

Travel - setting up resource travel

This guide explains how to create and edit itineraries for mobilization and demobilization of resources. Topics include:

- Working with the Travel screen
- Exploring itineraries in detail.

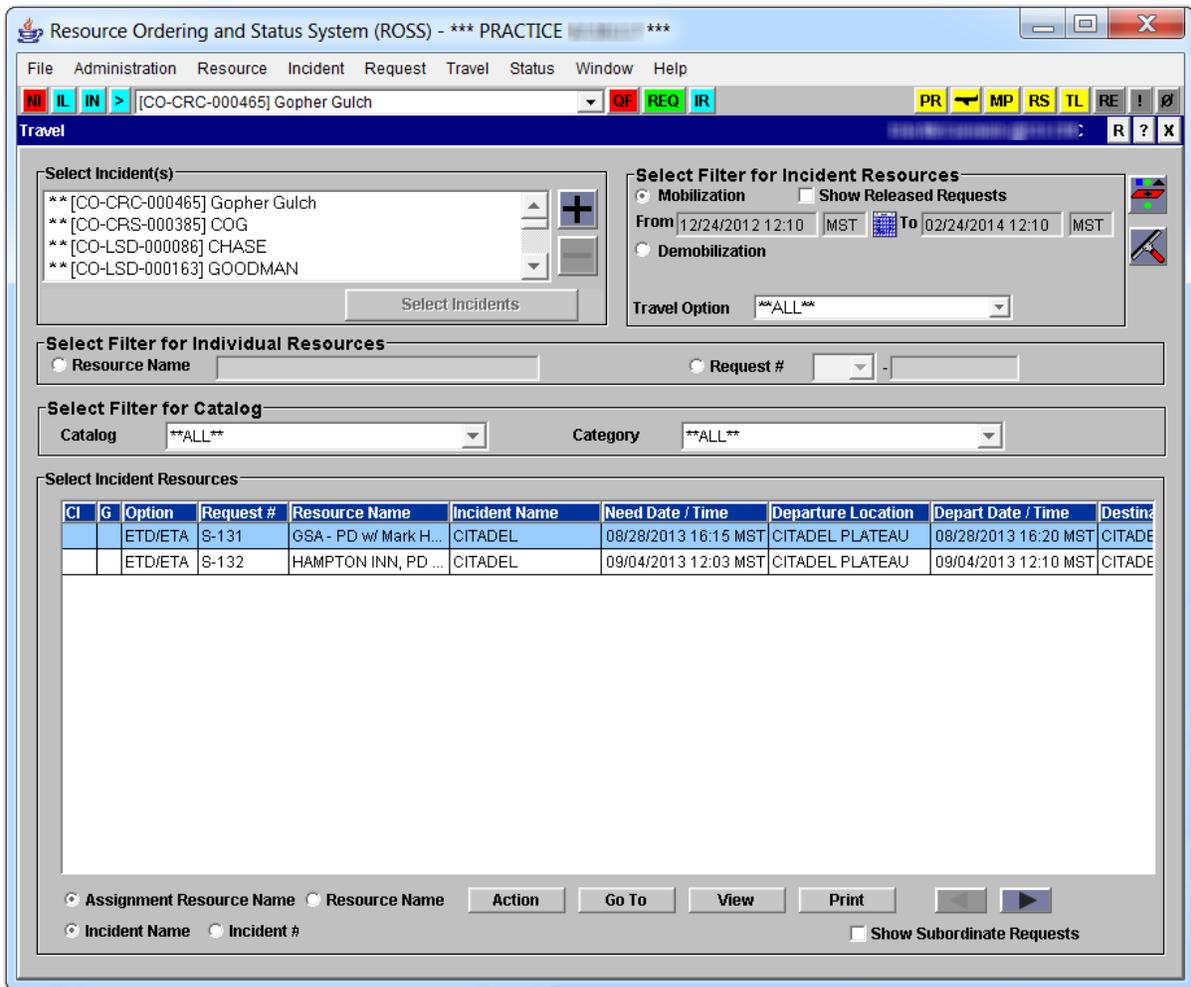
Working with the Travel screen

This section explains how to set travel for a resource, pick travel locations, and view and print travel information.

To access the Travel screen

-  • On the **Travel** menu, click **Travel**, or click the **TL** button.

Travel screen



CI	G	Option	Request #	Resource Name	Incident Name	Need Date / Time	Departure Location	Depart Date / Time	Destina
		ETD/ETA	S-131	GSA - PD w/ Mark H...	CITADEL	08/28/2013 16:15 MST	CITADEL PLATEAU	08/28/2013 16:20 MST	CITADEL
		ETD/ETA	S-132	HAMPTON INN, PD ...	CITADEL	09/04/2013 12:03 MST	CITADEL PLATEAU	09/04/2013 12:10 MST	CITADEL

To search for and select an incident on the Travel screen

- 1 On the **Travel** screen under **Select Incident(s)**, click the **Add Incident** button.
- 2 On the **Search Incidents** dialog box under **Incident Type(s)**, click the **Incident Type(s)** of your choice.
- 3 To filter for specific **Incident Type(s)**, click the check boxes of your choice
 - Local Incidents
 - Non-Local Incidents
 - Local Resources Returning Home
 - External Incidents Only.
- 4 Click one or more of the following check boxes as appropriate to narrow your search
 - Local Incidents
 - Non-Local Incidents
 - Local Resources Returning Home
 - External Incidents Only
 - Show Closed Incidents
 - Exclude Closed Requests.



- 5 Complete the **Incident Name** and **Incident #** text boxes as appropriate to narrow your search, and then click the **Search** button.

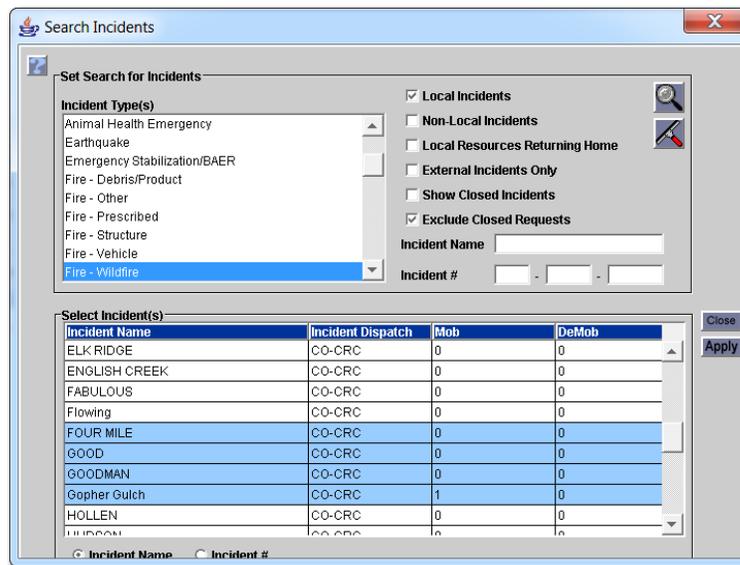
You can use the asterisk () to perform a wildcard search.*



- 6 Under **Select Incidents**, click the **Incident Name** of your choice, click **Apply**, and then click **Close**.

*To select more than one incident at a time, press and hold **CTRL**, and then click the **Incident Names** of your choice.*

The following diagram shows the Search Incidents dialog box.



To include closed incidents in your search



1 On the **Travel** screen under **Select Incident(s)**, click the **Add Incident** button.

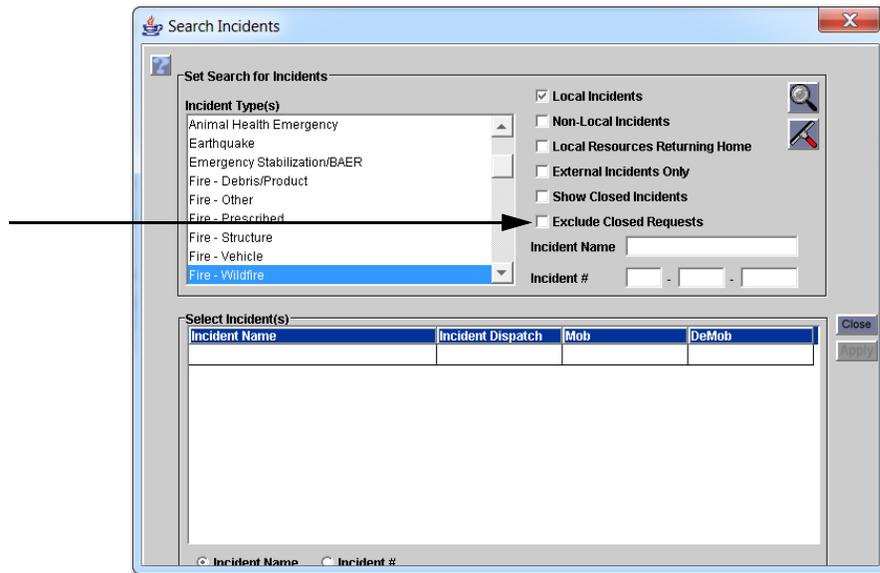
2 On the **Search Incidents** dialog box under **Incident Type(s)**, click the **Incident Type(s)** of your choice.

3 Click to select the **Show Closed Incidents** check box.



4 Complete the **Incident Name** and **Incident #** text boxes as appropriate to narrow your search, and then click the **Search** button.

The following diagram shows the Search Incidents dialog box. The arrow points to the Show Closed Incidents check box.



To include closed requests in your search

- 1 On the **Travel** screen under **Select Incident(s)**, click the **Add Incident** button.
- 2 On the **Search Incidents** dialog box under **Incident Type(s)**, click to clear the **Exclude Closed Requests** check box.
- 3 Complete the **Incident Name** and **Incident #** text boxes as appropriate to narrow your search, and then click the **Search** button.

To delete an incident from the Travel screen

- On the **Travel** screen under **Select Incident(s)**, click the **Incident(s)** of your choice, and then click the **Remove Incident** button.

To filter for mobilization or demobilization travel within a specific date range

- 1 On the **Travel** screen under **Select Incident(s)**, click the **Incident(s)** of your choice.
- 2 Under **Select Filter for Incident Resource(s)**, click one of the following
 - Mobilization
 - Demobilization.

*To show closed demobilization requests, click the **Show Closed Requests** check box.*



3 Click the **Select Dates** button, and then click the **From** and **To Range of Dates** of your choice.

4 To select a specific travel status, click the **Travel Option** drop-down arrow, and then click the **Travel Status** of your choice

- All
- Travel to be Arranged
- Travel ETD/ETA
- Travel ATD/ETE
- Travel Itinerary
- No Travel.



5 Click the **Filter** button.

The following diagram shows the Travel screen. The arrow points to the dates used to filter for demobilization travel.

To filter for a combination of multiple, individual requests and a range of requests within a catalog

Enter all filter criteria correctly! Partial results do not display.

- 1 On the **Search Incidents** dialog box, search for and then click the **Incident Name(s)** of your choice.
- 2 On the **Request Status** screen under **Request**, click **Request #**.

- 3 In the **Request #** text box, type the **Catalog Abbreviation**, and then press [TAB].

For example, type "O" to specify Overhead.



- 4 In the next text box, perform one or more of the following and then click the **Search** button
 - to filter for multiple individual request numbers, type each request number, separated by a comma (,)
 - to filter for a range of request numbers, type the first and last request number, separated by a dash (-).

Spaces are automatically trimmed from the filter criteria.

The following diagram shows the Travel screen for displaying multiple request numbers. The arrows point to the Request # text boxes and the resulting Req # column.

Cl	G	Option	Request #	Resource Name	Incident Name	Need Date / Time	Departure Location	Depart Date / Time	Destin
		ATD/ETE	A-18	AIRTANKER - T2 - 4...	COLLINS	06/21/2013 15:31 MST	NICC EXU NATIONAL...	06/21/2013 20:35 MST	PORTE
		ETD/ETA	A-18	FREQUENCY - AIR ...	CITADEL	07/23/2013 14:49 MST	National Incident Ra...	07/24/2013 21:00 MST	Nation
		ATD/ETE	A-19	AIRTANKER - T3SE ...	CITADEL	07/23/2013 14:49 MST	ROCKY MOUNTAIN ...	07/24/2013 20:00 MST	WORL
		ATD/ETE	A-20	AIRTANKER - T3SE ...	COLLINS	06/21/2013 17:00 MST	Oregon Department...	06/21/2013 20:35 MST	NEO SI

To filter for and view incident resources with a specific travel status

Resources for untracked supply or services requests do not display on the Travel screen.

- On the **Travel** screen under **Set Filter for Incident Resources**, click one of the following options
 - Mobilization
 - Demobilization.
- To select a specific travel status, click the **Travel Option** drop-down arrow, and then click the **Travel Status** of your choice
 - All
 - Travel to be Arranged
 - Travel ETD/ETA
 - Travel ATD/ETE
 - Travel Itinerary
 - No Travel.



- Click the **Filter** button.

The following diagram shows a sample Travel screen for displaying Travel ETD/ETA travel. The arrow points to the Travel Option drop-down arrow.

The screenshot shows the 'Travel' screen in the ROSS application. The 'Travel Option' dropdown menu is open, displaying the following options: **ALL**, **Travel to be Arranged (TBA)**, **Travel ETD/ETA (ETD/ETA)**, **Travel ATD/ETE (ATD/ETE)**, **Travel Itinerary (ITIN)**, and **No Travel (NT)**. An arrow points to the dropdown arrow.

The 'Select Incident Resources' table is visible below the filters:

CI	G	Option	Request #	Resource Name	Incident Name	Need Date / Time	Departure Location	Depart Date / Time	Destin
		ATD/ETE	A-18	AIRTANKER - T2 - 4...	COLLINS	06/21/2013 15:31 MST	NICC EKV NATIONAL...	06/21/2013 20:35 MST	PORTE
		ETD/ETA	A-18	FREQUENCY - AIR ...	CITADEL	07/23/2013 14:49 MST	National Incident Ra...	07/24/2013 21:00 MST	Nation
		ATD/ETE	A-19	AIRTANKER - T3SE ...	CITADEL	07/23/2013 14:49 MST	ROCKY MOUNTAIN ...	07/24/2013 20:00 MST	WORL
		ATD/ETE	A-20	AIRTANKER - T3SE ...	COLLINS	06/21/2013 17:00 MST	Oregon Department...	06/21/2013 20:35 MST	NEO SI

To filter incident resources by catalog/category, resource name, or request number

1 Click the **Incidents** and **Incident Resource Travel Status** of your choice.



2 Under **Select Incident Resources**, click the **Filter** button.

3 On the **Set Filter For Incident Resources** dialog box, perform one of the following

- to display one or more Catalog/Catalog Category, click one or more **Catalog/Catalog Category combinations**, and then click the **Search** button
- to display a specific resource, click **Set Resource Name Filter**, type the **Resource Name** in the **Resource Name** text box, and then click the **Search** button
- to display a specific request, click **Select Specific Request**, click the **Incident** drop-down arrow and select the **Incident** of your choice, click the **Request #** drop-down arrow and select the **Catalog** of your choice.

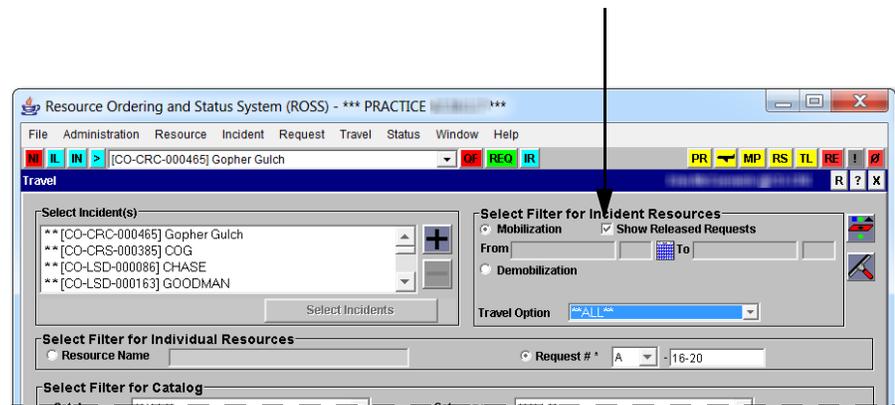
To filter for released requests

1 On the **Travel** screen under **Set Filter for Incident Resources**, click **Mobilization**, and then click the **Show Released Requests** check box.



2 Click the **Travel Option** drop-down arrow, click the **Travel Option** of your choice, and then click the **Filter** button.

The following diagram shows the Set Filter for Incident Resources portion of the Travel screen. The arrow points to the Show Released Requests check box, which displays when the Mobilization option is selected.



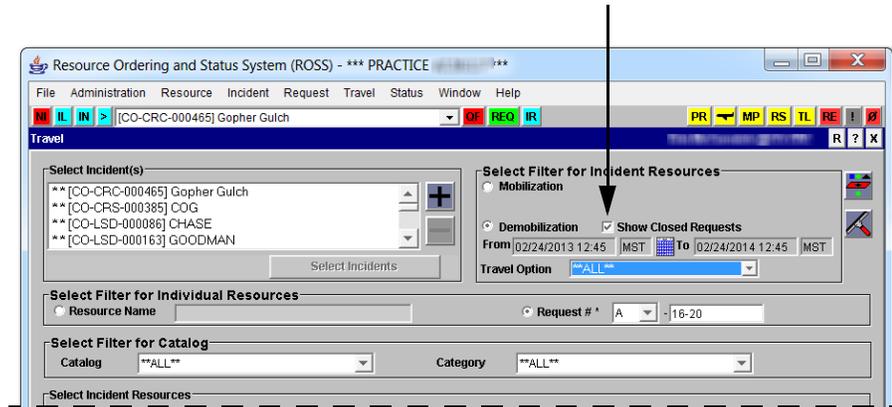
To filter for closed requests

1 On the **Travel** screen under **Set Filter for Incident Resources**, click **Demobilization**, and then click the **Show Closed Requests** check box.



- 2 Click the **Travel Option** drop-down arrow, click the **Travel Option** of your choice, and then click the **Filter** button.

The following diagram shows the Set Filter for Incident Resources portion of the Travel screen. The arrow points to the Show Closed Requests check box, which displays when the Demobilization option is selected.



Changing the travel status of a resource

This section explains how to change the current travel status of a resource. Remember these key points:

- **Set No Travel.** You cannot select this option in the following situations
 - assigning tactical aircraft to a pending request
 - releasing tactical aircraft
 - mobilizing resources to non-local incidents
 - demobilizing non-local resources.
- **Set Travel Itinerary.** Change the travel status of a resource so that you can later create a travel itinerary.
- **Set/Unset Itinerary Complete.** Change the travel status of a resource to complete/incomplete.

For more information about updating mobilization and demobilization travel see the task, "To update mobilization and demobilization travel," in the section, "Working with the Travel screen," in this guide.

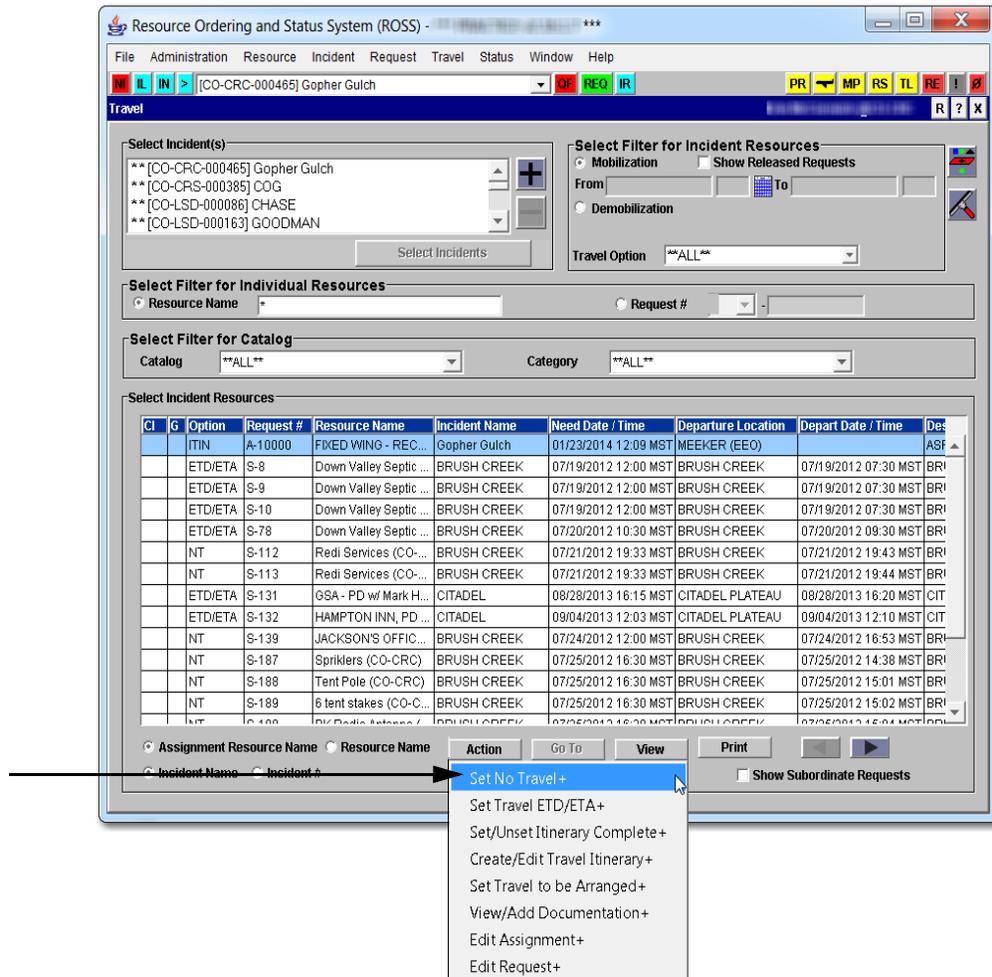
To set no travel for a resource



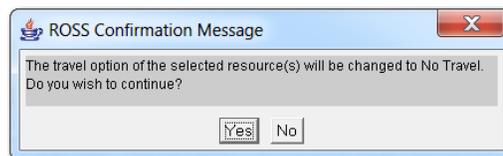
- 1 On the **Travel** screen, search for and then select the **Incident Name(s)** of your choice.
- 2 Under **Set Filter for Incident Resources**, click one of the following and then click the **Filter** button
 - Mobilization
 - Demobilization.

- Action**
- Click one or more **Resource Name(s)** of your choice, click the **Action** button, and then click **Set No Travel**.
 - On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows the Travel screen. The arrow points to the Set No Travel option on the Action button.



The following diagram shows a sample ROSS Confirmation Message for setting no travel for a resource.



To set a travel itinerary for a resource

- On the **Travel** screen, search for and then select the **Incident Name(s)** of your choice.



- 2 Under **Set Filter for Incident Resources**, click one of the following and then click the **Filter** button
 - Mobilization
 - Demobilization.

Action

- 3 Click one or more **Resource Name(s)** of your choice, click the **Action** button, and then click **Set Travel Itinerary**.
- 4 For resources with rosters, click **Yes** to apply the change in travel status to all resources on the roster, or click **No** to change only the parent resource's travel.

To set or unset a travel itinerary as complete

- 1 On the **Travel** screen, click the **Resource Name(s)** of your choice.

Action

- 2 Click the **Action** button, and then click **Set/Unset Itinerary Complete**.

Setting travel ETD/ETA for a resource

This section explains how to set the estimated time of departure and estimated time of arrival for resources that have no travel itineraries.

Set Travel ETD/ETA dialog box

To set travel ETD/ETA

- 1 On the **Travel** screen, search for and then select the **Incident Name(s)** of your choice.



- 2 Under **Set Filter for Incident Resources**, click one of the following and then click the **Filter** button
 - Mobilization
 - Demobilization.

Action

- 3 Click one or more **Resource Name(s)** of your choice, click the **Action** button, and then click **Set Travel ETD/ETA**.



- 4 On the **Set Travel ETD/ETA** dialog box, click the **Choose Dates** button, and then click the **ETD** and **ETA** dates and times.

- In the **Mode of Travel** text box, type the **Mode of Travel** for the resource.

You can type up to 50 characters in the Mode of Travel text box.

Setting travel ATD/ETE for a resource

This section explains how to set the actual time of departure and estimated time en route for resources that have no travel itineraries.

Set Travel ATD/ETE dialog box

To set travel ATD/ETE

- On the **Travel** screen, search for and then select the **Incident Name(s)** of your choice.
-  Under **Set Filter for Incident Resources**, click one of the following and then click the **Filter** button
 - Mobilization
 - Demobilization.
-  Click one or more **Resource Name(s)** of your choice, click the **Action** button, and then click **Set Travel ATD/ETE**.
-  On the **Set Travel ATD/ETE** dialog box, click the **Choose Dates** button, and then click the **ATD** of your choice.
- In the **ETE** text boxes, type the **Estimated Hours** and **Minutes Enroute** to the destination.
- In the **Travel Remarks** text box, type any pertinent remarks for the travel, and then click **OK**.
- For resources with rosters, click **Yes** to apply travel to all resources on the roster, or click **No** to set only the parent resource's travel.

Creating or editing a travel itinerary for a resource

This section explains how to create and/or a travel itinerary to document a resource's travel to or from its home location.

Create/Edit Travel Itinerary dialog box

To create a travel itinerary

- 1 On the **Travel** screen, search for and then select the **Incident Name(s)** of your choice.
- 
 2 Under **Set Filter for Incident Resources**, click one of the following and then click the **Filter** button
 - Mobilization
 - Demobilization.
- 
 3 Click one or more **Resource Name(s)** of your choice, click the **Action** button, and then click **Create/Edit Travel Itinerary**.
- 4 For resources with rosters, click **Yes** to apply travel to all resources on the roster, or click **No** to set only the parent resource's travel.
- 
 5 On the **Create/Edit Travel Itinerary** dialog box, click the **New** button.
- 6 Under **Travel Itinerary Leg**, complete the following text boxes
 - Travel Mode
 - Type
 - Transportation Description.
- 
 7 Click the **Choose Dates** button, and then select the **Departure Date/Time** and the **Destination Date/Time**.

8 Click the **Pick Departure /Arrival Location** button.

 9 On the **Travel Leg Locations** dialog box, click the **Departure Location** from the **Airports**, **Other Locations**, **Organizations**, **Incidents**, or **Travel Locations** tab, and then click **Apply**.

For more information about completing the Travel Leg Locations dialog box see, "Picking travel locations," later in this guide.

 10 Click the **Destination Location**, click **Apply**, and then click **OK**.

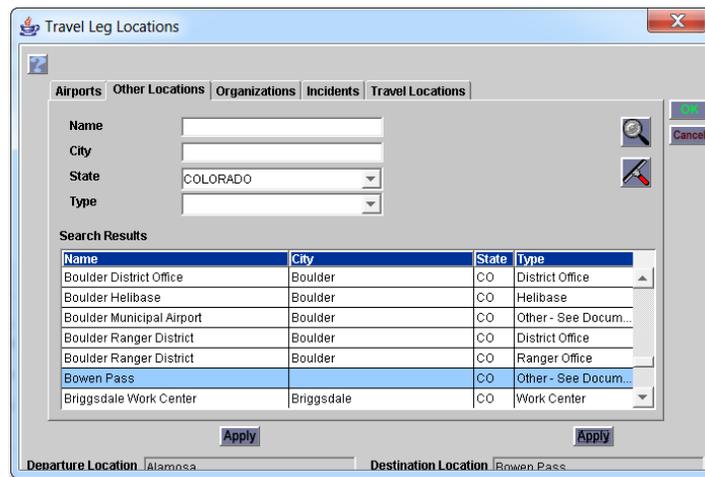


11 To add another leg to the itinerary, click the **Next Leg** button, or click the **Set Itinerary Complete** button to complete the travel itinerary, and then click **Close**.



12 When finished completing the travel itinerary, click the **Save** button.

The following diagram shows the Airports tab on the Travel Leg Locations dialog box.



The screenshot shows the 'Travel Leg Locations' dialog box with the 'Airports' tab selected. The 'Name' field is empty, 'City' is empty, 'State' is set to 'COLORADO', and 'Type' is empty. The 'Search Results' table is as follows:

Name	City	State	Type
Boulder District Office	Boulder	CO	District Office
Boulder Helibase	Boulder	CO	Helibase
Boulder Municipal Airport	Boulder	CO	Other - See Docum...
Boulder Ranger District	Boulder	CO	District Office
Boulder Ranger District	Boulder	CO	Ranger Office
Bowen Pass		CO	Other - See Docum...
Briggsdale Work Center	Briggsdale	CO	Work Center

At the bottom, the 'Departure Location' is 'Alamogosa' and the 'Destination Location' is 'Bowen Pass'. There are 'Apply' buttons for both fields and a 'Cancel' button on the right.

To add a travel leg to an existing travel itinerary

1 On the **Travel** screen, **Select Incident(s)** and **Set Filter for Incident Resources**, and then click the **Resource Name(s)** of your choice.



2 Click the **Action** button, and then click **Create/Edit Travel Itinerary**.



3 On the **Create/Edit Travel Itinerary** dialog box, click the **New** button.

4 Under **Travel Itinerary Leg**, complete the following text boxes

- Travel Mode
- Type
- Transportation Description
- Departure Location and Date/Time
- Destination Location and Date/Time.

-  5 To add another leg to the itinerary, click the **Next Leg** button, or click the **Set Itinerary Complete** button to complete the travel itinerary, and then click **Close**.
-  6 When finished completing the travel itinerary, click the **Save** button.

To delete a travel leg from an existing travel itinerary

- 1 On the **Travel** screen, **Select Incident(s)** and **Set Filter for Incident Resources**, and then click the **Resource Name(s)** of your choice.
-  2 Click the **Action** button, and then click **Create/Edit Travel Itinerary**.
-  3 On the **Create/Edit Travel Itinerary** dialog box, click the **Travel Leg** you want to delete, and then click the **Delete** button.

To copy and paste a travel leg from one travel itinerary to another

- 1 On the **Travel** screen, click the **Resource Name** having the **Travel Leg** you want to copy.
-  2 Click the **Action** button, and then click **Create/Edit Travel Itinerary**.
- 3 On the **Create/Edit Travel Itinerary** dialog box, click the **Travel Leg** you want to copy.
- 4 Click the **Action** button, click **Copy Legs**, and then click **Close** to return to the **Travel** screen.
- 5 On the **Travel** screen, click the **Resource Name(s)** to paste the copied travel leg(s).
- 6 Click the **Action** button, and then click **Create/Edit Travel Itinerary**.
- 7 Click the **Action** button, and then click **Paste Legs**.
- 8 On the **Selected Travel Legs** dialog box, click **OK**.

To add legs from a transport plan

- 1 On the **Travel** screen, click the **Resource Name(s)** of your choice.
-  2 Click the **Action** button, and then click **Create/Edit Travel Itinerary**.
- 3 On the **Create/Edit Travel Itinerary** dialog box, click the **Action** button, and then click **Add Legs from Transport Plan**.
-  4 On the **Add Leg(s) from Transport Plan** dialog box, search for and then click the **Transport Plan Legs** you want to add, and then click **Apply**.
- 5 When finished adding all transport legs, click **Close**, and then click **Close** again to return to the **Travel** screen.

To view reminders for incomplete travel itineraries

- 1 On the **ROSS toolbar**, click the **RE** button.
- 2 On the **Reminders** dialog box, click the **Set Filter Criteria for Itineraries** button to narrow your search, complete the filter criteria as appropriate, and then click the **Search** button.

The following diagram shows the Filter Criteria Itineraries dialog box.

The following diagram shows sample information on the Travel tab on the Reminders dialog box.

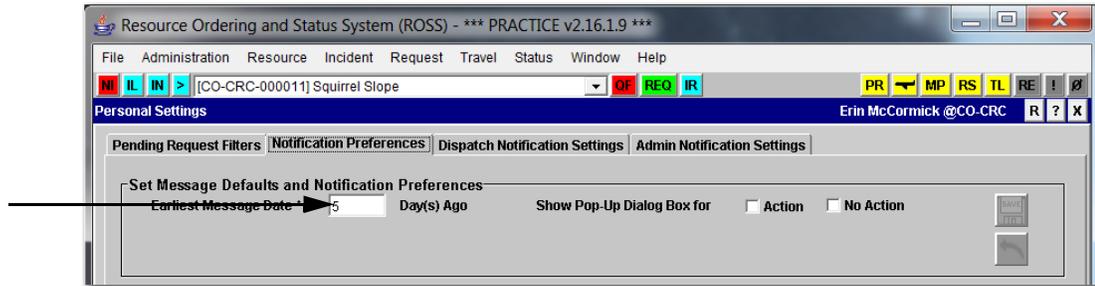
Request #	Resource Name	Incident #	Mob/Demob	Departs From	ETD	Arr

Request #	Resource Name	Incident #	Mob/Demob	Assign/Release Date	Status
E-10000	ENGINE - T6 - CRD - 161...	CO-CRC-000011	Mobilizing	03/26/2014 07:37 MST	Travel to be Arra...
A-10000	FIXED WING - RECON - N...	CO-CRC-000011	Mobilizing	03/27/2014 13:21 MST	Travel to be Arra...

To specify the frequency for ROSS to check for reminders

- 1 On the **Administration** menu, click **Personal Settings**, and then click the **Notification Preferences** tab.
- 2 Under **Set Message Defaults and Notification Preferences**, type the **number of minutes** in the **Check for Messages and Reminders Every... Minute(s)** text box, and then click the **Save** button.

The following diagram shows the Notification Preferences tab on the Personal Settings screen. The arrow points to the Check for Messages and Reminders Every... Minute(s) text box.



Picking travel locations

This section explains how to complete the Travel Leg Locations dialog box for adding airports, other locations, organizations, incidents, and travel locations.

To pick travel locations for airports



- 1 On the **Travel Leg Locations** dialog box, complete one or more of the following text boxes as appropriate to narrow your search, and then click the **Search** button
 - in the **Airport Name** text box, type the name of the airport
 - in the **FAA Code** text box, type the **FAA Code**
 - in the **City** text box, type the name of the **City**
 - in the **State** text box, type the two-letter **State** code
 - click the **Airport Type** drop-down arrow, and then click the **Airport Type**.

Use the asterisk () to perform a wildcard search.*



- 2 Under **Search Results**, click the **Airport Name** of your choice.



- 3 click the **Departure Location**, and then click **Apply**.
- 4 click the **Destination Location**, click **Apply**, and then click **OK**.
- 5 To set travel as complete, click the **Last Leg** button, or click the **Next Leg** button to create another travel leg.

The following diagram shows the Airports tab on the Travel Leg Locations dialog box.

Airport Name	FAA Code	City	State	Airport Type
02 RANCH	46TE	ALPINE	TX	Airport
100 AKER WOOD	TN41	SPRING CITY	TN	Airport
2 G RANCH	1T1	COLUMBUS	TX	Airport
2 X 4 RANCH	NM47	ARTESIA	NM	Airport
29NC	29NC	SHELBY	NC	Airport
3 RIVERS RECREATION AREA	OG00	CULVER	OR	Airport

To pick other travel locations

- 1 On the **Travel Leg Locations** dialog box, click the **Other Locations** tab.
- 2 On the **Other Locations** tab, complete the following text boxes as appropriate to narrow your search, and then click the **Search** button
 - in the **Name** text box, type the name of the travel location
 - in the **City** text box, type the name of the **City**
 - in the **State** text box, type the two-letter **State** code
 - click the **Type** drop-down arrow, and then click the **Type** of the other location.
- 3 Under **Search Results**, click the **Name** of your choice.
- 4 Click the **Departure Location**, and then click **Apply**.
- 5 Click the **Destination Location**, click **Apply**, and then click **OK**.

The following diagram shows the Other Locations tab on the Travel Leg Locations dialog box.

The screenshot shows the 'Travel Leg Locations' dialog box with the 'Other Locations' tab selected. The search criteria are: Name (empty), City (empty), State (**ALL**), and Type (empty). The Search Results table is as follows:

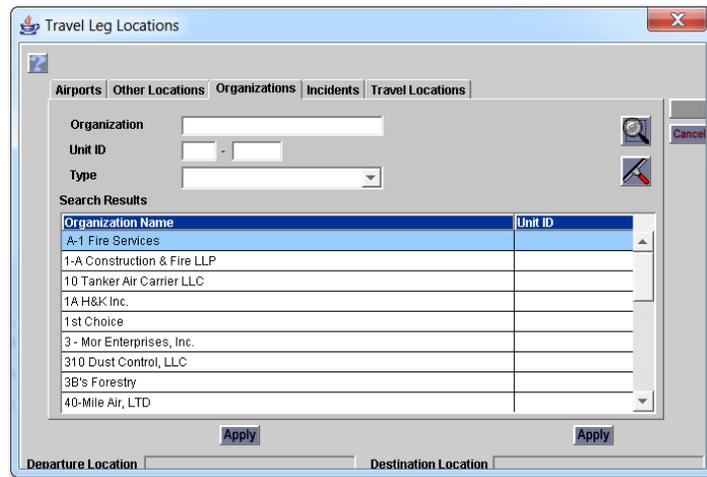
Name	City	State	Type
BOI			Other - See Docum...
Memorial Park	Cupertino	CA	Park
NH33 - Brigham Heliport	Pembroke	NH	Heliport
Perma Bridge Fire		ID	Fire Crew Camp
#1 Purdum	Athens District	OH	Helispot
#10 Big Four Hollow	Athens District	OH	Helispot
#11 Snake Hollow	Athens District	OH	Helispot

Buttons for 'Apply' and 'Cancel' are visible. At the bottom, there are 'Departure Location' and 'Destination Location' fields, each with an 'Apply' button.

To pick an organization as a travel location

- 1 On the **Travel Leg Locations** dialog box, click the **Organizations** tab.
- 2  On the **Organizations** tab, complete the following text boxes as appropriate to narrow your search, and then click the **Search** button
 - in the **Organization** text box, type the name of the organization
 - in the **Unit Code** text box, type the **Unit Code** of the organization
 - click the **Type** drop-down arrow, and then click the **Type** of the organization.
- 3 Under **Search Results**, click the **Organization Name** of your choice.
- 4  click the **Departure Location**, and then click **Apply**.
- 5  click the **Destination Location**, click **Apply**, and then click **OK**.

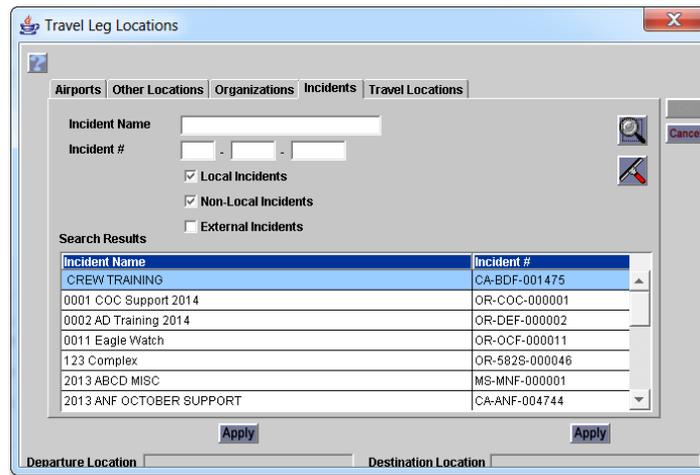
The following diagram shows the Organizations tab on the Travel Leg Locations dialog box.



To pick an incident as a travel location

- 1 On the **Travel Leg Locations** dialog box, click the **Incidents** tab.
- 2 On the **Incidents** tab, complete the following text boxes as appropriate to narrow your search, and then click the **Search** button
 - in the **Incident Name** text box, type the **Name of the Incident**
 - in the **Incident #** text box, type the **Incident Number**
 - to search for local incidents, click the **Local Incidents** check box
 - to search for non-local incidents, click the **Non-Local Incidents** check box
 - to search for external incidents, click the **External Incidents** check box.
- 3 Under **Search Results**, click the **Incident Name** of your choice.
- 4 click the **Departure Location**, and then click **Apply**.
- 5 click the **Destination Location**, click **Apply**, and then click **OK**.

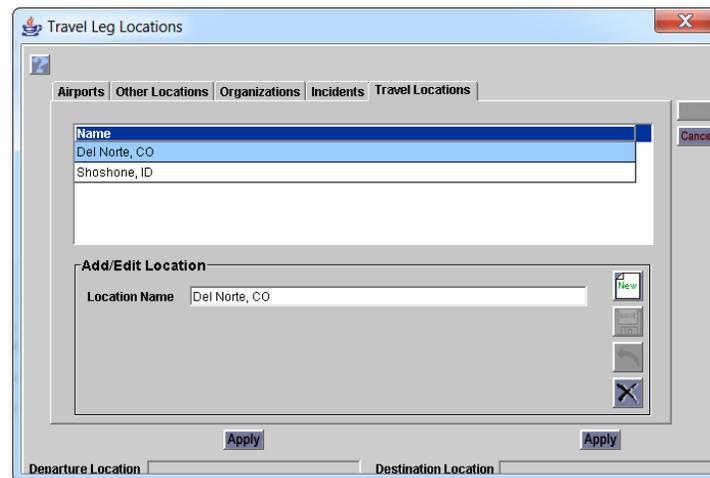
The following diagram shows the Incidents tab on the Travel Leg Locations dialog box.



To pick a travel location

- 1 On the **Travel Leg Locations** dialog box, click the **Travel Locations** tab.
-  2 On the **Travel Locations** tab, click the **Departure Location** name, and then click **Apply**.
-  3 click the **Destination Location** name, click **Apply**, and then click **OK**.

The following diagram shows the Travel Locations tab on the Travel Leg Locations dialog box.



To create a new travel location

-  1 On the **Travel Leg Locations** dialog box, click the **Travel Locations** tab, and then click the **New** button.
-  2 In the **Location Name** text box, type the **Name of the New Location**, and then click the **Save** button.

To edit a travel location name

- 1 On the **Travel Leg Locations** dialog box, click the **Travel Locations** tab.
- 2 On the **Travel Locations** tab, click the **Name** of your choice.
-  3 In the **Location Name** text box, edit the **Name** as appropriate, and then click the **Save** button.

Viewing and printing travel itinerary information

This section explains how to view and print travel itinerary-related information.

For more information about Cognos see, "Reports - generating and printing reports," in this ROSS User's Guide.

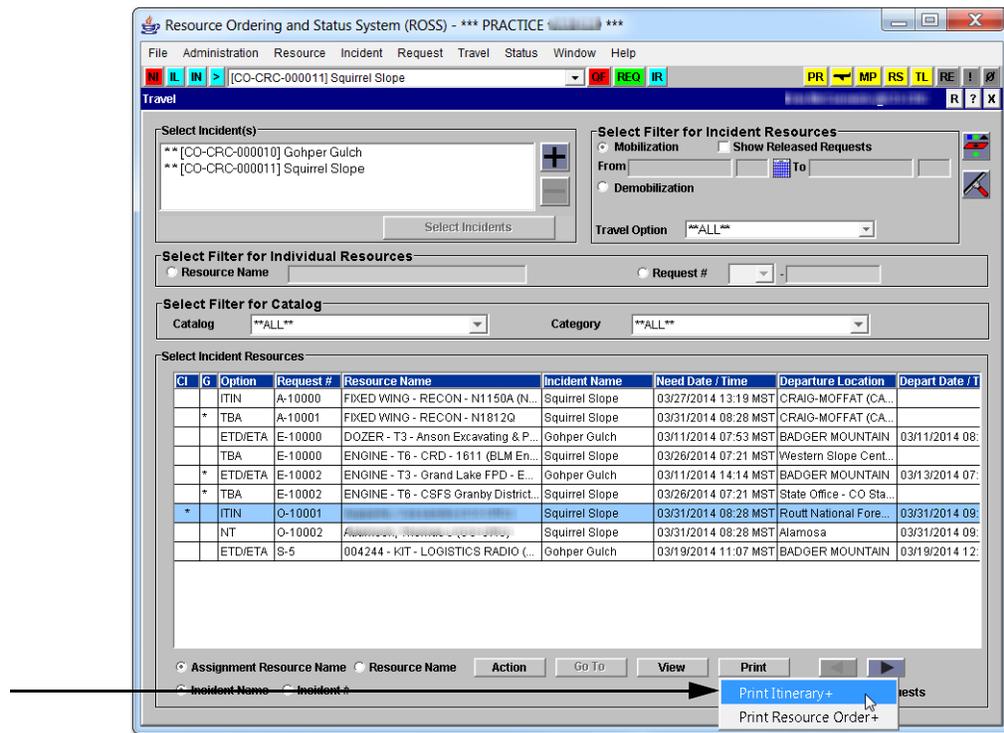
To view information about the resource

-  1 On the **Travel** screen, search for and locate the **Incident** of your choice, click the **Resource Request** of your choice, and then click the **View** button.
- 2 Click one of the following as appropriate, and then click **Close** to return to the **Travel** screen
 - View Incident
 - View Request
 - View Mobilization Itinerary
 - View Resource
 - View Home Dispatch Unit
 - View Requesting Unit
 - View Filling Unit
 - View Associated Requests - *you may select a support request and view its parent request, other support requests related to the same parent, and subordinate requests of the support request*
 - View Manifest.

To print a travel itinerary for a resource

- 1 On the **Travel** screen, search for and locate the **Incident** of your choice, and then click the **Resource Request** of your choice.
-  2 Click the **Print** button, and then click **Print Itinerary**.
-  3 In the **Cognos Viewer**, position your mouse toward the bottom of the web page, and then click the **Print file** button or pres [Ctrl] + P.
- 4 On the **Print** dialog box, review the printer settings and then click **OK**.
- 5 To close **Cognos Viewer**, click the **Close** button.

The following diagram shows a sample Travel screen. The arrow points to the Print Itinerary option on the Print button.



To print the resource order of a request

1 On the **Travel** screen, search for and locate the **Incident** of your choice, and then click the **Resource Request** of your choice.



2 Click the **Print** button, and then click **Print Resource Order**.



3 In the **Cognos Viewer**, position your mouse toward the bottom of the web page, and then click the **Print file** button or pres [Ctrl] + P.

4 On the **Print** dialog box, review the printer settings and then click **OK**.

5 To close **Cognos Viewer**, click the **Close** button.

Exploring itineraries in detail

Travel itineraries allow you to document the movement of resources to and from incidents. In ROSS, there are three screens that allow you to document resource travel:

- **Travel screen.** Allows you to create a travel itinerary, or route, to document resource travel.
- **Incident Resources screen.** Allows you to release (demob) or reassign resources from an incident.

For more information about the Incident Resources screen, see “Incident Resources - managing incident resources,” in this ROSS Users Guide. For more information about entering air travel information for crews and overhead, please refer to ROSS Tip TVL-2004-1.

Basic terminology

The following list outlines some of the term you need to understand when setting travel for resources:

- **No Travel (NT).** Resources have been placed “At Incident” (mobilized) or “At Home” (demobilized). This travel option corresponds to the “Set at Incident” option on the dialog box accessed from the Pending Request screen. The ETD/ETA are set to the date and time the resource is committed.
- **Resource itinerary.** A resource itinerary consists of one or more travel legs for a resource’s travel to and from an incident.
- **Transport resource.** An aircraft, bus, or other type of vehicle that carries resources (passengers) to or from an incident.
- **Travel ATD/ETE (ATD/ETE).** Tactical aviation resources that have the actual time of departure and estimated time enroute specified.
- **Travel ETA/ETA (ETD/ETA).** Resources displayed on this tab have ETD/ETAs designated. This travel option corresponds to the “Set Travel (No Itinerary)” option on the Pending Request screen. From here, you can also use the Action button to move a resource to another tab or to edit the resource’s ETD/ETA and identify the mode of travel.
- **Travel Itinerary (ITIN).** Resources are either mobilized or demobilized incident resources. This tab corresponds to the “Set Travel (will have Itinerary)” option on the Pending Request screen. From here, you can create new travel legs for the resources, enter transportation information, and set ETD and ETA. Since you can add resources when the resource is committed, so you also must add their travel.
- **travel leg.** One segment of a resource’s travel itinerary. A travel leg identifies the mode of travel, departure location, ETD, destination location, and ETA.

- **Travel to be Arranged (TBA).** Resources do not have any travel arrangements. This tab corresponds to the “Set Travel to be Arranged” option on the Pending Request screen. From here, you can only use the Action button to move the resource to another tab, and then arrange the resource’s travel from there. Once resources are removed from this tab, you cannot put them back.

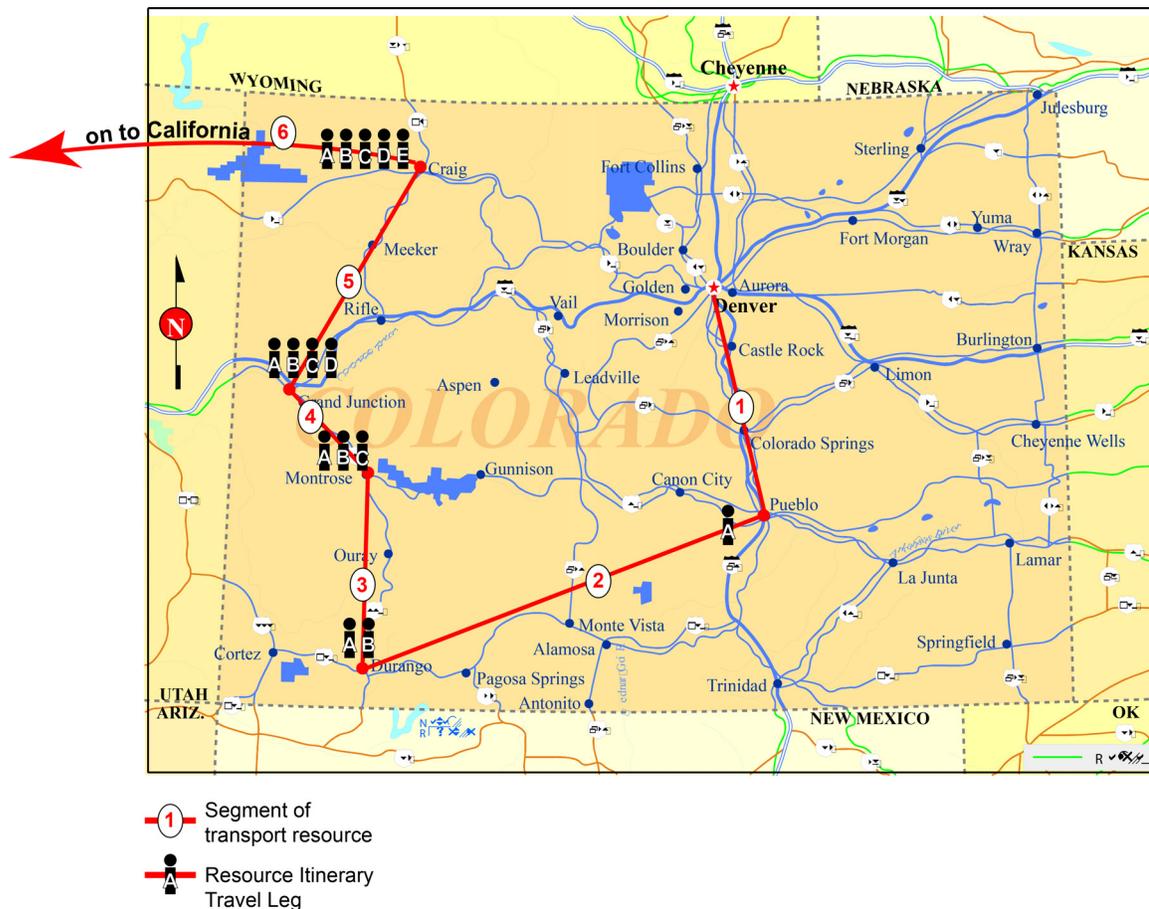
Using filter criteria

When working with travel, you can narrow your filter criteria using the following options:

- **Select Incidents button.** Select one or more incidents to display without having to return to the search incidents criteria, or add or remove incidents in the display without disturbing the current incident view.
- **Filter for Mobilizing or Demobilizing resources.** Filter for resources that are mobilizing or demobilizing within a specific date range.
- **View Demobilization Itinerary menu option on the View button.** View a resource’s demobilization itinerary.
- **Filter for multiple request numbers.** Filter for multiple individual request numbers (1, 2, 6), a range of numbers (1-4), or a combination of the two (1, 4-6) on the Request Status screen. (Fig. 3) *Any spaces in the filter criteria are automatically trimmed.*
- **Filter when dealing with rosters and subordinates.** View subordinates by clicking to select the Show Subordinates check box and then filter for multiple request numbers.
- **Other filters available on the Travel screen.** Filter for an individual resource name or a specific request number and/or filter by the catalog and category.

Using the Travel screen - an example

The following diagram shows a sample route of a chartered aircraft picking up passengers along a route in Colorado, for transport to a fire in California.



This map outlines the following information:

- The red line shows the route of the transport resource. Numbers one through six define the segments of the route.
- **Segment 1.** The transport resource travels from Denver to Pueblo to pick up Passenger A, the traveling resource.
- **Segment 2.** Passenger A is picked up by the transport resource in Pueblo and travels to Durango. The travel legs for Passenger A's travel itinerary include segments 2, 3, 4, 5, and 6.
- **Segment 3.** Passenger B is picked up by the transport resource in Durango. Passengers A and B travel to Montrose. The travel legs for Passenger B's travel itinerary include segments 3, 4, 5, and 6.
- **Segment 4.** Passenger C is picked up by the transport resource in Montrose. Passengers A, B, and C travel to Grand Junction. The travel legs for Passenger C's travel itinerary include segments 4, 5, and 6.
- **Segment 5.** Passenger D is picked up by the transport resource in Grand Junction. Passengers A, B, C, and D travel to Craig. The travel legs for Passenger D's travel itinerary include segments 5 and 6.

- **Segment 6.** Passenger E is picked up by the transport resource in Craig. All passengers travel on to California. The travel legs for Passenger E's travel itinerary include segment 6.

Understanding the Select Incident Resources table

The Select Incident Resources table displays the following columns:

- **CI (Complete Itinerary).** An asterisk (*) in this column identifies a resource that has a completed travel itinerary. Click the **Set/Unset Itinerary Complete** option to add the asterisk (*) to this column.
- **G.** An asterisk in this column identifies a request for a catalog item that has a configuration.
- **Option.** This column identifies the travel status of the resource: Travel to be Arranged (TBA), Travel ETA/ETA (ETD/ETA), Travel ATD/ETE (ATD/ETE), Travel Itinerary (ITIN), or No Travel (NT).
- **Request Number.** This column identifies the number of the resource request.
- **Assignment Resource Name** or **Resource Name.** For a root request of a configuration, this column displays either the Assignment Resource Name or the Resource Name, based on which option you select.
- **Incident #** or **Incident Name.** This column displays either the incident Number or Incident Name of the request based on which option you select.
- **Need Date/Time.** This column displays the date and time the resource is needed at the incident based on the request.
- **Departure Location.** This column displays the resource's current location.
- **Depart Date/Time.** This column lists the ETD (Estimated Time of Departure) from the departure location.
- **Destination Location.** For mobilizing resources, this column displays the "Deliver To" location specified on the request. For demobilizing resources, this column displays the resource's home location.
- **Destination Date/Time.** For travel with multiple legs, this column is the date/time the resource will arrive at the final destination of the Last Leg of travel.
- **Home Location.** This column displays the resource item's "Home Unit."



*To display the **Destination Location** and **Home Location** columns, click the **Next column(s)** button.*
