



# Advanced Unit 2 – Pre-Orders

**ROSS Dispatch Training Instructor Guide  
Release 2.16.12**

For ROSS Steady State  
Operations & Maintenance

12.0



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Advanced Unit 2 – Pre-Orders

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## Advanced Unit 2 – Pre-Orders

### OBJECTIVES

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

1. Create and edit a Pre-Order.

### REVISION LOG

Rev #	Date	Revision(s)	Author
12.0	10/08/2018	2.16.12: No updates.	M. Apicella
11.0	01/22/2018	2.16.11: No updates	M. Apicella
10.0	10/06/2017	2.16.10: No updates.	M. Apicella
9.0	03/29/2017	2.16.9: No updates	M. Apicella
8.0	01/23/2017	2.16.8: Added Copy Pre-order checkbox	M. Apicella
7.0	01/17/2017	2.16.7: No updates.	M. Apicella
6.0	05/11/2016	2.16.6: No updates.	J. Olson
5.0	02/16/2016	2.16.5: No updates.	C. Dingman
4.0	07/14/2015	2.16.4: No updates.	C. Dingman
3.0	04/23/2015	2.16.3: No updates.	C. Dingman
2.0	09/30/2014	2.16.2: No updates.	C. Dingman
1.0	02/28/2014	Re-formatted for consistency with NAP Instructor Guides, and updated for ROSS version 2.16.1.	J. Vahl

**ADVANCED UNIT 2: PRE-ORDERS**

**2.1 Objectives**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	2.1 Objectives	<p><b>Display Slide ROSSD-SL-ADVANCED-02-01 (Pre-Orders).</b></p> <p><b>Display Slide ROSSD-SL-ADVANCED-02-02 (Objectives).</b></p>

**2.2 Overview**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	2.2 Overview	<p><b>Log into Pagosa Springs Dispatch.</b></p> <p>Perform a quick, uninterrupted walk-through of the screens and major functions to be covered in this unit.</p> <p>Use the ‘extra’ resources in the training database as appropriate to demonstrate major actions.</p> <p>Do not field student questions during the walk-through; have students save their questions for the lecture.</p>

**2.3 Pre-Orders Screen > Pre-Orders Panel**

☑	Topic	Instructor Actions
☐	2.3 Pre-Orders Screen > Pre-Orders Panel	<p><b>Open the Pre-Orders screen.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Accessed by Resource menu.</li> <li>• Screen used to create Pre-Orders, which are pre-established groupings of catalog items and their quantities used for expedited resource ordering.</li> <li>• A Pre-Order is different from a configuration in that:                             <ul style="list-style-type: none"> <li>– It does not have a 'root' catalog item.</li> <li>– When ordered, it results in separate requests for each item (versus subordinate requests for a configuration).</li> </ul> </li> <li>• Pre-Orders display for selection on Pre-Orders tab of New Request screen.</li> <li>• Catalog drop-down list.</li> </ul>

☑	Topic	Instructor Actions
☐	2.3 Pre-Orders Screen > Pre-Orders Panel (continued)	<ul style="list-style-type: none"> <li>• Radio buttons.</li>   <li>• Grid columns.</li>   <li>• New button and New Pre-Order dialog box.                             <ul style="list-style-type: none"> <li>– Copy Pre-Order check box</li> <li>– Name.</li> <li>– Purpose.</li> <li>– Available Nationally check box.</li> </ul> </li>   <li><b>Create pre-order:</b> <ul style="list-style-type: none"> <li><b>Catalog = Overhead</b></li> <li><b>Name = Starkey’s Type 2 Incident Team</b></li> <li><b>Purpose = Team Support</b></li> <li><b>Available Nationally = Yes</b></li> </ul> </li>   <li>• Edit button.</li> </ul>

☑	Topic	Instructor Actions
☐	2.3 Pre-Orders Screen > Pre-Orders Panel (continued)	<ul style="list-style-type: none"> <li>• Delete button.</li> </ul>

**2.4 Pre-Orders Screen > Pre-Order Contents Tab**

☑	Topic	Instructor Actions
☐	2.4 Pre-Orders Screen > Pre-Order Contents Tab	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Used to add/remove catalog items from selected Pre-Order.</li> <li>• Alias catalog items can be added to a Pre-Order.</li> <li>• All Items panel.                             <ul style="list-style-type: none"> <li>– Catalog tab – Can filter by catalog and category.</li> </ul> </li> </ul> <p><b>Add following catalog items to the Pre-Order:</b>  <b>Aircraft &gt; Helicopter &gt; T3 Standard</b>  <b>Crew &gt; Fire &gt; Crew T1</b>  <b>Equipment &gt; Mobile Food Service</b></p>

☑	Topic	Instructor Actions
☐	2.4 Pre-Orders Screen > Pre-Order Contents Tab (continued)	<ul style="list-style-type: none"> <li>– Filter tab – Provides additional filter criteria.</li>   <li style="text-align: center;"><b>Add Overhead &gt; Positions &gt; Resource Unit Leader (RESL).</b></li>   <li>• Pre-Order Contents panel.                             <ul style="list-style-type: none"> <li>– Grid columns.</li> </ul> </li>   <li>– Save button – Saves changes to Quantity.</li>   <li style="text-align: center;"><b>Change the quantity of Crew T1 to ‘2’.</b></li>   <li>Note: Point out that this is not a complete Pre-Order; it is an abbreviated version for demonstration purposes.</li>   <li>Note: Point out that this Pre-Order was created under the Overhead catalog because it is in support of an Overhead Team.</li> </ul>

**2.5 Pre-Orders Screen > Pre-Order Organizations Tab**

☑	Topic	Instructor Actions
☐	2.5 Pre-Orders Screen > Pre-Order Organizations Tab	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Only applicable to Pre-Orders that are <u>not</u> 'Available Nationally'.</li>   <li>• Used to specify dispatches with access to selected Pre-Order.</li>   <li>• Filter for Dispatch Organizations panel.                             <ul style="list-style-type: none"> <li>– Filter criteria.</li>   <li>– Grid columns.</li> </ul> </li>   <li><b>Authorize Buena Vista Dispatch access to the Pre-Order.</b></li>   <li>• Organizations with Access to Order panel.</li> </ul>

## 2.6 Objectives Review

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	2.6 Objectives Review	<p><b>Display Slide ROSSD-SL-ADVANCED-02-03 (Objectives Review).</b></p> <p>Ensure each objective has been met.</p> <p>Elicit and answer remaining student questions.</p> <p>Request students fill out the unit evaluation.</p>

## 2.7 Practice Session

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	2.7 Practice Session	Facilitate the unit practice session.