

## DETAILED LESSON OUTLINE

COURSE:	ROSS Dispatch – Basic
UNIT:	3 – Notification
SUGGESTED TIME:	1 Hour (0:30 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:  <ol style="list-style-type: none"><li>1. Set notification preferences.</li><li>2. Display a notification message.</li><li>3. Identify the types of Reminder.</li></ol>

### BASIC UNIT 3 – Notification

Changes since last version:

1. None.

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OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> <li>• Earliest Message Date – Maximum 'age' (i.e., days old) an unread message can be to warrant you receiving notification. (0 to 7 days, with 5 as default)</li> <li>• Show Pop-up Dialog Box For – Check one, or both, of check boxes ('Action' and 'No Action').</li> </ul>	<p>Leave at 5 days.</p> <p>Check Action. Click Save.</p>
<p>II. 'DISPATCH NOTIFICATION SETTINGS' SCREEN (A TAB ON THE 'PERSONAL SETTINGS' SCREEN)</p> <p><b>BRIEFLY DISCUSS THE TAB.</b></p> <ul style="list-style-type: none"> <li>• 'Set Notification Preferences for Requests with Action Required' section of tab.</li> <li>• 'Set Notification Preferences for Requests with No Action Required' section of tab.</li> <li>• 'Set Notification Preferences for Incidents' section of tab.</li> </ul>	<p>Select Dispatch Notification Settings tab.</p> <p>Select Aircraft. Select Enter Request.</p>
<p>III. 'ADMIN NOTIFICATION SETTINGS' SCREEN (A TAB ON THE 'PERSONAL SETTINGS' SCREEN)</p> <p><b>BRIEFLY DISCUSS THE TAB.</b></p> <ul style="list-style-type: none"> <li>• 'Set Notification Preferences for Admin with Action Required' section of the tab.</li> <li>• 'Set Notification Preferences for Admin with No Action Required' section of the tab.</li> </ul>	<p>Select Admin Notification Settings tab.</p>

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<p>IV. 'NOTIFICATION – ACTION REQUIRED' SCREEN</p> <p>Summary.</p> <ul style="list-style-type: none"> <li>Used to view 'Action' request and administrative messages.</li> <li>Click '!' button to access.</li> </ul> <p>A. Request tab</p> <p><b>BRIEFLY DISCUSS THE TAB.</b></p> <ul style="list-style-type: none"> <li>'Set Action Notification Filter' section of screen.</li> <li>'Show All Dispatch Notifications' checkbox – Displays all 'Action' messages received by your dispatch <u>regardless</u> of Notification Preferences and Settings of users in your dispatch.</li> <li>'Select Action Notification Message' section of screen.</li> </ul> <p><b>BRIEFLY DISCUSS THE TABLE COLUMNS.</b></p> <ul style="list-style-type: none"> <li>'Go To' Button.</li> </ul>	<p>Click '!' toolbar button.</p> <p>Click Calendar. Set date to <b><u>earliest possible</u></b> by sliding bar to far left. Click OK.</p> <p><b><u>Click checkbox.</u></b></p> <p>Click Filter.</p> <p>Select any message for Deer Valley Overhead request with Last Action of 'Enter Request'.</p> <p>Click Go To.</p> <p>Select Pending Request.</p> <p>Return to Action Notification screen.</p>

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<p><b>POINT OUT THAT WE CANNOT GO TO THE TACTICAL AVIATION SCREEN BECAUSE WE DO NOT HAVE THE USER ROLE OF 'TACTICAL AIRCRAFT DISPATCHER' ASSIGNED.</b></p> <ul style="list-style-type: none"> <li>• 'Message' section of screen.</li> <li>• 'Message Read' Button – Marks message as read.</li> <li>• 'View' Button.</li> </ul> <p><b>EXPLAIN THAT DUE TO TIME LIMITATIONS, MOST VIEWS WILL NOT BE DISCUSSED IN CLASS.</b></p> <p>B. Admin Tab – Similar functionality as on Request tab except:</p> <ul style="list-style-type: none"> <li>• Only a sub-set of the filter fields display.</li> <li>• Only a sub-set of the table columns display.</li> <li>• There is no View button.</li> <li>• There is no Go To button.</li> </ul> <p>V. 'NOTIFICATION – NO ACTION REQUIRED' SCREEN</p> <p>Summary.</p> <ul style="list-style-type: none"> <li>• Used to view 'No Action' request, incident, and administrative messages.</li> <li>• Accessed by '∅' button.</li> <li>• Request and Admin tabs function same as on 'Notification – Action Required' screen.</li> </ul>	<p>Select any message for Deer Valley Aircraft request with Last Action of 'Enter Request'.</p> <p>Click Go To, select Tactical Aviation.</p> <p>Click OK in ROSS Error Message.</p> <p>Click Message Read button.</p> <p>Click View button, and display drop-down list, for a few messages.</p> <p>Select Admin tab.</p> <p>Click '∅' toolbar button.</p>

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<ul style="list-style-type: none"> <li>• Incident tab – Contains the same filter criteria as on the Request tab, with the exception of the Catalog field. Functionality is the same as on the Request and Admin tabs</li> </ul> <p>VI. 'REMINDERS' SCREEN</p> <p>Summary.</p> <ul style="list-style-type: none"> <li>• When a 'Reminder' has been received, 'RE' toolbar button blinks.</li> <li>• Reminders are notifications sent to prompt action on a resource.</li> <li>• Reminders can be received for: <ul style="list-style-type: none"> <li>– Incomplete resource transfer to your dispatch.</li> <li>– Incomplete travel itinerary.</li> <li>– Intent indicated to add assignment roster to a filled configuration request at a 'later' time.</li> </ul> </li> </ul> <p><b>EXPLAIN THAT EACH TYPE OF REMINDER IS DISCUSSED LATER WHEN THE ASSOCIATED TOPIC IS ADDRESSED.</b></p> <p>VII. PRACTICE SESSION.</p> <p><b>REVIEW UNIT OBJECTIVES.</b></p> <p><b>QUESTIONS?</b></p> <p><b>REQUEST STUDENTS FILL OUT UNIT EVALUATION.</b></p>	<p>Display Incident tab.</p> <p>Click RE_button.</p> <p>Click Close.</p> <p>03-03-ROSSD-SL</p>