



# Basic Unit 7 – Travel

**ROSS Dispatch Training Instructor Guide**

**Release 2.16.12**

For ROSS Steady State  
Operations & Maintenance

12.0



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## Basic Unit 7 – Travel

### OBJECTIVES

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

1. Set the Estimated Time of Departure and Arrival (ETD/ETA) of a resource.

### 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: 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	02/16/2016	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

## BASIC UNIT 7: TRAVEL

### 7.1 Objectives

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.1 Objectives	<p><b>Display Slide ROSSD-SL-BASIC-07-01 (Travel).</b></p> <p><b>Display Slide ROSSD-SL-BASIC-07-02 (Objectives).</b></p> <p><b>Display Slide ROSSD-SL-BASIC-07-03 (ROSS Dispatch Process).</b></p> <p>Point out which portions of the ROSS Dispatch Process are discussed in this unit.</p>

### 7.2 Overview

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

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

### 7.3 Travel Screen > Search Incidents Dialog Box

☑	Topic	Instructor Actions
☐	7.3 Travel Screen > Search Incidents Dialog Box	<p><b>Open the Search Incidents dialog box for the Travel screen.</b></p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Accessed by Travel menu or TL toolbar button.</li> <li>• Travel screen used to document mobilization and demobilization travel.</li> <li>• An Estimated Time of Departure/Arrival (ETD/ETA) can be set for resource, or a detailed Travel Itinerary developed.</li> </ul> <p>Note: Point out that this unit addresses setting ETD/ETA; creating a travel itinerary is discussed in the Advanced course.</p> <ul style="list-style-type: none"> <li>• Travel screen is viewed in context of:             <ul style="list-style-type: none"> <li>– One or more incidents.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	7.3 Travel Screen > Search Incidents Dialog Box (continued)	<ul style="list-style-type: none"> <li>– Resources that are <u>either</u> mobilizing or demobilizing.</li> <li>• Most Recent Incidents toolbar drop-down list not applicable.</li> <li>• Set Search for Incidents panel.                             <ul style="list-style-type: none"> <li>– Local Resources Returning Home – Includes non-local incidents from which you have a resource demobilizing home.</li> </ul> </li> <li>– External Incidents Only.</li> <li>– Show Closed Incidents.</li> <li>– Exclude Closed Requests.</li> <li>• Select Incident(s) grid.                             <ul style="list-style-type: none"> <li>– Incidents with only untracked Service requests do not display.</li> </ul> </li> <li>• Apply button.</li> </ul> <p><b>Apply Deer Valley incident.</b></p>

#### 7.4 Travel Screen > Select Incident(s) Panel

☑	Topic	Instructor Actions
☐	7.4 Travel Screen > Select Incident(s) Panel	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• To add an incident click '+'. </li>   <li>• To remove an incident click '-'. </li>   <li>• Select Incidents button – Allows selecting and de-selecting incidents without having to remove from list. Selected incidents display '**'.</li> </ul>

#### 7.5 Travel Screen > Filter Criteria Panels

☑	Topic	Instructor Actions
☐	7.5 Travel Screen > Filter Criteria Panels	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Set Filter for Incident Resources panel.             <ul style="list-style-type: none"> <li>– Mobilization radio button</li>   <li>▪ Show Released Requests check box displays – Used to update previous travel.</li> </ul> </li> </ul>

☑	Topic	Instructor Actions
☐	7.5 Travel Screen > Filter Criteria Panels (continued)	<ul style="list-style-type: none"> <li>– Demobilization radio button.</li>   <li>▪ Show Closed Requests check box displays – Used to update previous travel.</li>   <li>– From and To fields – Use Calendar to select a period of time during which the travel began or is scheduled to begin.</li>   <li>– Travel Option.</li>   <li>• Set Filter for Individual Resources panel.</li>   <li>• Select Filter for Catalog panel.</li> </ul>

**7.6 Travel Screen > Select Incident Resources Grid**

☑	Topic	Instructor Actions
☐	7.6 Travel Screen > Select Incident Resources Grid	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• Grid columns.                             <ul style="list-style-type: none"> <li>– Column of note: CI (Complete Itinerary) – Asterisk displays if Travel Itinerary set as complete.</li> </ul> </li>   <li>• For resource to display:                             <ul style="list-style-type: none"> <li>– Your dispatch is one of following:                                     <ul style="list-style-type: none"> <li>▪ Incident Dispatch.</li> <li>▪ In request Ordering Chain.</li> <li>▪ For demobilization travel, resource’s Home Dispatch.</li> </ul> </li> </ul> </li> </ul>
☐	7.6 Travel Screen > Select Incident Resources Grid (continued)	<ul style="list-style-type: none"> <li>– Request must be tracked.</li> <li>– Requested catalog item cannot have supplemental form designated.</li>   <li>• Go To button</li>   <li>• View button.</li> </ul>

☑	Topic	Instructor Actions
		<ul style="list-style-type: none"> <li>• Print button.</li> <li>• Show Subordinates check box.</li> </ul>

**7.7 Action button**

☑	Topic	Instructor Actions
☐	7.7 Action button	<b>Select Deer Valley incident OH FFT2 request filled with Tony Boxman.</b>
☐	7.7 Action button (continued)	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> <li>• When configuration parent selected:                             <ul style="list-style-type: none"> <li>– Have option of applying action to parent only or all local resources in configuration.</li> <li>– Actions can be taken independently on subs without affecting parents or other subs.</li> </ul> </li> <li>• Set No Travel – Sets resource’s travel option to No Travel. Not applicable to tactical aircraft.</li> </ul>

☑	Topic	Instructor Actions
☐	7.7 Action button (continued)	<ul style="list-style-type: none"> <li>• Set Travel ETD/ETA – Not applicable to tactical aircraft.</li>   <li>– Set/Unset Needs Transportation check box – Crew and Overhead only. Not applicable to 'No Travel'.</li>   <li>• Set Travel to be Arranged.</li>   <li>• Set/Unset Needs Transportation – Crew and Overhead only. Not applicable to No Travel.</li>   <li>• Edit Travel ETD/ETA.</li>   <li>Set Travel ATD/ETE and Edit Travel ATD/ETE – Applicable only to tactical aircraft.</li> </ul>

**7.8 Objectives Review**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.8 Objectives Review	<p><b>Display Slide ROSSD-SL-BASIC-07-04 (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>

**7.9 Practice Session**

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	7.9 Practice Session	Facilitate the unit practice session.