



# ROSS Module Summary

## Initial Report

Resource Ordering and Status System (ROSS) - \*\*\* PRACTICE \*\*\*\*

File Administration Resource Incident Request Travel Status Window Help

NI IL IN > [UT-WCF-000023] UINTAH HIGHLANDS RX OF REO IR PR MP RS TL RE ! Ø

Initial Report GINA BALD @UT-NUC R ? X

Status	Initial Report #	Reported By	Location	Type	Initial Date	Zone	Related To
Promoted	UT-NUC-000001	Utah county	2 miles N of Lofgreen	Fire - Wildfire	09/16/200...	MST	

Initial Report UT-NUC-000001 09/16/2005 11:09 MST

Reported By: Utah county Location Name: 2 miles N of Lofgreen

Type: Fire - Wildfire

Office Reference:

Description / Notes:

Coordinates: Coordinate Type:  Lat/Long  TRS  UTM

Latitude: 40 04 39 N Longitude: 112 19 34 W

Buttons: New, Promote, Associate

Documentation

Documentation	Time Entered	Entered By
Initial report UT-NUC-000001 was opened by MILENA ROCKWOOD@UT-NUC.	09/16/2005 11:20:22 ...	MILENA ROCKWOOD@UT
Initial report UT-NUC-000001 was closed by MILENA ROCKWOOD@UT-NUC.	09/16/2005 11:15:50 ...	MILENA ROCKWOOD@UT
Initial report N/A was added by MILENA ROCKWOOD@UT-NUC.	09/16/2005 11:09:00 ...	MILENA ROCKWOOD@UT

Initial report UT-NUC-000001 was opened by MILENA ROCKWOOD@UT-NUC.

## Description

The Initial Report module is used to create and manage basic information about events that may prove to be incidents (e.g., smoke reports). Initial reports created via the New Initial Report or Incident module are viewed and managed here. A report that is later confirmed as an Incident may be promoted. One or more Initial Reports may be associated with a given Incident. Reports may be closed and reopened as needed. Documentation may be added to open or closed reports.

Use of the Initial Report module is optional. Dispatch offices that do not have an automated method to permanently log initial reports, document workload, and compile statistical information will find the Initial Report module useful.



# ROSS Module Summary

## Initial Report

The Initial report module is related to the New Initial Report or Incident, Incident, Incident List, Location and Reports modules.

### Data Information:

Data Element	Data Definition
Initial Report <i>grid</i>	Displays existing Initial Reports (created here or via the New Initial Report or Incident module). Data for the selected report is displayed in the entry fields below and may be edited. Status may be Open, Closed or Promoted. Sequential Initial Report numbers are system-generated on a calendar year basis. If an Initial Report has been associated with an Incident or merged with another report, the 'Related To' field displays the number of the linked Incident or Initial Report.
New <i>button</i>	Used to create a new Initial Report. This task may also be accomplished via the New Initial Report or Incident module.
Reported By	The person or entity that reports the event to a dispatch office.
Type	The nature of the Initial Report (e.g., Fire - Wildfire, Fire - Prescribed, Flooding). <i>Required field.</i>
Office Reference	Used to assign an optional local reference number.
Description/Notes	Information about the event being reported (e.g., landmarks, smoke).
Location Name	The name of the vicinity reported to the dispatch office. <i>De facto</i> name for the Initial Report.
Coordinate Type	Latitude/Longitude, PLSS, or UTM coordinates.
Location <i>button</i>	The location information for the event. Regardless of the coordinate format entered, the data is automatically converted to, and may be displayed in, the other formats. Locations entered via the ROSS Administration module may be selected.
Undo <i>button</i>	Clears the screen of all information entered <i>prior to saving an Initial Report.</i>
Save <i>button</i>	Records the information entered.



# ROSS Module Summary

---

## Initial Report

<b>Data Element</b>	<b>Data Definition</b>
<i>Close button</i>	Closes an open Initial Report.
<i>Reopen button</i>	Reopens a closed Initial Report.
<i>Promote button</i>	Escalates the selected Initial Report to an Incident. Incident Host and Name must be specified. The report 'Status' is set to promoted and the resulting Incident number is displayed in the 'Related To' field.
<i>Associate button</i>	Used to associate the selected Initial Report with an existing Incident.
<i>Documentation</i>	Pertinent information about an Initial Report recorded by the dispatcher. ROSS automatically documents many user actions.