Basic IROC Training: Student Guide

Assignment Rosters

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1. Objectives

Upon completion of this unit, you will be able to:
• Fill a request using an assignment roster
• Manage roster items on a request
• Fill nested rosters

2. Assignment Rosters Overview

An assignment roster is created when filling a request that has a configuration. That request is called the parent request. You work with the assignment roster to generate the subordinate requests for the parent request.

Example:
An Engine Type 6 is defined in the IROC catalog as having a configuration.
That configuration is defined as an Engine, Type 6, plus one Engine Operator and two Fire Fighter Type 2s.
The final assignment roster would have a single parent request for the engine, a subordinate request for the engine operator, and two more subordinate requests, one for each firefighter.
To generate the assignment roster, you first have to fill the parent (the Engine, Type 6, in our example). You then have the option of filling the configuration.

**Note:** Because of the Agile development used to create IROC, some of the screenshots, action buttons, and filters described here will be different from what you may see in the IROC instance you are viewing.

### 3. Fill a Request Using an Assignment Roster

When you fill a request for an item that has a configuration, IROC presents the **Rosters** tab on the Manage Requests screen, allowing you to create an assignment roster and generate the subordinate requests. Click on this tab to see the **Filling Options** drop-down.

On the **Rosters** tab, you can choose from the following four filling options:

- **Fill with Single Resource** – After filling with a single resource, no further action is needed.
- **Fill with a Master Roster** – Choose this to fill the request with one of the resource's master rosters, if any exist, to get a set of roster positions, all or some of which have resources identified.
- **Fill with Configuration** – Fill the request using the catalog configuration associated with the requested item to have a starting set of roster positions with no resources identified.
- **Start from Scratch** – Start a new assignment roster from scratch so you can add the roster positions and identify the resources for each based on your needs.

**Note:** Regardless of which method you use to generate the assignment roster, you can add, reorder, and remove assignment roster positions on the **Roster** tab.

**Note:** To fill a request using an assignment roster, the parent request must be filled. The yellow status bar at the top of the screen shows that this request is filled. If this said “Pending,” you would need to fill the request before proceeding.
Filling with a Single Resource


Filling with a Master Roster

1. On the Rosters tab, select Fill With Master Roster from the Filling Options* drop-down.
2. Select the resource’s master roster from the Master Roster* drop-down and click Set Fill.

Note: If the resource has no master rosters, the drop-down list will be empty.

3. IROC populates the assignment roster with the roster positions and their associated resources.

4. Once the assignment roster is complete, click Generate Subordinate for Roster. IROC generates the subordinates for each position on the assignment roster.
a If the resource is local, IROC fills the request with the identified resource.

b If the resource is not local, IROC places the request to the resource’s home dispatch.

**Note:** The roster positions for which you generated subordinate requests are committed and cannot be edited or reordered after you take this action. However, you can add additional roster positions below these on the assignment roster and generate subordinate requests for those new roster positions.

### Filling with Configuration

1. In the **Rosters** tab, select **Fill With Configuration** from the **Filling Options** drop-down and click **Set Fill**.

2. IROC populates the assignment roster with the items from the resource’s catalog configuration.

   ![Image of Filling Options](image)

   **Note:** These items are numbered on the assignment roster in the same order as they are numbered in the catalog configuration.

3. Once the assignment roster is complete, click **Generate Subordinate for Roster**. IROC generates the subordinates for each position on the assignment roster.

   a If the resource is local, IROC fills the request with the identified resource.

   b If the resource is not local, IROC places the request to the resource’s home dispatch.
Starting from Scratch

1. On the Rosters tab, select Start From Scratch from the Filling Options drop-down and click Set Fill.

2. IROC displays a blank assignment roster to which you can add roster positions.

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Note: For more information, see Adding Roster Positions to an Assignment Roster.

4. Manage Roster Items

After creating an assignment roster, you can add or remove positions, reorder positions on the roster, assign resources to a position, and commit the roster to generate subordinate requests.

Notes: IROC allows you to manage assignment rosters regardless of the method used to generate the initial assignment roster. It’s important to keep the following in mind:

- You can add, remove, and reorder roster positions any time before generating the subordinate requests for the assignment roster.
- When editing an assignment roster for which you’ve already generated subordinate requests, you can add positions below the committed positions, but you cannot rearrange or reorder committed positions. Nor can you insert new positions within committed positions.
Adding Roster Positions to an Assignment Roster

1. Navigate to the Rosters tab for the parent request for which you want to manage the assignment roster. IROC displays the current assignment roster for the request.

2. Select the catalog for the new position from the Catalog drop-down.

3. Select the catalog item from the Catalog Item drop-down.

4. Identify the Number of Positions you want to add for this catalog item.
   a. To add more than one roster position for the same catalog item, indicate the amount in Number of Positions and click Add Position. IROC adds the number of roster positions you identified for that catalog item to the assignment roster.
5 Select the training restrictions from the **Restrictions** drop-down, if applicable.

- **Note:** The **Restrictions** drop-down only appears for certain catalog items.

6 Click **Add Position**.

7 IROC adds the roster position to the assignment roster.

- **Note:** You can edit or delete the new position, but you cannot move it to precede existing positions.

### Reordering Roster Items on the Assignment Roster

1 Navigate to the **Rosters** tab for the parent request for which you want to manage the assignment roster. IROC displays the current assignment roster for the request.

2 Click and drag to move the roster position where you would like it placed on the assignment roster.

- **Note:** You cannot reorder committed roster positions for which you've generated subordinate requests.

3 IROC renumbers the roster positions to represent the new order, as indicated by the numbers to the left of each position.
Removing Roster Positions from the Assignment Roster

1. Navigate to the Rosters tab for the parent request for which you want to manage the assignment roster. IROC displays the current assignment roster for the request.

2. Click the Delete icon (⨉) beside the item you want to remove.

**Note:** You cannot delete a committed roster item for which you’ve generated a subordinate request.

3. IROC removes the roster item you deleted and renumbers the roster positions to reflect the deleted roster position.
Identifying Resources for Roster Positions

1. Navigate to the Rosters tab for the parent request for which you want to manage the assignment roster. IROC displays the current assignment roster for the request.

2. Click the Edit icon (ᑐ) beside the roster position for which you want to identify a resource. IROC displays the Add Resources screen.

3. Adjust the restrictions, if needed, by selecting from the Restrictions drop-down.

   Note: The Restrictions drop-down only appears for certain resources.

4. Select either the Local Inventory or Non-Local Inventory radio button.

   Note: Selecting Local Inventory limits your search to only those resources local to your dispatch center. Selecting Non-Local Inventory brings up the Dispatch drop-down, where you can choose another dispatch center and search for resources from across the community.

5. Select a resource from the Resource drop-down and click Add/Edit. IROC adds the resource you identified to the roster position on the assignment roster.

   Note: You can choose to commit this position and generate subordinates for the uncommitted roster positions, or you can continue adding, reordering, and/or removing more roster positions on the assignment roster.
5. Committing the Assignment Roster and Generating Subordinate Requests

1. Navigate to the Rosters tab for the parent request for which you want to manage the assignment roster. IROC displays the current assignment roster for the request.

2. Click Generate Subordinate for Roster.

3. IROC generates the subordinate requests for any uncommitted roster positions. You can see these subordinate requests on the request navigator to the right of the Manage Request screen.

Note: IROC locks the committed roster positions and restricts any further editing. IROC also only generates subordinate requests for uncommitted roster positions.

Tip: In the request navigator, you can filter by catalog or pending requests by clicking on one or more of the letters: A = aircraft, C = crew, O = overhead, E = equipment, S = Supply, and PR = Pending Request. To remove all filters, click the Filter icon. You can also click on Dispatch to see all requests for your dispatch center or Incident to see all requests for the selected incident.
6. Fill Nested Rosters

Nested rosters, such as those found on strike teams, are built using the same procedure used to build the roster on the parent. Each subordinate that has a configuration displays in a tab numbered the same as the request number. In the example below, C-1.2 in the list on the right is a crew. When you navigate to the nested roster, you have the same filling options available on the parent configuration.

Once you generate an assignment roster for the nested roster, you can generate the subordinates. The assignment roster for the nested roster(s) will be available so you can add subordinates at this level. The same rules that apply to the parent roster apply to each nested roster.

![Image of nested roster filling options](image-url)