

SECTION 7
QUICK FILL

SECTION 7 – Quick Fill

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

1. Text was added regarding 'Manage Non-Inventory Quick Fill' button (p. 7.5).
2. Text was added regarding the display of non-inventory resources (p. 7.6).

SECTION 7 – Quick Fill

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I. 'QUICK FILL' SCREEN

Summary.

- Accessed by the 'Request' menu or the 'QF' toolbar button.
- Used for expediting Incident requests and assignments.
- Automatically generates a resource request and fills it at the same time.
- Can only be used on local Internal Incidents. Quick Fill cannot be used for non-Local or External Incidents.
- For a resource to appear on the Quick Fill screen:
 - It must be qualified as an Aircraft, Crew, or Equipment catalog item.
 - One of its qualifications must have been designated for 'Quick Fill' on the 'Resource Item' ROSS Admin screen. Note that a 'Services' category item cannot be Quick Filled.
 - Your unit must be the Current Dispatch for the resource (includes prepositioned resources).
- When a resource item is used to Quick Fill a resource need, the resource item is automatically statused as 'At Incident', and the 'Travel' and 'Travel Plan' screens cannot be used to document travel arrangements for the resource.
 - A. 'Select Catalog to Quick Fill' section of the screen – Click the Aircraft, Crew, or Equipment catalog radio button.
 - B. 'Select Filter' section of the screen.
 - 1. Enter/select filter criteria as appropriate:
 - a. Catalog Category.
 - b. Qualification.
 - c. Resource Name.

- d. Status – Select one of the radio buttons:
 - (1) All ('Available, At Home' and 'Committed on Local Incident').
 - (2) Available, At Home.
 - (3) Committed on Local Incident.
2. Click the 'Filter' button.
3. 'Manage Non-Inventory Quick Fill' button – Allows management of the status of non-inventory resources on local preposition Incidents. Clicking the button opens the 'Manage Prepositioned Non-Inventory Quick Fill' dialog box.
 - a. 'Set Filter For Pre-Positioned Non-Inventory Resources' section of dialog box.
 - (1) Enter filter criteria as appropriate:
 - Catalog – Select from drop-down.
 - Resource Name – Enter name. Wildcard permitted.
 - (2) Click the 'Filter' button.
 - (3) Results display in the 'Prepositioned Non-Inventory Resources' table.
 - b. 'Prepositioned Non-Inventory Resources' Table.
 - (1) Displays the following for each resource:
 - Resource Name.
 - Incident – Preposition Incident the resource is assigned to.
 - Req # – Request the resource is filling on the Preposition Incident.
 - Quick Fill – Indicates by Yes or No whether the resource is authorized for Quick Fill.

(2) To change the Quick Fill status of a resource:

- Select the resource.
- Click in the Quick Fill column.
- Select 'Yes' or 'No' from the drop-down list.
- Click the 'Save' button.

C. 'Available Resources' section of the screen.

1. The table displays all resources, based on the filter criteria, available for Quick Fill. Available resources are:

- a. Your organization's resources that are designated as Quick Fill resources.
- b. Other organizations' resources that are designated as Quick Fill resources AND for which you are the Current Dispatch unit.

2. Non-Inventory resources do not display in the 'Available Resources' table.

3. The following is shown for each available resource:

a. G.

(1) '*' – The resource has a Quick Fill qualification that is a configuration, and the resource is presently being used as a configuration (i.e., was used to fill a request for a catalog item that is a configuration), though not necessarily the Quick Fill qualification.

(2) '+' – The resource has a Quick Fill qualification that is a configuration, but the resource is not presently assigned to an Incident.

(3) Blank – The resource either:

- Has a Quick Fill qualification that is a configuration, but is presently being used as a single item (versus a configuration).

- Has a Quick Fill qualification that is not a configuration.
 - b. Qualifications – Note that a resource can only have one Quick Fill qualification (as designated on the 'Resource Item' screen).
 - c. Resource Name.
 - d. Roster – Indicates by Yes/No whether the item has a roster.
 - e. Incident Name (If the resource is presently assigned to an Incident) – Note that preposition Incident names are not displayed.
 - f. Incident Number (If the resource is presently assigned to an Incident).
 - g. Request Number – The request number the resource is presently assigned to, if applicable.
 - h. Distance (Aircraft only) – Distance the aircraft resource is from the Incident location.
- D. 'Action' Button – The options appearing under the 'Action' button vary depending on the resource selected. Select a resource in the table, and then choose an Action option.
1. Fill – Applicable when the selected resource is 'Available' (including preposition) and does not have a roster.
 - a. Assigns the resource to the selected Incident in the context of its Quick Fill qualification.
 - b. If the resource's Quick Fill qualification is for a configuration, the configuration catalog items are ignored.
 - c. The request generated from the Quick Fill operation is assigned the next available number from the 'System Default' Request Numbering Block.
 - d. Quick Filling a group of prepositioned resources:
 - (1) The root resource and all subordinate resources are Quick Filled in the context of their preposition Assignment Roster.

- (2) Only the root resource must be designated as a Quick Fill resource; the subordinate resources do not.
 - (3) If any of the resources on the Assignment Roster are not either 'Available' or assigned to a local Incident, the Quick Fill is rejected.
2. Fill with Master Roster – Applicable when the selected resource has a roster.
 - a. The root resource cannot already have a pending Assignment Roster.
 - b. If the selected resource and all members of the roster are available, you receive a message stating that they can be assigned immediately without accessing the Assignment Roster.
 - c. Only the root resource must be designated as a Quick Fill resource; the subordinate resources on the roster do not.
 - d. If one or more roster positions are not filled with an available resource the 'Assignment Roster' pop-up dialog box appears. The Assignment Roster is discussed in section 'F.' of this unit.
3. Reassign – Applicable only when the selected resource is already assigned to an Incident (i.e., Reserved, Mob in Route, At Incident, or Demob in Route).
 - a. Reassigns the resource to the selected Incident.
 - b. If you reassign the resource on the 'root' request of a configuration:
 - (1) Resources on root request and all subordinate requests are reassigned to selected Incident.
 - (2) Each resource is reassigned in the context of the qualification they are presently using. For example, if Joe is presently serving as an Incident Commander T1 on Incident A, he is reassigned as an Incident Commander T1 to Incident B.
 - (3) Note that the Assignment Roster of the root resource may not match the standard configuration for that

catalog item; catalog items may have been added to or removed from the configuration.

- (4) Note that the resource assigned to the root request cannot be reassigned if any of its subordinate requests are still pending.
- (5) The resource on an individual subordinate request can be reassigned even if other subordinate requests are pending.

E. 'View' Button – Drop-down list contains the following options. Views cannot be edited.

1. Incident.
2. Resource.
3. Request.
4. Associated Requests.
5. Roster.
6. Home Dispatch Unit.

F. Assignment Roster.

1. Displayed in upper left corner of the 'Assignment Roster' dialog box:
 - a. Statement: "Assignment Roster for [request number] to be filled with [resource name]".
 - b. Assignment Resource Name – Required field. Defaults to the name of the resource, but can be edited by clicking in the field and entering text.
2. 'Assignment Roster' section of the 'Assignment Roster' dialog box – Identical to the 'Primary Roster Position' table on the 'Roster' screen (previously discussed), with the addition of one column:

Request – The request the resource is presently assigned to, if applicable.

3. 'Action' button (in 'Assignment Roster' dialog box).
 - a. Add Position – Applicable only to positions that have configurations. Used to add a position to the selected Assignment Roster position. Brings up the 'Add Assignment Roster Position' pop-up dialog box.
 - (1) Statement at the top of the dialog box: "Selected position to be added under position [position name]."
 - (2) Select/Enter filter criteria:
 - Catalog.
 - Category.
 - Item Name.
 - Item Code.
 - Keyword.
 - (3) Filter results are displayed in the table. Select a catalog item.
 - (4) # Positions – Type in the number of positions to be added to the roster. The default is one.
 - (5) Restriction Type – Displays only for Overhead catalog items. Select 'Qualified Only', 'Trainee Acceptable', or 'Developmental' from the drop-down list.
 - (6) Click OK. The position is added to the selected configuration.
 - b. Delete Position – Deletes the selected position from the Assignment Roster. Multi-select is permitted. You cannot delete the root position of an Assignment Roster.
 - c. Remove Resource – Applicable only to positions with a resource assigned. Removes the assigned resource from the selected position. Multi-select is permitted.
 - d. Change Restriction – Applicable to Overhead positions only. Brings up the 'Change Restriction' pop-up dialog box. Select a restriction from the drop-down menu. If the position has a

resource assigned, the restriction cannot be changed to a level that the resource cannot meet. For example, if a position is filled with a resource that is a Trainee, the restriction cannot be changed to Qualified without first removing the resource.

- e. Delete All – Deletes all positions from the Assignment Roster (except the root request).
 - f. Build From Configuration.
 - (1) Applicable only to positions that are configurations.
 - (2) Cannot be used with the root request (i.e., applicable to all levels of hierarchy beyond the root).
 - (3) Adds the catalog items of the selected configuration to the Assignment Roster position.
4. Subordinate request numbering:
- a. All subordinate requests have the same catalog designation as the root request. For example, if the root request is 'C-6', all subordinate requests begin with 'C' also, even if they are for catalog items from other catalogs.
 - b. If request C-6 is for a catalog item with a configuration consisting of three catalog items, the subordinate requests are numbered C-6.1, C-6.2, and C-6.3 (1st level of hierarchy beyond the root).
 - c. If subordinate request C-6.2 is for a catalog item with a configuration consisting of two catalog items, the subordinate requests are numbered C-6.2.1 and C-6.2.2. (2nd level of hierarchy beyond the root).
5. 'View' Button – Drop-down list contains the following options. Views cannot be edited.
- a. Resource.
 - b. Home Unit.
 - c. Incident.
 - d. View Configuration Template.

- e. View Resource Roster.
6. 'Print' Button – Prints the Assignment Roster.
7. 'Add/Swap Roster Resources' section of the 'Assignment Roster' dialog box – Used to assign resources to Assignment Roster positions. The two tabs will be discussed first, followed by the 'Add/Swap' and 'View' buttons.
- a. 'Inventory' Tab of the 'Assignment Roster' dialog box – Displays resources qualified to fill the position selected in the 'Assignment Roster' table.
 - (1) Select/Enter filter criteria:
 - Radio buttons:
 - Assigned to Local Incidents.
 - Assigned to Non-local Incidents.
 - Unassigned Local Resources.
 - Unassigned Non-local Resources.
 - Unit ID.
 - Unit Name.
 - (2) Click 'Filter'. Filter results are displayed in the table. The following is displayed for each resource:
 - R – Indicates by an asterisk (*) whether the resource is reserved on another roster.
 - Resource – Name of the resource.
 - Home Unit – ID of the resource's Home Unit.
 - Status – The resource's status (e.g., 'Available', 'Reserved').
 - Local – Indicates by Yes/No whether the resource is local.

- Incident Number – The number of the Incident the resource is assigned to, if applicable.
- Incident Name – The name of the Incident the resource is assigned to, if applicable.

Accessible by clicking '>':

- Home Unit Name – Name of the resource's Home Unit.
 - Contact – Contact information for the Home Unit.
- b. 'Roster Position Resources' Tab of the 'Assignment Roster' dialog box – Displays the alternates (as designated on the 'Roster' screen) for the position selected in the 'Assignment Roster' table, as long as they are not already assigned to an Assignment Roster position.
- (1) Select a radio button (Same as 'Roster Position Resources' tab, with the addition of 'All' radio button).
 - (2) Click 'Filter'. Filter results are displayed in the table. The table is the same as for the 'Roster Position Resources' tab, with addition of two columns:
 - Roster Name – Name of the resource's roster, if applicable.
 - Primary – Applicable only to catalog items from the Aircraft, Crew, and Equipment catalogs. Indicates by Yes/No whether the catalog item of the selected Assignment Roster position is the resource's primary qualification (as set on the 'Resource Item' screen).
- c. 'Add/Swap' button – After selecting a resource in the table (of either tab), choose one of the following 'Add/Swap' options:
- (1) Add/Swap with Resource Only – Assigns the selected resource to the position selected in the 'Assignment Roster' table.

(2) Add/Swap with Resource using Roster – Available only for resources that have a roster. The following actions occur:

- The selected resource is assigned to the Assignment Roster position.
- The positions on the resource’s roster are added to the Assignment Roster, along with the resources assigned to those positions.

(3) Add/Swap with Resource using Configuration – Available only for resources qualified as catalog items that have configurations. The following actions occur:

- The selected resource is assigned to the Assignment Roster position.
- The configuration catalog items are added as positions on the Assignment Roster.

d. The following table shows the actions generated by selecting resources from the tabs:

If you select ...	The resulting action is ...
A resource assigned to a local Incident	The resource will be reassigned.
A resource assigned to a non-local Incident	A request will be placed to the Incident Dispatch requesting that specific resource.
An unassigned local resource	The resource will be used to fill the request.
An unassigned non-local resource	A request will be placed to the Home (or Preposition) Dispatch requesting that specific resource.

e. 'View' button – Drop-down list contains the following options. Views cannot be edited.

- (1) Resource.
- (2) Home Unit.
- (3) Roster.
- (4) Incident.

8. Click 'OK' to exit the Assignment Roster.
9. Note that once you click 'OK', you cannot again access the Assignment Roster.
 - a. If a resource on the Assignment Roster is 'Unavailable' (but not assigned to an Incident), the associated position is ignored.
 - b. All subordinate positions without assigned resources are ignored.