



Basic Unit 5 – Pending Request

**ROSS Dispatch Training Instructor Guide
Release 2.16.12**

For ROSS Steady State
Operations & Maintenance

13.0



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Basic Unit 5 – Pending Request

OBJECTIVES

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

1. Set Pending Request Filters.
2. Claim a pending request.
3. Cancel a request.
4. UTF a request.
5. Cancel UTF a request.
6. Retrieve a request.
7. Fill a request with a non-inventory agreement resource.
8. Fill a request with a non-inventory EFF/AD resource.
9. Fill a request using a resource from the Available and Reserved tabs.
10. Reassign a resource using the Mob-in-Route, At Incident, and Demob-in-Route tabs.
11. Fill a request using a contracted resource.
12. Fill a request with a VIPR resource.
13. Place a request using the Other Resources tab.

REVISION LOG

Rev #	Date	Revision(s)	Author
13.0	10/08/2018	2.16.12: No updates.	M. Apicella
12.0	03/02/2018	Still 2.16.11: Add Decline button	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	02/24/2016	2.16.5: Minor change to demonstration for Nancy Potter resource	C. Dingman
4.0	07/14/2015	2.16.4: <ul style="list-style-type: none"> • Added sections for Filling with VIPR resources. • Updated to reflect Buying Team check box • Updated Objectives to no longer reference Edit Request. • Updated Fill Request Dialog Box section to no longer reference creating a support request when Qty Filled is less than Qty Requested 	C. Dingman
3.0	04/23/2015	2.16.3: No updates.	C. Dingman
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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 5: PENDING REQUEST

5.1 Objectives

☑	Topic	Instructor Actions
☐	5.1 Objectives	<p>Display Slide ROSSD-SL-BASIC-05-01 (Pending Request).</p> <p>Display Slides ROSSD-SL-BASIC-05-02 and ROSSD-SL-BASIC-05-03 (Objectives).</p> <p>Display Slide ROSSD-SL-BASIC-05-04 (ROSS Dispatch Process).</p> <p>Point out which portions of the ROSS Dispatch Process are discussed in this unit.</p>

5.2 Overview

☑	Topic	Instructor Actions
☐	5.2 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>

☑	Topic	Instructor Actions
☐	5.2 Overview (continued)	Do not field student questions during the walk-through; have students save their questions for the lecture.

5.3 Personal Settings Screen > Pending Request Filters Tab

☑	Topic	Instructor Actions
☐	5.3 Personal Settings Screen > Pending Request Filters Tab	<p>Open the Personal Settings screen.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Accessed by Administration menu. • Filters which incidents you can view, thus limiting requests that display. • Incidents can be filtered by Dispatch Unit and/or Host Unit. • Select Dispatch Unit Filters panel. <ul style="list-style-type: none"> – Available Dispatch Units table – Displays: <ul style="list-style-type: none"> ▪ Your unit. ▪ Your subordinate units. ▪ Your parent organization (unless you are from NICC).

☑	Topic	Instructor Actions
☐	5.3 Personal Settings Screen > Pending Request Filters Tab (continued)	<ul style="list-style-type: none"> ▪ Units that have added you to their selection area. ▪ Units with which you have a Place Up affiliation. ▪ Units with which you have a Direct Order affiliation ▪ Units with a resource item that has a non-local roster to which one of your resources is assigned (e.g., Incident Management Team). <p>– Selected Dispatch Units table.</p> <ul style="list-style-type: none"> • Select Host Unit Filters panel. <ul style="list-style-type: none"> – Available Host Units table – Displays your dispatch’s Hosts. <p>– Selected Host Units table.</p> <p>Ensure all Dispatch Units and Hosts have been selected.</p>

5.4 Pending Request Screen > Search Incidents Dialog Box

☑	Topic	Instructor Actions
☐	5.4 Pending Request Screen > Search Incidents Dialog Box	<p>Open the Search Incidents dialog box for the Pending Request screen.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Accessed by Request menu or PR toolbar button. • Pending Request screen used to take action on requests pending with your dispatch. • Includes requests from local (internal and external) and non-local incidents. • Most Recent Incidents toolbar list does not apply. • Can view only one incident at time. • Select Claimed By drop-down list – This is <u>not</u> a filter; it only adjusts numbers in Claimed columns.

☑	Topic	Instructor Actions
☐	5.4 Pending Request Screen > Search Incidents Dialog Box (continued)	<ul style="list-style-type: none"> • Select Dispatch or Host Unit panel. <p>Select Buena Vista Dispatch.</p> <ul style="list-style-type: none"> • Select Incident panel. <ul style="list-style-type: none"> – Filter fields: Dispatch Unit and Incident Name. <p>Select Bear Lake incident.</p>

5.5 Pending Request Screen > Search Incidents Panel

☑	Topic	Instructor Actions
☐	5.5 Pending Request Screen > Search Incidents Panel	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Incident and Host Dispatch fields. <ul style="list-style-type: none"> • Search button.

☑	Topic	Instructor Actions
☐	5.5 Pending Request Screen > Search Incidents Panel (continued)	<ul style="list-style-type: none"> • Manage Financial Codes button and dialog box. <ul style="list-style-type: none"> – New ad hoc financial codes <u>not</u> applied to incident host. – Can remove code from non-local incident if in request chain of at least one request.

5.6 Pending Request Screen > Select Filter for Pending Requests

☑	Topic	Instructor Actions
☐	5.6 Pending Request Screen > Select Filter for Pending Requests	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Request #, Catalog Category, and Requested Item. • Return UTF Only – Causes only those requests that your dispatch generated and that were returned to your organization as UTF to display. • Placed Status-Only or External – Causes only those requests that your dispatch placed with Status-Only and External Dispatch Units to display.

☑	Topic	Instructor Actions
☐	5.6 Pending Request Screen > Select Filter for Pending Requests (continued)	<ul style="list-style-type: none"> • Tracked Supplies – Causes only tracked NFES Supply requests to display. Enabled only when there is at least one tracked NFES supply request. <p>Filter for Equipment > Engine requests.</p>

5.7 Pending Request Screen > Select Pending Requests Grid

☑	Topic	Instructor Actions
☐	5.7 Pending Request Screen > Select Pending Requests Grid	<p><u>Discuss the following:</u> Grid columns of note:</p> <ul style="list-style-type: none"> • G – Identifies Configuration Option (WC, WO, or SI). Asterisk (*) Indicates request has an open assignment roster. • SN – Asterisk (*) indicates request has Special Needs. Double-clicking displays the text. • Last Action: New, RTR (retrieved), UTF, SO (placed to status-only dispatch).

☑	Topic	Instructor Actions
☐	5.7 Pending Request Screen > Select Pending Requests Grid (continued)	<ul style="list-style-type: none"> • Note: <ul style="list-style-type: none"> – Check Availability – Indicates dispatcher is checking on availability of a resource. Select Check Availability note. – Hold Request – Indicates request has been put on hold. Select Hold Request note. Select a Service request. – Local Purchase – Indicates your dispatch is purchasing the requested item/service from a local, non-ROSS organization. – Procurement – Indicates Procurement personnel in your dispatch are working on the request. – TFR Sent to ARTCC (TFR requests only). – Infrared Flight Request Sent (IR requests only).

☑	Topic	Instructor Actions
☐	5.7 Pending Request Screen > Select Pending Requests Grid (continued)	<ul style="list-style-type: none"> • Claimed By – The dispatcher that has claimed the request. <p>Claim a request.</p> <ul style="list-style-type: none"> • Buying Team Request – The request was given to the Buying Team to acquire the necessary resource(s) needed to fulfill the request. • Go To button • View button. <p>Note: Point out that View Associated Requests will be discussed in detail.</p> <ul style="list-style-type: none"> • Print button.

5.8 Pending Request Screen > View Associated Requests

☑	Topic	Instructor Actions
☐	5.8 Pending Request Screen > View Associated Requests	<p>Switch to Pagosa Springs Dispatch > Deer Valley incident.</p> <p>Select Engine T3 request based on your GACC:</p> <ul style="list-style-type: none"> • SAC: E-73 • EAC: E-75 • NRC: E-111 • SWC: E-71 • NWC: E-66 <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • View Associated Requests is only enabled if selected request is a support request. • Displays following associated requests: <ul style="list-style-type: none"> – ‘Support Parent’ request. – Other support requests associated with that ‘support parent’. – Support requests of the selected support request.

☑	Topic	Instructor Actions
☐	5.8 Pending Request Screen > View Associated Requests (continued)	<ul style="list-style-type: none"> • View Associated Requests > Support Requests tab – Displays requests having a support request relationship with selected request, including nested requests. • View Associated Requests > Subordinate Requests tab – If selected support or ‘support parent’ request is part of a configuration request, displays requests created for the configuration, including nested requests. • View Request button – Accessible from either tab.

5.9 Cancel Request

☑	Topic	Instructor Actions
☐	5.9 Cancel Request	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Can cancel only if your dispatch created the request. • Can cancel placed request without retrieving. • Canceling a request does not cancel its associated support requests.

5.10 UTF Request

☑	Topic	Instructor Actions
☐	5.10 UTF Request	<p>Switch to Buena Vista Dispatch > Bear Lake incident.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Returns a request as 'Unable to Fill' back to dispatch that placed it to you. • Applicable to non-local incident requests only. • Can UTF a request that your dispatch placed status-only/external. • An External Supply Cache can UTF an entire request or a portion of a request. <p>UTF Bear Lake incident request for Engine T1.</p>

5.11 Cancel UTF Request

☑	Topic	Instructor Actions
☐	5.11 Cancel UTF Request	<p>Switch to Pagosa Springs Dispatch > Deer Valley incident.</p> <p>Select the Engine T1 request that was just UTFd.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Cancels a request that you received back as UTF. • Can Cancel UTF request that was not placed to another dispatch using ROSS (but was placed outside of ROSS). • Can Cancel UTF a retrieved request even though other dispatch did not UTF. • Cannot Cancel UTF a request placed with an external supply cache; request must first be retrieved.

5.12 Retrieve Request

☑	Topic	Instructor Actions
☐	5.12 Retrieve Request	<p>Select Overhead catalog.</p> <p>Click Placed Status-Only and External Only checkbox.</p> <p>Select Staging Area Manager request.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Retrieves request placed status-only/external. • Not applicable to services requests. • Retrieving internally placed requests must be done on the Request Status screen. • Retrieve Request dialog box. <p>Click Cancel; do not retrieve the request.</p>

5.13 Fill With Agreement (Non-Inventory)

☑	Topic	Instructor Actions
☐	5.13 Fill With Agreement (Non-Inventory)	<p>Unclick Placed Status-Only and External Only checkbox.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Fills request with non-inventory resource. • Resource not added to inventory. • Applicable to service and non-service requests. • Fields print on Buying Team Listing Report. • Your dispatch becomes 'home dispatch' of non-inventory resource until released. • Requests filled with non-inventory resources are closed when Demob ETA passes (i.e., no 'Returned From Assignment' status). • Fill with Agreement dialog box.

☑	Topic	Instructor Actions
☐	5.13 Fill With Agreement (Non-Inventory) (continued)	<ul style="list-style-type: none"> • Fill Request dialog box. <p>Note: Point out that the Fill Request dialog box is discussed later.</p> <p>Click Cancel; do not fill the request.</p>

5.14 Fill With VIPR

☑	Topic	Instructor Actions
☐	5.14 Fill with VIPR	<p>Select a Service - Porta Potties request.</p> <p>Discuss the following:</p> <ul style="list-style-type: none"> • User’s dispatch must have a Dispatch Priority List (DPL) for that requested item; if not, menu will not display. • One VIPR Resource Category may map to more than one ROSS catalog item. • Fill with VIPR dialog box. • If a resource that is not the highest-ranked is selected, Bypass Reasons

☑	Topic	Instructor Actions
☐	5.14 Fill with VIPR (continued)	<p>must be entered.</p> <ul style="list-style-type: none"> • Fill Request dialog box. <p>Note: Point out that the Fill Request dialog box is discussed later.</p> <p>Click Cancel; do not fill the request.</p>

5.15 Fill With EFF/AD

☑	Topic	Instructor Actions
☐	5.15 Fill With EFF/AD	<p>Select an OH FFT2 request.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Resource not added to inventory. • Fill with EFF/AD dialog box. • Fill Request dialog box. <p>Note: Point out that the Fill Request dialog box is discussed later.</p>

5.16 Fill Request Dialog Box

☑	Topic	Instructor Actions
☐	5.16 Fill Request Dialog Box	<p>Select Supply request for ‘Anemometer’.</p> <p>Initiate filling the request using Fill With Agreement; display the Fill Request dialog box.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Used to provide specifics on a resource assignment. <p>Note: Point out that the Change Financial Code and Create Manifest buttons are addressed in the Intermediate course.</p> <ul style="list-style-type: none"> • Quantity Requested / Quantity Assigned. <ul style="list-style-type: none"> – Only display for items Orderable in Quantity > 1. – If Filled with Local Purchase, the value is calculated and not editable. – Otherwise, if entering Quantity Assigned < Quantity Requested, must Enter an explanation in the Documentation field.

☑	Topic	Instructor Actions
☐	5.16 Fill Request Dialog Box (continued)	<ul style="list-style-type: none"> • Track Request – Supply and Services catalog items only. <ul style="list-style-type: none"> – Travel cannot be set for an untracked request. • Estimated Delivery Date – Non-service, untracked Supply requests only. • Assigning Contact dialog box. <ul style="list-style-type: none"> – Not added to master list of contacts for your dispatch. • Print NFES Resource Order Form. • Enter Documentation – Required field for an Overhead ‘override’, which is when: <ul style="list-style-type: none"> – Resource’s qualification does not match requested item, or – Resource’s qualification matches requested item, but: <ul style="list-style-type: none"> ▪ Resource’s qualification status is Blocked or Unqualified, or ▪ Trainee restriction on request is No Trainee but resource’s qualification status is Trainee, or

☑	Topic	Instructor Actions
☐	5.16 Fill Request Dialog Box (continued)	<ul style="list-style-type: none"> ▪ Trainee restriction on request is Trainee Required but resource’s qualification status is Qualified. <p>Click Cancel; do not fill the request.</p>

5.17 Travel Options

☑	Topic	Instructor Actions
☐	5.17 Travel Options	<p>Select an OH FFT2 request.</p> <p>Query the Available tab, select any resource, and initiate fill; display the Fill Request dialog box.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Resource travel information can range from simple designation of ‘no travel’ to a travel itinerary with multiple legs. • When setting or updating travel, the overall departure and arrival dates/times cannot overlap other assignments in the resource’s history. • Set Travel to be Arranged. <ul style="list-style-type: none"> – Select when travel requirements are unknown or cannot be entered at this time

☑	Topic	Instructor Actions
☐	5.17 Travel Options (continued)	<ul style="list-style-type: none"> – Sets resource status to Reserved • Set Travel ETD/ETA – Select when no need for multiple leg itinerary. • Set Travel (will have Itinerary). <ul style="list-style-type: none"> – Select when multi-leg travel itinerary will be documented on Travel screen. – Not applicable to service catalog items. – Sets resource status to Reserved. • No Travel Documented (Set At Incident). <ul style="list-style-type: none"> – Select when resource is already at incident. – Not applicable to tactical aircraft catalog items. • Resource Needs Transportation check box. <ul style="list-style-type: none"> – Applicable for Crew and Overhead. – Not applicable to travel option of No Travel.

☑	Topic	Instructor Actions
☐	5.17 Travel Options (continued)	<ul style="list-style-type: none"> – Check to indicate resource needs additional transportation upon completion of ROSS-documented travel. <p>Click Cancel; do not fill the request.</p>

5.18 Pending Request Screen > Select Action for Pending Request Panel

☑	Topic	Instructor Actions
☐	5.18 Pending Request Screen > Select Action for Pending Request Panel	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Show Resource Counts checkbox. – The totals automatically factor in the activation/deactivation dates, periods of unavailability, need date/time, features, etc., of resources, but do <u>not</u> factor in exclusions/inclusions specified on the request. • Fill button – Displays on Available, Reserved, and Contracts/Agreements tabs. • Reassign button – Displays on Mob En Route, At Incident, and Demob En Route tabs. • Decline button – Displays on Available, Reserved, Mob En Route, At Incident, and Demob En Route, Contracts/Agreements, and VIPR tabs.

☑	Topic	Instructor Actions
☐	5.18 Pending Request Screen > Select Action for Pending Request Panel (continued)	<ul style="list-style-type: none"> • ‘Current Dispatch’ used in defining resources that display on each tab. A resource’s current dispatch is dictated by their status. <p>Display Slide ROSSD-SL-BASIC-05-05 (Current Dispatch).</p> <ul style="list-style-type: none"> • Search button. <p>Select an Equipment request</p> <ul style="list-style-type: none"> – Search Resources dialog box. <ul style="list-style-type: none"> ▪ Show Government Provided Resources Only – Excludes CWN/AGR contracted resources from search (and removes Contracts / Agreements tab from Pending Request screen). <p>Select an Overhead request for Incident Commander T1.</p> <ul style="list-style-type: none"> – Search Overhead Resources dialog box. <ul style="list-style-type: none"> ▪ Advanced Criteria. <ul style="list-style-type: none"> • Clear Search button.

☑	Topic	Instructor Actions
☐	5.18 Pending Request Screen > Select Action for Pending Request Panel (continued)	<ul style="list-style-type: none"> • View button. • ‘Show’ drop-down list.

5.19 Filling Requests from Available and Reserved Tabs

☑	Topic	Instructor Actions
☐	5.19 Filling Requests from Available and Reserved Tabs	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Available tab displays: <ul style="list-style-type: none"> – Unassigned resources for which you are the home dispatch. – Prepositioned resources not committed to a non-preposition incident. <p>From Available tab, select Incident Commander T1 request with Rex Johansen, and select the Decline button.</p> <ul style="list-style-type: none"> • When declining an assignment for a specific resource, document the reason why the assignment is declined. <p>Click Cancel; do not decline the assignment.</p> <p>Again from Available tab, fill Incident Commander T1 request with Rex Johansen, and set Will Have Itinerary.</p> <ul style="list-style-type: none"> • When assign resource from Reserved tab, request the resource is currently

☑	Topic	Instructor Actions
☐	5.19 Filling Requests from Available and Reserved Tabs (continued)	<p>on is unfilled and becomes pending with your dispatch.</p> <p>From Reserved tab, fill Incident Commander T1 request with Nancy Potter, and set Will Have Itinerary.</p> <p>Note: Point out that Disposition of Support Requests is discussed later in this unit.</p> <p>Switch to Craig Dispatch > Sandstone Pillars incident.</p> <p>Select Overhead, Groups, ADO Team Class B request.</p> <p>Select ‘ADO Class B Team #1’ from Available tab and initiate ‘Fill with Prepositioned Roster’.</p> <ul style="list-style-type: none"> • If assigning a prepositioned resource to a non-local non-preposition incident, Select Release Option dialog box displays. <ul style="list-style-type: none"> – Release to Home – Resource is reassigned and preposition request is closed. – Release to Preposition. <p>Click Cancel; do not fill the request.</p>

5.20 Reassigning Resources from Mob En Route, At Incident, and Demob En Route Tabs

☑	Topic	Instructor Actions
☐	5.20 Reassigning Resources from Mob En Route, At Incident, and Demob En Route Tabs	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Mob En Route tab displays resources for which you are the Current Dispatch or which are assigned to requests for which you are in the Filling Chain. • When reassign resource from Mob En Route tab, request the resource is currently on is unfilled and becomes pending with your dispatch. • At Incident tab displays resources at local incidents. • Demob En Route tab displays resources for which you are the Current Dispatch or which are assigned to requests for which you are in the Home Chain. • If reassign parent of configuration, subordinates are reassigned. • Reassignment of an At Incident resource can be cancelled via the Request Status screen if the resource is Reserved or Mob En Route on the new incident.

☑	Topic	Instructor Actions
☐	5.20 Reassigning Resources from Mob En Route, At Incident, and Demob En Route Tabs (continued)	<p>Switch to Pagosa Springs Dispatch > Deer Valley incident.</p> <p>Select an Overhead FFT2 request; select a resource from the Mob En Route tab and initiate a reassign.</p> <ul style="list-style-type: none"> • Reassign Resource dialog box – Differences from Fill Request dialog box: <ul style="list-style-type: none"> – Track Request – Does not display. – Estimated Delivery Date – Does not display. – Reassignment Date/Time – Can be entered. – Enter Documentation – Not required even if the reassignment is an ‘override’. <p>Click Cancel; do not fill the request.</p> <p>Select an Engine T3 request; select Engine 500 from the Mob En Route tab and initiate a reassign.</p> <ul style="list-style-type: none"> • Select Reassign Option dialog box – Displays when reassigning a resource from a request for which intent to add assignment roster later was designated.

☑	Topic	Instructor Actions
☐	5.20 Reassigning Resources from Mob En Route, At Incident, and Demob En Route Tabs (continued)	<ul style="list-style-type: none"> – Reassign without Assignment Roster – Reassignment continues, and removes ability to add an assignment roster to reassign-from request. – Add Assignment Roster Now. <p>Select Add Assignment Roster Now.</p> <ul style="list-style-type: none"> • Add Assignment Roster Option dialog box – Select how the assignment roster will be initiated. <ul style="list-style-type: none"> – Add Assignment Roster using Master Roster. – Add Assignment Roster using Configuration. – Add Assignment Roster (build from scratch). <p>Click Cancel; do not fill the request.</p>

5.21 Filling Requests from Contracts/Agreements Tab

☑	Topic	Instructor Actions
☐	5.21 Filling Requests from Contracts/Agreements Tab	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Displays inventory resources you have access to on contracts and agreements in ROSS; for services, displays Vendors with which you have a Purchase Agreement. • Local Resources and Non-Local Resources radio buttons. <p>Select a Supply > Service - Office Support > Fax Machine Rental request.</p> <p>Fill request with McGregor’s Fax Supply from the Contracts/Agreements tab and set At Incident.</p> <ul style="list-style-type: none"> • Fill With Agreement dialog box. • When filling a Service request with a Purchase Agreement: <ul style="list-style-type: none"> – No ROSS resource item is used. – Your dispatch becomes Home Dispatch of the non-inventory resource until it is released.

5.22 Filling Requests from VIPR Tab

☑	Topic	Instructor Actions
☐	5.22 Filling Requests from VIPR tab	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Displays inventory Dispatch Priority List (DPL) resources for your dispatch. • At the GACC, grid displays inventory DPL resources for dispatch(es) within GACC’s geographic area. • One VIPR Resource Category may map to more than one ROSS catalog item. • Grid displays: <ul style="list-style-type: none"> ○ DPL Rank column. ○ Indicator for whether the DPL is out of date in ROSS. ○ Resource Location. <p>Select an Equipment > Excavator Type 2 request and display the DPL.</p> <p>Select DPL resource #2 and Fill.</p> <ul style="list-style-type: none"> • If a resource that is not the highest-ranked is selected, a Bypass Reason for each resource that is skipped must be entered.

☑	Topic	Instructor Actions
☐	5.22 Filling Requests from VIPR tab (continued)	<ul style="list-style-type: none"> • Fill Request dialog box. <p>Note: Point out that the Fill Request dialog box is discussed later.</p> <p>Click Cancel; do not fill the request.</p>

5.23 Placing Requests from Other Resources Tab

☑	Topic	Instructor Actions
☐	5.23 Placing Requests from Other Resources Tab	<p>Display Slide ROSSD-SL-BASIC-05-06 (Dispatch Affiliations).</p> <p>Select a non-service Equipment request.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Grid displays: <ul style="list-style-type: none"> – Your subordinate dispatches. – Dispatches which with you have an active selection area ordering authorization covering requested catalog item. • Government Controlled and CWN/Agreement radio buttons.

☑	Topic	Instructor Actions
☐	5.23 Placing Requests from Other Resources Tab (continued)	<p>Select Buena Vista dispatch in the grid.</p> <ul style="list-style-type: none"> • Action button: <ul style="list-style-type: none"> – Place Request Up – To parent or Place Up Affiliate. – Place Request. <ul style="list-style-type: none"> ▪ To place request to a selection area member: <ul style="list-style-type: none"> ▫ Cannot have received request via direct order. ▫ Cannot have direct order affiliation with the member covering the requested item. ▫ Member cannot be in ordering chain of request. ▪ Selection area must have: <ul style="list-style-type: none"> ▫ ‘Placed Down Reqs’ designated if your dispatch received request from your parent. ▫ ‘SA Placed Reqs’ designated if your dispatch received request via selection area. ▫ ‘Place Up Auth’ designated if want member to be able to place the request up to their parent.

☑	Topic	Instructor Actions
☐	5.23 Placing Requests from Other Resources Tab (continued)	<ul style="list-style-type: none"> – Place External. <ul style="list-style-type: none"> ▪ Place External dialog box. – Place Status-Only. <ul style="list-style-type: none"> ▪ Place Status-Only dialog box.

5.24 Disposition of Support Requests Dialog Box

☑	Topic	Instructor Actions
☐	5.24 Disposition of Support Requests Dialog Box	<p>Select an Overhead FFT2 request.</p> <p>Reassign Jack Spruce from the At Incident tab; set At Incident.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • DOSR dialog box displays when following actions are performed on a resource or request that has local support requests (or non-local support requests for which the Incident Dispatch has ‘control’): Reassign, Divert, Release, Retrieve, Unfill, Cancel, and Cancel UTF. • Action button – Only applicable options display. <ul style="list-style-type: none"> – Cancel Request. – Release.

☑	Topic	Instructor Actions
☐	5.24 Disposition of Support Requests Dialog Box (continued)	<ul style="list-style-type: none"> – Reassign. – Unfill Request. – Retrieve Request. – Cancel Reassignment. <p>Note: Point out that each Action button option is discussed in detail elsewhere during the course.</p> <ul style="list-style-type: none"> • View button.

5.25 Receive Fill from External Supply Cache

☑	Topic	Instructor Actions
☐	5.25 Receive Fill from External Supply Cache	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • A request is considered filled when any portion of requested quantity is filled.

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	5.25 Receive Fill from External Supply Cache (continued)	<ul style="list-style-type: none"> • A cache may ‘forward’ all or a portion of a request. This allows other caches in system to fill forwarded portion. ROSS is notified of forwards. • A cache may ‘backorder’ all or a portion of a request, and wait until item is re-stocked to complete the fill. ROSS is notified of backorders. • If request is not tracked, and any portion of requested quantity is filled, ROSS statuses request as Fill/Close. However, ROSS may continue to receive fill or UTF information from cache system regarding request. • If fill is first sent by a cache for the request, ROSS sets Filled By, Home Dispatch, Provider, and Home Unit organizations to cache that sent the fill information.

5.26 Objectives Review

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	5.26 Objectives Review	<p>Display Slides ROSSD-SL-BASIC-05-07 and ROSSD-SL-BASIC-05-08 (Objectives Review).</p> <p>Ensure each objective has been met.</p>

Basic Unit 5 – Pending Request

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	5.26 Objectives Review (continued)	Elicit and answer remaining student questions. Request students fill out the unit evaluation.

5.27 Practice Session

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	5.27 Practice Session	Facilitate the unit practice session.