



Advanced Unit 3 – Detail Request

**ROSS Dispatch Training Student Workbook
Release 2.16.12**

For ROSS Steady State
Operations & Maintenance



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

Table of Contents

OBJECTIVES..... 2

ADVANCED UNIT 3: DETAIL REQUEST..... 3

3.1 Objectives 3

3.2 Overview 3

3.3 Detail Request Screen 4

3.4 Detail Request Screen > Tabs 7

3.5 Detail Request Screen > Broadcast, Requests, and Cancel Buttons 8

3.6 Objectives Review 9

3.7 Practice Session 10

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.

ADVANCED UNIT 3: DETAIL REQUEST

3.1 Objectives

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

3.2 Overview

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	3.2 Overview	

3.3 Detail Request Screen

☑	Topic	Notes
☐	3.3 Detail Request Screen	<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. • New button. • Save button – Saves the Detail Request

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

☑	Topic	Notes
☐	3.3 Detail Request Screen (continued)	<ul style="list-style-type: none"> – Add Positions dialog box. <ul style="list-style-type: none"> ▪ Catalog tab. ▪ Search tab. – 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.

☑	Topic	Notes
☐	3.3 Detail Request Screen (continued)	<ul style="list-style-type: none"> <li data-bbox="831 250 1850 318">– Minimum Rating button – Used to change minimum qualification of a Position. <li data-bbox="831 467 1478 503">– Save button (to the right of Positions grid).

3.4 Detail Request Screen > Tabs

☑	Topic	Notes
☐	3.4 Detail Request Screen > Tabs	<ul style="list-style-type: none"> <li data-bbox="785 821 1094 857">• Requirements tab. <li data-bbox="785 1003 1020 1039">• Payment tab. <li data-bbox="785 1185 1850 1253">• Radio tab – Check Radios Needed check box, then specify in grid which radio types are required.

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

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

☑	Topic	Notes
☐	3.5 Detail Request Screen > Broadcast, Requests, and Cancel Buttons	<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. Refer to Slides ROSSD-SL-ADVANCED-03-03 and ROSSD-SL-ADVANCED-03-04 (Detail Request Broadcast Email).

<input checked="" type="checkbox"/>	Topic	Notes
<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	Notes
<input type="checkbox"/>	3.6 Objectives Review	Refer to Slide ROSSD-SL-ADVANCED-03-05 (Objectives Review).

3.7 Practice Session

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	3.7 Practice Session	