Web Status - reporting availability for resources

This User Guide explains how to access and use the web status utility in ROSS. Web Status allows resources to report their availability status and for vendor representatives to report the availability status of their contracted resources. Topics include:

- Accessing Web Status
- Web statusing for overhead resources
- Web statusing for supervised resources
- Web statusing for vendor representatives
- Web statusing for government representatives
- Web statusing for services
- Performing common functions.
- Exploring notification settings in detail.

Accessing Web Status

This section explains how to log on and log off Web Status.

To access Web Status

1 Start your Internet browser.

2 In the **Address** bar, type **http://ross.nwcg.gov** and then press ENTER.

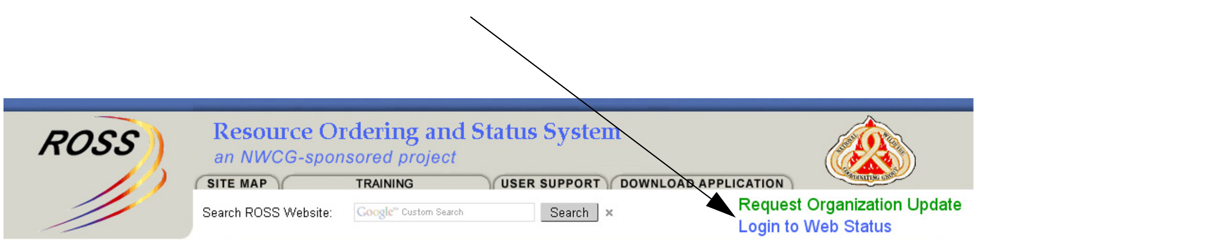
3 On the **ROSS Main Page**, click **Login to Web Status**.

4 On the ******WARNING****** dialog box, click **OK**.

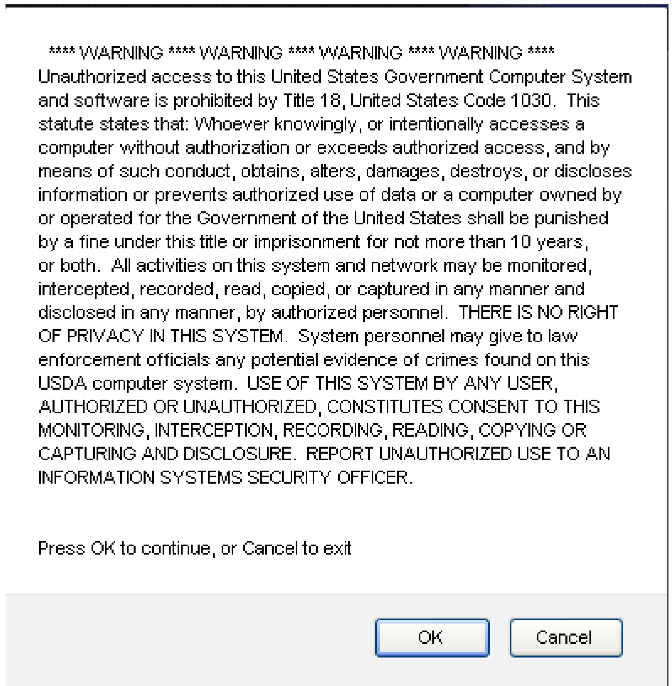
5 On the **Web Status** logon screen, complete the following and then click the **Login** button

- in the **Login** box, type your **user name**
- in the **Password** box, type your **password**.

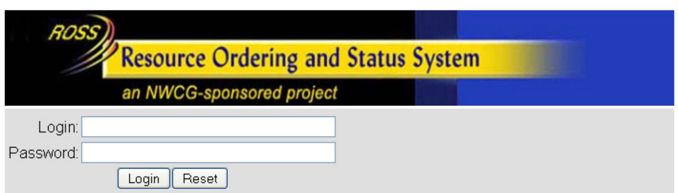
The following diagram shows the ROSS Main Page.The arrow points to the location of the Login to Web Status link.



The following diagram shows the ****Warning*** dialog box.



The following diagram shows the Web Status login screen.

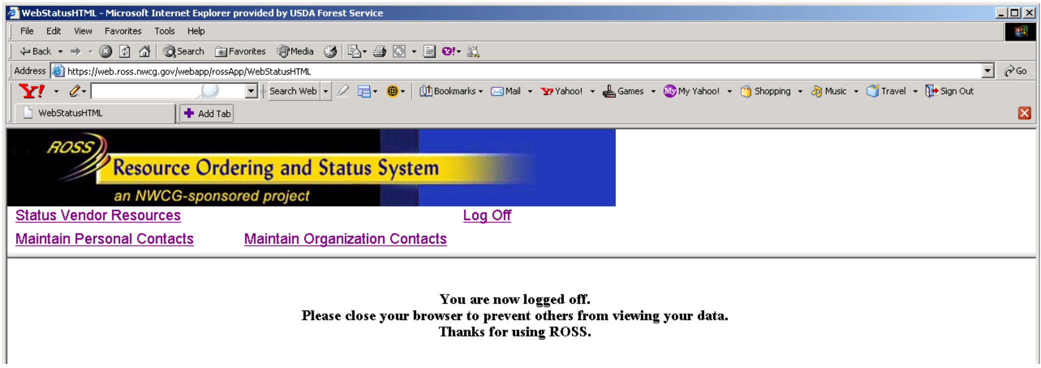


To log off Web Status

1 On any **Web Status** screen, click **Log Off**.

2 Click the **Logoff** button, and then close your Internet browser.

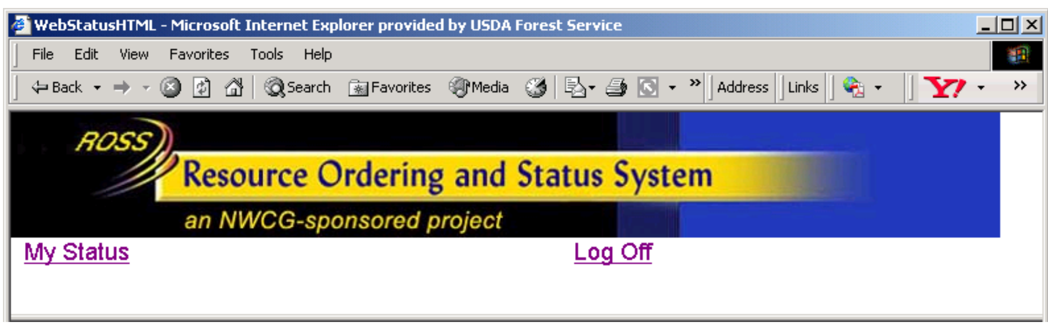
The following diagram shows the web page that displays when logging off with the vendor representative web status role.



Web statusing for overhead resources

This section explains how to status availability for an overhead resource and maintain contact information.

Web Status page for overhead resources.



To status availability for an overhead resource

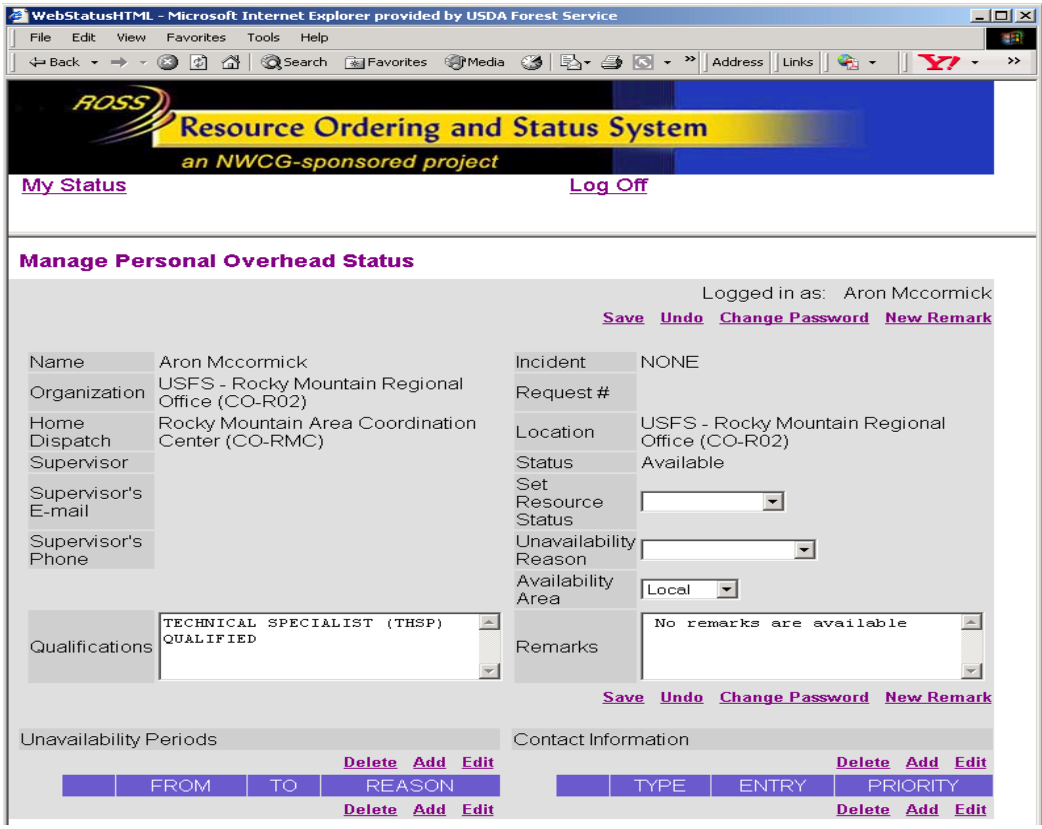
1 On the **Web Status** page, click **My Status**.

2 On the **Manage Individual Overhead Status** page, perform one or more of the following and then click **Save**

- add, edit, or delete unavailability periods
- add, edit, or delete contact information
- add remarks
- change the resource's password.

For complete information about managing unavailability periods, contact information, remarks, and passwords see the last section, "Performing common functions."

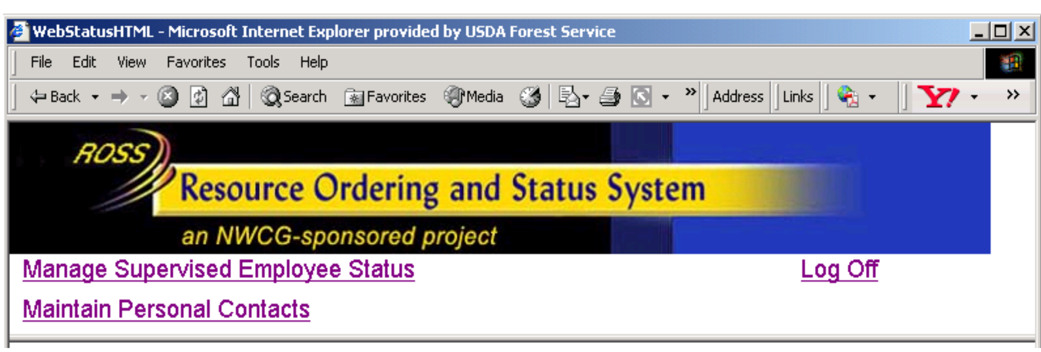
The following diagram shows the Manage Personal Overhead Status page as it appears for the overhead web status role.



Web statusing for supervised resources

This section explains how to status availability for supervised overhead resources and maintain contact information.

Web Status page for supervised overhead resources



To status availability for supervised resources

1 On the **Web Status** page, click **Manage Supervised Employee Status**.

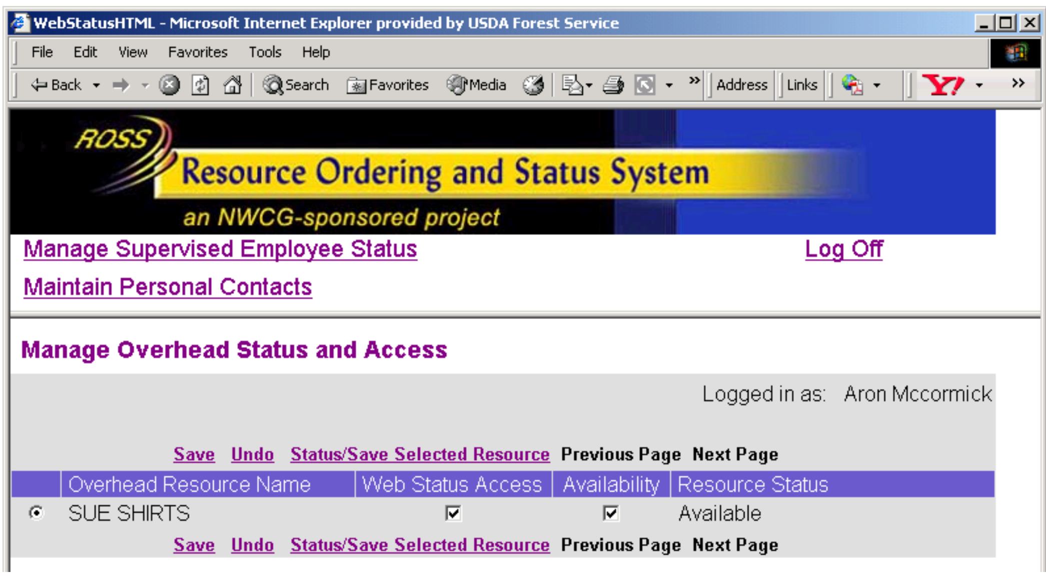
2 On the **Manage Overhead Status and Access** page, click to select the **resource** of your choice, and then click **Status/Save Selected Resource**.

3 On the **Manage Individual Overhead Status** page, perform one or more of the following and then click **Save**

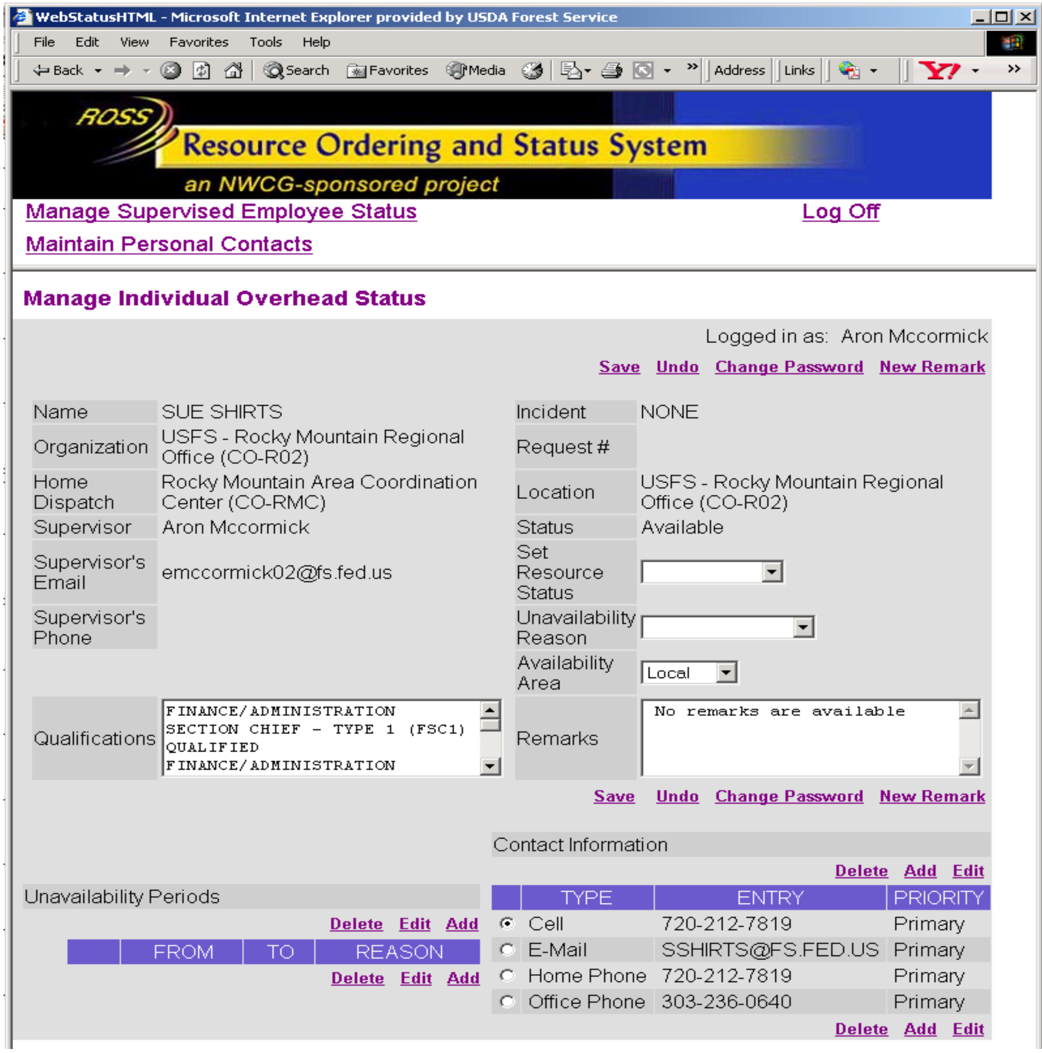
- add, edit, or delete unavailability periods
- add, edit, or delete contact information
- add remarks
- change the resource's password.

For complete information about managing a resource's unavailability periods, contact information, remarks, and password see the last section, "Performing common functions."

The following diagram shows the Manage Overhead Status and Access page.



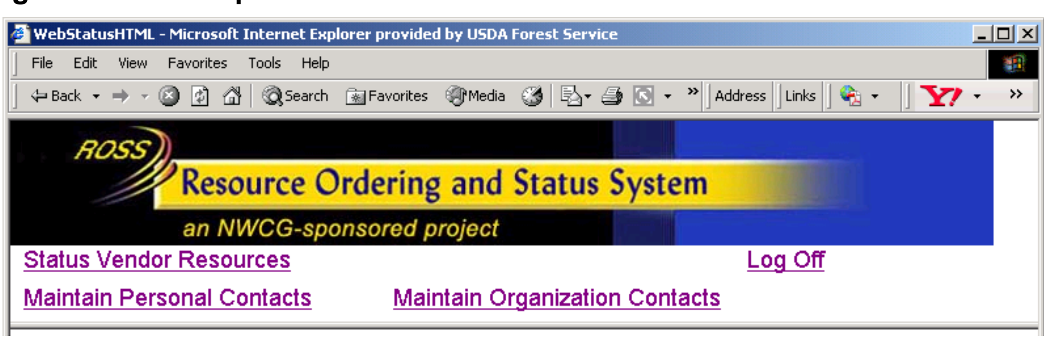
The following diagram shows the Manage Individual Overhead Status page.



Web statusing for vendor representatives

This section explains how to status your vendor resources and maintain contact information.

Web Status page for vendor representatives

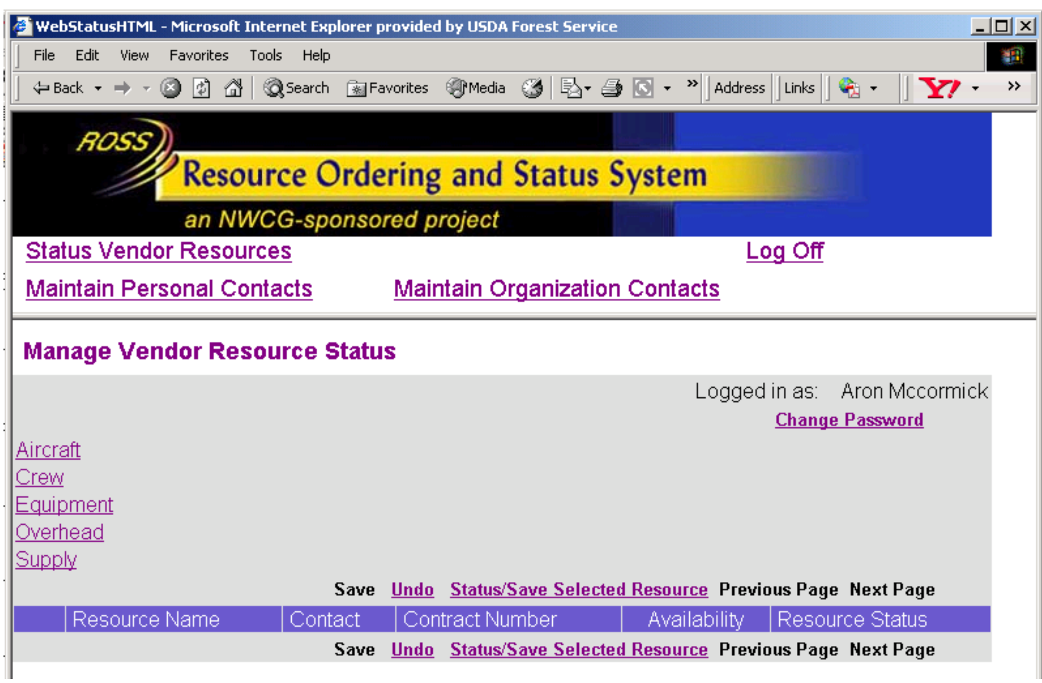


To status availability for vendor resources

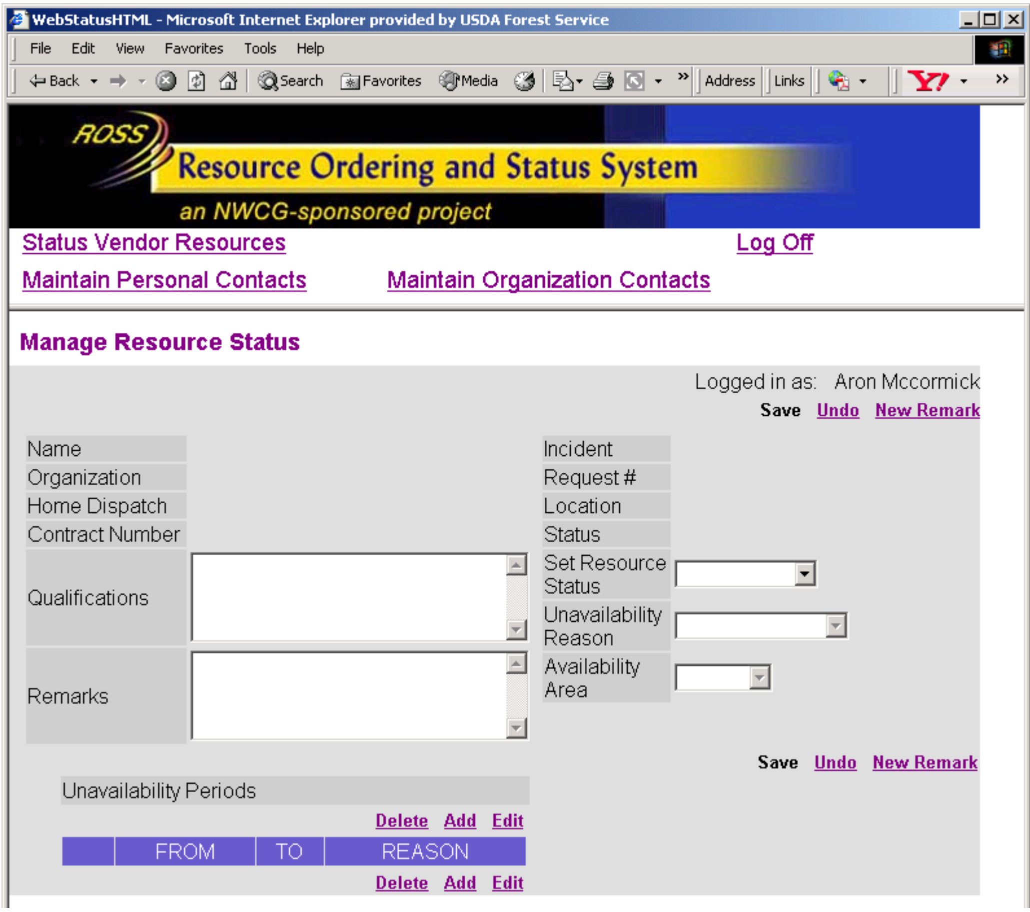
1. On the **Web Status** page, click **Status Vendor Resources**.
2. On the **Manage Vendor Resource Status** page, click to select one of the following resource catalogs
   - Aircraft
   - Crew
   - Equipment
   - Overhead
   - Supply.
3. On the **Manage Vendor Resource Status** page, click to select the **resource** of your choice.
4. On the **Manage Resource Status** page, perform one or more of the following and then click **Save**
   - document qualifications
   - add remarks
   - add, edit, or delete unavailability periods
   - set resource status
   - designate unavailability reason
   - designate availability area.

For complete information about managing a resource's unavailability periods see the last section, "Performing common functions."

The following diagram shows the Manage Vendor Resource Status page.



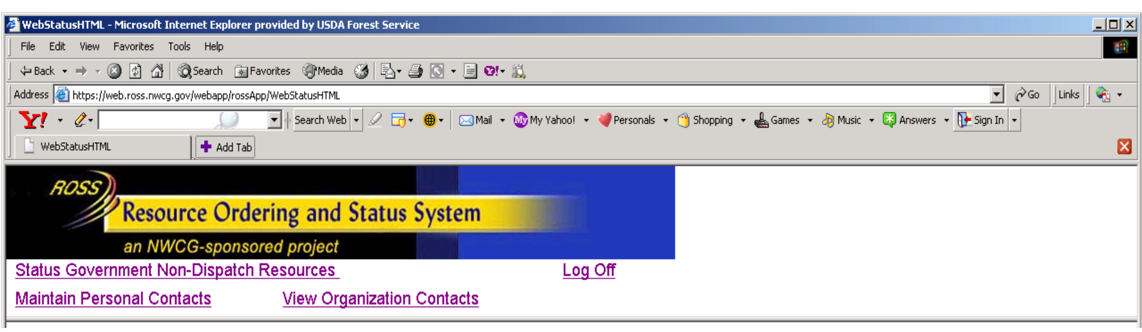
The following diagram shows the Manage Resource Status page as it appears for the vendor representative web access role.



Web statusing for government representatives

This section explains how to status your government, non-dispatch resources and maintain contact information.

Web Status page for government non-dispatch representatives



To status availability for a government non-dispatch resource

1 On the **Web Status** page, click **Status Government Non-Dispatch Resources**.

2 On the **Manage Government Non-Dispatch Resource Status** page, click to select one of the following resource catalogs

- Aircraft
- Crew
- Equipment
- Overhead
- Supply.

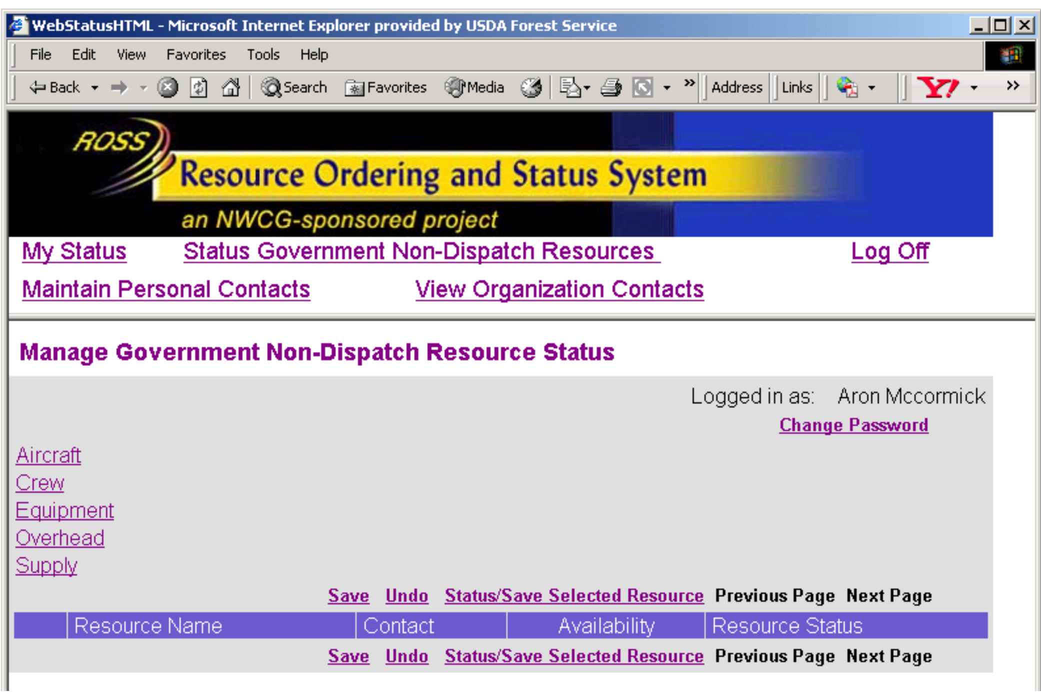
3 On the **Manage Resource Status** page, click to select the **resource** of your choice.

4 On the **Manage Resource Status** page, perform one or more of the following and then click **Save**

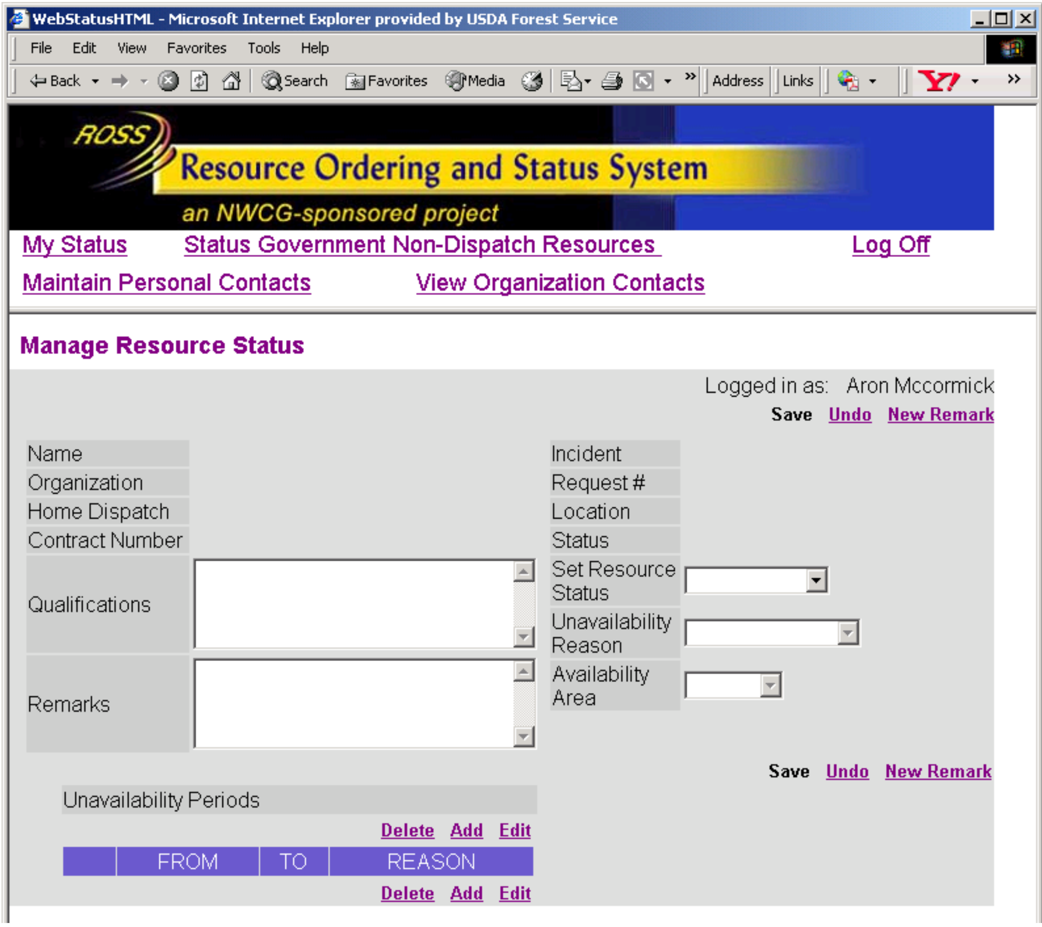
- add, edit, or delete unavailability periods
- add, edit, or delete contact information
- add remarks
- change the resource's password.

For complete information about managing a resource's unavailability periods, contact information, remarks, and password see the last section, "Performing common functions."

The following diagram shows the Manage Government Non-Dispatch Resource Status page.



The following diagram shows the Manage Resource Status page as it appears for the government non-dispatch representative web status role.



Performing common functions

This section explains how to perform functions common to all web status users, including

- changing your web status password
- adding, editing, and deleting unavailability dates
- adding, editing, and deleting contact information
- adding remarks.

Web status pages that display on your screen are based on your role and may vary from those shown in this section. The actual process is the same.

Changing your web status password

This section explains how to change your web status password.

Passwords must conform to ROSS security constraints. For more information refer to, "Understanding ROSS security requirements," in "Getting started with ROSS," in this ROSS User's Guide.

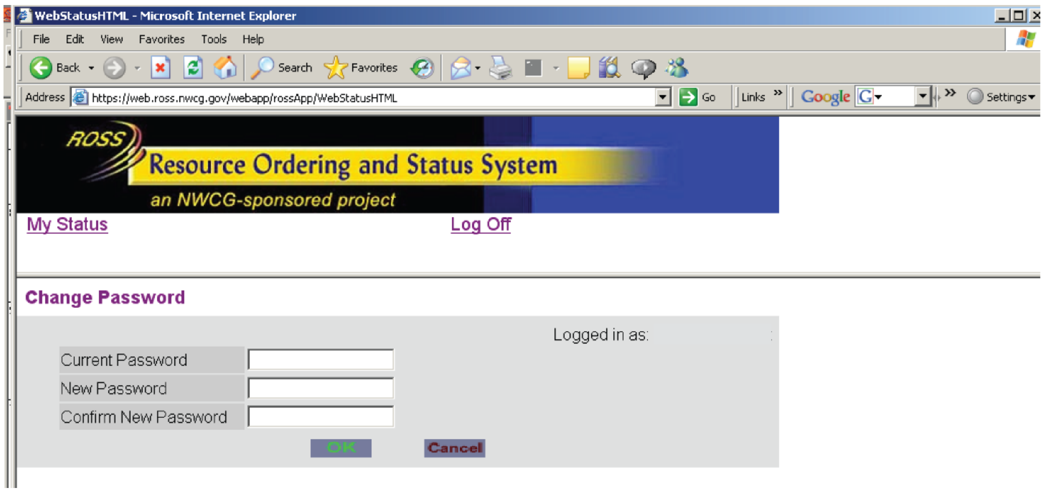
To change your password

1 On the **Manage Personal Overhead Status** page, click **Change Password**.

2 On the **Change Password** page, perform the following and then click **OK**

- in the **Current Password** box, type the **current password**
- in the **New Password** box, type the **new password**
- in the **Confirm New Password** box, type the **new password**.

The following diagram shows the Change Password page as it appears for the overhead web status role.



Working with unavailability periods

This section explains how to add, edit, or delete unavailability periods for the resource.

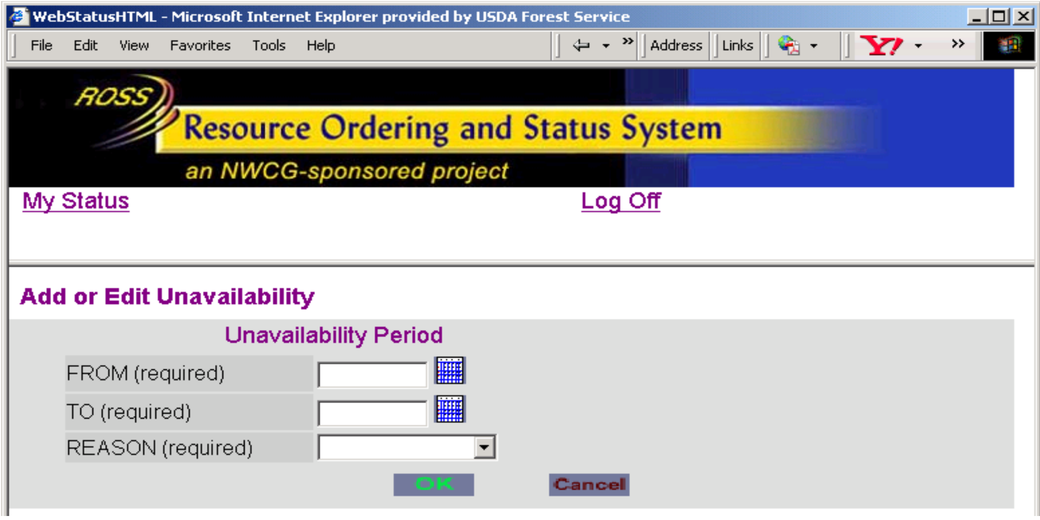
To add an unavailability period

1 On the **Manage Personal Overhead Status** page under **Unavailability Periods**, click **Add**.

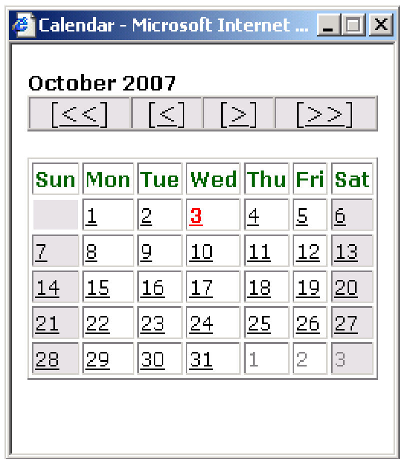
2 On the **Add or Edit Unavailability** page, perform the following, and then click **OK**

- click the **calendar** button, and then click to select the **FROM date**
- click the **calendar** button, and then click to select the **TO date**
- click the **REASON** drop-down arrow, and then click to select the **unavailability reason**.

The following diagram shows the Add or Edit an Unavailability page as it appears for the overhead web status role.



The following diagram shows the calender for selecting FROM and TO unavailability periods.



To edit an unavailability period

1. On the **Manage Personal Overhead Status** page under **Unavailability Periods**, click to select the **unavailability period** you want to edit, and then click **Edit**.
2. On the **Add or Edit Unavailability** page, perform the following, and then click **OK**
   - click the **calendar** button, and then click to select the **FROM date**
   - click the **calendar** button, and then click to select the **TO date**
   - click the **REASON** drop-down arrow, and then click to select the **unavailability reason**.

To delete an unavailability period

*Before you click **Delete,** be sure you are selecting the right unavailability period!*

1 On the **Manage Personal Overhead Status** page under **Unavailability Periods**, click to select the **unavailability period** you want to delete, and then click **Delete**.

Working with contact information

This section explains how to add, edit, or delete contact information for the resource.

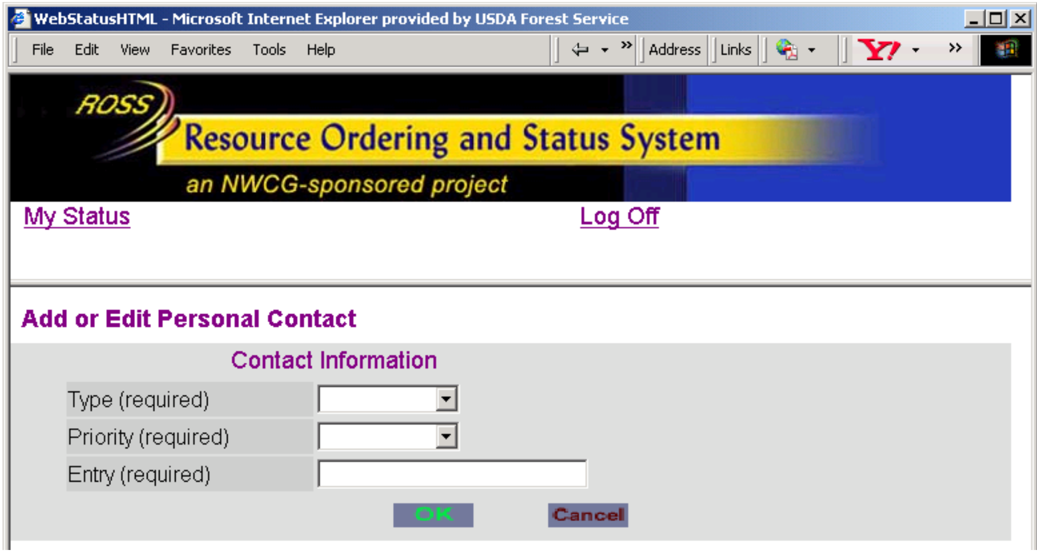
To add contact information

1 On the **Manage Personal Overhead Status** page under **Contact Information**, click **Add**.

2 On the **Add or Edit Contact Information** page, perform the following, and then click **OK**

- click the **Type** drop-down arrow, and then click to select the **contact type**
- click the **Priority** drop-down arrow, and then click to select the **contact priority**
- in the **Entry** box, type the appropriate **contact information**.

The following diagram shows the Add or Edit Contact Information page as it appears for the supervised overhead web status role.



To edit contact information

1. On the **Manage Personal Overhead Status** page under **Contact Information**, click to select the **contact information** you want to edit, and then click **Edit**.
2. On the **Add or Edit Contact Information** page, change the following as appropriate, and then click **OK**
   - click the **Type** drop-down arrow, and then click to select the **contact type**
   - click the **Priority** drop-down arrow, and then click to select the **contact priority**
   - in the **Entry** box, type the appropriate **contact information**.

To delete contact information

*Before you click **Delete,** be sure you are selecting the right contact information!*

- On the **Manage Personal Overhead Status** page under **Contact Information**, click to select the **contact information** you want to delete, and then click **Delete**.

Adding remarks

This section explains how to add a remark to a resource’s status information.

To add a remark

1 On the **Manage Personal Overhead Status** page, click **New Remark**.

2 On the **Add Remarks** page, type the **remark** in the **Enter your remarks here** box, and then click **OK**.

The following diagram shows the Add Remarks page as it would appear for an overhead web status role.