Personal Settings - setting request filters

This guide explains how to set up dispatch unit and/or host unit requests that you want to view on the Pending Request screen. It also explains how to create and refine notification settings, which allows you to designate the specific types of “Action” and “No Action” notification messages you want to receive. Topics include:

- Setting pending request filters
- Setting your message request defaults and notification preferences
- Setting your dispatch notification preferences
- Setting your administration notification preferences
- Working with the Notification - Action Required screen
- Working with the Notification - No Action Required screen
- Exploring notification settings in detail.

To access the Personal Settings screen

1. On the Administration menu, click Personal Settings.
Personal Settings screen - Pending Request Filters tab

Setting pending request filters

By setting your pending request filters and specifying which incidents you can view, you can limit the requests that appear on the Pending Request screen.

To set your Pending Request filters

1. On the Personal Settings screen under Available Dispatch Units, click the Unit ID of your choice, and then perform one of the following:
   - to select single unit click on single Add Arrow
   - to select all available dispatch units, click the Add All arrow
   - to remove a dispatch unit, under Selected Dispatch Unit, click the Unit ID of your choice, and then click the Remove arrow
   - to remove all dispatch units, click the Remove All arrow
2 Under Available Host Units, click the Unit ID of your choice, and then perform one of the following
   - to select a single unit click on Add Arrow
   - to select all available host units, click the Add All arrow
   - to remove a host unit, under Selected Host Unit, click the Unit ID of your choice, and then click the corresponding Remove arrow
   - to remove all host units, click the corresponding Remove All arrow.

Setting your message defaults and notification preferences

The Notification Preferences tab allows you to designate the age and type of incident messages you want to receive.

To access the Notification Preference tab on the Personal Settings screen

• On the Personal Settings screen, click the Notification Preference tab.

Personal Settings - Notification Preference tab

To set message defaults and notification preferences

1 On the Notification Preference tab under Set Message Defaults and Notification Preferences, type a number from 0 to 7 in the Earliest Message Date text box.

   This text box identifies the maximum age, in days, an unread message can be to warrant you receiving notification.

2 To display a dialog box for Action messages, click the Action check box.
3 To display a dialog box for No Action messages, click the No Action check box.
4 When finished selecting your settings, click the Save button.
Setting your dispatch notification preferences

The Dispatch Notification Settings tab allows you to set the types of notification messages you receive for “Action,” “No Action,” and “Incident” actions. You can also filter to display pending requests associated with the specified dispatch units and/or associated with the specified host units.

For example, all dispatch centers in the ordering chain between the requesting unit and the filling unit, and between the current dispatch and the home dispatch can choose to receive a “No Action” notification message when a request is filled or when the resources are reassigned or released. This is true even if their dispatch center did not handle the request.

The Available Dispatch Units table on the Personal Settings screen displays the following information:

- your unit, your subordinate units, and your parent organization, unless you are from NICC
- units that have added your organization to their selection area
- units with a resource item that has a non-local roster to which one of your resources is assigned

For example, so long as the agreements are in place, an incident management team may have a team member from another unit.

- the relationship of the dispatch unit to your organization, either parent, child, or another local dispatch.

Two special types of a relationship include, “Selection Area,” which indicates that you are a part of that organization’s selection area and, “Roster,” which indicates that the organization has a resource item with a non-local roster to which one of your resources is assigned.

To access the Dispatch Notification Settings tab on the Personal Settings screen

- On the Personal Settings screen, click the Dispatch Notification Settings tab.
Personal Settings - Dispatch Notification Settings tab

To set dispatch notification preferences

1. On the Dispatch Notification Settings tab under Set Notification Preferences for Requests with Action Required, click the Catalog Type check boxes as appropriate
   - Aircraft
   - Crews
   - Equipment
   - Overhead
   - Supply.

2. Under Set Notification Preferences for Requests with Action Required, click the Request Message Type(s) of your choice, and then click the Add button.

   To add all message types for a specific catalog, click the Catalog check box of your choice, and then click the Add All button.
3 Under **Set Notification Preferences for Requests with No Action Required**, click the **Catalog Type** check boxes as appropriate
   - Aircraft
   - Crews
   - Equipment
   - Overhead
   - Supply.

4 Under **Set Notification Preferences for Requests with No Action Required**, click the **Request Message Type(s)** of your choice, and then click the **Add** button.

5 Under **Set Notification Preferences for Incidents**, click the **Catalog Type** check boxes as appropriate
   - Aircraft
   - Crews
   - Equipment
   - Overhead
   - Supply.

6 Under **Set Notification Preferences for Incidents**, click the **Request Message Type(s)** of your choice, and then click the **Add** button.

To set notification that your parent dispatch has either restricted release or removed a restrictions for one or more catalogs on your incident

1 On the **Administration** screen, click **Personal Settings**, and then click the **Dispatch Notification Settings** tab.

2 Under **Set Notification Preferences for Incidents** under **Select Incident Message Types**, click **Release Authorization Required**, and then click the **Add** arrow.
The following diagram shows the Dispatch Notification Settings tab on the Personal Settings screen. The arrow points to Release Authorization Required in the Incident Message Type Preference text box.

To set notification that your parent has held the release of the resource on your incident

1. On the Administration screen, click Personal Settings, and then click the Dispatch Notification Settings tab.

2. On the Dispatch Notification tab under Set Notification Preferences for Requests with No Action Required, click the Catalog(s) of your choice.

3. Under Select Request Message Types, click Hold Release, and then click the Add arrow.

To set notification that your parent has authorized release of a resource on your incident

1. On the Administration screen, click Personal Settings, and then click the Dispatch Notification Settings tab.

2. On the Dispatch Notification tab under Set Notification Preferences for Requests with Action Required, click the Catalog(s) of your choice.

3. Under Select Request Message Types, click Authorize Release, and then click the Add arrow.
To set notification that a subordinate dispatch has tentatively released a resource and you control its release

1. On the Administration screen, click Personal Settings, and then click the Dispatch Notification Settings tab.

2. On the Dispatch Notification tab under Set Notification Preferences for Requests with Action Required, click the Catalog(s) of your choice.

3. Under Select Request Message Types, click Tentative Release, and then click the Add arrow.

Setting your administration notification preferences

The Admin Notification Settings tab allows you to be notified if the following administration actions occur:

- remove airport
- remove aviation hazard
- remove catalog item
- remove contract
- remove resource
- transfer resource
- Update User Accounts
- Tanker Base Use
- Restore Resource
- Remove from Assign Roster
- Release to Tanker Base
- Reject Resource
- Receive DPL
- Modify Resource
- Merge Resource
- Enter Resource
- Check In Resource

To access the Admin Notification Settings tab on the Personal Settings screen

- On the Personal Settings screen, click the Admin Notification Settings tab.
To set administration notification preferences

- On the Admin Notification Settings tab under Set Notification Preferences for Admin, click the Message Type(s) of your choice, and then click the Add button.

Working with the Notification - Action Required screen

This section explains how to further refine the types of “Action” notification messages you want to receive. Action notification messages display when you have unread messages that require action from you.
The following diagram shows the ROSS toolbar. The arrow points to the Action button for displaying Notification screens.

To access the Notification - Action Required screen
- On the ROSS toolbar, click the Action (I) button.

Notification - Action Required screen - Request tab
To search for specific “Action” notification messages

1. On the Notification - Action Required screen on the Requests tab, perform one of the following options to narrow your filter criteria
   - click All Incidents to receive notification for all incidents
   - click Local Incidents to receive notification for only local incidents
   - click Non-Local Incidents to receive notification for all non-local incidents
   - click Incident, and then click the Pick Incident button to search for and select the Incident Name of your choice from the Pick Incident dialog box.

2. To specify a message type, click the Messages drop-down arrow, and then click either Unread or Read.

3. To specify the date for the earliest message to be displayed, click the Earliest Message Date button, and then click the Date of your choice.

4. To specify a catalog, click the Catalog drop-down arrow, and then click the Catalog of your choice.

5. To specify the last action for the message, click the Last Action button, and then click the action of your choice.

6. When finished completing your filter criteria, click the Filter button.

To mark an action notification message as “read”

1. On the Notification - Action Required screen, search for and then click the Action Notification Message of your choice.

2. Under Message, review the Message, and then click the Message Read button.

To review related information for the notification message

1. On the Notification - Action Required screen, search for and then click the Action Notification Message of your choice.

2. Click the Go To button, and then choose one or more of the following
   - to go to the Multi Place screen to review the pending request, click Pending Request - for unfilled requests only to go to the Tactical Aviation screen.
   - to review the status of the request, click Request Status
   - to review related travel information, click Travel
   - to review personal settings, click Personal Settings.
To view the related request and/or incident

1. On the Notification - Action Required screen, search for and then click the Action Notification Message of your choice.

   To mark more than one message at a time, press and hold CTRL, and then click all Action Notification Messages of your choice.

2. Click the View button, and then choose one or more of the following:
   - to review the incident, click View Incident
   - to review the request, click View Request
   - to review the requesting unit, click View Requesting Unit

To access the Admin tab on the Notification - Action Required screen

- On the ROSS toolbar, click the Action (I) button, and then click the Admin tab.

Notification - Action Required screen - Admin tab
Working with the Notification - No Action Required screen

This section explains how to further refine the types of “No Action” notification messages you want to receive. No Action notification messages display when you have unread messages that require no action from you.

The following diagram shows the ROSS toolbar. The arrow points to the No Action button for displaying Notification screens.

To access the Notification - No Action Required screen

- On the ROSS toolbar, click the No Action (φ) button.
Notification - No Action Required screen - Request tab

1. On the Notification - No Action Required screen, perform one of the following options to narrow your filter criteria:
   - Click **All Incidents** to receive notification for all incidents
   - Click **Local Incidents** to receive notification for only local incidents
   - Click **Non-Local Incidents** to receive notification for all non-local incidents
   - Click **Incident**, and then click the Pick Incident button to search for and select the Incident Name of your choice from the Pick Incident dialog box.

2. To specify a message type, click the Messages drop-down arrow, and then click either **Unread** or **Read**.

3. To specify the date for the earliest message to be displayed, click the Earliest Message Date button, and then click the Date of your choice.

To search for specific "No Action" notification messages:

1. On the Notification - No Action Required screen, perform one of the following options to narrow your filter criteria:
   - Click **All Incidents** to receive notification for all incidents
   - Click **Local Incidents** to receive notification for only local incidents
   - Click **Non-Local Incidents** to receive notification for all non-local incidents
   - Click **Incident**, and then click the Pick Incident button to search for and select the Incident Name of your choice from the Pick Incident dialog box.

2. To specify a message type, click the Messages drop-down arrow, and then click either **Unread** or **Read**.

3. To specify the date for the earliest message to be displayed, click the Earliest Message Date button, and then click the Date of your choice.
4 To specify a catalog, click the Catalog drop-down arrow, and then click the Catalog of your choice.

5 To specify the last action for the message, click the Last Action button, and then click the Action of your choice.

6 When finished completing your filter criteria, click the Filter button.

To mark a No Action Notification message as “read”

1 On the Notification - No Action Required screen, perform one of the following
   - to mark a request message, on the Request tab, search for and then click the No Action Notification Message of your choice
   - to mark an incident message, click the Incident tab, search for and then click the No Action Notification Message of your choice.

To read more than one message at a time, press and hold CTRL, and then click all Action Notification Messages of your choice.

2 Click the Message Read button.

To view request message

1 On the Notification - No Action Required screen, search for and then click the No Action Notification Message of your choice.

2 Click the View button, and then choose one or more of the following
   - to review the incident, click View Incident
   - to review the request, click View Request
   - to review the requesting unit, click View Requesting Unit
   - to review the filling unit, click View Filling Unit
   - to view home dispatch unit, click on View Home Dispatch Unit

3 When finished reviewing the information, click Close.

To view incident messages

1 On the Notification - No Action Required screen, click the Incident tab, search for and then click the No Action Notification Message of your choice.

2 Click the View button, and then click View Incident

3 When finished reviewing the information, click Close.
The following diagram shows the Notification - No Action Required screen - Incident tab.

To pick an incident

1. On the Notification - Action screen under Set Action Notification Filter, click Incident, and then click the Pick Incident button.

2. On the Pick Incident dialog box, type into or select information for as many text boxes as possible to narrow your search
   - click Local Incident to search for a local incident
   - click Non-Local Incident to search for a non-local incident
   - in the Incident Name text box, type the name of the incident
   - click the Incident Type drop-down arrow, and then select the Incident Type of your choice
   - click the Incident # drop-down arrow, click the Unit ID of your choice, and then type the Incident Number in the Incident # text box
   - click the Host drop-down arrow, and then select the Incident Host name
   - click the Select Dates button, and then click the Created From Date/Time and the To Date/Time dates.

3. When finished completing the criteria of your choice, click the Search button.

4. Under Select Incident, click the Incident Name of your choice, and then click OK.
The following diagram shows the Pick Incident dialog box.

To view admin messages
1. On the Notification - No Action Required screen, click the Admin tab, search for and then click the No Action Notification Message of your choice.
2. Click the View button, and then click View Incident.
3. When finished reviewing the information, click Close.

The following diagram shows the Notification - No Action Required screen - Admin tab.