

ROSS DISPATCH

ADVANCED 5 – TRAVEL

OBJECTIVES

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

1. Create and edit a Travel Leg.
2. Add an existing Travel Leg to an itinerary.
3. Add a Travel Plan Leg to an itinerary.

Summary.

- Unit discusses how to develop a detailed 'Travel Itinerary' (i.e., route), consisting of 'Travel Legs' (i.e., segments of route).

I. 'TRAVEL' SCREEN

A. Action Button ('Travel' screen).

1. 'Set Travel Itinerary' option – Switches travel option to Travel Itinerary (ITIN)

- Not applicable to service items.
- If mobilization, request status must be Filled.
- If demobilization, resource must be:
 - Currently assigned to the request, or
 - Not currently assigned, but request is resource's most recent assignment.

2. 'Create/Edit Travel Itinerary' option – Use to create or edit a travel itinerary for a resource.

- Not applicable to service requests.

- Brings up 'Create/Edit Travel Itinerary' dialog box.

- Overall ETD – Earliest ETD in itinerary.

- Overall ETA – Latest ETA in itinerary.

- Itinerary is Complete – 'Yes/No'.
 - a. Itinerary Table.
 - Displays existing travel legs of selected resource's itinerary.

 - If multiple resources selected, only shared legs display.

 - b. 'Itinerary Leg' section of 'Create/Edit Travel Itinerary' dialog box.
 - (1) Creating a travel leg:
 - 'New' button (except if first leg).

 - Travel Mode.

- Type.

- Transportation Description.

- Departure/Destination Location and Date/Time.
 - Calendar.

 - Click 'Pick' to access 'Travel Leg Locations' dialog box, which has five tabs:
 - Airports.
 - Other Locations.
 - Organizations.
 - Incidents.
 - Travel Locations

 - 'Airports' tab.
 - Filter criteria.

 - 'Departure Location':

- 'Destination Location':
 - 'Other Locations' tab.
 - 'Organizations' tab.
 - 'Incidents' tab.
 - 'Travel Locations' tab.
 - Table displays travel locations entered by your dispatch.
 - Select from table, or
 - Select from table, edit, then 'Save', or
 - Create new using 'New' and 'Save'.
 - Delete a location – Cannot delete if location currently in use on any itineraries or Travel Plans.
- Click OK.

- New leg is not added to itineraries having legs with ETD/ETA that overlap new leg.
- (2) 'Next Leg' Button – Saves current leg and displays next chronological leg.
- (3) Editing a travel leg:
- When you edit a Travel Itinerary Leg, you are changing the Leg itself, unrelated to any particular resource. All resources using the Leg will be affected.
 - Select leg, change information in 'Itinerary Leg' section, click 'Save'.
 - Changes cannot be saved if ETD/ETA of edited leg overlaps any legs on any itineraries that share the leg.
 - Cannot edit a Travel Plan Leg (asterisk in 'TPL' column)
- (4) 'Delete' Button – Deletes selected legs from itineraries chosen on main Travel screen, but does not remove legs from other itineraries that are using the legs.
- (5) 'Set Itinerary Complete' Button – Saves current leg and sets itinerary as complete.

- (6) When a travel itinerary is initiated for a resource's completed travel, ROSS automatically sets the itinerary as 'complete'.

c. 'Action' Button (in Create/Edit Travel Itinerary dialog box)

- (1) Copy Legs – Copies selected legs from this itinerary so they can be pasted to itinerary of other resources.

Copied legs remain available for pasting only during your current session – they are removed when TL screen is closed.

- (2) Paste Legs – Allows legs copied from one or more itineraries to be pasted to itineraries of selected resources.

Brings up 'Selected Travel Legs' dialog box.

- Table displays all travel legs copied during your current session.
- Dialog box opens with all legs selected – de-select legs as appropriate.
- Select legs and click OK.

- If any of selected legs overlap any legs on itineraries of selected resources, those legs cannot be added to the itineraries.

(3) Add Legs from Travel Plan – Allows legs from a Travel Plan to be added to itineraries of selected resources.

This action can also be viewed as adding the resource to a Travel Plan leg. Brings up 'Add Leg(s) from Travel Plan' dialog box.

- 'Set Search for Travel Plans' section of dialog box.
- 'Travel Plans' table.
- 'Travel Plans Legs' table.
- Select one or more legs from selected Travel Plan and click 'Apply'.
- After all desired legs (from one or more Travel Plans) have been applied, click 'Close'.
- You can only edit a Travel Plan leg from Travel Plan screen.

3. 'Set/Unset Itinerary Complete' (Travel screen Action button option)
 - Indicates all intended legs have been added.
 - a. Displays if option is ITIN and:
 - If mobilization travel, request status is Filled.

 - If demobilization travel, resource:
 - Currently assigned to the request, or
 - Not currently assigned, but request is resource's most recent assignment.

 - b. Can set/unset mobilization itinerary complete if:
 - Resource is:
 - Reserved.
 - Mob en Route.
 - At Incident.
 - Available/Unavailable on a preposition and not yet assigned to any non-prepo incidents.

 - Overall mob ETD is on or before current date/time if updating completed or preposition travel.

 - Overall mob ETA for a preposition incident is on or before current date/time if resource has subsequently been assigned to any non-preposition incidents.

- Itinerary's overall ETD/ETA adheres to rules for date/time overlap.
- c. Can set/unset demobilization itinerary complete if:
- Overall demobilization ETA is on or before current date/time if updating an assignment on a closed incident and resource's original overall demob ETA for that assignment has already passed.
 - Itinerary's overall ETD/ETA adheres to rules for date/time overlap.
 - If resource demobilizing back to home, must be one of following:
 - Released (At Incident).
 - Demob en Route (open incidents only).
 - Returned from Assignment (open incidents only).
 - Currently unassigned, and travel is being updated for the resource's last assignment (open incidents only).
 - If resource demobilizing back to preposition incident, resource must be one of following:
 - Released (At Incident).
 - Demob en Route.
 - Available/Unavailable on a preposition, and travel is being updated for resource's last non-prepo assignment from the prepo.

d. Setting an Itinerary as 'complete':

- Does not stop you from adding/editing legs.
- Enables ROSS to status resource as 'At Incident' or 'Returned From Assignment' at proper times (based on overall ETA).

e. Reminders – Notifications sent to prompt action on a resource.

- 'Incomplete Itinerary' reminders are sent out when 'Set Travel (will have Itinerary)' was selected at time of fill or release and either:
 - Two hours have passed and no travel itinerary legs have been created.
 - ETD of first leg (mobilization or demobilization) has passed and itinerary has not been set as 'Complete'.
- Current dispatch of resource (if no legs added yet), or dispatch that added leg with latest ETD, receives a reminder.
- 'RE' toolbar button flashes.

- Add a travel leg or set itinerary as complete, as appropriate.
 - RE button continues flashing until there are no longer pending reminders.
 - Clicking RE button brings 'Reminders' screen. Travel reminders display on 'Travel' tab.
 - 'Set Filter Criteria for Itineraries' section of dialog box.
 - 'Incomplete Itineraries' section of dialog box.
 - If the reminder is due to no legs being created, the Departs From, Arrives At, and ETD/ETA columns are replaced with 'Assign/Release Date' and 'Status'
4. 'Paste Legs' (Travel screen Action button option) – Allows legs copied from one or more itineraries to be pasted to itineraries of selected resources.
- Only applicable to requests with travel option of 'Travel Itinerary'.
 - Brings up 'Selected Travel Legs' dialog box, which was previously discussed as part of Action menu item 'Create/Edit Itinerary'.

- B. 'Print' Button - Prints mobilization/demobilization, as appropriate, travel itinerary for selected resources. Only applicable to requests with 'ITIN' option.