

DETAILED LESSON OUTLINE

- COURSE: ROSS Dispatch – Basic
- UNIT: 6 – Pending Request
- SUGGESTED TIME: 2 Hours 30 Minutes (1:30 Lecture, 1:00 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:
1. Set Pending Request Filters.
 2. Claim a pending request.
 3. Cancel a request.
 4. UTF a request.
 5. Cancel UTF a request.
 6. Retrieve a request.
 7. Edit a request.
 8. Fill a request with a non-inventory agreement resource.
 9. Fill a request with a non-inventory EFF/AD resource.
 10. Fill a request using a resource from the Available and Reserved tabs.
 11. Reassign a resource using the Mob-in-Route, At Incident, and Demob-in-Route tabs.
 12. Fill a request using a contracted resource.
 13. Place a request using the Other Resources tab.

BASIC UNIT 6 – Pending Request

Changes since last version:

1. Other Resources tab on Pending Request screen: Removed requirement that the 'Show Resource Counts' check box must be checked in order to populate the grid counts. (p. 6.24, II.H.7)
2. Disposition of Support Requests (DOSR) – Added text stating that DOSR can also display for non-local support requests for which the Incident Dispatch has 'control'. (p. 6.27, J.1)
3. DOSR – Added text stating control of a non-local support request for which control was yielded to the Incident Dispatch does not transfer to the Incident Dispatch until the request is filled and the resource begins mobilization. (p. 6.27, J.2)

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p>	<p>06-01-ROSSD-SL</p>
<p>PRESENT UNIT OBJECTIVES.</p>	<p>06-02-ROSSD-SL 06-03-ROSSD-SL</p>
<p>POINT OUT WHICH PORTIONS OF THE 'ROSS DISPATCH PROCESS' ARE DISCUSSED IN THIS UNIT (REFER STUDENTS TO THE HANDOUT FROM UNIT 2).</p> <p>Summary.</p> <ul style="list-style-type: none"> • Used to take action on requests pending with your dispatch. 	<p>06-04-ROSSD-SL 02-01-ROSSD-HO</p> <p>Log into Pagosa Springs Dispatch.</p>
<p>USE THE DISPATCH AFFILIATIONS GRAPHIC AS AN AID WHENEVER APPLICABLE.</p>	<p>06-05-ROSSD-SL 06-01-ROSSD-HO</p>
<p>BEFORE CONTINUING THE UNIT LECTURE:</p> <ul style="list-style-type: none"> • PERFORM A QUICK, UNINTERRUPTED WALK-THROUGH OF THE SCREENS AND MAJOR FUNCTIONS TO BE COVERED IN THIS UNIT. • USE THE 'EXTRA' RESOURCES IN THE TRAINING DATABASE AS APPROPRIATE TO DEMONSTRATE MAJOR ACTIONS. • DO NOT FIELD STUDENT QUESTIONS DURING THE WALK-THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE). 	

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<p>B. 'Search Incidents' section of 'Pending Request' screen.</p> <p>'Manage Financial Codes' Button – Allows financial codes to be selected, and/or created, and applied to incident (local or non-local).</p>	<p>Click Manage Financial Codes button.</p>
<p>BRIEFLY DISCUSS THE DIALOG BOX.</p> <ul style="list-style-type: none"> • New ad hoc financial codes not applied to incident host. • Can remove code from non-local incident if in request chain of at least one request. 	<p>Click New.</p> <p>Click Cancel. Click Close</p>
<p>C. 'Select Filter for Pending Requests' section of 'Pending Request' screen.</p> <p>BRIEFLY DISCUSS THE FILTER FIELDS.</p> <p>Tracked – Only tracked NFES Supply requests display.</p>	<p>Click Filter.</p>
<p>D. 'Select Pending Requests' section of 'Pending Request' screen.</p> <p>BRIEFLY DISCUSS THE TABLE COLUMNS.</p>	
<p>1. 'Claim' Button – Not claiming does not stop actions from being performed on request.</p>	<p>Click Claim. Display drop-down list. Select Claim.</p>
<p>2. 'Action' Button – Only those options applicable to selected request display.</p> <p>a. Cancel Request.</p> <ul style="list-style-type: none"> • Can cancel only if: <ul style="list-style-type: none"> – Your organization created the request. – Request not yet filled. – Request is not pending with an external supply cache (request must first be retrieved). • Can cancel placed request without retrieving. 	<p>Click Action. Display drop-down list.</p>

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<ul style="list-style-type: none"> • Canceling a request does not cancel its associated support requests. • If request has an assignment roster, it and all sub requests created from it are deleted. • External supply caches cancel requests when necessary in order to consolidate multiple requests into a single request. <p>b. UTF Request – Returns a request as 'Unable to Fill' back to organization that placed it to you.</p> <ul style="list-style-type: none"> • Non-local incidents only. • Can also UTF a request that your organization placed status-only/external. • If request is parent with subordinates, all subordinates must be Pending, Canceled, or Cancel UTFd. • Receiving a UTF request message from an external supply cache: <ul style="list-style-type: none"> – Cache can UTF entire request or a portion of a request. – A Partial UTF occurs when the UTF quantity is < the requested quantity. – After receiving message, ROSS sets request to UTF in ROSS only if both: <ul style="list-style-type: none"> ▪ UTF cumulative quantity is >= requested quantity ▪ The external system has not filled any quantity > 0. – When a request created in ROSS is UTFd by a cache, ROSS sets request to UTF. – When a request created by a cache is UTFd by a cache, ROSS: <ul style="list-style-type: none"> ▪ Sets the request to Canceled UTF. ▪ Sends a No Action Required notification to the Requesting Dispatch. 	<p>UTF <u>Bear Lake</u> incident request for Engine T1.</p>

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<p>EXPLAIN THAT TO CONTINUE EXPLAINING THE 'ACTION' BUTTON WE MUST GO BACK AND SELECT THE DEER VALLEY INCIDENT.</p> <p>c. Cancel UTF Request – Cancels a request that you received back as UTF.</p> <ul style="list-style-type: none"> • Can Cancel UTF request that was <u>not</u> placed to another dispatch using ROSS (but was placed outside of ROSS). • Can Cancel UTF a retrieved request even though other dispatch did not UTF. • Cannot Cancel UTF a request placed with an external supply cache; request must first be retrieved. • If request is parent with subordinates, all subordinates must be Pending, Canceled, or Cancel UTFd. • If request has an assignment roster, it and all sub requests created from it are deleted. 	<p>Click Search. <u>Select Pagosa Springs Dispatch.</u> Click Filter.</p> <p>Select <u>Deer Valley</u> incident. Click OK.</p> <p>Filter for Engine T1 request.</p> <p>Click Action. Select Cancel UTF.</p> <p>Click No.</p> <p>Select Overhead.</p> <p><u>Click Placed Status-Only and External Only checkbox.</u></p> <p>Select Staging Area Manager request.</p>

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<p>d. Retrieve Request.</p> <ul style="list-style-type: none"> • Retrieves request placed status-only/external. <p>POINT OUT THAT RETRIEVING INTERNALLY PLACED REQUESTS MUST BE DONE ON THE REQUEST STATUS SCREEN.</p> <ul style="list-style-type: none"> • Not applicable to services requests. • 'Retrieve Request' dialog box. <p>e. Fill With Agreement – Fill with non-inventory resource. Resource not added to inventory.</p> <p>BRIEFLY DISCUSS THE DIALOG BOX.</p> <ul style="list-style-type: none"> • Applicable to service and non-service requests. • Resource Name – Cannot change for Supply requests. • Click OK, 'Fill Request' dialog box displays. <p>EXPLAIN THAT THE 'FILL REQUEST' DIALOG BOX IS DISCUSSED SHORTLY.</p> <ul style="list-style-type: none"> • Your dispatch becomes 'home dispatch' of non-inventory resource until released. • Manifest can be created. • Requests filled with non-inventory resources are closed when demob ETA passes (i.e., no 'Returned From Assignment' status). 	<p>Click Action. Select Retrieve Request.</p> <p>Click No to cancel the retrieve.</p> <p><u>Unclick Placed Status-Only and External Only checkbox.</u></p> <p>Filter for Equipment, Tender, Water, Type Any request.</p> <p>Click Action. Select Fill With Agreement.</p> <p><u>Click Cancel.</u></p>

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<p>f. Fill With EFF/AD – Fill with non-inventory EFF/AD Overhead resource. Resource not added to inventory.</p>	<p>Filter for OH FFT2 request.</p> <p>Click Action. Select Fill with EFF/AD</p>
<p>BRIEFLY DISCUSS THE DIALOG BOX.</p>	<p>Click Cancel.</p>
<p>3. 'Go To' Button.</p>	<p>Click Go To and display drop-down list (only contains Multi Place).</p>
<p>4. 'View' Button.</p>	<p>Select Deer Valley Engine T3 request based on your GACC: SAC: E-73 EAC: E-75 NRC: E-111 SWC: E-71 NWC: E-66</p> <p>Request was filled with Engine 550, and Assignment Roster has been initiated.</p>
<p>POINT OUT THAT 'VIEW ASSOCIATED REQUESTS' WILL BE DISCUSSED IN DETAIL.</p>	<p>Click View button and display drop-down list.</p>
<p>View Associated Requests – Only enabled if selected request is a support request.</p> <ul style="list-style-type: none"> • Displays following associated requests: <ul style="list-style-type: none"> – 'Support Parent' request. – Other support requests associated with that 'support parent'. 	<p>Select View Associated Requests.</p>

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<ul style="list-style-type: none"> – Support requests of selected support request. • Brings up ‘View Associated Requests’ dialog box. – ‘Support Requests’ tab. <ul style="list-style-type: none"> ▪ Displays requests having a support request relationship with selected request, including nested requests. ▪ Parent / Child relationships are indicated via use of an outline format in ‘Request Number’ column of the table. 	
<p>BRIEFLY DISCUSS THE TABLE COLUMNS.</p>	
<ul style="list-style-type: none"> – ‘Subordinate Requests’ tab – If selected support or ‘support parent’ request is part of a configuration request, displays requests created for the configuration, including nested requests. – ‘View Request’ button – Accessible from either tab. 	<p>Select Subordinate Requests tab</p>
<p>5. ‘Note’ Button.</p>	<p>Click Note button and display drop-down list.</p>
<p>6. ‘Print’ Button.</p>	
	<p>Filter for Supply request for Anemometer.</p>
	<p>Click Action. Select Fill With Agreement.</p>
	<p>Select Provider: CO-SJF. Enter Vendor: A-1 Supply.</p>

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<ul style="list-style-type: none"> • 'Assignment Resource Name' – Only displays when filling configuration request with a single resource. • Print NFES Resource Order Form check box. • Enter Documentation – Required field for an Overhead 'override', which is when either: <ul style="list-style-type: none"> – Resource's qualification does not match requested item, or – Resource's qualification matches requested item, but: <ul style="list-style-type: none"> ▪ Resource's qualification status is Blocked or Unqualified, or ▪ Trainee restriction on request is No Trainee but resource's qualification status is Trainee, or ▪ Trainee restriction on request is Trainee Required but resource's qualification status is Qualified. 	<p><u>Click Cancel.</u></p> <p>Filter for Equipment, Tender, Water, Type Any request.</p> <p>Click Action. Select Fill With Agreement.</p> <p>Enter 'Tender 15' for Resource Name. Select Provider: CO-SJF. Enter Vendor: A-1 Supply.</p>

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<p>BRIEFLY DISCUSS DIFFERENCES IN THE DIALOG BOX FIELDS.</p> <p>F. Travel Options for Mobilization Travel.</p> <ul style="list-style-type: none"> • Resource travel information can range from simple designation of ‘no travel’ to a travel itinerary with multiple legs. • When setting or updating travel, the overall departure and arrival dates/times cannot overlap other assignments in the resource’s history. <p>REFER STUDENTS TO THE HANDOUTS. AS EACH TRAVEL OPTION IS DISCUSSED, <u>BRIEFLY</u> IDENTIFY THE DISPATCH AND RESOURCE RULES ASSOCIATED WITH SELECTING THE OPTION FOR <u>MOBILIZATION</u> TRAVEL.</p> <ul style="list-style-type: none"> • ‘Set Travel to be Arranged’ travel option <ul style="list-style-type: none"> – Select when travel requirements are unknown or cannot be entered at this time. – Sets resource status to Reserved or Reassigned (At Incident) if mobilizing or Released (At Incident) if demobilizing. • ‘Set Travel ETD/ETA or ATD/ETE’ travel option <ul style="list-style-type: none"> – Select when no need for multiple leg itinerary. 	<p>Select Tender, Water, Type 1 as classification.</p> <p>Click OK. Fill Request dialog box displays.</p> <p>Filter for an FFT2 request. Query Available tab and select any resource.</p> <p>Click Fill button and select ‘Fill’. Fill Request dialog box displays.</p> <p>06-02-ROSSD-HO 06-03-ROSSD-HO</p> <p>Select ‘Set Travel ETD/ETA’ radio button.</p>

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<ul style="list-style-type: none"> - Set Travel ETD/ETA – Displays for non-tactical aircraft resources. - Set Travel ATD/ETE – Displays for tactical aircraft resources. <p>POINT OUT THAT SETTING TRAVEL FOR TACTICAL AIRCRAFT IS DISCUSSED IN THE ‘TACTICAL AVIATION’ COURSE.</p> <ul style="list-style-type: none"> - For mobilization sets resource status to: <ul style="list-style-type: none"> ▪ Reserved if ETD in future. ▪ Mob en Route if current date between ETD and ETA. ▪ At Incident if ETA in past. - For demobilization sets resource status to: <ul style="list-style-type: none"> ▪ Released (At Incident) if releasing and ETD in future. ▪ Reassigned (At Incident) if reassigning and ETD in future. ▪ Demob en Route if current date between ETD and ETA. ▪ Returned From Assignment if releasing and ETA in the past. ▪ Available/Unavailable on preposition if releasing back to preposition and ETA in past. ▪ Available if releasing tactical aircraft and ETA in past <ul style="list-style-type: none"> • ‘Set Travel (will have Itinerary)’ travel option <ul style="list-style-type: none"> - Select when multi-leg travel itinerary will be documented on Travel screen. - Not applicable to service catalog items. - Sets resource status to Reserved if mobilizing and Reassigned (At Incident) or Released (At Incident) if demobilizing. • ‘No Travel Documented (Set At Incident)’ travel option <ul style="list-style-type: none"> - Select when resource is already at incident. 	<p>Select ‘Set Travel (will have Itinerary)’ radio button.</p> <p>Select ‘No Travel Documented (Set At Incident)’ radio button.</p>

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<ul style="list-style-type: none"> - Not applicable to tactical aircraft catalog items. <ul style="list-style-type: none"> • 'Resource Needs Transportation' check box <ul style="list-style-type: none"> - Applicable for Crew and Overhead. - Not applicable to travel option of No Travel. - Check to indicate resource needs additional transportation upon completion of ROSS-documented travel. <p>G. 'Select Action for Pending Request [Request # – Requested Item]' section of screen.</p> <p><u>Tabs</u></p> <ul style="list-style-type: none"> • The 'Fill/Reassign/Action' button changes depending on the tab selected: <table border="0" data-bbox="472 1150 945 1444"> <thead> <tr> <th><u>Tab</u></th> <th><u>Button</u></th> </tr> </thead> <tbody> <tr> <td>Available</td> <td>Fill</td> </tr> <tr> <td>Reserved</td> <td>Fill</td> </tr> <tr> <td>Mob En Route</td> <td>Reassign</td> </tr> <tr> <td>At Incident</td> <td>Reassign</td> </tr> <tr> <td>Demob En Route</td> <td>Reassign</td> </tr> <tr> <td>Contracts/Agreement</td> <td>Fill</td> </tr> <tr> <td>Other Resources</td> <td>Action</td> </tr> </tbody> </table> <p><u>Resources</u></p> <ul style="list-style-type: none"> • 'Current Dispatch' used in defining resources that display on each tab. A resource's current dispatch is dictated by their status. <p>BRIEFLY DISCUSS THE 'CURRENT DISPATCH' HANDOUT.</p>	<u>Tab</u>	<u>Button</u>	Available	Fill	Reserved	Fill	Mob En Route	Reassign	At Incident	Reassign	Demob En Route	Reassign	Contracts/Agreement	Fill	Other Resources	Action	<p>Re-select 'Set Travel (will have Itinerary)' radio button.</p> <p>Check the check box.</p> <p><u>Click Cancel</u> to close Fill Request dialog box.</p> <p>Filter for Incident Commander T1 request.</p> <p>06-04-ROSSD-HO</p>
<u>Tab</u>	<u>Button</u>																
Available	Fill																
Reserved	Fill																
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<ul style="list-style-type: none"> • Resources available on a preposition incident regardless of whether the qualification is visible or hidden. <p>b. Does not display:</p> <ul style="list-style-type: none"> • Local resources that are assigned to non-local incidents (preposition or non-preposition). • Unassigned resources having a hidden qualification matching the requested item. <p>BRIEFLY DISCUSS THE TAB COLUMNS.</p>	<p>Keep Incident Commander T1 request selected.</p> <p>Select Rex Johansen.</p> <p>Click Fill button, and select Fill. Set Travel (will have Itinerary). Pick Assigning Contact. Click OK.</p> <p>Click Search. Filter for <u>Craig Dispatch 'Sandstone Pillars' incident.</u></p> <p>Filter for Overhead, Groups, ADO Team Class B request.</p> <p>Query Available tab. Select 'ADO Class B Team #1'.</p>

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<p>c. If assigning a prepositioned resource to a non-local non-preposition incident, 'Select Release Option' dialog box displays.</p> <ul style="list-style-type: none"> • Release to Home – Releases resource back to its home location. Resource is reassigned and preposition request is closed. • Release to Preposition. • Cannot select Release to Home if resource is parent of configuration, and any subs are assigned to a non-preposition incident or are unavailable. • If Incident Dispatch chooses to use resource on another preposition incident (local or non-local), can override your selected release option. <p>d. When assigning (or reassigning) a resource whose original assignment was filled by an external supply cache, ROSS:</p> <ul style="list-style-type: none"> • Prevents assignment if pending request does not have a financial code and incident does not have a default financial code. • If prepositioned resource, sets Release Option to Release to Home. A prepositioned NFES resource cannot be released back to preposition because ICBS cannot re-use preposition request number once resource has been assigned to another incident. Resource must be released to 'home' (cache) or reassigned to the preposition. 	<p>Click Fill. Select Fill with Prepositioned Roster.</p> <p><u>Click Cancel.</u></p> <p>Click Search. Filter for <u>Pagosa Springs Dispatch Deer Valley</u> incident.</p>

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<p>2. 'Reserved' tab (2nd Tab) and 'Fill' button.</p> <p>a. Displays resources:</p> <ul style="list-style-type: none"> • Local resources that are assigned to non-local incidents (preposition or non-preposition). • Unassigned resources having a hidden qualification matching the requested item. <p>b. Also displays:</p> <ul style="list-style-type: none"> • External resources, available to your unit, presently being used in same capacity (i.e., qualification) as requested item. • Non-inventory resources currently assigned to local incident. 	<p>Filter for Overhead, Positions, Incident Commander Deputy request.</p> <p>Select Reserved tab.</p>
<p>BRIEFLY DISCUSS THE TAB COLUMNS.</p> <p>c. When use resource from 'Reserved' tab, request the resource had been reserved for is unfilled and becomes pending with dispatch that filled it.</p> <p>d. 'Disposition of Support Requests' dialog box can display.</p> <p>EXPLAIN THAT DISPOSITION OF SUPPORT REQUESTS IS DISCUSSED LATER IN THIS UNIT.</p>	<p>Select Nancy Potter.</p> <p>Click Fill. Select Fill. Set Travel (will have Itinerary). Pick Assigning contact. Click OK.</p> <p>Disposition of Support Requests displays.</p> <p>Click Close.</p>
<p>3. 'Mob En Route' tab (3rd Tab) and 'Reassign' button.</p> <p>a. Displays resources:</p>	<p>Select an FFT2 request. Select Mob En Route tab.</p>

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<ul style="list-style-type: none"> • For which you are current dispatch or which were used to fill request for which you are in 'ordering chain' (includes non-inventory resources), AND • That are en route to an incident. <p>BRIEFLY DISCUSS THE TAB COLUMNS.</p> <p>b. Clicking 'Reassign' brings up 'Reassign Resource' dialog box, which is essentially same as 'Fill Request' except:</p> <ul style="list-style-type: none"> • Track Request – Does not display. • Estimated Delivery Date – Does not display. • Reassignment Date/Time – Can be recorded. • Enter Documentation – Not required even if the reassignment is an 'override' <p>c. When reassign a Mob resource:</p> <ul style="list-style-type: none"> • Original request is unfilled and becomes pending with your dispatch. • If parent of configuration reassigned, affects all subordinates. <p>d. If a prepositioned resource is being reassigned from a non-preposition incident to a non-local non-preposition incident, 'Select Release Option' dialog box displays.</p> <p>e. Select Reassign Option – When reassigning a resource from a request for which intent to add assignment roster later was indicated, 'Select Reassign Option' dialog box displays.</p>	<p>Select any resource. Click Reassign.</p> <p><u>Click Cancel.</u></p> <p>Filter for and select an Engine T3 request.</p> <p>Select Engine 500. Click Reassign. Select Reassign Option dialog box displays.</p>

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<ul style="list-style-type: none"> • Independent of whether an assignment roster has actually been initiated for reassign-from request. • Select a radio button: <ul style="list-style-type: none"> – Reassign without Assignment Roster – Reassignment continues, and removes ability to add an assignment roster to reassign-from request. – Add Assignment Roster Now. • Add Assignment Roster Option dialog box. <ul style="list-style-type: none"> – Used to indicate how assignment roster will be built. – Select a radio button: <ul style="list-style-type: none"> ▪ Add Assignment Roster using Master Roster. ▪ Add Assignment Roster using Configuration. ▪ Add Assignment Roster (build from scratch). – Click OK and Assignment Roster screen displays. <p>4. 'At Incident' tab (4th Tab) and 'Reassign' button – Displays resources at local incidents (includes non-inventory resources).</p> <p>BRIEFLY DISCUSS THE TAB COLUMNS.</p> <p>EXPLAIN THAT TEXT REGARDING REASSIGNMENT FROM THE MOB EN ROUTE TAB THAT IS NOT RESOURCE STATUS-SPECIFIC ALSO APPLIES TO REASSIGNING FROM THE AT INCIDENT AND DEMOB EN ROUTE TABS, AND WILL NOT REPEATED.</p> <p>When 'At Incident' resource is reassigned:</p> <ul style="list-style-type: none"> • Request from which resource is being reassigned is closed. 	<p>Select Add Assignment Roster Now radio button.</p> <p>Click Cancel.</p> <p>Select any Engine T3 request. Select At Incident tab.</p>

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<ul style="list-style-type: none"> • Reassignment can be cancelled as long as resource is 'Mob En Route' to new assignment (via Request Status). <p>5. 'Demob En Route' tab (5th Tab) and 'Reassign' button.</p> <ul style="list-style-type: none"> • Displays resources that are demobilizing from an incident and: <ul style="list-style-type: none"> – For which you are home or preposition dispatch (includes non-inventory resources), or – From another dispatch that were used to fill a request for which you are in 'ordering chain'. 	<p>Select Demob En Route tab.</p>
<p>BRIEFLY DISCUSS THE TAB COLUMNS.</p> <ul style="list-style-type: none"> • When 'Demob En Route' resource is reassigned, request resource is being reassigned from is closed. 	<p>Filter for supply requests. Select Fax Machine Rental request.</p>
<p>6. 'Contracts/Agreements' tab (6th Tab) and 'Fill' button.</p> <ul style="list-style-type: none"> • Displays inventory resources you have access to on contracts or agreements in ROSS, plus Vendors with which you have a Purchase Agreement (services only). • Does not include non-inventory resources. • Select either 'Local Resources' or 'Non-Local Resources'. <p>BRIEFLY DISCUSS THE TAB COLUMNS.</p>	<p>Select Contracts/Agreements tab.</p>

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<ul style="list-style-type: none"> • Filling service request with purchase agreement: <ul style="list-style-type: none"> – 'Fill With Agreement' dialog box displays. – No ROSS resource item is used. – Your dispatch becomes 'home dispatch' of the non-inventory resource until it is released. <p>7. 'Other Resources' tab (7th Tab) and 'Action' button.</p> <ul style="list-style-type: none"> • Can display following organizations: <ul style="list-style-type: none"> – Your subordinates. – Dispatches which with you have an active selection area ordering authorization covering requested catalog item. • External and removed dispatches do not display. • Select either 'Government Controlled' or 'CWN/Agreement'. <p>BRIEFLY DISCUSS THE TAB COLUMNS. POINT OUT THAT THE REFERENCE MANUAL CONTAINS INFORMATION ON WHICH RESOURCES ARE INCLUDED IN THE COUNTS.</p> <ul style="list-style-type: none"> • 'Action' button drop-down list: <ul style="list-style-type: none"> – Place Request Up – To parent or Affiliate. Previously discussed. – Place Request – To place request to a selection area member: <ul style="list-style-type: none"> ▪ Cannot have received via direct order. ▪ Don't have direct order affiliation with member covering requested item. ▪ Member not in ordering chain. 	<p>Select McGregor's Fax Supply. Click Fill.</p> <p>Set At Incident. Click OK.</p> <p>Filter for equipment requests. Select Dozer T1 request.</p> <p>Select Other Resources tab.</p> <p>Select <u>Buena Vista Dispatch</u>. Display Action drop-down list.</p>

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<ul style="list-style-type: none"> ▪ Have selection area ordering authorization with member that: <ul style="list-style-type: none"> ○ Covers requested item. ○ Is designated as 'Active'. ○ Has 'Placed Down Reqs' designated if your dispatch received request from your parent. ○ Has 'SA Placed Reqs' designated if your dispatch received request via selection area. ▪ If want member to be able to place the request up to their parent, 'Place Up Auth' must be designated. <ul style="list-style-type: none"> – Place External. – Place Status-Only. <p>I. Other Buttons in 'Select Action for Pending Request' section of screen.</p> <p>1. 'Search' Button.</p> <ul style="list-style-type: none"> • For Aircraft, Crews, Equipment, and service Supply Requests, brings up 'Search Resources' dialog box. <p>BRIEFLY DISCUSS THE 'SEARCH RESOURCES' DIALOG BOX FIELDS.</p>	<p>Click Search. Filter for <u>Pagosa Springs Dispatch Deer Valley</u> incident.</p> <p>Filter for an Engine Type 3 request. Query Available tab. Select any resource.</p> <p>Click Search button.</p>

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<p>Fields of note:</p> <ul style="list-style-type: none"> - Show Government Provided Resources Only – Checking excludes CWN/AGR contracted resources from search (and removes Contracts / Agreements tab from Pending Request screen). - Resource Name – Note if Advanced Criteria check box is checked, any value entered in Resource Name field is ignored. <ul style="list-style-type: none"> • For <u>Overhead</u> Requests – Brings up 'Search Overhead Resources' dialog box. <ul style="list-style-type: none"> - Can search for a specific individual, regardless of qualification, using 'Resource Name' field. - Advanced Criteria. <p>BRIEFLY DISCUSS THE ADVANCED CRITERIA.</p> <p>Criteria of note:</p> <ul style="list-style-type: none"> • 'Qualified Resources Only' radio button. • 'Qualified As' radio button – Use to search for overhead resources qualified as a different catalog item than that being requested. <p>2. 'Clear Search' Button.</p> <ul style="list-style-type: none"> • Removes any search criteria applied to 'Select Action for Pending Request' table. • Does not update tab numbers. 	<p><u>Click Cancel.</u></p> <p>Filter for OH FFT2 request. Query Available tab. Select any resource.</p> <p>Click Search button.</p> <p>Click Include Advanced Criteria checkbox.</p> <p>Click OK.</p> <p>Click Clear Search button.</p>

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<p>3. 'View' Button.</p>	<p>Click View and display drop-down list.</p> <p>With OH FFT2 request still selected, query At Incident tab and select Jack Spruce.</p> <p>Click Reassign. Click Yes. Set At Incident. Click OK.</p>
<p>J. Disposition of Support Requests (DOSR).</p> <ol style="list-style-type: none"> 1. When certain actions are performed on a request, that has local support requests (or non-local support requests for which the Incident Dispatch has 'control'), DOSR used to take action on the support requests. 2. When control of a non-local support request is yielded to Incident Dispatch, Requesting Dispatch still retains control until resource begins mobilizing. 3. If multiple resources were selected when Disposition of Support Requests dialog box opened, support requests associated with all the resources display. 4. Dialog box displays when: <ul style="list-style-type: none"> • Fill and Reassign <ul style="list-style-type: none"> – Request filled with Reserved, Mob En Route, At Incident, Reassigned (At Incident), or Demob En Route resource, and unfilled request has local support request. 	<p>Disposition of Support Requests dialog box displays.</p>

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<ul style="list-style-type: none"> - Resource Quick Fill reassigned from request having local support request. - Tactical aircraft is diverted from request having local support request. - Parent is reassigned, and parent or any subs have local support request. - Parent is Quick Fill reassigned, and parent or any subs have local support request. - Reassignment of parent is cancelled, and reassign-to request has local support request. <ul style="list-style-type: none"> • Release <ul style="list-style-type: none"> - A request having local support request is released (but not Tentative Release). - Parent is released, and any subs have local support request. • Other <ul style="list-style-type: none"> - Request is retrieved that has local support request. - Parent is unfilled, and parent or any of unfilled subs has local support request. - Request having local support request is cancelled. - Request having local support requests is cancel UTFd. <p>5. 'Disposition of Support Requests' dialog box table.</p> <p>BRIEFLY DISCUSS THE TABLE COLUMNS.</p> <p>6. 'Action' button – Only applicable options display.</p> <p>EXPLAIN TO STUDENTS THAT EACH ACTION BUTTON OPTION IS DISCUSSED IN DETAIL ELSEWHERE DURING THE COURSE.</p>	<p>Select a pending support request. Click Action and display drop-down list.</p>

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<ul style="list-style-type: none"> • Cancel Request. • Release. • Reassign. • Unfill Request. • Retrieve Request. • Cancel Reassignment. <p>7. 'View' button.</p> <p>K. Receive Fill Information from External Supply Cache.</p> <ul style="list-style-type: none"> • A request is considered filled when any portion of requested quantity is filled. • A cache may 'forward' all or a portion of a request. This allows other caches in system to fill forwarded portion. ROSS is notified of forwards. • A cache may 'backorder' all or a portion of a request, and wait until item is re-stocked to complete the fill. ROSS is notified of backorders. • If request is not tracked, and any portion of requested quantity is filled, ROSS statuses request as Fill/Close. However, ROSS may continue to receive fill or UTF information from cache system regarding request. • If fill is first sent by a cache for request, ROSS sets Filled By, Home Dispatch, Provider, and Home Unit organizations to cache that sent the fill information. • When incident closed due to merge, all subsequent fills and request updates sent from caches are against old (source) incident and requests. ROSS automatically applies information to destination incident. 	<p>Select a filled support request. Click Action and display drop-down list.</p> <p>Click View. Click Close.</p>
<p>III. PRACTICE SESSION</p> <p>REVIEW UNIT OBJECTIVES.</p> <p>QUESTIONS?</p> <p>REQUEST STUDENTS FILL OUT UNIT EVALUATION.</p>	<p>06-06-ROSSD-SL 06-07-ROSSD-SL</p>