



Intermediate Unit 2 – New Request

**ROSS Dispatch Training Instructor Guide
Release 2.16.12**

For ROSS Steady State
Operations & Maintenance

12.0



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Intermediate Unit 2 – New Request

OBJECTIVES

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

1. Edit request blocks.
2. Create a request for a configuration.
3. Create a Support Request.

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
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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	09/30/2015	2.16.2: No updates.	C. Dingman
1.0	03/28/2014	Re-formatted for consistency with NAP Instructor Guides, and updated for ROSS version 2.16.1.	J. Vahl

INTERMEDIATE UNIT 2: NEW REQUEST

2.1 Objectives

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	2.1 Objectives	<p>Display Slide ROSSD-SL-INTERMEDIATE-02-01 (New Request).</p> <p>Display Slide ROSSD-SL-INTERMEDIATE-02-02 (Objectives).</p> <p>Display Slide ROSSD-SL-INTERMEDIATE-02-03 (ROSS Dispatch Process).</p> <p>Point out which portions of the ROSS Dispatch Process are discussed in this unit.</p>

2.2 Overview

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	2.2 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
☐	2.2 Overview (continued)	Do not field student questions during the walk-through; have students save their questions for the lecture.

2.3 Edit Request Blocks

☑	Topic	Instructor Actions
☐	2.3 Edit Request Blocks	<p>Open the New Request screen for the Deer Valley incident.</p> <p>Select Crew, Fire, Type 1 catalog item.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Pick button > Pick Block dialog box. <ul style="list-style-type: none"> – Grid columns. <p>Select the Dispatch request block.</p> <ul style="list-style-type: none"> • New (Split Block) button > Split Block dialog box – Used to create a new block by splitting an existing block. <ul style="list-style-type: none"> – 'Start Block 2 At'.

☑	Topic	Instructor Actions
☐	2.3 Edit Request Blocks (continued)	<ul style="list-style-type: none"> – 'Block #1' panel: <ul style="list-style-type: none"> ▪ Name – Existing name of block is displayed, and can be edited. ▪ Start and End – <u>Cannot</u> be edited from this dialog box. ▪ Purpose. ▪ Default check boxes: <ul style="list-style-type: none"> ▫ Request. ▫ System ▪ User Issued check box – Can be changed, consistent with rules. – 'Block #2' panel.

☑	Topic	Instructor Actions
☐	2.3 Edit Request Blocks (continued)	<p>Split the Dispatch request block:</p> <ul style="list-style-type: none"> – Start Block 2 At = 1000 – Block 2 Name = Dispatch Special – Check ‘System Default’ check box for Block 2. – Check User Issued check box for Block 1. <p>– Block splitting rules:</p> <p>Note: Point out that these rules will become easier to understand once you have practiced a bit with block numbering.</p> <ul style="list-style-type: none"> ▪ If a UI block is split, resulting blocks must be UI. ▪ If an SG block is split, resulting blocks can be either UI or SG. ▪ If split a block that is not designated as a default, cannot set either of resulting blocks to be a default from Split Block dialog box (must set from Request Blocks tab of Incident screen). ▪ SG blocks can be changed to UI, but UI blocks cannot be changed to SG.

☑	Topic	Instructor Actions
☐	2.3 Edit Request Blocks (continued)	<ul style="list-style-type: none"> ▪ If split a default block, must select one of resulting blocks to be new default. ▪ If split an SG block, Starting Number of Block #2 must be greater than next sequential available number of Block #1 (i.e., cannot create a SG block that already contains a used request number). ▪ Last block in each catalog must be an SG block, with End Number of 999,999 (maximum allowable). <p>In Pick Block dialog box, select the Incident request block.</p> <ul style="list-style-type: none"> • Edit button – Edit Block dialog box essentially identical to Split Block dialog box, except only selected block is displayed. • Delete button – Used to delete selected block. <ul style="list-style-type: none"> – Block deleting rules: <ul style="list-style-type: none"> ▪ Must always be at least one remaining block for each catalog.

☑	Topic	Instructor Actions
☐	2.3 Edit Request Blocks (continued)	<ul style="list-style-type: none"> ▪ Cannot delete block designated as either 'R' or 'SYS' default for the catalog (must first designate a different block to be default). ▪ Cannot delete block from which a request has already been created. ▪ If deleting first or last block of for catalog, will be informed that block being deleted will be merged into adjacent block. ▪ If deleting a 'middle' block, will be asked to select block you want deleted block to be merged into. ▪ If a SG block is merged into a UI block, remaining block will be converted to SG.

2.4 Create Configuration Request

☑	Topic	Instructor Actions
☐	2.4 Create Configuration Request	<p>Open the New Request screen for the Deer Valley incident.</p> <p>Select Equipment > Strike Team, Engine > S/T, Engine, NWCG T3 catalog item.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Configuration Option: <ul style="list-style-type: none"> – Only applicable to catalog items with a configuration – Initially displays the default set for the catalog item. – Not applicable to preorders and NFES catalog items. – Regardless of Configuration Option selected, the subordinate requests are <u>not</u> created at time parent is created. • Catalog Item with Configuration – Requests entire configuration.

☑	Topic	Instructor Actions
☐	2.4 Create Configuration Request (continued)	<ul style="list-style-type: none"> • Catalog Item without Configuration – Requests only root catalog item. • Selected Items from Configuration – Requests only selected items from configuration. Requires request to be filled using 'selected items' option. <ul style="list-style-type: none"> – Order Selected Items dialog box. <ul style="list-style-type: none"> ▪ Checking root item automatically selects all items in table. Root must always remain selected. ▪ Checking parent item of a nested configuration automatically selects all items in nested configuration. ▪ A child item cannot be selected unless its parent is selected. ▪ Clear All button – Deselects all except root. <p>Create a request of each Configuration Option.</p>

2.5 Create Support Request

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	2.5 Create Support Request	<p>Select one of the S/T, Engine, NWCG T3 requests in the Requests Created grid.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Support requests typically created when an additional catalog item is needed to accompany a resource or accomplish filling a request. • A tactical aircraft catalog item cannot be the requested item of a support request. • A support request can be created for a support request. • Create Support Request dialog box – Same information as on the New Request screen, but in a different format. • Catalog tab. <ul style="list-style-type: none"> – Catalog radio button. – Pre-Orders radio button.

☑	Topic	Instructor Actions
☐	2.5 Create Support Request (continued)	<ul style="list-style-type: none"> • Request tab. • Request(s) Created tab. – Buttons: <ul style="list-style-type: none"> ▪ Add Documentation. ▪ Supplemental. ▪ Edit Request. ▪ Delete Request. ▪ Clear List.

2.6 Objectives Review

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	2.6 Objectives Review	<p>Display Slide ROSSD-SL-INTERMEDIATE-02-04 (Objectives Review).</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>

2.7 Practice Session

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	2.7 Practice Session	Facilitate the unit practice session.