



# Advanced Unit 5 – Travel

**ROSS Dispatch Training Instructor Guide  
Release 2.16.12**

For ROSS Steady State  
Operations & Maintenance

12.0



Developed by Phacil, Inc. under  
Contract #: GS-35F-502CA/12024B18F0002

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## Advanced Unit 5 – Travel

### OBJECTIVES

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

1. Create and edit a Travel Leg.
2. Add an existing Travel Leg to an itinerary.
3. Add a Travel Plan Leg to an itinerary.

### 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 5: TRAVEL**

**5.1 Objectives**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	5.1 Objectives	<p><b>Display Slide ROSSD-SL-ADVANCED-05-01 (Travel).</b></p> <p><b>Display Slide ROSSD-SL-ADVANCED-05-02 (Objectives).</b></p>

**5.2 Overview**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	5.2 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>

**5.3 Set Travel Option to Itinerary**

☑	Topic	Instructor Actions
☐	5.3 Set Travel Option to Itinerary	<p><b>Open Travel screen for the Deer Valley incident.</b></p> <p><b>Filter for Mobilization travel and select John Waters.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• A Travel Itinerary consists of Travel Legs (i.e., segments of a route).</li>   <li>• Not applicable to service items.</li>   <li>• If mobilization, request status must be Filled.</li>   <li>• If demobilization, resource must be:                             <ul style="list-style-type: none"> <li>– Currently assigned to the request, or</li>   <li>– Not currently assigned, but request is resource’s most recent assignment.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	5.3 Set Travel Option to Itinerary (continued)	<ul style="list-style-type: none"> <li>• Action &gt; Set Travel Itinerary – Switches the resource’s travel option to Travel Itinerary (ITIN).</li> </ul> <p><b>Set the travel option of John Waters to ITIN.</b></p>

**5.4 Create and Edit a Travel Itinerary**

☑	Topic	Instructor Actions
☐	5.4 Create and Edit a Travel Itinerary	<p><b>Select Rex Johansen.</b></p> <p><b>Select Action &gt; Create/Edit Travel Itinerary.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Action &gt; Create/Edit Travel Itinerary opens Create/Edit Travel Itinerary dialog box.</li> <li>• Mobilization/Demobilization Itinerary for [Resource Name] panel.             <ul style="list-style-type: none"> <li>– Overall ETD – Earliest ETD in itinerary.</li> <li>– Overall ETA – Latest ETA in itinerary.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	5.4 Create and Edit a Travel Itinerary (continued)	<p>Note: Point out that Overall ETD/ETA applies only to itineraries that have been set as ‘Complete’, because until then ROSS does not know whether additional legs, with earlier or later dates, will be added.</p> <ul style="list-style-type: none"> <li>– Itinerary is Complete – ‘Yes/No’.</li> </ul> <p>Note: Point out that setting an itinerary as Complete is discussed later.</p> <ul style="list-style-type: none"> <li>– Itinerary Grid.                             <ul style="list-style-type: none"> <li>▪ Displays existing travel legs of selected resource’s itinerary.</li>   <li>▪ If multiple resources are selected, only shared legs display.</li>   <li>▪ Grid – Column of note:                                     <ul style="list-style-type: none"> <li>▫ TPL – Travel Plan Leg. Indicates by an asterisk (*) whether the leg is from a Travel Plan (discussed later).</li> </ul> </li> </ul> </li> </ul> <p>Note: Point out that the Action button will be discussed later.</p>

☑	Topic	Instructor Actions
☐	5.4 Create and Edit a Travel Itinerary (continued)	<ul style="list-style-type: none"> <li>• Itinerary Leg panel.                             <ul style="list-style-type: none"> <li>– New button – Does not need to be clicked if first leg is being added.</li>   <li>– Travel Mode.</li>   <li><b>Select Air.</b></li>   <li>– Type.</li>   <li><b>Select Commercial.</b></li>   <li>– Transportation Description.</li>   <li><b>Enter UA 551.</b></li>   <li>– Departure/Destination Location and Date/Time.</li>   <li><b>Set ETD = Now and ETA = One day from now.</b></li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	5.4 Create and Edit a Travel Itinerary (continued)	<ul style="list-style-type: none"> <li>– Travel Leg Locations dialog box.                             <ul style="list-style-type: none"> <li>▪ Airports tab.</li>   <li>▪ Other Locations tab.</li>   <li>▪ Organizations tab.</li>   <li>▪ Incidents tab.</li>   <li>▪ Travel Locations tab.                                     <ul style="list-style-type: none"> <li>▫ Grid displays travel locations entered by your dispatch.</li>   <li>▫ New button.</li>   <li>▫ Save button – Can select from grid, modify name, and then save.</li> </ul> </li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	5.4 Create and Edit a Travel Itinerary (continued)	<ul style="list-style-type: none"> <li>☐ Delete button – Cannot delete if location currently in use on any itineraries or Travel Plans.</li> </ul> <p><b>Return to the Airports tab.</b></p> <ul style="list-style-type: none"> <li>▪ Apply button and Departure Location field.</li> </ul> <p><b>Apply ‘Durango – La Plata County’ (DRO) as the Departure Location.</b></p> <ul style="list-style-type: none"> <li>▪ Apply button and Destination Location field.</li> </ul> <p><b>Apply ‘City of Colorado Springs Municipal Airport’ (COS) as the Destination Location.</b></p> <ul style="list-style-type: none"> <li>– New leg is <u>not</u> added if it will overlap an existing leg on the itinerary.</li> </ul>

☑	Topic	Instructor Actions
☐	5.4 Create and Edit a Travel Itinerary (continued)	<p>– Next Leg button – Saves current leg and displays next chronological leg.</p> <p><b>Add another leg:</b>  <b>Mode = Air</b>  <b>Type = Commercial</b>  <b>Description = UA 620</b>  <b>ETD two days from now; ETA three days from now.</b>  <b>Departure Location = City of Colorado Springs Municipal Airport (COS)</b>  <b>Destination Location = William T Browder airport (50CO)</b></p> <p>– Editing a Travel Leg.</p> <ul style="list-style-type: none"> <li>▪ When you edit a Travel Itinerary Leg, you are changing the Leg itself, unrelated to any particular resource. All resources using the Leg will be affected.</li> </ul> <p>Note: Emphasize that <u>all</u> resources using the leg will be affected.</p> <ul style="list-style-type: none"> <li>▪ <u>Cannot</u> edit a Travel Plan Leg (asterisk in 'TPL' column).</li> </ul>

☑	Topic	Instructor Actions
☐	5.4 Create and Edit a Travel Itinerary (continued)	<ul style="list-style-type: none"> <li>▪ Save button.</li>   <li>▪ Changes <u>cannot</u> be saved if ETD/ETA of edited leg overlaps any legs on any itineraries that share the leg.</li>   <li>– Delete button – Deletes selected legs from itineraries chosen on main Travel screen, but does <u>not</u> remove legs from other itineraries that are using the legs.</li>   <li>– Set Itinerary Complete button. <ul style="list-style-type: none"> <li>▪ Saves current leg and sets itinerary as complete, indicating all intended legs have been added.</li> </ul> </li>   <li>▪ Does <u>not</u> stop you from adding/editing legs.</li> </ul>

☑	Topic	Instructor Actions
☐	5.4 Create and Edit a Travel Itinerary (continued)	<ul style="list-style-type: none"> <li>▪ When a travel itinerary is initiated for a resource's completed travel, ROSS automatically sets the itinerary as 'complete'.</li>   <li>▪ An itinerary can also be set or unset as complete via the Action drop-down list on the main Travel screen.</li> </ul> <p><b>Click Set Itinerary Complete button.</b></p> <p><b>Click Close.</b></p>

**5.5 Practice Session**

☑	Topic	Instructor Actions
☐	5.5 Practice Session	<p>Stop the lecture here and have students practice using the part of the unit scenario related to creating new travel legs. Do not move into the part of the unit scenario related to adding existing legs to an itinerary yet.</p>

**5.6 Copy and Paste Travel Legs**

☑	Topic	Instructor Actions
☐	5.6 Copy and Paste Travel Legs	<p><b>Open Travel screen for the Deer Valley incident.</b></p> <p><b>Filter for Mobilization travel and select Rex Johansen.</b></p> <p><b>Click Action &gt; Create/Edit Travel Itinerary.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Action &gt; Copy Legs.                             <ul style="list-style-type: none"> <li>– Copies selected legs from this itinerary so they can be pasted to itinerary of other resources.</li>   <li>– Copied legs remain available for pasting only during your current session; they are removed when TL screen is closed.</li> </ul> </li> </ul> <p><b>Select the 2nd Travel Leg in the grid.</b></p> <p><b>On Create/Edit Travel Itinerary dialog box, click Action &gt; Copy Legs.</b></p> <p><b>On main Travel screen, select Nancy Potter.</b></p>

☑	Topic	Instructor Actions
☐	5.6 Copy and Paste Travel Legs (continued)	<p><b>Click Action &gt; Create/Edit Travel Itinerary.</b></p> <ul style="list-style-type: none"> <li>• Action &gt; Paste Legs.</li> </ul> <p><b>On Create/Edit Travel Itinerary dialog box, click Action &gt; Paste Legs.</b></p> <ul style="list-style-type: none"> <li>– Selected Travel Legs dialog box. <ul style="list-style-type: none"> <li>▪ Grid displays all Travel Legs copied during your current session.</li> </ul> </li> <li>▪ Dialog box opens with all legs selected; de-select legs as appropriate.</li> <li>▪ If any of selected legs overlap any legs on itineraries of selected resources, those legs cannot be added to the itineraries.</li> </ul> <p><b>Select the second Travel Leg of Rex Johansen’s itinerary and click OK.</b></p>

☑	Topic	Instructor Actions
☐	5.6 Copy and Paste Travel Legs (continued)	<p>Note: Point out that the second leg of Rex Johansen’s Travel Itinerary has now been added to the Travel Itinerary of Nancy Potter.</p> <ul style="list-style-type: none"> <li>• Paste Legs can also be performed from the Action drop-down list on the main Travel screen.</li> </ul>

**5.7 Add Travel Plan Legs to a Travel Itinerary**

☑	Topic	Instructor Actions
☐	5.7 Add Travel Plan Legs to a Travel Itinerary	<p><b>On Create/Edit Travel Itinerary dialog box, click Action &gt; Add Legs from Travel Plan.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Allows legs from a Travel Plan to be added to itineraries of selected resources.</li> <li>• Can also be viewed as adding the resource to a Travel Plan Leg.</li> <li>• Add Leg(s) from Travel Plan dialog box.             <ul style="list-style-type: none"> <li>– Set Search for Travel Plans panel.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	5.7 Add Travel Plan Legs to a Travel Itinerary (continued)	<p><b>Search for External Resources.</b></p> <ul style="list-style-type: none"> <li>– Travel Plans grid.</li> </ul> <p><b>Select one of ‘Anne’s Transport’ Travel Plans.</b></p> <ul style="list-style-type: none"> <li>– Travel Plans Legs grid.</li> <li>– Apply button.</li> <li>– You can only edit a Travel Plan Leg from Travel Plan screen.</li> </ul> <p><b>Click Close. Click Close.</b></p>

**5.8 Incomplete Travel Itinerary Reminder**

☑	Topic	Instructor Actions
☐	5.8 Incomplete Travel Itinerary Reminder	<p><b>On main Travel screen, select Rex Johansen.</b></p> <p><b>Click Action &gt; Set/Unset Itinerary Complete (to un-set the itinerary as complete).</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Reminders are notifications sent to prompt action on a resource.</li> <li>• ‘Incomplete Itinerary’ reminders are sent out when ITIN travel option is set for a resource and either:               <ul style="list-style-type: none"> <li>– ETD of first leg (mobilization or demobilization) has passed and itinerary has not been set as ‘Complete’.</li> <li>– Two hours have passed and no Travel Legs have been created.</li> </ul> </li> <li>• ‘Travel Not Created’ reminder is sent out when a resource’s travel option is set to ITIN or TBA and two hours have passed and no travel information has been entered.</li> </ul>

☑	Topic	Instructor Actions
☐	5.8 Incomplete Travel Itinerary Reminder (continued)	<ul style="list-style-type: none"> <li>• Current Dispatch of resource (if no information added yet), or dispatch that added leg with latest ETD (if itinerary not set to complete), receives the reminder.</li>   <li>• Until the Reminder is cleared, the status of the resource remains as either 'Reserved' (mobilization travel) or 'Released At Incident' (demobilization travel), as appropriate, and will <u>not</u> automatically change to the other travel statuses.</li> </ul> <p><b>Click the RE toolbar button.</b></p> <ul style="list-style-type: none"> <li>• Reminders dialog box &gt; Travel tab. <ul style="list-style-type: none"> <li>– Incomplete Itineraries grid.</li>   <li>– Travel Not Created grid.</li> </ul> </li> </ul>

**5.9 Practice Session**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	5.9 Practice Session	Stop the lecture here and have students practice using the remaining part of the unit scenario.

**5.10 Objectives Review**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	5.10 Objectives Review	<p><b>Display Slide ROSSD-SL-ADVANCED-05-03 (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>