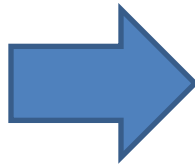
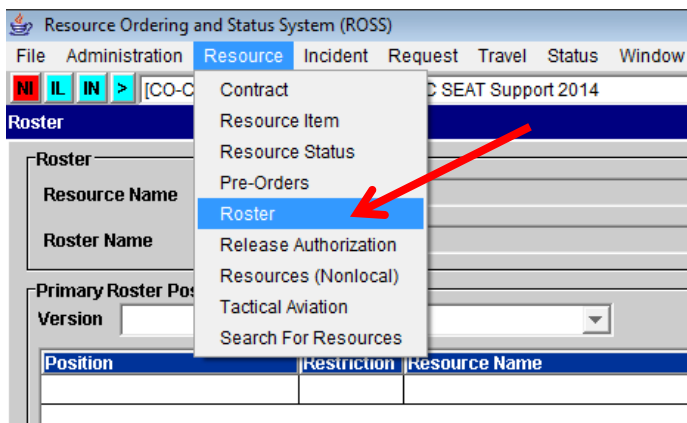


Building & Managing Master Rosters for ROSS Overhead Groups

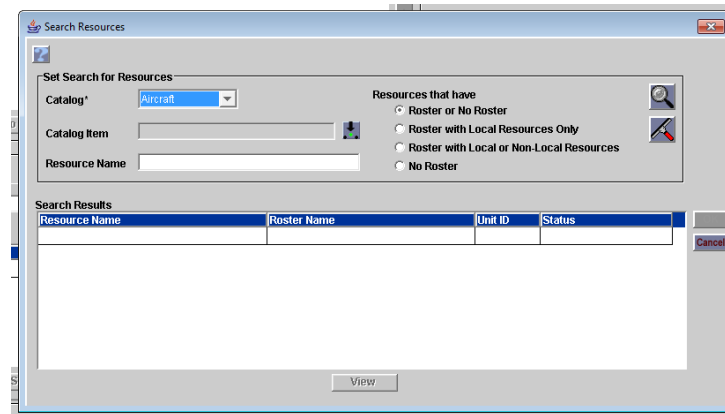
In order to complete the steps listed in this tutorial, you will need (minimum) **Basic User** and **Roster Manager** privileges in ROSS. If you are managing a roster for an Incident Management Team, the **Incident Management Team** role may also be helpful. If you do not see the **Roster** menu item under the **Resource** dropdown, you do not have the necessary access. Contact Rocky Mountain Area Coordination Center for access to IMT rosters.


FINDING YOUR MASTER ROSTER

Once logged into ROSS, click the **Resource** menu on the top menu bar. Select **Roster** from the dropdown.




You will then see this pop-up window:



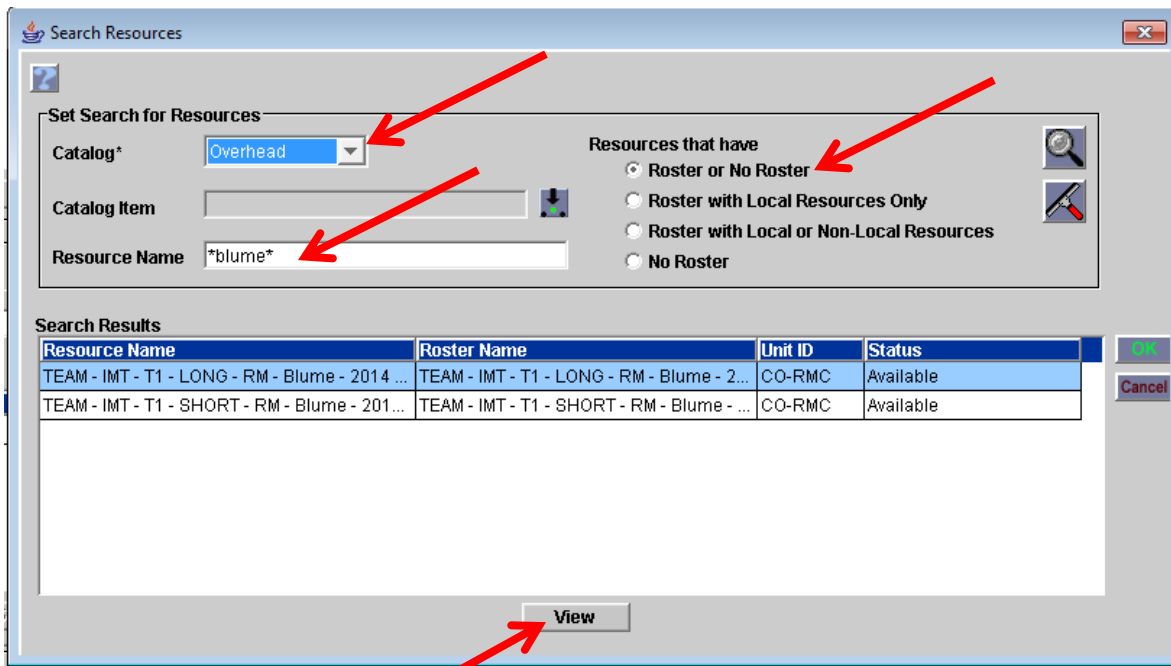
(NOTE: If this window does NOT appear or you need to get back there to look up a different roster, simply click the **Search**  button on the main Roster screen.)

Find the Overhead Group for which you wish to create/edit a Master Roster by selecting **Catalog > Overhead**, then type the IC's last name with an asterisk (*) on each end into the **Resource Name** box. For *most* searches, you will want to leave the default radio button selected next to **Roster or No Roster**.

(NOTE: This is known as a **wildcard search**, and can be used in any user-entry field in ROSS.)

Click the **Search**  button, then in the **Search Results** box, click to highlight the team whose roster you wish to edit. (If your resource item is not listed, contact RMACC or your local dispatch center.)

Click **OK**.



Search Resources

Set Search for Resources

Catalog* **Overhead**

Catalog Item

Resource Name ***blume***

Resources that have

- Roster or No Roster
- Roster with Local Resources Only
- Roster with Local or Non-Local Resources
- No Roster

Search Results

Resource Name	Roster Name	Unit ID	Status
TEAM - IMT - T1 - LONG - RM - Blume - 2014 ...	TEAM - IMT - T1 - LONG - RM - Blume - 2...	CO-RMC	Available
TEAM - IMT - T1 - SHORT - RM - Blume - 201...	TEAM - IMT - T1 - SHORT - RM - Blume - ...	CO-RMC	Available

View **OK** **Cancel**

If you click the **View** button at the bottom of the **Search Resources** screen, you will see a pop-up window with details about the resource item selected in the search window:

Each tab in the **View Resource** window holds important information about the resource item. No information may be edited from this screen. If you notice a mistake or have questions about what is listed for a particular team, please call RMACC.

View Resource

Overhead

Name: TEAM - IMT - T1 - LONG - RM - Blume - 2014 Fitness Rating: Not Applicable

Resource Status: Available Fitness Rating Expiration:

Employment Class:

Preferred Jetport: DENVER INTL (DEN) Body Weight:

Home Location: Rocky Mountain Regional Office - USFS (CO-R02) Gender:

Current Location: Rocky Mountain Regional Office - USFS (CO-R02) Record Source: ROSS

Organizations | Qualifications | Availability | Special Conditions | Features | Assignment History | Contract Information | Documentation

Role	Organization Name	Unit ID	Phone Number
Current Dispatch Unit	Rocky Mountain Area Coordination Center	CO-RMC	303-445-4300
Home Dispatch	Rocky Mountain Area Coordination Center	CO-RMC	303-445-4300
Home Unit	Rocky Mountain Area Coordination Center	CO-RMC	303-445-4300
Owner	Rocky Mountain Area Coordination Center	CO-RMC	303-445-4300
Provider	Rocky Mountain Area Coordination Center	CO-RMC	303-445-4300

After you click **OK** from the **Search Resources** screen, you will be taken to this screen to create/edit the Master Roster.

(NOTE: For simplicity, this tutorial was created using screenshots from an existing roster. However, the process is the same whether you are creating a roster from scratch or editing an existing one.)

Resource Ordering and Status System (ROSS)

File Administration Resource Incident Request Travel Status Window Help

[CO-CDPS-000001] Colorado DFPC SEAT Support 2014

Roster

Resource Name: TEAM - IMT - T1 - LONG - RM - Blume - 2014 (CO-RMC) Has Non-Local Resources - Yes

Roster Name: TEAM - IMT - T1 - LONG - RM - Blume - 2014

Primary Roster Position

Position	Restriction	Resource Name	Unit ID	Status	Local	Reserved	#
INCIDENT COMMANDER, TY...	Qualified ...	Blume, Robert P (CO-FTC)	CO-F...	Available	No	No	1
INCIDENT COMMANDER, TY...	Qualified ...	PECHOTA, TODD (SD-GPC)	SD-B...	Available	No	No	2
INCIDENT COMMANDER, TY...	Trainee A...	DALLAS, DAN (CO-PBC)	CO-R...	Available	No	No	3
AIR OPERATIONS BRANCH ...	Qualified ...	Dunn, James P (CO-PBC)	CO-P...	Available	No	No	4
AIR SUPPORT GROUP SUP...	Qualified ...	TRAPP, LARRY (WY-RWC)	WY-W...	Available	No	No	5
AIR TACTICAL GROUP SUPE...	Qualified ...						6
BASE CAMP MANAGER (BCM)	Qualified ...	Overbye, Laurence E (CO-GJC)	CO-G...	Available	No	No	7

Action Go To View Print Set To #

Add/Swap Roster Resources

Inventory | Alternates

Resource Name: Local Inventory

Unit ID: Non-Local Inventory*

Resource	Roster Name	Unit ID	Status	Qual Status	Reserved

Add As Alternate Add/Swap View

ROSTER SCREEN

We'll start with an explanation of the buttons at the top right:



Search takes you back to the previous screen to select a different Roster.

View Resource shows the same resource item details as you viewed on Page 3.

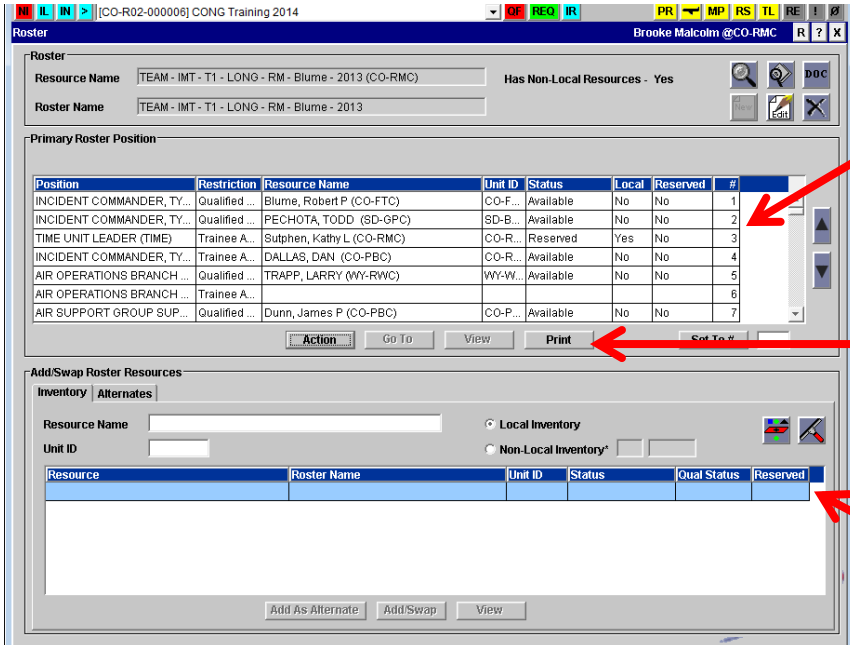
Documentation shows user-entered documentation for the current roster.

Edit allows you to rename and create versions of the current roster. *(Please contact RMACC before renaming a roster!)*

Delete is self-explanatory. Once a roster is deleted, you CANNOT get it back!

(Please contact RMACC before deleting a roster!)

New will only appear as an option if the selected resource item does not have an existing roster.



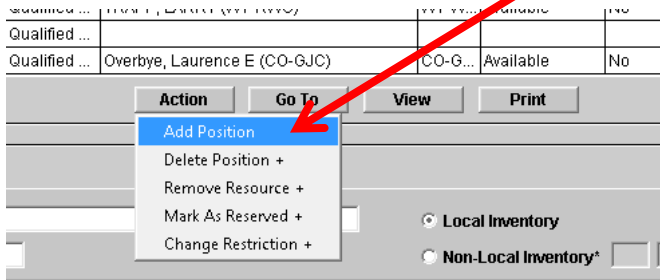
Primary Roster Position pane lists all of the positions currently assigned to your Master Roster, their restriction, and the resources currently assigned to each position.

Print will open a Cognos window (Internet Explorer) to display a printable/saveable ROSS Reports version of the current state of the Master Roster.

Add/Swap Roster Resources pane allows you to select the resource that will be assigned to a roster position, as well as list alternates for each type of position on the Master Roster.

ADDING POSITIONS TO MASTER ROSTER:

Click the **Action** button and select **Add Position**.

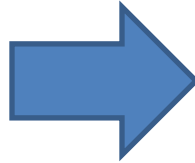


Qualified
Qualified ...	Overbye, Laurence E (CO-GJC)	CO-G...	Available

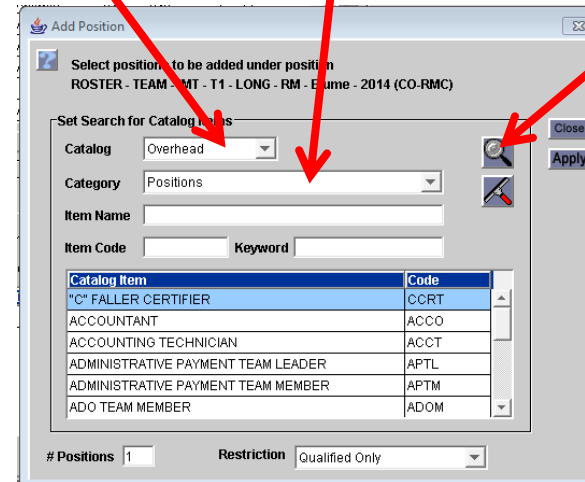
Action **Go To** **View** **Print**

- Add Position
- Delete Position +
- Remove Resource +
- Mark As Reserved +
- Change Restriction +

Local Inventory Non-Local Inventory*



You will then see this pop-up window. Choose the **Overhead Catalog** and **Positions Category**, then click **Search**.



Select position to be added under position
ROSTER - TEAM - MT - T1 - LONG - RM - E - June - 2014 (CO-RMC)

Set Search for Catalog Items

Catalog: Overhead

Category: Positions

Item Name: _____

Item Code: _____ Keyword: _____

Catalog Item	Code
C FALLER CERTIFIER	CCRT
ACCOUNTANT	ACCO
ACCOUNTING TECHNICIAN	ACCT
ADMINISTRATIVE PAYMENT TEAM LEADER	APTL
ADMINISTRATIVE PAYMENT TEAM MEMBER	APTM
ADO TEAM MEMBER	ADOM

Positions: 1 Restriction: Qualified Only

Highlight the position you wish to add to the roster from the **Catalog Item** list,

Set Search for Catalog Items

Catalog: Overhead

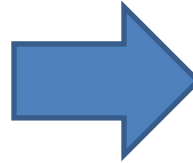
Category: Positions

Item Name:

Item Code: Keyword

Catalog Item	Code
"C" FALLER CERTIFIER	CCRT
ACCOUNTANT	ACCO
ACCOUNTING TECHNICIAN	ACCT
ADMINISTRATIVE PAYMENT TEAM LEADER	APTL
ADMINISTRATIVE PAYMENT TEAM MEMBER	APTM
ADO TEAM MEMBER	ADOM

Positions: 1 Restriction: Qualified Only



Confirm the **Restriction** for the position (Qualified, Trainee Acceptable, Trainee Required).

NOTE: All IMT Primary Trainee positions should be restricted to Trainee Required.

Set Search for Catalog Items

Catalog: Overhead

Category: Positions

Item Name:

Item Code: Keyword

Catalog Item	Code
"C" FALLER CERTIFIER	CCRT
ACCOUNTANT	ACCO
ACCOUNTING TECHNICIAN	ACCT
ADMINISTRATIVE PAYMENT TEAM LEADER	APTL
ADMINISTRATIVE PAYMENT TEAM MEMBER	APTM
ADO TEAM MEMBER	ADOM

Positions: 1 Restriction: Qualified Only

then enter the appropriate number in **# Positions**.

When you're ready, click **Apply** to add your position(s) to the current roster.

*NOTE: This screen will remain open after you click **Apply**, so you can keep adding positions until you are finished. Then click **Close**.*

Newly-added position(s) will be added to the bottom of the roster:

To move a position up or down, find the position you want it to appear **before** and note the number in the far-right column for that position.

Position	Restriction	Resource Name	Unit ID	Status	Local	Reserved	#
SUPPLY UNIT LEADER (SPU...)	Qualified ...	Hunter, Melissa A (CO-RMC)	CO-R...	Reserved	Yes	No	80
SUPPLY UNIT LEADER (SPU...)	Trainee A...						81
STRUCTURAL PROTECTIO...	Qualified ...	Schanel, James A (CO-PBC)	CO-P...	Available	No	No	82
TRAINING SPECIALIST (TNSP)	Qualified ...	BOURNAZIAN, MIKE (WY-CDC)	WY-C...	Available	No	No	83
DIVISION/GROUP SUPERVIS...	Trainee R...						84
TIME UNIT LEADER (TIME)	Qualified ...	Lowmes, Janice Sue (CO-PBC)	CO-P...	Available	No	No	85
"C" FALLER CERTIFIER (CC...	Qualified ...						86

Set To #: 81

Enter the line number of that position in the **Set To #** box and click the button.

You will now see your new position in its new location, and notice the position that *was* in that position number is now occupying the next slot down.

Primary Roster Position

Position	Restriction	Resource Name	Unit ID	Status	Local	Reserved	#
SUPPLY UNIT LEADER (U...	Qualified ...	Hunter, Melissa A (CO-RMC)	CO-R...	Reserved	Yes	No	80
"C" FALLER CERTIFIER (CC...	Qualified ...						81
SUPPLY UNIT LEADER (SPU...	Trainee A...						82
STRUCTURAL PROTECTIO...	Qualified ...	Schanel, James A (CO-PBC)	CO-P...	Available	No	No	83
TRAINING SPECIALIST (TNSP)	Qualified ...	BOURNAZIAN, MIKE (WY-CDC)	WY-C...	Available	No	No	84
DIVISION/GROUP SUPERVIS...	Trainee R...						85
TIME UNIT LEADER (TIME)	Qualified ...	Lownes, Janice Sue (CO-PBC)	CO-P...	Available	No	No	86

Action Go To View Print Set To # 81

You can also use the **Up/Down** arrows on the right side to move positions within the roster, but this is a slower process than setting the position number.

DELETING POSITIONS FROM MASTER ROSTER:

To delete a position, simply highlight it in the Primary Roster Position pane, click **Action** and select **Delete Position**.

Primary Roster Position

Position	Restriction	Resource Name	Unit ID	Status	Local	Reserved	#
INCIDENT COMMANDER, TY...	Qualified ...	Blume, Robert P (CO-FTC)	CO-F...	Available	No	No	1
INCIDENT COMMANDER, TY...	Qualified ...	PECHOTA, TODD (SD-GPC)	SD-B...	Available	No	No	2
INCIDENT COMMANDER, TY...	Trainee A...	DALLAS, DAN (CO-PBC)	CO-R...	Available	No	No	3
AIR OPERATIONS BRANCH ...	Qualified ...	TRAPP, LARRY (WY-RWC)	WY-R...	Available	No	No	4
AIR OPERATIONS BRANCH ...	Trainee A...						5
AIR SUPPORT GROUP SUP...	Qualified ...	Dunn, James P (CO-PBC)	CO-P...	Available	No	No	6
AIR TACTICAL GROUP SUPE...	Qualified ...						7

Action Go To View Print Set To #

Add/Swap Roster Resources

- Add Position
- Delete Position +
- Change Restriction +

Resource Name Local Inventory

Click **Yes** in the pop-up confirmation window.

Delete Position Confirmation

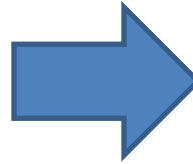
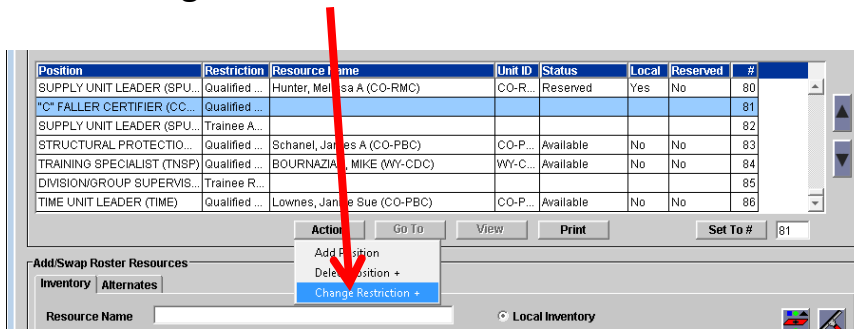
The selected position(s) will be deleted from the roster.

Do you wish to continue?

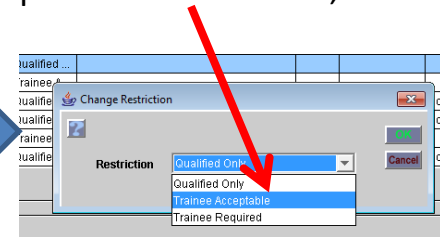
Yes No

CHANGING THE POSITION RESTRICTION

In the Primary Roster Position pane, click **Action** and select **Change Restriction**.



In the pop-up window, use the dropdown to select the preferred restriction, then click **OK**.



You will be returned to the Roster screen, where you can see the position(s) with the changed restriction.

NOTE: All Primary Trainee positions should be rostered with the Trainee Required restriction. Trainee Required restriction will not allow a fully-qualified resource to be assigned to that position. Trainee Acceptable should only be used if a trainee is acceptable in a position that will not have a rostered resource, and is listed on the On-Call roster as "Vacant-Please Fill."

NOTE: To update multiple positions simultaneously, hold **Ctrl** while clicking the desired positions, then follow the same steps as described.

ASSIGNING RESOURCES TO MASTER ROSTER POSITIONS

In the Primary Roster Position pane, highlight the position to which you wish to assign the resource.


NOTE: Even if a position already has a resource assigned, you can assign a different resource without removing the existing one first.

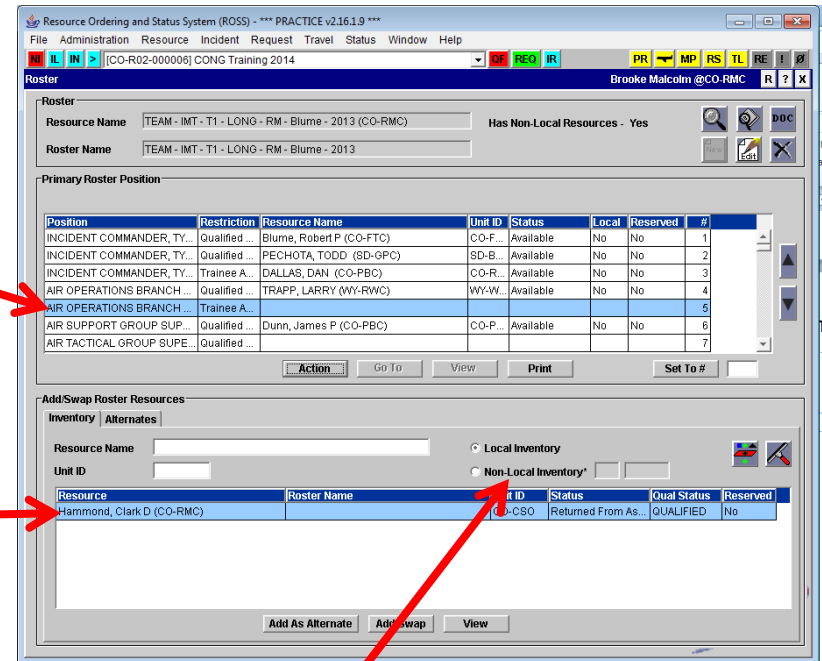
In the Add/Swap Roster Resources pane, choose the resource you wish to assign.

This can be someone in either the **Inventory** or **Alternates** tab.
(See instructions for adding alternates.)

*NOTE: Because the IMT resource items are managed by RMACC, the only resources that will appear in the **Inventory** tab are those for which CO-RMC is the home dispatch center. If you are rostering at a different center, the tab will show resources local to that center when the **Local Inventory** radio button is selected.*

If the resource you are looking for is not listed in either tab, click the **Non-Local Inventory** radio button to activate that field and enter the unit ID for the resource's **DISPATCH CENTER**, not their home unit ID.

Click the **Filter**  button, and all resources meeting the qualification and restriction requirements for the selected position will populate the lower block.



The screenshot shows the Resource Ordering and Status System (ROSS) interface. The top pane, 'Primary Roster Position', contains a table with columns: Position, Restriction, Resource Name, Unit ID, Status, Local, Reserved, and #. The bottom pane, 'Add/Swap Roster Resources', has tabs for 'Inventory' and 'Alternates'. It includes radio buttons for 'Local Inventory' and 'Non-Local Inventory', and a table with columns: Resource, Roster Name, Unit ID, Status, Qual Status, and Reserved. A red arrow points from the text 'highlight the position' to the 'AIR OPERATIONS BRANCH' row in the Primary Roster Position table. Another red arrow points from the text 'choose the resource you wish to assign' to the 'Hammond, Clark D (CO-RMC)' row in the Add/Swap Roster Resources table. A third red arrow points from the text 'click the Filter button' to the Filter button icon in the Add/Swap Roster Resources pane.

Position	Restriction	Resource Name	Unit ID	Status	Local	Reserved	#
INCIDENT COMMANDER, TY...	Qualified	Blume, Robert P (CO-FTC)	CO-F...	Available	No	No	1
INCIDENT COMMANDER, TY...	Qualified	PECHOTA, TODD (SD-GPC)	SD-B...	Available	No	No	2
INCIDENT COMMANDER, TY...	Trainee A...	DALLAS, DAN (CO-PBC)	CO-R...	Available	No	No	3
AIR OPERATIONS BRANCH ...	Qualified	TRAPP, LARRY (WY-RWC)	WY-W...	Available	No	No	4
AIR OPERATIONS BRANCH ...	Trainee A...						5
AIR SUPPORT GROUP SUP...	Qualified	Dunn, James P (CO-PBC)	CO-P...	Available	No	No	6
AIR TACTICAL GROUP SUPE...	Qualified						7

Resource	Roster Name	Unit ID	Status	Qual Status	Reserved
Hammond, Clark D (CO-RMC)		CO-CSO	Returned From AS...	QUALIFIED	No

Once you have highlighted the resource to be assigned, click **Add/Swap** to fill the roster position.

Resource	Roster Name	Unit ID	Status	Qual Status	Reserved
Hammond, Clark D (CO-RMC)		CO-CSO	Returned From As...	QUALIFIED	No

*NOTE: This pane also allows you to view information about the highlighted resource and his/her home unit by clicking the **View** button.*

ADDING ALTERNATES TO ALTERNATES TAB

From the **Add/Swap Roster Resources** pane, you can highlight the desired resource and click **Add As Alternate**. This function will add the resource to the **Alternates** tab, making finding them in the future much faster! Now you won't need to look up that resource by his/her dispatch center first.