

DETAILED LESSON OUTLINE

COURSE:	ROSS Dispatch – Advanced
UNIT:	3 – Detail Request
SUGGESTED TIME:	45 Minutes (0:45 Lecture, No 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. Create and edit a Detail Request.2. Broadcast a Detail Request.3. Generate resource requests for a Detail Request.

ADVANCED UNIT 3 – Detail Request

Changes since last version:

1. None.

OUTLINE	AIDS & CUES
<p>B. Basic Information Fields.</p> <ul style="list-style-type: none"> • Detail Request Name. • Status – 'New', 'Broadcast', 'Requests', or 'Cancelled'. • Start and End Date/Time. <p>C. 'Positions' section.</p> <ul style="list-style-type: none"> • 'Position' is a catalog item you 'add' to a Detail Request (i.e., a catalog item that you are stating is needed to accomplish the Detail). • Can add an alias catalog item as a position. • To add a Position to a Detail Request: <ul style="list-style-type: none"> – 'New' button. – 'Catalog' Tab – Can search by Catalog and/or Category. – 'Search' Tab – Can search by Name, Code, and/or Keyword. • 'Positions' table. <ul style="list-style-type: none"> – Position. – Min Qual – Minimum acceptable qualification of resource used to fill the Position. Defaults to catalog item name. – Quantity. – Request – Indicates (by Yes or No) whether requests have been generated for Detail. 	<p>Click New.</p> <p>Select Overhead. Select Positions. Select Prescribed Fire Burn Boss T1. Click OK.</p> <p>Click New. Select Search tab. Enter Prescribed* (wildcard). Click Search. Select Prescribed Fire Ignition Specialist T1. Click OK.</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> – Click 'Save' after entering or changing information. <p>G. 'Vehicles/Contacts' Tab.</p> <p>BRIEFLY DISCUSS THE INFORMATION IN THIS TAB.</p>	<p>Click Undo.</p> <p>Display Vehicles/Contacts tab.</p>
<p>H. 'Duty Station/Remarks' Tab.</p> <p>BRIEFLY DISCUSS THE INFORMATION IN THIS TAB.</p>	<p>Display Duty Station/Remarks tab.</p>
<ul style="list-style-type: none"> I. 'Save' Button. J. 'Undo' Button. K. 'Delete' Button. L. 'Broadcast' Button. <ul style="list-style-type: none"> • Select either 'Selection Area' or 'GACC' radio button to indicate where broadcast email(s) will be sent, and click 'OK'. • You do not have to broadcast a Detail Request. • Your dispatch, and all dispatches you are broadcasting to, must have entered a primary email address. <p>REFER STUDENTS TO THE HANDOUT FOR AN EXAMPLE OF A BROADCAST EMAIL MESSAGE.</p>	<p>Click Broadcast.</p> <p>Select Selection Area. Click Cancel.</p>
<p>M. 'Requests' Button – Generates resource requests for each Detail Request Position.</p>	<p>03-03-ROSSD-SL 03-04-ROSSD-SL 03-01-ROSSD-HO 03-02-ROSSD-HO</p>

OUTLINE	AIDS & CUES
<p>N. 'Cancel' Button – Cancels (i.e., closes) selected Detail Request.</p> <ul style="list-style-type: none"> • You <u>can</u> cancel a Detail Request that has been 'broadcast'. • You <u>cannot</u> cancel a Detail request for which requests have been generated. <p>REVIEW UNIT OBJECTIVES.</p> <p>QUESTIONS?</p> <p>REQUEST STUDENTS FILL OUT UNIT EVALUATION.</p>	<p>03-05-ROSSD-SL</p>