

## Location - defining geographic locations

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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:

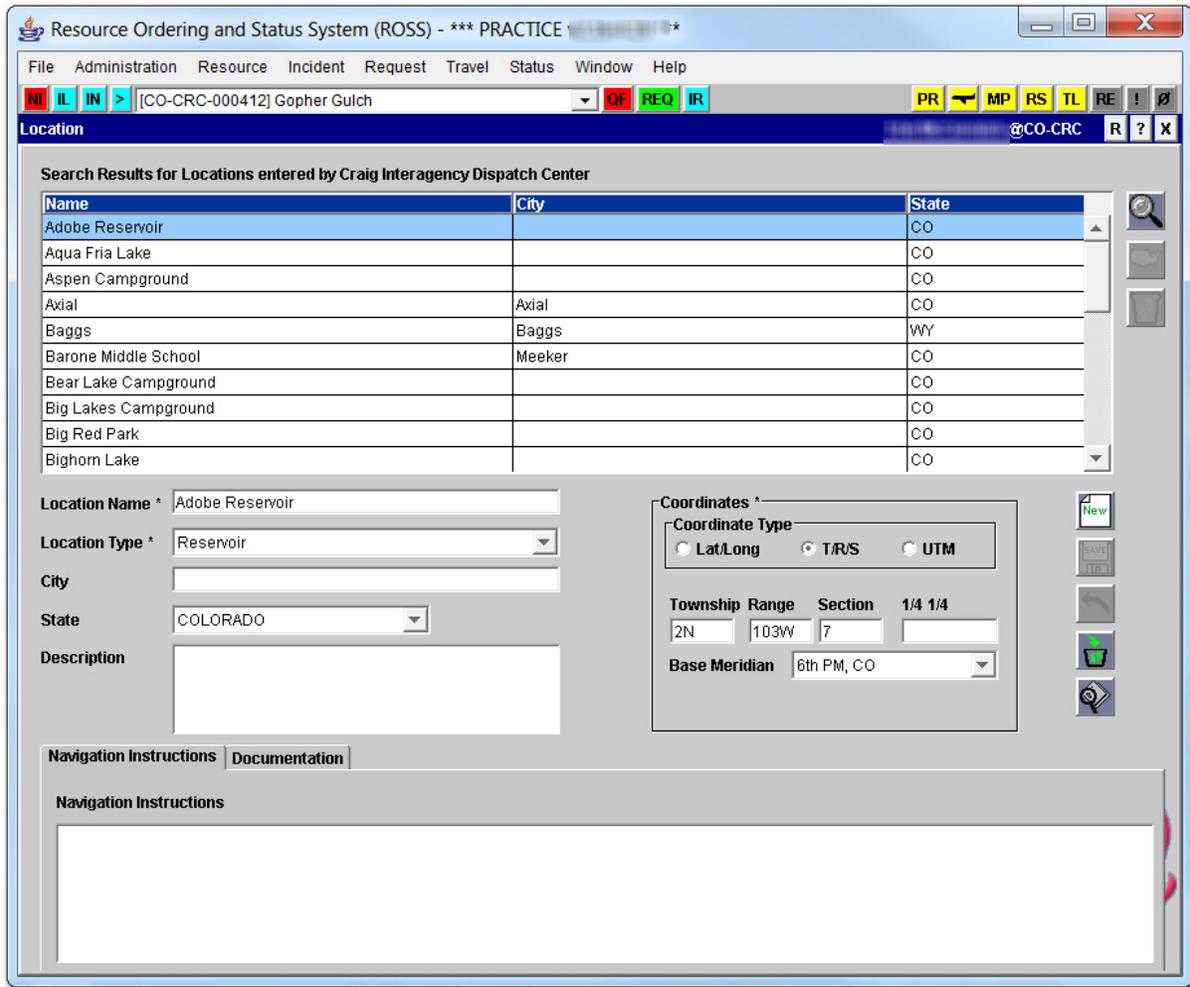
- search for a location
- add and modify location information
- remove a location from view
- delete a removed location from the ROSS database
- print location information.

*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**.

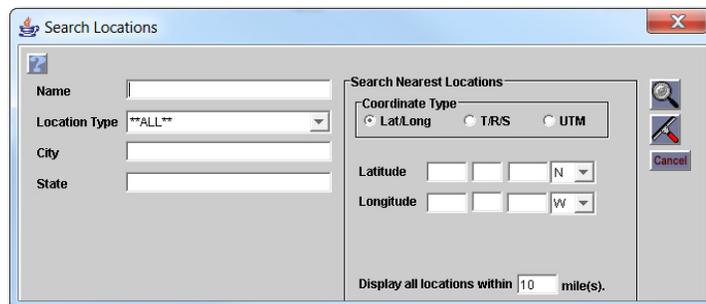
### Location screen



#### 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.

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

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- 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.

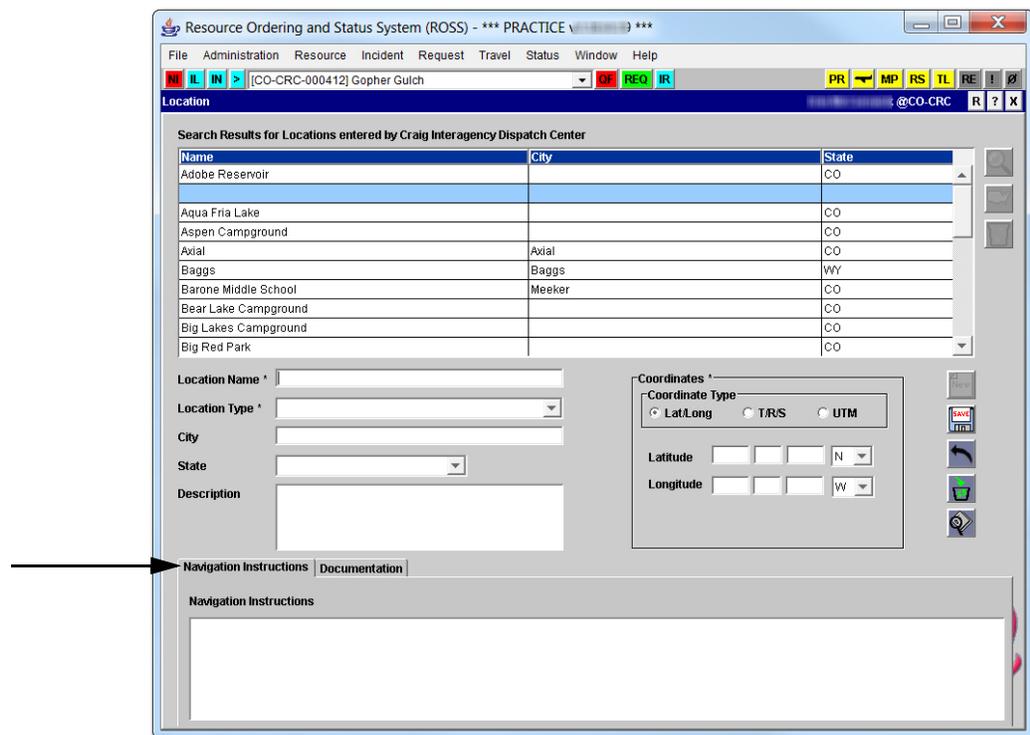
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*These instructions are added to the Locations tab and/or the Reload Bases tab when you create an incident.*

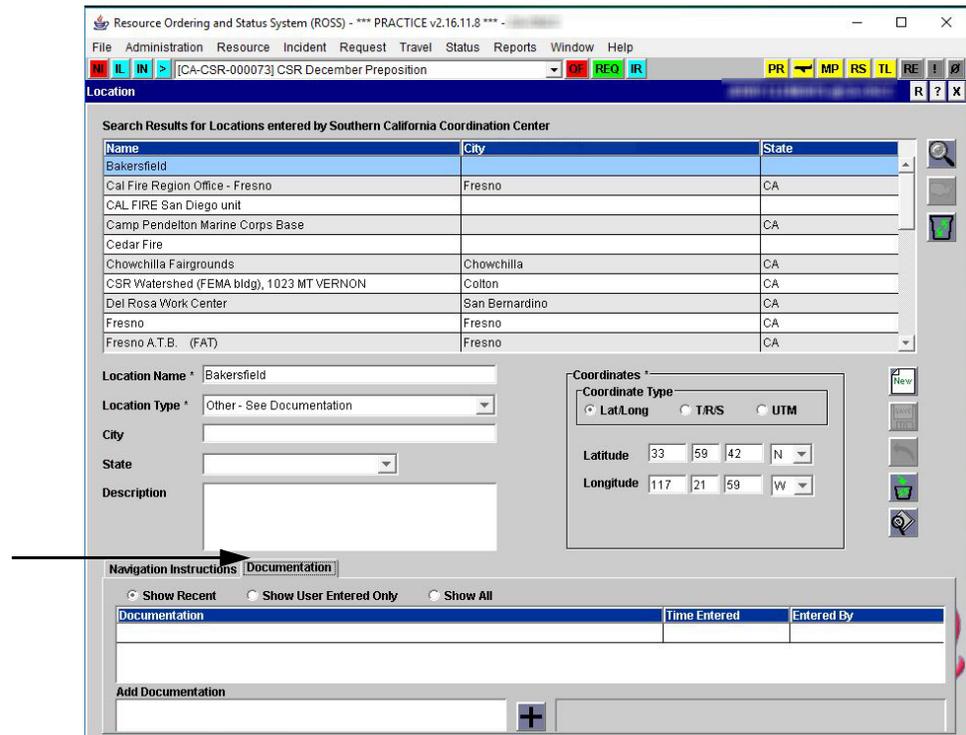
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- 9 Click the **Documentation** tab, type any pertinent **Documentation** for the location in the **Add Documentation** text box, and then click the **Add Documentation** button.

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

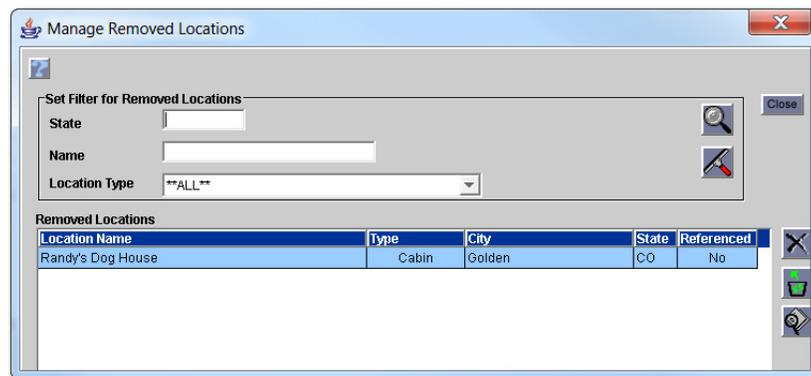
*The remove button allows you to prevent others from viewing and using it.*

- 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

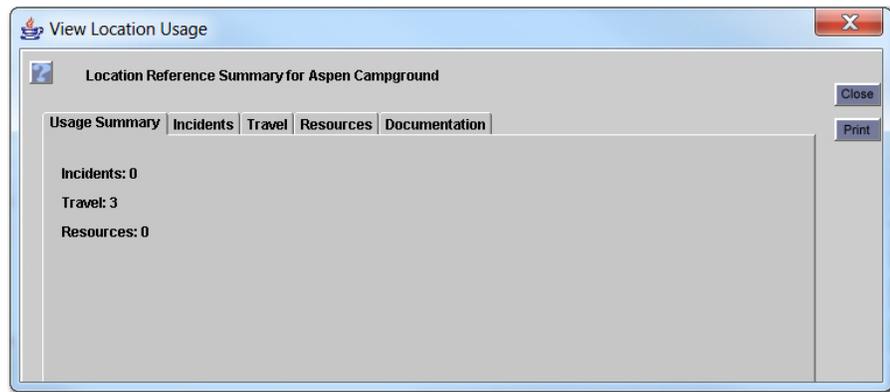
- 1 On the **Manage Removed Locations** dialog box under **Set Filter for Removed Locations**, search for and then click to select the **Removed Location nName** of your choice.
- 2 Click the **Restore Location** button.
- 3 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or 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.



### 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 pres **[Ctrl] + P**.



*You may choose to hover your pointer to display the **PDF floating toolbar**, and then click the **Print** button.*

- 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.

