

Travel Plan - creating and editing travel plans

This guide explains how to create and edit travel plans for transport resources and how to add traveling resources to travel plan legs. Topics include:

- Creating a travel plan
- Working with existing travel plans
- Working with traveling resources, untracked supplies, and administrative passengers
- Viewing and printing information about a traveling resource
- Exploring travel plans in detail.

To access the Travel Plan screen

- On the **Travel** menu, click **Travel Plan**.

Travel Plan screen

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

File Administration Resource Incident Request Travel Status Window Help

[CO-CRC-000412] Gopher Gulch

PR MP RS TL RE

Travel Plan @CO-CRC

Transport Resource

Resource Item Travel Mode

Incident Name Travel Type

Incident # ETD

Request # - ETA

View Print

Travel Plan Travel Legs

Departure Location	Depart Date / Time	Destination Location	Arrive Date / Time	Total Weight (lbs)	Fuel Stop

Passenger Weight (lbs) Baggage Weight (lbs) Cargo Weight (lbs) Cargo Cubic Feet

Action

Traveling Resources

Resource Name	Request #	Incident Name	Incident #	Body Weight	Baggage Weight

Query Action View

Creating a travel plan

This section explains how to create a travel plan and how to add travel plan legs to it. You do not need an incident to create a travel plan.

See “Travel - setting up resource travel.”

See “Incident Resources - managing incident resources.”

You may only add, edit, or delete travel plan legs from travel plans created by your organization.

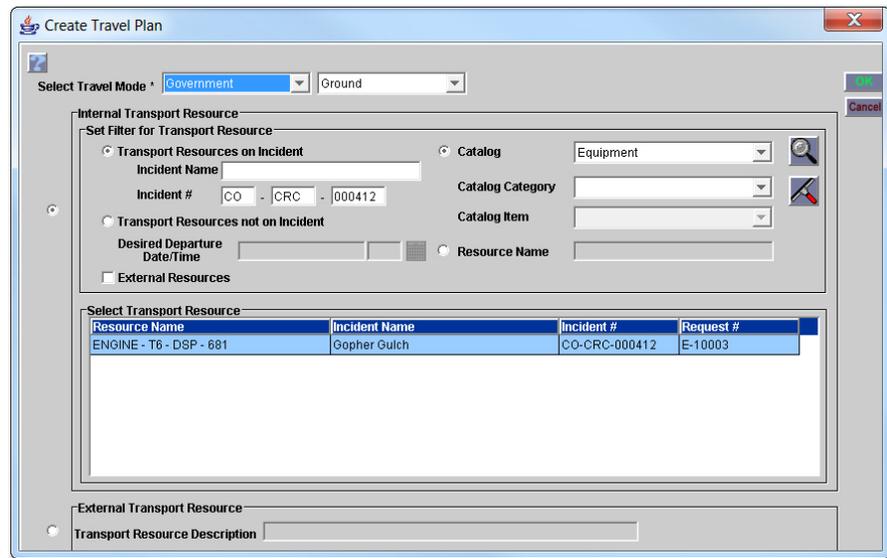
To create a new travel plan

- 1 On the **Travel Plan** screen, click the **New** button.
- 2 On the **Create Travel Plan** dialog box, click the first **Select Travel Mode** drop-down arrow, and then click the **Travel Mode type** you want to create.
- 3 Click the second **Select Travel Mode** drop-down arrow, and then click the **Travel Method** you want to create.
- 4 Complete the following filter criteria as appropriate to locate the transport resource of your choice, and then click the **Filter** button
- 5 Under **Select Transport Resource**, click the **Resource Name** of your choice, and then click **OK**.
- 6 On the **Travel Plan** screen, click the **Action** button, and then click **Add Travel Plan Leg**.
- 7 On the **Add Travel Plan Travel Leg** dialog box, click the **Choose Dates** button, and then select the **Departure Date/Time** and the **Destination Date/Time** of your choice.

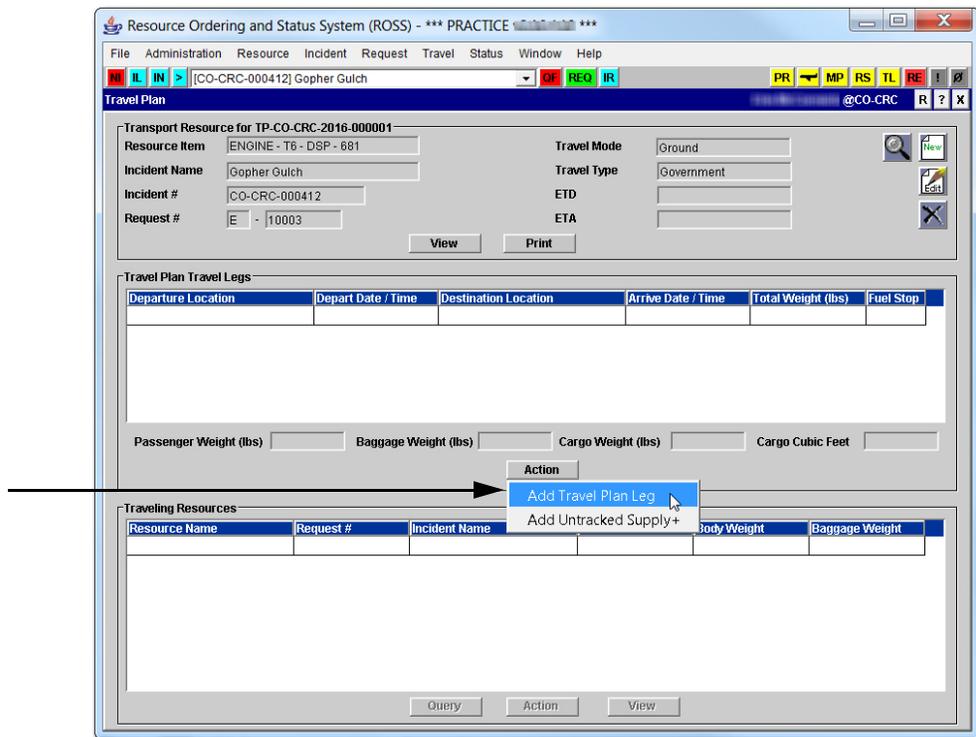
The Departure Date/Time and Destination Date/Time cannot overlap.

- 8 Click the **Pick Departure Location** button, and then click the **Departure Location** and **Destination Location** of your choice.
- 9 If refueling will occur at the travel plan leg’s arrival location, click the **Fuel Stop** check box.
- 10 In the **Cargo Weight (lbs)** text box, type the weight, in pounds, of cargo that will accompany the transport resource on the travel plan leg - *optional*.
- 11 In the **Cargo Cubic Feet** text box, type the size, in cubic feet, of cargo that will accompany the transport resource on the travel plan leg - *optional*.
- 12 To add another travel plan leg, click the **Next Leg** button, or click **OK** when finished.

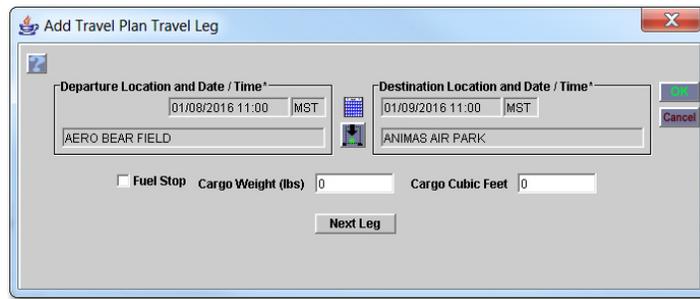
The following graphic shows the Create Travel Plan dialog box.



The following graphic shows Travel Plan screen. The arrow points to the options available on the Action button menu.



The following graphic shows the Add Travel Plan Travel Leg dialog box.



Working with existing travel plans

When working with transport resources not on an incident, the status of the transport resource becomes “Committed to Travel Plan” when you create the travel plan. It is no longer available to fill requests.

See, “Searching for existing travel plans.”

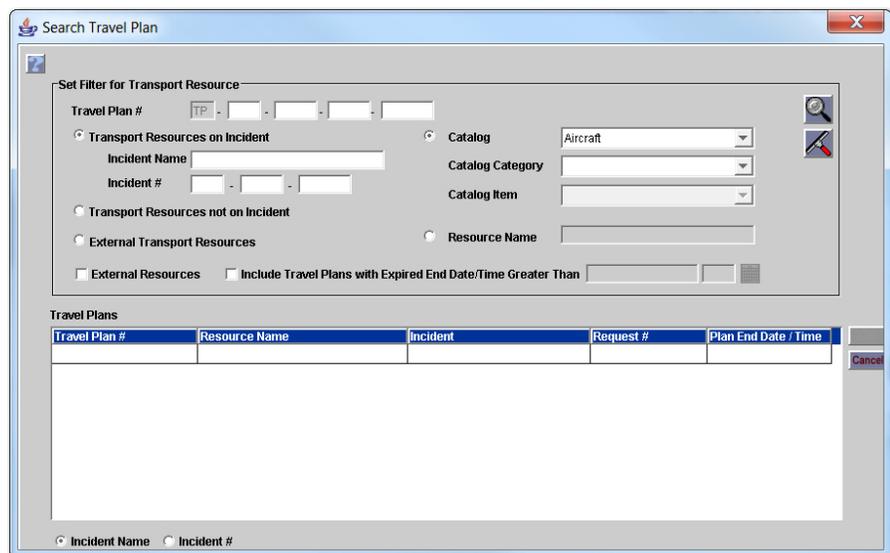
See, “Locating transport resources.”

To locate an existing travel plan

- 1 On the **Travel Plan** screen, click the **Search Travel Plan** button.
- 2 Complete your search criteria, and then click the **Search** button.
- 3 Under **Select Travel Plan**, click the **Resource Name** of your choice, and then click **OK**.

Only those travel plans meeting within your current dispatch unit will display on the Travel Plan screen.

The following graphic shows the Search Travel Plan dialog box.



To edit a travel plan

You can only edit travel plans created by your organization and for which the ETD on the last leg is not more than one day old. When you edit a travel plan, all resources having a travel plan leg from the travel plan are affected.

- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** of your choice, and then click the **Edit** button.
- 2 On the **Edit Travel Plan** dialog box, modify the information as appropriate, and then click **OK**.

The following graphic shows the Edit Travel Plan dialog box.

Resource Name	Incident Name	Incident #	Request #
ENGINE - T6 - DSP - 681	Gopher Gulch	CO-CRC-000412	E-10003

To delete a travel plan

You can only delete travel plans created by your organization. You cannot work on more than one travel plan leg at a time. The multi-select function is not available.

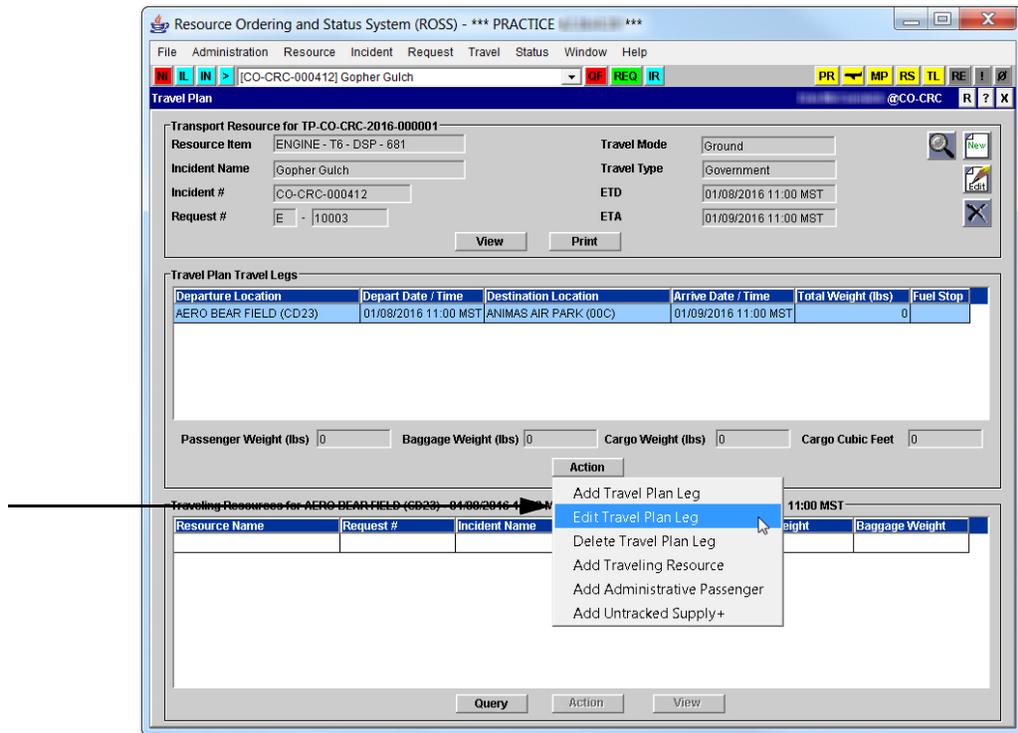
- On the **Travel Plan** screen, search for and then click the **Travel Plan** of your choice, and then click the **Delete** button.

To edit a travel plan leg

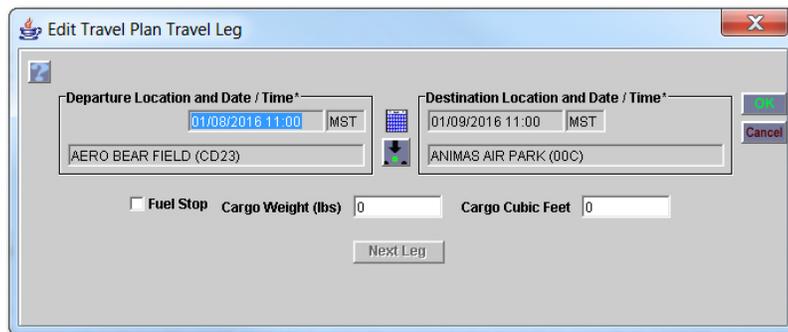
- 1 On the **Travel Plan** screen, search for and click the **Travel Plan** of your choice, and then click the **Travel Plan Leg** of your choice.
- 2 Click the **Action** button, and then click **Edit Travel Plan Leg**.
- 3 On the **Edit Travel Plan Travel Leg** dialog box, modify the following information as appropriate, and then click **OK**
 - Click the **Choose Dates** button, and then select the **Departure Date/Time** and the **Destination Date/Time** of your choice.

- Click the **Pick Departure Location** button, and then click the **Departure Location** and **Destination Location** of your choice.
- If refueling will occur at the travel plan leg's arrival location, click the **Fuel Stop** check box.
- In the **Cargo Weight (lbs)** text box, type the weight, in pounds, of cargo that will accompany the transport resource on the travel plan leg.
- In the **Cargo Cubic Feet** text box, type the size, in cubic feet, of cargo that will accompany the transport resource on the travel plan leg.

The following graphic shows the Travel Plan screen. The arrow points to the Edit Travel Plan Leg option on the Action button menu.



The following graphic shows the Edit Travel Plan Travel Leg dialog box.



To delete a travel plan leg

Deleting a travel plan leg affects all resources attached to it.

- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** of your choice.
- 2 Click the **Action** button, and then click **Delete Travel Plan Leg**.

Working with traveling resources, untracked supplies, and administrative passengers

A traveling resource is a resource used to fill an incident request. To add a traveling resource to a travel plan leg, that resource must be listed on the Travel (Itinerary) tab on the Travel screen, since you are essentially creating the first leg of the resource's travel itinerary.

An administrative passenger is an individual who is not associated with an incident, and may or may not be defined in ROSS.

To display the traveling resources, untracked supplies, and administrative passengers for a travel plan leg

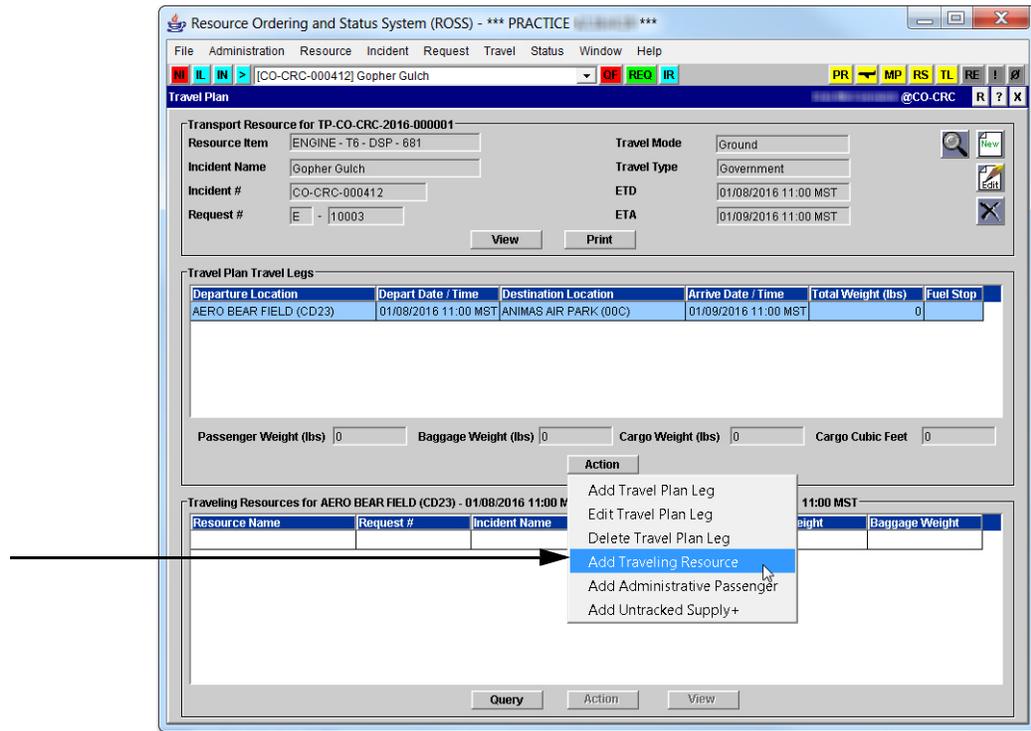
- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** of your choice.
- 2 Under **Travel Plan Travel Legs**, click the **Travel Plan Leg** of your choice, and then click the **Query** button.

To add a traveling resource to a travel plan leg

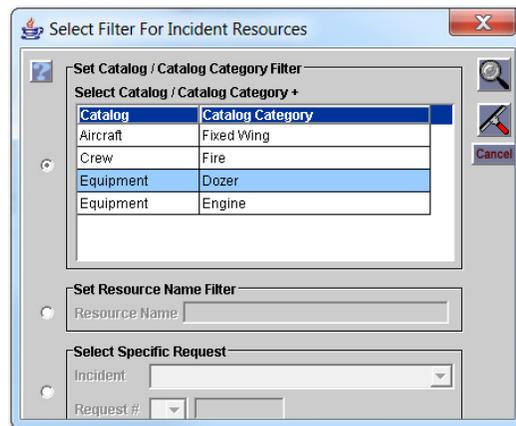
Use this option to add tracked supplies to a travel plan leg.

- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** of your choice.
- 2 Click the **Action** button, and then click **Add Traveling Resource**.
- 3 On the **Add Traveling Resource** dialog box, complete the **Select Incident(s)** and **Select Filter for Incident Resources** dialog box for the traveling resource of your choice.
- 4 Under **Select/Add Resource(s) Option**, click one of the following options
 - Add Selected Resource(s) to Select Leg(s)
 - Add Selected Resource(s) to All Legs for [Incident].
- 5 Under **Select Traveling Resource**, click the **Resource Name(s)** of your choice, click **Apply**, and then click **Close**.

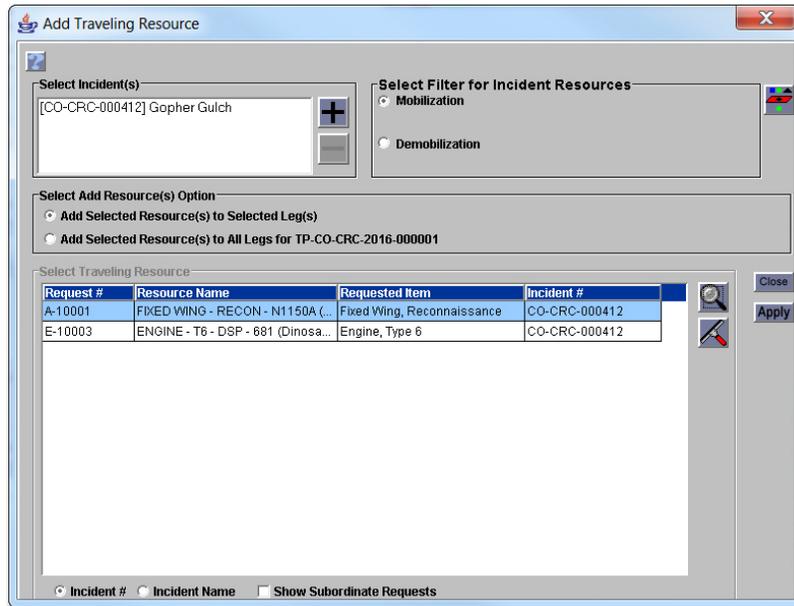
The following graphic shows the Travel Plan screen. The arrow points to the Add Traveling Resource on the Action button menu.



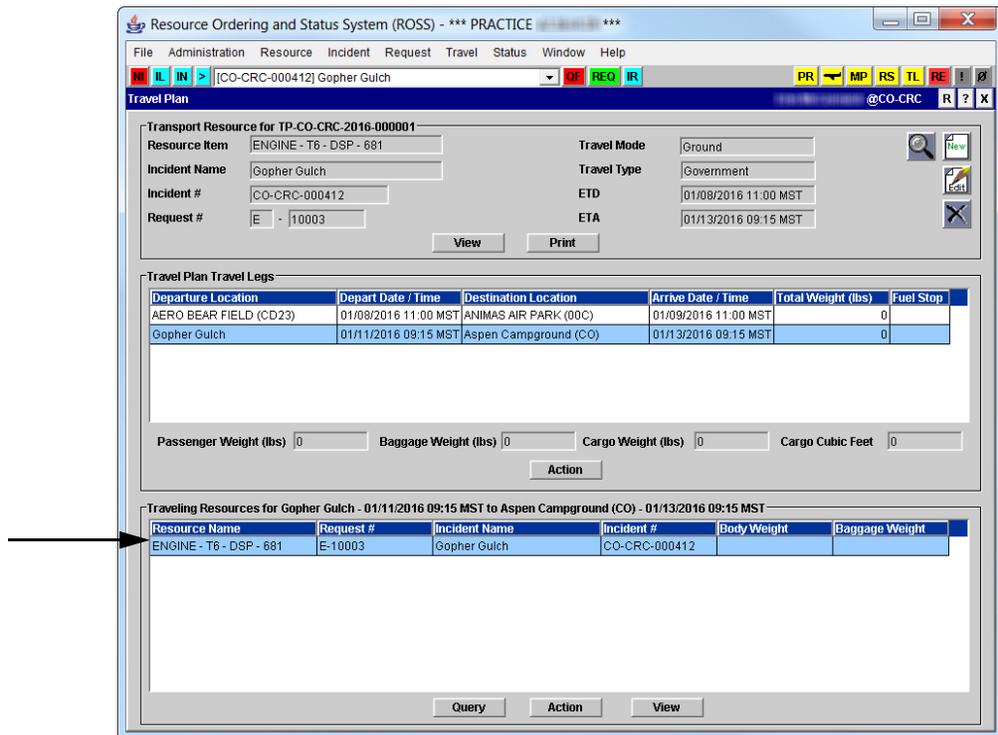
The following graphic shows the Select Filter For Incident Resources dialog box.



The following graphic shows the Add Traveling Resource dialog box.



The following graphic shows the resulting Travel Plan screen. The arrow points to the Traveling Resources grid.



To add a ROSS-defined administrative passenger to a travel plan leg

- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** and **Travel Plan Leg** of your choice.

- 2 Click the **Action** button, and then click **Add Administrative Passenger**.
- 3 On the **Add Administrative Passenger** dialog box, complete the following information as appropriate to narrow your search, and then click the **Filter** button
 - Last Name
 - First Name
 - Unit ID
 - Unit Name.
- 4 Under **Add Administrative Passenger (from Resources)**, click the **Last Name, First Name** of your choice, and then click **OK**.

The following graphic shows the Add Administrative Passenger dialog box.

Last Name	First Name	Home Unit ID
Sm*	J...	WY-CDC
Sm		AK-ACC
Sm		WV-CAC
Sm		CO-PBC
Sm		WA-CCC
Sm		SD-GPC
Sm		MT-RBAC

To add a non ROSS-defined administrative passenger to a travel plan leg

- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** and **Travel Plan Leg** of your choice.
- 2 Click the **Action** button, and then click **Add Administrative Passenger**.
- 3 On the **Add Administrative Passenger** dialog box, click the **Add Administrative Passenger** option, and then type the **Last Name** and **First Name** in the text boxes.
- 4 In the **Body Weight** text box, type the total passenger **Body Weight**.
- 5 In the **Baggage Weight** text box, type the **Baggage Weight**.

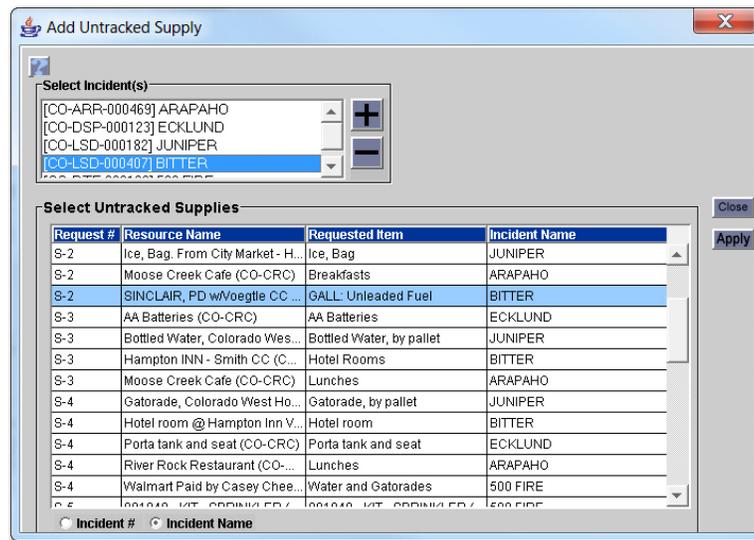
The default value for Baggage Weight is 65.

- 6 When finished, click **OK**.

To add untracked supplies to a travel plan leg

- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** and **Travel Plan Leg** of your choice.
- 2 Click the **Action** button, and then click **Add Untracked Supply+**.
- 3 On the **Add Untracked Supply** dialog box, click the **Search Incidents** button, and then search for and click the **incident** of your choice.
- 4 Under **Select Untracked Supplies**, click the **Supply Requests** of your choice, and then click **Apply**.
- 5 When finished adding all untracked supplies, click **Close**.

The following graphic shows the Add Untracked Supply dialog box.



To copy traveling resources and administrative passengers from one travel plan leg to another

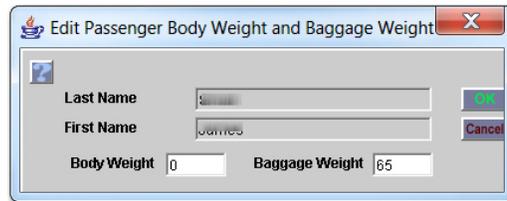
- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** of your choice.
- 2 Under **Travel Plan Travel Legs**, click the **Travel Plan Leg** that you want to copy, and then click the **Query** button.
- 3 Click the **Resource Name(s)** that you want to copy, click the lower **Action** button, and then click **Add to Travel Plan Leg**.

To edit a traveling resource on a travel plan leg

- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** of your choice.
- 2 Under **Travel Plan Travel Legs**, click the **Travel Plan Leg** of your choice, and then click the **Query** button.

- 3 Click the **Resource Name** of your choice, click the lower **Action** button, and then click **Edit Traveling Resource**.
- 4 On the **Edit Passenger Body Weight and Baggage Weight** dialog box, modify the **Body Weight** and **Baggage Weight** information as appropriate, and then click **OK**.

The following graphic shows the Edit Passenger Body Weight and Baggage Weight dialog box.



To delete a traveling resource from a travel plan leg

You can delete resources only from one travel plan leg at a time.

- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** of your choice.
- 2 Under **Travel Plan Travel Legs**, click the **Travel Plan Leg** of your choice, and then click the **Query** button.
- 3 Click the **Resource Name** of your choice, click the lower **Action** button, and then click **Delete Traveling Resource**.
- 4 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

Viewing and printing information about a traveling resource

You can view and/or print travel plans for the following:

- the transport resource on which you are traveling
- a non-local resource assigned to one of your requests
- a transport resource you are supplying
- any non-expired travel plans, whether or not you have resources on the travel plan or are in the request ordering chain.

See, "Reports - generating and printing reports."

To view information about a traveling resource

- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** of your choice.

- 2 Under **Travel Plan Travel Legs**, click the **Travel Plan Leg** of your choice, and then click the **Query** button.
- 3 Under **Traveling Resources**, click the **Resource Name** of your choice, click the **View** button, and then click the **view option** of your choice.

To print a travel plan

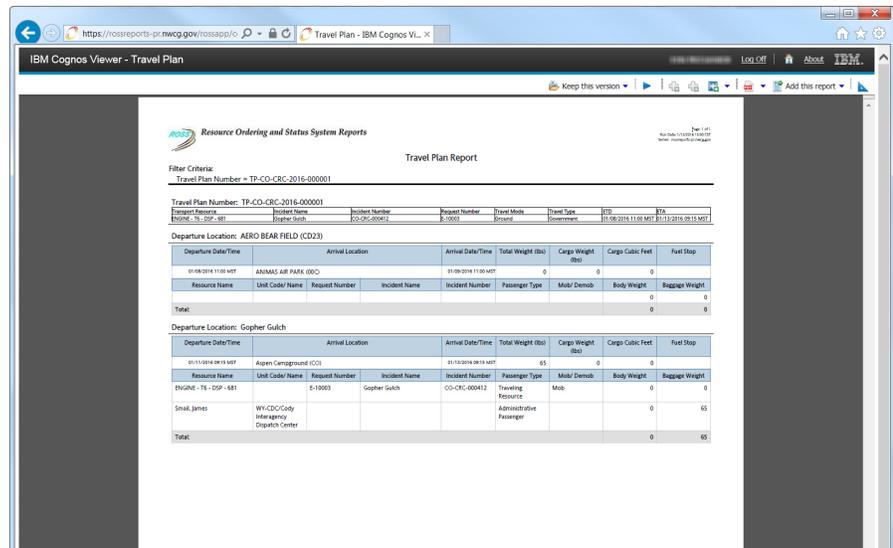
- 1 On the **Travel Plan** screen, search for and then click the **Travel Plan** of your choice, and then click the **Print** button.
- 2 In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or pres **[Ctrl] + P**.



*You may choose to hover your pointer to display the **PDF floating toolbar**, and then click the **Print** button.*

- 3 On the **Print** dialog box, review the printer settings and then click **OK**.
- 4 When finished, close your Internet browser.

The following graphic shows a sample Travel Plan Report.



Exploring travel plans in detail

This section explains additional useful information when working with the Travel Plan screen. Topics include:

- Understanding travel plans for transport resources
- Understanding travel plan legs
- Understanding traveling resources, untracked supplies, and administrative passengers
- Searching for existing travel plans
- Locating transport resources.

Understanding travel plans for transport resources

Remember the following points when working with transport resources on incident:

- When you create a travel plan for a transport resource that is assigned to a request, ROSS tracks the travel for that transport resource.
- If a travel itinerary already exists for the transport resource, or if the resource is already at the incident, the travel plan overrides the existing travel. That is, the ETD/ETA of the travel plan overrides the ETD/ETA of the travel itinerary.
- You must release a transport resource from the incident before you can arrange its demobilization travel.

Understanding travel plan legs

Remember these key points when working with travel plan legs:

- You can add untracked supplies from one or more incidents using the “Add Untracked Supply” option. You can also add tracked supplies using the “Add Traveling Resource” option.
- If you attempt to add or change a travel plan leg with dates that overlap the dates of an existing travel plan leg, ROSS displays a warning message that directs you to adjust the dates of the new or newly edited travel plan leg.
- When editing a travel plan leg, you will affect all resources having that travel plan leg as part of their travel itinerary.
- When deleting a travel plan leg, it will be deleted from all travel itineraries of all resources using that travel plan leg.
- A resource cannot have travel legs and/or travel plan legs that have overlapping ETDs/ETAs.

Understanding traveling resources, untracked supplies, and administrative passengers

The Traveling Resources grid displays the following information for traveling resources and administrative passengers:

- Resource Name
- Request Number
- Incident Name
- Incident #
- Body Weight
- Baggage Weight.

Remember the following key points when adding traveling resources or administrative passengers to a Travel Plan:

- You can add your traveling resources or non-local traveling resources that are assigned to one of your requests.
- You can add your traveling resources on a non-local incident.
- You can add non-local traveling resources assigned to a non-local incident, if your organization is in the ordering chain of the request.
- You can edit the information about or delete a traveling resource from a travel plan leg only if your organization added that resource to that travel plan leg.
- You can add an administrative passenger to a Travel Plan whether or not your organization manages the individual.
- To add a traveling resource to a travel plan leg, the resource must be on the Travel (Itinerary) tab of the Travel screen. In other words, you are essentially creating a travel leg for the resource's travel itinerary.

Searching for existing travel plans

Use the following guidelines when searching for travel plans:

- To search for an internal transport resource presently on an incident, click **Transport Resources on Incident**, and then type the **Incident Name** and/or **Incident Number** in the appropriate text boxes if desired.
- To search for an internal transport resource not presently on an incident, click **Transport Resources not on Incident**.
- To search for transport resources from organizations external to ROSS and not from non-ROSS dispatch units, such as commercial and charter airplanes and buses, click the **External Resources** check box.
- To search by catalog for internal transport resources, click **Catalog**, and then complete the **Catalog**, **Catalog Category**, and **Catalog Item** text boxes.
- To search by **Resource Name**, click **Resource Name** and then type the **Resource Name** of your choice in the text box.
- For an external transport resource, click the **External Transport Resource** check box.
- To filter out travel plans that will expire before a specified end date and time, click the **Include Travel Plans with Expired End Date/Time Greater Than** check box, click the **Choose Dates** button, and then select the **Date/Time** of your choice.

Locating transport resources

Locate transport resources on the Create Travel Plan dialog box using the following criteria:

- For an internal transport resource on an incident, click **Transport Resources on Incident**, and then type the **Incident Name** and/or **Incident Number** in the appropriate text boxes.
- For an internal transport resource not on an incident, click **Transport Resources not on Incident**, click the **Choose Dates** button and select the **Desired Departure Date/Time** of your choice.
- To limit the search to external transport resources on incident, such as commercial and charter airplanes and buses, click the **External Resources** check box.
- To search by catalog for internal transport resources, click **Catalog**, and then complete the **Catalog**, **Catalog Category**, and **Catalog Item** text boxes.
- To search by **Resource Name**, click **Resource Name** and then type the **Resource Name** of your choice in the text box.
- For an external transport resource, click **External Transport Resource**, and then type the **Transport Resource Description** in the text box. *For example, **United Airlines Flight 117** is a valid **Transport Resource Description**.*