



# **Basic Unit 3 – Resource Statusing**

**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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## Basic Unit 3 – Resource Statusing

### OBJECTIVES

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

1. View the status of a resource.
2. Set the availability of a resource.
3. Set the area a resource is available to.
4. Set the unavailability periods of a resource.
5. Search for a resource using 'Search For Resources' screen.
6. Identify the primary capabilities of the ROSS 'Web Status' feature.

### 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: Added 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: Added web status account established per VIPR.                                                                                                                                                     | 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: <ul style="list-style-type: none"> <li>• Updated for Search for Resources changes.</li> <li>• Added section for View Owner from Resource Status.</li> <li>• Updated View Resource tabs.</li> </ul> | 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     |

**BASIC UNIT 3: RESOURCE STATUSING**

**3.1 Objectives**

| <input checked="" type="checkbox"/> | Topic          | Instructor Actions                                                                                                                    |
|-------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | 3.1 Objectives | <p><b>Display Slide ROSSD-SL-BASIC-03-01 (Resource Statusing).</b></p> <p><b>Display Slide ROSSD-SL-BASIC-03-02 (Objectives).</b></p> |

**3.2 Overview**

| <input checked="" type="checkbox"/> | Topic        | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | 3.2 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> |

**3.3 Resource Status Screen > Select Filter for Resources Panel**

| ☑ | Topic                                                                    | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | <p>3.3 Resource Status Screen &gt; Select Filter for Resources Panel</p> | <p><b>Open the Resource Status screen.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Accessed by Resource and Status menus.</li> <li>• Used to view status, and set availability, of resources for which you are Home or Preposition Dispatch.</li> <li>• Select Resource Type radio buttons.</li> <li>• Select Status to View drop-down lists – If Assigned is selected, can optionally select from drop-down list to the right.</li> <li>• Non-qualified Resources Only check box – Check to limit filter results to resources that do not have a qualification.</li> <li>• Select Provider / Vendor / Incident.</li> </ul> |

**3.4 Resource Status Screen > Set Resource Status Grid**

| ☑ | Topic                                                 | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.4 Resource Status Screen > Set Resource Status Grid | <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• This section is <u>not</u> filter criteria for the table.</li> <li>• Following resources do <u>not</u> display:               <ul style="list-style-type: none"> <li>– Resources qualified as a catalog item for which 'View on Resource Status Screen' is not designated.</li> <li>– Resources qualified as a catalog item for which 'track request' is not designated.</li> <li>– Non-Inventory resources on incidents of a type other than preposition.</li> <li>– External resources (i.e., resources from a non-ROSS dispatch).</li> <li>– Removed resources.</li> </ul> </li> <li>• Grid columns.</li> <li>• Display drop-down list – Home Unit, Provider, or Owner.</li> </ul> |

### 3.5 Setting Resource Availability

| ☑ | Topic                             | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.5 Setting Resource Availability | <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Cannot status resource while committed (i.e., Demob ETA not passed) to non-preposition.</li> <br/> <li>• Select Status drop-down lists.</li> <br/> <li>• Set Availability button.</li> </ul> <p><b>Set ‘Tender # 43276’ equipment resource to Unavailable.</b></p> <ul style="list-style-type: none"> <li>• Returned From Assignment resources are Unavailable until set to Available.</li> </ul> <p><b>Set the ‘Incident Obligation Team’ overhead resource to Available.</b></p> |

| ☑ | Topic                                         | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                    |
|---|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.5 Setting Resource Availability (continued) | <ul style="list-style-type: none"> <li>• If any selected resources are parent of a group, select a Group Check In Option:                             <ul style="list-style-type: none"> <li>– Check in parent only.</li> <br/> <li>– Check in parent and all local subordinates.</li> <br/> <li>– Check in parent and all subordinates (local and non-local).</li> </ul> </li> </ul> |

**3.6 Setting Resource Area Available To**

| ☑ | Topic                                  | Instructor Actions                                                                                                                                                                               |
|---|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.6 Setting Resource Area Available To | <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Select Area drop-down list – Local, State, GACC, or National.</li> <br/> <li>• Set Available To button.</li> </ul> |

### 3.7 Setting Resource Unavailability Periods

| ☑ | Topic                                       | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.7 Setting Resource Unavailability Periods | <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Cannot modify while resource is committed (i.e., Demob ETA not passed) to a non-preposition incident.</li> <br/> <li>• Set Unavailability Periods button and dialog box.                             <ul style="list-style-type: none"> <li>– Creating an unavailability period.</li> <br/> <li>– Editing an unavailability period.</li> <br/> <li>– Deleting an unavailability period.</li> </ul> </li> </ul> |

**3.8 Resource Status Screen > Buttons**

| ☑ | Topic                                | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.8 Resource Status Screen > Buttons | <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Search button and Search Resources dialog box.</li> <br/> <li>• Authorize Fill Organization button.                             <ul style="list-style-type: none"> <li>– Applicable only to Status-Only dispatches.</li> <br/> <li>– Used to designate the dispatch authorized to use the selected resource.</li> </ul> </li> <br/> <li>• Clear Fill Authorization button – Removes authorization for selected resource.</li> <br/> <li>• Documentation button and Resource Documentation dialog box.</li> </ul> <p><b>Select 'Nancy Potter' overhead resource.</b></p> |

| ☑ | Topic                                            | Instructor Actions                                                                                                                                                                                    |
|---|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.8 Resource Status Screen > Buttons (continued) | <ul style="list-style-type: none"> <li>• Go To button.</li> <br/> <li>• View button – Information cannot be edited.</li> </ul> <p>NOTE: Point out that View Resource will be discussed in detail.</p> |

**3.9 Resource Status Screen > View Resource**

| ☑ | Topic                                      | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                                            |
|---|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.9 Resource Status Screen > View Resource | <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Contains key resource information from the Resource Item screen, which is accessible only to users with an administrative role.</li> <br/> <li>• Display for all catalog items:             <ul style="list-style-type: none"> <li>– Home Location.</li> <br/> <li>– Current Location.</li> <br/> <li>– Resource Status.</li> </ul> </li> </ul> |

| ☑ | Topic                                                  | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                                             |
|---|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.9 Resource Status Screen > View Resource (continued) | <ul style="list-style-type: none"> <li>• Other fields differ based on Catalog.</li> <br/> <li>• Organizations tab.</li> <br/> <li>• Qualification/Classification/ Equipment Type tab.</li> <br/> <li>• Availability tab.</li> <br/> <li>• Special Conditions tab.</li> <br/> <li>• Features tab.</li> <br/> <li>• Assignment History tab.</li> <br/> <li>• Contract Information tab.</li> <br/> <li>• Contacts tab.</li> </ul> |

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| <input checked="" type="checkbox"/> | Topic                                                  | Instructor Actions                                                                                                                                                                                |
|-------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | 3.9 Resource Status Screen > View Resource (continued) | <ul style="list-style-type: none"><li>• Documentation tab.</li><br/><li>• Additional Attributes tab.<ul style="list-style-type: none"><li>– Applicable to VIPR resources only</li></ul></li></ul> |

**3.10 Resource Status Screen > View Cache Resource**

| ☑ | Topic                                             | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.10 Resource Status Screen > View Cache Resource | <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• The View Resource screen is different for a resource on a request originally filled by an external supply cache.</li> </ul> <p><b>Display Slide ROSSD-SL-BASIC-03-03 (View Resource – Cache Resources).</b></p> <ul style="list-style-type: none"> <li>• External Cache Resource panel – Fields of note:               <ul style="list-style-type: none"> <li>– Resource Status – If the request is tracked, displays one of three statuses: Reserved, Mob En Route, or At Incident.</li> <br/> <li>– Provider – External supply cache that first filled the request.</li> <br/> <li>– Current Dispatch – If the request is tracked, displays resource’s current dispatch.</li> </ul> </li> </ul> |

| ☑ | Topic                                                               | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.10 Resource Status Screen ><br>View Cache Resource<br>(continued) | <ul style="list-style-type: none"> <li>– System Number – External supply cache system number supplied (if any) with the first non-zero fill message sent to ROSS for the request.</li> <br/> <li><b>Display Slide ROSSD-SL-BASIC-03-04 (View Resource – Cache Info Tab).</b></li> <br/> <li>• External Cache Info tab.                             <ul style="list-style-type: none"> <li>– Displays a history of cache activity related to the request/resource.</li> <br/> <li>– Displays each fill issue with a quantity &gt; 0.</li> <br/> <li>– Items table – Only displays fill information. For backorder, forward, and UTF information, refer to the Shipped Items tab of View Request.</li> <br/> <li>Columns of note:                                     <ul style="list-style-type: none"> <li>▪ Issue # – Assigned by the cache.</li> </ul> </li> </ul> </li> </ul> |

| ☑ | Topic                                                         | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                     |
|---|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.10 Resource Status Screen > View Cache Resource (continued) | <ul style="list-style-type: none"> <li>▪ Date/Time – Date/time the information was received from the external system.</li> <br/> <li>▪ Filling Cache – Cache that supplied the items in the issue.</li> <br/> <li>▪ Qty – Quantity of items shipped in the issue.</li> <br/> <li>– Cache Trackable IDs table – Lists trackable IDs of items shipped with the issue selected in Items table.</li> </ul> |

**3.11 Resource Status Screen > View Owner**

| ☑ | Topic                                    | Instructor Actions                                                                                                                                                                                                                  |
|---|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.11 Resource Status Screen > View Owner | <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Contains information about the resource’s owner, including contact information and, if resource is vendor-owned, details about the Vendor.</li> </ul> |

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| ☑ | Topic                                                | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.11 Resource Status Screen > View Owner (continued) | <ul style="list-style-type: none"> <li>• <u>Address.</u></li> <br/> <li>• <u>Contacts</u></li> <br/> <li>• <u>Documentation</u></li> <br/> <li>• <u>Frequencies.</u></li> <br/> <li>• <u>Financial Code.</u></li> <br/> <li>• <u>Location.</u></li> <br/> <li>• <u>Reload Bases.</u></li> <br/> <li>• <u>Vendor Details.</u> <ul style="list-style-type: none"> <li>– <u>Displayed for a Vendor-owned resource only.</u></li> </ul> </li> </ul> |



| ☑ | Topic                                                        | Instructor Actions                                                                                                                                                                                                                                                                  |
|---|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | Screen > Set Filter Criteria for Resources Panel (continued) | <ul style="list-style-type: none"> <li>• Resource Name radio button – Applicable for non-OH resources only.</li> <li>• Organization fields – Applicable with either radio button.</li> <li>• Contract # text field.</li> <li>• Incident Name and Incident # text fields.</li> </ul> |

**3.13 Search for Resources Screen > Select Resource Panel**

| ☑ | Topic                                                    | Instructor Actions                                                                                                                                                                                                       |
|---|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.13 Search for Resources Screen > Select Resource Panel | <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Supply resources display regardless of whether they are tracked.</li> <li>• Removed resources display.</li> <li>• Grid columns.</li> </ul> |

| ☑ | Topic | Instructor Actions                                                                                                                                                                                                            |
|---|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |       | <ul style="list-style-type: none"> <li>• Go To button.</li> <li>• View button.</li> <li>• Print button – Outputs the Select Resource results grid in Excel.</li> <li>• Resource Name vs. Assignment Resource Name.</li> </ul> |

**3.14 Web Status**

| ☑ | Topic           | Instructor Actions                                                                                                                                                                                                                                                                                    |
|---|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.14 Web Status | <p><b>Log into Web Status (if possible).</b></p> <p><u>Point out the following:</u></p> <ul style="list-style-type: none"> <li>• User Accounts screen and VIPR Dispatch Priority Lists (DPLs) are used to establish web status accounts.</li> <li>• Web Status accessed via a web browser.</li> </ul> |

| ☑ | Topic                       | Instructor Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ☐ | 3.14 Web Status (continued) | <ul style="list-style-type: none"> <li>• Allows Overhead Resources, Overhead Supervisors, Vendor Representatives, and Government Non-Dispatch Representatives to perform following via Internet:                             <ul style="list-style-type: none"> <li>– Status themselves and their resources, including Availability Area, Availability Status, and Unavailability Periods.</li> <br/> <li>– View general resource information.</li> <br/> <li>– View current assignment information.</li> <br/> <li>– Maintain contact information.</li> <br/> <li>– Change Web Status Password.</li> </ul> </li> </ul> |

**3.15 Objectives Review**

| <input checked="" type="checkbox"/> | Topic                  | Instructor Actions                                                                                                                                                                                                           |
|-------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | 3.15 Objectives Review | <p><b>Display Slide ROSSD-SL-BASIC-03-05 (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> |

**3.16 Practice Session**

| <input checked="" type="checkbox"/> | Topic                 | Instructor Actions                    |
|-------------------------------------|-----------------------|---------------------------------------|
| <input type="checkbox"/>            | 3.16 Practice Session | Facilitate the unit practice session. |