

# Basic IROC Training: Student Guide

## Maintaining Rosters

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## 1. Objectives

Upon completion of this unit, you will be able to:

- Create a roster in IROC.
- Add positions to a roster.
- Modify existing positions on a roster.
- Manage the roster list.

## 2. Rosters Overview

A roster is a list of resources attached to a parent request or resource, based on a predetermined configuration, as defined by an NWCG configuration and the resources that fill each position in the configuration. The standard NWCG configuration for a Type 3 Helicopter Module, for example, is a manager and two crew members. A roster for this module would consist of the three positions and the names of the people filling them. For example, HMGB—Bill Adams, HECM—Bradley Hutton, and HECM—Allison James.

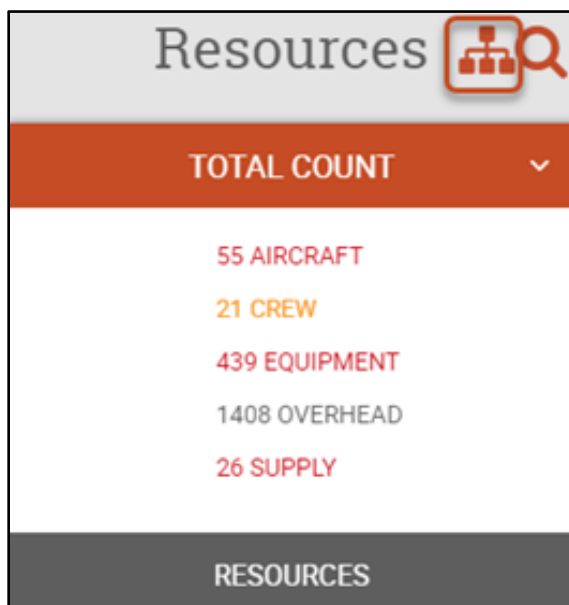
This guide describes how dispatchers can create and maintain rosters within IROC.

## 3. Creating a New Roster

**Example scenario:** Nancy is a dispatcher within the Boise Interagency Dispatch Center. She needs to create a roster from scratch in IROC. In the Roster screen, she chooses **Create New Roster** and selects Crew from the **Catalog** field. In the **Method of Creation** field, she chooses **Create From Scratch**. Nancy chooses CREW-T1-BOISE-IHC as the **Resource Name**. IROC populates the **Roster Name** with the resource name. Nancy clicks **Create Roster** to complete the process. Her roster appears on the right, and the screen on the left now defaults to **Edit Existing Roster**.

Let's walk through the steps used by Nancy to create this roster.

- 1 On the IROC homepage, click the **Roster** action icon in the Resources tile to open the Roster screen.



**Note:** All items marked with an asterisk (\*) in IROC are required. Red (darker shading) asterisks indicate fields that still need to be filled; gray asterisks (lighter shading) are complete.

**Note:** Unless otherwise noted, you can type directly in each field. In drop-down menus, you can perform a type-ahead search to narrow down the choices in the list.

- 2 Make sure the **Create New Roster** radio button is selected.

**Note:** This view is the default after clicking the **Rosters** icon on the Resources tile.

- 3 Select a **Catalog\*** category: Aircraft, Crew, Equipment, or Overhead.
- 4 Select a **Resource Name\***.

**Note:** Items in the **Resource Name** drop-down are filtered by the selected catalog.

- 5 Select the **Method of Creation**.

- Create From Scratch** – Create a new roster for the resource.
- Create From Master Roster** – Create a new roster using resources from an existing roster; select an existing **Master Roster\*** from the drop-down that appears after selecting this option.

**Note:** The **Create From Master Roster** option will not appear in the drop-down if a master roster is not available for the chosen resource.

- Create From Configuration** – Create a new roster using an existing configuration; select a **Configuration\*** from the drop-down that appears after selecting this option.

- 6 IROC defaults **Roster Name\*** to the resource item name. To rename the roster, simply type in the field. The roster name must be unique.

**Tip:** If the **Roster Name** field is grayed out, click the **Edit** icon to make it active and then type in the field.

- 7 Click **Create Roster**. Your roster appears on the right side of the screen, with the roster name showing at the top. In this screenshot, **Create From Configuration** was chosen.

**Note:** The left side of the screen now shows the **Edit Existing Roster** radio button selected and includes the information for the roster.

**Note:** When creating a roster using a master roster or a configuration, your roster will be populated with positions, as shown on the right side of the screen. You can add positions as described in [Maintaining a Roster](#).

## 4. Maintaining a Roster

**Example scenario:** Nancy wants to add a transport bus to her roster. She searches for and opens the roster. In the Add Positions pane, she chooses **Equipment** from the **Catalog** drop-down. In the **Catalog Item** field, she types “bus” to populate the list with all entries with “bus” in the title; she chooses **Transportation, Bus, Crew Carrier**. Because she needs two buses, she selects two positions. When done, she clicks **Add Position**. She also needs to add two drivers to the roster; to do this, she chooses **Overhead**, and types “driver” in the **Catalog Item** field until she sees the type of driver she wants. She chooses **DRVB – Driver Class B**, two positions, and Qualified Only. Nancy then clicks **Add Position**. She then clicks **Save Roster** on the right side of the screen to save her work.

## Finding an Existing Roster

- 1 To modify an existing roster, click on the **Rosters** icon in the Resources action tile on the IROC homepage.
- 2 In the Roster screen, click the **Edit Existing Roster** radio button.
- 3 Choose the **Catalog\*** to which the roster belongs.
- 4 Select the **Resource Name\*** from the drop-down.
- 5 Select the **Roster** from the available items in the drop-down. The **Roster Name\*** field will automatically populate, and the roster information will appear on the right side of the screen.

**Tip:** To edit the **Roster Name** field, click the **Edit** icon in the right side of the field to make it editable.

From here, you can clear the roster, delete the roster, reserve it, and add or modify positions, as described below.

## Adding Positions to a Roster

During or after creating a roster—whether from scratch, a master roster, or a configuration—you may need to add positions.

- 1 To add positions to the roster, follow the instructions under [Finding an Existing Roster](#), if necessary.
- 2 Select a **Catalog\*** from the drop-down in the Add Positions pane.

The screenshot shows the 'Add Positions' form with the following values:

- Catalog\*: Overhead
- Catalog Item\*: DRVB - DRIVER CLASS B (ALL HAZARD)
- Number of Positions: 2
- Restrictions\*: Qualified Only

An 'Add Position' button is located at the bottom right of the form.

**Note:** The fields in this section change depending on the chosen catalog.

- 3 Choose a **Catalog Item\***.

**Note:** The **Catalog Item** field is filtered by the selected catalog.

- 4 Choose the **Number of Positions** required for this resource.
- 5 Add **Restrictions\***. This field only appears if applicable.
- 6 Click **Add Position**. Positions associated with this roster will appear on the right side of the screen. Continue to add positions until your roster is complete.

## Modifying Existing Resources on a Roster

- 1 To add or edit a resource associated with a roster position, click the **Edit** (✎) icon for that position in the list on the right to bring up the Add Resources pane on the left.

The screenshot shows the 'Add Resources' form with the following values:

- Catalog: Overhead
- Category: Positions
- Catalog Item: ICT4 - INCIDENT COMMANDER, TYPE 4
- Roster Name\*: Crew T1 Boise IHC
- Restrictions\*: Qualified Only
- Resource: Local Inventory

'Cancel' and 'Add / Edit' buttons are located at the bottom right of the form.

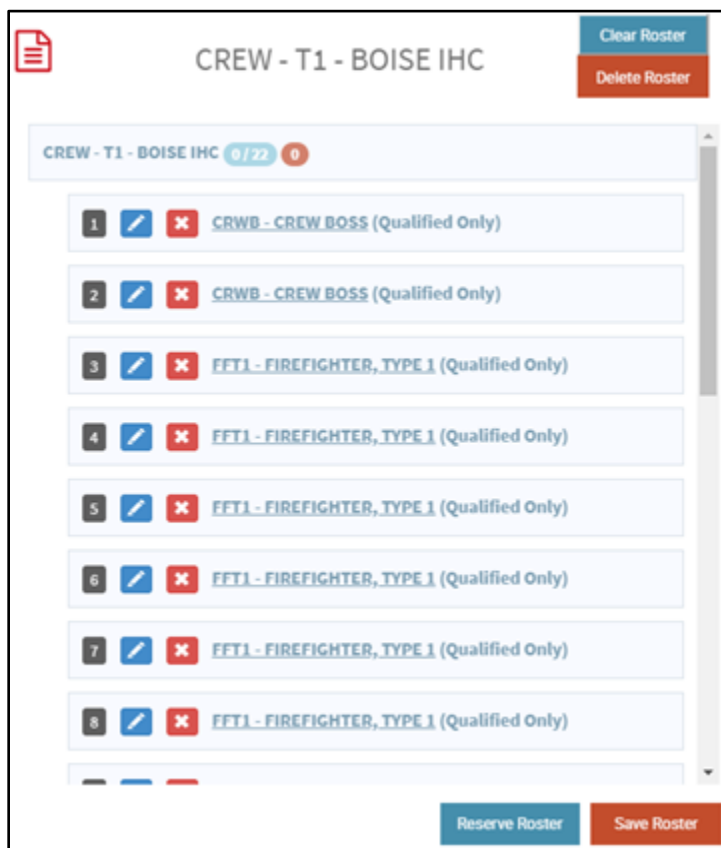
**Note:** Grayed-out fields are shown for reference only and are not available to edit.

**Note:** Fields available will vary, depending on the resource catalog.


- 2 In the Add Resources pane, you may make changes to the position requirements or add a resource.
    - a **Restrictions\*** – All overhead and certain crew resources are limited by qualification—Qualified Only, Trainee Acceptable, or Trainee Required.
    - b **Resource Inventory Source** – Select either **Local Inventory** or **Non-Local Inventory** to filter the list of available resources for the position to either those resources from your current dispatch center or resources from another dispatch.
- Tip:** To add **Non-Local Inventory** resources to your roster, select the **Non-Local Inventory** radio button in the Add Resources pane. Doing so brings up the **Dispatch** drop-down, where you can choose the appropriate dispatch center before selecting a resource.
- c **Resource** – Select a **Resource** from the drop-down.
  - d **Reserved** – Click the **Reserved** checkbox, when available, to mark a resource as reserved.
- Note:** Reserved is a status only and will not prevent the resource from being assigned to another incident.
- 3 **Set Available** – To change an unavailable local resource to available status, click **Set Available**.
- Note:** If the resource is already available, this button will not appear.
- 4 When done, click **Add/Edit** to add the resource to the position or to save the edits; click **Cancel** to abandon your changes.

## 5. Managing the Roster List

There are many options for managing the roster positions on the right side of the screen.



**Note:** Rosters will automatically save periodically. A green confirmation message will appear at the top of the screen, reminding you the record was saved.

- 1 **Add Documentation** – Click the **Documentation** icon () to add user documentation/journal entries.
- 2 **Clear Roster** – Click **Clear Roster** to remove all positions and resources from the roster.
- 3 **Delete Roster** – Click **Delete Roster** to remove the roster, including all positions and resources.


**Note:** You will be prompted to confirm the **Clear Roster** and **Delete Roster** actions.

- 4 **Roster Status** – The numbers at the top of the roster indicate roster position and resource status.
  - a The first set of numbers beside the roster name, such as 2/7, show the number of positions filled with a resource and the number of positions listed in the roster.

**Example:** “0/20” shows no position filled out of 22 total positions.

- b The second number beside the roster name shows the number of positions filled with a resource that is in an unavailable status.
  - c Lines highlighted in red indicate that an assigned resource is in an unavailable status.
- 5 **Reorder Positions** – To reorder the list of roster positions, click and drag a position to a different line in the roster.

**Note:** The numbers on the left will automatically shift.

- 6 **Delete Positions** – To delete a position from the roster, click the **Delete** () icon in that row.
- 7 **Reserve** – To mark the roster as reserved, click **Reserve Roster**.
- 8 **Save** – To complete the roster, click **Save Roster**.

- 9 **Return to IROC Homepage** – To exit Rosters and return to the homepage, click **Home** on the top left corner of the screen.

**Note:** It's important to click **Save Roster** before exiting Rosters. When leaving Rosters to return to the homepage, a dialog box will appear verifying you have saved your work. Click **Cancel** if you still need to return and save your roster, or click **OK** to continue to exit.