

# Search For Resources - locating resources on incidents

This guide explains how to filter for and locate all aircraft, crew, equipment, overhead, and supply resource items. Topics include:

- Locating resources
- Downloading and printing lists of resources
- Viewing details about a specific resource
- Downloading and printing the Resource Order Form and Assignment History
- Using the Go To button.

To access the Search For Resources screen

- On the **Resource** menu, click **Search For Resources**.

## Search For Resources screen

Resource Ordering and Status System (ROSS) - \*\*\* PRACTICE VERSION \*\*\*

File Administration Resource Incident Request Travel Status Window Help

[CO-CRC-000059] Gopher Gulch

Search For Resources @CO-CRC

**Set Filter Criteria For Resources**

Catalog: Overhead  
Category: \*\*ALL\*\*  
Item Name:   
Item Code:   
 Trainee Only  
 Qualified Only

Last Name \*   
First Name   
Resource Name

Home Dispatch  -   
Current Dispatch  -   
Home GACC  -   
Current GACC  -   
Provider  -   
Home Unit  -

Provider Agency   
Vendor   
Contract #   
Incident Name   
Incident #  -  -

**Select Resource**

Resource Name	Status	Incident	Request #	Current Dispatch	Home Dispatch
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Resource Name  Assignment Resource Name

Go To View Print

## Locating specific resources

The Search For Resources screen allows you to search for Aircraft, Crew, Equipment, Overhead, and Supply resources. By default, the Search For Resources screen displays Overhead resources.

### *Specifying filter criteria*

Specify enough filter criteria to speed up your search. For example, specify the Home Dispatch and Provider *along* with the Last Name to limit and speed the search of an Overhead resource.

Remember these key points about specifying filter criteria:

- The Search For Resources screen allows you to filter for and view tracked supply resources.
- You can filter for resources even if they are not managed by your own dispatch center and not assigned to one of your incidents.
- Resources assigned to an incident also display the incident number, name and type, incident dispatch, request number, and requested catalog item for the current assignment.
- A user account assigned with the Incident Management Team access role can filter for and view all resource information available on the Search For Resources screen.

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*If your expected results do not display, try removing some of the criteria and filter again.*

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### *Performing a wildcard search*

By using the asterisk (\*) before, and/or after partial words or numbers, you can perform wildcard searches to locate resources that *generally* fit the string of characters you specify. The following table outlines two examples of performing a wildcard search.

<b>To</b>	<b>Do this</b>
Search for a last name beginning with "Sm"	Type <b>Sm*</b> in the <b>Last Name</b> text box.
Search for a resource containing the word "engine"	Click <b>Resource Name</b> , type <b>*eng*</b> in the <b>Resource Name</b> text box, click the <b>Catalog</b> drop-down arrow, and then click <b>Equipment</b> .

### To locate and view a resource

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*By default, the Search For Resources displays the Overhead catalog.*

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- 1 On the **Search For Resources** screen, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.
- 2 In the **Resource Name** text box, type the **Name of the Resource**.

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*To perform a wildcard search, type \* (asterisk) in the Resource Name text box.*

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- 3 Complete any additional text box(es) to narrow your search, and then click the **Filter** button.

## Downloading and printing lists of resources

The Print button allows you to run the Search for Resources.xlsx report in ROSS Reports. This, in turn, allows you to download the resulting report to your computer and open it as a spreadsheet in MS Excel. From here, you can use all MS Excel features including manipulating columns and rows, and printing all or part of the spreadsheet.

See, "[Printing the Resource Order Form and Assignment History.](#)"

See, "[Reports - running and scheduling reports.](#)"

### To download and print a list of resources assigned to an incident

- 1 On the **Search For Resources** screen, click the **Catalog** drop-down arrow, and then select the **Catalog** of your choice.
- 2 In the **Resource Name** text box, type \* (asterisk).
- 3 Complete any additional text box(es) to narrow your search, and then click the **Filter** button.
- 4 Click the **Print** button.

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*If the **Windows Internet Explorer** dialog box displays, click **No**.*

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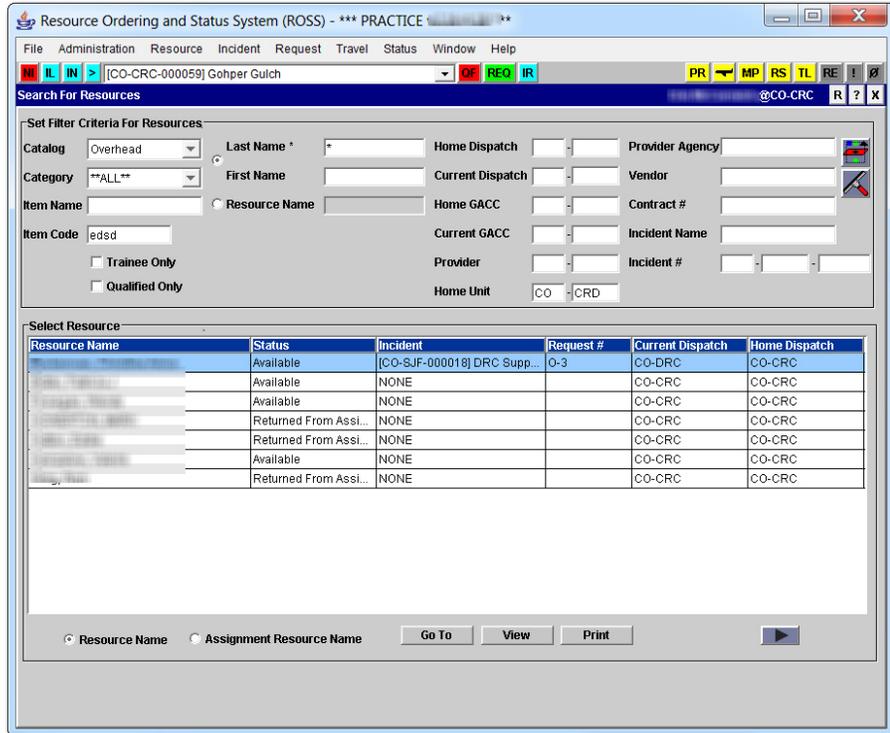
- 5 Click **Open**.
- 6 In **MS Excel**, click **Enable Editing**, and then save the .xlsx file to your computer.
- 7 When finished, close your Internet browser.

### To locate and print all EDSs at Castle Rock Dispatch - an example

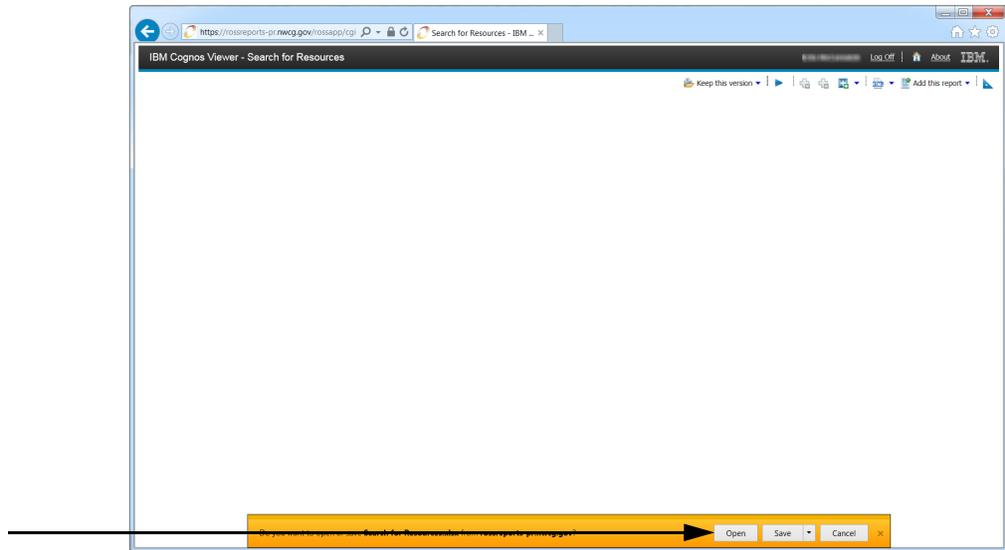
- 1 On the **Resource** menu, click **Search For Resources**.
- 2 In the **Last Name** text box, type \* (asterisk).
- 3 In the **Item Code** text box, type **edsd**.

- 4 In the **Home Dispatch** text box, type **CO**, press [tab], and then type **CRD**.
- 5 Click the **Filter** button.
- 6 Click the **Print** button, and then click the **Open** button.
- 7 In **MS Excel**, click the **Enable Editing** button, and then save the .xlsx file to your computer.
- 8 When finished, close your Internet browser.

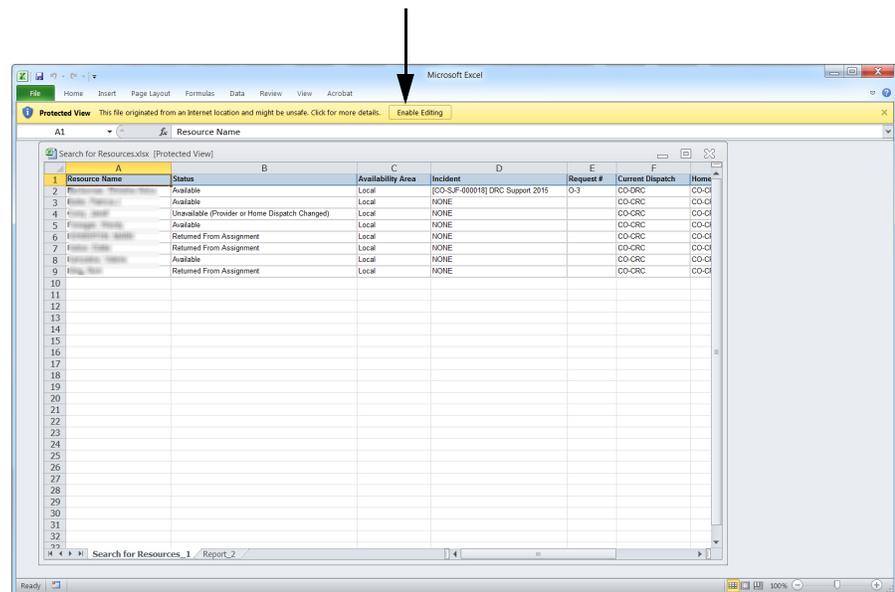
The following graphic shows the Search For Resources screen to search for all ESDs at Castle Rock Dispatch.



The following graphic shows a new browser window open in ROSS Reports. The arrow points to the Open button, which will open the report Search for Resources.xlsx from your computer.



The following graphic shows the resulting spreadsheet in MS Excel. The arrow points to the Enable Editing button.

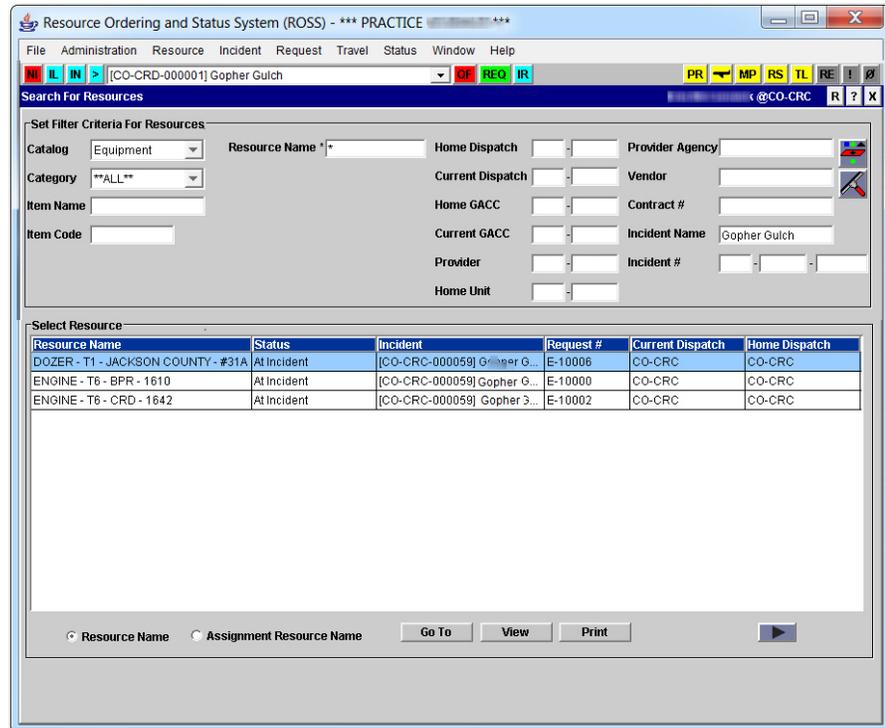


**To locate and print all Equipment currently assigned to Gopher Gulch - an example**

- 1 On the **Resource** menu, click **Search For Resources**.
- 2 Click the **Catalog** drop-down arrow, and then click **Equipment**.
- 3 In the **Resource Name** text box, type \* (asterisk).

- 4 In the **Incident Name** text box, type **gopher gulch**, and then click the **Filter** button.
- 5 Click the **Print** button, and then click the **Open** button.
- 6 In **MS Excel**, click the **Enable Editing** button, and then save the .xlsx file to your computer.
- 7 When finished, close your Internet browser.

The following graphic shows the Search For Resources screen to filter for all Equipment currently assigned to Gopher Gulch.



The following graphic shows the resulting spreadsheet in MS Excel.

Resource Name	Status	Availability Area	Incident	Request #	Current Dispatch	Home Dispatch	Incident Type
DOZER - T1 - JACKSON COUNTY - #31A	At Incident	Local	[CO-CRC-000059] Gulper Gulch	E-10006	CO-CRC	CO-CRC	WF
ENGINE - T6 - BPR - 1610	At Incident	Local	[CO-CRC-000059] Gulper Gulch	E-10000	CO-CRC	CO-CRC	WF
ENGINE - T6 - CRD - 1942	At Incident	Local	[CO-CRC-000059] Gulper Gulch	E-10002	CO-CRC	CO-CRC	WF

## Viewing details about a specific resource

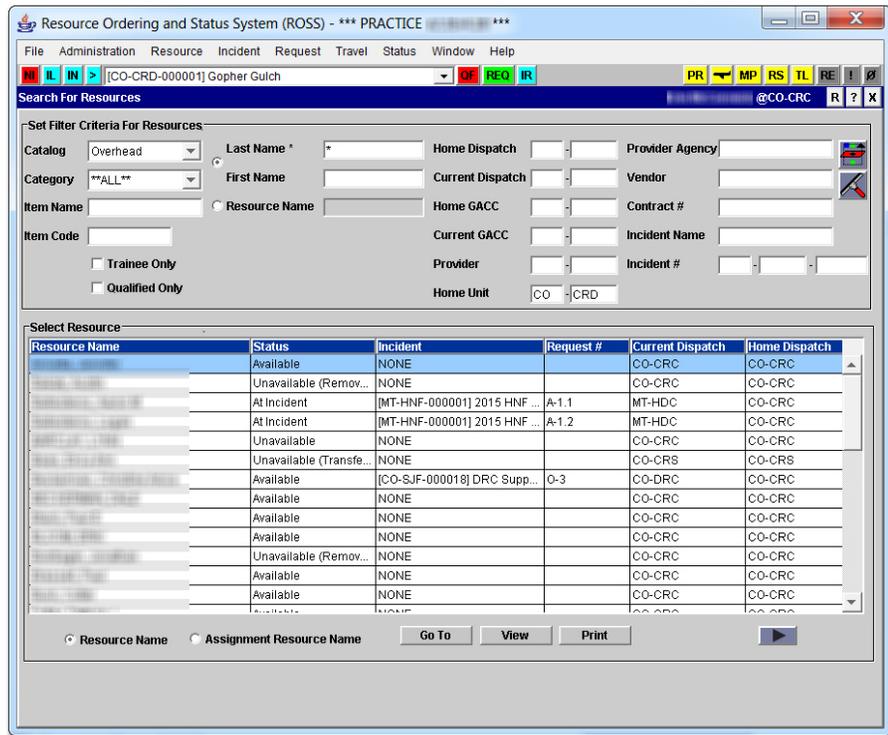
The View button allows you to view information about the resource item and its home dispatch. If the resource is currently assigned to an incident, the View button also allows you to view the following information:

- current request
- requesting unit
- filling unit
- any associated support and/or subordinate requests.

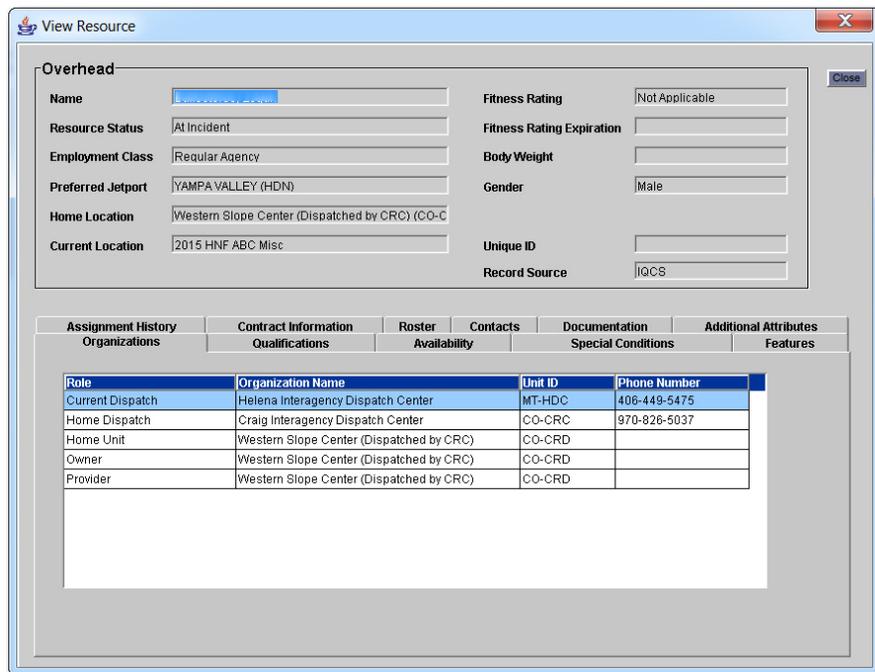
### To view information about a specific resource

- 1 On the **Search For Resources** screen, click the **Catalog** drop-down arrow, and then select the **Catalog** of your choice.
- 2 In the **Resource Name** text box, type the **Resource Name**.
- 3 Complete any additional text box(es) to narrow your search, and then click the **Filter** button.
- 4 Click the **View** button, and then click **View Resource**.
- 5 On the **View Resource** dialog box, click the appropriate tab to view specific information about the resource.
- 6 When finished, click **Close**.

The following graphic shows the Search For Resources screen to search for Overhead at CO-CRD.



The following graphic shows a sample Organizations tab on the View Resource dialog box for an Overhead resource.



The following graphic shows a sample Qualifications tab on the View Resources dialog box.

Assignment History Organizations	Contract Information Qualifications	Roster Availability	Contacts	Documentation Special Conditions	Additional Attributes Features
	<b>Qualified As</b>	<b>Qual Status</b>	<b>Expire Date</b>	<b>Visible</b>	
	CREW BOSS	TRAINEE	06/14/2014	Yes	
	FALLER, ADVANCED	QUALIFIED	10/01/2017	Yes	
	FALLER, BASIC	QUALIFIED	09/18/2017	Yes	
	FALLER, INTERMEDIATE	QUALIFIED	09/18/2017	Yes	
	FIRE FIGHTER TYPE 2	QUALIFIED	04/30/2020	Yes	
	FIREFIGHTER, TYPE 1	QUALIFIED	04/30/2020	Yes	
	FIRING BOSS	QUALIFIED	03/19/2020	Yes	
	HEAVY EQUIPMENT BOSS, SINGLE RESOURCE	TRAINEE	03/15/2017	Yes	
	HELICOPTER CREWMEMBER	QUALIFIED	07/23/2017	Yes	
	INCIDENT COMMANDER, TYPE 4	TRAINEE	05/08/2018	Yes	

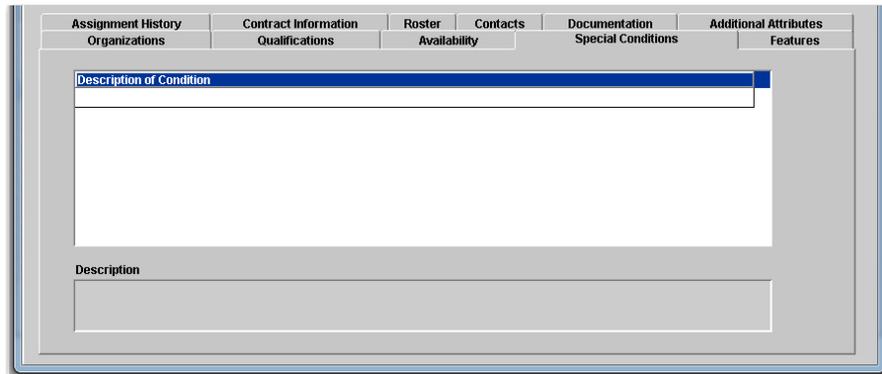
The following graphic shows a sample Equipment Type tab on the View Resources dialog box.

Special Conditions Organizations	Features	Assignment History	Contract Information Equipment Type	Documentation	Additional Attributes Availability
	<b>Equipment Type</b>	<b>Expire Date</b>	<b>Quick Fill</b>		
	Engine, Type 6		Yes		

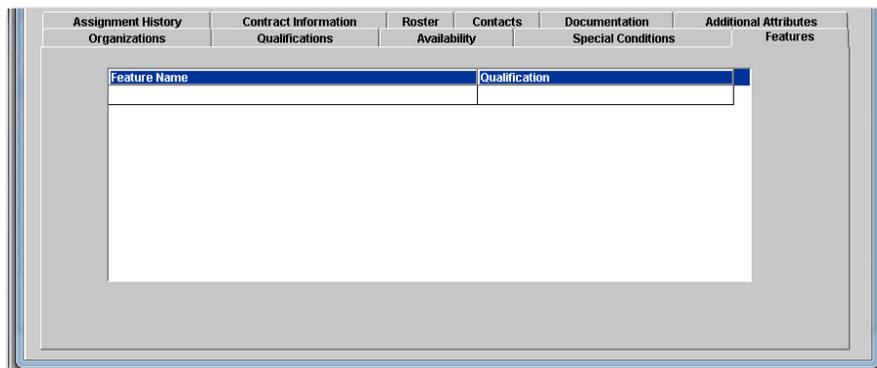
The following graphic shows a sample Availability tab on the View Resources dialog box.

Assignment History Organizations	Contract Information Qualifications	Roster Availability	Contacts	Documentation Special Conditions	Additional Attributes Features
	<b>Maximum Days of Commitment</b>	<input type="text"/>	<b>Activation Date</b>	<input type="text"/>	
			<b>Deactivation Date</b>	<input type="text"/>	
	<b>Unavailability Period</b>				
	<b>From</b>	<b>To</b>	<b>Reason</b>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		

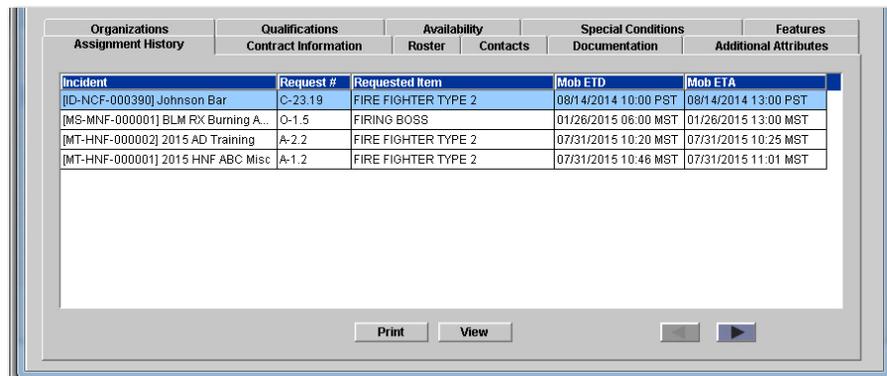
The following graphic shows a sample Special Conditions tab on the View Resources dialog box.



The following graphic shows a sample Features tab on the View Resources dialog box.



The following graphic shows a sample Assignment History tab on the View Resources dialog box.



The following graphic shows a sample Contract Information tab on the View Resources dialog box.

Organizations		Qualifications		Availability		Special Conditions		Features	
Assignment History		Contract Information		Roster	Contacts	Documentation		Additional Attributes	
Contract #	Begin Date	End Date	Global Access	Contract Type	Vendor				

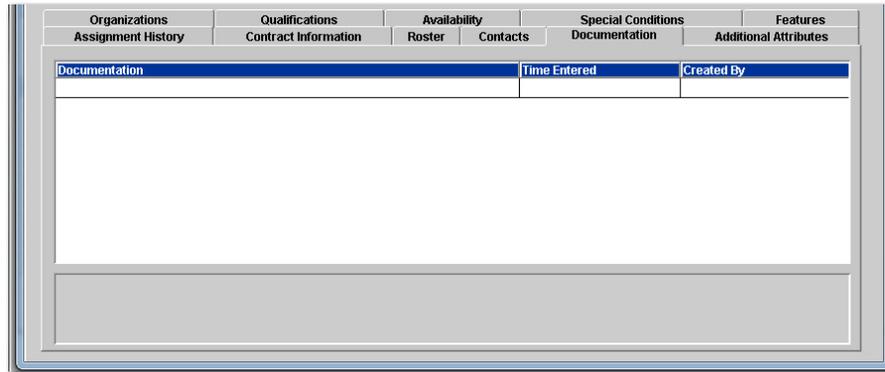
The following graphic shows a sample Roster tab on the View Resources dialog box.

Organizations		Qualifications		Availability		Special Conditions		Features	
Assignment History		Contract Information		Roster	Contacts	Documentation		Additional Attributes	
Roster Name	Catalog Item	Managing Office	Phone Number						
CREW-TYPE 1-CRAIG HOTSHOTS	FIREFIGHTER, TYPE 1	Craig Interagency Dispatch Center	970-826-5037						
HELICOPTER - T2S - N387M - BU...	FIRE FIGHTER TYPE 2	Helena Interagency Dispatch Cen...	406-444-4242 24/Emergency						

The following graphic shows a sample Contacts tab on the View Resources dialog box.

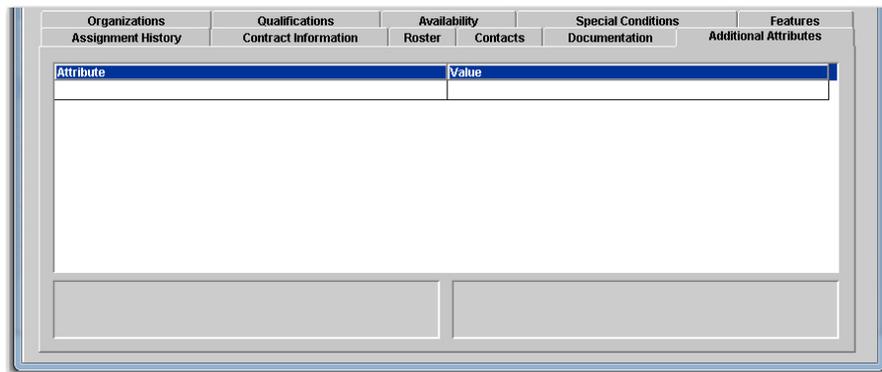
Organizations		Qualifications		Availability		Special Conditions		Features	
Assignment History		Contract Information		Roster	Contacts	Documentation		Additional Attributes	
Type	Entry								
Cell									
Office Phone									

The following graphic shows a sample Documentation tab on the View Resources dialog box.



Organizations	Qualifications	Availability	Special Conditions	Features	
Assignment History	Contract Information	Roster	Contacts	Documentation	Additional Attributes
Documentation			Time Entered	Created By	

The following graphic shows a sample Additional Attributes tab on the View Resources dialog box.

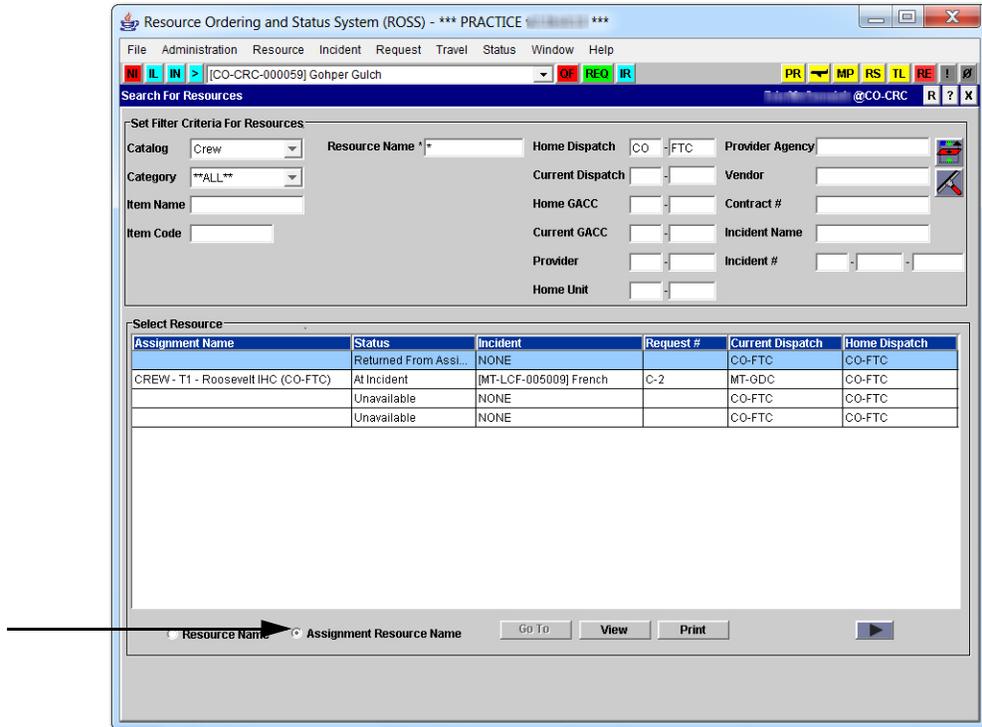


Organizations	Qualifications	Availability	Special Conditions	Features	
Assignment History	Contract Information	Roster	Contacts	Documentation	Additional Attributes
Attribute			Value		

#### To view by assignment resource name

- 1 On the **Search For Resources** screen, locate and then click the **Resource Name** of your choice.
- 2 Click **Assignment Resource Name**.

The following graphic shows the Search For Resources screen for viewing Crews with a Home Dispatch of CO-FTC, by Assignment Resource Name. The arrow points to the Assignment Resource Name option.



### To view incident information

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Incident**.
- 3 When finished, click **Close**.

The following graphic shows the View Incident dialog box.

The screenshot shows the 'View Incident' dialog box with the following data:

**Incident Details**

Incident #	MT-LCF-005009	Initial Date/Time	05/01/2015 09:15 MST
Name	French	End Date/Time	
Incident Type	Fire - Wildfire	Office Reference	
Min Elevation (ft)		Max Elevation (ft)	
Description			

**Location** | Navigation Aids | Aviation Hazards | Financial Codes | Compact | Locations

Location Name	Latitude	Longitude	Township	Range	Section	1/4 1/4	Base Meridian	UTM Northing
French	47 36 38 N	112 44 11 W	21N	9W	3	NENE	Montana, MT	5274467

**Frequencies** | Airports | Reload Bases | Contacts | Organizations | Documentation | Shipping Addresses

Type	Primary	Frequency	Tone	Contact Name	Owner	Air Tactical
District Net	Yes	West of I-15 171.700	123.00		MT-LCF	No
Air to Ground	Yes	167.4250 - A/G13 MT04	000.00		MT-LCF	No
National Flight Following	Yes	168.6500	110.90		MT-LCF	No
District Net	Yes	East of I-15 171.500	123.00		MT-LCF	No
Air to Air	Yes	123.7250 - A/A1 MT04	000.00		MT-LCF	No

### To view request information

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Request**.
- 3 When finished, click **Close**.

The following graphic shows the View Request dialog box.

**View Request**

**Request Information**

Incident/Request #  French  Special Needs

Requested Item  Request Contact

Status  Buying Team Request

Quantity Requested  Assigned  Incident Ordering Contact

Entered Date/Time  Claimed By

Need Date/Time  Note

Financial Code  Track

Host

Parent Request

Replacement Request

History | Assignment | Documentation | Inclusion/Exclusions | Delivery Location | Features

Transition Type	From Unit	To Unit	Date/Time
Fill	CO-FTC	MT-GDC	06/27/2015 12:56 MST
Place	CO-RMC	CO-FTC	06/09/2015 18:16 MST
Place	ID-NIC	CO-RMC	05/27/2015 12:37 MST
Place Up	MT-NRC	ID-NIC	05/27/2015 11:57 MST
Place Up	MT-GDC	MT-NRC	05/27/2015 11:43 MST
Enter	MT-GDC	MT-GDC	05/27/2015 11:23 MST

**To view requesting unit information**

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Requesting Unit**.
- 3 When finished, click **Close**.

The following graphic shows the View Requesting Unit dialog box.

**View Requesting Unit**

**Organization Details**

Organization Name

Unit Id

Organization Type

Timezone  Marked as Removed

External  Record Source

Parent Affiliation

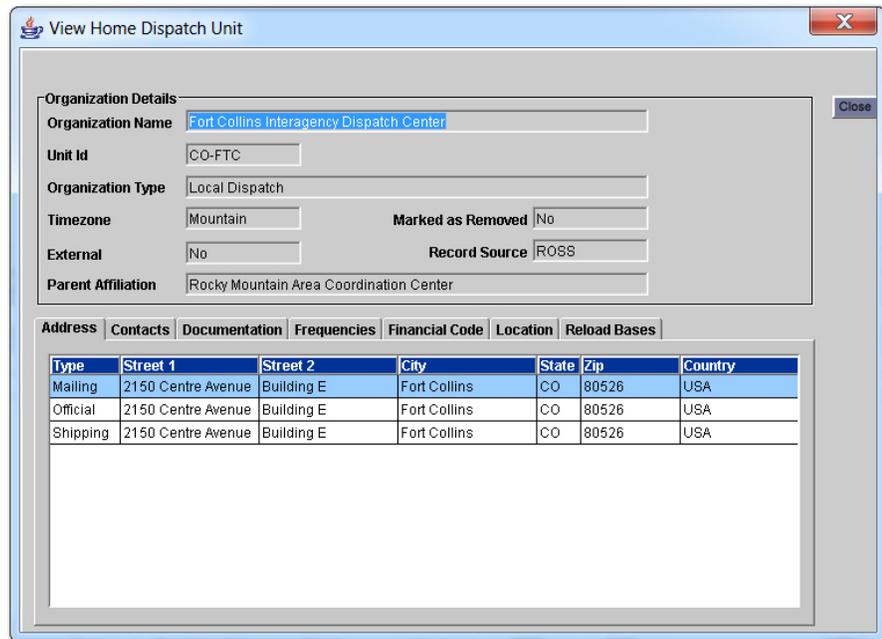
Address | Contacts | Documentation | Frequencies | Financial Code | Location | Reload Bases

Type	Street 1	Street 2	City	State	Zip	Country
Mailing	1101 15th Street N...		Great Falls	MT	59403	USA
Official	1101 15th Street N...		Great Falls	MT	59403	USA
Shipping	1101 15th Street N...		Great Falls	MT	59403	USA

### To view filling unit information

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Filling Unit**.
- 3 When finished, click **Close**.

The following graphic shows the View Filling Unit dialog box.

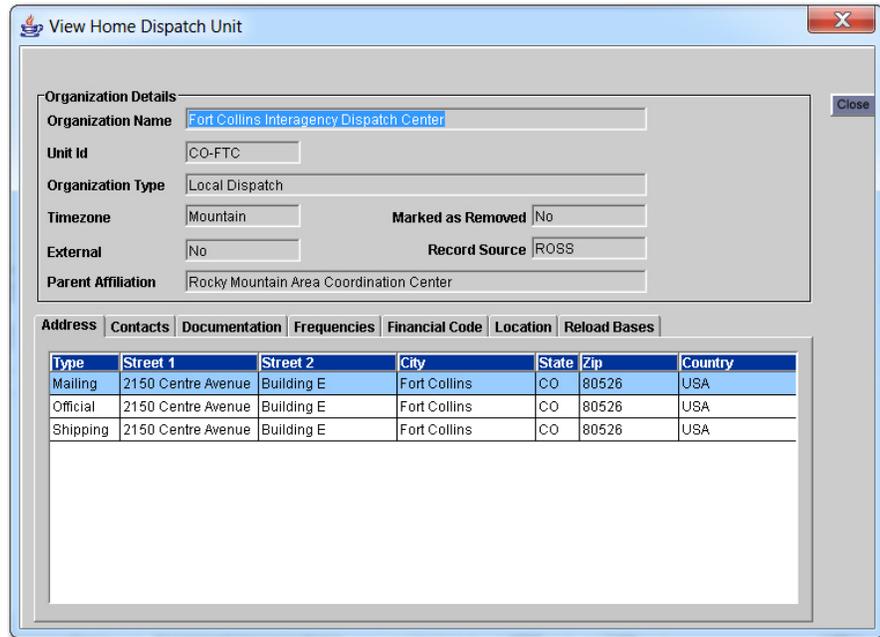


Type	Street 1	Street 2	City	State	Zip	Country
Mailing	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA
Official	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA
Shipping	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA

### To view the home dispatch unit of a resource item

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Home Dispatch Unit**.
- 3 On the **View Home Dispatch Unit** dialog box, click the appropriate tab to view specific information about the resource.
- 4 When finished, click **Close**.

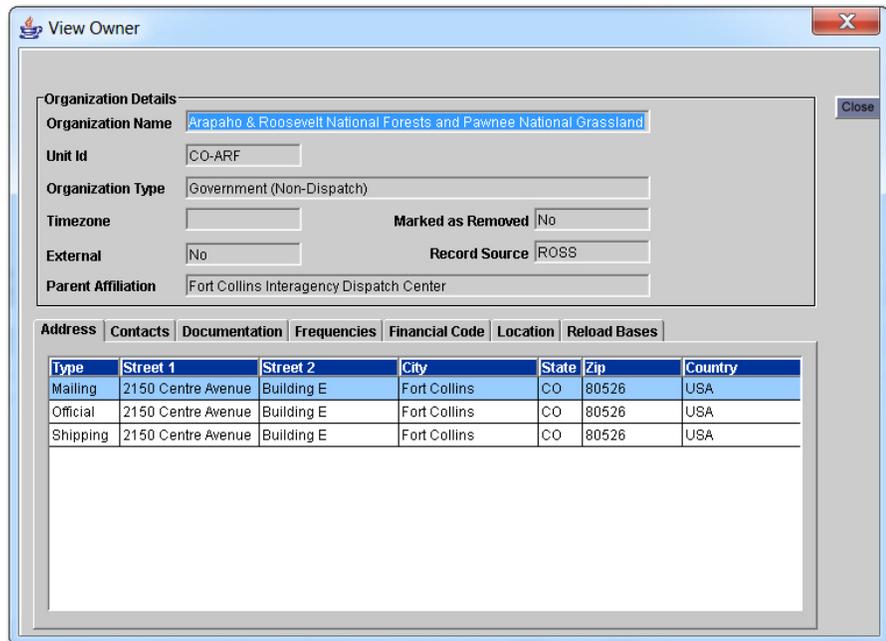
The following graphic shows the Address tab on the View Home Dispatch Unit dialog box.



**To view the owner of a resource item**

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Owner**.

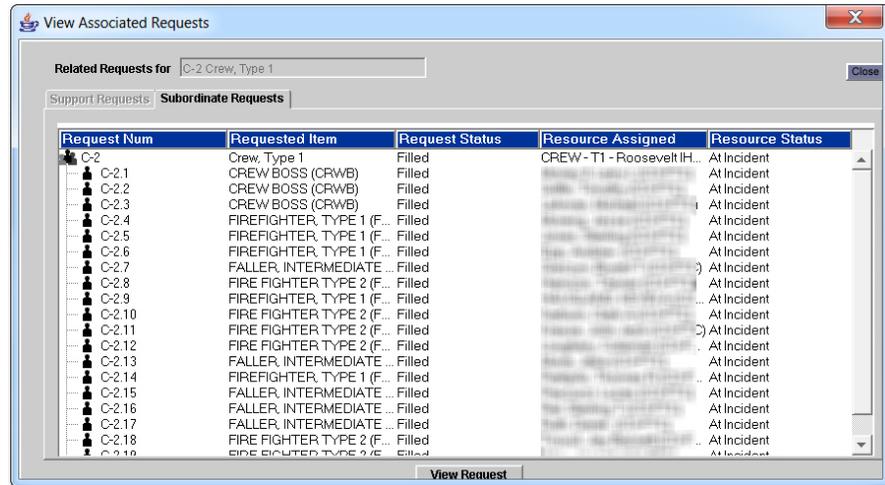
The following graphic shows the Address tab on the View Owner dialog box.



### To view associated requests of a resource item

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Associated Requests**.

The following graphic shows the Subordinate Requests tab on the View Associated Requests dialog box.



## Printing the Resource Order Form and Assignment History

The Print button on the Assignment History tab on the View Resource dialog box allows you to view, save, and print the following ROSS Reports in PDF format:

- **Resource Order Form.** Select this option to view, save, and print a Resource Order Form in its original format.
- **Resource Order Form with a continuous header.** Select this option to view, save, and print the full header on the first page only and a continuation header on following pages. This format is useful when there is extensive User Documentation associated with the Resource Order Form.
- **Assignment History.** Select this option to view, save, and print the Assignment History of a specific resource.

### To print the resource order form for a resource

- 1 On the **Search For Resources** screen, locate and then click the **Resource Name**.
- 2 Click the **View** button, click **View Resource**, and then click the **Assignment History** tab.

- 3 On the **Assignment History** tab, click the **Print** button, and then click **Print Resource Order+** or click **Print Resource Order (Continuous Header)+**.

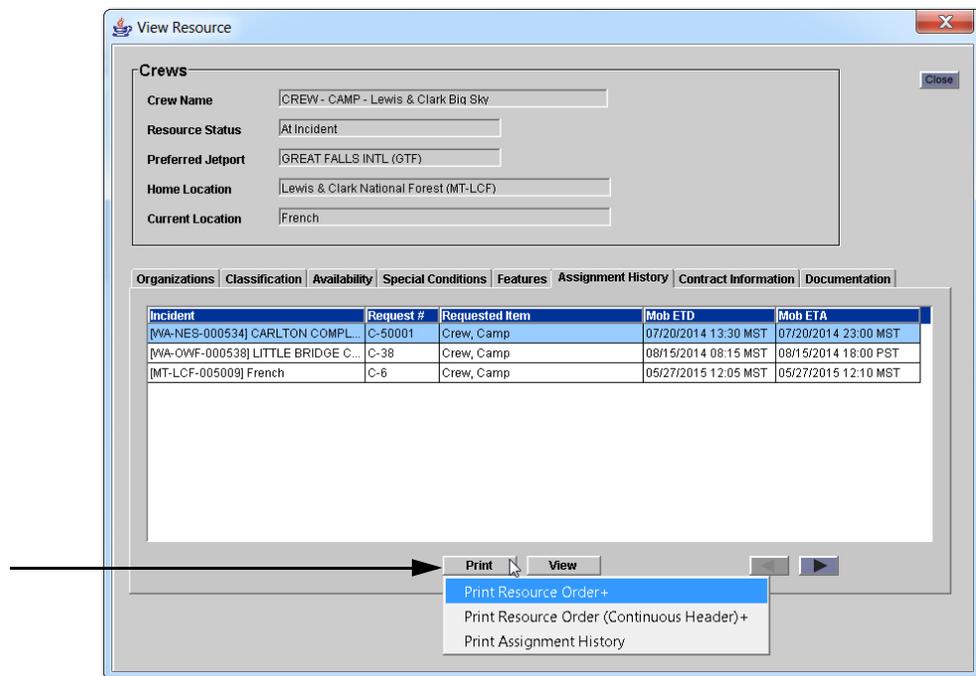
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*A new browser session of ROSS Reports opens. After a few moments, your report in .PDF format displays on your screen.*

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- 4 In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or pres **[Ctrl] + P**.
- 5 On the **Print** dialog box, review the printer settings and then click **OK**.
- 6 When finished, close your Internet browser.

The following graphic shows the Assignment History tab on the View Resource dialog box. The arrow points to the forms available to print.



The following graphic shows a sample Resource Order for a Crew. The arrow points to the Save button.

RESOURCE ORDER	Initial Date/Time	2. Incident / Project Name		3. Incident / Project Order Number		Financial Codes											
CREW	08/02/14 2016	LITTLE BRIDGE CREEK		WA-OWF-000538		PJAL7 (06/17) [P] ASC 140700 BSU-221											
				4. Office Reference Number		5. Jurisdiction / Agency											
				538		Okanogan - Wenatche National Forest											
12. Request Number	Ordered Date/Time	From	To	City	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
C-38	08/14/14 1459 PST	Expanded Disp. 509-415-3 320	WA-CWC	1	Crew, Camp	08/15/14 1800 PST	Little Bridge Creek	MT-GDC	WA-CWC	08/15/14 0814 MST	MT-LCF	CREW - CAMP - Lewis & Clark Big Sky	D	08/30/14 1400 PST	08/31/14 1500 PST	08/30/14 1400 PST	GREAT FALLS INTL (CCT)
Travel Mode bus		Financial Code PJAL7 (0617)		Special Needs		Reporting Instructions		Marge Geisen Ranch 600 Tsipj Carlton Rd Twisp, WA 98856  From Pateros go towards Carlton 22.3 miles on WA-153 Turn left on Tsipj Carlton Rd and go 5.9 miles Arrive at 600 Tsipj Carlton Rd.									
13. User Documentation																	
Req. No.	Documentation															Entered By	
C-38	Request C-38 - Crew, Camp - [WA-OWF-000538] LITTLE BRIDGE CREEK has been filled with CREW - CAMP - Lewis & Clark Big Sky (MT-GDC) by MARK CONWAY@MT-GDC ROSS.															MARK CONWAY (MT-GDC) 08/14/2014 17:58 MST	
C-38	Talked to Cherie at Expanded. She was good with double lunching crew to travel. Travel time is over 10 hours.															TAMMY STEVENS (MT-GDC) 08/14/2014 19:37 MST	
C-38	Tammy@GDC only @ have shown up, is that okay? per Amber at Little Bridge: @ is okay - relayed to Tammy@GDC															Coral Tily (WA-CWC) 08/15/2014 07:12 PST	
C-38	Request C-38 - Crew, Camp - [WA-OWF-000538] LITTLE BRIDGE CREEK has been filled with CREW - CAMP - Lewis & Clark Big Sky (MT-GDC) by TAMMY STEVENS@MT-GDC ROSS.															TAMMY STEVENS (MT-GDC) 08/15/2014 08:14 MST	
C-38	Christine Oppelt cell - 406-836-9080															TAMMY STEVENS (MT-GDC) 08/15/2014 08:18 MST	

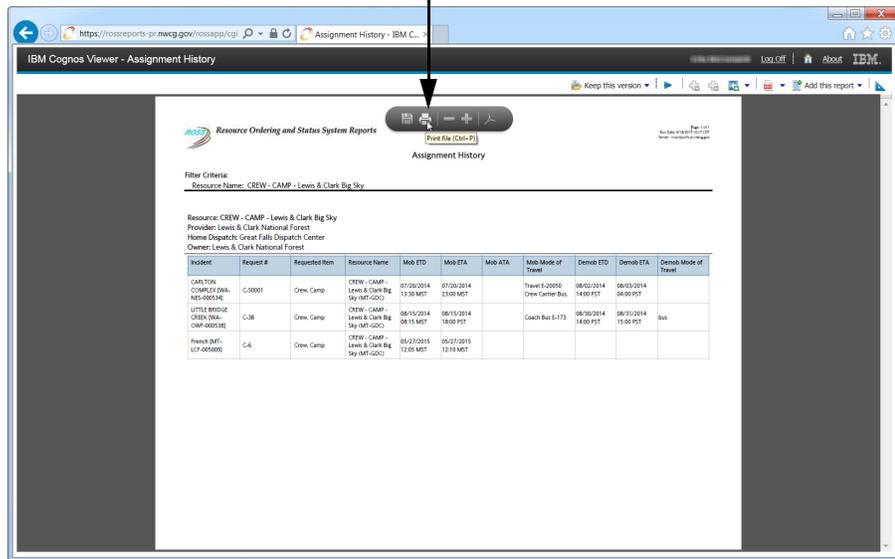
### To print the assignment history of a resource

- 1 On the **Search For Resources** screen, locate and then click the **Resource Name**.
- 2 Click the **View** button, click **View Resource**, and then click the **Assignment History** tab.
- 3 On the **Assignment History** tab, click the **Print** button, and then click **Print Assignment History**.

*A new browser session of ROSS Reports opens. After a few moments, your report in .PDF format displays on your screen.*

- 4 In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or pres **[Ctrl] + P**.
- 5 On the **Print** dialog box, review the printer settings and then click **OK**.
- 6 When finished, close your Internet browser.

The following graphic shows a sample Assignment History report. The arrow points to the Print button.

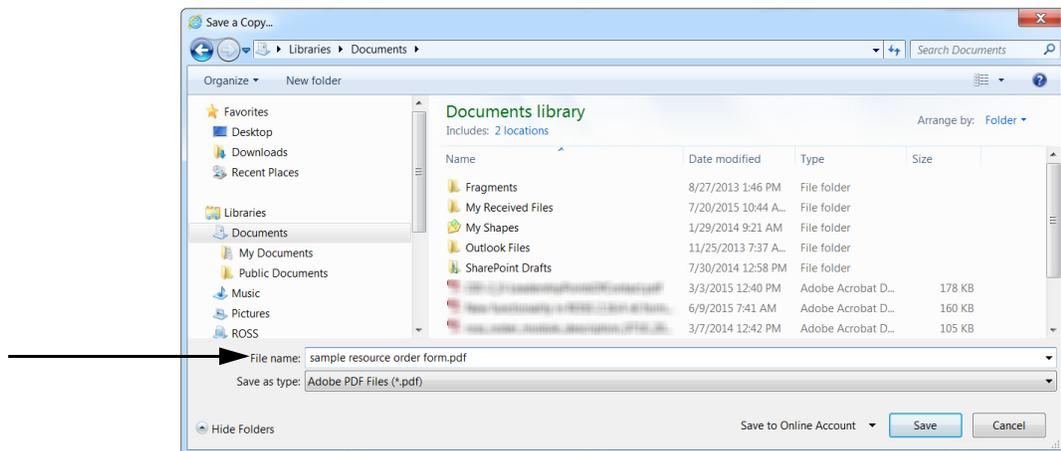


### To save a resource order form or assignment history to your computer

*Be sure to assign a meaningful name when you save the report. The default is cognos.pdf.*

- 1 While viewing the resource or or assignment history in **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Save file** button or pres **[Ctrl] + S**.
- 2 On the **Save a copy** dialog box, complete the **File name** text box, and then save the report to your computer.
- 3 When finished, close your Internet browser.

The following graphic shows a Save a copy dialog box. The arrow points to the File name text box.



## Using the Go To button

The Go To button allows you to quickly navigate between the following ROSS screens in the context of the selected Resource Name:

- Incident Resources
- Request Status
- Resource Item
- Resource Status
- Travel.

See, "[Incident Resources.](#)"

See, "[Request Status.](#)"

See, "[Resource Item.](#)"

See, "[Travel.](#)"

### To display a related screen for a select resource

- 1 On the **Search For Resources** screen, locate and then click the **Resource Name**.
- 2 Click the **Go To** button, and then click the **ROSS screen** of your choice.
- 3 To return to the **Search For Resources** screen, click **Search For Resources** on the **Window** menu.

The following graphic shows the options available from the Go To button.

