SECTION 3

RESOURCE STATUSING

SECTION 3 – Resource Statusing

Significant Changes to this Unit of the Training Reference Manual since last update:

1. Section was renamed 'Resource Statusing'.

2. Text was added regarding display of non-inventory resources (p. 3.4).

3. Text was added regarding the 'Filter' button (p. 3.6).

4. Text was added regarding checking in non-inventory agreement or EFF/AD resource (p. 3.8).

5. Text was added regarding the 'Search For Resources' screen (p. 3.18).

6. Text was revised regarding the Web Status feature (p. 3.20).

SECTION 3 – Resource Statusing

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I. 'RESOURCE STATUS' SCREEN

Summary.

- Accessed by either the 'Resource' or 'Status' menu.
- Used by organizations to view the status, and set the availability, of their resources. You can only access resources for which you are the Home or Preposition Dispatch.
- External Resources (i.e., those obtained via a non-ROSS Dispatch Unit) cannot be viewed on the Resource Status screen.
- Non-Inventory resources (Agreement and EFF/AD) on preposition Incidents dispatched by the user's organization are displayed from the mobilization ETD until the demobilization ETA is reached.
- Non-Inventory resources filled on preposition Incidents by the user's organization are not displayed.
- Allowing a resource's availability to expire makes them unavailable for dispatch.
- Supply catalog, and Services category, items for which 'track request' was not designated cannot be viewed on the 'Resource Status' screen.
- Dispatch Units that do not have dispatch authority (i.e., 'Status Only Dispatch') can use the Resource Status screen to status their resources. However, these units must manually update the status of resources when assigned to an Incident by setting the resource as 'Unavailable' and selecting 'At Incident' as the reason.

A. 'Set Filter for Resources' section of the screen.

The search for resources can be filtered by type, status, home unit, owner, and/or Incident.

1. Select Resource Type – Select one of the five catalogs (i.e., Aircraft, Crew, Equipment, Overhead, or Supply).

2. Select Status to View – Select one of the following statuses from the drop-down list on the left:

   a. All (Available, Unavailable, Assigned, and Returned from Assignment). All is the default selection for this drop-down list.

b. Available – The resource is available for assignment, and is NOT:

(1) Assigned to an Incident.

(2) Within a period of unavailability.

(3) On a mandatory day off.

(4) Deactivated.

(5) Statused as 'unavailable'.

c. Unavailable – One of the following conditions applies to the resource.

(1) Assigned to an Incident.

(2) Within a period of unavailability.

(3) On a mandatory day off.

(4) Deactivated.

(5) Statused as 'unavailable'.

d. Assigned – The resource is part of a filled Incident resource request.

e. Returned from Assignment – The resource has returned to its home location from an Incident assignment, but has not yet been statused as 'available'.

3. If 'Assigned' was selected in the drop-down list on the left, select one option from the drop-down list on the right.

a. Reserved – The resource's travel departure date/time has not yet occurred.

b. Mob in Route – The resource's departure date/time has occurred, but its Incident arrival date/time has not yet occurred.

c. At Incident – The resource is at an Incident (i.e., its Incident arrival date/time has occurred).

d. Tentative Release – The resource is scheduled for release from an Incident on a set date unless a change dictates postponement/cancellation of the release.

e. Released– The resource has been released from an Incident, but its departure date/time has <u>not</u> yet occurred.

f. Demob in Route – The resource's departure date/time has occurred, but its Home arrival date/time has <u>not</u> yet occurred.

4. 'Non-qualified Resources Only' check box – Check to limit filter results to resources that do not have a qualification.

5. Select Provider – Select a Provider from the drop-down list.

6. Select Vendor – Select a Vendor from the drop-down list.

7. Select Incident – Select an Incident from the drop-down list, which lists the Incidents to which your resources are assigned.

8. After filter criteria has been entered/selected, click the 'Filter' button.

B. 'Set Resource Status' section of the screen.

The display table shows the resources matching the filter criteria entered/selected in the 'Select Filter for Resources' section of the screen. Note that overhead resources that have been 'removed' on the 'Person' screen will not be displayed. The following is shown for each resource:

1. Resource Name.

2. Home Unit/Provider/Owner – Either the Home Unit, Provider, or Owner can be displayed, depending on which is selected from the 'Display' drop-down list just above the upper right corner of the table.

3. Status (e.g., Available, At incident, Preposition). <u>Note that resources on your preposition Incidents are still considered 'Available'.</u>

4. Last Statused – Displays the date and time that one of the following was last performed for the selected resource:

    a. Status was changed from 'Returned From Assignment' to 'Available'.

    b. Status was changed from 'Unavailable' to 'Available'.

    c. A 'Period of Unavailability' was added, edited, or deleted.

    d. The 'Area Available To' was edited.

5. Prepositioned From – Applicable only to resources on a preposition Incident. The dispatch unit that filled the preposition request.

6. Available To – Local, GACC, or National.

7. Location – The resource's present location.

Accessed by the 'Next' arrow (>).

8. Authorized To (APPLICABLE ONLY TO 'STATUS ONLY DISPATCH' UNITS) – Indicates the organization authorized to use the resource to fill requests.

9. Incident – The Incident to which the resource is presently assigned, if applicable.

10. Host Dispatch – The Host Dispatch of the Incident to which the resource is presently assigned, if applicable.

C. Setting the Availability of a Resource.

1. Select the resource from the 'Set Resource Status' table (multi-select is permitted).

2. Select the appropriate availability (available or unavailable) from the 'Select Status' left drop-down list. You cannot change the availability (available or unavailable) of an assigned resource until it has 'Returned From Assignment' (i.e., the Demob ETA has passed).

3. Note that when a resource has returned home from an Incident, it is automatically statused as 'Returned From Assignment'. <u>However, the resource is 'UNAVAILABLE' until the Home (or</u>

Preposition) Dispatch switches the resource's status to 'Available' on the Resource Status screen.

4. Requests filled with a non-inventory agreement or EFF/AD resource are closed when the demobilization ETA is reached (i.e., resource does not enter a 'Returned From Assignment' status).

5. If 'Unavailable' is chosen, select a reason for the unavailability from the right drop-down list, if desired:

   a. Day Off.

   b. Inactive.

   c. Management.

   d. N/A.

   e. Out of Service.

   f. Personal.

   g. Rest.

6. Click the 'Set Availability' button.

D. Setting the Area a Resource is Available To.

1. You cannot change the area a resource is available to if the resource is At Incident.

2. Select the resource from the 'Set Resource Status' table (multi-select is permitted).

3. Select the appropriate area (i.e., Local, GACC, National) from the 'Select Area' drop-down list.

4. Click the 'Set Available To' button.

E. Setting the Unavailability Periods of a Resource.

1. Note that a resource's Unavailability Periods can only be modified when the resource is either 'Available' or 'Returned From Assignment'.

2. Multiple unavailability periods may be entered for a resource.

3. Select the resource from the 'Set Resource Status' table (multi-select is <u>not</u> permitted).

4. Click the 'Set Unavailability Periods' button, which brings up the 'Unavailability Periods' pop-up dialog box.

5. The table displays the begin date, end date, and reason for each existing unavailability period for the resource.

6. To edit an existing unavailability period:

    a. Select the unavailability period from the table.

    b. Edit the begin and end dates by either entering the information directly or using the calendar feature.

    c. Select a reason for the unavailability period from the drop-down list, if desired.

    d. Click the 'Save' button.

7. To enter a new unavailability period:

    a. Click the 'New' button.

    b. Enter the begin and end dates by either typing the information directly or using the calendar feature.

    c. Select a reason for the unavailability period from the drop-down list, if desired.

    d. Click the 'Save' button.

8. To delete an existing unavailability period:

    a. Select the period from the table.

    b. Click the 'Delete (X)' button.

9. Unavailability periods for resources assigned to a roster.

    a. If a resource assigned to a roster position is in a period of unavailability, and the roster is used to fill a request, a different resource will need to be assigned to the position.

b. This can be done in one of two ways:

(1) Prior to using the roster – The unavailable resource can be swapped out on the 'Roster' screen.

(2) At the time the roster is used – The unavailable resource can be swapped out on the 'Assignment Roster' dialog box (from either 'Quick Fill' or 'Pending Request', as appropriate).

F. 'Search' Button – Can be used to search for a specific resource, or for a group of resources that share common attributes.

Clicking the 'Search' button brings up the 'Search Resources' pop-up dialog box. This pop-up dialog box functions differently than most all other ROSS search dialog boxes in that it permits a mixing of search and filter criteria.

You have two ways to perform a search:

- Search Method # 1: Enter search and/or filter criteria, and then perform a search for a resource item.

- Search Method # 2: Enter search criteria, enter filter criteria, perform a filter based on the filter criteria, select one or more catalog items, and then perform a search based on the search criteria and the selected catalog item(s). Method # 2 further refines the search by using catalog items as search criteria.

Search Method #2 should be used when either:

- The name of the resource is not known, and/or the catalog item qualification of the resource not known.

- You want to display resources corresponding to one or more catalog items.

1. Search Method # 1.

a. Enter/select <u>search</u> criteria in any or all of the following fields:

(1) Resource Name (All catalogs except Overhead) – Wildcard permitted.

(2) Last Name (Overhead only) – Wildcard permitted.

(3) First Name (Overhead only) –Wildcard permitted.

(4) Employment Type (Overhead only) – Select Emergency Firefighter, Other, or Regular Agency from the drop-down list.

(5) Catalog (will always match the catalog selected on the 'Resource Status' screen).

(6) Category.

(7) Item Name.

(8) Item Code.

(9) Keyword.

b. Click 'OK' to perform the search.

c. If there are search results: The 'Search Resources' pop-up dialog box will close, and the search results will be displayed in the 'Set Resource Status' table on the 'Resource Status' screen.

d. If there are no search results: You will receive a message stating either: "Your search returned no results. Would you like to change your search criteria?" or “This search returned no results.”

2. Search Method # 2.

a. Enter/select search criteria in any or all of the following fields:

(1) Resource Name (All catalogs except Overhead) – Wildcard permitted.

(2) Last Name (Overhead only) – Wildcard permitted.

(3) First Name (Overhead only) –Wildcard permitted.

(4) Employment Type (Overhead only) – Select Emergency Firefighter, Other, or Regular Agency from the drop-down list.

b. Enter/select filter criteria in any or all of the fields in the 'Select Item to Request' section of the screen:

(1) Catalog (will always match the catalog selected on the 'Resource Status' screen).

(2) Category.

(3) Item Name.

(4) Item Code.

(5) Keyword.

c. Click the 'Filter button' to perform the filter operation.

d. Catalog items meeting the filter criteria are displayed in the table.

e. Check the 'Search by Catalog Item' check box.

f. Select one or more catalog items from the table.

g. Click 'OK' to perform the search.

h. If there are search results: The 'Search Resources' pop-up dialog box will close, and the search results will be displayed in the 'Set Resource Status' table on the 'Resource Status' screen.

i. If there are no search results: You will receive a message stating either: "Your search returned no results. Would you like to change your search criteria?" or “This search returned no results.”

G. 'View Resource' Button.

Clicking the 'View Resource' button for a selected resource brings up the 'View Resource' pop-up dialog box. The information presented in the 'View Resource' pop-up dialog box differs based on the Catalog. Information in views cannot be edited.

1. Two fields in the top portion of the 'View Resource' pop-up dialog box are displayed for all catalog items:

a. Home Location – The home location of the resource.

b. Current Location – The current location of the resource.

2. The other fields displayed in the top portion of the 'View Resource' pop-up dialog box differ based on the Catalog of the selected resource:

a. Aircraft.

(1) Call Sign.

(2) Registration Number.

(3) Make and Model.

(4) Resource Status – Available or Unavailable.

b. Crews.

(1) Crew Name.

(2) Resource Status.

c. Equipment.

(1) Name.

(2) Alternate Name.

(3) Resource Status.

d. Overhead.

(1) Name.

(2) Resource Status.

(3) Employment Status – Emergency Firefighter, Regular Agency, or Other.

(4) Preferred Jetport.

(5) Fitness Rating – Arduous, Light, Moderate, or Not Applicable.

(6) Fitness Rating Expiration – The expiration date of the resource's fitness rating.

(7) Body Weight.

(8) Gender.

e. Supply.

** The 'Supply' Catalog is not yet functional **

3. The tabs in the lower section of the 'View Resource' pop-up dialog box:

a. 'Organizations' tab – The following is shown for the resource's Current Dispatch Unit, Home Dispatch, Home Unit, Owner, and Provider:

(1) Organization Name.

(2) Unit ID.

(3) Phone Number.

b. 'Qualification/Classification/ Equipment Type' tab – The following is shown for each of the resource's qualifications:

(1) Qualified/Trainee/ Unknown.

(2) Expiration Date.

(3) Priority.

c. 'Availability' tab.

(1) Maximum Days of Commitment.

(2) Activation Date.

(3) Deactivation Date.

(4) Unavailability Period – The following is shown for each unavailability period:

- From.

- To.
- Reason.

d. 'Special Conditions' tab – Displays any special conditions associated with the resource.

e. 'Features' tab.

(1) Feature Name.

(2) Qualification.

f. 'Assignment History' tab – Displays the following information for the resource's past assignments:

(1) Incident.

(2) Request Number.

(3) Requested Item.

(4) Mob ETA.

(5) Mob ETD.

(6) Demob ETA.

(7) Demob ETD.

g. 'Contract Information' tab – The following is shown for each contract that the resource is on:

(1) Contract Number.

(2) Begin Date.

(3) End Date.

(4) Global Access – Indicated by Yes/No.

(5) Contract Type – Purchase Agreement, Call When Needed, or Exclusive Use.

(6) Contract Contact.

h. 'Contacts' tab – The following is shown for each contact:

(1) Type – Fax, Email, or Office Phone.

(2) Entry – Text and/or numbers.

H. 'Authorize Fill Organization' Button (APPLICABLE ONLY TO 'STATUS ONLY DISPATCH' UNITS) – Used to designate the organization authorized to use the resource to fill requests. Multi-select is permitted.

1. Clicking the 'Authorize Fill Organization' button brings up the 'Fill Authorization' pop-up dialog box.

2. The following statement appears: “Choose the organization that will be authorized to fill requests with the selected resource(s).”

3. The table contains:

a. Your organization’s parent.

b. Organizations in your Selection Area.

4. Select an organization, and then click 'OK'.

5. The selected organization now appears in the 'Authorized To' column, in the Set Resource Status table on the Resource Status screen, for the resource.

I. 'Clear Fill Authorization' Button (APPLICABLE ONLY TO 'STATUS ONLY DISPATCH' UNITS) – Used to remove authorization for the selected resource to be used by another organization to fill requests. Multi-select is permitted. The 'Authorized To' column, in the Set Resource Status table on the Resource Status screen, will then be blank for the resource.

J. 'Documentation' Button – Clicking the 'Documentation' button brings up the 'Resource Documentation' pop-up dialog box for the selected resource, which allows documentation to be viewed and entered.

1. The table displays documentation previously entered for the Incident. For each entry, the table displays the time (with time zone) the entry was made and who made the entry.

2. To view the full text of a documentation entry, select an entry in the table. The full text appears in the lower right box.

3. To add a new entry:

    a. Type the text in the lower left box.

    b. Click the '+' to save the entry.

4. Once an entry is made, it cannot be edited or deleted.

K. 'Clear Search' Button – Clicking the 'Clear Search' button repopulates the list of resources in the 'Set Resource Status' table based on the filter criteria set in the 'Select Filter for Resources' section of the screen.

II. 'SEARCH FOR RESOURCES' SCREEN

Summary.

- Accessible from the Resource menu.
- Allows a search to be performed for any ROSS resource from the Aircraft, Crew, Equipment, or Overhead catalogs, regardless of managing dispatch, resource status, or resource assignment.

A. 'Set Filter Criteria For Resources' section of the screen. Wildcard permitted where applicable.

1. Overhead Resource Name filters – Applicable for Overhead resources only.

   a. Select the radio button to the left of the Last/First Name fields.

   b. Last Name – Enter the resource's last name. Required field.

   c. First Name – Enter the resource's first name.

2. Resource Name filter – Applicable to resources from all catalogs.

   a. Select the radio button to the left of the Resource Name field.

   b. Resource Name – Enter the resource's name. Required field.

   c. Catalog filter – Select a catalog from the drop-down list.

3. Organization filters – Applicable with either the Overhead Resource Name filters or Resource Name filter.

   a. Home Dispatch – Enter the unit code of the resource's home dispatch.

   b. Provider – Enter the unit code of the resource's provider.

   c. Current Dispatch – Enter the unit code of the resource's current dispatch.

4. After entering appropriate filter criteria, click the 'Filter' button.

B. 'Select Resource' section of the screen

1. Filter results display in the table, which displays the following for each resource:

   a. Resource Name.

   b. Status.

   c. Incident.

   d. Request #.

   e. Current Dispatch.

   f. Home Dispatch.

   Accessible by clicking the '>' button:

   g. Incident Type.

   h. Requested Item.

   i. Provider.

2. View button – Select a View from the drop-down list, which contains the following options.

   a. View Incident.

   b. View Resource.

   c. View Request.

   d. View Requesting Unit.

   e. View Filling Unit.

   f. View Home Dispatch Unit.

   g. View Associated Requests.

3. 'Resource Name'/'Assignment Resource Name' radio buttons – Toggles the 'Resource Name' column between 'Resource Name' and 'Assignment Resource Name'.

III. WEB STATUS

Summary.

- Allows:
  - Supervised and 'Other' Overhead resources to have their status reported, or report their own status, via the Internet.
  - Vendor representatives to report status of their company's ability to fulfill contractual agreements via the Internet.
  - Government Non-Dispatch representatives to report the status of resources from multiple Providers via the Internet.
- Supervisors, managers, and system administrators use the 'Web Status Access Control' ROSS screen to establish web status accounts.
- The 'Web Status Access Control' screen is addressed in the 'ROSS Administration' training course.
- Individuals access the Web Status feature via a web address (that has not yet been determined).
- Following information can be entered/edited at the Web Status web page:
  - Availability Area (Local, GACC, or NICC)
  - Availability Status (Available/Unavailable)
  - Unavailability Periods
  - Unavailability Reason