Create and Quick Fill Helicopters with Rosters

Windows 7

To create a helicopter resource item

1 On the **Resource Item** screen, click **Aircraft**, and then click New

2 On the **ROSS Confirmation Message** dialog box, click No

3 Complete the following text boxes, and then click SAVE

- Call Sign
- Registration Number
- Provider.

4 Click the **Classification** tab, and then click New

5 On the **Add Classification/Qualification** dialog box, add the appropriate **Classification**, and then click

6 On the **Classification** tab, complete the **Quick Fill** and **Primary Settings**.

To create a roster for the new helicopter

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

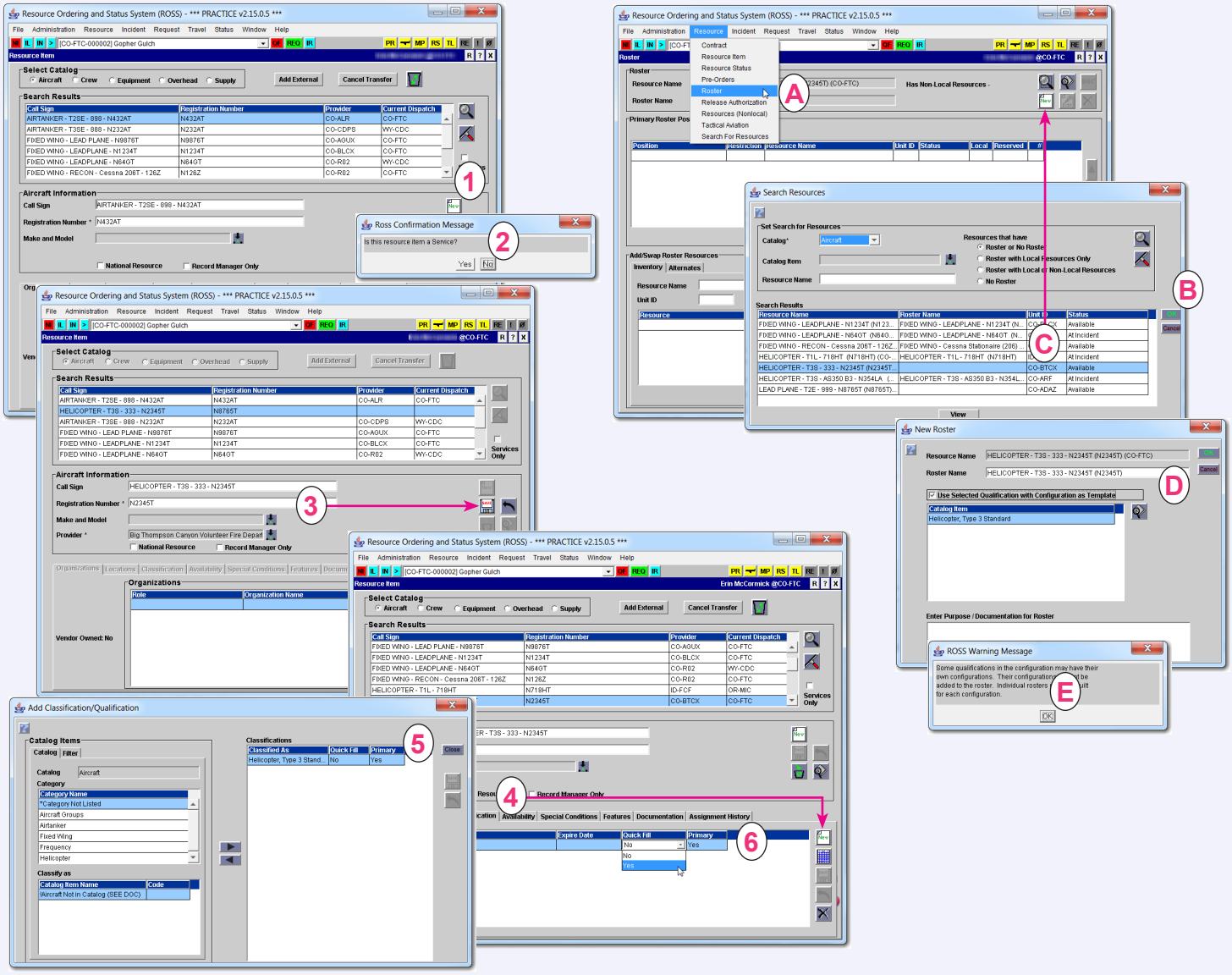
B On the **Search Resources** dialog box, search for and click the **Helicopter Resource Name** of your choice, click OK and then click New on the **Roster** screen

C On the **New Roster** dialog box, perform the following, and then click OK

- click the **Use Selected Qualification with Configuration as Template** check box
- click the **Helicopter Type** to add the **Helicopter Configuration** to the **Helicopter Resource**

You may add resources to the positions on the Roster screen now, or add them later at the time of the assignment. See the next page to add roster resources at the time of the assignment.

D On the **ROSS Warning Message** dialog box, click OK



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To Quick Fill a helicopter request for a local incident

1 On the **Request** menu, click **Quick Fill**, or click QF

2 On the **Quick Fill** screen, select the **Quick Fill Helicopter** of your choice.

3 Click Action and then click **Assign with Master Roster**.

4 On the **Assignment Roster** dialog box, click the **Position** of your choice, click the **Resource** of your choice, click and then click **Add/Swap with Resource Only**.

If there are subordinate resources already added to the roster and they all available, you may edit the roster or continue with the Quick Fill.

5 When finished assigning the roster resources, click OK

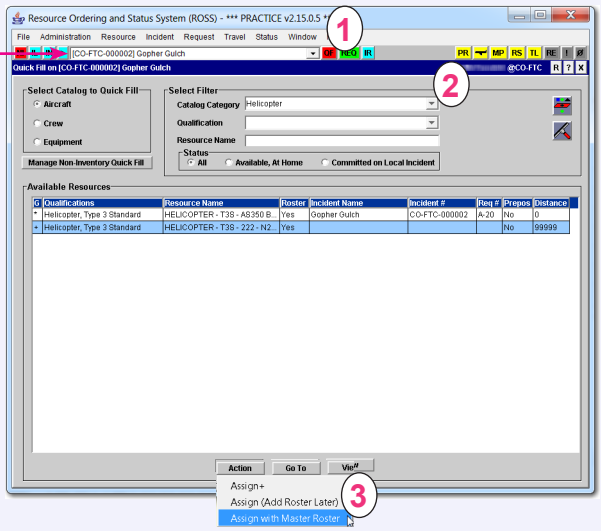
6 On the **ROSS Confirmation Message** dialog box, click Yes

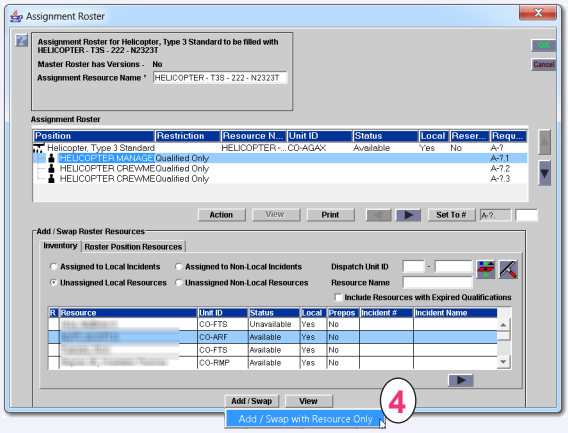
7 On the **Request Action Message** dialog box, click OK

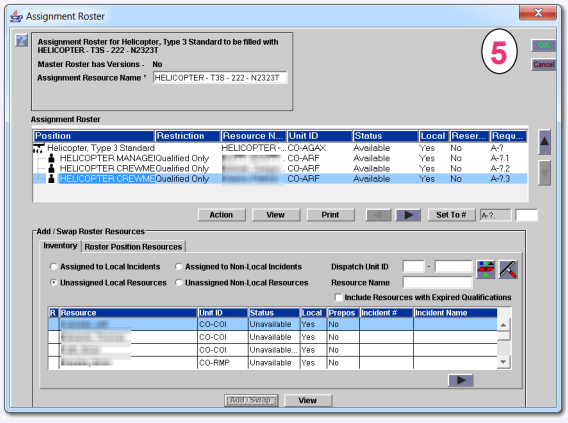
To	*Do this*
Reassign a helicopter that has a roster	Access the Air Tactical, Incident Resources, or Pending Request screen.
Divert a helicopter that has a roster	Access the Air Tactical screen.
Add a subordinate request to a helicopter that has a roster	Access the Incident Resources or Request Status screen.

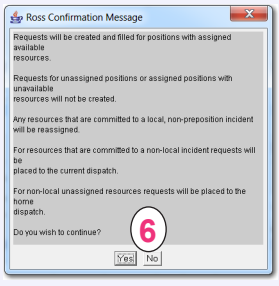
To fill a Pending Request for a helicopter for non-local incidents, access the Pending Request screen.

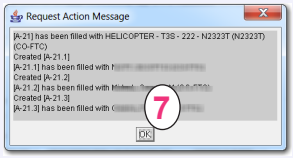
Before you Quick Fill, be sure the correct incident is displaying here!











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