DETAILED LESSON OUTLINE

COURSE: ROSS Dispatch – Advanced

UNIT: 1 – Rosters

SUGGESTED TIME: 2 Hour 30 Minutes (1:30 Lecture, 1:00 Practice)

TRAINING AIDS: Computer projector, screen, PowerPoint presentation, computers (one for instructor and one per trainee) with Internet connection.

OBJECTIVES: Upon completion of this unit, the trainee will be able to:

1. Create and edit a roster.
2. Create and manage roster versions.
3. Quick Fill a resource with a roster using an Assignment Roster.
4. Fill a pending request for a configuration using an Assignment Roster.
5. Add an assignment roster to a configuration request filled with a single resource.
6. Refill a subordinate request.

ADVANCED UNIT 1 – Rosters

Changes since last version:

1. Add Assignment Roster – Added and revised text to state ROSS does not perform travel overlap checks for non-local subordinate resources. (p. 1.35, VIII.A.6 & 7)

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	01-01-ROSSD-SL
PRESENT UNIT OBJECTIVES.	01-02-ROSSD-SL
LOG ONTO ROSS (PAGOSA SPRINGS DISPATCH). **THE INSTRUCTOR USES A USER ACCOUNT WITH <u>LOCAL DISPATCH MANAGER PRIVILEGES ONLY</u>.**	**<u>Log into Pagosa Springs Dispatch.</u>**
BEFORE CONTINUING THE UNIT LECTURE: • **PERFORM A QUICK, UNINTERRUPTED WALK-THROUGH OF THE SCREENS AND MAJOR FUNCTIONS TO BE COVERED IN THIS UNIT.** • **USE THE 'EXTRA' RESOURCES IN THE TRAINING DATABASE AS APPROPRIATE TO DEMONSTRATE MAJOR ACTIONS.** • **DO NOT FIELD STUDENT QUESTIONS DURING THE WALK-THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE).**	
STUDENTS LOG ONTO ROSS (PAGOSA SPRINGS DISPATCH).	

OUTLINE	AIDS & CUES
ROSTER SCREEN Summary. • Accessed by 'Resource' menu. • Used to create and edit master rosters for resources classified as a catalog item with a configuration. • A roster is a list of positions (i.e., catalog items) with resources assigned. • Rosters can be created for Aircraft, Crew, Equipment, or Overhead resource items (but not Supply or Services items). • For resources with dedicated personnel (e.g., Type 1 Crews, overhead teams, and exclusive-use helicopters), a master roster expedites dispatching since it can be used to generate assignment roster. • A resource can have only one master roster, however multiple 'versions' of the roster can be maintained. All, some, or none of the positions on the master roster can be assigned to a given version. • A resource can be assigned to any number of rosters.	
I. 'SEARCH RESOURCES' DIALOG BOX (ROSTER SCREEN) • Displays when 'Roster' screen initially opened. • Also accessible via 'Search' button. • 'Set Search for Resources' section of dialog box.	Open Roster screen.
BRIELFY DISCUSS THE SEARCH CRITERIA.	Select Equipment. Click Search.
• 'Search Results' section of dialog box – Displays resources for which you are the Home Dispatch, excluding those that are on a contract of type CWN or Agreement.	Select **Engine 6**.
BRIEFLY DISCUSS THE TABLE COLUMNS.	

OUTLINE	AIDS & CUES
• 'View' button – Brings up View Resource screen.	Click View. Click Close. Click OK.
II. 'ROSTER' SECTION OF 'ROSTER' SCREEN	
A. Fields at top of screen:	
• Resource Name. • Roster Name. • Has Non-Local Resources. • Has Position with No Version.	
B. 'New' button – Not applicable if resource already has a roster.	Click New.
• Resource Name. • Roster Name • Table of configuration qualifications. • To use a qualification as template for roster: – Select qualification.	Select Engine T3.
EMPHASIZE THAT THE ROSTER IS BEING DEVELOPED FOR THE <u>RESOURCE</u>, INDEPENDENT OF ANY PARTICULAR QUALIFICATION SELECTED AS A TEMPLATE.	
– Check 'Use Selected Qualification with Configuration as Template' check box. – Positions are added to the roster in order they appear in the configuration. • If check box not checked, will build roster from scratch.	Check checkbox.
• 'View Configuration' button.	Click View Configuration button. Click '+'. Click Close.
• 'Enter Purpose/Documentation for Roster'. • Click OK.	Click OK.

OUTLINE	AIDS & CUES
• If select qualification having its own configuration, sub-configuration not added to roster.	
C. 'Edit' button – Used to edit roster name, and create and edit roster versions. Brings up 'Edit Roster' dialog box.	Click Edit.
• Resource Name – Cannot be edited in this dialog box. • Roster Name – Can change by clicking in field and typing. • 'New' button.	Click New.
– Enter name.	Enter 'Engine 6 Version 1'.
– Enter a one or two digit abbreviation or identifier in Code field.	Enter 'V1'.
– Default check box – Default version of master roster will be basis for assignment rosters.	Check checkbox.
– 'Save button.	Click Save.
	Create a 2nd version: Click New. Enter 'Engine 6 Version 2'. Enter 'V2'. Click Save.
• To edit a version, select it in table, revise information, and click Save. • 'Delete' (version) button. • Has Position with No Version – Yes/No whether a position on roster is not assigned to any versions. Only displays if roster has a version.	Click OK.
D. 'Search' button.	

OUTLINE	AIDS & CUES
E. 'View Resource' button.	Click View Resource button. Click Close.
F. 'Documentation' button.	Click DOC button. Click Cancel.
G. 'Delete' button (on main Roster screen) – Deletes the roster and all its versions.	
III. 'PRIMARY ROSTER POSITION' SECTION OF 'ROSTER' SCREEN	Leave Engine 6's roster displayed.
• Table defaults to displaying all positions on the roster, regardless of whether they are assigned to any versions. • 'Version' field – Can set version context of the table. Only displays if roster has at least one version.	Select Version 1. Select Version 2. **Select **ALL****.
POINT OUT HOW 'DEFAULT' IS APPENDED TO THE NAME OF VERSION 1.	
A. Primary Roster Position table.	
BRIEFLY DISCUSS THE TABLE COLUMNS.	
• Version – Roster versions to which the position has been assigned. Only applicable if there is a version. • Reserved – If a resource reserved for a roster, and resource is used independent of roster, warning message displays, but does not restrict use of resource. • # – Row number, which indicates sequential order of the roster position.	
POINT OUT THAT SEQUENCING OF ROSTER POSITIONS WILL BE DISCUSSED AFTER MORE POSITIONS ARE ADDED TO THE ROSTER.	

OUTLINE	AIDS & CUES
B. 'Action' button.	Click Action.
Cannot perform actions such as adding a position or changing a restriction while viewing a specific roster version; they must be performed while viewing the entire master roster.	
1. Add Position – Cannot add an alias, service, or Supply catalog item.	Select Add Position.
• 'Add Roster Positions' dialog box.	Select Overhead. Enter Item Code 'FFT1'. Click Filter. Set to 2.
BRIEFLY DISCUSS THE DIALOG BOX.	
• Positions are added to the bottom of the roster.	Display drop-down list. Click Apply. Click OK.
2. Sequencing of Positions.	
• Order of positions on master roster or master roster version dictates initial order of positions on assignment roster.	
• Two methods for changing:	
– 'Move Position Up/Down' buttons.	Select Position 4. Click Move Position Up button.
– 'Set To #' button.	Select Position 5. Enter '2' in Set To # field & click button.
3. Delete Position.	Select an FFT1 position. Click Action. Select Delete Position. Click OK.
• Deletes position from roster and all versions.	

OUTLINE	AIDS & CUES
• Position numbering is updated such that there are no gaps in the numbering.	
	Select an FFT2 roster position. Select a resource on Inventory tab. Click Add/Swap.
4. Mark as Reserved.	With the same position selected, click Action. Select Mark as Reserved.
5. Clear Reserved.	Click Action. Select Clear Reserved.
6. Change Restriction – Applicable to Overhead only. Error message displays if restriction changed such that an alternate for position no longer qualifies.	Click Action. Select Change Restriction. Display drop-down list. Click Cancel.
7. Remove Resource.	Click Action. Select Remove Resource. Click Yes.
	Switch rosters. Click Search. Search for and select **<u>Pagosa Springs #1</u>** (Equipment, S/T Engine, Type 3)

OUTLINE	AIDS & CUES
8. Assign Roster Versions – Used to add/remove positions to/from roster versions.	Click Action and select Assign Roster Versions.
• Only applicable if roster has at least one version. • Can access all versions of roster at same time, regardless of whether viewing a specific version on Roster screen. • Brings up 'Assign Roster Versions' dialog box.	
– Select a version from 'Positions For Version' drop-down list.	Select Version 1.
– Roster Positions table – Positions not yet assigned to the version.	Select: First 3 engine positions, the STEN position, and first 3 FFT2 positions.
– Add Position, Add All Positions, Remove Position, and Remove All Positions buttons. – Positions For Version table – Positions assigned to the version.	Click Add Position button.
	Repeat for Version 2: Select Version 2 from drop-down list.
	Select: Last 3 engine positions, the STEN position, and last 3 FFT2 positions.
	Click Add Position button.

OUTLINE	AIDS & CUES
	Click Close.
ON THE ROSTER SCREEN, WITH **ALL SELECTED IN THE VERSION DROP-DOWN LIST, POINT OUT THE VALUES IN THE VERSION COLUMN FOR EACH POSITION. ALSO NOTE THE 'NO' VALUE FOR 'HAS POSITION WITH NO VERSION'.**	
	Select a position with a resource assigned.
C. 'Go To' button.	Click Go To and display drop-down list.
D. 'View' button.	Select the position with Engine 1 assigned. Click View and display drop-down list. Select View Roster. Click Close.
E. 'Print' button.	
IV. 'ADD/SWAP ROSTER RESOURCES' SECTION OF 'ROSTER' SCREEN • Used to assign resources to roster positions. • Cannot perform add/swap while viewing a specific roster version – must display entire roster. • Resource cannot be 'removed' or from a status-only dispatch.	

OUTLINE	AIDS & CUES
A. 'Inventory' tab – Used to assign a resource from ROSS inventory to selected position, or add a resource as an alternate for the position.	
BRIEFLY DISCUSS THE FILTER CRITERIA. POINT OUT THAT THE UNIT ID AND NAME FIELDS REFER TO THE RESOURCE'S HOME DISPATCH, NOT THE CURRENT DISPATCH.	Select an unassigned Engine position. Click Filter. Select **Engine 3**.
1. 'Add as Alternate' button – Adds selected resource as an alternate to selected position.	Click Add as Alternate button.
POINT OUT THAT ENGINE 3 NOW APPEARS AS AN ALTERNATE FOR THE SELECTED POSITION.	Click Alternates tab.
	Return to Inventory tab.
2. 'Add/Swap' button.	
• If a resource is not yet assigned to selected position, assigns the selected resource.	Select an unassigned Engine position. Select **Engine 4**. Click Add/Swap.
• If a resource is already assigned to selected roster position, swaps out assigned resource with the selected resource. • If resource being added or swapped has its own master roster, it is not displayed as a nested roster.	Select the Engine position with Engine 4 assigned. Select Engine 3 from the Inventory tab. Click Add/Swap.

OUTLINE	AIDS & CUES
	Select an unassigned Engine position. Click Filter. Select any **Engine**. Click Add as Alternate button.
3. 'View' button.	Click View. Display drop-down list.
B. 'Alternates' tab – Used to assign a resource, identified as an alternate for a position, to the position as the primary.	<u>Select Alternates tab.</u>
• Alternates display in table.	Keep same unfilled Engine position selected.
• 'Add/Swap' button – Same as on 'Inventory' tab.	
• 'Remove' button – Removes selected resource as an alternate for selected position.	Select Engine that was just added as an alternate. Click Remove.
• 'View' button.	Click View. Display drop-down list.
STOP THE LECTURE HERE AND HAVE STUDENTS PRACTICE THE PARTS OF THE UNIT SCENARIO INVOLVING THE 'ROSTER' SCREEN.	

OUTLINE	AIDS & CUES
EXPLAIN THAT ASSIGNMENT ROSTER WILL NOW BE DISCUSSED FOR BOTH THE QUICK FILL AND PENDING REQUEST SCREENS.	Open **Quick Fill** screen in context of **Deer Valley** incident. Select Equipment. Select **Engine 12**.
QUICK FILL SCREEN	
V. QUICK FILLING A RESOURCE WITH A MASTER ROSTER	
A. **Assign with Master Roster** – Builds assignment roster using the resource's master roster.	Click Action. Select Assign with Master Roster.
• Resource cannot already have an open assignment roster. • Only parent resource must be a Quick Fill resource; subordinate resources on roster do not.	
• 'Select Master Roster Version' dialog box.	In Select Master Roster Version dialog box, select Version 1 and click OK.
• If selected resource and all members of roster are available, receive message stating they can be assigned immediately without accessing Assignment Roster.	**Click NO in Confirmation Message.** (we want the assignment roster to display)
• Positions added to assignment roster in order they appear on master roster (or master roster version). • If one or more roster positions are not filled with an available resource, 'Assignment Roster' dialog box appears. • Subordinate requests are not created for positions that do not have a resource assigned.	

OUTLINE	AIDS & CUES

B. **ASSIGNMENT ROSTER**.

1. Assignment roster is a temporary, request-specific roster consisting of a list of positions (i.e., catalog items) with resources assigned.

2. Used to manage creation, filling, and placing (non-local resources only) of subordinate requests for a selected parent request.

3. Fields in upper left of screen:

   - Master Roster has Versions – Indicates by Yes/No whether roster versions exist.
   - Assignment Resource Name – Defaults to name of resource, but can click in field and change.

4. 'Request Creation' section does not display when quick filling, so clicking OK closes out the assignment roster.

5. 'Assignment Roster' section of dialog box – Similar columns as on 'Roster' screen.

BRIEFLY DISCUSS THE TABLE COLUMNS.

Request column – Displays request associated with position.

- Each position has an assigned 'request', based on sequential order of the positions.
- Since root number of requests cannot be known until assignment roster is closed and parent request is created, it is displayed as a '?' (e.g., E-?.1)

6. Sequencing of Positions.

   - Order of positions dictates request numbers to be assigned to associated subordinate requests.

OUTLINE	AIDS & CUES
• Request for first subordinate position will always be numbered with suffix ‘.1’, second will be‘.2’, etc. • True at any level of nesting within assignment roster. • Can change using ‘Move Position Up/Down’ buttons or ‘Set To #’ button. • Cannot move a position down to another position that is the parent of a nested group. • If parent of a nested group is moved, all positions within the group are moved so as to stay with the parent.	
7. **'Action' button** (in 'Assignment Roster' dialog box).	Select root position of assignment roster (with **Engine 12** assigned).
EXPLAIN THAT ONLY DIFFERENCES FROM THE ROSTER SCREEN WILL BE DISCUSSED.	
a. Add Position. • Used to add a subordinate position under selected configuration position. • If a resource is assigned to the position, it must be local.	Click Action. Select Add Position. Select Equipment. Select Engine. Click Filter. Select Engine T3. Click OK.
b. Delete Position – When a position is deleted, position numbering is updated to avoid gaps. c. Remove Resource. • Resource cannot be removed from a position if a request has already been created for the position.	Select an assigned OH position. Click Action and display drop-down list.

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• If position has subordinates, they are deleted.	
d. Change Restriction (Overhead only) – Receive warning if a primary or alternate cannot meet new restriction. Clicking Yes removes assigned resource.	Select Change Restriction. Display Restriction drop-down list. Click Cancel.
e. Delete All – Deletes all positions except root.	Click Action and display drop-down list. Select the Engine T3 position that was just added to the roster.
f. Build From Configuration – Builds out subordinate positions of selected configuration position. • Not applicable to root. • Positions added in order they appear in the configuration. • If a resource is assigned, it must be local. • Not applicable if subordinate request has been created for the position.	Click Action. Select Build From Configuration. Click '+' next to folder for Engine T3.
EXPLAIN THAT TO DEMONSTRATE THE NEXT FUNCTIONALITY, WE MUST FIRST ASSIGN A LOCAL RESOURCE TO THE ENGINE T3 POSITION. ADD/SWAP IS DISCUSSED IN DETAIL LATER.	With Engine T3 position still selected, select **Engine 350** from the Inventory tab. Click Add/Swap button. Select **Add/Swap with Resource Only**.

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g. Set/Unset Add Roster Later – Used to indicate whether there is intention to add assignment roster later to request to be created for selected configuration position.	Click Action and select Set/Unset Add Roster Later.
POINT OUT THAT (ADD ROSTER LATER) WAS ADDED TO THE END OF THE ENGINE, TYPE 3 POSITION TITLE IN THE ASSIGNMENT ROSTER TABLE.	
• Must be true for selected position: – Has a local resource assigned. – Has no subordinate requests. – Assigned resource is not currently assigned to another request. – Assigned resource is not on a CWN or Agreement contract. • To clear setting, select Set/Unset Add Roster Later again.	**<u>Clear setting</u>**: Select Set/Unset Add Roster Later again.
POINT OUT THAT YOU DO NOT NEED TO INDICATE INTENT TO ADD AN ASSIGNMENT ROSTER LATER IN ORDER TO ACTUALLY ADD AN ASSIGNMENT ROSTER LATER.	
h. Build From Master Roster – Applies master roster of selected resource to selected configuration position.	Click Action. Select Build From Master Roster.
• If two or more versions exist, Select Master Roster Version dialog box displays. • Clears any existing subordinate positions of selected parent position. • Positions are added to assignment roster in order they appear on master roster. • Can be used to change the master roster version currently applied to a position.	

OUTLINE	AIDS & CUES
8. 'View' Button.	Select root position. Click View. Display drop-down list.
9. 'Print' Button.	
10. **'Add/Swap Roster Resources' section of 'Assignment Roster' dialog box** – Used to assign resources to positions. • When assigning non-local resource, only resource can be assigned, not the configuration or roster. • However, non-local resource can be reassigned with roster or configuration if your dispatch is resource's current dispatch. • A resource from a status-only dispatch cannot be assigned to an assignment roster position. The associated pending request must be placed and filled status-only.	
EXPLAIN THAT THE TWO TABS WILL BE DISCUSSED FIRST, FOLLOWED BY THE 'ADD/SWAP' AND 'VIEW' BUTTONS.	
a. 'Inventory' Tab of 'Assignment Roster' dialog box.	Ensure Inventory tab displayed.
BRIEFLY DISCUSS THE FILTER CRITERIA AND TABLE.	
• For a resource to display it must: – Be a non-removed inventory. – Have a qualification matching selected position. ▪ If Overhead with restriction of Developmental, resource need only be from same catalog.	Select Firefighter position filled with **Felix Gupta**. Leave Unassigned Local Resources radio button selected. Click Filter.

OUTLINE	AIDS & CUES
▪ Qualification can be expired unless position is Overhead with restriction of Developmental. – If Overhead, have a qualification status matching restriction placed on position as follows: ▪ If restriction is Trainee Acceptable, status must be Trainee or Qualified. ▪ If restriction is Trainee Required, status must be Trainee. ▪ If restriction is Developmental, status can be any value as long as resource is qualified. ▪ If restriction is Qualified Only, status must be Qualified.	
b. 'Roster Position Resources' Tab of 'Assignment Roster' dialog box. **BRIEFLY DISCUSS THE FILTER CRITERIA AND TABLE.** • Column of note: 'Primary' – Applicable only to Aircraft, Crew, and Equipment catalogs. Indicates by Yes/No whether catalog item is resource's primary qualification. • For a resource to display it must: – Not yet be assigned to a position on the assignment roster. – Not be 'Returned from Assignment'. – Be designated as either a primary or alternate on a position on master roster for same catalog item. Exception: If Overhead with restriction of Developmental, resource need only be on roster position from same catalog.	Leave same position selected. Select Roster Position Resources tab. Click Filter.

OUTLINE	AIDS & CUES
– Have a qualification matching assignment roster position. Exception: If Overhead with restriction of Developmental, resource need only be from same catalog. – If Overhead, have a qualification status matching restriction placed on position as follows: ▪ If restriction is Trainee Acceptable, status must be Trainee, Qualified, or Unknown. ▪ If restriction is Trainee Required, status must be Trainee. ▪ If restriction is Qualified Only, status must be Qualified or Unknown.	
c. **'Add/Swap' button**.	Still on **Roster Position Resources tab**, select **Joe Patrick**. Click Add/Swap. Display drop-down.
• Add/Swap with Resource Only – Assigns selected resource to selected position. – If resource is local, and position has resource assigned and sub positions, resource is replaced and sub positions and assigned resources are retained. – If resource is non-local, and position is a configuration, the resource is assigned but all sub positions are deleted.	Select Add/Swap With Resource Only.

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	Select **Inventory tab**. Select Engine T3 position filled with **Engine 350**.
• Add/Swap with Resource Only (Add Roster Later) – Assigns group resource as a single resource, with intention to add assignment roster later. Displays only if: – Position is for a configuration catalog item. – Resource is: ▪ Local. ▪ Not currently assigned to a request. ▪ Not on a CWN or Agreement contract.	Select **Engine 400** in the table. Click Add/Swap button and select Add/Swap with Resource Only (Add Roster Later).
• Add/Swap with Resource using Roster – Assigns the resource and its master roster. – Displays only if: ▪ Position is for a configuration catalog item. ▪ Resource has a master roster. – If resource has roster with multiple versions, and no default designated Select Master Roster Version dialog box displays. – Master roster positions and assigned resources are added to assignment roster. – If position already has sub positions, they are replaced with the master roster positions. – Positions added in order they appear on master roster.	Click Add/Swap button and display drop-down list.

OUTLINE	AIDS & CUES
• Add/Swap with Resource using Configuration – Assigns resource to selected position, and adds the subordinate positions of the configuration – Displays only if: ▪ Position is for a configuration catalog item. ▪ Resource is local. – If position already has sub positions, they are replaced with the configuration positions. – Positions added in order they appear in configuration.	
• At any level of nesting, a resource cannot be assigned to a subordinate position if there is not a resource assigned to the parent position.	
d. 'View' button.	Click View and display drop-down list.
11. Click OK to exit. Cannot again access the assignment roster.	**Click Cancel**.
12. If a resource on assignment roster is Unavailable (but not assigned to an incident), associated position is ignored.	
13. All subordinate positions without assigned resources are ignored.	
14. Requests are generated and filled, and resources are set 'At Incident'.	
15. When subordinate requests created for positions with non-local resources assigned:	

OUTLINE	AIDS & CUES
• If resource is unassigned, ROSS places request to home (or preposition) dispatch. • If resource is assigned, ROSS places request to incident dispatch requesting that specific resource.	
STOP THE LECTURE HERE AND HAVE STUDENTS PRACTICE THE PARTS OF THE UNIT SCENARIO INVOLVING THE 'QUICK FILL' SCREEN.	
EXPLAIN THAT ASSIGNMENT ROSTERS INITIATED FROM THE PENDING REQUEST SCREEN WILL BE DISCUSSED NEXT.	Open **Pending Request** screen in the context of **Deer Valley** incident.
PENDING REQUEST SCREEN	
VI. FILLING A PENDING REQUEST FOR A CONFIGURATION	Select Equipment. Click Filter. Select Engine T3 request.
A. 'Available' tab 'Fill' button contains following options for filling a configuration request with an assignment roster: • Fill with Assignment Roster using Master Roster. • Fill with Assignment Roster using Configuration. • Fill with Assignment Roster (build from scratch). • Fill with Assignment Roster for Selected Items.	Ensure Available tab is displayed. Click Query. Select **Engine 7**. Click Fill button. Display drop-down list.

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• Fill with Prepositioned Roster. • Reassign Prepositioned Roster. • Fill with Temporary Group.	
EXPLAIN THAT DUE TO SIMILARITIES IN THE ASSIGNMENT ROSTER FOR THE VARIOUS FILL OPTIONS, ONLY THE FOLLOWING THREE WILL BE DISCUSSED: • 'Fill with Assignment Roster using Master Roster'. • ‘Fill with Prepositioned Roster’. • ‘Reassign Prepositioned Roster’.	
B. **‘Fill with Assignment Roster using Master Roster’**.	With Engine T3 request and **Engine 7** resource selected, click Fill and select 'Fill with Assignment Roster using Master Roster'.
EXPLAIN THAT MOST OF ASSIGNMENT ROSTER WAS PREVIOUSLY DISCUSSED AS PART OF QUICK FILLING, THEREFORE ONLY THE <u>DIFFERENCES</u> WILL BE DISCUSSED HERE.	
1. 'Request Creation Options' section of Assignment Roster – Dictates resource and request actions to be performed when dialog box is closed.	
a. 'Save and continue later' radio button – No requests are generated.	Select 'Save and continue later' radio button. Click OK. <u>On Pending Request screen:</u> Select Engine T3 request associated with **Engine 7**.

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	Click Action. Select Continue Assignment Roster.
b. 'Commit Resources (save and continue unassigned later)' radio button. • Creates and fills subordinate request for each position with assigned resource. • Unassigned positions are unaffected (i.e., no pending requests are created). • 'Unavailable' resources must be removed or replaced with available resource. • After clicking OK, Fill Request dialog box displays. • Travel option selected applies to all resources being assigned at that time. • If ETD/ETA is set for parent, cannot overlap assignment history of any sub resources. If overlap, ROSS sets sub to Travel TBA. • Cannot edit sub requests or their resources via assignment roster.	Select 'Commit Resources (save and continue unassigned later)' radio button.
c. 'Commit Resources and Create Outstanding Requests' radio button – Same as 'Commit Resources (save and continue unassigned later)' radio button except pending subordinate request created for each unassigned position.	Select 'Commit Resources and Create Outstanding Requests' radio button. **<u>Do NOT check 'Set as Filled' check box</u>**. Click OK.

OUTLINE	AIDS & CUES
	Select 'Set At Incident'. Enter a contact. Click OK.
POINT OUT THE SUBORDINATE REQUESTS THAT WERE CREATED. **EXPLAIN THAT THE SUBORDINATE REQUESTS, THOUGH THEY ARE FOR OVERHEAD ITEMS, BEGIN WITH 'E' BECAUSE THE PARENT REQUEST BEGINS WITH 'E'.**	<u>On Pending Request screen</u>: To display subs that were created, click Filter to refresh pending Equipment requests. Select Engine T3 request associated with **Engine 7**. Click Action. Select Continue Assignment Roster. Select 'Commit Resources and Create Outstanding Requests' radio button.
d. 'Set [request number] as Filled' check box. • Applicable only with 'Commit Resources and Create Outstanding Requests' radio button. • Sets root request as 'filled'. • Closes out the assignment roster in ROSS.	**<u>Check 'Set as Filled' check box</u>**. Click OK.

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	In Fill Request dialog box, set No Travel, enter a contact, and click OK.
	On Pending Request screen, filter for and select Deer Valley request for Incident Obligation Team.
C. **'Fill with Prepositioned Roster' and 'Fill with Temporary Group'** options.	Query Available tab. Select Incident **Obligation Team #2**.
1. 'View Prepositioned Group' in 'View' button beneath tabs on Pending Request – Allows assignment roster of prepositioned group to be viewed.	Click View and select View Prepositioned Group. Click Close.
2. For temporary group, 'Assignment Resource Name' field defaults to blank and a name must be entered.	Click Fill button. Select Fill with Prepositioned Roster.
3. 'Request Creation Options' section of assignment roster does not display.	
4. Following positions from preposition assignment roster are included on new assignment roster. Positions filled with resources:	

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• With status of Available, Reserved, Mob En Route, Tentative Release (At Incident), Released (At Incident), or Reassigned (At Incident) on preposition incident. • Assigned to a non-preposition incident, regardless of status.	
5. Following positions from preposition assignment roster are <u>not</u> included on new assignment roster: • Positions that have not been filled. • Positions where assigned resource is: – Unavailable. – Demob En Route from preposition incident. – Reassigned (At Incident) on a non-preposition incident.	
6. 'View Pending Requests' in 'View' button beneath table – Displays requests still pending for prepositioned group.	Click View and select View Pending Requests.
POINT OUT THAT THERE WAS A PENDING REQUEST ON THE PREPOSITION ROSTER, AND IT DID NOT CARRY OVER TO THE ASSIGNMENT ROSTER.	Click Close.
7. 'Inventory' Tab – If selected parent resource prepositioned, does not display resources that are part of the prepositioned group.	
8. 'Roster Position Resources' Tab – Only displays if using 'Fill with Temporary Group' option. Displays resources from master roster not currently assigned to assignment roster position.	

OUTLINE	AIDS & CUES
9. ‘Remaining Roster Resources’ Tab – Only displays when filling a request with a prepositioned group using the ‘Fill with Prepositioned Roster’ option. Resource must: • Not yet be assigned to a position on the assignment roster. • Be a non-removed inventory. • Not be ‘Returned from Assignment’. • Not be from a status-only dispatch. • Have a qualification matching position (unless Developmental Overhead, in which resource need only be from same catalog). • If Overhead, have a qualification status matching restriction placed on position as follows: – If restriction is Trainee Acceptable, status must be Trainee, Qualified, or Unknown. – If restriction is Trainee Required, status must be Trainee. – If restriction is Qualified Only, status must be Qualified or Unknown. • Have one of following be true with respect to its preposition assignment: – Resource is currently Available or Unavailable on the preposition. – Resource was subsequently assigned to a local non-preposition incident. – Resource was subsequently assigned to a non-local non-preposition incident with the ‘Release to Preposition’ option selected.	Select ‘Remaining Roster Resources’ tab.

OUTLINE	AIDS & CUES
10. 'Add/Swap' Button. • 'Add Swap with Resource using Roster' – Disabled on 'Remaining Roster Resources' tab. • 'Add/Swap with Resource using Prepositioned Roster'. – Available only if selected position is configuration, and selected resource has prepositioned roster. – Adds parent resource and all subordinates from prepositioned group to assignment roster.	
	In assignment roster click OK. Enter any travel and contact information. Click OK.
11. **'Fill with Temporary Group'**. **POINT OUT THAT THERE ARE NO PHYSICAL DIFFERENCES IN THE ASSIGNMENT ROSTER WHEN FILLING WITH A TEMPORARY GROUP.** • Delete positions you do not want to be part of temporary group. • After filling selected configuration request with a portion of prepositioned group, parent and remaining subordinates are available to fill requests on other non-preposition incidents.	

OUTLINE	AIDS & CUES
D. **'Reassign Prepositioned Roster'** option. • Reassigns prepositioned group to a new preposition incident. • Not enabled if any subordinates currently assigned to non-preposition incident or are unavailable. • Displays Reassign Roster screen, based on assignment roster of selected parent resource.	
EXPLAIN THAT REASSIGN ROSTER IS DISCUSSED NEXT AS PART OF REASSIGNING A PARENT RESOURCE.	**Select non-local Bear Lake incident**.
VII. REASSIGNING THE PARENT OF A CONFIGURATION	
• When resource on parent request is reassigned, **'Reassign Roster'** screen is displayed.	Filter for and select an Engine T3 request (placed to PSD).
EXPLAIN THAT SINCE REASSIGN ROSTER IS VERY SIMILAR TO ASSIGNMENT ROSTER, THIS MATERIAL WILL BE COVERED QUICKLY.	Select **Engine 7** from At Incident tab.
• Statements in bottom section of screen.	
BRIEFLY DISCUSS THE STATEMENTS.	Click Reassign.
• When parent reassigned, filled subordinate requests on original assignment inherit travel selected for parent to new assignment. • Resources (on parent and subordinates) reassigned in context of qualification they are presently using. • Order of positions, and their associated subordinate request number suffixes, are retained. • Disposition of a parent request and its subordinates after a reassignment is dependent on status of requests at time of reassignment.	Click Cancel.

OUTLINE	AIDS & CUES
	Open **Request Status** screen. Select **Deer Valley** incident request for Engine T3 filled with **Engine #33**.
VIII. ADDITIONAL ACTIONS	
A. Add Assignment Roster – Used to add assignment roster to a configuration request that was filled with a single resource.	Click Action. Select Add Assignment Roster.
1. Intent to add roster later does not have to have been indicated for request.	
2. Only filling dispatch can add an assignment roster.	
3. Option only displays if:	
• Request:	
– Is not for an Overhead item. – Does not have status of Reassigned. – Must be resource's current assignment if non-prepo, or if prepo'd must be the prepo assignment.	
• Resource:	
– Is inventory. – Not on CWN or Agreement contract. – One of following is true: ▪ Not prepositioned and the request is the resource's current assignment. ▪ Prepositioned and the request is the resource's current preposition assignment.	

OUTLINE	AIDS & CUES
4. Brings up Add Assignment Roster Option dialog box. • Add Assignment Roster using Configuration – Position added to assignment roster in order they appear in the configuration. • Add Assignment Roster (build from scratch). • Add Assignment Roster using Master Roster. – If two or more versions of master roster exist, and no default is designated, Select Master Roster Version dialog box displays. – Positions added to assignment roster in order they appear on master roster.	Click Add Assignment Roster using Master Roster radio button.
EXPLAIN THAT THE REQUEST CREATION OPTIONS ARE DIFFERENT WHEN AN ASSIGNMENT ROSTER IS BEING ADDED TO A REQUEST VERSUS BEING CREATING AS PART OF FILLING THE REQUEST. **POINT OUT THAT THE ENGINE TYPE 3 REQUEST WAS FILLED VIA 'FILL WITH SINGLE RESOURCE (ADD ROSTER LATER)' METHOD.** 5. 'Add Assignment Roster' Request Creation Options. • Primary difference is that no pending requests can be created (i.e., positions without an available resource assigned are deleted). • Add Assignment Roster Option dialog box. • 'Save and continue later' radio button – Same functionality as previously discussed.	

OUTLINE	AIDS & CUES
• ‘Commit Resources (delete unassigned)’ radio button displays instead of 'Commit Resources (save and continue unassigned later)' radio button. – Creates sub requests for positions for which assigned resource does not have a status of Unavailable. – Once selected and OK button clicked, you cannot again access assignment roster. • 'Commit Resources and Create Outstanding Requests' radio button – Disabled. • 'Set [request number] as Filled' check box – Disabled.	Click Commit Resources (delete unassigned) radio button. Click OK.
6. ROSS performs following when assignment roster added: • If parent resource is Reserved, Mob En Route, At Incident or Available (on prepo) when assignment roster added: – Requests created and filled for assigned positions. – Resources on local non-prepo are reassigned. – For resources on non-local incident, requests placed to current dispatch. – For unassigned non-local resources, requests placed to home dispatch. – Travel of parent copied to filled subordinate requests. – Requests not created for unassigned positions or positions with unavailable resource assigned. – Requests not created for local resources with assignment history that overlap parent’s travel.	

OUTLINE	AIDS & CUES
• If parent resource is Released (At Incident), Tentative Released, or Demob En Route when assignment roster added – Same as above, with exception of two request placing actions.	
7. Travel Assignments Overlap – In general, when adding an assignment roster, travel set for each local resource cannot overlap any other assignments in resource's history. No check for travel overlaps with non-local resources.	
	Select Engine T3 request filled with **Engine 450**.
B. Continue Assignment Roster – Used to access an in-progress assignment roster.	Click Action. Select Continue Assignment Roster.
• Only displays if true for request: – Has an associated assignment roster. – Your dispatch is filling dispatch. – Is not on source incident undergoing merge. • Not available once root request has been set to filled (on Assignment Roster).	Click OK.
C. Cancel Assignment Roster – Used to cancel an in-progress assignment roster.	
• Cannot cancel once a subordinate request has been created • Displays only if true for request: – Has an associated assignment roster. – Has no subordinate requests. – Your dispatch is filling dispatch. – Is not on a source incident undergoing a merge.	

OUTLINE	AIDS & CUES
	Open **Pending Request** screen. Select **Deer Valley** Engine 450 subordinate FFT2 request.
D. Refill Subordinate Request – Applicable only to subordinate requests unfilled (on 'Request Status'). Brings up 'Refill Subordinate Request' dialog box.	Click Action. Select Refill Subordinate Request.
POINT OUT THAT THE REFILL SUBORDINATE REQUEST FUNCTIONS SIMILAR TO THE REASSIGN ROSTER DIALOG BOX.	Click Cancel.
IX. PRACTICE SESSION **(HAVE STUDENTS COMPLETE THE FINAL PART OF THE UNIT SCENARIO INVOLVING THE 'PENDING REQUEST' SCREEN).**	
REVIEW UNIT OBJECTIVES.	01-03-ROSSD-SL
QUESTIONS?	
REQUEST STUDENTS FILL OUT UNIT EVALUATION.	