Catalog - maintaining catalog items

This guide explains how to create, manage, and maintain catalogs, catalog categories, and catalog items. Topics include:

- Managing catalog categories and catalog items
- Creating aliases for catalog items
- Exploring catalog items in detail.

The national catalog is maintained at NICC. A Catalog Manger for a dispatch office may create and maintain catalog items of local interest, such as a skidgen or a bombardier.

To access the Catalog screen

- On the **Resource** screen, click **Catalog**.

Catalog screen

Managing catalog categories and catalog items

This section explains how to create catalog categories and catalog items within a specified catalog category. Topics include:

- Understanding catalog categories and catalog items
- Adding special processing to catalog items
- Adding reminders, features, keywords, and documentation
- Removing catalog categories and catalog items.

Creating catalog categories and catalog items

To define a new catalog category

1   On the **Catalog** screen, click the **Catalog** drop-down arrow, click the **Catalog** of your choice, and then click the **New Category** button.

2   On the **New Category** dialog box, type the **Category Name** of the new category in the **Category Name** box.

3   For a service category, click the **Service** check box.

4   To allow aliases, click the **Allow Aliases** check box.

5   Under **Mnemonic/NFES Code**, click one of the following

   -   Not Allowed

   -   Required.

6   When finished, click **OK**.

The following diagram shows the New Category dialog box.
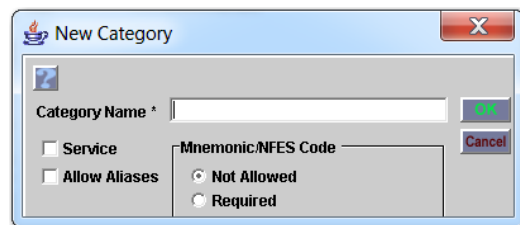
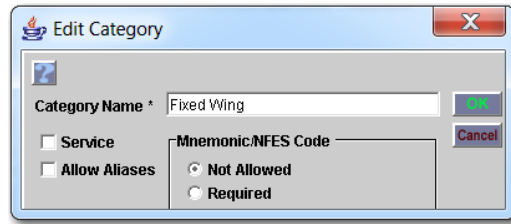**To edit a catalog category**

If a category is changed to no longer requiring a Mnemonic/NFES Code, the existing codes and mnemonics are removed from catalog items within that category in ROSS.

1   On the **Catalog** screen, click the **Catalog** drop-down arrow, click the **Catalog** of your choice.

2   Under **Category**, click the **Category Name** of your choice, and then click the **Edit** button.

3 On the **Edit Category** dialog box, change the information as appropriate, and then click **OK**.

The following diagram shows the Edit Category dialog box.

To delete a catalog category

1 On the **Catalog** screen, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.

2 Under **Category**, click the **Category Name** of your choice, and then click the **Delete** button.

3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

To add a catalog item to a catalog category

Catalog item names must be unique within the entire NICC catalog.

1 On the **Catalog** screen, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.

2 Under **Category**, click the **Category Name** of your choice.

3 Under **Catalog Item**, click the **New Catalog Item** button.

You can limit the visibility of the new catalog item by selecting, "Local," "GACC," or "NICC." For the new catalog item to be visible for all organizations, verify that "All" is selected (the default).

4 In the **Name** box, type the name of the **Classification** or **Qualification**, as appropriate for that catalog.

5 If available and appropriate for the new catalog item, click the **Supplemental Form** drop-down arrow, and then click the **Supplemental Form** of your choice.

6 When finished, click the **Save** button.

Adding special processing to catalog items

The Special Processing tab allows you to add or edit the configuration options of a catalog item. You can also designate how a catalog item is to be viewed and tracked, and identify fitness level ratings for overhead positions.

The appearance of the Special Processing tab changes according to the selected catalog item.

To add special processing for a catalog item

1 On the **Catalog** screen, click the **Catalog** and **Catalog Item** of your choice.

2 On the **Special Processing** tab, complete one or more of the following tasks as appropriate for the catalog item.

3 Click the appropriate check boxes for that catalog item, and then click the **Save** button.

The following diagram shows a sample Special Processing tab as it appears for fixed wing aircraft.

To add a configuration to a catalog item

• On the **Special Processing** tab, click the **Group Of Items** check box.

To add positions and other catalog items to a configuration

1 On the **Special Processing** tab, click the **Configure** button.

2 On the **Edit Configuration** dialog box on the **Category** tab, search for and then click the **Catalog** and **Category** of your choice.

3 Under **Catalog Item**, click the **Catalog Item Name** of your choice, and then click the **Add** button.

4 Add all appropriate **Catalog Item Name(s)** to the configuration, and then click **Close**.

The following diagram shows a sample Edit Configuration dialog box for an aircraft catalog item.
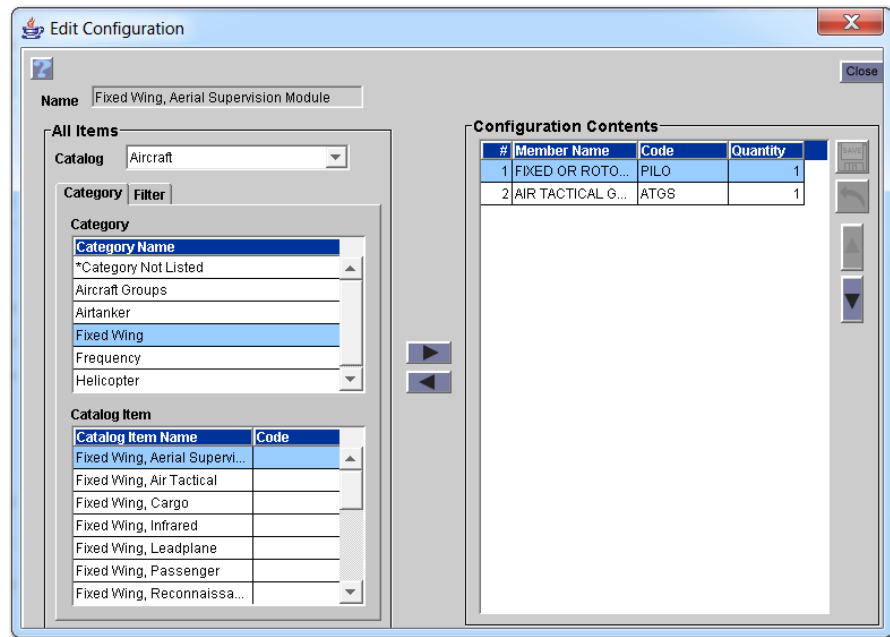
To change the display order of positions in a configuration

As a Catalog Manager, you can control the order of positions in a configuration. This order carries over to master rosters and assignment rosters that use this configuration.

1   On the **Special Processing** tab, click the **Configure** button.

2   On the **Edit Configuration** dialog box under **Configuration Contents**, click the **Member Name** of your choice, and then click **Move Item Up** button or click the **Move Item** button as appropriate.

3   When finished, click the **Save** button, and then click **Close**.

The following diagram shows the Edit Configuration dialog box. The arrows points to the Member Name, "CREW, Misc" and the Move Item Up button.
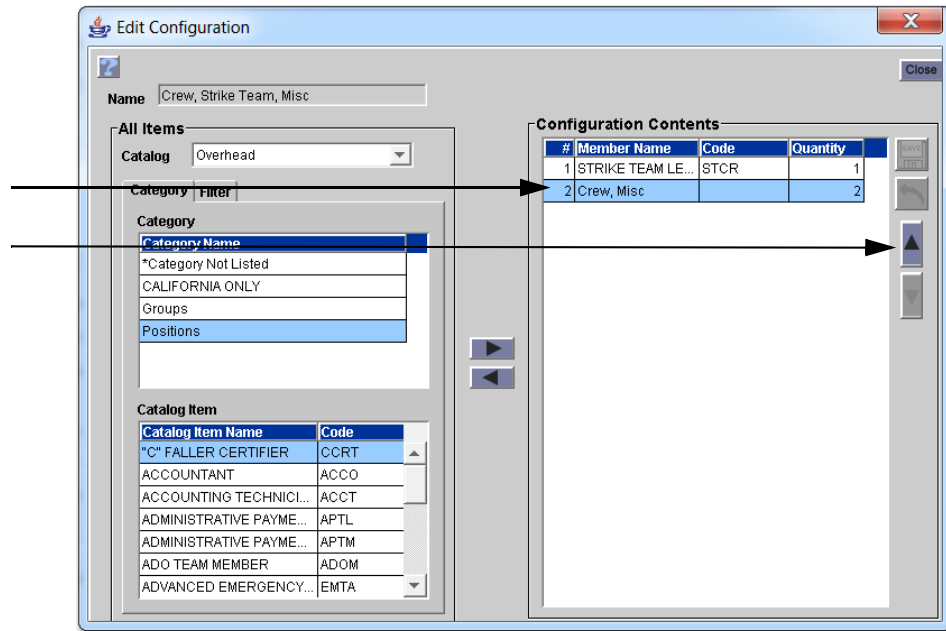

To add a configuration template to a catalog item

You can not add a configuration to an alias. To set the order of the configuration see the next task, "To set the order of the configuration."

1   On the **Catalog** screen, click the **Catalog**, **Catalog Category**, and **Catalog Item** of your choice.

2   Click the **Group of Items** check box.

3   Click the **Configuration Option** drop-down arrow, click the **Configuration Option** of your choice, and then click the **Configure** button.

4   On the **Edit Configuration** dialog box, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.

5   On the **Category** tab, click the **Category** of your choice.

6   Under **Catalog Item**, click the **Catalog Item Name** of your choice, and then click the **Add** button.

*To select more than one **Catalog Item Name** at a time, press and hold [CTRL], CLICK THE **Catalog Item Name(s)** of your choice, and then click the **Add** button.*

7   When finished with the configuration, click **Close**.

The following diagram shows the Edit Configuration dialog box for adding overhead positions to a configuration.
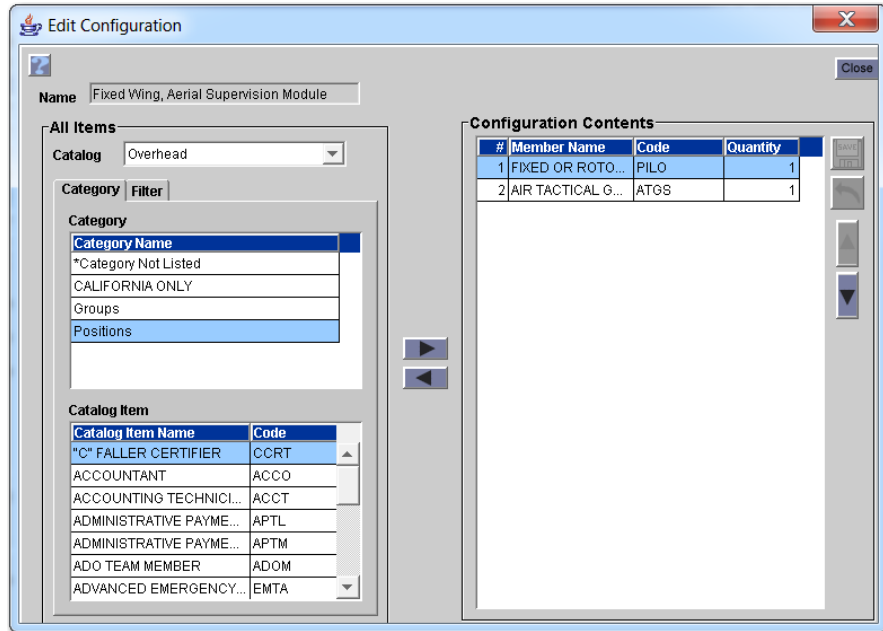
To change the quantity for a member of a configuration

1　On the **Edit Configuration** dialog box under **Configuration Contents**, click in the **Quantity** box for the **Member Name quantity** you want to change, and then type the new **Quantity**.

*To undo a change in quantity, click the **Undo** button.*

2　When finished, click the **Save** button, and then click **Close**.

To remove positions and other catalog items from a configuration

1　On the **Special Processing** tab, click the **Configure** button.

2　On the **Edit Configuration** dialog box under **Configuration Contents**, click the **Member Name** of your choice, and then click the **Remove** button.

3　When finished, click **Close**.

To change the configuration option of a catalog item

•　On the **Special Processing** tab, click the **Configuration Option** drop-down arrow, click the **Configuration Option** of your choice, and then click the **Save** button.

The following diagram shows the Configuration Option drop-down arrow on the Special Processing tab.
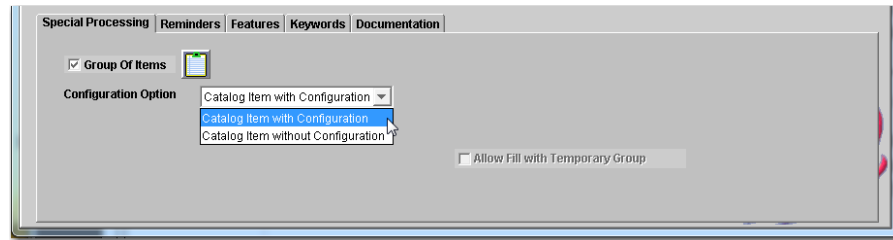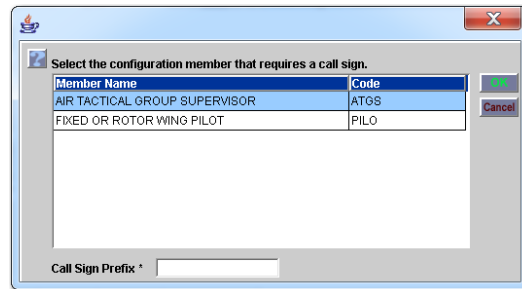

To assign a call sign prefix for an existing position on a configuration

1   On the **Special Processing** tab, click the **Pick Call Sign Configuration Item** button.

2   On the **Select the configuration member that requires a call sign** dialog box, click the **Member Name** of your choice.

3   In the **Call Sign Prefix** box, type the new **Call Sign Prefix**, and then click **OK**.

The following diagram shows a sample dialog box that allows you to select a configuration member and designate a call sign for a fixed wing aircraft.

To change a call sign prefix, you must first remove the existing position from the configuration. Next, add that position back to the existing configuration and then assign the new call sign prefix to it.

To specify a fitness level rating for an overhead resource

1   On the **Catalog** screen, click the **Overhead Resource** of your choice.

2   On the **Special Processing** tab, click the **Required Fitness Rating** drop-down arrow, and then click the **Fitness Rating** of your choice.

Adding reminders, features, keywords, and documentation to catalog items

This section explains how to add and assign additional information and qualifications to the catalog item. This information displays on the New Request screen when you request the catalog item.

To add a reminder to a catalog item

1   On the **Catalog** screen, click the **Catalog** and **Catalog Item** of your choice.

2   On the **Reminders** tab, click the **New** button.

**3**   On the **New Reminder** dialog box, type the appropriate text and then click **OK**.

The following diagram shows the New Reminder dialog box.
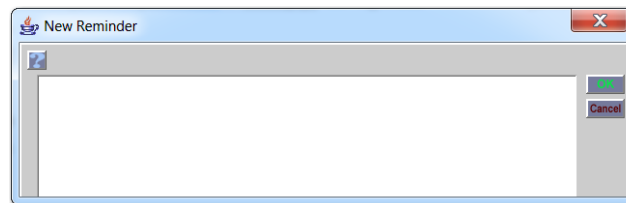
To assign features to a catalog item

1   On the **Catalog** screen, click the **Catalog**, **Catalog Category**, and **Catalog Item** of your choice, and then click the **Features** tab.

2   To define a new feature, click the **New Feature** button, type the **Name of the New Feature** in the **Feature Name** box, and then click **OK**.

3   To assign the feature to the catalog item, under **All Features**, click the **Feature Name(s)** of your choice, and then click the **Assign** or **Assign All** button as appropriate.

The following diagram shows the Features tab on the Catalog screen.
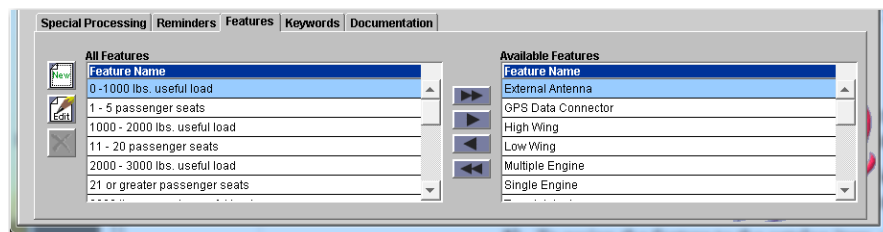
The following diagram shows the New Feature dialog box.
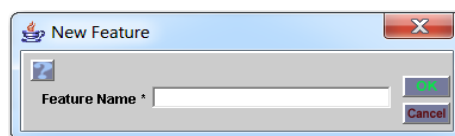
To unassign any feature

•   Under **Available Features**, click the **Feature Name(s)** of your choice, and then the **Unassign** or **Unassign All** button as appropriate.

To edit a catalog item feature

1   On the **Features** tab under **All Features**, click the **Feature Name** of your choice, and then click the **Edit Feature** button.

2   On the **Edit Feature** dialog box, type to replace the **Feature Name** and then click **OK**.

The following diagram shows the Edit Feature dialog box.

To delete a catalog item feature

1   On the **Features** tab under **All Features**, click the **Feature Name** of your choice, and then click the **Delete Feature** button.

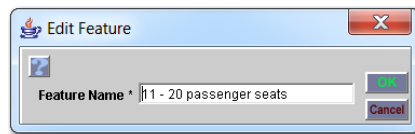2   On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to delete.

To assign keywords to a catalog item

1   On the **Catalog** screen, click the **Catalog**, **Catalog Category**, and **Catalog Item** of your choice, and then click the **Keywords** tab.

2   To define a new keyword, click the **New Keyword** button, type the **Name of the New Keyword** in the **Keyword Name** box, and then click **OK**.

3   To add the keyword to the catalog item, under **All Keywords**, click the **Keyword Name(s)** of your choice, and then click the **Assign** or **Assign All** button as appropriate.

The following diagram shows the Keywords tab on the Catalog screen.
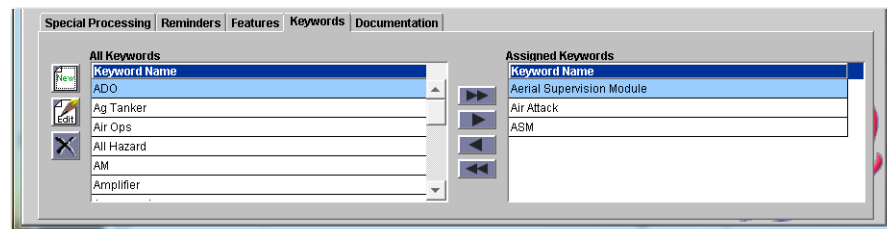
The following diagram shows the New Keyword dialog box.
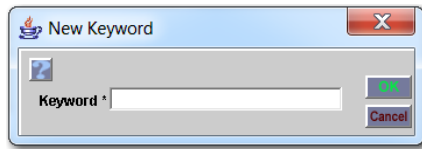
To unassign any keyword

•   Under **Available Keywords**, click the **Keyword Name(s)** of your choice
and then click the **Unassign** or **Unassign All** button as appropriate.

To edit a catalog item keyword

1   On the **Features** tab under **All Features**, click the **Keyword Name** of your
choice, and then click the **Edit Keyword** button.

2   On the **Edit Keyword** dialog box, type to replace the **Keyword Name** and
then click **OK**.

To delete a catalog item keyword

1   On the **Keywords** tab under **All Keywords**, click the **Keyword Name** of
your choice, and then click the **Delete Keyword** button.

2   On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to
delete.

To add documentation to a catalog item

1   On the **Catalog** screen, click the **Catalog**, **Catalog Category**, and **Catalog
Item** of your choice, and then click the **Documentation** tab.

2   In the text box, type the documentation as appropriate, and then click
the **Add** button.

The following diagram shows the Documentation tab on the Catalog screen.
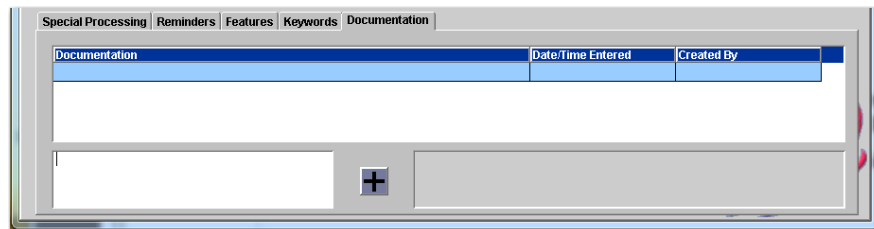
Removing catalog categories and catalog items

This section explains how to remove catalog items and how to delete catalog categories and catalog items.

To remove a catalog item from a catalog category

The Remove button allows you to prevent others from viewing and using the catalog item when creating a new request.
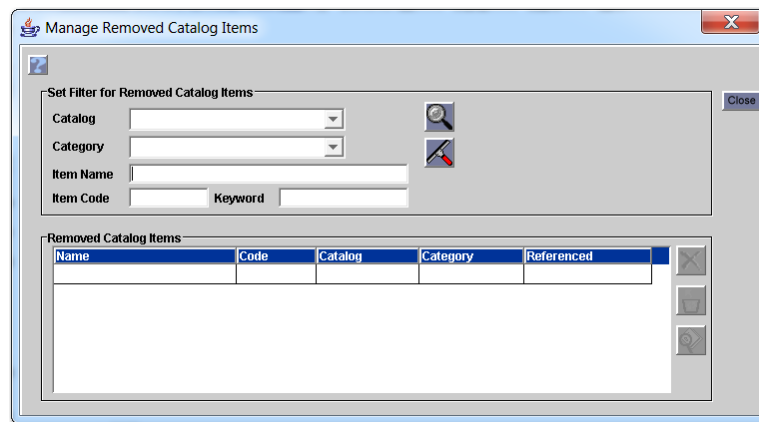
1   On the **Catalog** screen, click the **Catalog**, **Catalog Category**, and **Catalog Item** of your choice, and then click the **Remove Catalog Item** button.

2   On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

To delete a removed catalog item from the ROSS database

1   On the **Catalog** screen, click the **Manage Removed Catalog Items** button.

2   On the **Manage Removed Catalog Items** dialog box under **Set Filter for Removed Catalog Items**, search for and then click the **Removed Catalog Item** of your choice.

3   Click the **Delete Catalog Item** button.

4   On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel, and then click **Close** on the **Manage Removed Catalog Items** dialog box.

The following diagram shows the Manage Removed Catalog Items dialog box.

To restore a catalog item

1   On the **Manage Removed Catalog Items** dialog box under **Set Filter for Removed Catalog Items**, search for and then click the **Removed Catalog Item** of your choice.

2   Click the **Restore Catalog Item** button.

To view catalog item usage

1 On the **Catalog** screen, click the **Catalog**, **Catalog Category**, and **Catalog Item** of your choice, and then click the **View Catalog Item Usage** button.

You can also view catalog item usage from the Manage Removed Catalog Items dialog box.

2 On the **View Catalog Item Usage** dialog box, click the tab of your choice.

To print catalog item usage information

1 On the **View Catalog Item Usage** dialog box, click the **Print** button.

2 In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or pres **[Ctrl] + P**.

*You may choose to hover your pointer to display the **PDF floating toolbar**, and then click the **Print** button.*

3 On the **Print** dialog box, review the printer settings and then click **OK**.

4 When finished, close your Internet browser.

The following diagram shows the View Catalog Item Usage dialog box.
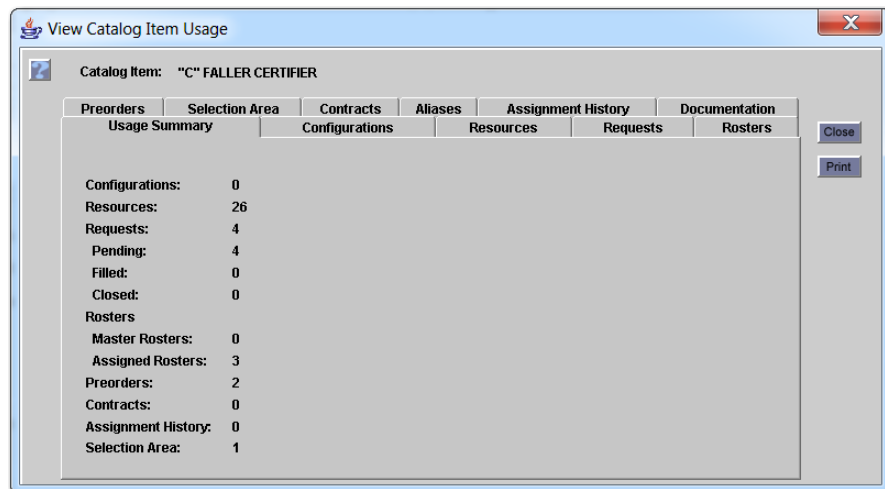
To delete a catalog category

You can not delete a catalog category if it has catalog items associated to it.

1 On the **Catalog** screen, click the **Catalog** and **Catalog Category** of your choice.

2 Click the **Delete** button.

Creating aliases for catalog items

This section explains how to create aliases for catalog items and associate unique items to it.

You must have the Catalog Manager role at NICC to identify whether non-service categories in the aircraft, crew, and equipment catalogs contain alias catalog items.

To allow for alias catalog items within a catalog category

1   On the **Catalog** screen, click the **Catalog** and **Catalog Category** of your choice.

2   Review the **Alias Allowed** column for that **Catalog Category**.

If the Alias Allowed column for that catalog category is "Yes," you do not need to edit the catalog category.

3   To change the **Alias Allowed** column to **Yes**, click the **Edit** button, click the **Allow Aliases** check box, and then click the **Save** button.

To define an alias catalog item and associate unique items to it

You must designate the catalog item as an alias when you create it. Associated items must be from the same catalog and category.

1   On the **Catalog** screen, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.

2   Under **Category**, click the **Category Name** of your choice.

3   Click the **New Catalog Item** button.

4   Under **Catalog Item Information** in the **Name** box, type the name of the **Classification** or **Qualification**, as appropriate for that catalog.

5   Click the **Supplemental Form** drop-down arrow, and then click the **Supplemental Form**, as appropriate for that catalog item.

6   Click **Alias**.

7   When finished, click the **Save** button.

8   Click the **Aliases** tab.

9   Under **Available Catalog Items**, click the **Name(s)** of your choice, and then click **Add** or **Add All** as appropriate.

The following diagram shows a sample alias, "Special Crew Type 1A or 2A," defined on the Catalog screen. The arrows point to the Alias check box and the unique catalog items on the Aliases tab that are associated to the alias.
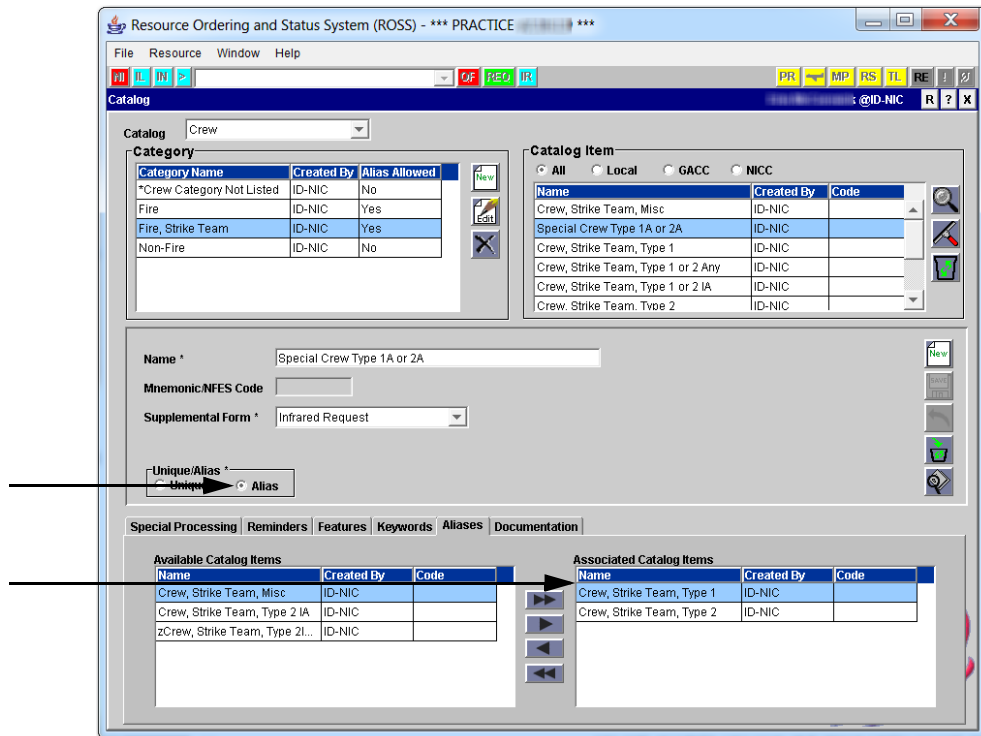
Exploring catalog items in detail

This section outlines additional information about catalog items and setting up aliases for catalog items.

Understanding catalog items

Remember these key points when creating catalog categories and catalog items:

- Crews may have only one classification per category. *For example, a crew may not be classified as both a "Type 2" and a "Type 2 IA."*

- Equipment resources may have only one type per category. *For example, you can assign classifications "Tractor-Plow, T-4" and "Dozer, T-2" (each from different categories) to the same resource. You cannot assign "Dozer, T2" and "Dozer, T3" to the same resource.*

- Supply non-service items may have only one classification. All non-service supply categories allow alias items by default. *You cannot change this setting.*

Understanding aliases for catalog items

Remember these key points when setting up aliases for catalog items:

- The catalog category must permit aliases. You must set the alias or unique designation when creating the item.

- An alias is an inclusive item in the ROSS catalog. You may only classify resources as unique items. *For example, Engine, Type 6.*

- You cannot edit aircraft categories to allows aliases if there are existing resources that have multiple qualifications, where at least one qualification is in the category being edited.

- An alias only applies to aircraft, crew, equipment, and supply non-service catalog items. It does not apply to overhead or services of any type.

- You may only edit aircraft, equipment, and crew categories to prohibit aliases after all alias catalog items have been changed to unique items.

- All non-service supply categories allow alias items by default. *You cannot change this setting.*

- You may change an alias item to a unique item only after removing all associations.

- Alias catalog items may not have configurations. You cannot add alias catalog items to a configuration.

- You may add alias catalog items to their pre-order and detail requests. However, you may not add positions for alias catalog items to master rosters, assignment rosters, or manifests.

- Use a data draw to obtain information on all resources that have multiple qualifications, where at least one qualification is in a category that does not permit aliases.

For more information about catalog aliases see, "Understanding alias catalog items" in "Resource Item - working with resources."