



# TIP SHEET

## Rostering CWN Aircraft

**In Portal:**

- After filling the parent request with the appropriate resource, the CWN Home (Filling) Dispatch can select the “Fill With Configuration” Filling Option on the Rosters tab and select “Set Fill” when filling the order.
  - Note, the Rosters tab does not appear until the parent request is filled.

- If the CWN Home (Filling) Dispatch and Incident Dispatch are the same, you can create the assignment roster and Generate Subordinates as needed.
- If the CWN Home (Filling) Dispatch is not the same as the Incident Dispatch, selecting the “Fill with Configuration” option allows the Incident Dispatch to create the assignment roster and “Generate Subordinates” locally.

**In DMT:**

- The CWN Home (Filling) Dispatch can select “Configuration” Roster Source on the Rosters tab on the request when filling the parent request with the appropriate resource.
- If the CWN Home (Filling) Dispatch and Incident Dispatch are the same, users can create the assignment roster from the Assignment Roster tab at the bottom and Generate Subordinates as needed.
  - Go into each roster record to add the Requested Resource name and process the subordinate individually on the record or all subordinates on the roster at once using the Generate Subordinates action button above the Assignment Roster tab.
  - Dispatch Managers can also add “New” roster items.



# TIP SHEET

- If the CWN Home (Filling) Dispatch is not the same as the Incident Dispatch, selecting the “Configuration” option allows the Incident Dispatch to complete the assignment roster and “Generate Subordinates” locally.

Request DetailsFill DetailsMobilizationRelease DetailsTactical AircraftRostersActivitiesUser DocumentationPlace/Order AuthorityRequest ChainSystemIRWIN

To assign a roster to this request, you must assign and fill with a valid resource.

Roster SourceConfiguration

Update

View ROF

Create Support Request

Generate Subordinates

Release

Request Transactions (4)Assignment Roster (4)Local PurchasesCatalog Item Reminders (3)Request ManifestsRequest Decline ReasonsTravel ItinerariesAuto Doc (4)All SubordinatesSubordinate Resources

PositionSearch

Request = MT-BRF-022131 : A-14

	Name	Position	Assignment Request	Catalog Item	Filled Request	Assignment Request	Request Status	Parent	Requested Resource	Position	Reloac
	Helicopter Manager, Single Resource	1 (empty)		HMGB - Helicopter Manager, Single Resource	false	(empty)		(empty)	(empty)	1 (empty)	

- Note, the Roster Source defaults to “- -None- -” in DMT.
  - If the request was filled on the Roster tab in Portal as “Fill with Single Resource” this will result as “- -None- -” in DMT. The Filling or Requesting Dispatch can edit the rostering capability via this drop down to “Configuration” to open rostering capability in both the DMT and Portal, thus serving as a workaround if the parent request was accidentally filled with the “Fill with Single Resource” option.