Personal Settings - setting request filters

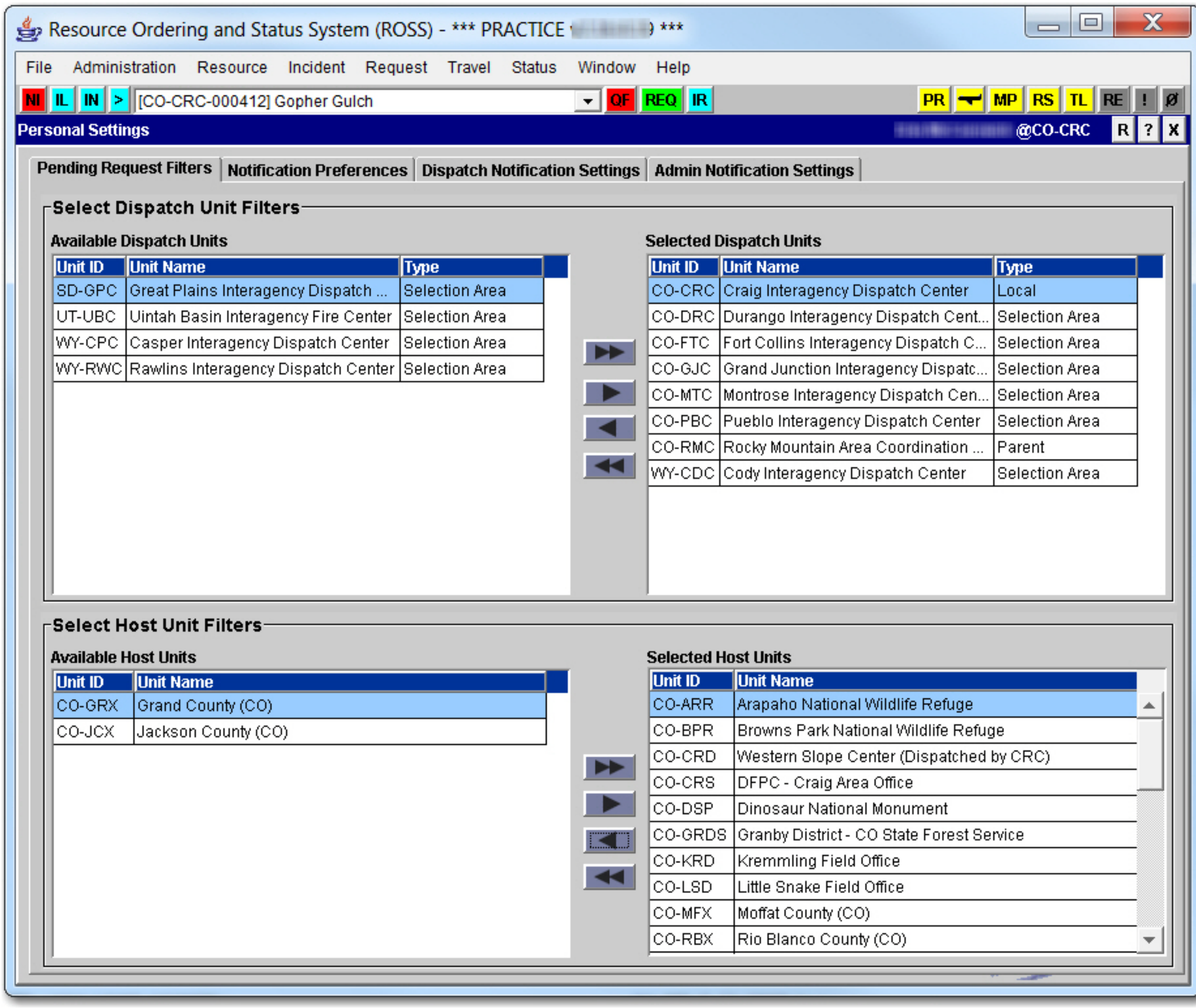
This guide explains how to set up dispatch unit and/or host unit requests that you want to view on the Pending Request screen. It also explains how to create and refine notification settings, which allows you to designate the specific types of "Action" and "No Action" notification messages you want to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

- Setting pending request filters
- Setting your message 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.

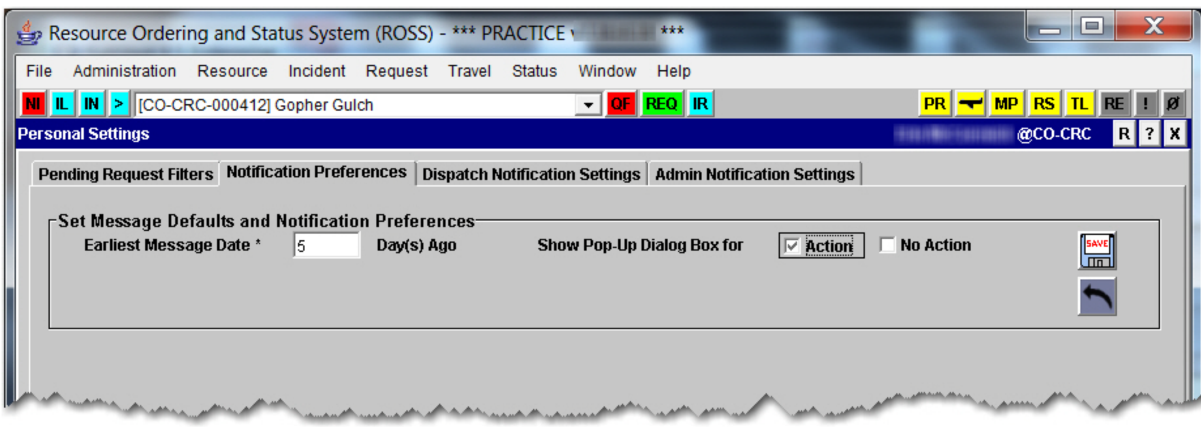
Setting your message defaults and notification preferences

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 perferences

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.

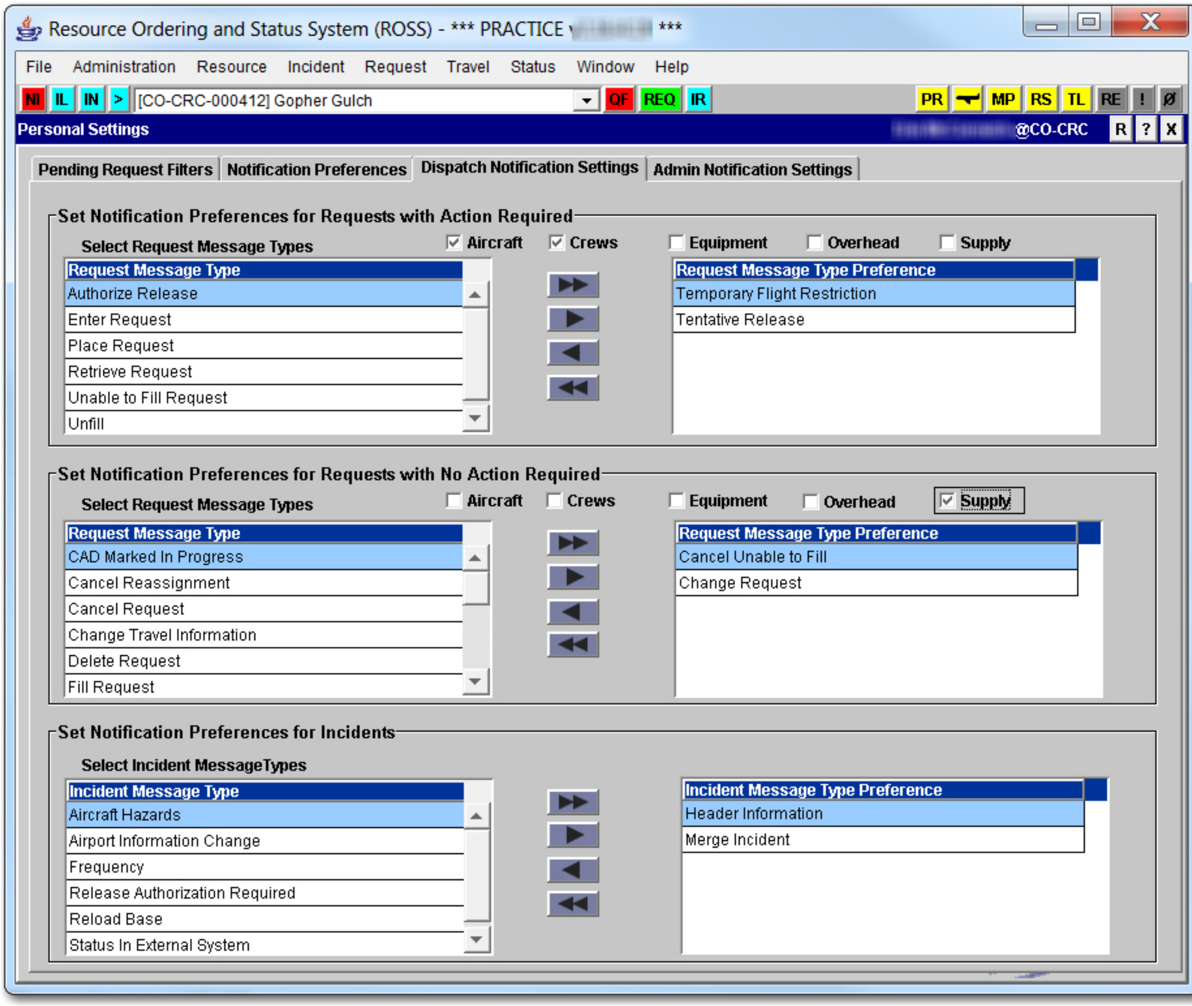
- the relationship of the dispatch unit to your organization, either parent, child, or another local dispatch.

  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.

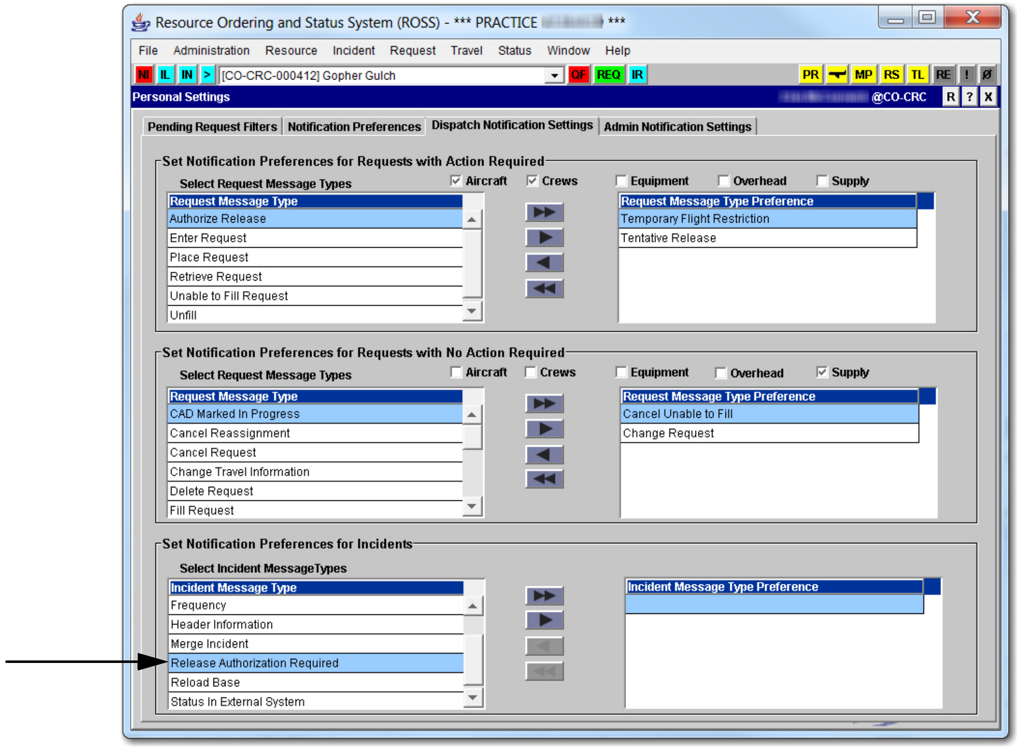
6 Under **Set Notification Preferences for Incidents**, click the **Request Message Type(s)** of your choice, and then click the **Add** button.

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.

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

2 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

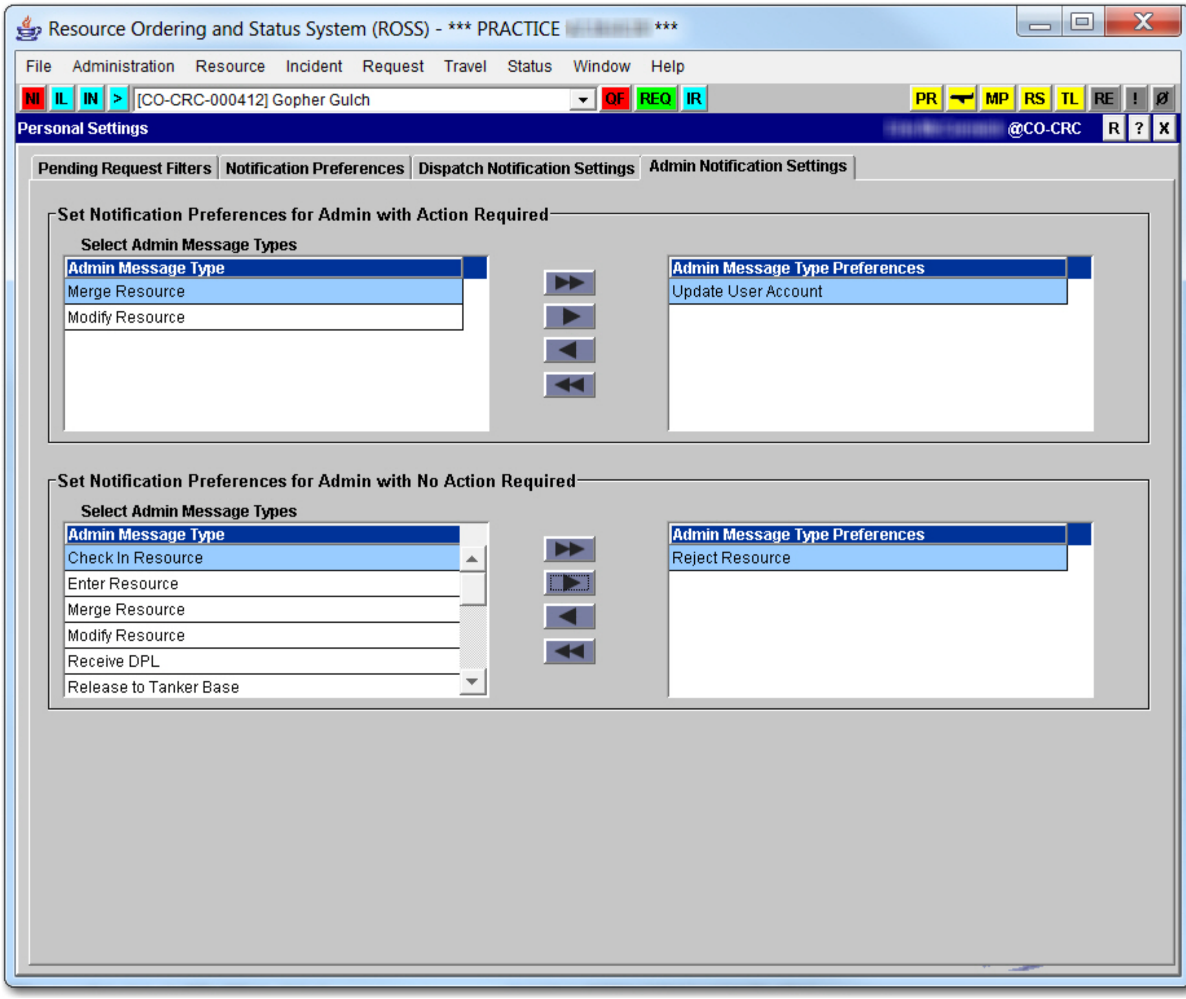
The Admin Notification Settings tab allows you to be notified if the following administration actions occur:

- 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.

Personal Settings screen - Admin Notification Settings tab



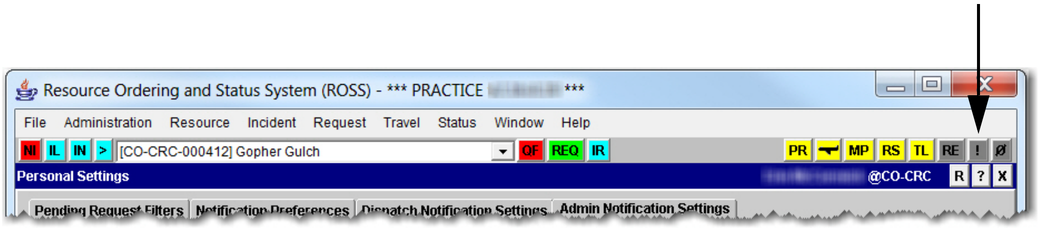
To set administration notification preferences

- 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.

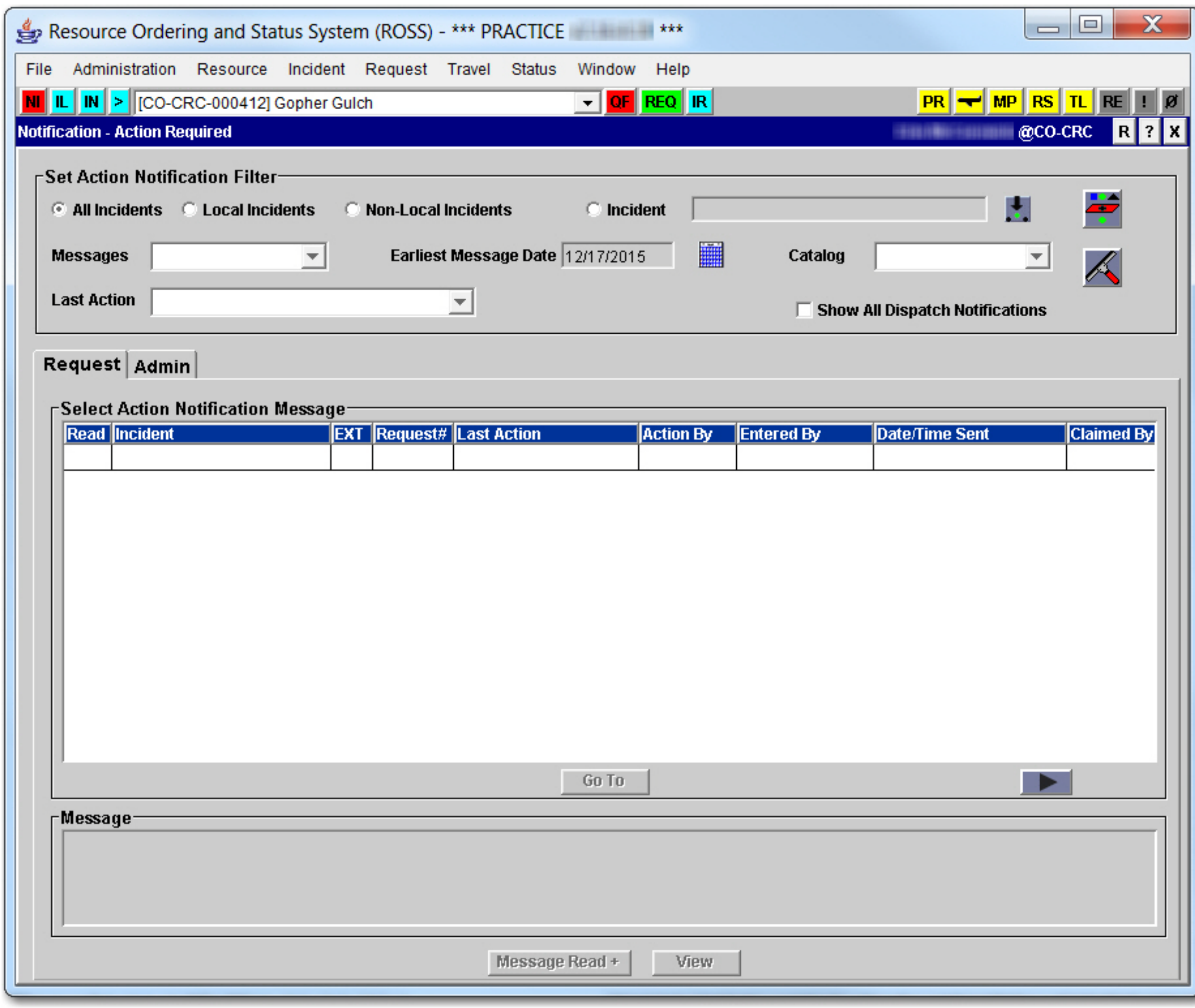
The following diagram shows the ROSS toolbar. The arrow points to the Action button for displaying Notification screens.



To access the Notification - Action Required screen

- On the **ROSS toolbar**, click the **Action** (**!**) 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.

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

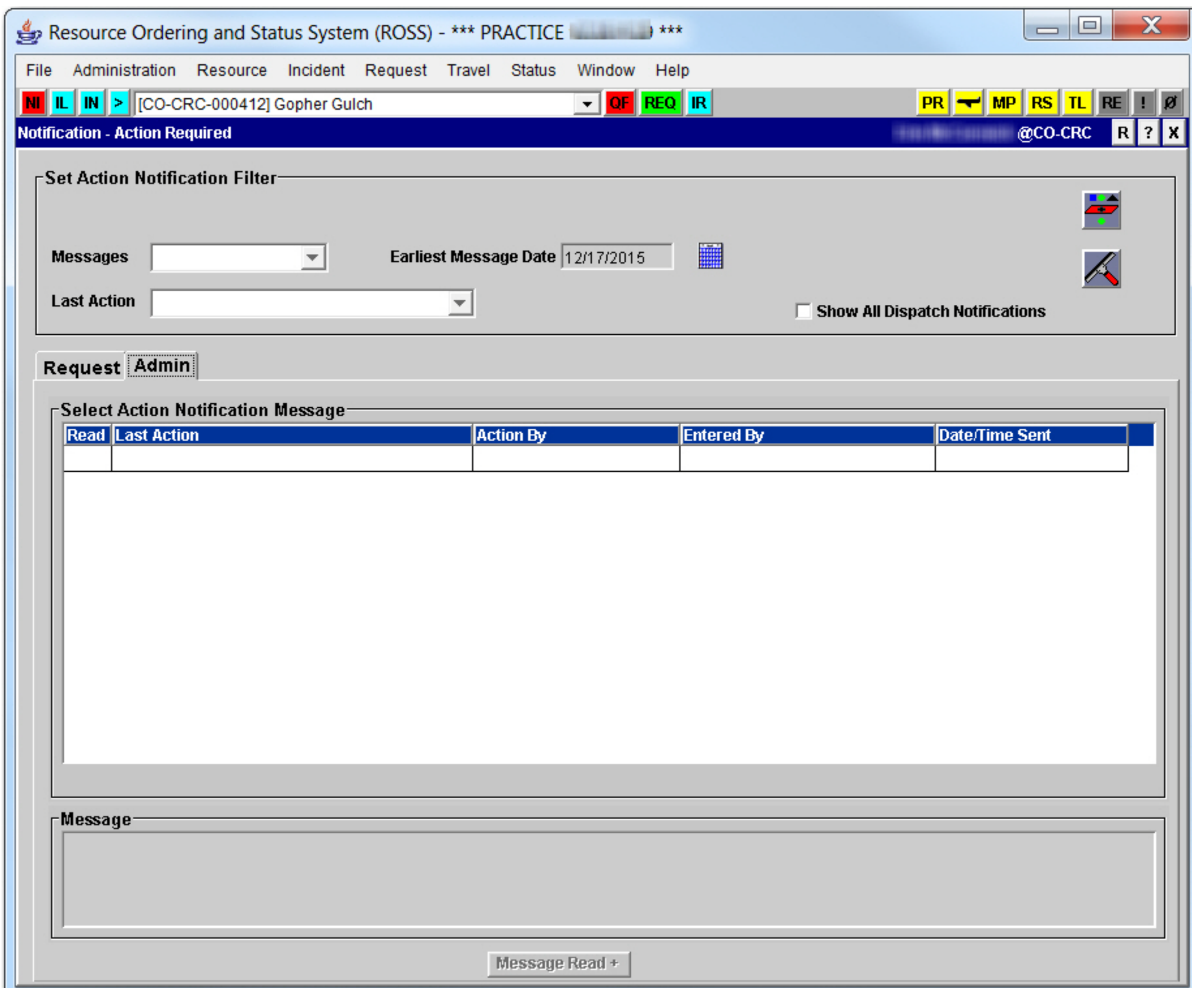
2 Click the **View** button, and then choose one or more of the following

- to review the incident, click **View Incident**
- to review the request, click **View Request**
- to review the requeting unit, click **View Requesting Unit**

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

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

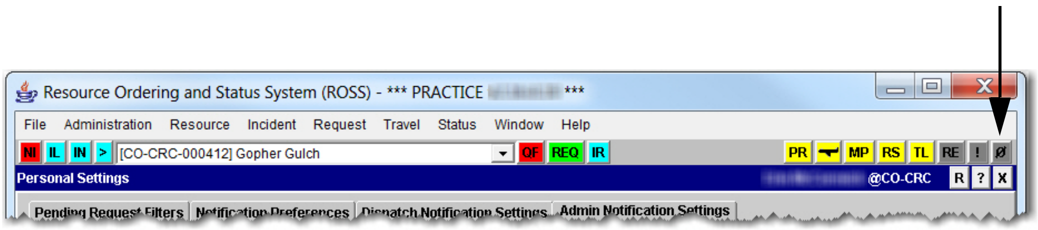
Notification - Action Required screen - Admin tab



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.

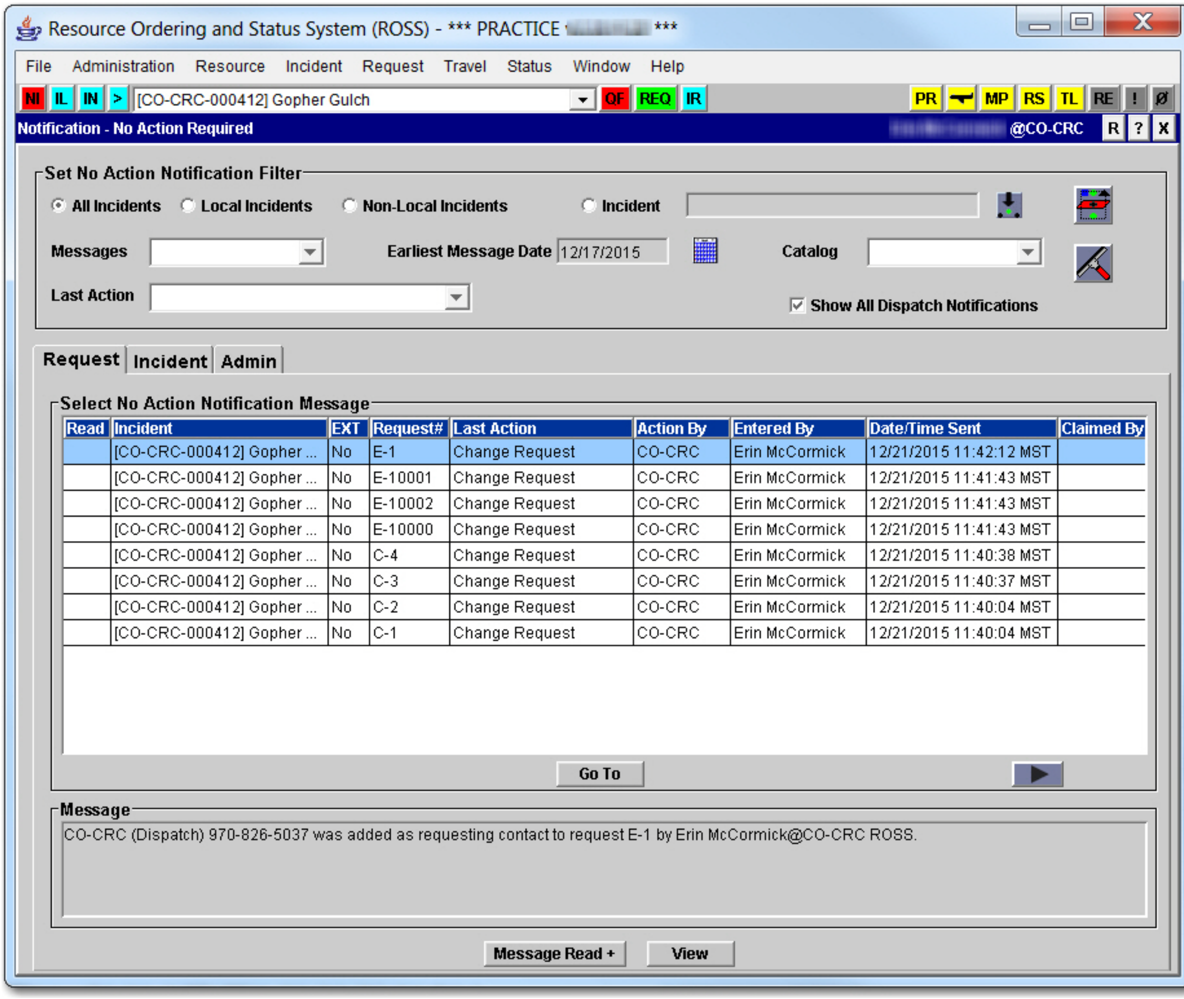
The following diagram shows the ROSS toolbar. The arrow points to the No Action button for displaying Notification screens.



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



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 Requestion Unit**
- to review the filling unit, click on **View Filling Unit**
- to view home dispatch unit, click on **View Home Dispatch Unit**

3 When finished reviewing the information, click **Close**.

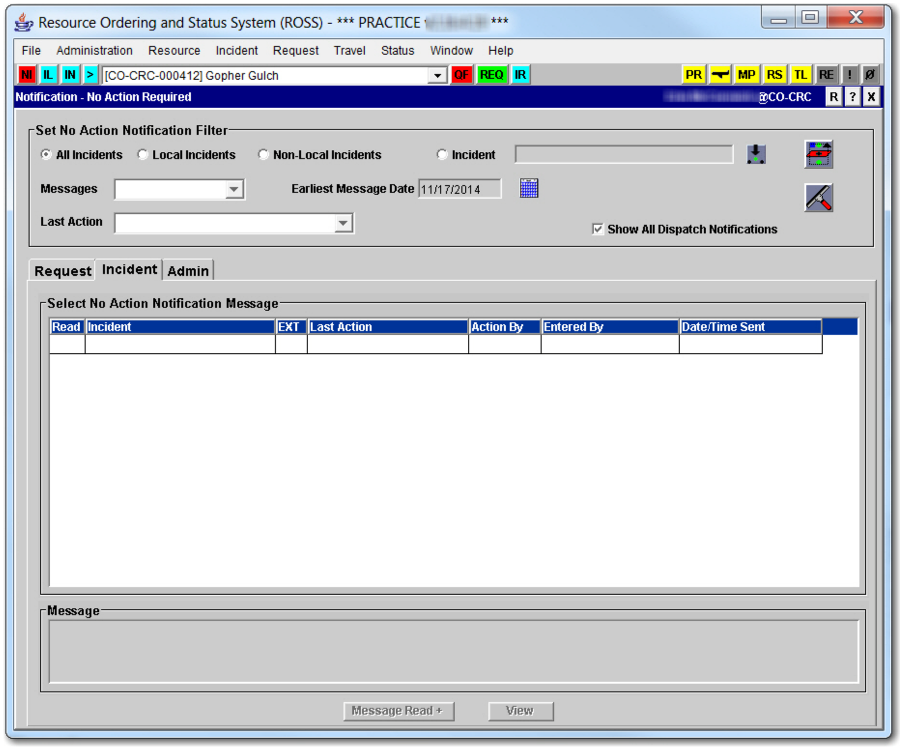
To view incident messages

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**.

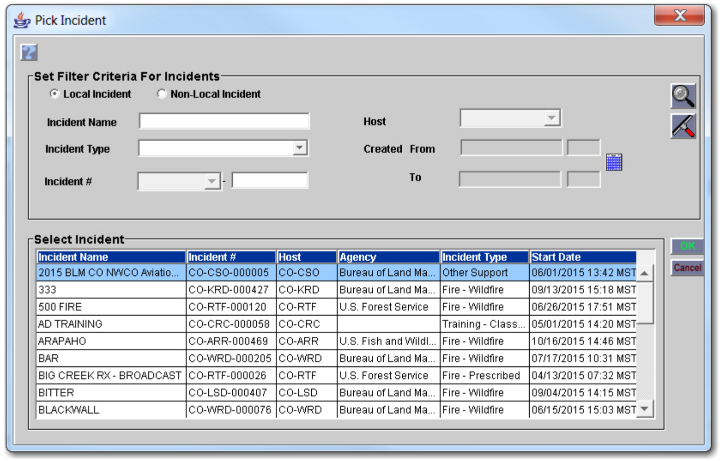
The following diagram shows the Notification - No Action Required screen - Incident tab.



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.