yes	Yes
Resource Item	Yes	Yes	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, or military training routes. Data Managers enter Fixed and/or Non-Fixed aviation hazard information using this screen.
- 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 **Location screen** allows users to identify locations. 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 **Merge Resources screen** allows users to merge duplicate Resource Items into a remaining Master Record. Users may only merge resources managed by their center.
- The **Resource Item screen** allows users 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 following menu items appear, along with drop-down menu items, for the **Data Manager** and **Basic User** roles:

<b>MENU ITEM</b>	<b>DROP -DOWN MENU ITEM</b>
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 ROSS Helpdesk ROSS Release Notes About ROSS

## Dispatch Manager

The Dispatch Manager establishes Pre-Orders and Rosters, sets up Direct Order affiliations for GACCS , releases local resources from non-local incidents (when necessary), and merges incidents.

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

- **Complex Incident Management.** Allows Dispatch Managers to identify a new internal or external incident as a ‘complex’ and associate one or more internal or external incident to it. The complex serves as an umbrella for the other incidents.
- **Non-Local Multiple Reassignment.** Used to reassign multiple resources to a non-local incident, but only after a Dispatch Manager at the non-local office has authorized the reassignment. Dispatch Managers may grant/revoke reassign authority on their local incidents to any other dispatch center(s) except status-only, external or removed office.
- **Fill with New Resource.** When using this feature, users 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. These resources are then added to the Person, Resource Item and Resource Status screens.
- **Transfer Incident.** 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*. Incident may not be transferred to a status-only, external or removed dispatch center. All incident information remains with the transferred incident.

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

SCREEN	NICC	GACC	LOCAL DISPATCH
Pre-Orders	Yes	Yes	Yes
Release Resource (Non-Local Incident)	Yes	Yes	Yes
Merge Incidents	Yes	Yes	Yes
Roster	Yes	Yes	Yes
Direct Order Affiliation	Yes	Yes	Yes

- 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 Incident) 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 **Merge Incidents** screen allows users to merge an incident (local or non-local) with another incident managed by their center. The screen also allows users to grant merge authority for a local incident to another center.
- 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 **Direct Order Affiliation screen** allows users to establish Direct Order relationships for their subordinate dispatch centers based on incident host.

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

<b>MENU ITEM</b>	<b>DROP-DOWN MENU ITEM</b>
File	Close Screen
	Switch User
	Log Off
	Refresh Session
	Change Password
	Exit ROSS
Administration	Direct Order Affiliation
	Reports
Resource	Pre-Orders
	Roster
	Release Resource (Non-Local)
Incident	Merge Incidents
Window	Applicable Open Screen(s)
Help	ROSS Online 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.

NOTE: The Dispatcher role and Office Not Dispatching ROSS role may not be assigned to the same user in the same organization.

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
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
Request Status	Yes	Yes	Yes
Resource Status	Yes	Yes	Yes
Search for Resources	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 promote 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 Incident.
- The **Multi Place Requests screen** is accessed via the Requests menu or hot button  and allows dispatchers 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 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 notification preferences and 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 screen as available for Quick Fill. When Quick Fill is used, the resource item is automatically statused as “At Incident.” Users cannot use Travel and Travel Plan screens to document travel arrangements.

- 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 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 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 and set Travel (No Itinerary ETD/ETA) or 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 “Dispatch and Admin Notification Settings” tabs on the “Personal Settings” screen allow 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:

<b>MENU ITEM</b>	<b>DROP-DOWN MENU ITEM</b>
File	Close Screen Switch User Log Off Refresh Session Change Password Exit ROSS
Administration	Personal Settings Reports
Resource	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 Travel Plan
Status	Request Status Resource Status
Window	Applicable Open Screen(s)
Help	ROSS Online Help ROSS Helpdesk ROSS Release Notes About ROSS

## ROSS Help Desk

The ROSS Help Desk role is used only by the ROSS Helpdesk and NICC. 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
Airport	Yes	No	No
Audit	Yes	No	No
Aviation Hazard	Yes	No	No
Catalog	Yes	No	No
Import	Yes	No	No
Location	Yes	No	No
Organization	Yes	No	No
Reference Data	Yes	No	No
Screens & Roles	Yes	No	No
User Accounts	Yes	No	No

- 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 **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 **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, or military training routes. Data Managers enter Fixed and/or Non-Fixed aviation hazard information using this screen.
- The **Catalog screen** allows access to create, edit, or delete Catalog categories, items, and/or configurations.
- The **Import screen** permits the uploading and importing of data from the State IQS System, and the NWCG Incident Qualifications and Certifications System (IQCS).
- The **Location screen** allows users to identify locations. 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 **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 **Organization 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, vendors, and their hierarchies and affiliations. Resource items, locations, reports, and status are a few areas that depend on organizations.
- The **User Accounts** screen allows the Account Manager to
  - Create, edit, and delete assigned roles and username/password information.
  - Create and maintain web status accounts for overhead, supervisors, government representatives, and vendor representatives

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

<b>MENU ITEM</b>	<b>DROP-DOWN MENU ITEM</b>
File	Close Screen Switch User Log Off Refresh Session Change Password Exit ROSS
Administration	Airport Audit Aviation Hazard Import Location Organization Reference Data Screens & Roles User Accounts Reports
Resource	Catalog
Window	Applicable Open Screen(s)
Help	ROSS Online Help ROSS Helpdesk Release Notes 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	Yes	Yes	Yes

- The **Import screen** permits the uploading and importing of data from the State IQS 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 Session Change Password Exit ROSS
Administration	Import Reports
Window	Applicable Open Screen(s)
Help	ROSS Online 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 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 Refresh Session Change Password Exit ROSS
Administration	Political Unit Reference Data Reports
Window	Applicable Open Screen(s)
Help	ROSS Online 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
Screens and Roles	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 **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 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	Audit
	Screen and Roles
	Reports
Window	Applicable Open Screen(s)
Help	ROSS Online Help
	ROSS Helpdesk
	About ROSS

**Selection Area Manager**

The Selection Area Manager is responsible for maintaining the list of other offices from which a coordination or dispatch center can view and/or order resources. 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
Selection Area	Yes	Yes	No
Direct Order Affiliation	Yes	Yes	Yes

- The **Selection Area** screen permits the user to customize from which offices a dispatch center may order. 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 **Direct Order Affiliation** screen allows users to establish Direct Order relationships for their subordinate dispatch centers based on incident host.

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
	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 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 Session
	Change Password
	Exit ROSS
	Administration
Resource	Resource Status
Status	Resource Status
Window	Applicable Open Screen(s)
Help	ROSS Online 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.

NOTE: If one user in a dispatch organization has this role, the entire dispatch organization will be treated as a Status Only organization. Also, the “Office Not Dispatching – ROSS” and “Dispatcher” roles may not be assigned to the same user in the same 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 Session Change Password Exit ROSS
Administration	Reports
Resource Status	Resource Status
Window	Applicable Open Screen(s)
Help	ROSS Online Help ROSS Helpdesk ROSS Release Notes About ROSS

**Incident Management Team**

The Incident Management Team role permits the entry and monitoring of resource requests

The following screens are available for the **Incident Management 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
Search for Resources	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 **Search for Resources screen** permits a user to search anywhere in the system to locate a specified resource.
- 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 Management Team** and **Basic User** roles:

<b>MENU ITEM</b>	<b>DROP-DOWN MENU ITEM</b>
File	Close Screen Switch User Log Off Refresh Session Change Password Exit ROSS
Administration	Personal Settings Reports
Resource	Search for Resources
Incident	Incident List
Request	New Request Request Status
Status	Request Status
Window	Applicable Open Screen(s)
Help	ROSS Online 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.

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 ROSS Helpdesk ROSS Release Notes About ROSS

### Organization Record Manager

The Organization Record Manager role allows users to manage organization records for a unit. This role should be used **ONLY** for the person (plus a backup) at a unit who will be managing the organization records. Please be reminded that all Unit Identifiers **MUST** be registered through the NWCG repository. Each GACC has a Coordinator for this activity.

The following screens are available for the **Organization Records Manager** role:

SCREEN	NICC	GACC	LOCAL DISPATCH
Organization	Yes	Yes	Yes

- The **Organization 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, vendors, and their hierarchies and affiliations. Resource items, locations, reports, and status are a few areas that depend on organizations.

The following menu items appear, along with drop-down menu items, for the **Organization Record 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	Organization
	Reports
Window	Applicable Open Screen(s)
Help	ROSS Online Help
	ROSS Helpdesk
	ROSS Release Notes
	About ROSS

## Aircraft Dispatcher

The Aircraft Dispatcher role allows users to status, assign, reassign, divert and release tactical aircraft.

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

SCREEN	NICC	GACC	LOCAL DISPATCH
Tactical Aviation	Yes	Yes	Yes

- The **Tactical Aviation screen** is available under the Resource menu or via hot button . In version 2.4, the screen only applies to airtankers. Version 2.4.1 will add functionality for remaining tactical aircraft as well as group requests, call signs and ferry flights. Future releases will implement deployment of smokejumpers and heli-rapellers.

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 ROSS Helpdesk ROSS Release Notes About ROSS