



Advanced Unit 3 – Detail Request

**ROSS Dispatch Training Instructor Guide
Release 2.16.12**

For ROSS Steady State
Operations & Maintenance

12.0



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Advanced Unit 3 – Detail Request

OBJECTIVES

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

1. Create and edit a Detail Request.
2. Broadcast a Detail Request.
3. Generate resource requests for a Detail Request.

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: No updates.	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 3: DETAIL REQUEST

3.1 Objectives

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	3.1 Objectives	<p>Display Slide ROSSD-SL-ADVANCED-03-01 (Detail Request).</p> <p>Display Slide ROSSD-SL-ADVANCED-03-02 (Objectives).</p>

3.2 Overview

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	3.2 Overview	<p>Log into Pagosa Springs Dispatch.</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>

3.3 Detail Request Screen

☑	Topic	Instructor Actions
☐	3.3 Detail Request Screen	<p>Open the Incident screen for the Excess Timber incident.</p> <p>Click the Detail Request button.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Accessed by Detail Request button on Incident screen. • 'Detail' is a preplanned event, of a specified duration, with attributes that make it different than a typical incident. • Detail Request screen used to specify what is needed for a Detail, and to send out that information to selected dispatches to see if required items can be obtained. • Multiple Detail Requests can be created for an incident. • Select Detail Request panel > Detail Request Name drop-down list – Can select previously entered Detail Requests for this incident.

☑	Topic	Instructor Actions
☐	3.3 Detail Request Screen (continued)	<ul style="list-style-type: none"> • New button. Click New button. • Save button – Saves the Detail Request • Basic Information Fields. <ul style="list-style-type: none"> – Detail Request Name. – Status – New, Broadcast, Requests, or Cancelled. – Start and End Date/Time.

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	3.3 Detail Request Screen (continued)	<ul style="list-style-type: none">• Positions panel.<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. – New button – Used to add a position. <p>Click New button.</p> <ul style="list-style-type: none">– Add Positions dialog box.<ul style="list-style-type: none">▪ Catalog tab. ▪ Search tab. <p>Add following positions: Prescribed Fire Burn Boss T1 Prescribed Fire Ignition Specialist T1</p>

☑	Topic	Instructor Actions
☐	3.3 Detail Request Screen (continued)	<ul style="list-style-type: none"> – Positions grid. <ul style="list-style-type: none"> ▪ Position. ▪ Min Qual <ul style="list-style-type: none"> ▫ Minimum acceptable qualification of resource used to fill the Position. Defaults to catalog item name. ▫ To edit click Minimum Rating button. ▪ Quantity – Click in cell to edit. ▪ Request – Indicates (by Yes or No) whether requests have been generated for the Detail. – Minimum Rating button – Used to change minimum qualification of a Position. – Save button (to the right of Positions grid).

3.4 Detail Request Screen > Tabs

☑	Topic	Instructor Actions
☐	3.4 Detail Request Screen > Tabs	<p>Note: Point out that since the five tabs contain the same information as the existing paper Detail Request Form, we will focus only on their layout and use.</p> <p>Note: Emphasize that the tabs apply to all positions of the Detail Request (not just the selected position).</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Requirements tab. • Payment tab. • Radio tab – Check Radios Needed check box, then specify in grid which radio types are required. • Vehicles/Contacts tab.

☑	Topic	Instructor Actions
☐	3.4 Detail Request Screen > Tabs (continued)	<ul style="list-style-type: none"> • Duty Station/Remarks tab.

3.5 Detail Request Screen > Broadcast, Requests, and Cancel Buttons

☑	Topic	Instructor Actions
☐	3.5 Detail Request Screen > Broadcast, Requests, and Cancel Buttons	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Broadcast button. <ul style="list-style-type: none"> – Broadcast dialog box – Select either Selection Area or GACC radio button to indicate where broadcast email(s) will be sent. – 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>Click Cancel; do not broadcast.</p> <p>Display Slides ROSSD-SL-ADVANCED-03-03 and ROSSD-SL-ADVANCED-03-04 (Detail Request Broadcast Email).</p>

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	3.5 Detail Request Screen > Broadcast, Requests, and Cancel Buttons (continued)	<ul style="list-style-type: none"> • Requests button – Generates resource requests for each Detail Request Position. • Cancel button – Cancels (i.e., closes) selected Detail Request. <ul style="list-style-type: none"> – You can cancel a Detail Request that has been broadcast. – You <u>cannot</u> cancel a Detail request for which requests have been generated.

3.6 Objectives Review

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	3.6 Objectives Review	<p>Display Slide ROSSD-SL-ADVANCED-03-05 (Objectives Review).</p> <p>Ensure each objective has been met.</p> <p>Elicit and answer remaining student questions.</p>

Advanced Unit 3 – Detail Request

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	3.6 Objectives Review (continued)	Request students fill out the unit evaluation.

3.7 Practice Session

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	3.7 Practice Session	Facilitate the unit practice session.