Quick Fill - expediting resources and requests

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

- What's new for version 2.7
- Managing preposition non-inventory resources
- Viewing quick fill resources
- Exploring quick fill resources in detail.

Look for this sign to quickly identify new topics and tasks in this chapter. You can also locate new topics and tasks by clicking on any red bookmark within the online document!

What's new for version 2.7

Changes relating to quick filling requests and the Quick Fill screen for ROSS version 2.7 include the following change in functionality:

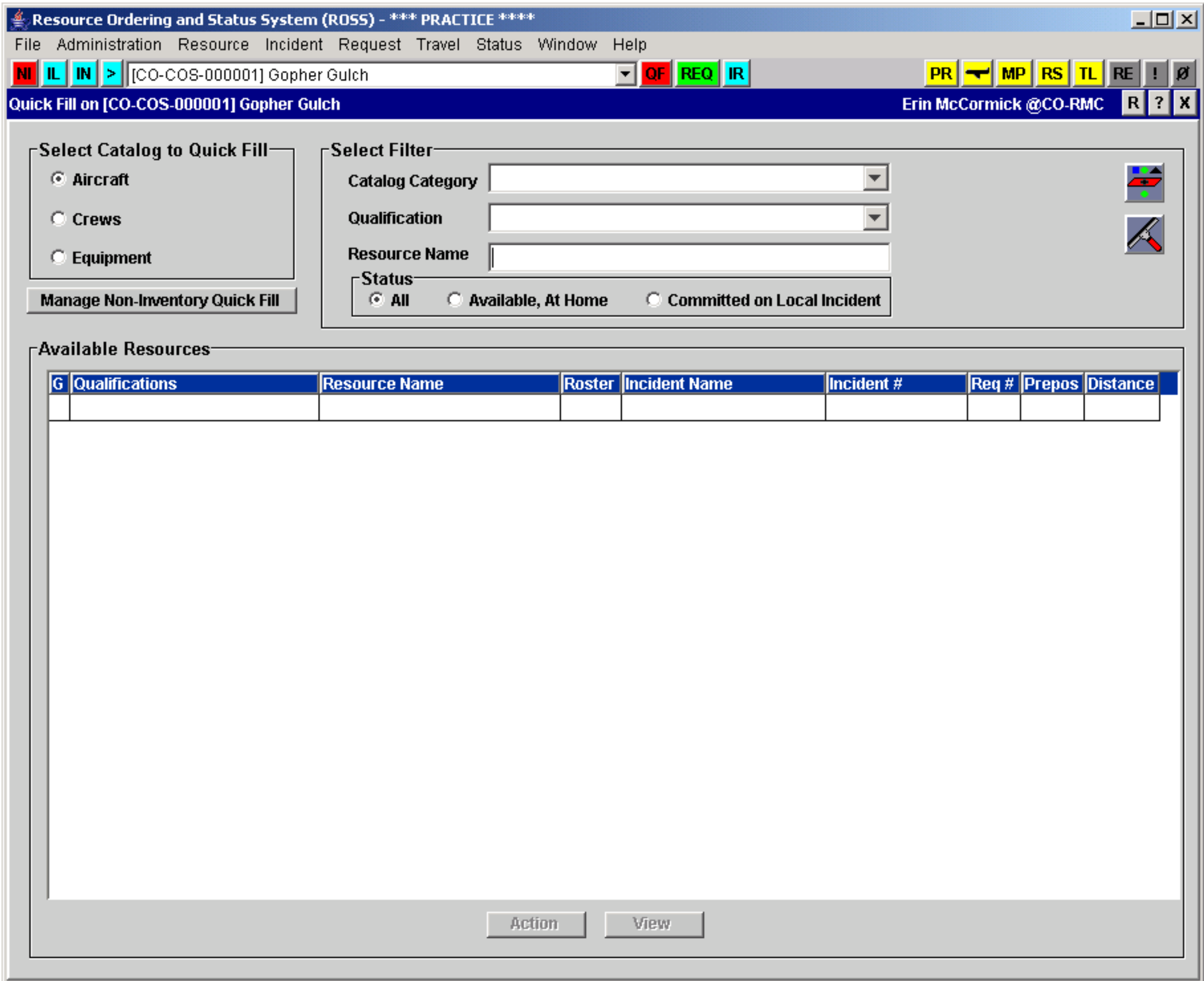
- **Disposition of Support Requests dialog box**. This dialog box displays the support requests when quick filling the parent request. If the parent is reassigned from the Pending Request screen, you may quick fill reassign the support request.
- **View Associated Requests dialog box**. This dialog box now applies to support requests. You can select a support request and view its parent request, other support requests related to that parent, and subordinate requests of the selected support request. On the Subordinate Requests tab, viewing associated requests for a subordinate request still displays any requests created in support of the subordinate as well as the entire group related to the subordinate.

For complete information about new functionality and enhancements to ROSS, access the ROSS Main Page from your browser, and then click "Release Notices" along the left side of the page.

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.

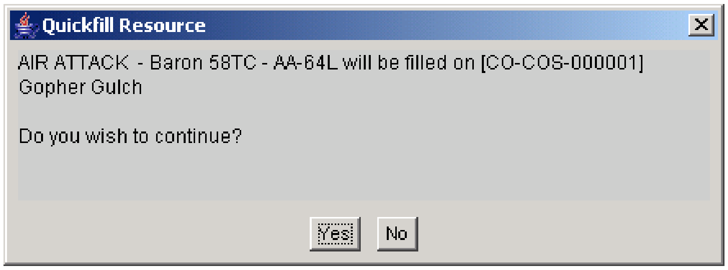
*To further filter the resources displayed in the **Available Resources** table, select and/or enter filter criteria under **Select Filter**, and then click the **Filter** button.*

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

4 On the **Quickfill Resource** dialog box, click **Yes** to confirm or click **No** to cancel.

5 On the Request Action Message dialog box, click **OK**.

The following diagram shows the Quickfill Resource dialog box.



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

This task only applies to a resource item not currently assigned to an incident 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.

*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.*

3 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**.

4 On the **Assignment Roster** dialog box, click to select the **Position** of your choice

5 Under **Add/Swap Roster Resources**, click to select the **Resource** of your choice, click the **Add/Swap** button, and then click to select **Add/Swap with Resource only**.

6 Complete the information as appropriate for the resource and roster, and then click **OK**.

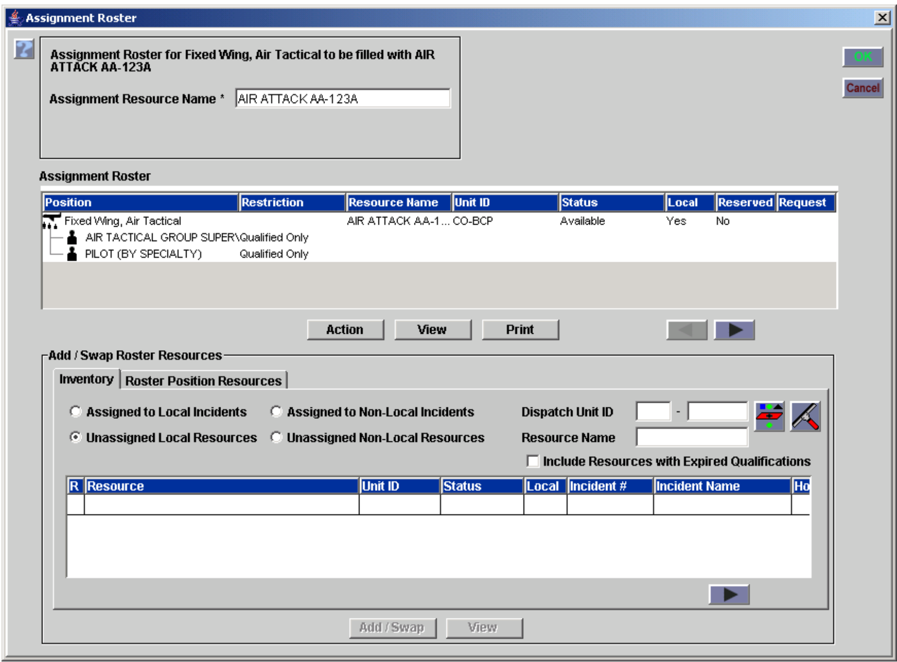
*Unlike the Assignment Roster dialog box for Pending Requests, you cannot select **Request Creation Options** to save the Assignment Roster as a work-in-progress. You can only access the Assignment Roster dialog box once.*

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

8 For lead planes and ASMs, type the **Call Sign** in the **QuickFill Call Sign** dialog box.

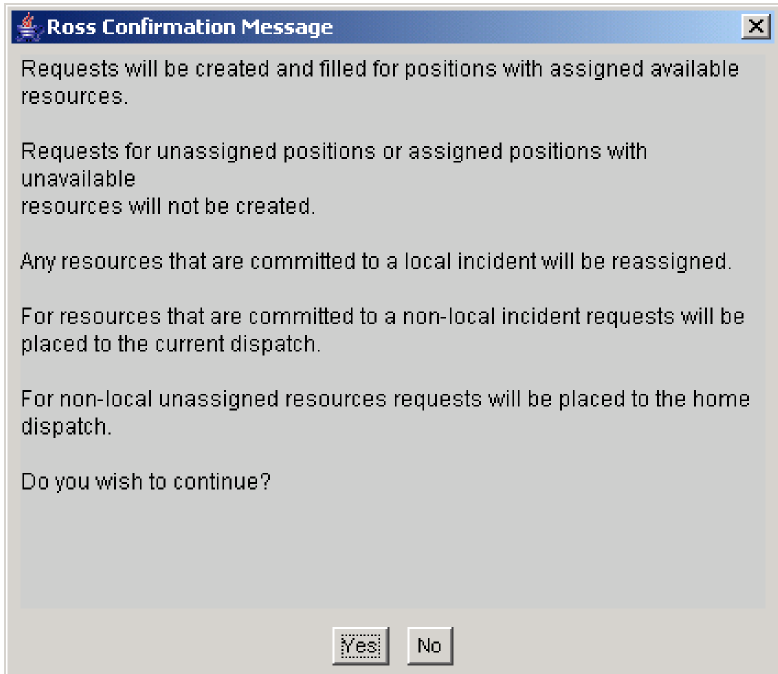
9 On the **Request Action Message** dialog box, click **OK**.

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

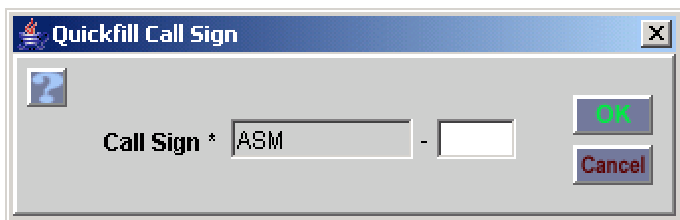


For more information about working with the Assignment Roster dialog box, see "Understanding and working with Assignment Rosters," in "Pending Request - managing requests for resources," in this ROSS Users Guide.

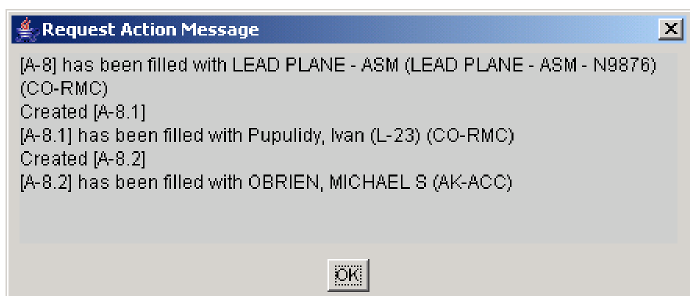
The following diagram shows the ROSS Confirmation message for quick filling an assignment roster.



The following diagram shows the Quickfill Call Sign dialog box.



The following diagram shows the Request Action message dialog box.



To quick fill (reassign) a resource item

You can now reassign resource items identified as "Quick Fill" that have a status of "Reassigned At Incident."

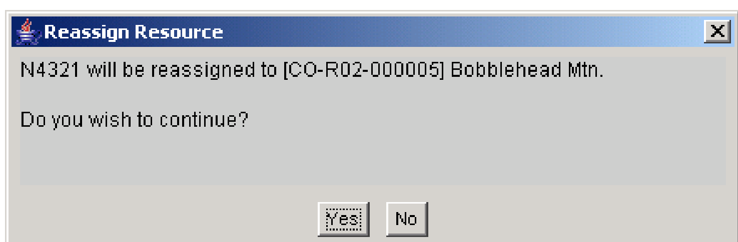
If you reassign the resource on the root request of a configuration, the resources on the root request and all subordinate requests are reassigned to the selected incident in the context of the qualification they are presently using.

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.

   *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.*

3. Under **Available Resources**, click to select the **Resource Name** of your choice, click the **Action** button, and then click to select **Reassign**.
4. On the **Reassign Resource** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows the Reassign Resource dialog box.



Managing preposition non-inventory resources

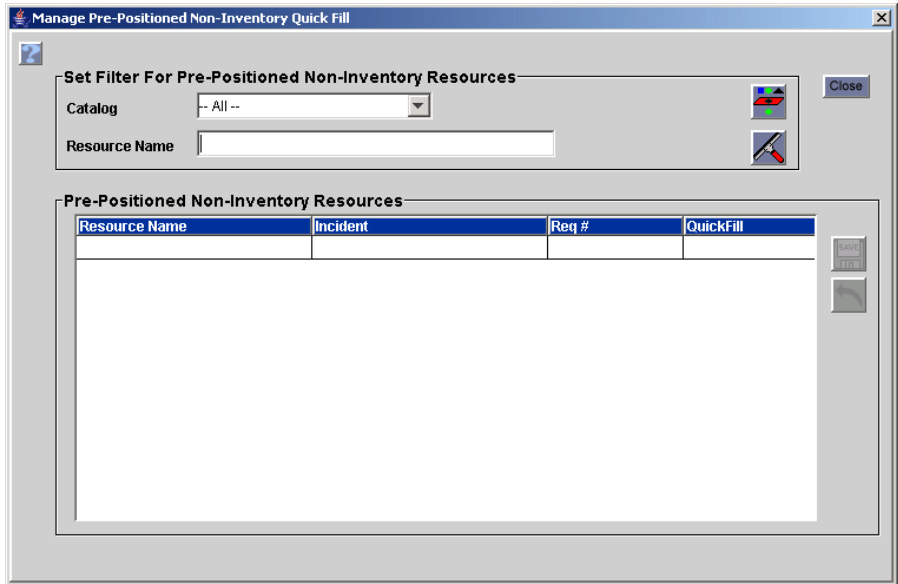
The Manage Non-Inventory Quick Fill button allows you to set prepositioned resources as quick fill resources as long as they are on that preposition order. This allows you to manage these non-local or non-inventory resources as your own.

To set a non-inventory resource to Quick Fill

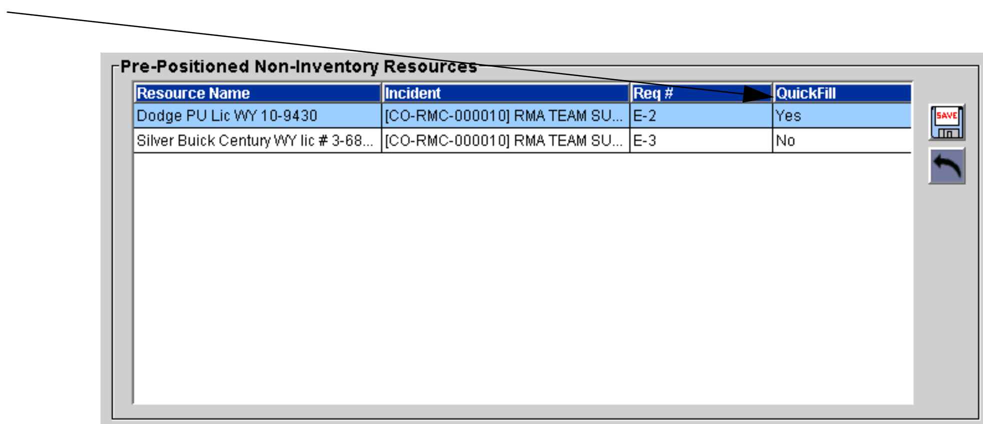
1. On the **Quick Fill** screen, click the **Manage Non-Inventory Quick Fill** button.
2. On the **Manage Pre-Positions Non-Inventory Quick Fill** dialog box, search for and then click to select the **pre-position resource name** of your choice.
3. In the **Quick Fill** cell for that **resource**, click the **Quick Fill** drop-down arrow, click to select **Yes**, and then click the **Save** button.

4 When finished setting all pre-position resources to quick fill, as appropriate, click **Close**.

The following diagram shows the Manage Pre-Positioned Non-Inventory Quick Fill dialog box.



The following diagram shows the added resource on the Quick Fill screen. The arrow points to the Quick Fill column.



Viewing quick fill resources

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**.

Exploring quick fill resources in detail

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. Overhead andervice 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 prepositioned resources.
- You may designate non-inventory resources that are assigned to your preposiiton incident as “Quick Fill” resources. To do this, click the “Manage Non-Inventory Quick Fill” button on the “Quick Fill” screen.

When using Quick Fill to fill a resource need, the resource item is automatically statused as “At Incident.” You cannot use either the Travel or Travel Plan screens to document travel arrangements for that resource.

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