

DETAILED LESSON OUTLINE

COURSE:	ROSS Dispatch – Basic
UNIT:	8 – Travel
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">1. Set the Estimated Time of Departure and Arrival (ETD/ETA) of a resource.

BASIC UNIT 8 – Travel

Changes since last version:

1. None.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>POINT OUT WHICH PORTIONS OF THE 'ROSS DISPATCH PROCESS' ARE DISCUSSED IN THIS UNIT (REFER STUDENTS TO THE HANDOUT FROM UNIT 2).</p> <p>Summary.</p> <ul style="list-style-type: none"> • Used to document mobilization and demobilization travel. • An Estimated Time of Departure/Arrival (ETD/ETA) can be set for resource, or a detailed Travel Itinerary developed. <p>EXPLAIN THAT THIS UNIT IS LIMITED TO SETTING A RESOURCE'S TRAVEL ETD/ETA. CREATING A TRAVEL ITINERARY IS DISCUSSED IN THE ADVANCED COURSE.</p> <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>08-01-ROSSD-SL</p> <p>08-02-ROSSD-SL</p> <p>08-03-ROSSD-SL 02-01-ROSSD-HO</p> <p><u>Log into Pagosa Springs Dispatch.</u></p>

OUTLINE	AIDS & CUES
<p>I. 'TRAVEL' SCREEN</p> <p>Summary.</p> <ul style="list-style-type: none"> • Accessed by 'Travel' menu or 'TL' toolbar button. • Travel screen is viewed in context of: <ul style="list-style-type: none"> – One or more selected incidents, AND – Resources that are <u>either</u> mobilizing or demobilizing. • 'Most Recent Incidents' toolbar drop-down list not applicable. • You can view, create, and edit travel arrangements only for resources on requests for which you are in Ordering/Placing Chain. <p>A. 'Select Incident(s)' section of 'Travel' screen – Adding/removing incidents same as on Request Status screen.</p> <p>BRIEFLY DISCUSS SEARCH INCIDENTS DIALOG BOX FILTER FIELDS.</p> <ul style="list-style-type: none"> • Search criteria of note: <ul style="list-style-type: none"> – Local Resources Returning Home – Includes non-local incidents from which you have a resource demobilizing home. – External Incidents Only – Displays only External incidents. – Show Closed Incidents – Includes closed incidents. – Exclude Closed Requests – Your dispatch must have access to edit travel of a request for which demob ETA has not passed. • Select Incident(s) table – For incident to display <ul style="list-style-type: none"> – Request status is Filled, Reassigned, Released, or Tentative Released. 	<p>Open Travel screen.</p> <p>Click +.</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> – Your dispatch is one of following: <ul style="list-style-type: none"> ▪ Incident dispatch (Local Incidents check box must be checked). ▪ In ordering chain of non-local request (Non-Local Incidents check box must be checked). ▪ Home dispatch of resource released from a non-local request (Local Resources Returning Home checkbox must be checked). • Incident cannot have just 'untracked' services requests. • 'Select Incidents' Button – Same as on Request Status screen. <p>B. 'Set Filter for Incident Resources' section of 'Travel' screen.</p> <ul style="list-style-type: none"> • Select either mob and demob radio button. • If Mobilization selected, 'Show Released Requests' check box displays. <ul style="list-style-type: none"> – Check to include resources on 'Released' requests in filter results. – 'Released' request is one having status of Filled, Reassigned, Released, or Tentative Released. • If Demobilization selected, 'Show Closed Requests' check box displays – Check to include resources on closed requests in filter results. • From and To fields – Use the Calendar feature to select a period of time during which the travel began or is scheduled to begin. 	<p>Select <u>Deer Valley</u> incident. Click Apply. Click Close.</p> <p>Leave Mobilization selected.</p> <p>Click Demob radio button.</p> <p><u>Re-select Mob radio button.</u></p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> • Travel Option. <p>C. 'Set Filter for Individual Resources' section.</p> <p>Request # suffix – Multiple numbers and ranges of numbers can be entered, separated by commas (e.g., 1,3,5-7,9).</p> <p>D. 'Select Filter for Catalog' section.</p> <p>E. 'Select Incident Resources' Table.</p> <ul style="list-style-type: none"> • For resource to display: <ul style="list-style-type: none"> – Your dispatch is one of following: <ul style="list-style-type: none"> ▪ Incident dispatch. ▪ In request ordering chain. ▪ For demobilization travel, resource's home dispatch. – Request must be tracked. – Requested catalog item cannot have supplemental form designated. 	<p>Display the drop-down list. Leave **ALL** selected.</p> <p>Select Overhead.</p> <p>Click Filter.</p>
<p>BRIEFLY DISCUSS THE TABLE COLUMNS.</p> <p>F. 'Action' Button.</p> <ol style="list-style-type: none"> 1. When configuration parent selected: <ul style="list-style-type: none"> • Have option of applying action to parent only or all local resources in configuration. 	<p>Select firefighter request filled with Tony Boxman.</p> <p>Click Action. Display drop-down list.</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> • Actions can be taken independently on subs without affecting parents or other subs. <p>2. 'Set No Travel' (Action button option) – Sets resource's travel option to No Travel. Only applicable if:</p> <ul style="list-style-type: none"> • Requested item not tactical aircraft. • If mobilization travel: <ul style="list-style-type: none"> – Your dispatch is incident dispatch. – Request has status of 'Filled'. • If demobilization travel, your dispatch is: <ul style="list-style-type: none"> – Incident dispatch, or – Home dispatch of resource released to home. – Preposition dispatch of a resource released back to preposition. <p>REFER STUDENTS TO THE 'TRAVEL OPTIONS' PORTION OF THE 'PENDING REQUEST' DISPATCH REFERENCE MANUAL SECTION FOR A DETAILED EXPLANATION OF EACH TRAVEL OPTION.</p> <p>3. 'Set Travel ETD/ETA' – Use to switch option and set dates/times for non-tactical aircraft.</p> <p>'Set/Unset Needs Transportation' check box – Check to indicate Crew or Overhead resource requires additional transportation upon completion of ROSS-documented travel. Not applicable to 'No Travel'.</p> <p>POINT OUT THAT OPTION COLUMN NOW DISPLAYS ETD/ETA FOR THE REQUEST.</p>	<p>Select Set Travel ETD/ETA. Enter an ETD and ETA.</p> <p>Check the check box.</p> <p>Click Close.</p>

OUTLINE	AIDS & CUES
<p>4. 'Set Travel ATD/ETE' – Applicable only to tactical aircraft.</p> <p>EXPLAIN THAT TACTICAL AVIATION IS DISCUSSED IN A SEPARATE COURSE.</p> <p>5. 'Set Travel to be Arranged' – Switches option to TBA. Applicable only if:</p> <ul style="list-style-type: none"> • If mobilization, request has status of Filled. • If demobilization, resource is either: <ul style="list-style-type: none"> – Currently assigned to the request, or – Not currently assigned, but request is resource's most recent assignment. <p>6. 'Set/Unset Needs Transportation' – Crew and Overhead only.</p> <p>7. 'Edit Travel ETD/ETA'.</p> <p>8. 'Edit Travel ATD/ETE' – Only applicable to tactical aircraft.</p> <p>9. 'View/Add Documentation' – Can only add, not view, if multiple requests selected.</p>	<p>Click Action and display drop-down list.</p> <p>Select Edit Travel ETD/ETA.</p> <p>Click Calendar. Set ETD to now, ETA in 1 day. Click OK.</p> <p>Click Save. Click Close.</p> <p>Click Action. Select View/Add Documentation. Click Close.</p> <p>Select any 2 requests in table. Click Action.</p>

OUTLINE	AIDS & CUES
<p>G. 'Go To' Button.</p> <p>H. 'View' Button.</p> <p>I. 'Print' Button.</p> <ul style="list-style-type: none"> • Print Itinerary. • Print Resource Order. 	<p>Select View/Add Documentation. Click Close.</p> <p>Select one request. Click Go To and display drop-down list.</p> <p>Click View and display drop-down list.</p> <p>Select one or more resources with travel option of ITIN. Click Print and display drop-down list.</p>
<p>II. PRACTICE SESSION</p>	
<p>REVIEW UNIT OBJECTIVES.</p>	<p>08-04-ROSSD-SL</p>
<p>QUESTIONS?</p>	
<p>REQUEST STUDENTS FILL OUT UNIT EVALUATION.</p>	