Quick Fill - expediting resources and requests

The chapter explains how to use the Quick Fill feature, which allows you to automatically generates a resource request and fill it at the same time. Topics include:

- Using the Quick Fill feature
- Viewing Quick Fill resource details.

Using the Quick Fill feature

For a resource to appear on the Quick Fill screen it must have the following characteristics:

- The resource must be either an Aircraft, Crew, or Equipment catalog item. Service catalog items cannot be quick filled.
- The resource must be designated as a “Quick Fill” resource. This specification is located on the Classification tab on the Resource Item screen.
- Your unit must be the Current Dispatch for the resource. This includes pre-positioned resources.

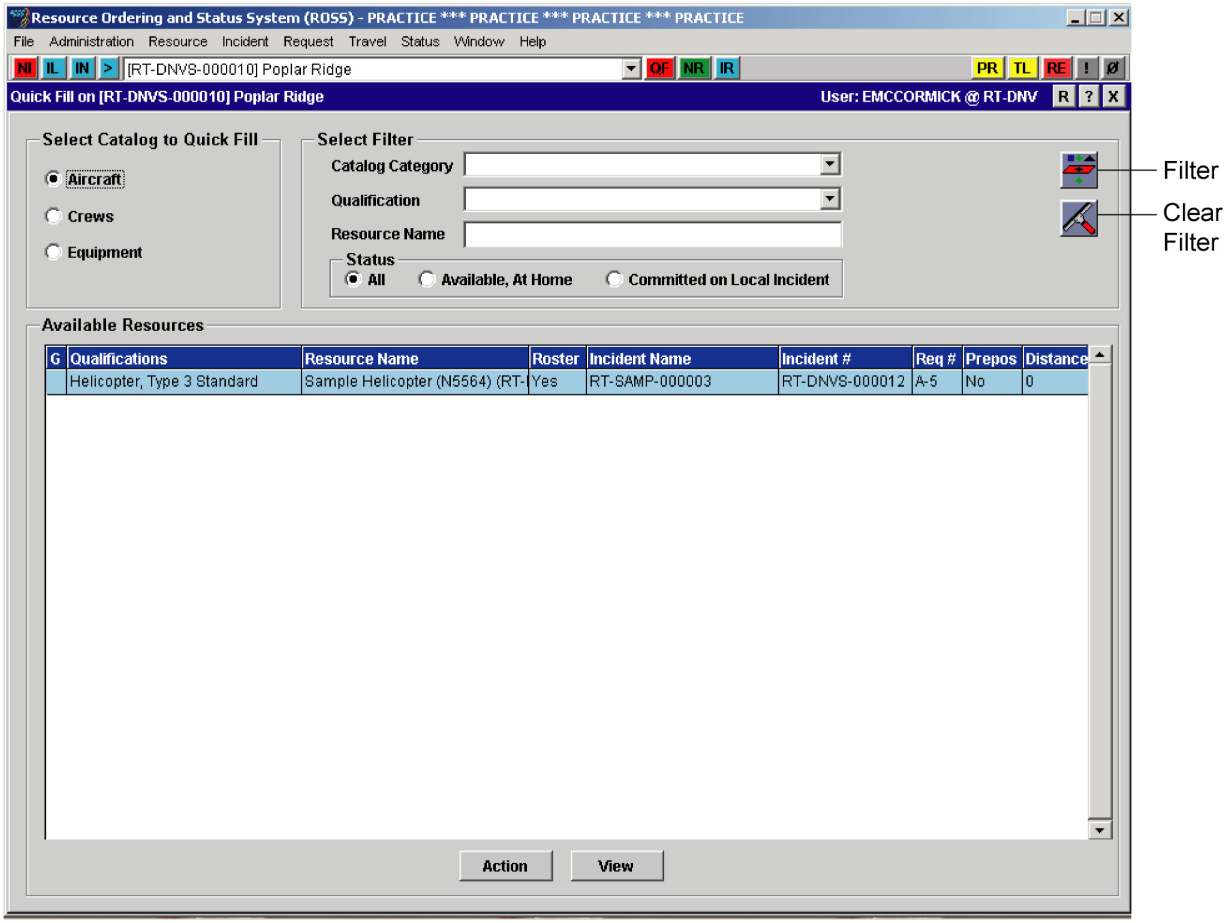
When using Quick Fill to fill a resource need, the resource item is automatically statused as “At Incident.” You cannot use either the Travel and Travel Plan screens to document travel arrangements for that resource. However, after quick filling the resource, you can access the Travel screen and edit the information to accurately reflect the travel arrangements.

You can only use Quick Fill on local internal Incidents. You cannot use it for non-local or external Incidents.

To access Quick Fill

- On the **Request** menu, click **Quick Fill**, or click the **QF** button.

Quick Fill screen



To quick fill (Fill) a resource item that does not have a roster

This task only applies to resources not currently assigned to an Incident and that do not have a roster.

If the resource's Quick Fill qualification is for a configuration, the configuration catalog items are ignored.

1. On the **toolbar**, click the drop-down arrow to select the **Incident** of your choice.
2. On the **Quick Fill** screen under **Select Catalog to Quick Fill**, click to select the **Catalog** option of your choice.
3. To further filter the resources displayed in the **Available Resources** table, select and/or enter filter criteria under **Select Filter**, and then click the **Filter** button.
4. Under **Available Resources**, click to select the **Resource Name** of your choice, click the **Action** button, and then click to select **Fill**.
5. On the **Quick Fill Resource** dialog box, click **OK**.

To quick fill (Fill) a resource item that has a roster

This task only applies to a resource item not currently assigned to an Incident and that has a roster.

If the resource's Quick Fill qualification is for a configuration, the configuration catalog items are ignored.

1 On the **toolbar**, click the drop-down arrow to select the **Incident** of your choice.

2 On the **Quick Fill** screen under **Select Catalog to Quick Fill**, click to select the **Catalog** option of your choice.

3 To further filter the resources displayed in the **Available Resources** table, select and/or enter filter criteria under **Select Filter**, and then click the **Filter** button.

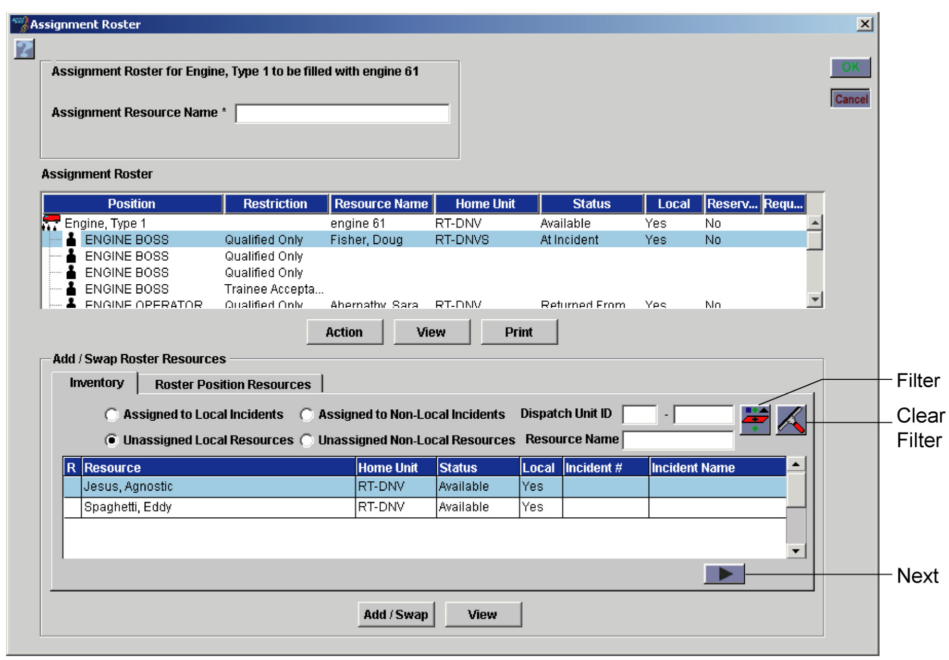
4 Under **Available Resources**, click to select the **Resource Name** of your choice, click the **Action** button, and then click to select **Fill with Master Roster**.

5 On the **Assignment Roster** dialog box, complete the information as appropriate for the resource and roster, and then click **OK**.

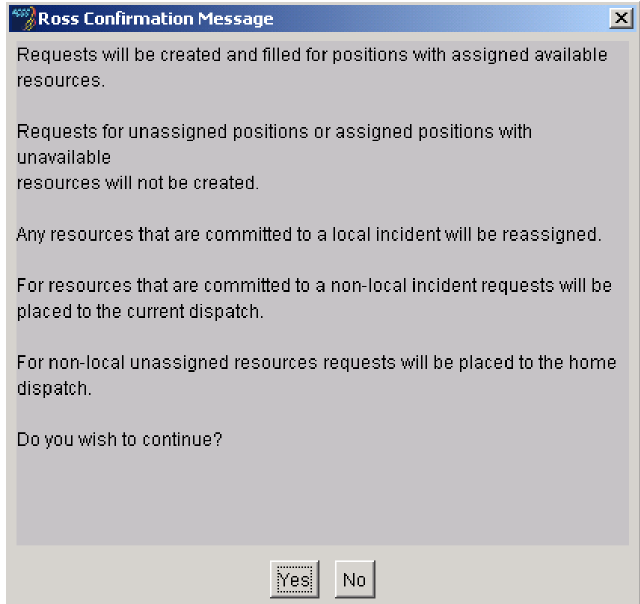
*Unlike the Assignment Roster dialog box for Pending Requests, you cannot select **Request Creation Options** to save the Assignment Roster as a work-in-progress. You can only access the Assignment Roster dialog box once.*

6 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows the Assignment Roster dialog box for quick filling a resource.



The following diagram shows the ROSS Confirmation Message dialog box for quick filling a resource with a roster.



For more information about working with the Assignment Roster dialog box, see "Understanding and working with Assignment Rosters," in "Pending Request - managing requests for resources," in this ROSS Users Guide.

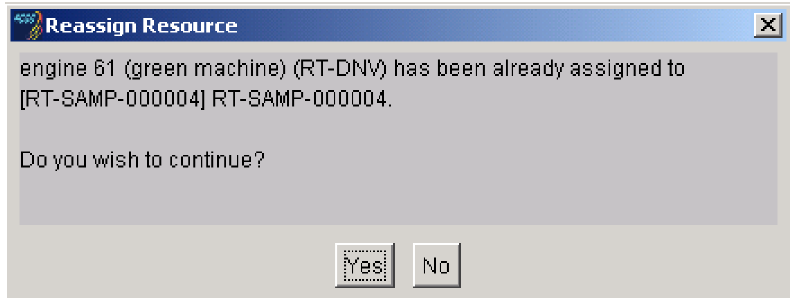
To quick fill (Reassign) a resource item

This task applies only to resources, with or without rosters, currently assigned to an Incident.

If you reassign the resource on the root request of a configuration, the resources on the root request and all subordinate requests are reassigned to the selected Incident, in the context of the qualification they are presently using.

1. On the **toolbar**, click the drop-down arrow to select the **Incident** of your choice.
2. On the **Quick Fill** screen under **Select Catalog to Quick Fill**, click to select the **Catalog** option of your choice.
3. To further filter the resources displayed in the **Available Resources** table, select and/or enter filter criteria under **Select Filter**, and then click the **Filter** button.
4. Under **Available Resources**, click to select the **Resource Name** of your choice, click the **Action** button, and then click to select **Reassign**.
5. On the **Reassign Resource** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows the Reassign Resource dialog box.



Viewing Quick Fill resources details

The View button allows you to review details about a Quick Fill resource, including information about:

- Incident
- resource
- request
- associated requests
- roster
- home dispatch unit.

To view incident details

This task only applies to resources currently assigned to an Incident.

1. On the **Quick Fill** screen, click to select the **Resource Name** of your choice.
2. Click the **View** button, and then click to select **View Incident**.
3. When finished, click **Close**.

To view resource details

1. On the **Quick Fill** screen, click to select the **Resource Name** of your choice.
2. Click the **View** button, and then click to select **View Resource**.
3. When finished, click **Close**.

To view request details

This task only applies to resources currently assigned to an Incident.

1. On the **Quick Fill** screen, click to select the **Resource Name** of your choice.

2. Click the **View** button, and then click to select **View Request**.
3. When finished, click **Close**.

To view associated requests

This task only applies to resources currently assigned to an Incident on a request that has either support or subordinate requests.

1. On the **Quick Fill** screen, click to select the **Resource Name** of your choice.
2. Click the **View** button, and then click to select **View Associated Requests**.
3. When finished, click **Close**.

To view the roster of a resource

This task only applies to resources that have a roster.

1. On the **Quick Fill** screen, click to select the **Resource Name** of your choice.
2. Click the **View** button, and then click to select **View Roster**.
3. When finished, click **Close**.