

ROSS TIPS

ROSS TIP: RES-2004-1
Date: May 10, 2004
Subject: Removing External Resources and External Dispatch Organizations from ROSS

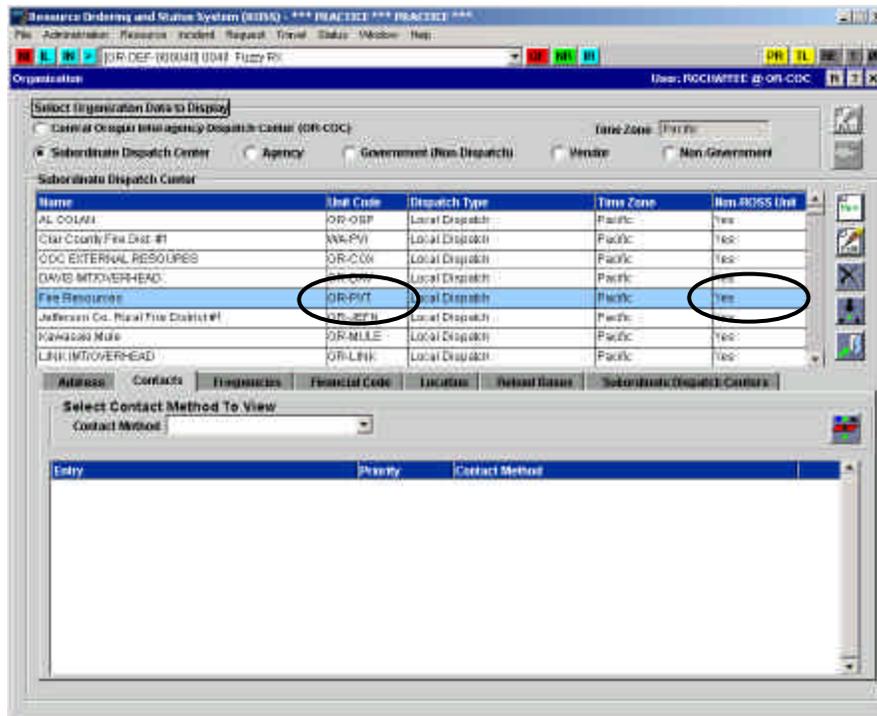
This ROSS TIP provides guidance on how to delete Resource Items which are attached to “External Dispatch” organizations, and how to delete External Dispatch organization. It is assumed that any Resource Item to be deleted has not been previously assigned to an incident. If the resource to be deleted has previously been assigned to an incident, then it will not be possible to delete the resource until the incident has been closed and “off loaded”. If there are any questions about this process, please contact the ROSS Help Desk.

NOTE: This process may only be performed by a user with the “Data Manager” system role.

To delete External Dispatch Resource Items, complete the following steps:

Deleting Resource Items from External Dispatch Organizations

Step #1: Go to the Organization screen (This is where all the External organizations were stored when your office “placed/filled externally”), select the subordinate dispatch center radio button. Locate the External Dispatch organization where the Resource Items are located. An External Dispatch organization is signified by the word “Yes” in the Non-ROSS unit column. Write down the unit code for the organization. You will need this information on the resource item screen.



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Step #2: Go to the Resource Item screen, select the catalog radio button of your choice (ACEOS), and select the “ADD EXTERNAL” button. When the dialog box opens, enter the unit code written down from Step #1 in the fields for “Provider Unit Code”, and click the filter button. If the search returns resources, highlight (multiples are allowed if you hold down the CTRL or SHIFT key while selecting resources) and click “OK”.

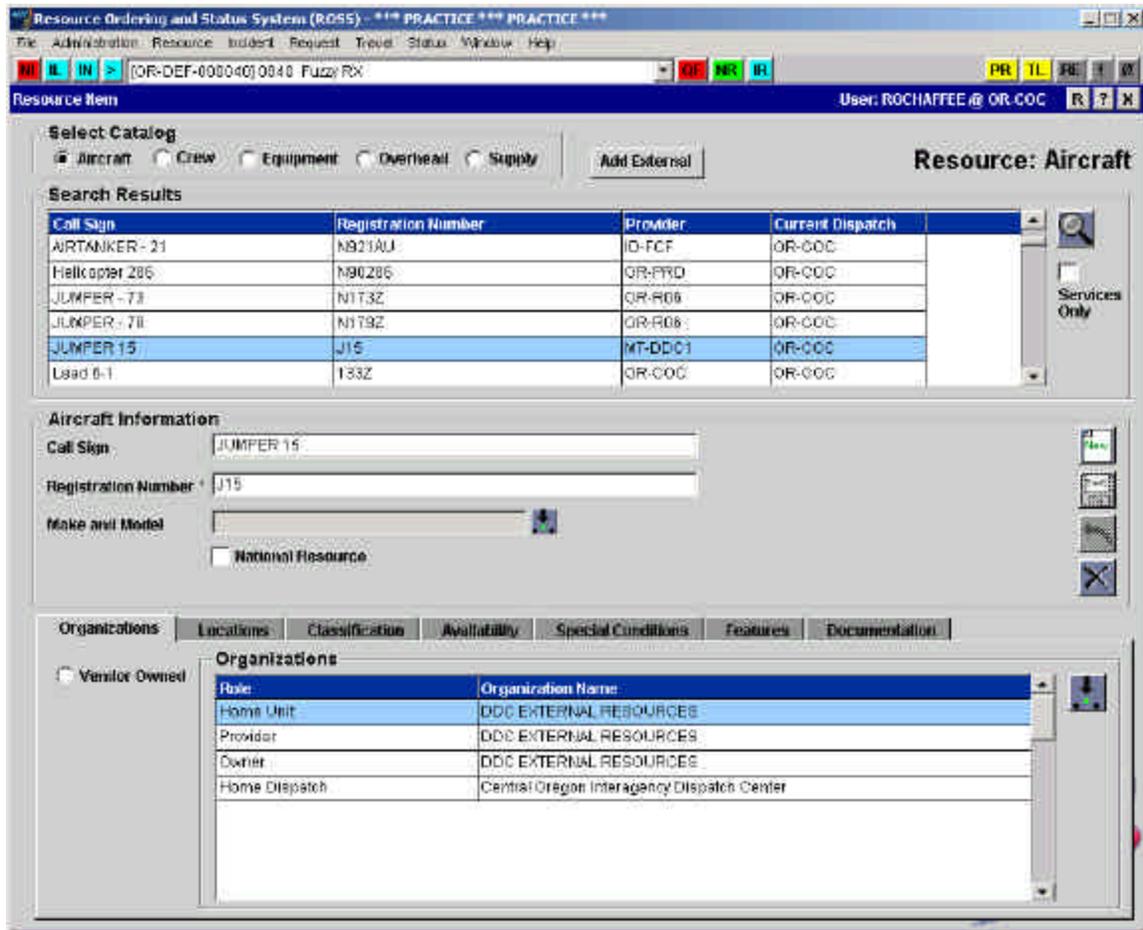
The highlighted resources will now be moved to the Resource Item screen. This step is necessary as you can not delete resources from this dialog box. The deletion of Resource Items is only permitted from the main Resource Item screen.

Resource Name	Provider	Incident #
T-489	MT-DDC1	
T-00	MT-DDC1	
T-21	MT-DDC1	
1AG	MT-DDC1	
222HT	MT-DDC1	
FIXED WING - N9379H	WA-PRI	

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Step #3: Refresh the Resource Item screen. Select the catalog radio button of your choice (ACEOS) and highlight the Resource Items to be removed.



Select the delete button, and confirm that this is the resource to be deleted. Do this for each resource item to be removed. Please note that you may not delete multiple Resource Items at the same time.

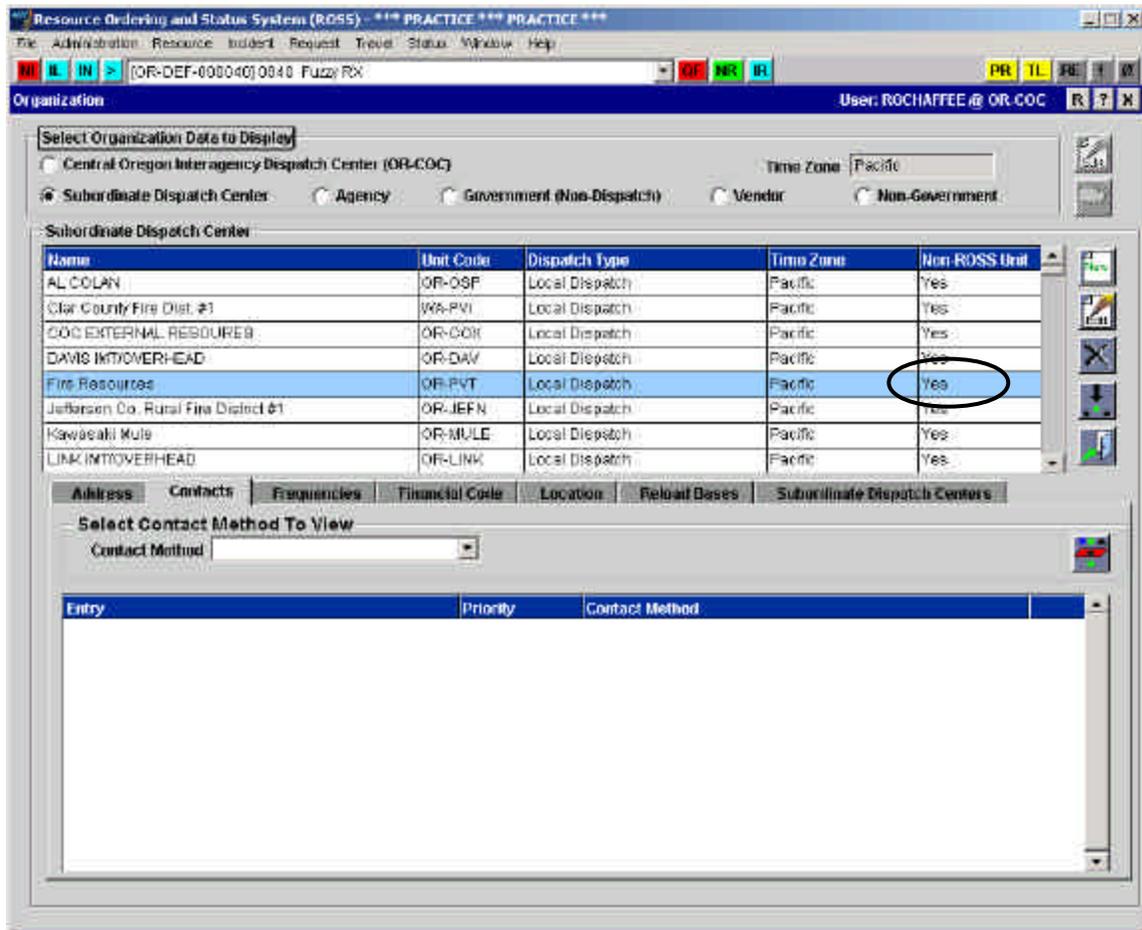
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Deleting External Organizations

Step #1:

Go to the Organization screen (This is where all the External organizations were stored when your office “placed/filled externally”), select the subordinate dispatch center radio button. Locate the External Dispatch organization to be deleted. An External Dispatch organization is signified by the word “Yes” in the Non-ROSS Unit column. It should be noted that “Status Only” Dispatch Offices (which are not External Dispatch Offices) are also designated the same way, so make sure that you really mean to delete this organization before proceeding.



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Step #2: Select the organization you want to remove, click the delete button, and confirm that the selected organization is the one to be removed. Please note that there cannot be any organizations under (a child of) the organization to be deleted. If this is the case, an error message will be displayed to notify you that this action cannot occur until the child organizations have been deleted.

If there are resources attached to the organization, the following error message will appear.



If this error message is displayed, then perform the steps described previously to display and delete the resource items, then perform these steps again to delete the organization. If the error continues to be displayed, then call the ROSS Help Desk.