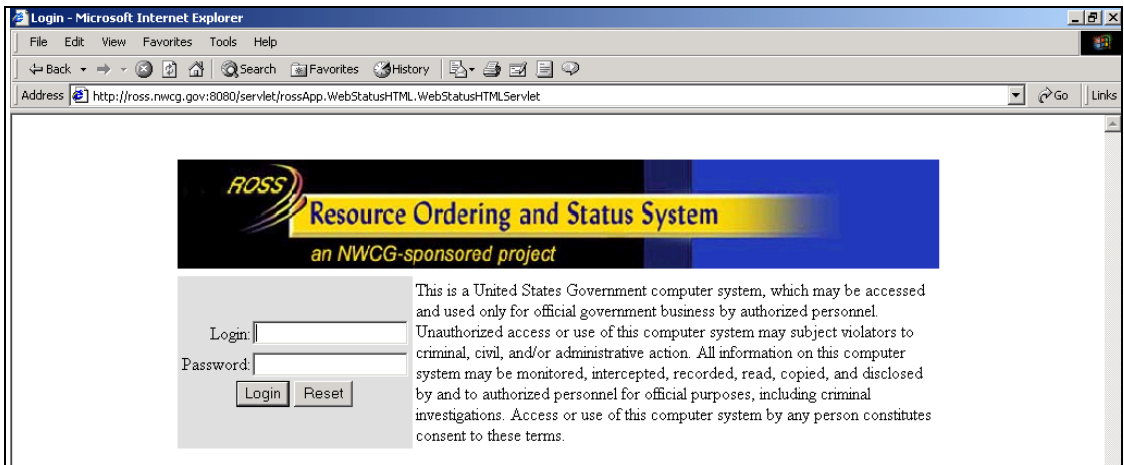


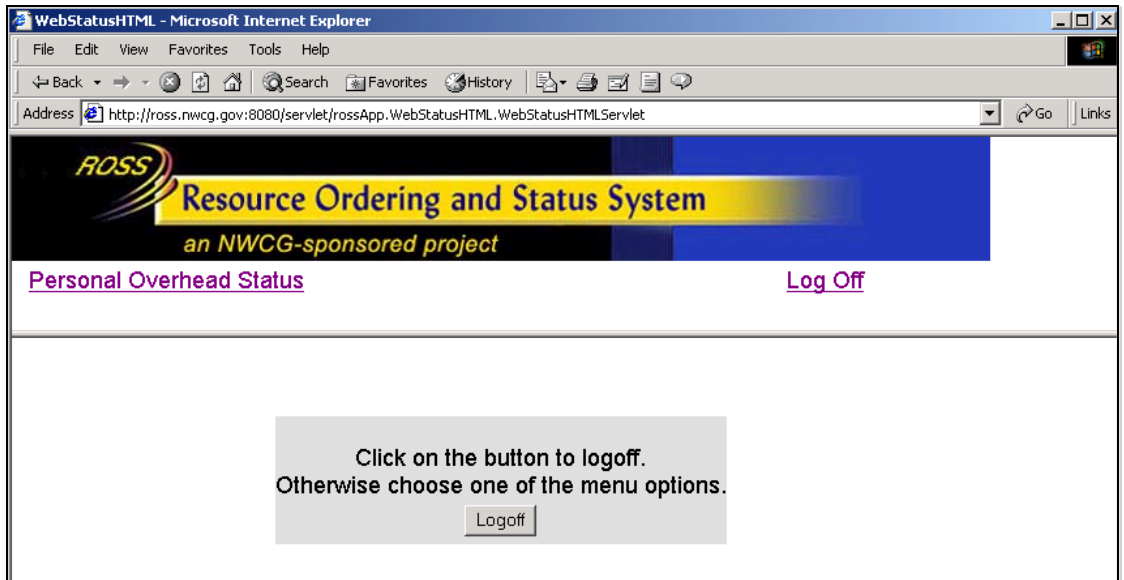
The following diagram shows the WebStatus login screen.



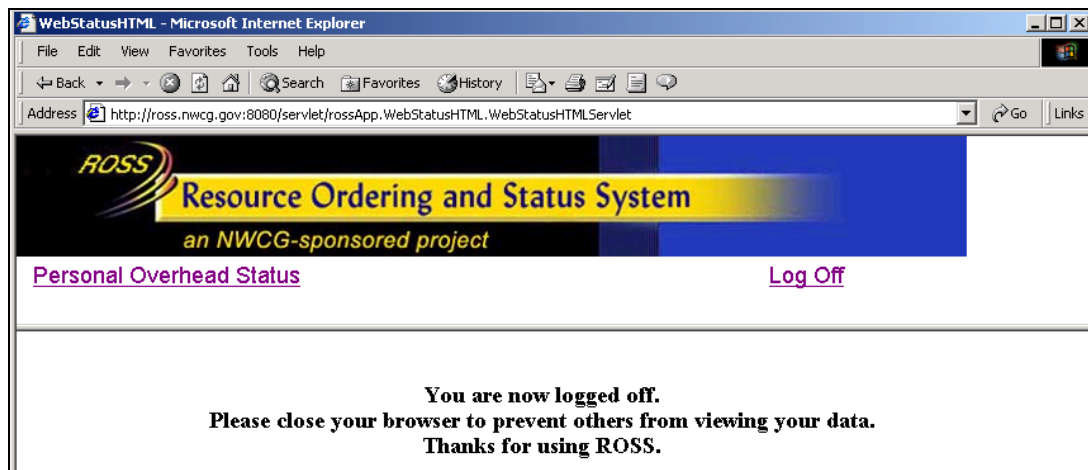
To log off WebStatus

- 1 On the **WebStatus** screen, click **Log Off**.
- 2 Click the **Logoff** button, and then close your Internet Browser.

The following diagram shows the Logoff screen.



The following diagram shows the logoff confirmation screen.

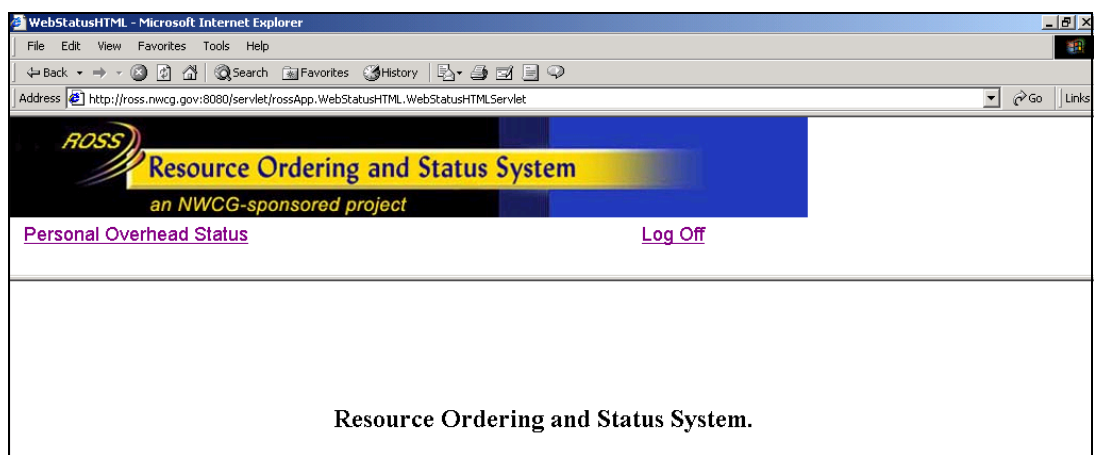


Managing Personal Overhead Status information

This section explains how to specify details for your personal overhead status. Tasks explained in this section include:

- Designating your Availability Area
- Designating your Availability Status as Unavailable
- Designating your Availability Status as Available
- Adding a new Remark
- Adding an Unavailability period
- Editing an Unavailability period
- Deleting an Unavailability period
- Changing your password.

The following diagram shows the WebStatus screen as it appears for employees.



To access the Personal Overhead Status screen

- On the **WebStatus** screen, click **Personal Overhead Status**.

The following diagram shows the Manage Personal Overhead Status screen for sample supervised overhead resource Joe Foxworthy.

WebStatusHTML - Microsoft Internet Explorer
Address http://ross.nwgc.gov:8080/servlet/rossApp.WebStatusHTML.WebStatusHTMLServlet

ROSS
Resource Ordering and Status System
an NWCG-sponsored project

[Personal Overhead Status](#) [Log Off](#)

Manage Personal Overhead Status

Logged in as: Joe Foxworthy
[Save](#) [Undo](#) [Change Password](#) [New Remark](#)

Name Joe Foxworthy
Organization NIFC - Bureau of Land Management (ID-FCD)
Home Dispatch National Interagency Coordination Center (ID-NIC)
Supervisor Sarah Abernathy
Supervisor's E-mail emccormick02@fs.fed.us
Supervisor's Phone

Qualifications
INITIAL ATTACK DISPATCHER (IADP) QUALIFIED
PLASTIC SPHERE DISP. OPERATOR (PLDO) QUALIFIED
SUPPORT DISPATCHER- EX. DISP. (EDSD) QUALIFIED

Availability Area Local
Availability Status
Unavailability Reason
Remarks No remarks are available

[Save](#) [Undo](#) [Change Password](#) [New Remark](#)

Unavailability Periods

FROM	TO	REASON

[Delete](#) [Add](#) [Edit](#)

[Delete](#) [Add](#) [Edit](#)

To undo any unsaved changes

- On the **Manage Personal Overhead Status** screen, click **Undo**.

To designate your Availability Area

- 1 On the **Manage Personal Overhead Status** screen, click the **Availability Area** drop-down arrow, and then highlight to select the **Availability Area** of your choice
 - (blank)
 - GACC
 - Local
 - National.
- 2 When finished, click **Save**.

To designate your Availability Status as Unavailable

- 1 On the **Manage Personal Overhead Status** screen, click to clear the **Availability Status** check box.
- 2 Click the **Unavailability Reason** drop-down arrow and then select the **Unavailability Reason** of your choice
 - (blank)
 - At Incident
 - Day Off
 - Inactive
 - Management
 - N/A
 - Out of Service
 - Personal
 - Rest.
- 3 When finished, click **Save**.

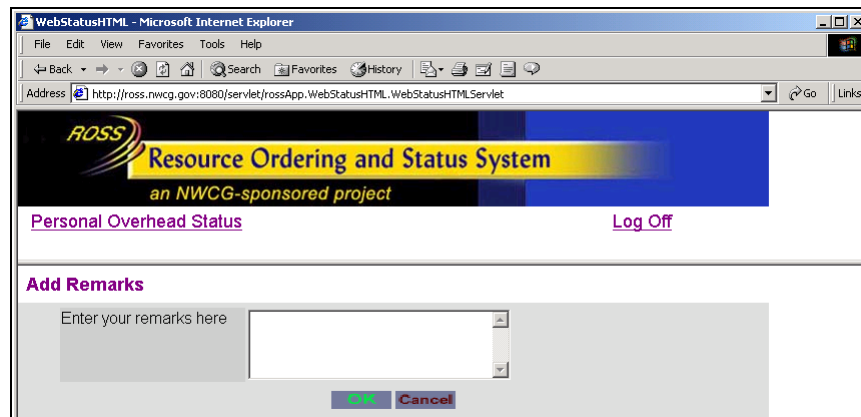
To designate your Availability Status as Available

- Click to select the **Availability Status** check box, and then click **Save**.

To add a New Remark

- 1 On the **Personal Overhead Status** screen, click **New Remark**.
- 2 On the **Add Remarks** screen, type the **Remarks** of your choice, and then click **OK**.

The following diagram shows the Add Remarks screen.

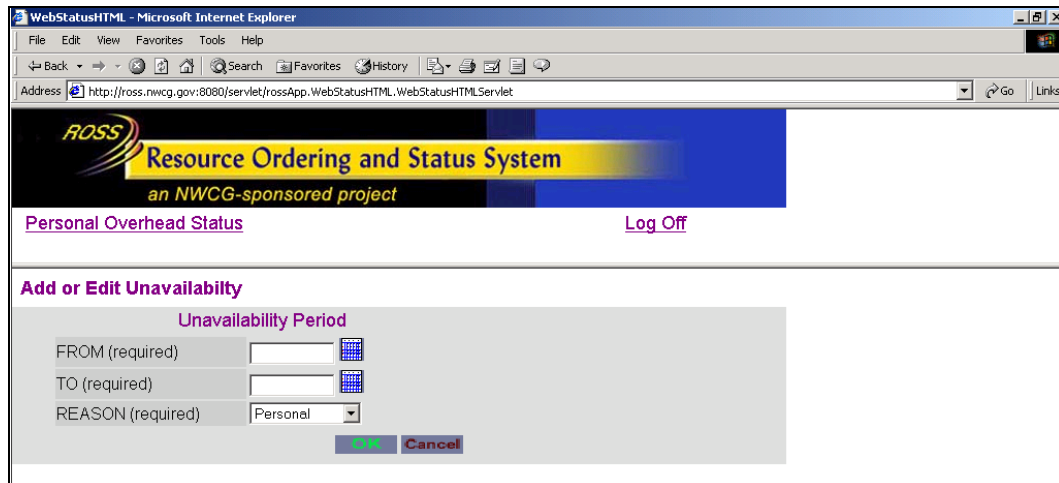


Once saved, Remarks can not be deleted.

To add an Unavailability period

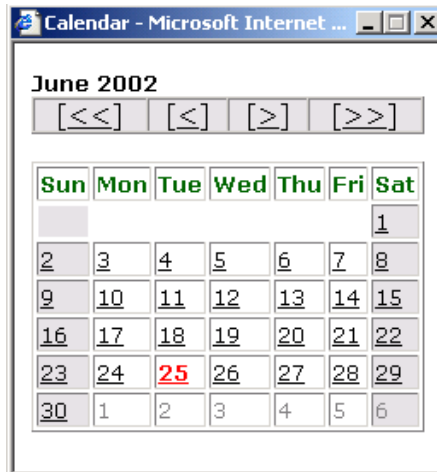
- 1 On the **Manage Personal Overhead Status** screen, click **Add**.

The following diagram shows the Add or Edit Unavailability screen.



- 2 On the **Add or Edit Unavailability** screen, click the **Calendar** button next to the **FROM** box, and then select the **FROM** date of your choice.

The following diagram shows the Calendar for designating FROM and TO unavailability dates.



Clicking the double arrows (<< and >>) on the Calendar will display the same month for the previous or next year. Clicking the single arrows (< and >) will display the previous or next month.

- 3 On the **Add or Edit Unavailability** screen, click the **Calendar** button next to the **TO** box, and then select the **TO** date of your choice.

-
- 4 Click the **REASON** drop-down arrow and then select the **Unavailability Reason** of your choice
 - (blank)
 - At Incident
 - Day Off
 - Inactive
 - Management
 - N/A
 - Out of Service
 - Personal
 - Rest.
 - 5 When finished, click **OK**.

To edit an Unavailability period

- 1 On the **Manage Personal Overhead Status** screen, click **Edit**.
 - 2 On the **Add or Edit Unavailability** screen, click the **Calendar** button next to the **FROM** box, and then select the **FROM** date of your choice.

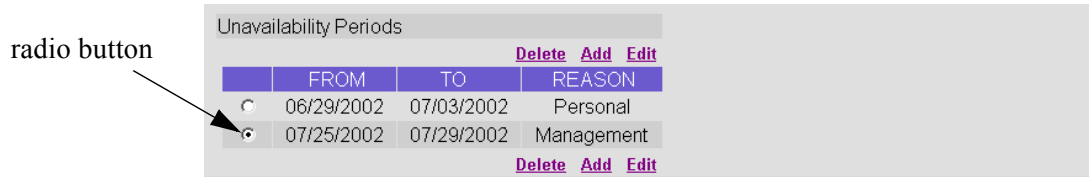
Clicking the double arrows (<< and >>) on the Calendar will display the same month for the previous or next year. Clicking the single arrows (< and >) will display the previous or next month.

 - 3 On the **Add or Edit Unavailability** screen, click the **Calendar** button next to the **TO** box, and then select the **TO** date of your choice.
 - 4 Click the **REASON** drop-down arrow and then select the **Unavailability Reason** of your choice
 - (blank)
 - At Incident
 - Day Off
 - Inactive
 - Management
 - N/A
 - Out of Service
 - Personal
 - Rest.
 - 5 When finished, click **OK**.
-

To delete an Unavailability Period

- Under **Unavailability Periods**, click the radio button to select the **Unavailability Period** of your choice, and then click **Delete**.

The following diagram shows the Unavailability Periods section of the Manage Personal Overhead Status screen. The arrow points to the Unavailability Period to be deleted.



To change your password

- 1 On the **Manage Personal Overhead Status** screen, click **Change Password**.
- 2 On the **Change Password** dialog box, type your **Old Password**, type your **New Password**, and then type your **New Password** again.
- 3 When finished, click **OK**.

The following diagram shows the Change Password dialog box.

Change Password

Logged in as: Joe Foxworthy

Enter Old Password

Enter New Password

Confirm New Password