



# **Basic Unit 2 – Notification**

**ROSS Dispatch Training Student Workbook  
Release 2.16.12**

For ROSS Steady State  
Operations & Maintenance



Developed by Phacil, Inc. under  
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Basic Unit 2 – Notification

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**OBJECTIVES**

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

1. Set notification preferences.
2. Display a notification message.
3. Identify the types of Reminder.

**BASIC UNIT 2: NOTIFICATION**

**2.1 Objectives**

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	2.1 Objectives	<b>Refer to Slide ROSSD-SL-BASIC-02-01 (Notification).</b> <b>Refer to Slide ROSSD-SL-BASIC-02-02 (Objectives).</b>

**2.2 Overview**

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	2.2 Overview	

**2.3 Notification Preferences Screen**

☑	Topic	Notes
☐	2.3 Notification Preferences Screen	<ul style="list-style-type: none"> <li>• Accessed by Administration menu.</li> <li>• Earliest Message Date – Maximum 'age' (i.e., days old) an unread message can be to warrant you receiving notification. (0 to 7 days, with 5 as default)</li> <li>• Show Pop-up Dialog Box For.</li> </ul>

**2.4 Dispatch Notification Settings Screen**

☑	Topic	Notes
☐	2.4 Dispatch Notification Settings Screen	<ul style="list-style-type: none"> <li>• Set Notification Preferences for Requests with Action Required section.</li> <li>• Set Notification Preferences for Requests with No Action Required section.</li> </ul>

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	2.4 Dispatch Notification Settings Screen (continued)	<ul style="list-style-type: none"> <li>• Set Notification Preferences for Incidents section.</li> </ul>

**2.5 Admin Notification Settings Screen**

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	2.5 Admin Notification Settings Screen	<ul style="list-style-type: none"> <li>• Set Notification Preferences for Admin with Action Required section.</li>   <li>• Set Notification Preferences for Admin with No Action Required section.</li> </ul>

**2.6 'Notification – Action Required' Screen > Requests Tab**

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	2.6 'Notification – Action Required' Screen > Requests Tab	<ul style="list-style-type: none"> <li>• Accessed via the '!' button.</li>   <li>• Set Action Notification Filter section.</li> </ul>

☑	Topic	Notes
☐	2.6 'Notification – Action Required' Screen > Requests Tab (continued)	<ul style="list-style-type: none"> <li>• Show All Dispatch Notifications checkbox – Displays all 'Action' messages received by your dispatch regardless of Notification Preferences and Settings of users in your dispatch.</li>   <li>• Select Action Notification Message section of screen.</li>   <li>• Go To button.</li>   <li>• Message section.</li>   <li>• Message Read button.</li>   <li>• View button.</li> </ul>

**2.7 'Notification – Action Required' Screen > Admin Tab**

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	2.7 'Notification – Action Required' Screen > Admin Tab	<p><u>Differences from the Request tab:</u></p> <ul style="list-style-type: none"> <li>• Only a sub-set of the filter fields display.</li> <li>• Only a sub-set of the table columns display.</li> <li>• There is no View button.</li> <li>• There is no Go To button.</li> </ul>

**2.8 'Notification – No Action Required' Screen**

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	2.8 'Notification – No Action Required' Screen	<ul style="list-style-type: none"> <li>• Accessed by the '∅' button.</li> <li>• Request and Admin tabs function same as on 'Notification – Action Required' screen.</li> </ul>

☑	Topic	Notes
☐	2.8 'Notification – No Action Required' Screen (continued)	<ul style="list-style-type: none"> <li>• Incident Tab – Contains the same filter criteria as on the Request tab, with the exception of the Catalog field.</li> </ul>

## 2.9 Reminders Screen

☑	Topic	Notes
☐	2.9 Reminders Screen	<ul style="list-style-type: none"> <li>• When a 'Reminder' has been received, 'RE' toolbar button blinks.</li> <li>• Reminders are notifications sent to prompt action on a resource or incident.</li> <li>• Reminders can be received for:               <ul style="list-style-type: none"> <li>– Incomplete resource transfer to your dispatch.</li> <li>– Incomplete travel itinerary.</li> <li>– Intent indicated to add assignment roster to a filled configuration request at a 'later' time.</li> <li>– Error importing incident data from CAD systems.</li> </ul> </li> </ul>

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<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	2.9 Reminders Screen (continued)	Note: Point out that each type of Reminder is discussed later when the associated topic is addressed.

**2.10 Objectives Review**

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	2.10 Objectives Review	<b>Refer to Slide ROSSD-SL-BASIC-02-03 (Objectives Review).</b>

**2.11 Practice Session**

<input checked="" type="checkbox"/>	Topic	Notes
<input type="checkbox"/>	2.11 Practice Session	