

DETAILED LESSON OUTLINE

COURSE:	ROSS Dispatch - Intermediate
UNIT:	2 – New Request
SUGGESTED TIME:	1 Hour 30 Minutes (0:45 Lecture, 0:45 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">1. Edit request blocks.2. Create a request for a configuration.3. Create a Support Request.

INTERMEDIATE UNIT 2 – New Request

Changes since last version:

1. None.

OUTLINE	AIDS & CUES
<p>1. 'New' (Split Block) button – Used to create a new block by splitting an existing block.</p> <ul style="list-style-type: none"> • 'Start Block [Block #] At'. • 'Block [Existing Block #] section dialog box: <ul style="list-style-type: none"> – Name – Existing name of block is displayed, and can be edited. – Start – Starting number of block, which cannot be edited from this dialog box. – End – Ending number of block, which cannot be edited from this dialog box. – Purpose – Purpose of block, which can be edited. – Default. <ul style="list-style-type: none"> ▪ Request and/or System Default check boxes will be marked as appropriate. ▪ Can be changed, consistent with rules. – User Issued check box – Can be changed, consistent with rules. • 'Block [New Block #] section of dialog box. • Block splitting rules: <p>EXPLAIN THAT THESE RULES WILL BECOME EASIER TO UNDERSTAND ONCE YOU HAVE PRACTICED A BIT WITH BLOCK NUMBERING.</p> <ul style="list-style-type: none"> – If a UI block is split, resulting blocks must be UI. – If an SG block is split, resulting blocks can be either UI or SG. 	<p>Select Dispatch block. Click New.</p> <p>Enter 1000.</p> <p>Leave as Dispatch.</p> <p>Enter 'Dispatch Special' for name of new block.</p> <p>Click 'System Default' check box for new block.</p> <p>Go back to 'Dispatch' block. and click 'User Issued' check box.</p>

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<ul style="list-style-type: none"> - If split a block that is not designated as a default, cannot set either of resulting blocks to be a default from 'Split Block' dialog box (default settings can be changed on 'Request Blocks' tab). - SG blocks can be changed to UI, but UI blocks cannot be changed to SG. - If split a default block, must select one of resulting blocks to be new default. - If split an SG block, Starting Number of second resulting block must be greater than next sequential available number of original block (i.e., cannot create a SG block that already contains a used request number). - Last block in each catalog must be an SG block, with End Number of 999,999 (maximum allowable). <ul style="list-style-type: none"> • When all information has been entered, click 'OK'. <p>POINT OUT THE THREE BLOCKS THAT NOW DISPLAY.</p> <ol style="list-style-type: none"> 2. 'Edit' button – 'Edit Block' dialog box essentially identical to 'Split Block' dialog box, except only selected block is displayed. 3. 'Delete' button – Used to delete selected block. <ul style="list-style-type: none"> • Must always be at least one remaining block for each catalog. • Cannot delete block designated as either 'R' or 'SYS' default for catalog (must first designate a different block to be default). • Cannot delete block from which a request has already been created. • If deleting first or last block of a catalog, will be informed that block being deleted will be merged into adjacent block. 	<p>Click OK.</p> <p>Select Incident block. Click Edit. Click Cancel.</p>

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<ul style="list-style-type: none"> • If deleting a 'middle' block, will be asked to select block you want deleted block to be merged into. • If a SG block is merged into a UI block, remaining block will be converted to SG. <p>B. Configuration Option – Configuration items only. Initially displays 'default' for catalog item. Not applicable to preorders and NFES catalog items.</p> <ul style="list-style-type: none"> • Catalog Item with Configuration – Requests entire configuration. • Catalog Item without Configuration – Requests only root catalog item. • Selected Items from Configuration – Requests only selected items from configuration. Requires request to be filled using 'selected items' option. <ul style="list-style-type: none"> – Table displays the configuration items, in same order as specified on Catalog screen. – Checking root item automatically selects all items in table. Root must always remain selected. – Checking parent item of a nested configuration automatically selects all items in nested configuration. – A child item cannot be selected unless its parent is selected. – 'Clear All' button – Deselects all except root. 	<p>Select Equipment, Engine, Engine T3 catalog item.</p> <p>Select 'Catalog Item without Configuration'.</p> <p>Select 'Selected Items from Configuration'.</p> <p>Click Pick.</p> <p>Click check box next to Engine T3.</p> <p>Click Clear All. Click Cancel.</p>

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<p>C. 'Create Support Request' (Action button option) – 'Create Support Request' dialog box:</p> <p>POINT OUT THAT THE DIALOG BOX CONTAINS THE SAME INFORMATION AS THE NEW REQUEST SCREEN, BUT IN A DIFFERENT FORMAT.</p> <ul style="list-style-type: none"> • A support request can be created for a support request. • A tactical aircraft catalog item cannot be the requested item of a support request. • NFES Supply support requests cannot be created unless incident has an active default financial code. • 'Catalog' Tab. • 'Request' Tab. • 'Request(s) Created' Tab. 	<p>Create a request for Equipment, Dozer T1. Select the request in the Requests Created table.</p> <p>Click Action. Select Support Request.</p> <p>Click Preorder radio button. Click Catalog radio button.</p> <p>Select Overhead, Positions, Dozer Boss.</p> <p>Select Request tab. Select Incident request block. Enter Sally Jones as Requesting Contact. Click '+'. Select Requests Created tab.</p> <p>Click Close.</p>

OUTLINE	AIDS & CUES
<p>II. PRACTICE SESSION</p> <p>REVIEW UNIT OBJECTIVES.</p> <p>QUESTIONS?</p> <p>REQUEST STUDENTS FILL OUT UNIT EVALUATION.</p>	<p>02-04-ROSSD-SL</p>