

Building a Roster from Scratch

DATE: 08/19/10

VERSION 2.12

Use this card when you want to build an assignment roster from scratch based on the configuration template. This task applies **only** for WC (With Configuration) requests for aerial-delivered firefighters.

To dispatch aerial-delivered firefighters by building the assignment roster from scratch

Perform the following tasks in order, as outlined in this Quick Reference Card!

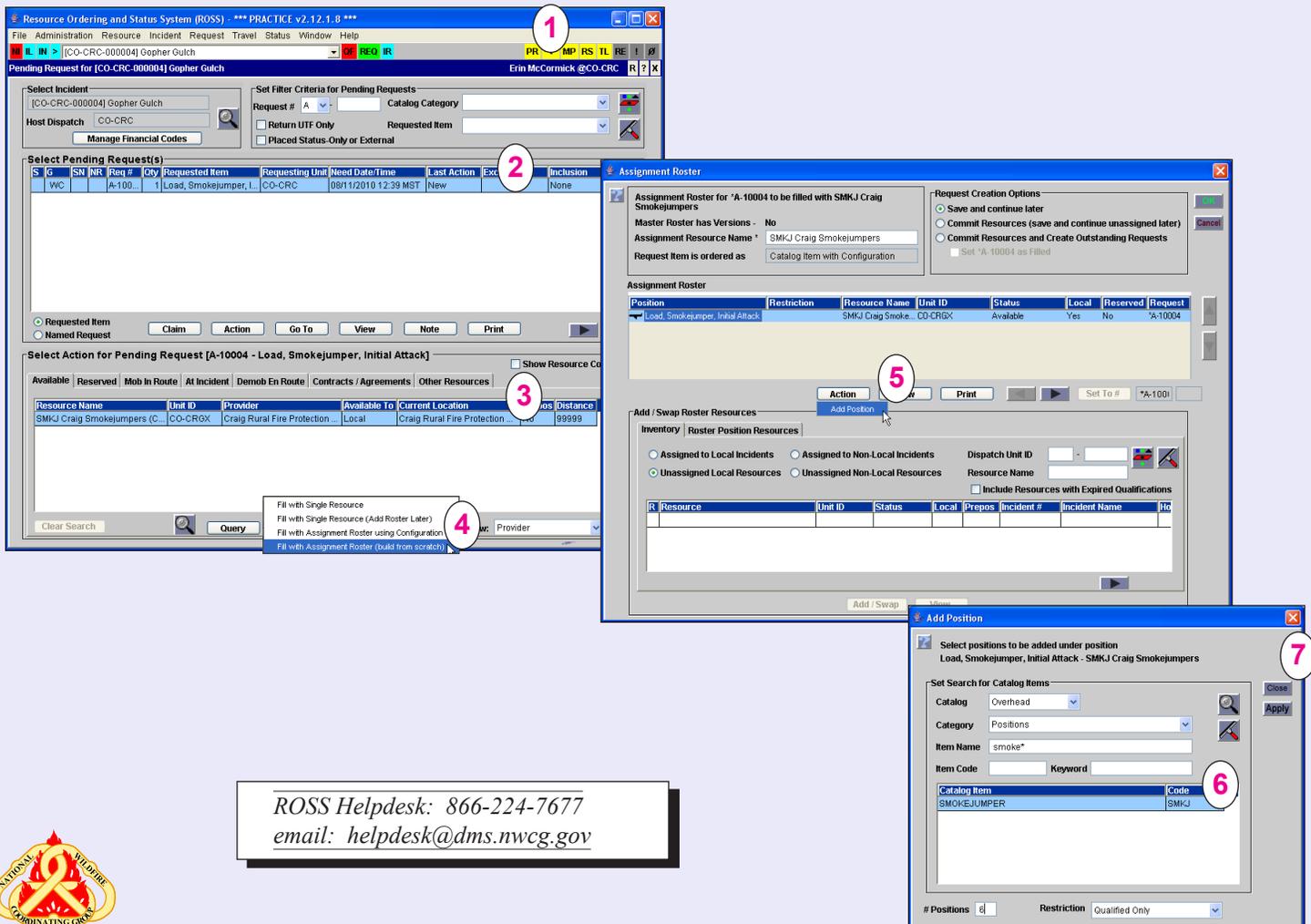
1. Fill an IA load of smokejumpers request and build the assignment roster from scratch.
2. Assign smokejumper resources to assignment roster positions.
3. Set travel for the IA load of smokejumpers request.

To fill an IA Load of smokejumpers request and build the assignment roster from scratch

- 1 On the Request menu, click Pending Request, or click **PR**

- 2 On the Pending Request screen, search for and then click to select the IA Load of Smokejumpers request of your choice.
- 3 On the Available tab, click **Query** and then click to select the Resource Name of your choice.
- 4 Click **Fill** and then click to select Fill with Assignment Roster (build from scratch).
- 5 On the Assign Roster dialog box under Assignment Roster, click to select the Catalog Item from which to build the assignment roster, click **Action** and then click to select Add Position.
- 6 On the Add Assignment Roster Position dialog box, search for and then click to select the overhead position of your choice, and then click **Apply**
- 7 When finished adding all overhead positions, click **Close**

Next, assign resources to the roster positions and complete the travel arrangements as directed on the next page. 



1 Pending Request for [CO-CRC-000004] Gopher Gulch

2 Select Pending Request(s)

S	B	SM	NR	Req #	City	Requested Item	Requesting Unit	Need Date/Time	Last Action	Exc	Inclusion
				A-100...		Load, Smokejumper, I...	CO-CRC	08/11/2010 12:38 MST	New		None

3 Select Action for Pending Request [A-10004 - Load, Smokejumper, Initial Attack]

Resource Name	Unit ID	Provider	Available To	Current Location	Pos	Distance
SMKJ Craig Smokejumpers (C...	CO-CRC0X	Craig Rural Fire Protection ...	Local	Craig Rural Fire Protection ...		99999

4 Fill with Assignment Roster (build from scratch)

5 Assignment Roster

Assignment Roster for *A-10004 to be filled with SMKJ Craig Smokejumpers

Position	Restriction	Resource Name	Unit ID	Status	Local	Reserved	Request
Load, Smokejumper, Initial Attack		SMKJ Craig Smoke... CO-CRC0X		Available	Yes	No	*A-10004

6 Add / Swap Roster Resources

R	Resource	Unit ID	Status	Local	Prepos	Incident #	Incident Name	IR
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7 Add Position

Select positions to be added under position Load, Smokejumper, Initial Attack - SMKJ Craig Smokejumpers

Set Search for Catalog Items

Catalog: Overhead
Category: Positions
Item Name: smoke*
Item Code: Keyword

Catalog Item	Code
SMOKEJUMPER	SMKJ

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To assign smokejumper resources to assignment roster positions

- 1 On the **Assign Roster** dialog box, click to select the **Position** of your choice.
- 2 On the **Inventory** tab, click to select the **Resource** of your choice, click **Add / Swap** and then click to select **Add/Swap with Resource Only**.
Repeat step #2 to assign all smokejumper resources to the assignment roster positions.
- 3 When finished, click **Commit Resources and Create Outstanding Requests**, click the **Set [Request#] as Filled** check box, and then click **OK**.
- 4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

To set travel for the IA load of smokejumpers request

- A** On the **Fill Request** dialog box, perform one of the following:
- Click to select **Set Travel**, click **ETA** and then click to select the **ETD** and **ETA** of your choice. In the **Mode of Travel** text box, type the **name of the smokejumper aircraft** to be used. Complete the **Assigning Contact** text box, click **OK** and then click **OK**.
- OR**
- Click to select **Set At Incident**, complete the **Assigning Contact** text box, click **OK**.
- B** On the **Request Action Message** dialog box, click **OK**.

The best time to set travel is when you are filling the request. For an IA load of smokejumpers you have two basic options:

Set Travel. This option allows you to designate the ETD, ETA, and the smokejumper aircraft that will be used. The parent travels with this selection, and the pending subordinate requests display on the Pending Request screen to be placed, filled, or canceled.

Set At Incident. This option allows you to set the parent at the incident. The pending subordinate requests display on the Pending Requests screen to be placed, filled, or canceled.