

DETAILED LESSON OUTLINE

COURSE:	ROSS Dispatch – Intermediate
UNIT:	4 – Pending Request
SUGGESTED TIME:	2 Hours 30 Minutes (1:30 Lecture, 1:00 Practice)
TRAINING AIDS:	Computer projector, screen, PowerPoint presentation, computers (one for instructor and one per trainee) with Internet connection.
OBJECTIVES:	<p>Upon completion of this unit, the trainee will be able to:</p> <ol style="list-style-type: none">1. Identify the request chains.2. Create a non-local support request.3. Place Direct a request.4. Place a request to a status-only or external dispatch.5. Fill a request with a new resource.6. Fill a request with a resource from a status-only or external dispatch.7. Create a manifest.8. Fill a request with the Requested Item9. Fill a request with a Substitution10. Fill a request with a Local Purchase11. Fill a TFR Request.12. Fill an Infrared Request.13. Fill a configuration request.14. Change the financial code when filling a request.

INTERMEDIATE UNIT 4 – Pending Request

Changes since last version:

1. None.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>POINT OUT WHICH PORTIONS OF THE 'ROSS DISPATCH PROCESS' ARE DISCUSSED IN THIS UNIT (REFER STUDENTS TO THE HANDOUT FROM UNIT 1).</p> <p>Summary.</p> <ul style="list-style-type: none"> • Used to take action on requests pending with your dispatch. <p>BEFORE CONTINUING THE UNIT LECTURE:</p> <ul style="list-style-type: none"> • PERFORM A QUICK, UNINTERRUPTED WALK-THROUGH OF THE SCREENS AND MAJOR FUNCTIONS TO BE COVERED IN THIS UNIT. • USE THE 'EXTRA' RESOURCES IN THE TRAINING DATABASE AS APPROPRIATE TO DEMONSTRATE MAJOR ACTIONS. • DO NOT FIELD STUDENT QUESTIONS DURING THE WALK-THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE). 	<p>04-01-ROSSD-SL</p> <p>04-02-ROSSD-SL 04-03-ROSSD-SL</p> <p>04-04-ROSSD-SL 01-01-ROSSD-HO</p> <p><u>Log into Pagosa Springs Dispatch.</u></p>

OUTLINE	AIDS & CUES
<p>I. 'REQUEST CHAINS'</p> <p>A. 'Request Chain' business rules dictate dispatches that can view and take action on a particular request.</p> <p>B. Request chains are: Ordering, Touched By, Filling, and Home.</p> <p>REFER STUDENTS TO THE HANDOUT.</p> <p>C. For all three chains, the following scenario will be used:</p> <ul style="list-style-type: none"> • TX Dispatch creates and places request O-1 to Durango Dispatch via Selection Area. • Durango fills O-1 with 'Wilson', a Firefighter prepositioned with Durango from Pueblo Dispatch, which is Wilson's Home Dispatch. <p>EXPLAIN THAT IF THE SCENARIO HAD INVOLVED THE REQUEST BEING PLACED VIA THE NORMAL DISPATCH HIERARCHY (UP TO GACC, THEN NICC, THEN DOWN TO GACC, ETC.), THOSE DISPATCHES WOULD BE IN THE ORDERING CHAIN.</p> <p>D. Ordering Chain (also known as placing Chain).</p> <ul style="list-style-type: none"> • Set of dispatches that have performed an action on the request (other than UTF). Dispatch must have either: <ul style="list-style-type: none"> – Created, placed, or filled the request. – Reassigned the resource from the request. • Dispatches in Ordering Chain of a request can: <ul style="list-style-type: none"> – View request on Request Status screen. – Retrieve request from another dispatch. – View, create, and edit assigned resource's travel on Travel screen. – Edit assigned resource's ETD/ETA on Edit Assignment screen. 	<p>04-05-ROSSD-SL 04-01-ROSSD-HO</p>

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<ul style="list-style-type: none"> – Add documentation on Edit Request screen. – Receive notification messages regarding the request and incident. <ul style="list-style-type: none"> • When a Mob En Route resource is reassigned to another request, dispatches that entered Ordering Chain of reassign-from request after dispatch that performed the reassignment drop out of Ordering Chain (and receive No Action notification). <p>E. Touched By Chain.</p> <ul style="list-style-type: none"> • If a dispatch UTFs a request, dispatch falls out of Ordering Chain but remains in Touched By Chain. • If a request is retrieved from a dispatch, dispatch falls out of Ordering Chain but remains in Touched By Chain. • Dispatches in Touched By Chain of a request can view the request on Request Status screen. <p>F. Filling Chain (filled requests only).</p> <ul style="list-style-type: none"> • Set of dispatches that fall, in normal dispatch hierarchy, between Requesting and Filling dispatches. • Filling Chain of non-local support request for which control was yielded is set of dispatches between Incident and Filling dispatches. • If resource's filling organization is not part of normal dispatch hierarchy (e.g., external supply cache), Filling Chain is set of organizations that fall between Requesting Dispatch and last dispatch to place the request. • Dispatches in Filling Chain of a request can: <ul style="list-style-type: none"> – Reassign resource when it is Mob En Route. 	

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<ul style="list-style-type: none"> – Edit request assignment information on Edit Assignment screen. • Ability of a Filling Chain dispatch to reassign a Mob En Route resource includes: <ul style="list-style-type: none"> – A resource is on a non-local support request. – A prepositioned resource is on a non-local support request and is traveling from the preposition incident to a non-preposition incident. <p>G. Home Chain (filled requests only).</p> <ul style="list-style-type: none"> • Set of dispatches that fall, in normal dispatch hierarchy, between Current and Home dispatches of the assigned resource. • Home Chain for a non-local support request for which control was maintained is set of dispatches that fall between resource's Current and Home dispatches. • Home Chain for a non-preposition incident request that is filled with a prepositioned resource, and for which 'Release to Preposition' was selected, is set of dispatches that fall between resource's Current (on non-preposition incident) and Preposition dispatches. • If resource's home organization is not part of normal dispatch hierarchy (e.g., external supply cache), Home Chain is comprised of only the resource's Current Dispatch. • Dispatches in Home Chain of a request can reassign the resource when it is Demob En Route, including when: <ul style="list-style-type: none"> – A resource is on a non-local support request (regardless of whether control was maintained by the requesting dispatch or yielded to the incident dispatch). 	

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<ul style="list-style-type: none"> - A prepositioned resource is being released, either to home or back to the preposition incident. - A prepositioned resource is on a non-local support request (regardless of whether control was maintained by the requesting dispatch or yielded to the incident dispatch), and is traveling from a non-preposition incident to the preposition incident. <p>H. Request chains of a prepositioned resource remain intact until resource is either:</p> <ul style="list-style-type: none"> • Reassigned from preposition incident. • Released from preposition incident and returned home. 	
<p>II. 'PENDING REQUEST' SCREEN</p>	<p>Click Search. Select <u>Buena Vista Dispatch</u>. Click Filter. Select <u>Bear Lake</u> incident. Click OK.</p>
<p>A. 'Select Pending Requests' section of 'Pending Request' screen.</p> <p>1. 'Action' Button.</p> <p>a. Create Support Request – Process identical to that previously discussed in 'New Request'.</p> <p><u>Creating a 'Non-local Support Request'</u> – When create support request for request placed to you, have option of retaining control.</p> <ul style="list-style-type: none"> • If select 'No', Incident Dispatch will control release/reassignment. • Non-local support requests can be: <ul style="list-style-type: none"> - Viewed on 'Request Status' screen independent of whether you retained control. 	<p>Select request for Crew, Fire, Type 2.</p> <p>Click Action.</p> <p>Select Create Support Request.</p> <p>Create support request for Equipment, Transportation, Bus.</p>

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<ul style="list-style-type: none"> – Accessed on 'Incident Resources' screen only if you retained control. • Can edit yield control to Incident Dispatch, but support request must be filled. <p>b. Place Request Up – Places request to parent or dispatch with which you have 'Place Up' affiliation. Must have user role for which Place Up function designated.</p> <ul style="list-style-type: none"> • Place Up affiliations: <ul style="list-style-type: none"> – Allows placing of requests, based on Host, up to dispatch other than parent. – Set up by your dispatch on Place Up Affiliations screen. – Can establish for each of your Hosts (including your dispatch), with multiple affiliations for each Host. • Placing via Place Up: <ul style="list-style-type: none"> – Only requesting dispatch can place via a place up affiliation. – If place up affiliation and selection area applicable, can use either. – If do not have Place Up affiliations for Host of selected incident, will place up to your parent. <p>POINT OUT THAT THE GACC DISPLAYED IS NOT THE PARENT GACC OF PAGOSA SPRINGS DISPATCH.</p>	<p>Click Search. Select <u>Pagosa Springs Dispatch.</u> Click Filter. Select <u>Deer Valley</u> incident. Click OK.</p> <p>Filter for Overhead requests. Select request for Procurement Unit Leader.</p> <p>Click Action. Select Place Up.</p> <p>Select 'Place Up Affiliation' radio button. Select displayed GACC.</p>

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<p>d. Place External.</p> <ul style="list-style-type: none"> • Allows request to be placed with External (non-ROSS) Dispatch. • Not applicable to services requests. • Prior to placing, print selected request. • 'Place External' dialog box – Can search for existing or create new (previously discussed). • Fax or physically deliver the request to external dispatch. <p>e. Place Status-Only.</p> <ul style="list-style-type: none"> • Allows request to be placed with Status-Only ROSS Dispatch. • Not applicable to services requests. • Prior to placing, print selected request. • 'Place Status-Only' dialog box. 	<p>Select Safety Officer T1 request.</p> <p>Click Action. Select Place External.</p> <p>Click Search. Select Castle Rock Dispatch. Enter information. Click OK.</p> <p>Select Crew Rep request.</p> <p>Click Action. Select Place Status-Only.</p>
<p>EXPLAIN THAT THE 'PLACE STATUS-ONLY' DIALOG BOX FUNCTIONS IDENTICALLY TO THE 'PLACE EXTERNAL' DIALOG BOX WITH EXCEPTION THAT YOU CANNOT CREATE A STATUS-ONLY DISPATCH 'ON THE FLY'.</p> <ul style="list-style-type: none"> • Fax or physically deliver request to status-only dispatch. 	<p><u>Click Cancel.</u></p>
<p>f. Fill with New Resource.</p> <ul style="list-style-type: none"> • 'Dispatch Manager' role required, with Fill with New Resource function. • Not applicable to service, 'generic' (i.e., Requestor Provides Item Name), or NFES catalog items. • Can enter a new resource into ROSS, and use it to fill selected request. 	<p>Leave Crew Rep request selected.</p> <p>Click Action. Select Fill with New Resource.</p>

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<p>EMPHASIZE THAT THESE ARE YOUR ORGANIZATION'S RESOURCES, BUT THEY HAVE NOT YET BEEN ENTERED INTO ROSS.</p> <ul style="list-style-type: none"> Information entered about new resource, differs based on catalog of request. <p>EXPLAIN THAT FOR TIME PURPOSES, WE WILL ONLY FILL WITH AN OVERHEAD RESOURCE.</p> <ul style="list-style-type: none"> 'Fill with New Resource' dialog box: <p>BRIEFLY DISCUSS THE DIALOG BOX.</p> <ul style="list-style-type: none"> Radio buttons. Preferred Jetport. Return Location. Provider – Cannot select your dispatch. Selected dispatch becomes resource's Owner and Home Unit. <ul style="list-style-type: none"> 'Fill Request' dialog box: <p>REMIND STUDENTS TO PAY PARTICULAR ATTENTION TO THE TIME ZONE FOR THE ETA, WHICH MAY NOT BE THE SAME AS FOR THE ETD.</p>	<p>Select Person radio button. Enter Sam B. Lanier. Select Male. Enter weight of 180.</p> <p>Click Pick. Filter for and select any airport. Click OK.</p> <p>Click Pick. Filter for and select any airport. Click OK.</p> <p>Click Pick. Filter for and select CO-SJF. Click OK.</p> <p>Click OK.</p> <p>Choose Set Travel ETD/ETA. ETD: Present ETA: In 5 days.</p> <p>Enter any Assigning Contact. Click OK. Click OK.</p>

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<p data-bbox="483 485 1209 663">g. Fill with External Resource – Allows filling request placed to External Dispatch with resource from that dispatch. Not applicable to services requests. 'Fill with External Resource ' dialog box:</p> <ul data-bbox="558 816 1079 884" style="list-style-type: none"> <li data-bbox="558 816 1079 884">• Existing External Resource Tab – Resources in ROSS inventory. <p data-bbox="285 961 1138 1029">EXPLAIN THAT MANIFESTS ARE DISCUSSED LATER IN THIS UNIT.</p> <ul data-bbox="558 1367 1013 1398" style="list-style-type: none"> <li data-bbox="558 1367 1013 1398">• New External Resource Tab. <p data-bbox="483 1587 1203 1692">h. Fill with Status-Only Resource – Allows filling request placed to Status-Only Dispatch with a resource from that dispatch.</p> <ul data-bbox="558 1734 1192 1839" style="list-style-type: none"> <li data-bbox="558 1734 1192 1839">• Can only fill with resources, your dispatch has been authorized to use, qualified as requested item. 	<p data-bbox="1240 302 1463 447"><u>Click Placed Status-Only or External checkbox.</u></p> <p data-bbox="1240 485 1516 630">Filter for Overhead. Click Filter. Select Safety Officer T1 request.</p> <p data-bbox="1240 667 1524 772">Click Action. Select Fill with External Resource.</p> <p data-bbox="1240 812 1516 917">Click Search. Select Michael Tattinger. Click OK.</p> <p data-bbox="1240 957 1524 1026">Click Cancel in Fill Request dialog box.</p> <p data-bbox="1240 1106 1495 1320">Select Advanced FF/Squad Boss request. Click Action. Select Fill with External Resource.</p> <p data-bbox="1240 1360 1503 1465">Select New External Resource tab.</p> <p data-bbox="1240 1505 1425 1537">Click Cancel.</p>

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<ul style="list-style-type: none"> • Not applicable to services requests. <p>EXPLAIN THAT THE PROCESS OF FILLING WITH A STATUS-ONLY RESOURCE IS IDENTICAL TO THAT FOR FILLING WITH AN EXTERNAL RESOURCE EXCEPT THAT YOU CANNOT CREATE A STATUS-ONLY RESOURCE ‘ON THE FLY’.</p> <ul style="list-style-type: none"> i. Fill with Requested Item – Allows filling non-service, non-tracked Supply request with the ‘requested item’. A resource is <u>not</u> assigned to request. j. Fill with Substitution – Allows filling non-service Supply request with item other than requested (including service items). 	<p><u>Unclick Placed Status-Only or External Only checkbox.</u></p> <p>Filter for Supply requests. Select ACTUATOR PTT Racial request.</p> <p>Click Action. Select Fill with Requested Item.</p> <p>Enter a name. Click OK. Enter/select information. Click OK.</p> <p>Select Kit Public Address request.</p> <p>Click Action. Select Fill with Substitution.</p> <p>Enter Supply Item name. Enter Vendor name. Click OK.</p> <p>Enter/select information in Fill Request dialog box. Click OK.</p>

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<p>k. Fill with Local Purchase – Allows filling non-service Supply request with a local purchase.</p>	<p>Select another Kit Public Address request.</p> <p>Click Action. Select Fill with Local Purchase.</p> <p>Enter a Supply Item name. Enter a vendor name. Click OK.</p> <p>Enter/select information in Fill Request dialog box. Click OK.</p>
<p>l. Fill TFR Request – Not filled with a resource.</p> <p>BRIEFLY DISCUSS THE TFR DIALOG BOX.</p>	<p>Filter for Aircraft requests. Select TFR request.</p> <p>Click Action. Select Fill TFR Request.</p> <p>Enter information. Set effective date to present. Click OK.</p>
<p>m. Fill Infrared Request</p> <ul style="list-style-type: none"> • Table displays available resources classified as 'Infrared Flight'. • An 'Infrared Flight' request <u>is</u> filled with a resource item, however resource is <u>not committed</u> to incident. 	<p>Select Infrared Request.</p> <p>Click Action. Select Fill Infrared Flight.</p> <p>Select King Air – 100Z. ETD: Present. ETA: Present. Click OK.</p>

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<p data-bbox="342 302 1122 333">B. Filling Requests for <u>Configuration Catalog Items</u>.</p> <p data-bbox="285 375 1192 552">EXPLAIN THAT USE OF AN ASSIGNMENT ROSTER TO FILL A CONFIGURATION REQUEST IS DISCUSSED IN THE ADVANCED COURSE. WE WILL ONLY DISCUSS THE GENERAL OPTIONS FOR FILLING A CONFIGURATION REQUEST.</p> <ol style="list-style-type: none"> <li data-bbox="415 596 1198 695">1. Tabs involving committed resources operate same whether or not request for configuration catalog item. <li data-bbox="415 741 1198 810">2. A resource with an open assignment roster cannot be used to fill another request. <li data-bbox="415 850 1208 1860">3. 'Available' tab 'Fill' Button configuration request options: <ol style="list-style-type: none"> <li data-bbox="488 961 1208 1524">a. Fill with Single Resource – Fills request as if it were a non-configuration request. <ul style="list-style-type: none"> <li data-bbox="561 1073 984 1104">• Fills request with resource. <li data-bbox="561 1115 919 1146">• No assignment roster. <li data-bbox="561 1157 1094 1413">• Resource cannot be: <ul style="list-style-type: none"> <li data-bbox="602 1188 802 1220">– OH group. <li data-bbox="602 1230 867 1262">– On CWN/AGR. <li data-bbox="561 1272 1094 1413">• Request cannot: <ul style="list-style-type: none"> <li data-bbox="602 1304 959 1335">– Be a support request. <li data-bbox="602 1346 1094 1413">– Have a Configuration Option of Selected Items (SI). <li data-bbox="561 1423 1208 1524">• Also enabled if resource is a prepositioned group parent with Aircraft or Equipment subordinates. <li data-bbox="488 1566 1208 1860">b. Fill with Single Resource (Add Roster Later) – Fills request as a configuration, but initiation of assignment roster is deferred. <ul style="list-style-type: none"> <li data-bbox="561 1713 867 1860">• Resource cannot be: <ul style="list-style-type: none"> <li data-bbox="602 1755 802 1787">– OH group. <li data-bbox="602 1797 867 1829">– On CWN/AGR. <li data-bbox="602 1839 854 1871">– Prepositioned. 	<p data-bbox="1240 302 1516 407">Filter for equipment requests. Select Engine T3 request.</p> <p data-bbox="1240 850 1523 1062">Ensure Available tab displayed. Click Query. Select Engine 7. Click Fill. Display drop-down list.</p>

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<ul style="list-style-type: none"> • Request cannot: <ul style="list-style-type: none"> – Be a support request. – Be for Selected Items (SI). <p>c. Fill with Assignment Roster using Master Roster – Builds assignment roster using resource’s master roster.</p> <ul style="list-style-type: none"> • Resource: <ul style="list-style-type: none"> – Must have a master roster. – Cannot be a prepositioned group parent. • Request cannot be for Selected Items (SI). • A resource can have only one master roster, however multiple ‘versions’ can be maintained. • All, some, or none of positions on master roster can be assigned to a given version. • One version can be designated as default, and is used as the basis for assignment rosters. • If two or more versions of master roster exist, and no default is designated, Select Master Roster Version dialog box displays and you must select a version. • Positions are added to assignment roster in order they appear on master roster. <p>d. Fill with Assignment Roster using Configuration – Builds assignment roster using template of resource’s configuration qualification.</p> <ul style="list-style-type: none"> • Resource cannot be: <ul style="list-style-type: none"> – On CWN/AGR. – Prepositioned. • Request cannot be for Selected Items (SI). • If any configuration items are themselves configurations, their subordinate catalog items are <u>not</u> added to assignment roster. 	<p>Select Fill with Assignment Roster using Master Roster.</p> <p><u>Click Cancel.</u></p> <p>Click Fill. Display drop-down list.</p> <p>Select Fill with Assignment Roster using Configuration.</p>

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<ul style="list-style-type: none"> • If requested item is an alias, assignment roster built based on resource's qualification associated with the alias. • Positions are added to assignment roster in order they appear in configuration. <p>e. Fill with Assignment Roster (build from scratch) – Creates blank assignment roster - all sub positions must be added manually.</p> <ul style="list-style-type: none"> • Resource cannot be: <ul style="list-style-type: none"> – On CWN/AGR. – Prepositioned. • Request cannot be for Selected Items (SI). <p>f. Fill with Assignment Roster for Selected Items – Builds assignment roster using catalog items selected from the configuration.</p> <ul style="list-style-type: none"> • Resource cannot be: <ul style="list-style-type: none"> – On CWN/AGR. – Prepositioned. • Request <u>must</u> have configuration option of Selected Items (SI). • If resource being assigned has a master roster, the roster is ignored. • Selected items are added to assignment roster in order they appear in configuration. • Cannot remove the select catalog items from assignment roster. <p>g. Fill with Prepositioned Roster – Builds assignment roster using the resource's prepositioned roster.</p> <ul style="list-style-type: none"> • Resource must be parent of a prepositioned group. • Requested item must not be able to be filled with a temporary group. 	<p><u>Click Cancel.</u></p> <p>Click Fill. Display drop-down list.</p> <p>Select Fill with Assignment Roster (build from scratch).</p> <p><u>Click Cancel.</u></p>

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<p>POINT OUT THAT FOR A CATALOG ITEM TO BE DESIGNATED 'ALLOW FILL WITH TEMPORARY GROUP', IT MUST BE AN ALIAS, WITH AN ASSOCIATED CATALOG ITEM THAT IS A CONFIGURATION.</p> <ul style="list-style-type: none"> • A prepositioned group cannot be used to fill a group request for which a subordinate request has already been created. • Positions are added to assignment roster in order they appear on the prepositioned roster. <p>h. Reassign Prepositioned Roster – Reassigns prepositioned group to a different preposition incident.</p> <ul style="list-style-type: none"> • Not enabled if any subs are currently assigned to a non-prepo incident or are unavailable. • Displays Reassign Roster screen, based on assignment roster of selected parent resource. • Order of positions, and their associated subordinate request number suffixes, are retained. <p>i. Fill with Temporary Group – Can use part of a prepositioned Crew or Overhead team to construct a temporary (non-inventory) group to fill a request on a non-preposition incident.</p> <ul style="list-style-type: none"> • Request on non-prepo incident must be an 'alias' for which 'Fill With Temporary Group' is authorized. • Resources on preposition roster can be spread out among multiple non-prepo incidents. • Following illustrates use of Fill with Temporary Group functionality: <ul style="list-style-type: none"> – A Crew Type II is prepositioned with Dispatch A. 	

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<ul style="list-style-type: none"> - Dispatch A assigns a portion of crew to request for a short crew C-1 (by removing unneeded positions from assignment roster). Assignment roster initially displays parent resource's prepositioned roster. - To <u>fill a second short crew request</u> C-2, for example, using same prepositioned crew, use 'Fill with Temporary Group' <u>from Action button drop-down list</u>. - Assignment roster initially contains only parent position – all subordinate positions must be added manually. - Assign resources from prepositioned Crew Type II that were not used on C-1 request to C-2 assignment roster as appropriate. <p>4. Fill with Temporary Group (<u>Action button option</u>).</p> <p>IF THERE IS A CATALOG ITEM IN THE DATABASE DESIGNATED AS 'ALLOW FILL WITH TEMPORARY GROUP', AND TIME PERMITS, DEMONSTRATE THE FILL WITH TEMPORARY GROUP FUNCTIONALITY FROM THE FILL BUTTON AND THEN THE ACTION BUTTON.</p> <p>5. Subordinate request numbering:</p> <ul style="list-style-type: none"> • All subordinate requests have same catalog designation as parent request. <p>POINT OUT HOW OVERHEAD SUBORDINATE REQUESTS OF AN EQUIPMENT PARENT BEGIN WITH 'E' (NOT 'O') BECAUSE THE PARENT REQUEST HAS THE PREFIX OF 'E'.</p> <ul style="list-style-type: none"> • 1st level of hierarchy beyond parent: E-6.1, E-6.2, E-6.3, etc. • 2nd level of hierarchy beyond parent: E-6.2.1, E-6.2.2, E-6.2.3, etc. 	

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<p>EXPLAIN THAT 3RD, 4TH, ETC. LEVELS OF HIERARCHY ('NESTED ROSTERS') OCCURS WHEN SUBORDINATE REQUESTS ARE THEMSELVES PARENT REQUESTS WITH THEIR OWN SUBORDINATES.</p> <p>EXPLAIN THAT THE 'CHANGE FINANCIAL CODE' BUTTON WILL BE DISCUSSED NEXT.</p> <p>C. 'Change Financial Code' Button</p> <ol style="list-style-type: none"> 1. 'Incident Financial Codes' tab. <ul style="list-style-type: none"> • Displays active codes assigned to incident by local and non-local dispatches. <p>BRIEFLY DISCUSS THE TABLE COLUMNS.</p> <ul style="list-style-type: none"> • During a reassignment, displays local and non-local codes assigned to reassigned- to incident. • 'Ad Hoc Financial Code' dialog box (previously discussed). <ol style="list-style-type: none"> 2. "[Your Dispatch] Financial Codes' tab. <ul style="list-style-type: none"> • Displays codes associated with your dispatch and providers. • Tab does not display when 'Select Financial Code' dialog box is accessed during request creation. 3. 'Host Financial Codes' tab. <p>POINT OUT THAT THE 'HOST FINANCIAL CODES' TAB IS NOT DISPLAYING BECAUSE OUR DISPATCH IS THE INCIDENT DISPATCH.</p> <ul style="list-style-type: none"> • Displays codes associated with incident host. Ad-hoc codes cannot be created on this tab. 	<p>Filter for <u>Deer Valley</u> Supply requests. Select Garbage request.</p> <p>Click Action. Select Fill with Agreement. Enter/select information and click OK.</p> <p>In Fill Request dialog box, click Change Financial Code button.</p> <p>Click New. Click Cancel.</p> <p>Select 'CO-PSD Financial Codes' tab.</p>

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<ul style="list-style-type: none"> • During a reassignment, displays active codes associated with reassigned-to incident host. • Tab only displays if your dispatch is not the incident dispatch. <p>D. 'Manifest' Button</p> <ol style="list-style-type: none"> 1. A manifest is a temporary listing of positions and associated resources. 2. Applicable when resource is from: <ul style="list-style-type: none"> • External dispatch. • CWN contract. • Inventory agreement. • Non-inventory agreement. 3. Cannot be saved for use on other requests, but if resource reassigned manifest is carried over to reassign-to request. 4. Positions (i.e., catalog items) are added to manifest, then non-inventory resource information entered for the position. 	<p>Click Cancel.</p> <p>Filter for Deer Valley Equipment requests. Select a Dozer T2 request.</p> <p>Click Action. Select Fill with Agreement.</p> <p>In 'Fill with Agreement' dialog box, enter Resource Name of 'Dozer 632'. Select any Provider. Click OK.</p> <p>In Fill Request dialog box, click Create Manifest button.</p>

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<ul style="list-style-type: none"> • After completed click 'Print'. • Can re-access manifest via Edit Assignment dialog box. 	<p>Click OK.</p> <p>Back in 'Fill Request' dialog box, enter/select information and click OK.</p>
<p>V. PRACTICE SESSION</p>	
<p>REVIEW UNIT OBJECTIVES.</p>	<p>04-06-ROSSD-SL 04-07-ROSSD-SL</p>
<p>QUESTIONS?</p>	
<p>REQUEST STUDENTS FILL OUT UNIT EVALUATION.</p>	