

Roster - managing subordinate requests

This chapter explains how to build a Roster and then assign and manage resources for that Roster. Topics in this chapter include:

- Understanding Rosters and configurations
- Building a Roster and assigning resources
- Managing positions and resources
- Viewing resource information
- Printing the Roster.

Understanding Rosters and configurations

A Roster is a subordinate list of resources assigned to a parent request or resource, based on a pre-determined configuration.

You must build a Roster from a parent resource, such as a Team Engine Crew or an Aircraft.

Configurations are established in the ROSS Catalog. The NICC Data Manager is the only person who can access, create, and modify the ROSS Catalog.

To access Roster

- On the **Resource** menu, click **Roster**.

Search Resources dialog box

Search Resources

Search Criteria for Resources

Catalog*

Catalog Item

Resource Name

Resources that have

Roster or No Roster

Roster with Local Resources Only

Roster with Local or Non-Local Resources

No Roster

Search Results

Resource Name	Roster Name	Home Unit	Status
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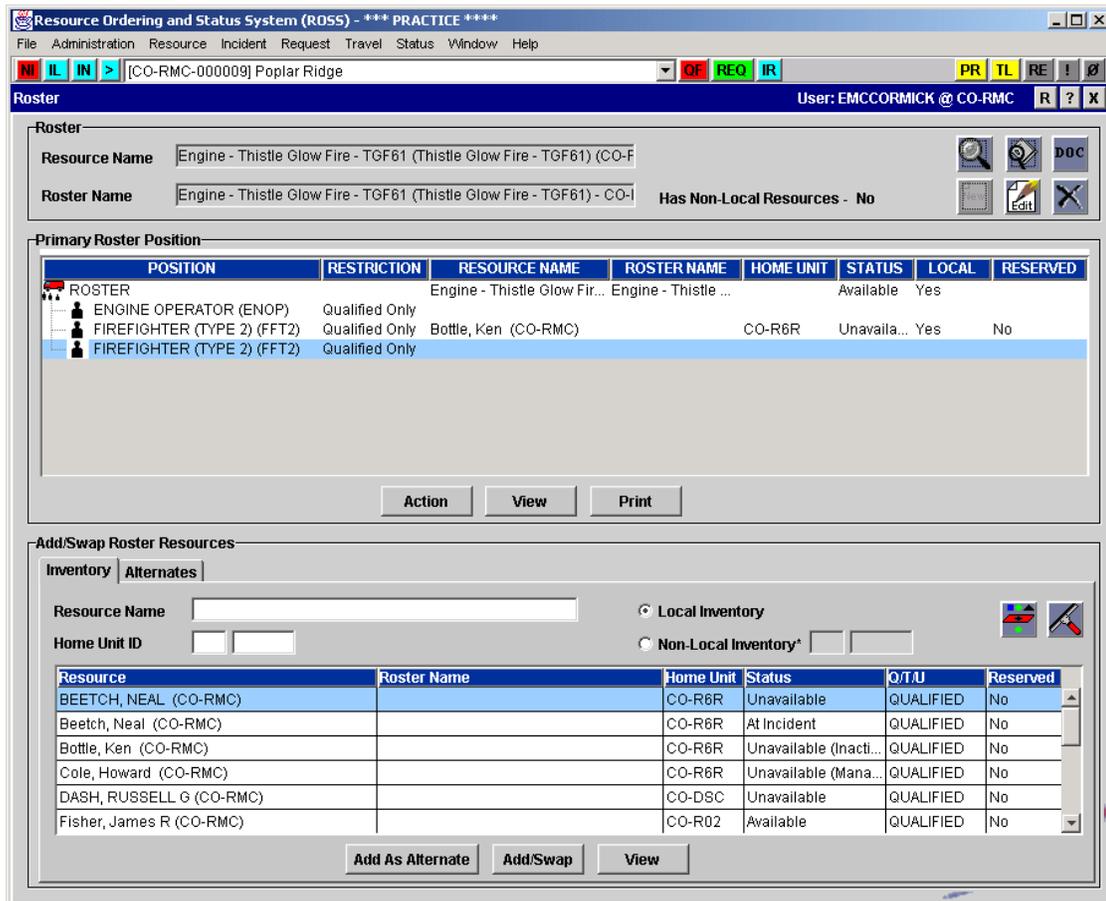
View

Cancel

The Search Resources dialog box allows you to display the following Roster options:

- **Roster or No Roster.** Displays any resource under the selected catalog that has a Roster or does not have a Roster. These catalog items must have been previously identified as having a “Group of Items” in the ROSS catalog, or it will not display here.
- **Roster with Local Resources.** Displays only those catalog items that have had a Roster added to it. If the Roster has any non-local resources on it, it will not display here.
- **Roster with Local or Non-Local Resources.** Displays all catalog items that have has a Roster added to it that has local and/or non-local resources on the Roster.
- **No Roster.** Displays only catalog items that have not had a Roster added to it.

Roster screen - Inventory tab



To search for a resource on the Search Resources dialog box

The Search Resources dialog box displays automatically when you access the Roster screen.

- 1 On the **Search Resources** dialog box, click the **Catalog** drop-down arrow, and then select the **Catalog** of your choice.
- 2 To further narrow your search, type or click to select information into as many boxes as possible, and then click **Filter**.
- 3 Under **Search Results**, click to select the **Resource Name** of your choice, and then click **OK**.

To view the resource from the Search Resources dialog box

- 1 On the Search Resources dialog box, click to select the **Resource Name** of your choice, and then click the **View** button.
- 2 When finished review the resource information, click **Close** on the **View Resource** dialog box.

Building a Roster and assigning resources

This section explains how to build a Roster and assign resources using the national standard configuration for a resource. This section also explains how to perform the following:

- review Roster details
- add documentation to a Roster
- change the name of the Roster
- delete a Roster.

Remember these key points when building a Roster and assigning resources:

1. A catalog item can have only one Roster added to it.
2. A catalog item can have a Roster and be on a Roster for another catalog item.
3. A catalog item can be on several different Rosters.
4. A catalog item can only be designated as Primary for one position on a Roster.
5. A catalog item can be an Alternate on many positions on a Roster.
6. A catalog item can be designated as Primary on a Roster and still be an Alternate on many other positions on the same Roster.
7. A catalog item can be designated as Reserved on more than one Roster at the same time.

To create a new Roster

You cannot create a roster for a resource that already has one. To replace a roster with a new one, you must first delete the existing one.

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.

- 2 On the **Roster** screen, click the **New Roster** button.
- 3 To change the new Roster from the default, on the **New Roster** dialog box, type the **Roster Name** of your choice in the **Roster Name** box.
- 4 To view the default configuration of the Roster for that resource, click the **View Configuration** button, and then click **Close** to close the **View Configuration** dialog box.
- 5 To use the default configuration for the new Roster, click the **Use Selected Qualification with Configuration as Template** check box.

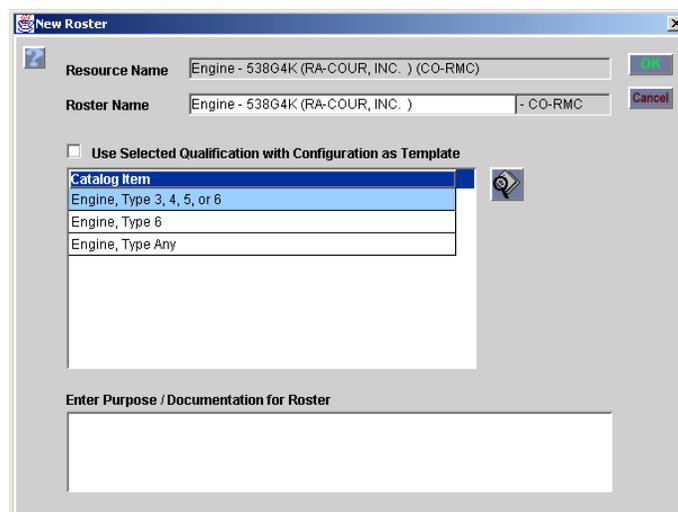
*Clear the **Use Selected Qualification with Configuration as Template** check box to build your own local Roster with its own qualifications.*

Whether using the selected qualification with configuration template or building your Roster from scratch, you can add or delete positions from the configuration for the resource type.

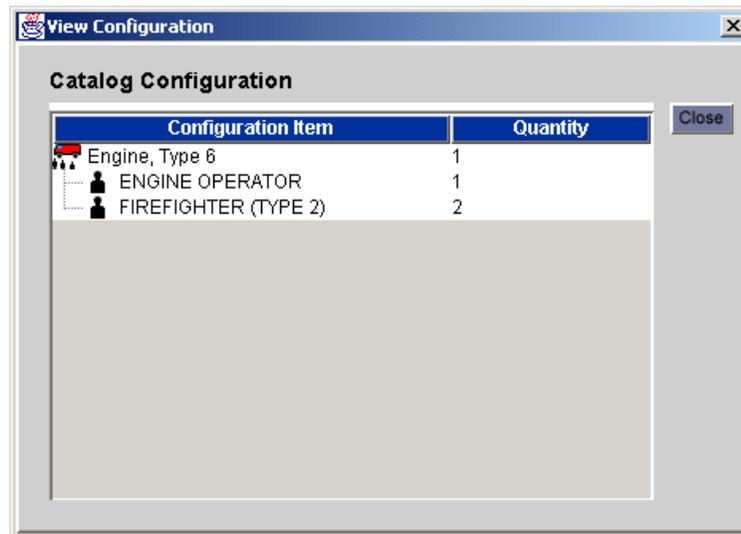
- 6 When finished completing information on the **New Roster** dialog box, click **OK**, and then click **OK** on the **ROSS Warning Message** dialog box.

The ROSS Warning Message dialog box displays the message, "Some Qualifications in the configuration may have their own configuration." For example, a Strike Team of Engines is a configuration made up of 1 Strike Team Leader and 5 Engines of the same type. Each Engine may have its own configuration of 1 Engine and 3 to 5 Overhead. This configuration will not be added to the Strike Team Roster until the resource is added to the Strike Team Roster. Since the Engine has its own configuration, you must built individual Rostered for each Engine configuration!

The following diagram shows the New Roster dialog box.



The following diagram shows the View Configuration dialog box.



To assign a resource to a Roster position

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 On the **Roster** screen, click to select the **Position** of your choice.

For Roster resources on the Inventory tab, ROSS automatically filters for all resources with that qualification.

- 3 Under **Add/Swap Roster Resources**, perform one of the following
 - Click the **Inventory** tab, complete the **Resource Name**, **Home Unit ID**, and **Inventory** option as appropriate, click **Search**, and then click to select the **Resource** of your choice.
 - Click the **Alternates** tab, and then click to select the **Resource** of your choice.

*To search for local resources, click **Local Inventory**. To search for non-local resources, click **Non-Local Inventory**, and then click the **Search** button.*

- 4 Click the **Add/Swap** button.

The following diagram shows a sample local resource available for the position.

Add/Swap Roster Resources

Inventory **Alternates**

Resource Name Local Inventory  

Home Unit ID Non-Local Inventory*

Resource	Roster Name	Home Unit	Status	O/T/U	Reserved
BEETCH, NEAL (CO-RMC)		CO-R6R	Unavailable	QUALIFIED	No
Beetch, Neal (CO-RMC)		CO-R6R	At Incident	QUALIFIED	No
Bottle, Ken (CO-RMC)		CO-R6R	Unavailable (Inacti...	QUALIFIED	No
Cole, Howard (CO-RMC)		CO-R6R	Unavailable (Mana...	QUALIFIED	No
DASH, RUSSELL G (CO-RMC)		CO-D8C	Unavailable	QUALIFIED	No
Fisher, James R (CO-RMC)		CO-R02	Available	QUALIFIED	No

To add a resource alternate to a Roster position

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 On the **Roster** screen, click to select the **Position** of your choice.
- 3 On the **Inventory** tab, search for and then click to select the **Resource** of your choice.
- 4 Click the **Add As Alternate** button.

Whether the resource is designated as a Primary or Alternate, it will show as an alternate for all other positions of that catalog item on the roster.

To view resource details on a Roster

To view information about a specific resource assigned to a Roster, see "Viewing resource information," later in this chapter.



- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 Click the **View Resource** button.
- 3 When finished reviewing the Roster (resource), click **Close** on the **View Resource** dialog box.

The following diagram shows the View Resource dialog box.

To add documentation to a Roster



- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 Click the **Documentation** button.
- 3 In the **Enter Documentation** box, type the documentation of your choice, click the **Add Documentation** button, and then click **OK**.

The following diagram shows the Add Documentation dialog box.

To change the name of the Roster



- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.

- 2 Click the **Edit Roster** button.
- 3 In the **Roster Name** box, type the new name of the Roster, and then click **OK**.

The following diagram shows the Edit Roster dialog box.

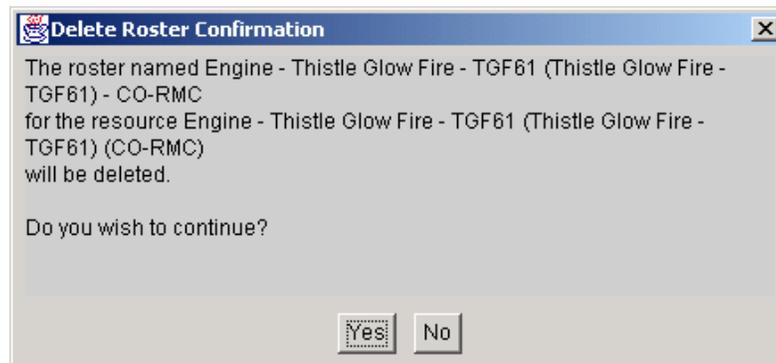


To delete a Roster



- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 Click the **Delete Roster** button.
- 3 On the **Delete Roster Confirmation** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows the Delete Roster Confirmation dialog box.



Managing positions and resources

The Action button on the Roster screen allows you to add or delete positions on the Roster and manage Roster resources. There are two resource status types that pertain to Overhead resources:

- **Marked as Reserved.** An Overhead resource can be marked as reserved on a Roster. If that reserved resources is used to fill any request other than the position for which he/she is reserved, ROSS will display a reminder to the dispatcher. You can reserve a resource on more than one Roster at a time. However, you can only mark as reserved those resources assigned as primaries to Roster positions.

- **Restrictions.** There are currently three restrictions for Roster positions, including
 - **Qualified Only.** Allows the dispatcher to assign only a fully qualified person to the position.
 - **Trainee Acceptable.** Allows the dispatcher to assign a fully qualified person or a trainee to the position.
 - **Developmental.** Allows the dispatcher to assign almost any person to the position. *Only the National Data Steward at NICC may mark a position as "Developmental," which allows a person with limited qualifications/experience to shadow a fully qualified resource on a team. This exposes that person to the duties and responsibilities of that position, and provides a recruitment opportunity into a trainee path. If the position has not been marked as developmental in the ROSS catalog, it is not an available choice under "Change Restriction."*
 - **Trainee Required.** *Currently not implemented.* Allows the dispatcher to assign only trainees to assignments, which they need to become fully qualified. For example, a Type I Team is usually deployed with six trainee positions. Using a pre-identified pool of trainees, the dispatch can deploy those six trainees each time the team goes out.

To add a position to the Roster

The Add Position option is applicable only to Roster positions that have configurations.

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Roster** of your choice, and then click **OK**.
- 2 Under **Primary Roster Position**, click **ROSTER**, click the **Action** button, and then click **Add Position**.
- 3 On the **Add Roster Position** dialog box, click the **Catalog** drop-down arrow, and then click to select the **Catalog** of your choice.
- 4 Click the **Category** drop-down arrow, click to select the **Category** of your choice, and then click **Filter**.

*To further narrow your search, complete the **Item Name**, **Item Code**, and/or **Keyword** boxes, and then click **Filter**.*

- 5 Under **Catalog Item**, click to select the **Position** of your choice, and then type the **Quantity**.

*For **Overhead** catalog items, click the **Restriction** drop-down arrow and select the **Restriction** of your choice.*

- 6 When finished completing the **Add Roster Position** dialog box, click **Apply**, and then click **Close**.

The following diagram shows the Add Roster Position dialog box. In this example, an Engine Boss position will be added.

Add Roster Position

Select positions to be added under position
ROSTER - Engine - Thistle Glow Fire - TGF61 (Thistle Glow Fire - TGF61) (CO-RMC)

Select Catalog Item for Roster Position

Catalog* Overhead

Category Positions

Item Name

Item Code Keyword

Catalog Item	Code
EMER. MED. TECH. INTERMEDIATE	EMTI
EMER. MED. TECH. PARAMEDIC	EMTP
EMERGENCY OPERATIONS CENTER COORDINATOR	EOCC
ENGINE BOSS (SINGLE RESOURCE)	ENGB
ENGINE OPERATOR	ENOP
ENGINEER	ENGI

Quantity 1 Restriction Qualified Only

Close Apply

The following diagram shows the Primary Roster Position table on the Roster screen. The arrow points to the new the Engine Boss position.

POSITION	RESTRICTION	RESOURCE NAME	ROSTER NAME	HOME UNIT	STATUS	LOCAL	RESERVED
ROSTER		Engine - Thistle Glow Fir...	Engine - Thistle ...		Available	Yes	
ENGINE BOSS (SINGLE RESOUF	Qualified Only						
ENGINE OPERATOR (ENOP)	Qualified Only						
FIREFIGHTER (TYPE 2) (FFT2)	Qualified Only	Bottle, Ken (CO-RMC)		CO-R6R	Unavaila...	Yes	No
FIREFIGHTER (TYPE 2) (FFT2)	Qualified Only						

To delete a position from the Roster

You cannot delete the root position of a Roster. If you delete the parent of a configuration, you will also delete all the child positions.

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Roster** of your choice, and then click **OK**.
- 2 Under **Primary Roster Position**, click to select the **POSITION** of your choice.
- 3 Click the **Action** button, and then click **Delete Position**.
- 4 On the **Delete Position Confirmation** dialog box, click **Yes** to confirm or click **No** to cancel.

To remove a resource from the Roster

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Roster** of your choice, and then click **OK**.
- 2 Under **Primary Roster Position**, click to select the **POSITION** of your choice.
- 3 Click the **Action** button, and then click **Remove Resource**.
- 4 On the **Remove Resource(s) Confirmation** dialog box, click **Yes** to confirm or click **No** to cancel.

To reserve a resource for a position on the Roster

Remember, marking resources as "reserved" applies only to Overhead resources.

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Roster** of your choice, and then click **OK**.
- 2 On the **Roster** screen, click to select the **Position** of your choice, click the **Action** button, and then click **Mark As Reserved**.

The following diagram shows the Primary Roster Position table on the Roster screen. The arrow points to the Reserved status of the Type 2 Firefighter position.

Primary Roster Position							
POSITION	RESTRICTION	RESOURCE NAME	ROSTER NAME	HOME UNIT	STATUS	LOCAL	RESERVED
ROSTER		Engine - Thistle Glow Fir...	Engine - Thistle ...		Available	Yes	
ENGINE OPERATOR (ENOP)	Qualified Only						
FIREFIGHTER (TYPE 2) (FFT2)	Qualified Only	Fisher, James R (CO-R...		CO-R02	Available	Yes	Yes
FIREFIGHTER (TYPE 2) (FFT2)	Qualified Only						

To clear a reserved resource from the Roster

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 Under **Primary Roster Position**, click to select the reserved **POSITION** of your choice.
- 3 Click the **Action** button, and then click **Clear Reserved**.

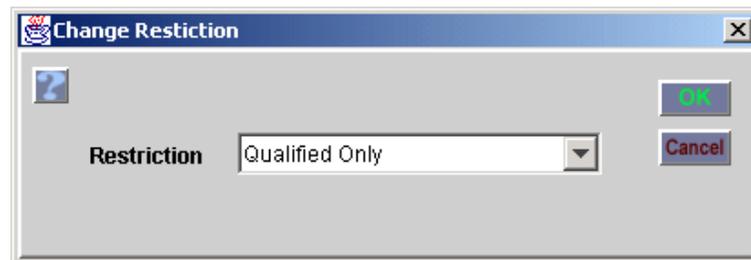
To change a resource restriction

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 Under **Primary Roster Position**, click to select the **POSITION** of your choice.

- 3 Click the **Action** button, and then click **Change Restriction**.
- 4 On the **Change Restriction** dialog box, click the **Restriction** drop-down arrow, click to select the **Restriction** of your choice, and then click **OK**.

*For example, if you change a position that has a restriction of "Trainee Acceptable" to a "Qualified Only" restriction, but it already has a trainee resource attached to it the warning message, "There are some roster item positions that cannot be qualified only due to the primary resource that is currently assigned" displays. To continue and remove all valid primary resources from the positions, click **OK**, or click **Cancel**.*

The following diagram shows the Change Restriction dialog box.



The following diagram shows the Primary Roster Position table. The arrow points to the Restriction column, which shows the qualification requirements for each position.

Primary Roster Position								
	POSITION	RESTRICTION	RESOURCE NAME	ROSTER NAME	HOME UNIT	STATUS	LOCAL	RESERVED
ROSTER			Engine - Thistle Glow Fir...	Engine - Thistle ...		Available	Yes	
ENGINE OPERATOR (ENOP)		Qualified Only						
FIREFIGHTER (TYPE 2) (FFT2)		Qualified Only	Fisher, James R (CO-R...		CO-R02	Available	Yes	Yes
FIREFIGHTER (TYPE 2) (FFT2)		Trainee Acce...						

To remove a resource as an alternate to a Roster position

When you remove a resource as an alternate, it is also removed as an alternate for all other positions of that catalog item on the Roster.

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 Under **Primary Roster Position**, click to select the **POSITION** of your choice.
- 3 Under **Add/Swap Roster Resources**, click the **Alternates** tab.
- 4 Click to select the **Resource** of your choice, and then click the **Remove** button.

Viewing resource information

The View button allows you to view specific information about positions and assigned resources of the Roster of your choice, including:

- general resource information
- resource home unit information - *applies only to positions that have a resource assigned*
- roster position configurations - *applies only to positions for catalog items that have a configuration*
- roster resources committed to an Incident - *applies only to positions that have a resource assigned or if the resource is presently assigned to an Incident.*

To view a resource assigned to a Roster position

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 On the **Roster** screen, click to select the **Position** of your choice, click the **View** button, and then click **View Resource**.
- 3 When finished reviewing the resource information, click **Close** on the **View Resource** dialog box.

The following diagram shows the View Resource dialog box for viewing information about an Overhead resource.

Role	Organization Name	Unit ID	Phone Number
Current Dispatch Unit	NONE (CWINAgreement)	NONE (CWINA..	
Home Dispatch	Rocky Mountain Area Coordination Center	CO-RMC	303-445-4300
Home Unit	Thistle Glow Fire		303-300-4547
Owner	Thistle Glow Fire		303-300-4547
Provider	USFS - Rocky Mountain Regional Office	CO-R02	303-275-6735

To view the home unit of a Roster resource

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 On the **Roster** screen, click to select the **Position** of your choice, click the **View** button, and then click **View Home Unit**.
- 3 When finished reviewing the resource information, click **Close** on the **View Resource** dialog box.

To view the configuration of a Roster position

This task applies to Nested Rosters, such as a Strike Team.

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 On the **Roster** screen, click to select the **POSITION** of your choice, click the **View** button, and then click **View Configuration**.
- 3 When finished reviewing the position or configuration information, click **Close** on the **View Configuration** dialog box.

The following diagram shows the View Configuration dialog box for a Strike Team.



To view the Incident of an assigned Roster resource

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 On the **Roster** screen, click to select the **Position** of your choice, click the **View** button, and then click **View Incident**.
- 3 When finished reviewing the Incident information, click **Close** on the **View Incident** dialog box.

The following diagram shows a sample View Incident dialog box.

Printing the Roster

The Print button allows you to print a hardcopy of the Roster using the commercial software Brio.Quickview.

For more information about using Brio.Quickview, see "About Brio.Quickview" and "Printing and exporting reports" in "Reports - generating and printing reports," earlier in this ROSS User's Guide.

To print a Roster

- 1 On the **Resource** menu, click **Roster**, search for and click to select the **Resource Name** of your choice, and then click **OK**.
- 2 On the **Roster** screen, click the **Print** button.
- 3 On the **Print** dialog box, review the printer settings and then click **OK**.