



# BASIC UNIT 1

# ROSS USER BASICS

# UNIT 1 OBJECTIVES

## Be able to:

1. Switch to another user.
2. Refresh a ROSS session.
3. Log off of ROSS.
4. Exit ROSS.
5. Identify layout & components of ROSS Home screen.
8. Access ROSS Help.
9. Refresh a screen.
10. Switch between open screens.
11. Close a screen.



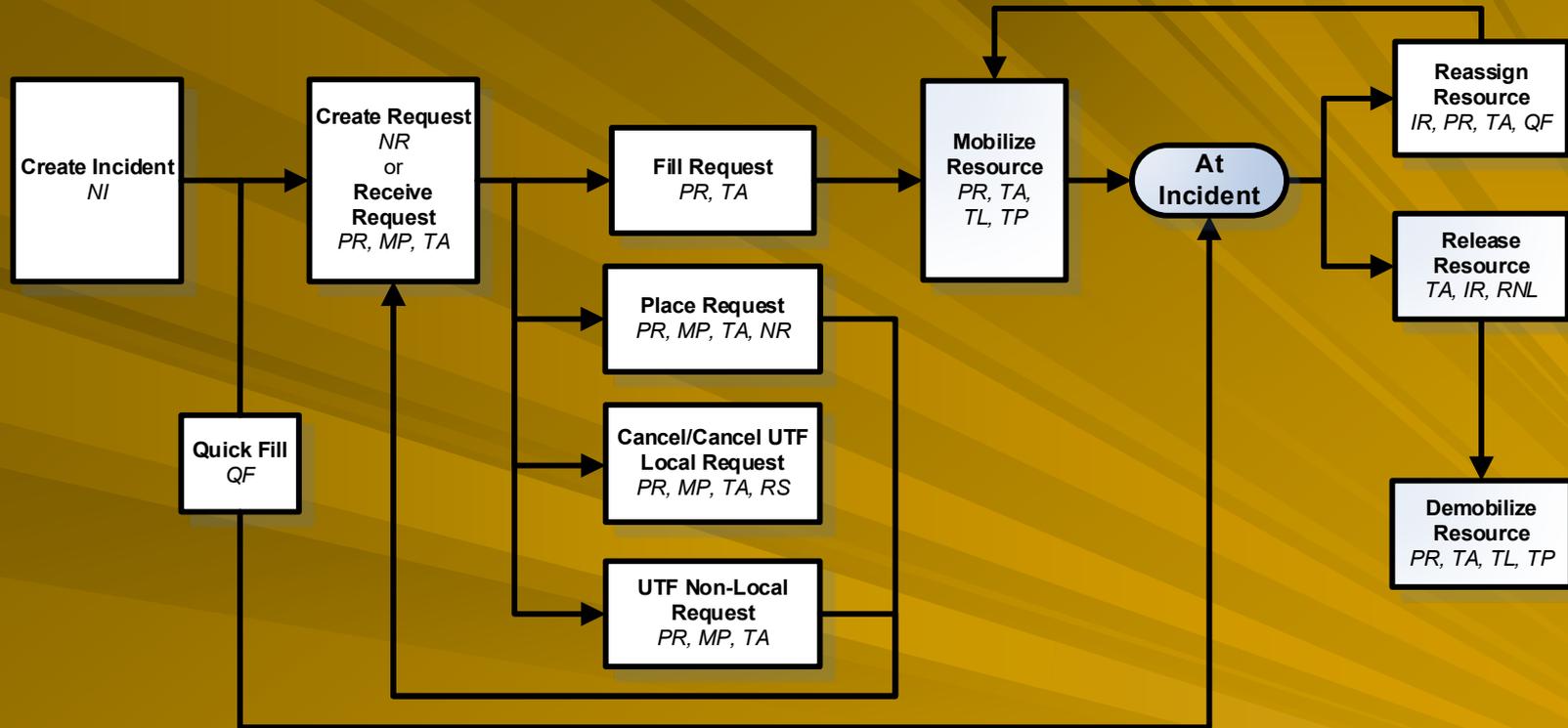


# UNIT 1 OBJECTIVES

12. Perform a search.
13. Perform a filter.
14. Perform a wildcard search or filter.
15. Adjust a ROSS table.
16. Recognize a required field.
17. Set dates using Calendar Feature.
18. Identify user tips.
19. State purpose of ROSS Administration module.
20. State purpose of ROSS Dispatch module.
21. Identify primary functions & capabilities of ROSS Dispatch module.



# ROSS DISPATCH PROCESS



**Key:**

< Dispatch Action >  
< ROSS Screen >

- |                                 |                                       |
|---------------------------------|---------------------------------------|
| <i>NI</i> = New Incident        | <i>RS</i> = Request Status            |
| <i>NR</i> = New Request         | <i>TL</i> = Travel                    |
| <i>PR</i> = Pending Request     | <i>TP</i> = Travel Plan               |
| <i>MP</i> = Multi Place Request | <i>IR</i> = Incident Resources        |
| <i>TA</i> = Tactical Aviation   | <i>RNL</i> = Resources (Nonlocal Inc) |
| <i>QF</i> = Quick Fill          |                                       |



# ROSS Menu Bar

<b>File</b>	Screens related to basic ROSS user tasks.
<b>Administration</b>	Includes Personal Settings, User Account, and Reports screens.
<b>Resource</b>	Includes Resource Status, Preorders, and Roster screens.
<b>Incident</b>	Screens for creating and managing Incidents, releasing resources from an incident, and reassigning resources.
<b>Request</b>	Screens for creating, taking action on, and statusing requests.
<b>Travel</b>	Screens for documenting travel of incident resources, Administrative Passengers, and Transport Resources.
<b>Status</b>	Screens for statusing resources and requests.

# UNIT 1 OBJECTIVES REVIEW

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3. Log off of ROSS.
4. Exit ROSS.
5. Identify layout & components of ROSS Home screen.
8. Access ROSS Help.
9. Refresh a screen.
10. Switch between open screens.
11. Close a screen.





# UNIT 1 OBJECTIVES REVIEW

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