

Personal Settings - setting request filters

This guide explains how to set up dispatch unit and/or host unit requests you want to view on the Pending Request screen. It also explains how to create and refine notification settings, which allows you to designate the specific types of “action” and “no action” notification messages you want to receive. Topics include:

- Setting pending request filters
- Setting your message defaults and notification preferences
- Setting your dispatch notification preferences
- Setting your administration notification preferences
- Working with the Notification - Action Required screen
- Working with the Notification - No Action Required screen
- Exploring notification settings in detail.

To access the Personal Settings screen

- On the **Administration** menu, click **Personal Settings**.

Personal Settings screen - Pending Request Filters tab

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[CO-CRC-000464] Coyote Canyon

Personal Settings

Pending Request Filters Notification Preferences Dispatch Notification Settings Admin Notification Settings

Select Dispatch Unit Filters

Available Dispatch Units

Unit ID	Unit Name	Type
UT-UBC	Utah Basin Interagency Fire Center	Selection Area
WY-CDC	Cody Interagency Dispatch Center	Selection Area
WY-CPC	Casper Interagency Dispatch Center	Selection Area
WY-RWC	Rawlins Interagency Dispatch Center	Selection Area

Selected Dispatch Units

Unit ID	Unit Name	Type
CO-CRC	Craig Interagency Dispatch Center	Local
CO-DRC	Durango Interagency Dispatch Center	Selection Area
CO-FTC	Fort Collins Interagency Dispatch Center	Selection Area
CO-GJC	Grand Junction Air Center	Selection Area
CO-MTC	Montrose Interagency Dispatch Center	Selection Area
CO-PBC	Pueblo Interagency Dispatch Center	Selection Area
CO-RMC	Rocky Mountain Area Coordination Center	Parent
SD-GPC	Great Plains Interagency Dispatch Center	Selection Area

Select Host Unit Filters

Available Host Units

Unit ID	Unit Name
CO-JCX	Jackson County (CO)
CO-KRD	Kremmling Field Office

Selected Host Units

Unit ID	Unit Name
CO-ARR	Arapaho National Wildlife Refuge
CO-BPR	Browns Park National Wildlife Refuge
CO-CRD	Western Slope Center (Dispatched by CRC)
CO-CRS	DFPC - Craig Area Office
CO-DSP	Dinosaur National Monument
CO-GRDS	Granby District - CO State Forest Service
CO-GRX	Grand County (CO)
CO-LSD	Little Snake Field Office
CO-MFX	Moffat County (CO)
CO-RBX	Rio Blanco County (CO)

Setting pending request filters

By setting your pending request filters and specifying which incidents you can view, you can limit the requests that appear on the Pending Request screen.

To set your Pending Request filters

- 1 On the **Personal Settings** screen under **Available Dispatch Units**, click the **Unit ID** of your choice, and then perform one of the following



- to select all available dispatch units, click the corresponding **Add All** arrow



- to remove a dispatch unit, under **Selected Dispatch Unit**, click the **Unit ID** of your choice, and then click the corresponding **Remove** arrow



- to remove all dispatch units, click the corresponding **Remove All** arrow.



- 2 Under **Available Host Units**, click the **Unit ID** of your choice, and then perform one of the following



- to select all available host units, click the corresponding **Add All** arrow



- to remove a host unit, under **Selected Host Unit**, click the **Unit ID** of your choice, and then click the corresponding **Remove** arrow



- to remove all host units, click the corresponding **Remove All** arrow.



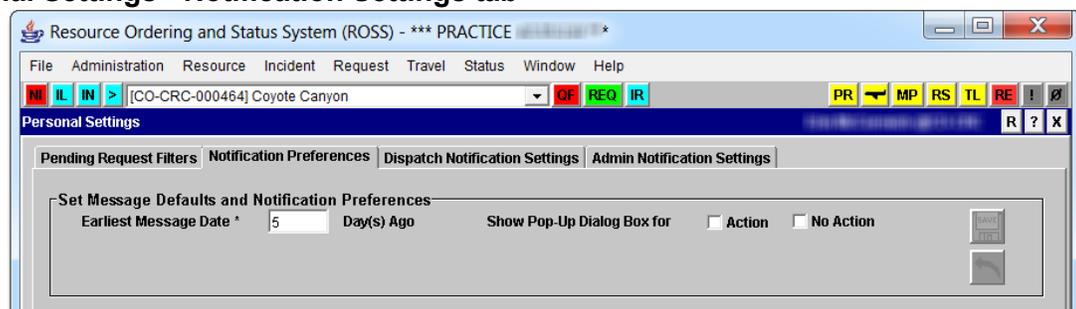
Setting your message defaults and notification preferences

The Notification Preferences tab allows you to designate the age and type of incident messages you want to receive.

To access the Notification Settings tab on the Personal Settings screen

- On the **Personal Settings** screen, click the **Notification Settings** tab.

Personal Settings - Notification Settings tab



To set message defaults and notification preferences

- 1 On the **Notification Settings** tab under **Set Message Defaults and Notification Preferences**, type a number from 0 to 7 in the **Earliest Message Date** box.

This box identifies the maximum age, in days, an unread message can be to warrant you receiving notification.

- 2 To display a dialog box for **Action** messages, click the **Action** check box.
- 3 To display a dialog box for **No Action** messages, click the **No Action** check box.



- 4 When finished selecting your settings, click the **Save** button.

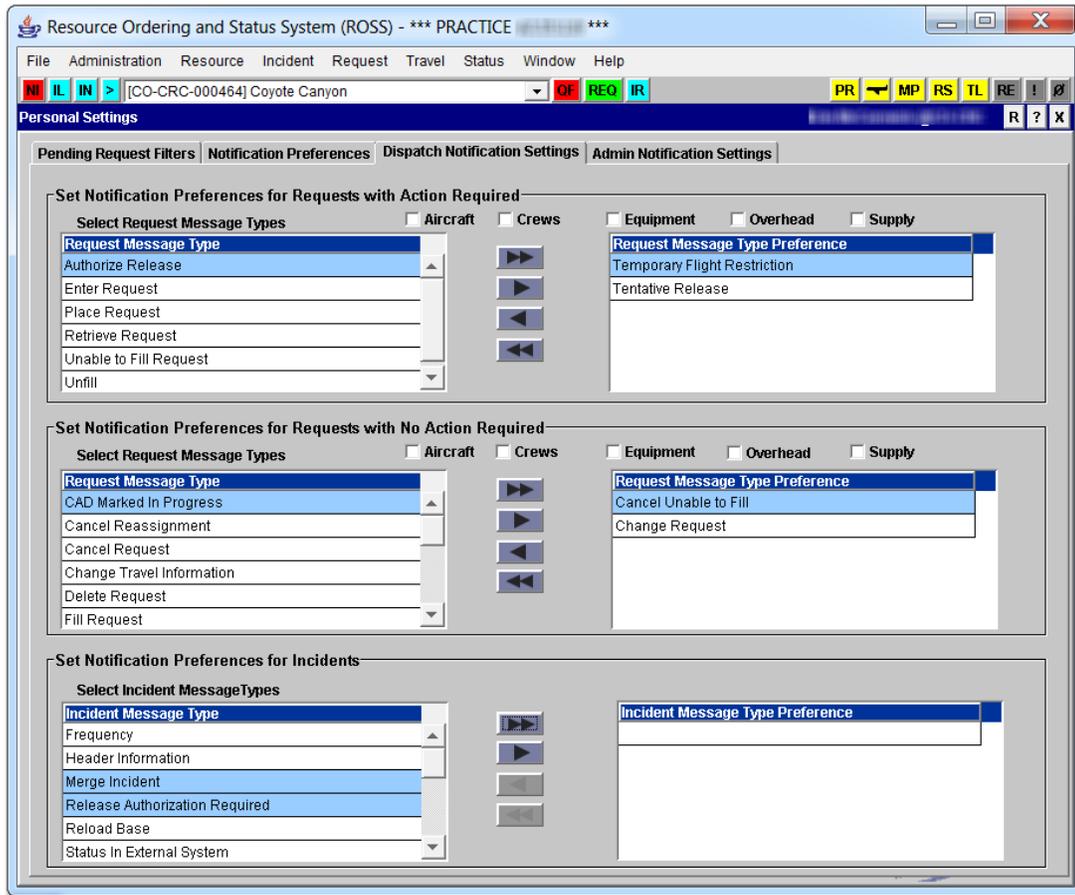
Setting your dispatch notification preferences

The Dispatch Notification Preferences tab allows you to set the types of notification messages you receive for “Action,” “No Action,” and “Incident” actions. For example, all dispatch centers in the ordering chain between the requesting unit and the filling unit, and between the current dispatch and the home dispatch can choose to receive a “No Action” notification message when a request is filled or when the resources are reassigned or released. This is true even if their dispatch center did not handle the request.

To access the Dispatch Notification Settings tab on the Personal Settings screen

- On the **Personal Settings** screen, click the **Dispatch Notification Settings** tab.

Personal Settings - Dispatch Notification Settings tab



To set dispatch notification preferences

- 1 On the **Dispatch Notification Settings** tab under **Set Notification Preferences for Requests with Action Required**, click the **Catalog Type** check boxes as appropriate

- Aircraft
- Crews
- Equipment
- Overhead
- Supply.

- 2 Under **Set Notification Preferences for Requests with Action Required**, click the **Request Message Type(s)** of your choice, and then click the **Add** button.

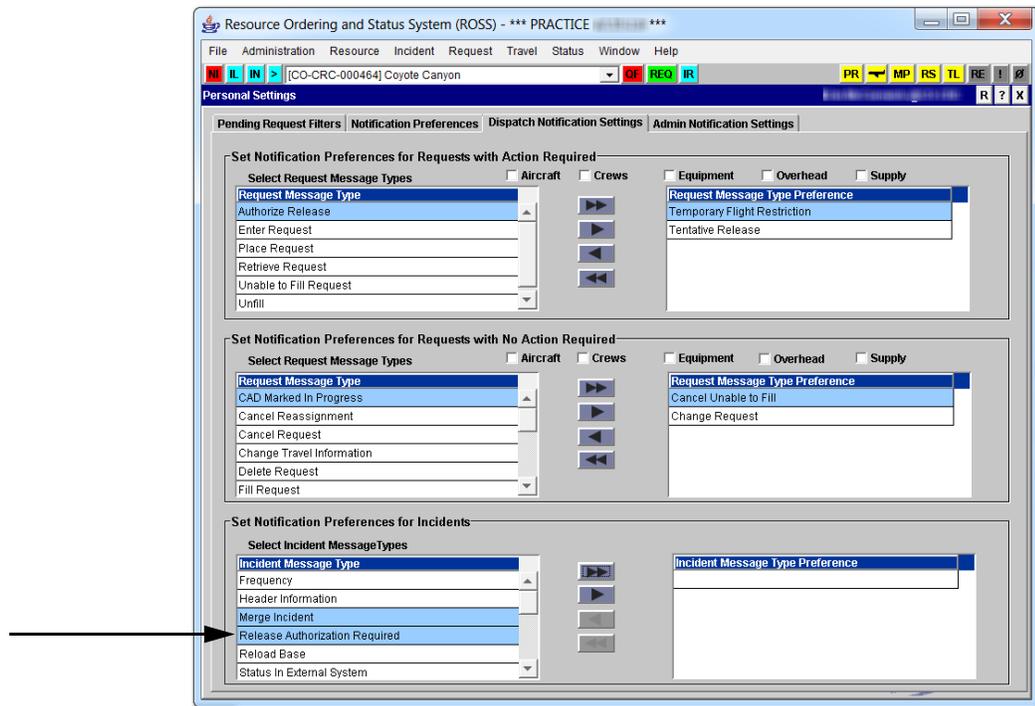
*To add all message types for a specific catalog, click the **Catalog** check box of your choice, and then click the **Add All** button.*

- 3 Under **Set Notification Preferences for Requests with No Action Required**, click the **Catalog Type** check boxes as appropriate
 - Aircraft
 - Crews
 - Equipment
 - Overhead
 - Supply.
-  4 Under **Set Notification Preferences for Requests with No Action Required**, click the **Request Message Type(s)** of your choice, and then click the **Add** button.
- 5 Under **Set Notification Preferences for Incidents**, click the **Catalog Type** check boxes as appropriate
 - Aircraft
 - Crews
 - Equipment
 - Overhead
 - Supply.
-  6 Under **Set Notification Preferences for Incidents**, click the **Request Message Type(s)** of your choice, and then click the **Add** button.

To set notification that your parent dispatch has either restricted release or removed a restrictions for one or more catalogs on your incident

- 1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.
-  2 Under **Set Notification Preferences for Incidents** under **Select Incident Message Types**, click **Release Authorization Required**, and then click the **Add** arrow.

The following diagram shows the Dispatch Notification Settings tab on the Personal Settings screen. The arrow points to Release Authorization Required in the Incident Message Type Preference text box.



To set notification that your parent has held the release of the resource on your incident

- 1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.
- 2 On the **Dispatch Notification** tab under **Set Notification Preferences for Requests with No Action Required**, click the **Catalog(s)** of your choice.
- ▶ 3 Under **Select Request Message Types**, click **Hold Release**, and then click the **Add** arrow.

To set notification that your parent has authorized release of a resource on your incident

- 1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.
- 1 On the **Dispatch Notification** tab under **Set Notification Preferences for Requests with Action Required**, click the **Catalog(s)** of your choice.
- ▶ 2 Under **Select Request Message Types**, click **Authorize Release**, and then click the **Add** arrow.

To set notification that a subordinate dispatch has tentatively released a resource and you control its release

- 1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.
- 2 On the **Dispatch Notification** tab under **Set Notification Preferences for Requests with Action Required**, click the **Catalog(s)** of your choice.
-  3 Under **Select Request Message Types**, click **Tentative Release**, and then click the **Add** arrow.

Setting your administration notification preferences

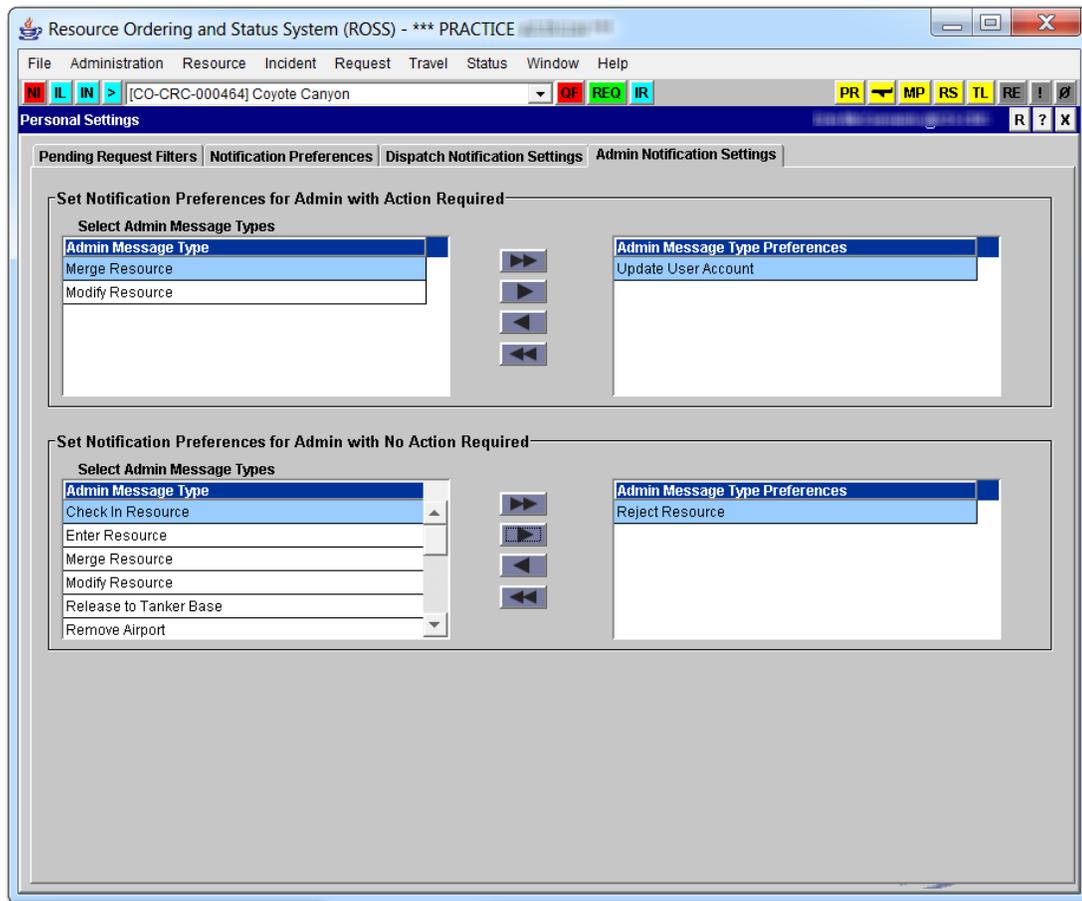
The Admin Notification Settings tab allows you to be notified if the following administration actions occur:

- remove airport
- remove aviation hazard
- remove catalog item
- remove contract
- remove resource
- transfer resource.

To access the Admin Notification Settings tab on the Personal Settings screen

- On the **Personal Settings** screen, click the **Admin Notification Settings** tab.

Personal Settings screen - Admin Notification Settings tab



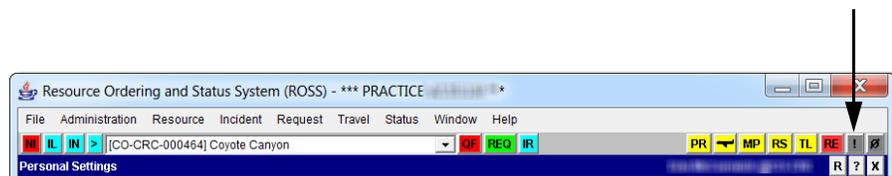
To set administration notification preferences

- On the **Admin Notification Settings** tab under **Set Notification Preferences for Admin**, click the **Message Type(s)** of your choice, and then click the **Add** button.

Working with the Notification - Action Required screen

This section explains how to further refine the types of “Action” notification messages you want to receive.

The following diagram shows the ROSS toolbar. The arrow points to the Action button for displaying Notification screens.



To access the Notification - Action Required screen

- On the **ROSS toolbar**, click the **Action (!)** button.

Notification - Action Required screen - Request tab

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NI IL IN > [CO-CRC-000464] Coyote Canyon OF REQ IR PR MP RS TL RE !

Notification - Action Required

Set Action Notification Filter

All Incidents Local Incidents Non-Local Incidents Incident

Messages: Unread Earliest Message Date: 09/26/2013 Catalog: Last Action:

Show All Dispatch Notifications

Request Admin

Select Action Notification Message

Read	Incident	EXT	Request#	Last Action	Action By	Entered By	Date/Time Sent	Claimed
	[CO-CRC-000464] Coyote C...	No	A-10002	Enter Request	CO-CRC	Erin McCormick	01/31/2014 08:55:58 MST	
	[CO-CRC-000464] Coyote C...	No	A-10001	Enter Request	CO-CRC	Erin McCormick	01/31/2014 08:55:58 MST	
	[CO-CRC-000465] Gopher ...	No	A-10004	Enter Request	CO-CRC	Erin McCormick	01/31/2014 08:39:24 MST	
	[CO-CRC-000465] Gopher ...	No	A-10003	Enter Request	CO-CRC	Erin McCormick	01/31/2014 08:38:35 MST	
	[CO-CRC-000465] Gopher ...	No	A-10002	Enter Request	CO-CRC	Erin McCormick	01/31/2014 08:38:35 MST	
	[CO-CRC-000464] Coyote C...	No	A-10000	Enter Request	CO-CRC	Erin McCormick	01/30/2014 12:56:33 MST	
	[CO-CRC-000465] Gopher ...	No	A-10001	Enter Request	CO-CRC	Erin McCormick	01/30/2014 12:48:52 MST	
	[CO-CRC-000465] Gopher ...	No	A-10000	Enter Request	CO-CRC	Erin McCormick	01/23/2014 12:11:26 MST	
	[CO-CRC-000216] 2013 BL...	No	A-1	Enter Request	CO-CRC	Erin McCormick	01/23/2014 11:16:45 MST	
	[CO-R02-000006] R2 2013 ...	No	E-91.4	Place Request	CO-CRC	Brooke Malcolm	01/17/2014 13:30:53 MST	
	[CO-R02-000006] R2 2013 ...	No	E-91.4	Enter Request	CO-CRC	Brooke Malcolm	01/17/2014 13:30:53 MST	
	[CO-R02-000006] R2 2013 ...	No	E-91.3	Place Request	CO-CRC	Brooke Malcolm	01/17/2014 13:30:53 MST	

Go To

Message

Request A-10002 was added by Erin McCormick@CO-CRC ROSS.

Message Read + View

To search for specific "Action" notification messages

- 1 On the **Notification - Action Required** screen on the **Requests** tab, perform one of the following options to narrow your filter criteria
 - click **All Incidents** to receive notification for all incidents
 - click **Local Incidents** to receive notification for only local incidents
 - click **Non-Local Incidents** to receive notification for all non-local incidents
 - click **Incident**, and then click the **Pick Incident** button to search for and select the **Incident Name** of your choice from the **Pick Incident** dialog box.

For more information about searching for an incident on the Notification screen, see the task, "To pick an incident," later in this section.

- 2 To specify a message type, click the **Messages** drop-down arrow, and then click either **Unread** or **Read**.

- 3 To specify the date for the earliest message to be displayed, click the **Earliest Message Date** button, and then click the **Date** of your choice.
- 4 To specify a catalog, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.
- 5 To specify the last action for the message, click the **Last Action** button, and then click the **action** of your choice.
-  6 When finished completing your filter criteria, click the **Filter** button.

To mark an action notification message as “read”

- 1 On the **Notification - Action Required** screen, search for and then click the **Action Notification Message** of your choice.

*To read more than one message at a time, press and hold **CTRL**, and then click all **Action Notification Messages** of your choice.*

Message Read +

- 2 Under **Message**, review the **Message**, and then click the **Message Read** button.

To review related information for the notification message

- 1 On the **Notification - Action Required** screen, search for and then click the **Action Notification Message** of your choice.

Go To

- 2 Click the **Go To** button, and then choose one or more of the following
 - to review the pending request, click **Pending Request - for unfilled requests only**
 - to review the status of the request, click **Request Status**
 - to review related travel informaton, click **Travel**
 - to review personal settings, click **Personal Settings**.

To view the related request and/or incident

- 1 On the **Notification - Action Required** screen, search for and then click the **Action Notification Message** of your choice.

*To mark more than one message at a time, press and hold **CTRL**, and then click all **Action Notification Messages** of your choice.*

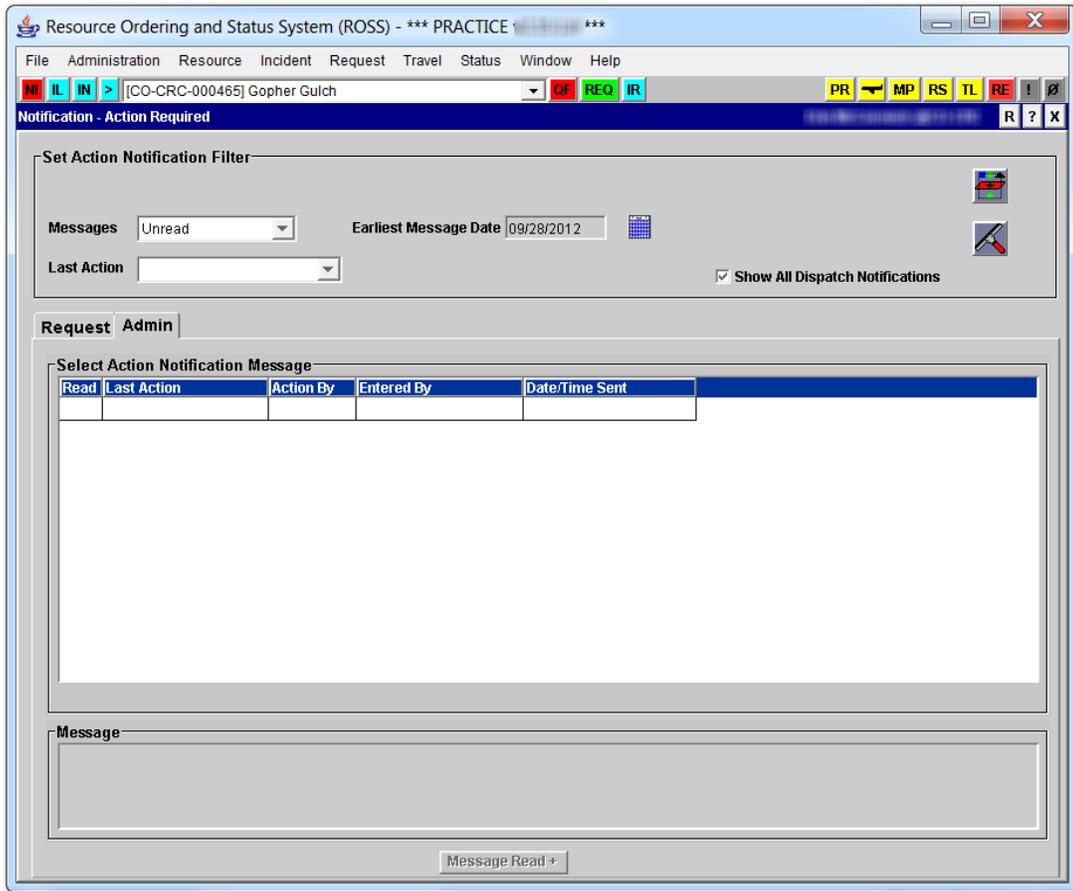
View

- 2 Click the **View** button, and then choose one or more of the following
 - to review the incident, click **View Incident**
 - to review the request, click **View Request**.

To access the Admin tab on the Notification - Action Required screen

-  On the **ROSS toolbar**, click the **Action (!)** button, and then click the **Admin** tab.

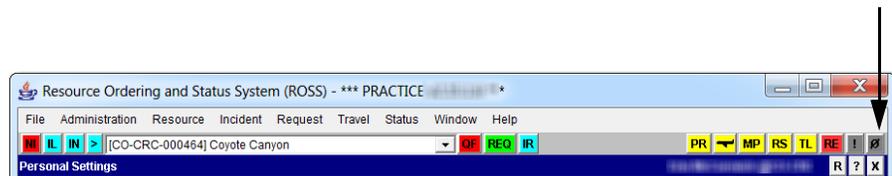
Notification - Action Required screen - Admin tab



Working with the Notification - No Action Required screen

This section explains how to further refine the types of “No Action” notification messages you want to receive.

The following diagram shows the ROSS toolbar. The arrow points to the No Action button for displaying Notification screens.



To access the Notification - No Action Required screen



- On the ROSS toolbar, click the **No Action** (ϕ) button.

Notification - No Action Required screen - Request tab

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File Administration Resource Incident Request Travel Status Window Help

[CO-CRC-000464] Coyote Canyon [GF] [REQ] [IR] [PR] [MP] [RS] [TL] [RE] [!]

Notification - No Action Required [R] [?] [X]

Set No Action Notification Filter

All Incidents Local Incidents Non-Local Incidents Incident

Messages [] Earliest Message Date 01/26/2014 Catalog []

Last Action [] Show All Dispatch Notifications

Request Incident Admin

Select No Action Notification Message

Read	Incident	EXT	Request#	Last Action	Action By	Entered By	Date/Time Sent	Claimed
	[CO-CRC-000464] Coyote C...	No	A-10001	Change Request	CO-CRC	Erin McCormick	01/31/2014 08:55:58 MST	
	[CO-CRC-000464] Coyote C...	No	A-10002	Change Request	CO-CRC	Erin McCormick	01/31/2014 08:55:58 MST	
	[CO-CRC-000464] Coyote C...	No	A-10000	Release Resource	CO-CRC	Erin McCormick	01/31/2014 08:54:03 MST	
	[CO-CRC-000464] Coyote C...	No	A-10000	Change Travel Informat...	CO-CRC	Erin McCormick	01/31/2014 08:54:02 MST	
	[CO-CRC-000464] Coyote C...	No	A-10000	Change Travel Informat...	CO-CRC	Erin McCormick	01/31/2014 08:54:02 MST	
	[CO-CRC-000465] Gopher ...	No	A-10004	Change Request	CO-CRC	Erin McCormick	01/31/2014 08:39:24 MST	
	[CO-CRC-000465] Gopher ...	No	A-10003	Change Request	CO-CRC	Erin McCormick	01/31/2014 08:38:35 MST	
	[CO-CRC-000465] Gopher ...	No	A-10002	Change Request	CO-CRC	Erin McCormick	01/31/2014 08:38:35 MST	
	[CO-CRC-000464] Coyote C...	No	A-10000	Change Request	CO-CRC	Erin McCormick	01/30/2014 13:07:08 MST	
	[CO-CRC-000465] Gopher ...	No	A-10001	Change Travel Informat...	CO-CRC	Erin McCormick	01/30/2014 13:07:08 MST	
	[CO-CRC-000465] Gopher ...	No	A-10001	Change Travel Informat...	CO-CRC	Erin McCormick	01/30/2014 13:07:08 MST	
	[CO-CRC-000465] Gopher ...	No	A-10001	Reassign Resource	CO-CRC	Erin McCormick	01/30/2014 13:07:08 MST	

Go To []

Message

CO-CRC (Dispatch) 970-826-5037 was added as requesting contact to request A-10001 by Erin McCormick@CO-CRC ROSS.

Message Read + View

To search for specific “No Action” notification messages

- On the **Notification - No Action Required** screen, perform one of the following options to narrow your filter criteria
 - click **All Incidents** to receive notification for all incidents
 - click **Local Incidents** to receive notification for only local incidents
 - click **Non-Local Incidents** to receive notification for all non-local incidents
 - click **Incident**, and then click the **Pick Incident** button to search for and select the **Incident Name** of your choice from the **Pick Incident** dialog box.



For more information about searching for an incident on the Notification screen, see the task, “To pick an incident,” later in this section.

- 2 To specify a message type, click the **Messages** drop-down arrow, and then click either **Unread** or **Read**.
- 3 To specify the date for the earliest message to be displayed, click the **Earliest Message Date** button, and then click the **Date** of your choice.
- 4 To specify a catalog, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.
- 5 To specify the last action for the message, click the **Last Action** button, and then click the **Action** of your choice.
- 6 When finished completing your filter criteria, click the **Filter** button.



To mark a No Action Notification message as “read”

- 1 On the **Notification - No Action Required** screen, perform one of the following
 - to mark a request message, on the **Request** tab, search for and then click the **No Action Notification Message** of your choice
 - to mark an incident message, click the **Incident** tab, search for and then click the **No Action Notification Message** of your choice.

*To read more than one message at a time, press and hold **CTRL**, and then click all **Action Notification Messages** of your choice.*

Message Read +

- 2 Click the **Message Read** button.

To view request message

- 1 On the **Notification - No Action Required** screen, search for and then click the **No Action Notification Message** of your choice.

View

- 2 Click the **View** button, and then choose one or more of the following
 - to review the incident, click **View Incident**
 - to review the request, click **View Request**.
- 3 When finished reviewing the information, click **Close**.

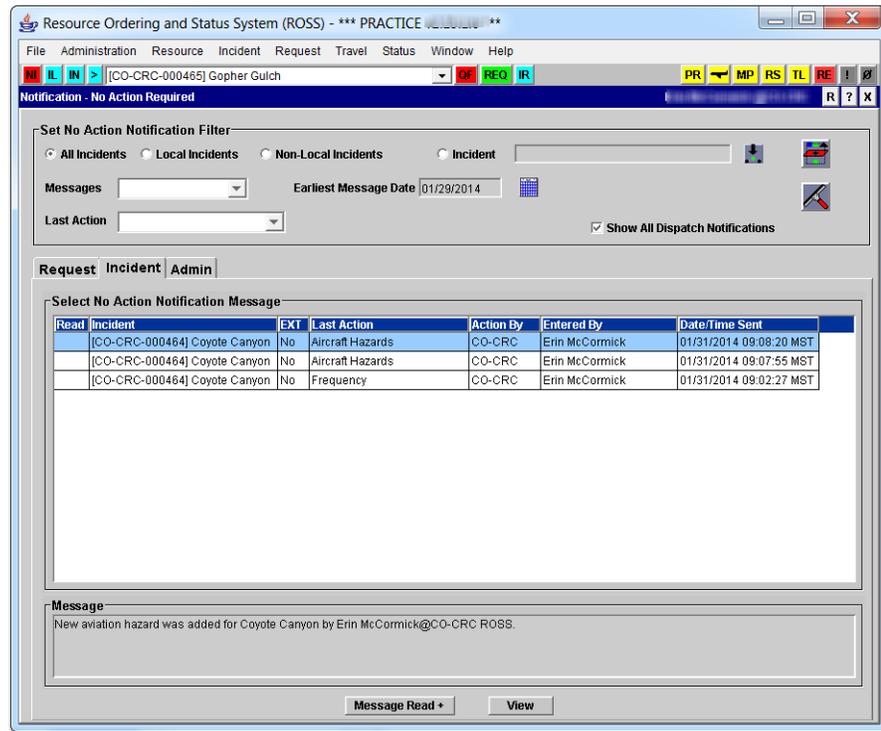
To view incident messages

- 1 On the **Notification - No Action Required** screen, click the **Incident** tab, search for and then click the **No Action Notification Message** of your choice.

View

- 2 Click the **View** button, and then click **View Incident**
- 3 When finished reviewing the information, click **Close**.

The following diagram shows the Notification - No Action Required screen - Incident tab.

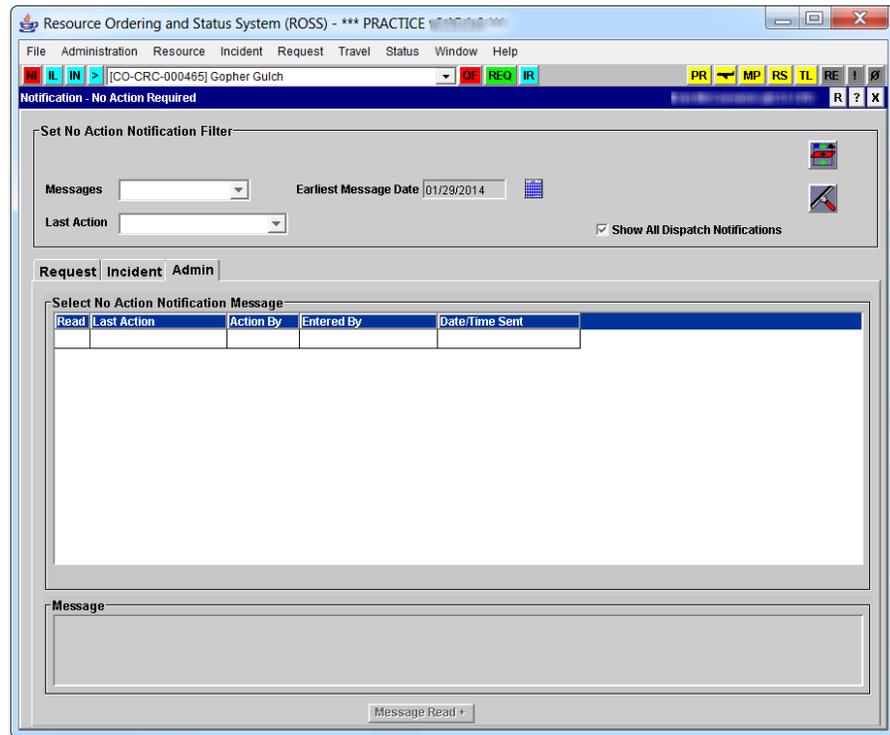


To view admin messages

- 1 On the **Notification - No Action Required** screen, click the **Admin** tab, search for and then click the **No Action Notification Message** of your choice.
- 2 Click the **View** button, and then click **View Incident**
- 3 When finished reviewing the information, click **Close**.

View

The following diagram shows the Notification - No Action Required screen - Admin tab.



To pick an incident



On the **Notification - Action** screen under **Set Action Notification Filter**, click **Incident**, and then click the **Pick Incident** button.

- 2 On the **Pick Incident** dialog box, type into or select information for as many boxes as possible to narrow your search
 - click **Local Incident** to search for a local incident
 - click **Non-Local Incident** to search for a non-local incident
 - in the **Incident Name** box, type the name of the incident
 - click the **Incident Type** drop-down arrow, and then select the **Incident Type** of your choice
 - click the **Incident #** drop-down arrow, click the **Unit ID** of your choice, and then type the **Incident Number** in the **Incident #** box
 - click the **Host** drop-down arrow, and then select the **Incident Host** name
 - click the **Select Dates** button, and then click the **Created From Date/Time** and the **To Date/Time** dates.
- 3  When finished completing the criteria of your choice, click the **Search** button.
- 4 Under **Select Incident**, click the **Incident Name** of your choice, and then click **OK**.

The following diagram shows the Pick Incident dialog box.

Set Filter Criteria For Incidents

Local Incident Non-Local Incident

Incident Name:

Incident Type:

Incident #:

Host:

Created From:

To:

Select Incident

Incident Name	Incident #	Host	Agency	Incident Type	Start Date
ANDERSON RX	CO-ARR-000043	CO-ARR	U.S. Fish and Wildl...	Fire - Prescribed	05/04/2011 07:00 MST
BLACK EAGLE	CO-WRD-000203	CO-WRD	Bureau of Land Ma...	Fire - Wildfire	07/08/2011 09:55 MST
BLACK MOUNTAIN	CO-WRD-000257	CO-WRD	Bureau of Land Ma...	Fire - Wildfire	07/25/2011 12:56 MST
BOX ELDER	CO-WRD-000355	CO-WRD	Bureau of Land Ma...	Fire - Wildfire	08/20/2011 16:20 MST
BROWNS PARK ENGINE DE...	CO-BPR-000387	CO-BPR	U.S. Fish and Wildl...	PreparednessIP...	08/25/2011 15:46 MST
Butch Cassidy RX	CO-BPR-000001	CO-BPR	U.S. Fish and Wildl...	Fire - Prescribed	04/01/2011 09:50 MST
CEDAR	CO-LSD-000303	CO-LSD	Bureau of Land Ma...	Fire - Wildfire	08/09/2011 11:37 MST
COAL CREEK	CO-WRD-000455	CO-WRD	Bureau of Land Ma...	Fire - Wildfire	09/01/2011 17:17 MST
COAL RIDGE	CO-WRD-000179	CO-WRD	Bureau of Land Ma...	Fire - Wildfire	07/02/2011 18:50 MST

Exploring notification settings in detail

There are two basic types of notification messages:

- Action notification messages display when you have unread messages that require action from you.
- No Action notification messages display when you have unread messages that require no action from you.

Understanding your pending request filters

You can filter to display pending requests associated with the specified dispatch units and/or associated with the specified host units.

The Available Dispatch Units table on the Personal Settings screen displays the following information:

- your unit, your subordinate units, and your parent organization, unless you are from NICC
- units that have added your organization to their selection area
- units with a resource item that has a non-local roster to which one of your resources is assigned

For example, so long as the agreements are in place, an incident management team may have a team member from another unit.

- the relationship of the dispatch unit to your organization, either parent, child, or another local dispatch.

Two special types of a relationship include, "Selection Area," which indicates that you are a part of that organization's selection area and, "Roster," which indicates that the organization has a resource item with a non-local roster to which one of your resources is assigned.
