

DETAILED LESSON OUTLINE

- COURSE: ROSS Dispatch – Advanced
- UNIT: 2 – Pre-Orders
- SUGGESTED TIME: 1 Hour 15 Minutes (0:45 Lecture, 0:30 Practice)
- TRAINING AIDS: Computer projector, screen, PowerPoint presentation, computers (one for instructor and one per trainee) with Internet connection.
- OBJECTIVES: Upon completion of this unit, the trainee will be able to:
1. Create and edit a Pre-Order.

ADVANCED UNIT 2 – Pre-Orders

Changes since last version:

1. None.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>I. 'PRE-ORDERS' SCREEN</p> <p>Summary.</p> <ul style="list-style-type: none"> • Accessed by 'Resource' menu. • Used to create Pre-Orders, which are preestablished groupings of catalog items and their quantities used for expedited resource ordering. • A Pre-Order is different from a configuration in that: <ul style="list-style-type: none"> – It does not have a 'root' catalog item. – When ordered, it results in separate requests for each item (versus subordinate requests for a configuration). • Pre-Orders appear on 'Pre-Orders' tab of 'New Request' screen. <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). <p>A. Top section of screen.</p> <ul style="list-style-type: none"> • Select a Catalog from drop-down menu. • Select a radio button. 	<p>02-01-ROSSD-SL</p> <p>02-02-ROSSD-SL</p> <p><u>Log into Pagosa Springs Dispatch.</u></p> <p>Open <u>Pre-Orders</u> screen.</p> <p>Select Overhead. Leave All selected.</p>

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<p>B. 'Pre-Orders' section of screen.</p> <ul style="list-style-type: none"> • Table displays, for each Pre-Order: <ul style="list-style-type: none"> – Pre-Order Name. – Whether available nationally. • Creating a new Pre-Order: <ul style="list-style-type: none"> – 'New' button. – Enter Pre-Order name. – Enter purpose. – 'Available Nationally' check box. • Editing a Pre-Order: <ul style="list-style-type: none"> – Select Pre-Order. – 'Edit' button. – Revise information. • 'Delete' button. <p>C. Tabs section of screen.</p> <ol style="list-style-type: none"> 1. 'Pre-Order Contents' tab – Used to add/remove catalog items from selected Pre-Order. <ul style="list-style-type: none"> • 'Catalog' tab – Can filter by catalog and category. • Use '>' and '<' arrows to add/remove items. Alias catalog items can be added to a Pre-Order. 	<p>Click New.</p> <p>Enter Starkey's Type 2 Incident Team.</p> <p>Enter Team Support.</p> <p>Check checkbox. Click OK.</p> <p>Select Starkey's Type 2 Incident Team in table.</p> <p>Click Edit. Click Cancel.</p> <p>Select Aircraft. Select Helicopter. Select T3 Standard. Click '>'.</p>

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<ul style="list-style-type: none"> • 'Filter' tab – Provides additional filter criteria. • 'Pre-Order Contents' table. • Click in quantity field to change, then click 'Save'. <p>POINT OUT THAT THIS IS NOT A COMPLETE PRE-ORDER – IT IS AN ABBREVIATED VERSION FOR DEMONSTRATION PURPOSES.</p> <p>NOTE THAT THIS PRE-ORDER WAS CREATED UNDER THE 'OVERHEAD' CATALOG BECAUSE IT IS IN SUPPORT OF AN OVERHEAD TEAM.</p> <ol style="list-style-type: none"> 2. 'Organizations' tab – Only applicable to Pre-Orders 'Available Locally'. Used to specify dispatches with access to selected Pre-Order. <ul style="list-style-type: none"> • 'Filter for Organizations' section of tab. • 'Organizations with Access to Order'. 	<p>Select Crew. Select Fire. Select Crew T1. Click '>'.</p> <p>Select Equipment. Select Mobile Food Service. Click '>'.</p> <p>Switch to 'Filter' sub-tab. Select Overhead. Select Positions. Enter Item Code 'RESL'. Select Resource Unit Leader. Click '>'.</p> <p>Change quantity of Crew T1 to '2'. Click Save.</p> <p>Display Organizations tab.</p> <p>Enter Buena Vista. Click Filter. Select <u>Buena Vista</u> Dispatch. Click '>'.</p>

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<p>II. PRACTICE SESSION</p> <p>REVIEW UNIT OBJECTIVES.</p> <p>QUESTIONS?</p> <p>REQUEST STUDENTS FILL OUT UNIT EVALUATION.</p>	<p>02-03-ROSSD-SL</p>