

ROSS DISPATCH

ADVANCED 3 – DETAIL REQUEST

OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. Create and edit a Detail Request.
2. Broadcast a Detail Request.
3. Generate resource requests for a Detail Request.

Summary.

- 'Detail' is a preplanned event, of a specified duration, with attributes that make it different than a typical incident.
- Detail Requests are created by clicking 'Detail Request' button on 'Incident' screen.
- 'Detail Request' dialog box is used to specify what is needed for Detail, and to send out that information to selected dispatches to see if required items can be obtained.
- Multiple Detail Requests can be created for an incident.

I. 'DETAIL REQUEST' DIALOG BOX (Accessed by 'Detail Request' Button on 'Incident' screen)

A. 'Select Detail Request – Detail Request Name' Field.

- Can select previously entered Detail Request.
- To create a new Detail Request, click 'New' button on far right side of dialog box.

B. Basic Information Fields.

- Detail Request Name.

- Status – 'New', 'Broadcast', 'Requests', or 'Cancelled'.
- Start and End Date/Time.

C. 'Positions' section.

- 'Position' is a catalog item you 'add' to a Detail Request (i.e., a catalog item that you are stating is needed to accomplish the Detail).
- Can add an alias catalog item as a position.
- To add a Position to a Detail Request:
 - 'New' button.
 - 'Catalog' Tab – Can search by Catalog and/or Category.
 - 'Search' Tab – Can search by Name, Code, and/or Keyword.
- 'Positions' table.

- Position.

- Min Qual – Minimum acceptable qualification of resource used to fill the Position. Defaults to catalog item name.

- Quantity.

- Request – Indicates (by Yes or No) whether requests have been generated for Detail.

- To change minimum qualification of a Position:
 - Select position and click 'Minimum Rating' button.

 - Search for, and select, a catalog item.

- 'Save' Button (to the right of 'Positions' table) – Enabled if 'Quantity' has been edited.

D. 'Requirements' Tab.

E. 'Payment' Tab.

F. 'Radio' Tab.

- If radios are needed for Detail, check 'Radios Needed' check box, and specify in 'Radios' table which radio types are required.

- To add a radio type:
 - 'New' button.

 - Radio Type – Text-entry field.

 - Programmable – Click in field, then select from drop-down list.

 - Quantity – Text-entry field.

 - Click 'Save' after entering or changing information.

G. 'Vehicles/Contacts' Tab.

H. 'Duty Station/Remarks' Tab.

I. 'Save' Button.

J. 'Undo' Button.

K. 'Delete' Button.

L. 'Broadcast' Button.

- Select either 'Selection Area' or 'GACC' radio button to indicate where broadcast email(s) will be sent, and click 'OK'.
- You do not have to broadcast a Detail Request.
- Your dispatch, and all dispatches you are broadcasting to, must have entered a primary email address.

M. 'Requests' Button – Generates resource requests for each Detail Request Position.

N. 'Cancel' Button – Cancels (i.e., closes) selected Detail Request.

- You can cancel a Detail Request that has been 'broadcast'.
- You cannot cancel a Detail request for which requests have been generated.