Location - defining geographic locations

This guide explains how to search for and define locations for incidents, the USGS, and other geographic locations. You can directly affect the location of resources, incidents, and closest forces. The type of activities you can perform include:

- search for a location
- add and modify location information
- remove a location from view
- delete a removed location from the ROSS database
- print location information.

Until you attach an incident to it, the location you enter is only visible to you.

To access the Location screen
- On the Administration menu, click Location.
To search for a location

1. On the Location screen, click the Search Locations button.

2. On the Search Locations dialog box, type information into as many text boxes as possible to narrow your search, and then click the Search button.

The following diagram shows the Search Locations dialog box.
To add a new location

1. On the Location screen, click the New button.
2. In the Location Name box, type the Name of the Location.
3. In the Location Type box, click the drop-down arrow and then select the Location Type of your choice.

*The National Data Steward at NICC manages location types.*

4. In the City box, type the Name of the City for that location.
5. In the State Code box, type the Two-Character Postal Code for the state.
6. In the Description box, type any additional Description for the location.
7. Under Coordinates, select the appropriate Coordinate Type, and then type the appropriate Coordinate Information.
8. On the Navigation Instructions tab in the Navigation Instructions text box, type any pertinent Navigation Instructions for the location.

*These instructions are added to the Locations tab and/or the Reload Bases tab when you create an incident.*

9. Click the Documentation tab, type any pertinent Documentation for the location in the Add Documentation text box, and then click the Add Documentation button.

The following diagram shows the Location screen. The arrow points to the Navigation Instructions tab.
The following diagram shows the Location screen. The arrow points to the Documentation tab.

To modify location information

To cancel any unsaved changes, click the **Undo** button.

1. On the **Location** screen, search for and then highlight to select the **Location Name** of your choice.

2. Type or replace the following information, as appropriate
   - Location Name
   - Location Type
   - City
   - State Code
   - Description
   - Coordinates
   - Navigation Instructions
   - Documentation.

3. To save your modifications, click the **Save** button.
To remove a location from view

The remove button allows you to prevent others from viewing and using it.

1. On the Location screen, search for and then highlight to select the Location Name of your choice, and then click the Remove Location button.

2. On the ROSS Confirmation Message dialog box, click Yes to confirm or click No to cancel.

To delete a removed location from the ROSS database

1. On the Location screen, click the Manage Removed Locations button.

2. On the Manage Removed Locations dialog box under Set Filter for Removed Locations, search for and then click to select the Removed Location Name of your choice.

3. Click the Delete Organization button.

4. On the Confirm Deletion dialog box, click Yes to confirm or click No to cancel.

The following diagram shows the Manage Removed Locations dialog box.

To restore a location

1. On the Manage Removed Locations dialog box under Set Filter for Removed Locations, search for and then click to select the Removed Location Name of your choice.

2. Click the Restore Location button.

3. On the ROSS Confirmation Message dialog box, click Yes to confirm or click No to cancel, and then click the Close button.
To view location usage

You can view location usage information for incidents, travel, resources, and documentation.

1. On the Location screen, search for and then highlight to select the Location Name of your choice.
2. Click the View Location Usage button, and then click the tab of your choice.

The following diagram shows the View Location Usage dialog box.

![View Location Usage dialog box]

To print location usage

The Location Usage - Summary report includes all autodocs generated since the last annual archive.

1. On the Location screen, search for and then click to select the Location Name of your choice, and then click the View Usage button.
2. On the View Location Usage dialog box, click the Print button.
3. In ROSS Reports, position your mouse toward the top of the web page, and then click the Print file button or press [Ctrl] + P.
4. On the Print dialog box, review the printer settings and then click OK.
5. When finished, close your Internet browser.
The following diagram shows a sample Location Usage - Summary report for the Craig Dispatch Center, as it appears in ROSS Reports. The arrow points to the Print file button.