



Advanced Unit 5 – Travel

**ROSS Dispatch Training Student Workbook
Release 2.16.12**

For ROSS Steady State
Operations & Maintenance



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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.

ADVANCED UNIT 5: TRAVEL

5.1 Objectives

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	5.1 Objectives	<p>Refer to Slide ROSSD-SL-ADVANCED-05-01 (Travel).</p> <p>Refer to Slide ROSSD-SL-ADVANCED-05-02 (Objectives).</p>

5.2 Overview

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	5.2 Overview	

5.3 Set Travel Option to Itinerary

☑	Topic	Notes
☐	5.3 Set Travel Option to Itinerary	<ul style="list-style-type: none"> • A Travel Itinerary consists of Travel Legs (i.e., segments of a route). • Not applicable to service items. • If mobilization, request status must be Filled. • If demobilization, resource must be: <ul style="list-style-type: none"> – Currently assigned to the request, or – Not currently assigned, but request is resource’s most recent assignment. • Action > Set Travel Itinerary – Switches the resource’s travel option to Travel Itinerary (ITIN).

5.4 Create and Edit a Travel Itinerary

☑	Topic	Notes
☐	5.4 Create and Edit a Travel Itinerary	<ul style="list-style-type: none"> • Action > Create/Edit Travel Itinerary opens Create/Edit Travel Itinerary dialog box. • Mobilization/Demobilization Itinerary for [Resource Name] panel. <ul style="list-style-type: none"> – Overall ETD – Earliest ETD in itinerary. – Overall ETA – Latest ETA in itinerary. – Itinerary is Complete – ‘Yes/No’. – Itinerary Grid. <ul style="list-style-type: none"> ▪ Displays existing travel legs of selected resource’s itinerary. ▪ If multiple resources are selected, only shared legs display.

☑	Topic	Notes
☐	5.4 Create and Edit a Travel Itinerary (continued)	<ul style="list-style-type: none"> ▪ Grid – Column of note: <ul style="list-style-type: none"> ▫ TPL – Travel Plan Leg. Indicates by an asterisk (*) whether the leg is from a Travel Plan (discussed later). • Itinerary Leg panel. <ul style="list-style-type: none"> – New button – Does not need to be clicked if first leg is being added. – Travel Mode. – Type. – Transportation Description. – Departure/Destination Location and Date/Time. – Travel Leg Locations dialog box. <ul style="list-style-type: none"> ▪ Airports tab.

☑	Topic	Notes
☐	5.4 Create and Edit a Travel Itinerary (continued)	<ul style="list-style-type: none"> ▪ Other Locations tab. ▪ Organizations tab. ▪ Incidents tab. ▪ Travel Locations tab. <ul style="list-style-type: none"> ▫ Grid displays travel locations entered by your dispatch. ▫ New button. ▫ Save button – Can select from grid, modify name, and then save. ▫ Delete button – Cannot delete if location currently in use on any itineraries or Travel Plans.

☑	Topic	Notes
☐	5.4 Create and Edit a Travel Itinerary (continued)	<ul style="list-style-type: none"> ▪ Apply button and Departure Location field. ▪ Apply button and Destination Location field. – New leg is <u>not</u> added if it will overlap an existing leg on the itinerary. – Next Leg button – Saves current leg and displays next chronological leg. – Editing a Travel Leg. <ul style="list-style-type: none"> ▪ 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. ▪ <u>Cannot</u> edit a Travel Plan Leg (asterisk in 'TPL' column). ▪ Save button.

☑	Topic	Notes
☐	5.4 Create and Edit a Travel Itinerary (continued)	<ul style="list-style-type: none"> ▪ Changes <u>cannot</u> be saved if ETD/ETA of edited leg overlaps any legs on any itineraries that share the leg. – Delete button – Deletes <u>selected</u> legs from itineraries chosen on main Travel screen, but does <u>not</u> remove legs from other itineraries that are using the legs. – Set Itinerary Complete button. <ul style="list-style-type: none"> ▪ Saves current leg and sets itinerary as complete, indicating all intended legs have been added. ▪ Does <u>not</u> stop you from adding/editing legs. ▪ When a travel itinerary is initiated for a resource's completed travel, ROSS automatically sets the itinerary as 'complete'. ▪ An itinerary can also be set or unset as complete via the Action drop-down list on the main Travel screen.

5.5 Practice Session

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	5.5 Practice Session	

5.6 Copy and Paste Travel Legs

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	5.6 Copy and Paste Travel Legs	<ul style="list-style-type: none"> • Action > Copy Legs. <ul style="list-style-type: none"> – Copies selected legs from this itinerary so they can be pasted to itinerary of other resources. – Copied legs remain available for pasting only during your current session; they are removed when TL screen is closed. • Action > Paste Legs. <ul style="list-style-type: none"> – Selected Travel Legs dialog box. <ul style="list-style-type: none"> ▪ Grid displays all Travel Legs copied during your current session.

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	5.6 Copy and Paste Travel Legs (continued)	<ul style="list-style-type: none"> ▪ Dialog box opens with all legs selected; de-select legs as appropriate. ▪ If any of selected legs overlap any legs on itineraries of selected resources, those legs cannot be added to the itineraries. • Paste Legs can also be performed from the Action drop-down list on the main Travel screen.

5.7 Add Travel Plan Legs to a Travel Itinerary

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	5.7 Add Travel Plan Legs to a Travel Itinerary	<ul style="list-style-type: none"> • Allows legs from a Travel Plan to be added to itineraries of selected resources. • Can also be viewed as adding the resource to a Travel Plan Leg.

☑	Topic	Notes
☐	5.7 Add Travel Plan Legs to a Travel Itinerary (continued)	<ul style="list-style-type: none"> • Add Leg(s) from Travel Plan dialog box. <ul style="list-style-type: none"> – Set Search for Travel Plans panel. – Travel Plans grid. – Travel Plans Legs grid. – Apply button. – You can only edit a Travel Plan Leg from Travel Plan screen.

5.8 Incomplete Travel Itinerary Reminder

☑	Topic	Notes
☐	5.8 Incomplete Travel Itinerary Reminder	<ul style="list-style-type: none"> • Reminders are notifications sent to prompt action on a resource. • ‘Incomplete Itinerary’ reminders are sent out when ITIN travel option is set for a resource and either: <ul style="list-style-type: none"> – ETD of first leg (mobilization or demobilization) has passed and itinerary has not been set as ‘Complete’. – Two hours have passed and no Travel Legs have been created. • ‘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. • 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.

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	5.8 Incomplete Travel Itinerary Reminder (continued)	<ul style="list-style-type: none"> • 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. • Reminders dialog box > Travel tab. <ul style="list-style-type: none"> – Incomplete Itineraries grid. – Travel Not Created grid.

5.9 Practice Session

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	5.9 Practice Session	

5.10 Objectives Review

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	5.10 Objectives Review	Refer to Slide ROSSD-SL-ADVANCED-05-03 (Objectives Review).