



Advanced Unit 7 – Multi Place Requests

**ROSS Dispatch Training Instructor Guide
Release 2.16.12**

For ROSS Steady State
Operations & Maintenance

12.0



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Advanced Unit 7 – Multi Place Requests

OBJECTIVES

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

1. Determine the most appropriate place-to dispatch.
2. Place multiple requests.

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: Updated to reflect new availability area of State.	M. Apicella
9.0	03/29/2017	2.16.9: No updates	M. Apicella
8.0	01/23/2017	2.16.8: Updated per changes to filter panel on Multiplace screen.	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 7: MULTI PLACE REQUESTS

7.1 Objectives

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.1. Objectives	<p>Display Slide ROSSD-SL-ADVANCED-07-01 (Multi Place Requests).</p> <p>Display Slide ROSSD-SL-ADVANCED-07-02 (Objectives).</p>

7.2 Overview

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.2. 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>

7.3 Multi Place Requests Screen > Select Filter Criteria for Pending Requests Panel

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.3. Multi Place Requests Screen > Select Filter Criteria for Pending Requests Panel	<p>Open the Multi Place Requests screen.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Accessed by Request menu or MP tool bar button. • Provides information such as number of requests UTFd by a dispatch, closest dispatch to an incident, and national and GACC available resource counts to aid in making placing decisions. • Pending Request Filters apply to the Multi Place screen. • Incident drop-down list is driven by the Catalog/Category/Requested Item selected <p>Select Deer Valley incident.</p>
<input type="checkbox"/>	7.3 Multi Place Requests Screen > Select Filter Criteria for Pending Requests Panel (continued)	<ul style="list-style-type: none"> • Following requests do <u>not</u> cause an incident to display in drop-down list: <ul style="list-style-type: none"> – Requests placed to you via Direct Order Affiliation.

☑	Topic	Instructor Actions
		<ul style="list-style-type: none"> – Requests your dispatch placed to an external dispatch. – Requests your dispatch placed to a status-only dispatch. • Manage Financial Codes button.

7.4 Multi Place Requests Screen > Select Unit to Place To Panel

☑	Topic	Instructor Actions
☐	7.4. Multi Place Requests Screen > Select Unit to Place To Panel	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Unit ID drop-down list – Contains: <ul style="list-style-type: none"> – Selection Area dispatches with which you have an active ordering authorization. – Your subordinate dispatches.
☐	7.4 Multi Place Requests Screen > Select Unit to Place To Panel (continued)	<p>Select Buena Vista Dispatch (BVD).</p> <ul style="list-style-type: none"> • Sort by Proximity to Incident check box. <ul style="list-style-type: none"> – Dispatches in drop-down list display alphabetically.

☑	Topic	Instructor Actions
		<ul style="list-style-type: none"> – Click check box to sort dispatches by proximity to selected incident.

7.5 Multi Place Requests Screen > Select Filter Criteria for Pending Requests Panel

☑	Topic	Instructor Actions
☐	7.5. Multi Place Requests Screen > Select Filter Criteria for Pending Requests Panel	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Filter fields. • Calculate UTFs check box. <ul style="list-style-type: none"> – Inserts column named 'UTFs' into table.
☐	7.5 Multi Place Requests Screen > Select Filter Criteria for Pending Requests Panel (continued)	<ul style="list-style-type: none"> – Displays number of requests for same catalog item that selected 'Place To Unit' has UTFd within past 24 hours. – Column displays automatically for GACC and NICC users.

<input checked="" type="checkbox"/>	Topic	Instructor Actions
		<ul style="list-style-type: none"> • Return UTF Only check box – Limits filter results to requests that were UTFd back to your dispatch. • Do Not Match Features check box – Causes resources whose features do not match selected request to be included in Available and Reserved counts.

7.6 Multi Place Requests Screen > Select Pending Request(s) Panel

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.6. Multi Place Requests Screen > Select Pending Request(s) Panel	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Grid columns of note: <ul style="list-style-type: none"> – UTFs. <ul style="list-style-type: none"> ▪ Number of requests for same catalog item that selected 'Place To Unit' has UTFd within past 24 hours.

☑	Topic	Instructor Actions
☐	<p>7.6 Multi Place Requests Screen > Select Pending Request(s) Panel (continued)</p>	<ul style="list-style-type: none"> ▪ Column only displays if ‘Calculate UTFs’ check box is checked (unless you are a GACC or NICC user). – Avail Natl and Avail GACC. <ul style="list-style-type: none"> ▪ Number of Available resources, with National, GACC and State availability area, respectively, at the selected ‘Place To Unit’ that matches the requested item. ▪ Number: <ul style="list-style-type: none"> ▫ Includes only resources that match requested features (unless ‘Do Not Match Features’ check box is checked). ▫ Applies only to non-Service requests. ▫ Consists of either Government Controlled or CWN/Agreement resources, but not both. – Rsrvd Natl and Rsrvd GACC – Same as Avail Natl and Avail GACC except reflects resources with a status of Reserved.

☑	Topic	Instructor Actions
☐	7.6 Multi Place Requests Screen > Select Pending Request(s) Panel (continued)	<ul style="list-style-type: none"> – PA. <ul style="list-style-type: none"> ▪ Applicable to Service requests only. ▪ Number of Purchase Agreements managed by the selected ‘Place To Unit’ for the requested service item. – CWN/AGR. <ul style="list-style-type: none"> ▪ Applicable to Service requests only. ▪ Number of Call When Needed and Agreement contracts managed by the selected ‘Place To Unit’ for the requested Service item. • Action button. <ul style="list-style-type: none"> – Cancel Request. – UTF Request. – Cancel UTF.

☑	Topic	Instructor Actions
☐	7.6 Multi Place Requests Screen > Select Pending Request(s) Panel (continued)	<ul style="list-style-type: none"> – Edit Request. – Create Support Request. – Add Documentation. – Place Request – Places request to dispatch displayed in ‘Select Unit to Place To’ field. – Place Request Up – Places request up to your parent organization. <ul style="list-style-type: none"> ▪ Unlike on Pending Request screen, you <u>cannot</u> place up to a Place Up Affiliate. ▪ In order to place up a request received via Selection Area, the ordering authorization by which request was placed must have ‘Place Up Auth’ designated.

☑	Topic	Instructor Actions
☐	<p>7.6 Multi Place Requests Screen > Select Pending Request(s) Panel (continued)</p>	<ul style="list-style-type: none"> – Place To External Cache – Allows placing of one or more NFES category requests to an external supply cache. Same as on New Request and Pending Request screens • Go To button. • View button. • Note button – Used to place a note in the Note column of the grid, or to clear an existing note. • Print button.

7.7 Objectives Review

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.7. Objectives Review	<p>Display Slide ROSSD-SL-ADVANCED-07-03 (Objectives Review).</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>

7.8 Practice Session

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.8. Practice Session	Facilitate the unit practice session.