

## DETAILED LESSON OUTLINE

COURSE:	ROSS Dispatch – Basic
UNIT:	4 – Resource Statusing
SUGGESTED TIME:	1 Hour 30 Minutes (1:00 Lecture, 0:30 Practice)
TRAINING AIDS:	Computer projector, screen, PowerPoint presentation, computers (one for instructor and one per trainee) with Internet connection.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none"><li>1. View the status of a resource.</li><li>2. Set the availability of a resource.</li><li>3. Set the area a resource is available to.</li><li>4. Set the unavailability periods of a resource.</li><li>5. Search for a resource using 'Search For Resources' screen.</li><li>6. Identify the primary capabilities of the ROSS 'Web Status' feature.</li></ol>

## BASIC UNIT 4 – Resource Statusing

Changes since last version:

1. None.

OUTLINE	AIDS & CUES
<p><b>INTRODUCE THE UNIT.</b></p> <p><b>PRESENT UNIT OBJECTIVES.</b></p> <p>I. 'RESOURCE STATUS' SCREEN</p> <p>Summary.</p> <ul style="list-style-type: none"> <li>• Accessed by either 'Resource' or 'Status' menu.</li> <li>• Used to view status, and set availability, of resources for which you are Home or Preposition Dispatch.</li> <li>• Allowing a resource's availability to expire makes them unavailable for dispatch.</li> </ul> <p><b>BEFORE CONTINUING THE UNIT LECTURE:</b></p> <ul style="list-style-type: none"> <li>• <b>PERFORM A QUICK, UNINTERRUPTED WALK-THROUGH OF THE SCREENS AND MAJOR FUNCTIONS TO BE COVERED IN THIS UNIT.</b></li> <li>• <b>USE THE 'EXTRA' RESOURCES IN THE TRAINING DATABASE AS APPROPRIATE TO DEMONSTRATE MAJOR ACTIONS.</b></li> <li>• <b>DO NOT FIELD STUDENT QUESTIONS DURING THE WALK-THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE).</b></li> </ul> <p>A. 'Set Filter for Resources' section of screen.</p> <p><b>BRIEFLY DISCUSS THE FILTER CRITERIA FIELDS.</b></p> <ul style="list-style-type: none"> <li>• Select Status to View – If 'Assigned' was selected, select option from drop-down list on right.</li> </ul> <p><b>BRIEFLY DISCUSS THE OPTIONS IN THE DROP-DOWN LIST.</b></p>	<p>04-01-ROSSD-SL</p> <p>04-02-ROSSD-SL</p> <p><u>Log into Pagosa Springs Dispatch.</u></p> <p>Open <u>Resource Status</u> screen.</p>

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<ul style="list-style-type: none"> <li>• 'Non-qualified Resources Only' check box – Check to limit filter results to resources that do not have a qualification.</li> </ul> <p>B. 'Set Resource Status' section of screen.</p> <p><b>NOTE THAT THIS SECTION IS <u>NOT</u> FILTER CRITERIA FOR THE TABLE.</b></p> <ul style="list-style-type: none"> <li>• For resource to display, your dispatch must be either home or preposition dispatch.</li> <li>• Resources on your preposition incidents display: <ul style="list-style-type: none"> <li>– Whether they are local or non-local.</li> <li>– Whether they are inventory or non-inventory.</li> <li>– Whether or not they are services.</li> <li>– From the time they begin mobilization to the preposition incident to the time they are released from the preposition incident.</li> <li>– While they are not committed to a non-preposition incident.</li> </ul> </li> <li>• Following resources do <u>not</u> display: <ul style="list-style-type: none"> <li>– Resources qualified as a catalog item for which 'View on Resource Status Screen' is not designated.</li> <li>– Resources qualified as a catalog item for which 'track request' is not designated.</li> <li>– Non-Inventory resources on incidents of a type other than preposition.</li> <li>– 'External' resources (i.e., resources from a non-ROSS dispatch).</li> <li>– Removed resources.</li> </ul> </li> </ul> <p><b>BRIEFLY DISCUSS THE TABLE COLUMNS.</b></p>	<p>Select Overhead.</p> <p>Display Select Status to View drop-down list. Select Assigned, then display second drop-down. Set first drop-down back to <b>**ALL**</b>.</p> <p>Click Filter. Check status of Nancy Potter (reserved).</p> <p>Change 'Status to View' to 'All'. Click Filter. Check status of Rex Johansen (available).</p>

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<ul style="list-style-type: none"> <li>• Resources transferred to your dispatch, but for which transfer not completed: <ul style="list-style-type: none"> <li>– Display with status of 'Unavailable (Transferred)'. </li> <li>– Generate a 'reminder' notice.</li> </ul> </li> </ul> <p>C. Setting Availability of a Resource.</p> <ul style="list-style-type: none"> <li>• Select appropriate availability.</li> <li>• Cannot status resource while committed (i.e., demob ETA not passed) to non-preposition.</li> <li>• 'Returned From Assignment' resources Unavailable until switched to Available.</li> <li>• Requests filled with non-inventory agreement or EFF/AD resources are closed when demob ETA passes.</li> <li>• Resources qualified as catalog items not viewed on Resource Status screen become 'Available' after completing assignment (i.e., are not stasured as 'Returned From Assignment').</li> <li>• If 'Unavailable' is chosen, select a reason.</li> </ul> <p><b>BRIEFLY DISCUSS THE OPTIONS IN THE DROP-DOWN LIST.</b></p> <ul style="list-style-type: none"> <li>• Click 'Set Availability' button.</li> </ul>	<p>Click RE button. Display Transferred Resources tab. Do <u>not</u> complete transfer.</p> <p>Return to Resource Status screen.</p> <p>Select Equipment. Click Filter. Select Tender # 43276.</p> <p>Display Select Status first drop-down list.</p> <p>Select Unavailable. Display second drop-down list.</p> <p>Select Available. Click Set Availability.</p>

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<ul style="list-style-type: none"> <li>• If any selected resources are parent of a group: <ul style="list-style-type: none"> <li>– Select a ‘Group Check In Option’: <ul style="list-style-type: none"> <li>▪ Check in parent only.</li> <li>▪ Check in parent and all local subordinates.</li> <li>▪ Check in parent and all subordinates (local and non-local).</li> </ul> </li> <li>– Only subs with status of ‘Returned From Assignment’ and whose last assignment was with one of selected parents is checked in.</li> <li>– Nested subs are also checked in.</li> <li>– If subs being checked in, and any have incomplete assignment roster, roster is cancelled.</li> <li>– If a configuration is being checked in as ‘Available’, subordinates in a Period of Unavailability or Deactivated are not checked in.</li> <li>– If checking in resource from request for which intention to add assignment roster at a later time was indicated, you are warned. Completing the check in: <ul style="list-style-type: none"> <li>▪ Deletes assignment roster, if started.</li> <li>▪ Prevents assignment roster from being added.</li> </ul> </li> </ul> </li> </ul> <p>D. Setting Area a Resource is Available To.</p> <ul style="list-style-type: none"> <li>• Select appropriate area – Local, GACC, National.</li> <li>• Click 'Set Available To' button.</li> </ul> <p>E. Setting Unavailability Periods of a Resource.</p> <ul style="list-style-type: none"> <li>• Cannot modify while resource committed (i.e., demob ETA not passed) to non-preposition.</li> <li>• Can have multiple unavailability periods.</li> </ul>	<p>Select Overhead. Click Filter. Select Incident Obligation Team. Click Set Availability.</p> <p>Select ‘Check in parent and all local subordinates’.</p> <p>Click OK.</p> <p>Select Equipment. Click Filter. Select Walt’s Lowboy.</p> <p>Select GACC from-drop-down list.</p> <p>Click Set Available To.</p> <p>Select Overhead. Click Filter.</p> <p>Select Anne Fowler.</p>

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<ul style="list-style-type: none"> <li>• 'Set Unavailability Periods' button.</li> <li>• Entering a new unavailability period.</li> </ul> <p><b>BRIEFLY DISCUSS THE DIALOG BOX FIELDS.</b></p> <ul style="list-style-type: none"> <li>• Editing an existing unavailability period.</li> <li>• If resource on roster is in a period of unavailability, cannot be used on an Assignment Roster.</li> </ul> <p>F. 'Search' Button.</p> <p><b>BRIEFLY DISCUSS THE DIALOG BOX FIELDS.</b></p> <p>G. 'Authorize Fill Organization' Button (<b>APPLICABLE ONLY TO 'STATUS ONLY DISPATCH' UNITS</b>) – Designate dispatch authorized to use selected resource.</p> <p><b>BRIEFLY DISCUSS THE 'AUTHORIZE FILL ORGANIZATION' FUNCTIONALITY, BUT DO NOT DEMONSTRATE.</b></p> <p>H. 'Clear Fill Authorization' Button (<b>APPLICABLE ONLY TO 'STATUS ONLY DISPATCH' UNITS</b>) – Remove authorization for selected resource.</p> <p>I. 'Documentation' Button.</p>	<p>Click Set Unavailability Periods.</p> <p>Click New. Enter any dates. Select any reason.</p> <p>Click Save. Click Close.</p> <p>Select Christina Johnson. Click Set Unavailability Periods. Select the unavailability period. Select any new end date. Select any reason.</p> <p>Click Save. Click Close.</p> <p>Click Search.</p> <p>Click Cancel.</p> <p>Click Documentation. Click Close.</p>

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<p>J. 'Clear Search' Button.</p> <p>K. 'Go To' Button.</p> <p>L. 'View' Button – Information cannot be edited.</p> <p><b>POINT OUT THAT ONLY 'VIEW RESOURCE' WILL BE DISCUSSED IN DETAIL. 'VIEW RESOURCE' CONTAINS KEY RESOURCE INFORMATION FROM THE 'RESOURCE ITEM' SCREEN, WHICH IS ACCESSIBLE ONLY TO USERS WITH AN ADMINISTRATIVE ROLE.</b></p> <p><u>View Resource</u></p> <ul style="list-style-type: none"> <li>• Display for all catalog items: <ul style="list-style-type: none"> <li>– Home Location.</li> <li>– Current Location.</li> <li>– Resource Status.</li> </ul> </li> <li>• Other fields differ based on Catalog.</li> </ul> <p><b>BRIEFLY DISCUSS THE FIELDS DISPLAYED FOR AN OVERHEAD RESOURCE.</b></p> <ul style="list-style-type: none"> <li>• Tabs:</li> </ul> <p><b>BRIEFLY DISCUSS EACH TAB.</b></p> <ul style="list-style-type: none"> <li>– 'Organizations' tab.</li> <li>– 'Qualification/Classification/ Equipment Type' tab.</li> <li>– 'Availability' tab.</li> <li>– 'Special Conditions' tab.</li> <li>– 'Features' tab.</li> <li>– 'Assignment History' tab.</li> <li>– 'Contract Information' tab.</li> <li>– 'Contacts' tab.</li> <li>– 'Documentation'</li> </ul>	<p>Select Nancy Potter.</p> <p>Click Go To and display drop-down list.</p> <p>Click View button. Select View Resource.</p> <p>Display each tab as it is discussed.</p> <p>Click Close.</p>



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<ul style="list-style-type: none"> <li>▪ Filling Cache – Cache that supplied the items in the issue.</li> <li>▪ Qty – Quantity of items shipped in the issue.</li> <li>– Cache Trackable IDs section of the tab – Lists trackable IDs of items shipped with issue selected in Shipped Items table.</li> </ul> <p>II. 'SEARCH FOR RESOURCES' SCREEN</p> <p>Summary.</p> <ul style="list-style-type: none"> <li>• Accessible from Resource menu.</li> <li>• Allows search for any ROSS resource from any catalog, regardless of managing dispatch, resource status, or resource assignment.</li> <li>• Supply resources display regardless of whether they are tracked (via Track Associated Requests check box on Resource Item screen).</li> <li>• 'Removed' resources display.</li> </ul> <p>A. 'Set Filter Criteria For Resources' section of screen.</p> <ul style="list-style-type: none"> <li>• First/Last Name radio button – Applicable for OH only.</li> <li>• Resource Name radio button – Applicable to non-OH. <ul style="list-style-type: none"> <li>– Resource Name (required field).</li> <li>– Catalog drop-down list.</li> </ul> </li> <li>• Organization filters – Applicable with either radio button.</li> </ul> <p>B. 'Select Resource' section of screen.</p> <p><b>BRIEFLY DISCUSS THE TABLE COLUMNS.</b></p>	<p>Open <b><u>Search For Resources</u></b> screen.</p> <p>Enter last name 'Krieger'. Enter first name 'Helmut'. Click Filter.</p> <p>Select Resource Name radio button.</p>

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<ul style="list-style-type: none"> <li>• View button.</li> </ul> <p>III. WEB STATUS</p> <p>Summary.</p> <ul style="list-style-type: none"> <li>• 'User Accounts' ROSS screen used to establish web status accounts.</li> <li>• Web Status accessed via a web browser.</li> <li>• Allows Overhead Resources, Overhead Supervisors, Vendor Representatives, and Government Non-Dispatch Representatives to perform following via Internet: <ul style="list-style-type: none"> <li>– Status themselves and their resources, including Availability Area, Availability Status, and Unavailability Periods.</li> <li>– View general resource information.</li> <li>– View current assignment information.</li> <li>– Maintain contact information.</li> <li>– Change Web Status Password.</li> </ul> </li> </ul> <p>IV. PRACTICE SESSION.</p> <p><b>REVIEW UNIT OBJECTIVES.</b></p> <p><b>QUESTIONS?</b></p> <p><b>REQUEST STUDENTS FILL OUT UNIT EVALUATION.</b></p>	<p>Click View and display drop-down list.</p> <p><b><u>If possible, log into Web Status.</u></b></p> <p>04-05-ROSSD-SL</p>