

ROSS TIPS

ROSS TIP: GEN-2005-1
Date: August 1, 2005
Subject: Tips and Tricks for Working Faster in ROSS

This ROSS Tips provides some handy tips and tricks for working faster in the ROSS Application.

Throughout ROSS

- Once a screen is open, leave it open.
- When entering a screen that is already open (except for those with a hot button), use the Window menu.
- When presented with a choice of Yes or No, the default option is always Yes. If Yes is the correct response, use (tap) the Space bar. Press the Tab key to toggle between Yes and No choices.
- When presented with a choice of OK, tap the Space bar to accept.
- When assigning your own or any Prepositioned Initial Attack resources to a local incident, use the “QF” hot button to access the Quick Fill screen. Resources must have been previously set as a Quick Fill resource on the Resource Item screen.
- After opening a dropdown list, you may use the Up and Down arrow keys to go up and down the list. In most dropdown lists typing a letter will jump you to the first item in the list that begins with that letter.
- To select multiple adjoining rows in a grid select the first row, hold down the Shift key, scroll down to the last row, select it and all intervening rows will be selected OR just select the first row, hold down the left button on your mouse and drag the pointer down over all the rows you want to select. To select non-adjoining rows, hold down the Ctrl key and use your mouse to select the appropriate rows.
- The Tab button on most screens now moves sequentially from field to field, and to command buttons (e.g., Filter, OK, Save or Cancel). You may tab to a command button and then press Enter to accept.

Logging on to ROSS

- After entering your User Name and Password select the Enter key.
- If you have permissions in several Dispatch Centers type the first letter of the Unit you want (e.g., “N”). The dropdown list will jump to the first unit with that begins with “N”. Select “N” again to jump to the next Unit that begins with “N”. Once you have selected the desired center, press Enter twice to log in.

Incident List Screen

- Use the “IL” hot button to open or re-enter the screen.
- Use the Remove from Most Recent List button to clean up your Most Recent Incident dropdown so that it contains only the incidents you are actively working on.

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New Initial Report or Incident Screen

- Use the “NI” hot button to open or re-enter the screen.
- Enter only the necessary data: Incident Type, Incident Name and Coordinates.

New Request Screen

- Use the “REQ” hot button to open or re-enter the screen.
- Do not use the Category filter unless you need to pare down the list.
- Select Action→Place Up when you know the request is going to your Parent.¹

Pending Request Screen

- Use the “PR” hot button to open or re-enter the screen.
- The Show Resource Counts checkbox applies to the numbers on all tabs, except Other Resources.¹ DO NOT check it, unless you really need to know.
- The Other Resource tab always shows the counts without checking the Show Resource Counts checkbox.¹
- Once you have placed a request to a Unit in your Selection Area (via the Other Resources tab), and selected a different resource Item or Catalog, there is no need to Query again (unless you need to see the counts). Just select the unit and Place the request(s).
- When the Pending Request screen is open and you are working one particular Incident, there is no need to close the screen or search to re-query for new requests. Use the filter or "R" (Refresh) to update the screen and bring in new data.

Resource Status Screen

- After selecting the appropriate Catalog, use the Select Status to View dropdown for a faster filter of data. To filter for Assigned Resources with a specific status (e.g., At Incident) use the dropdown list to the right. To find resources assigned to a specific incident, use the Select Incident dropdown.
- When working on Resources from a specific Provider, use the Select Provider dropdown list for a faster filter.
- When viewing all resources, use the Display dropdown to change the second column from Home Unit to Owner or Provider.

¹ New feature in version 2.3.

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Incident Resources Screen

- Use the “IR” hot button to open or re-enter the screen.
- Use the ALL selection to display resources in different states (At Incident, Mob In Route, Released At Incident).¹
- You may reassign **multiple** resources from one local incident to another.¹ Select the appropriate resources and Action → Reassign+. Select the Local Incidents radio button and filter. Select the appropriate incident and click OK. This works like QuickFill – new requests are created and filled with the selected resources which are set At Incident.

Request Status Screen

Selecting Incidents

- If you know the name of the incident, enter the first letter in the Incident Name field, add an asterisk and then filter.
- For non-local incidents, if you know the managing Dispatch, use the Host Dispatch dropdown, select the appropriate unit, then filter.

Using the Screen

- Do not use the Category or Catalog Item fields to filter, unless you really need to shorten your list.
- Do not use the check boxes under Filled By and Completed, unless you really need to shorten your list.

Travel Screen

- Use the “TL” hot button to open or re-enter the screen.

Selecting Incident(s) (on the Travel screen)

- The Incident Type list is in alphabetical order and defaults to Fire-Wildland.
- If you are not sure of the Incident Type, select the “Blank” at the top of the list prior to filtering. This will bring in all incident types.
- Local Incidents is always the default.
- Do not select Local and Non-Local when filtering unless you really need both.
- If you know the Incident Name **always** enter the first letter with an asterisk (e.g., G*) in the Incident Name field prior to filtering.
- You may select multiple incidents to work on at the same time.

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Selecting Incident Resources (on the Travel screen)

- This dialog always defaults to Mobilization when first opened. If the Set Filter for Incident Resources was previously opened, **and** the Travel screen has not been closed, this screen will default to your last selection (i.e., Mobilization or Demobilization).
- Make sure you select Mobilization when you are looking for resources that are being reassigned. They are **mobing** to a new incident.
- Unless you really need to filter the list of Incident Resources down to a minimum, just select Mobilization or Demobilization and click OK.
- If you only need to work on travel for a specific Catalog (e.g., Crews) then also check the Include Resource Filter checkbox, select the appropriate Catalog(s) and click OK.

Setting Travel

- When setting travel for a group and all resources on the Roster have the same travel, you only need to set travel for the Parent. You will be given the option to apply it to all the subordinates.

Travel (Itinerary)

- You may set travel for more than one resource at a time by selecting (highlighting) the appropriate resources and Add Travel Leg+. All legs you create will be added to each resource you selected.
- Always click the Last Leg button to save the final leg of an itinerary. This sets all itinerary legs complete and allows the travel clock to begin.
- To **copy all** of Resource A's itinerary to Resources X, Y & Z, select Resource A and query the Travel Itinerary tab to display the legs. Then select X, Y & Z and Action→Add All Itinerary Legs Below+.
- To **copy part** of an itinerary from Resource A to Resources X, Y & Z, select Resource A and query the Travel Itinerary tab to display the legs. Highlight the leg(s) you want to copy. Then select X, Y & Z and Action→Add Selected Itinerary Legs Below+.

Travel (No Itinerary)

- You may set travel for more than one resource at a time by selecting (highlighting) the resources and entering the appropriate travel. The travel will be added to each resource that you highlighted.