Search For Resources - locating resources on incidents

This guide explains how to filter for and locate all aircraft, crew, equipment, overhead, and supply resource items. Topics include:

- Locating resources
- Downloading and printing lists of resources
- Viewing details about a specific resource
- Downloading and printing the Resource Order Form and Assignment History
- Using the Go To button.

To access the Search For Resources screen
- On the Resource menu, click Search For Resources.

Search For Resources screen
Locating specific resources

The Search For Resources screen allows you to search for Aircraft, Crew, Equipment, Overhead, and Supply resources. By default, the Search For Resources screen displays Overhead resources.

Specifying filter criteria

Specify enough filter criteria to speed up your search. For example, specify the Home Dispatch and Provider along with the Last Name to limit and speed the search of an Overhead resource.

Remember these key points about specifying filter criteria:

- The Search For Resources screen allows you to filter for and view tracked supply resources.
- You can filter for resources even if they are not managed by your own dispatch center and not assigned to one of your incidents.
- Resources assigned to an incident also display the incident number, name and type, incident dispatch, request number, and requested catalog item for the current assignment.
- A user account assigned with the Incident Management Team access role can filter for and view all resource information available on the Search For Resources screen.

If your expected results do not display, try removing some of the criteria and filter again.

Performing a wildcard search

By using the asterisk (*) before, and/or after partial words or numbers, you can perform wildcard searches to locate resources that generally fit the string of characters you specify. The following table outlines two examples of performing a wildcard search.

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for a last name beginning with “Sm”</td>
<td>Type Sm* in the Last Name text box.</td>
</tr>
<tr>
<td>Search for a resource containing the word “engine”</td>
<td>Click Resource Name, type <em>eng</em> in the Resource Name text box, click the Catalog drop-down arrow, and then click Equipment.</td>
</tr>
</tbody>
</table>
To locate and view a resource

By default, the Search For Resources displays the Overhead catalog.

1 On the Search For Resources screen, click the Catalog drop-down arrow, and then click the Catalog of your choice.
2 In the Resource Name text box, type the Name of the Resource.

To perform a wildcard search, type * (asterisk) in the Resource Name text box.

3 Complete any additional text box(es) to narrow your search, and then click the Filter button.

Viewing details about a specific resource

The View button allows you to view information about the resource item and its home dispatch. If the resource is currently assigned to an incident, the View button also allows you to view the following information:

- current request
- requesting unit
- filling unit
- any associated support and/or subordinate requests.

To view information about a specific resource

1 On the Search For Resources screen, click the Catalog drop-down arrow, and then select the Catalog of your choice.
2 In the Resource Name text box, type the Resource Name.
3 Complete any additional text box(es) to narrow your search, and then click the Filter button.
4 Click the View button, and then click View Resource.
5 On the View Resource dialog box, click the appropriate tab to view specific information about the resource.
6 When finished, click Close.
The following graphic shows the Search For Resources screen to search for Overhead at CO-CRD.
The following graphic shows a sample Qualifications tab on the View Resources dialog box.

![Sample Qualifications Tab]

The following graphic shows a sample Equipment Type tab on the View Resources dialog box.

![Sample Equipment Type Tab]

The following graphic shows a sample Availability tab on the View Resources dialog box.

![Sample Availability Tab]
The following graphic shows a sample Special Conditions tab on the View Resources dialog box.

![Special Conditions Tab]

The following graphic shows a sample Features tab on the View Resources dialog box.

![Features Tab]

The following graphic shows a sample Assignment History tab on the View Resources dialog box.

![Assignment History Tab]
The following graphic shows a sample Contract Information tab on the View Resources dialog box.

![Contract Information Tab]

The following graphic shows a sample Roster tab on the View Resources dialog box.

![Roster Tab]

The following graphic shows a sample Contacts tab on the View Resources dialog box.

![Contacts Tab]
The following graphic shows a sample Documentation tab on the View Resources dialog box.

![Documentation Tab]

The following graphic shows a sample Additional Attributes tab on the View Resources dialog box.

![Additional Attributes Tab]

To view by assignment resource name

1. On the **Search For Resources** screen, locate and then click the **Resource Name** of your choice.
2. Click **Assignment Resource Name**.
The following graphic shows the Search For Resources screen for viewing Crews with a Home Dispatch of CO-FTC, by Assignment Resource Name. The arrow points to the Assignment Resource Name option.

To view incident information

1. On the Search For Resources screen, locate and then click the Assigned Resource Name of your choice.
2. Click the View button, and then click View Incident.
3. When finished, click Close.
To view request information

1. On the Search For Resources screen, locate and then click the Assigned Resource Name of your choice.
2. Click the View button, and then click View Request.
3. When finished, click Close.
The following graphic shows the View Request dialog box.

To view requesting unit information

1. On the Search For Resources screen, locate and then click the Assigned Resource Name of your choice.
2. Click the View button, and then click View Requesting Unit.
3. When finished, click Close.

The following graphic shows the View Requesting Unit dialog box.
To view filling unit information

1. On the Search For Resources screen, locate and then click the Assigned Resource Name of your choice.

2. Click the View button, and then click View Filling Unit.

3. When finished, click Close.

The following graphic shows the View Filling Unit dialog box.

To view the home dispatch unit of a resource item

1. On the Search For Resources screen, locate and then click the Assigned Resource Name of your choice.

2. Click the View button, and then click View Home Dispatch Unit.

3. On the View Home Dispatch Unit dialog box, click the appropriate tab to view specific information about the resource.

4. When finished, click Close.
The following graphic shows the Address tab on the View Home Dispatch Unit dialog box.

To view the owner of a resource item

1. On the Search For Resources screen, locate and then click the Assigned Resource Name of your choice.
2. Click the View button, and then click View Owner.

The following graphic shows the Address tab on the View Owner dialog box.
To view associated requests of a resource item
1. On the Search For Resources screen, locate and then click the Assigned Resource Name of your choice.
2. Click the View button, and then click View Associated Requests.

The following graphic shows the Subordinate Requests tab on the View Associated Requests dialog box.

**Printing the Resource Order Form and Assignment History**

The Print button on the Assignment History tab on the View Resource dialog box allows you to view, save, and print the following ROSS Reports in PDF format:

- **Resource Order Form.** Select this option to view, save, and print a Resource Order Form in its original format.
- **Resource Order Form with a continuous header.** Select this option to view, save, and print the full header on the first page only and a continuation header on following pages. This format is useful when there is extensive User Documentation associated with the Resource Order Form.
- **Assignment History.** Select this option to view, save, and print the Assignment History of a specific resource.

**To print the resource order form for a resource**
1. On the Search For Resources screen, locate and then click the Resource Name.
2. Click the View button, click View Resource, and then click the Assignment History tab.
3 On the **Assignment History** tab, click the **Print** button, and then click **Print Resource Order+** or click **Print Resource Order (Continuous Header)+**.

*A new browser session of ROSS Reports opens. After a few moments, your report in .PDF format displays on your screen.*

4 In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or pres [**Ctrl**] + **P**.

5 On the **Print** dialog box, review the printer settings and then click **OK**.

6 When finished, close your Internet browser.

The following graphic shows the Assignment History tab on the View Resource dialog box. The arrow points to the forms available to print.
The following graphic shows a sample Resource Order for a Crew. The arrow points to the Save button.

To print the assignment history of a resource

1. On the Search For Resources screen, locate and then click the Resource Name.
2. Click the View button, click View Resource, and then click the Assignment History tab.
3. On the Assignment History tab, click the Print button, and then click Print Assignment History.

A new browser session of ROSS Reports opens. After a few moments, your report in .PDF format displays on your screen.

4. In ROSS Reports, position your mouse toward the top of the web page, and then click the Print file button or press [Ctrl] + P.
5. On the Print dialog box, review the printer settings and then click OK.
6. When finished, close your Internet browser.
The following graphic shows a sample Assignment History report. The arrow points to the Print button.

To save a resource order form or assignment history to your computer

Be sure to assign a meaningful name when you save the report. The default is cognos.pdf.

1. While viewing the resource or assignment history in ROS{\text{S}} Reports, position your mouse toward the top of the web page, and then click the Save file button or press $[\text{Ctrl}] + S$.
2. On the Save a copy dialog box, complete the File name text box, and then save the report to your computer.
3. When finished, close your Internet browser.

The following graphic shows a Save a copy dialog box. The arrow points to the File name text box.
Using the Go To button

The Go To button allows you to quickly navigate between the following ROSS screens in the context of the selected Resource Name:

- Incident Resources
- Request Status
- Resource Item
- Resource Status
- Travel.

See, “Incident Resources.”
See, “Request Status.”
See, “Resource Item.”
See, “Travel.”

To display a related screen for a select resource
1. On the Search For Resources screen, locate and then click the Resource Name.
2. Click the Go To button, and then click the ROSS screen of your choice.
3. To return to the Search For Resources screen, click Search For Resources on the Window menu.

The following graphic shows the options available from the Go To button.