Resource Status - determining availability

The Resource Status screen allows you to view the status and set the availability of your organization's resources. The type of activities you can perform include:

- view the status of a resource item
- set the availability of a resource item
- set the area where the resource is available
- set the unavailability periods of a resource item.

Understanding resource statusing

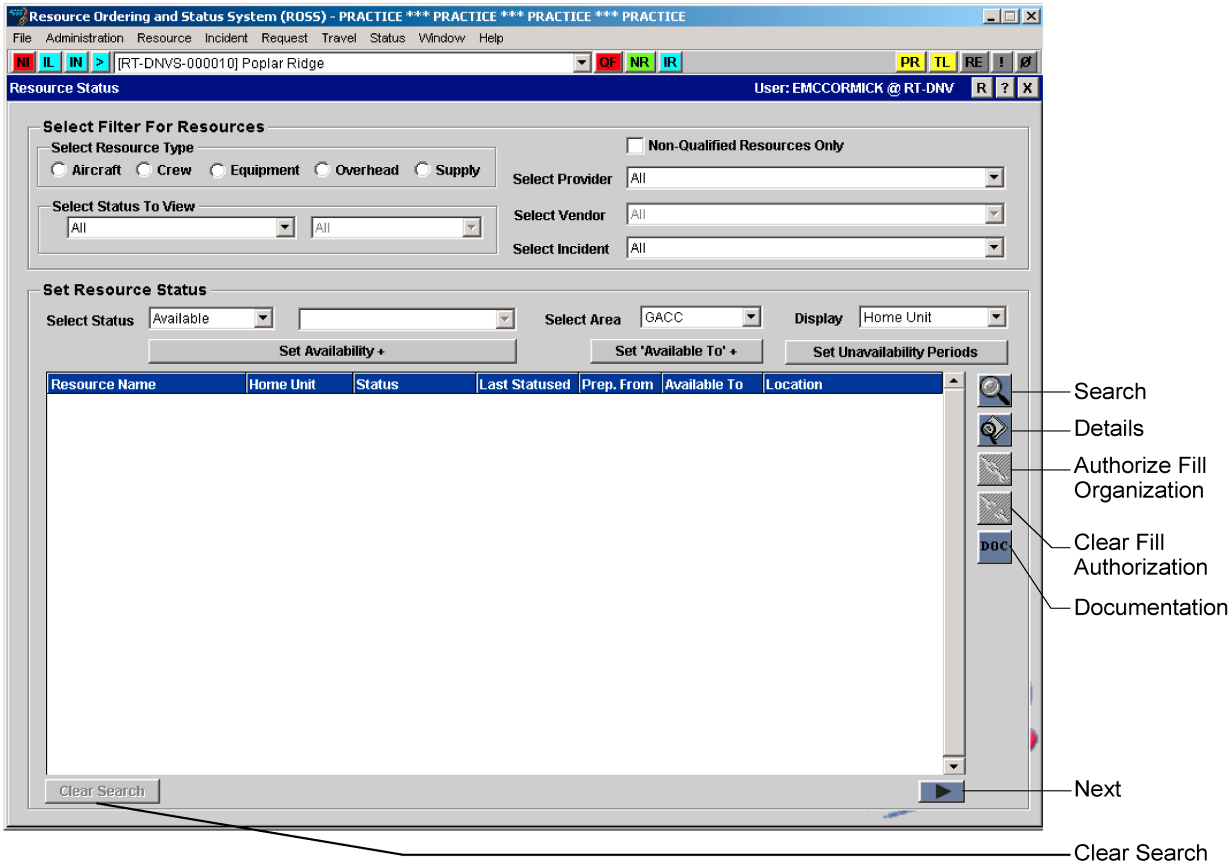
When statusing resources, remember these key points:

- External resources, such as those obtained via a non-ROSS dispatch unit, can not be viewed on the Resource Status screen.
- If a resource's availability has expired, it unavailable for dispatch.
- Resources for which "track request" is not designated, such as supply catalog and services category items, can not be viewed on the Resource Status screen.
- Dispatch units that do not have dispatch authority, or "Status Only Dispatch" units, can still status their resources.
- "Status Only Dispatch" units must manually update the status of their resources when assigning them to an Incident. To do this, set the availability of the resource to "Unavailable," and then select "At Incident" as the reason.
- The availability of an assigned resource can not be changed until it has "Returned From Assignment." This means that the Demob ETA has passed.
- A resource that is "Returned From Assignment" is unavailable until the home or pre-position dispatch switches the resource's status to "Available."

To access the Resource Status screen

- On the **Resource** menu or **Status** menu, click **Resource Status**.

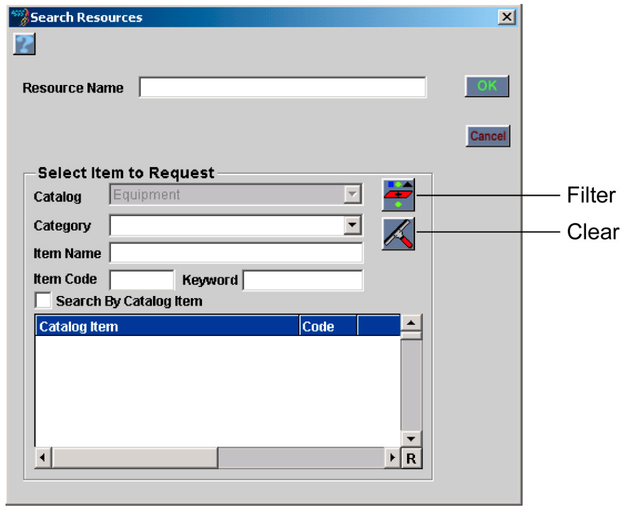
Resource Status screen



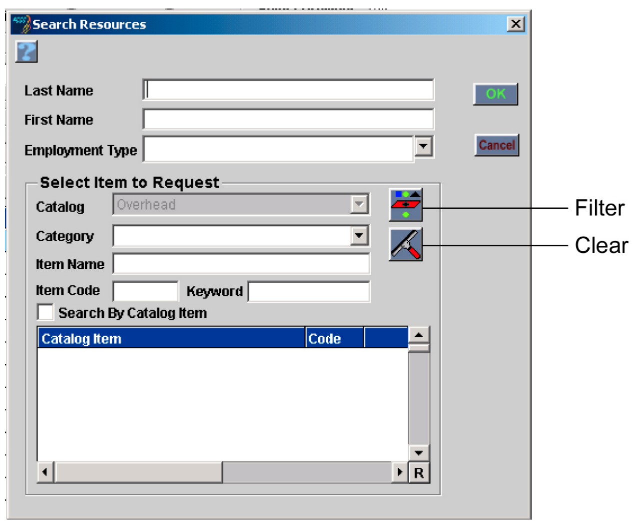
To search for a specific resource

1. On the **Resource Status** screen under **Select Resource Type**, click to select the **Catalog** of your choice, and then click **Search**.
2. On the **Search Resources** dialog box, type or click to select information into as many boxes as possible to narrow your search, and then click **Filter**.

The following diagram shows the Search Resources dialog box.



The following diagram shows the Search Resources dialog box for overhead resources.



To view the status of any resource item

1. On the **Resource Status** screen under **Select Resource Type**, click to select the **Catalog** of your choice.
2. Under **Select Status to View**, click **All**.
3. Under **Select Provider**, click the drop-down arrow and then click to select **All**.
4. Under **Select Vendor**, click the drop-down arrow and then click to select **All**.

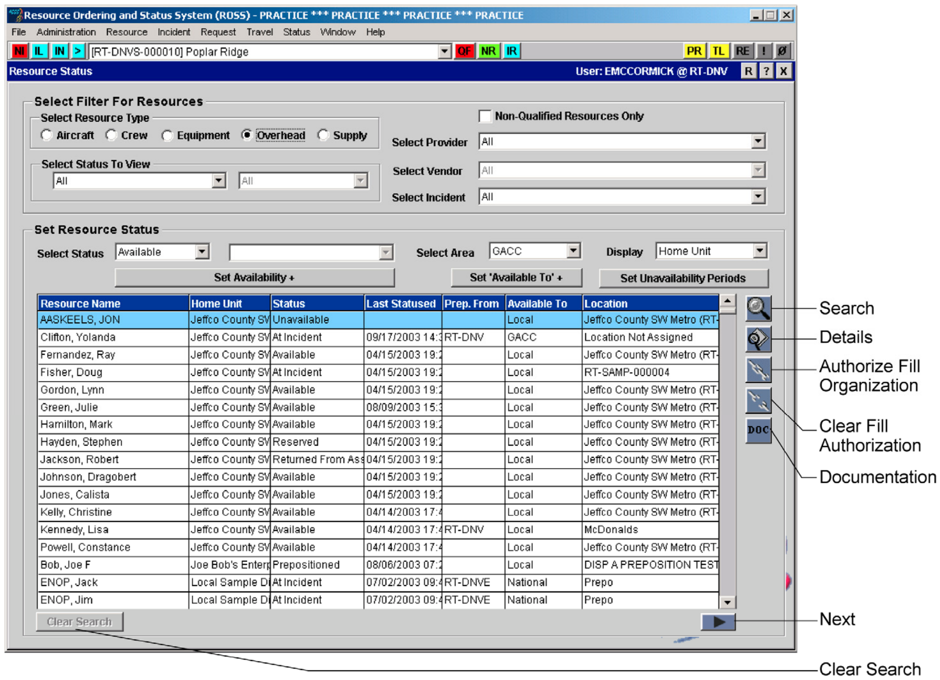
*To limit filter results to resources that do not have a qualification, select **Non-Qualified Resources Only**.*

5 Under **Select Incident**, click the drop-down arrow and then click to select **All**.

6 Scroll to locate the resource item of your choice.

If the list is too long to manage, use the Search button to narrow down the list.

The following diagram shows the status for overhead resources.



To set the availability of a resource item

Remember, you can not change the availability of an assigned resource until it has "Returned From Assignment" (the demob ETA has passed). A resource that is "Returned From Assignment" is unavailable until the home or pre-position dispatch unit switches the resource's status to "Available."

1 On the **Resource Status** screen, search for and highlight the resource item of your choice.

2 Click the **Set Status** drop-down arrow, and then select the status availability of your choice:

- click **Available** to change the status of the resource item to available
- click **Unavailable** to change the status of the resource item to unavailable, and then click the **Unavailable Reason** drop-down arrow and select the **Reason** of your choice.

3 To save the change of availability status for that resource, click the **Set Availability** button.

To set the area of availability for a resource item

1 On the **Resource Status** screen, search for and highlight the resource item of your choice.

2 Click the **Select Area** drop-down arrow, and then select the area of your choice:

- click **GACC** to set the area of availability to a geographic area coordination center
- click **Local** to set the area of availability to local
- click **National** to set the area of availability to national.

3 To save the area of availability, click the **Set Available To** button.

To set the unavailable periods for a resource item

1 On the **Resource Status** screen, search for and highlight the resource item of your choice, and then click the **Set Unavailability Periods** button.

2 On the **Unavailability Periods** dialog box, click **New**, and then click the **Select Dates** button.

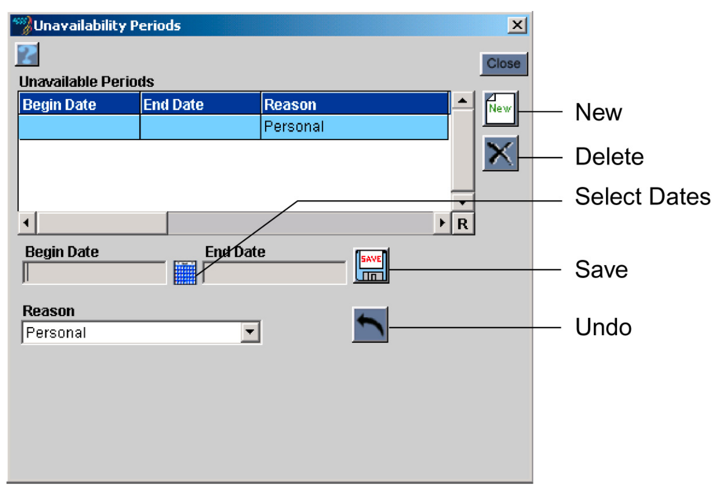
3 Using the calendar, select the **Begin Date** and **End Date**, and then click **OK**.

For more information about using the calendar, see "Using the Select Dates function" in "Getting started with ROSS."

4 Click the **Reason** drop-down arrow, select the **Reason** of your choice, and then click **Save**.

5 To return to the **Resource Status** screen, click **Close**.

The following diagram shows the Unavailable Periods dialog box.



To edit an existing unavailabiliy period

1. On the **Resource Status** screen, search for and highlight the resource item of your choice, and then click the **Set Unavailability Periods** button.
2. On the **Unavailability Periods** dialog box, click to select the **Unavailable Period** of your choice, and then click the **Select Dates** button.
3. Using the calendar, select the **Begin Date** and **End Date**, and then click **OK**.

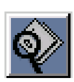
For more information about using the calendar, see "Using the Select Dates function" in "Getting started with ROSS."

4. Click the **Reason** drop-down arrow, select the **Reason** of your choice, and then click **Save**.
5. To return to the **Resource Status** screen, click **Close**.

To delete an unavailable period for a resource item

1. On the **Resource Status** screen, search for and highlight the resource item of your choice, and then click the **Edit Unavailability Periods** button.
2. On the **Unavailability Periods** dialog box, click to select the **Unavailable Period** of your choice, and then click the **Delete** button.
3. On the **Confirm Deletion** dialog box, click **Yes** to confirm or **No** to cancel.
4. To return to the **Resource Status** screen, click **Close**.

Reviewing resource details



The Details button allows you to display tabs, based on the catalog type of the resource item, that identify specific information about that resource, including:

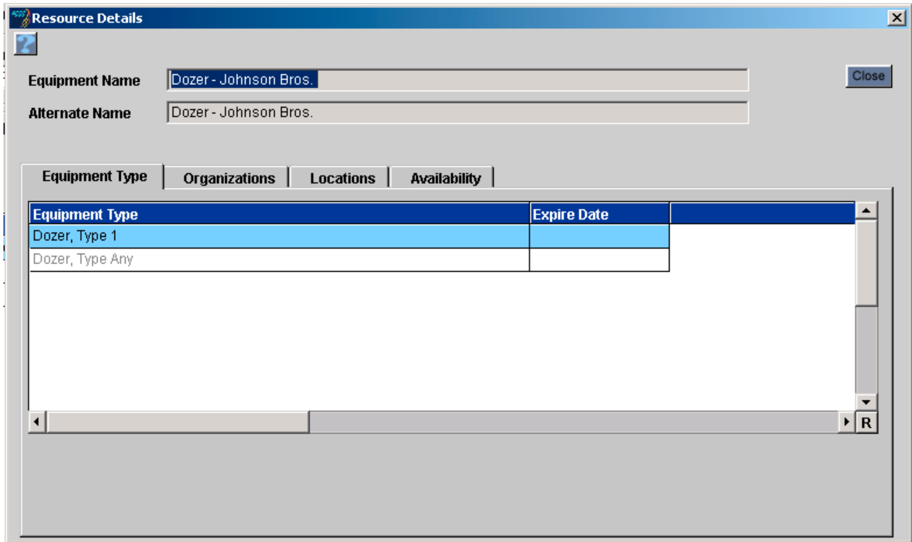
- identification
- qualification
- organizations
- locations
- availability
- contact information
- overhead data.

To review the details of a resource item

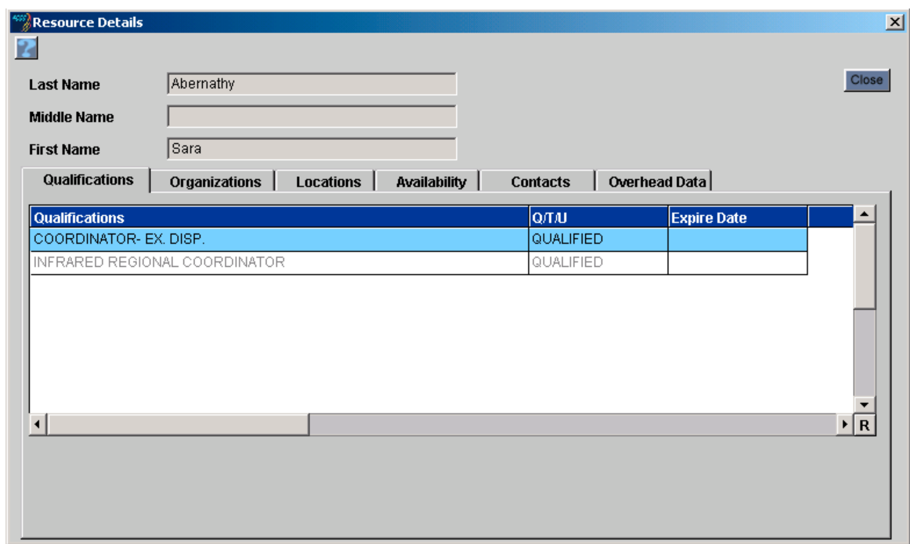
1. On the **Resource Status** screen, search for and highlight the resource item of your choice, and then click the **Details** button.
2. On the **Resource Details** dialog box, click to review the tabs of your choice, and then click **OK** to return to the **Resource Status** screen.

To edit resource item details, see the previous chapter, "Resource Item - working with resources."

The following diagram shows the Resource Details dialog box for equipment.



The following diagram shows the Resource Details dialog box for overhead.



Authorizing fill organizations

Two buttons on the Resource Status screen allows a Status-Only Dispatch Unit to authorize another organization to use their resources to fill resource requests:

- **Authorize Fill Organization**. This button allows a Status-Only Dispatch Unit to designate the organization authorized to use the resource to fill requests.

- **Clear Fill Authorization**. This button allows a Status-Only Dispatch Unit to remove authorization for the selected resource to be used by another organization to fill requests.

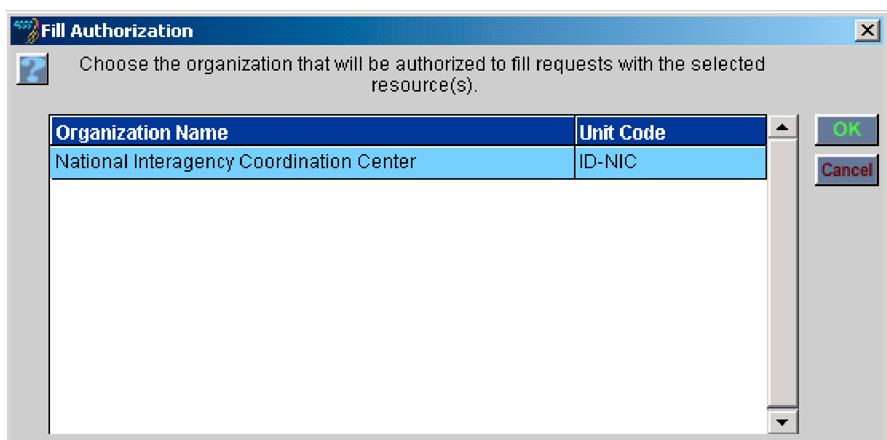
These two buttons are only applicable to Status-Only Dispatch Units.

To authorize a fill organization for a resource

1 On the **Resource Status** screen, search for and highlight the resource item of your choice, and then click the **Authorize Fill Organization** button.

2 On the **Fill Authorization** dialog box, click to select the organization of your choice to fill requests, and then click **OK**.

The following diagram shows the Fill Authorization dialog box.



Adding and displaying resource documentation

The Documentation button allows you to view existing and add additional information about a resource item.

To view documentation for a resource item

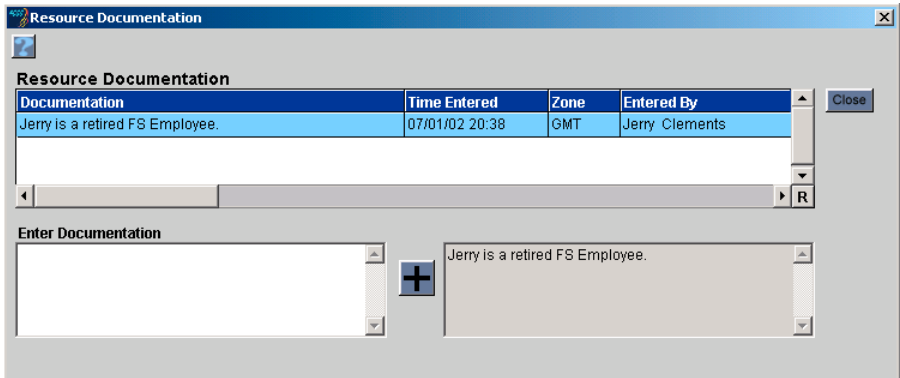
1 On the **Resource Status** screen, search for and highlight the resource item of your choice, and then click the **Documentation** button.

2 Under **Resource Documentation**, click to select a **Documentation** entry of your choice.

The full documentation text displays in the lower, right-hand box.

3 When finished, click **Close**.

The following diagram shows the Resource Documentation dialog box for an overhead resource item.



To add documentation for a resource item

1 On the **Resource Status** screen, search for and highlight the resource item of your choice, and then click the **Documentation** button.

2 On the **Resource Documentation** dialog box, click in the **Enter Documentation** box, type the appropriate documentation, and then click the **Add Documentation** button.

3 When finished, click **Close**.