

ROSS TIPS

ROSS TIP: SO-2004-1

Date: April 12, 2004

Subject: Setting Up Local Dispatch Centers that Are Not Currently Using ROSS to Dispatch

The ROSS Application can be used in 2 different ways: 1) to only maintain the status of resources or 2) to perform both resource status and resource ordering. **The purpose of this ROSS TIP is to document the process to setup Local Dispatch Centers under a GACC (that is using ROSS in a Dispatch Mode) to use the Status-Only feature in ROSS.**¹ It is assumed that all Organizations have been created prior to using this ROSS Tip. If you have not created your Organizations, complete ROSS Tip ORG-2004-1 before continuing.

The Status-Only mode in ROSS is activated by assigning at least one User Account in the organization, the role of 'Office not Dispatching – ROSS'. Users are not permitted to have the 'Dispatcher' and 'Office Not Dispatching - ROSS' roles simultaneously.

Features of a Status-Only Dispatch Center:

A Status-Only Organization is a dispatch office that is not yet using the dispatch features of the ROSS application (i.e., they are not using ROSS to create incidents or to create, place, fill, reassign or release requests).² The office is however using ROSS to update Resource Status, create and edit Unavailability Periods and to view the status and location of their assigned Resources. They also use the application to enter and maintain Person and Resource Item data as well as other administrative functions (e.g., Organizations, Locations, and Aviation Hazards).

A Status-Only Organization may authorize another dispatch office (that is using ROSS to dispatch) to access a specific Resource Item to fill a request (that was passed through manual methods). The dispatch office authorized, **MUST** be the Status-Only Dispatch Office's Parent, OR be in it's Selection Area. This simplifies the transition from paper to automated resource ordering. This process is explained in ROSS Tip #22.

¹ The process to set up a GACC and all its subordinate Dispatch Centers as Status-Only is explained in ROSS Tip #20.

² A Status-Only office is not the same as a Non-ROSS dispatch center! A Non-ROSS dispatch center (also known as an External dispatch center) is not using ROSS at all. A ROSS dispatch center can place requests with a Non-ROSS dispatch center and fill these requests with external resources. This process is explained in the ROSS Dispatch training.

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The following steps should be followed to set up the **Status-Only mode for one or more Local Dispatch Centers BELOW a GACC (assumes the GACC IS using ROSS to Dispatch)**:

Step 1. Assure that **at least one User Account** at the Geographic Area Coordination Center and in all organizations below the GACC (all dispatch offices at all tiers below the GACC) has been assigned the ‘Office Not Dispatching – ROSS’ role (Fig. 1).

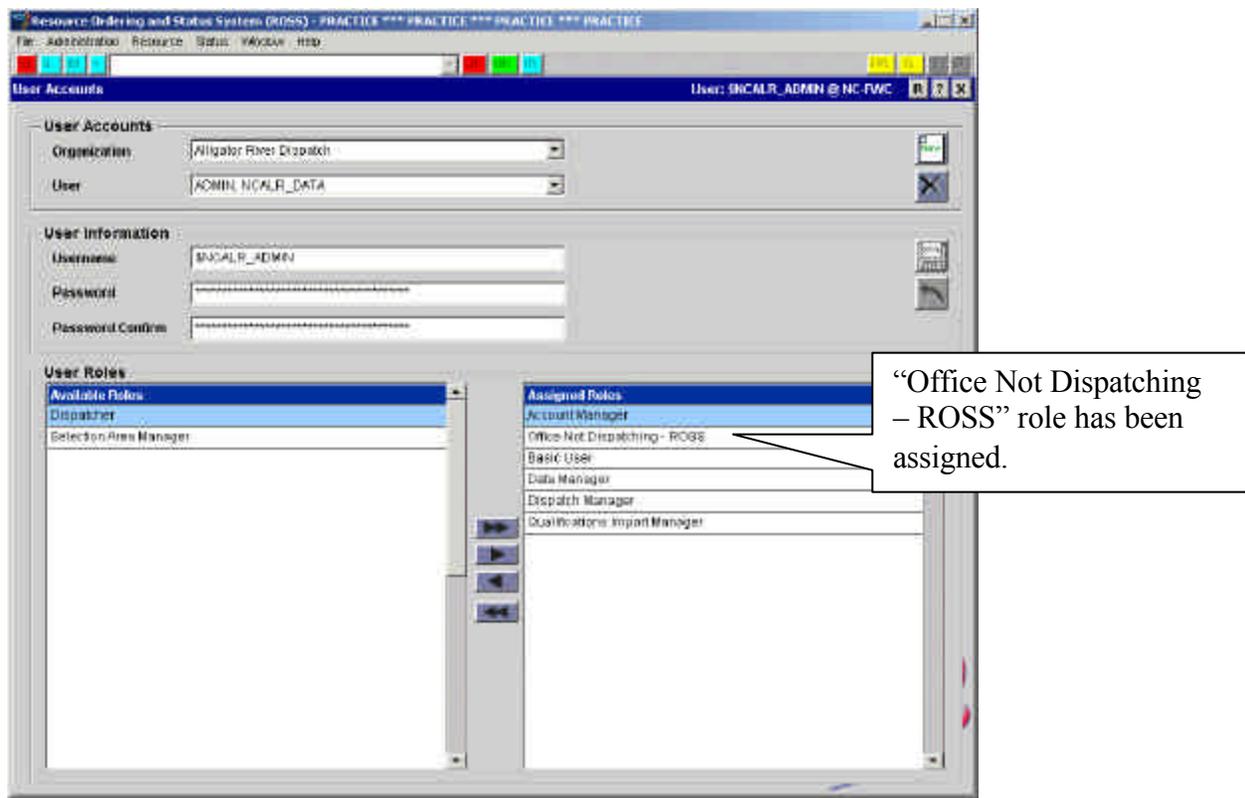


Figure 1. Assign “Office Not Dispatching – ROSS” user role in all Status-Only Offices (Step 1). We highly recommend that the role be assigned to the ADMIN account because that way it will be easy to locate for removal in the future.

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Step 2. Adjust Selection Areas for each Status-Only office **whose parent dispatch is also Status-Only**. The Dispatch Center that will serve as the office to handle the input into ROSS must be added to the Selection Area. Accept the default All Catalogs / All Categories. **DO NOT enable Ordering**. In Figure 2 below, The Southern Area Coordination Center will serve as the dispatch center that will be handling all of the resource order related input into ROSS. The selection area for the Alligator River Dispatch Area is set so that the Southern Area Coordination Center is within the selection area.

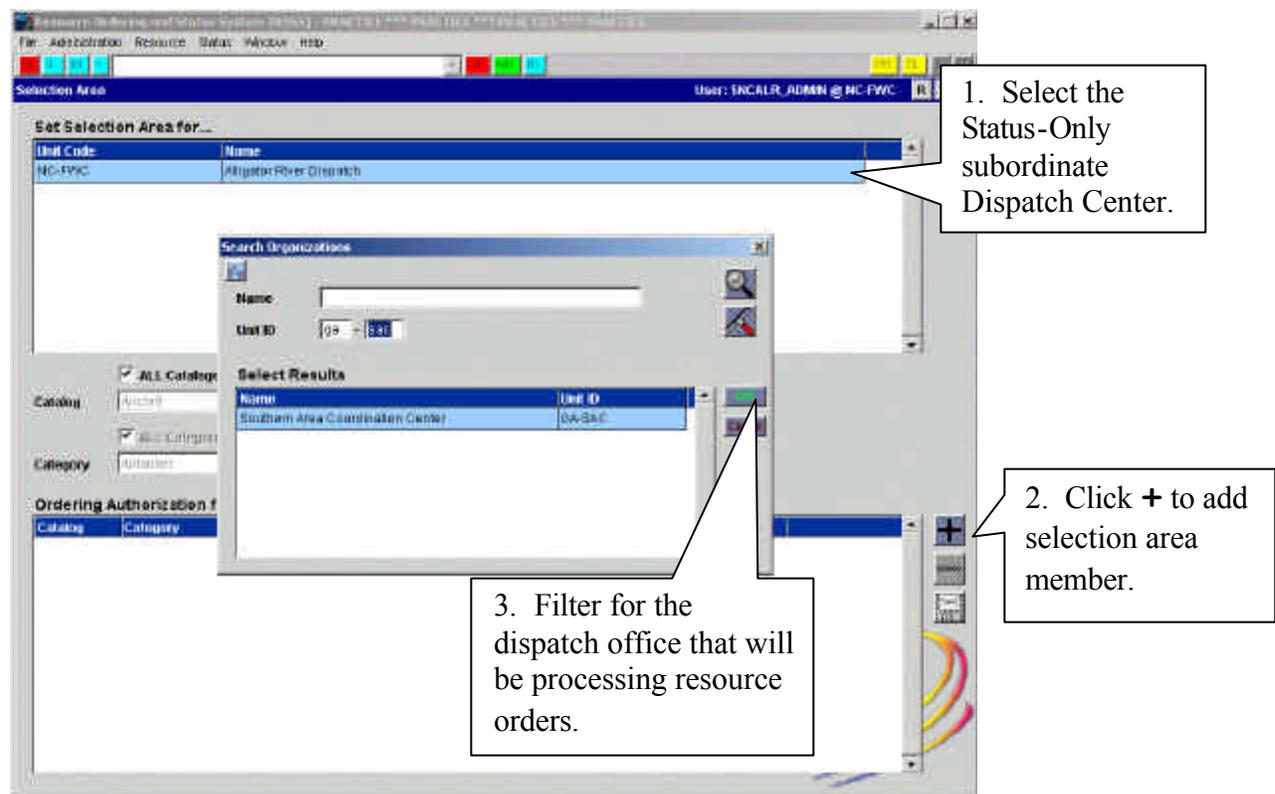


Figure 2. Add the unit (that is using ROSS for Dispatching) to the Status-Only Organization Selection Area. (Step 2).

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For an example, refer to Figure 3. Status-Only Dispatch Center A5 must have Dispatch Center A3 added to its Selection Area since A5's parent (A4) is also Status-Only. Likewise, Status-Only Dispatch Center B4 must have the GACC added to its Selection Area (since its parent B3 is also Status-Only).

DO NOT add a Dispatching Parent to the Selection Area of its Status-Only Child – this is not necessary since they already have a Parent / Child relationship. Again referring to Figure 3, we would ***not*** add Dispatching A3 to the Selection Area of Status-Only office A4 because A3 is the Parent.

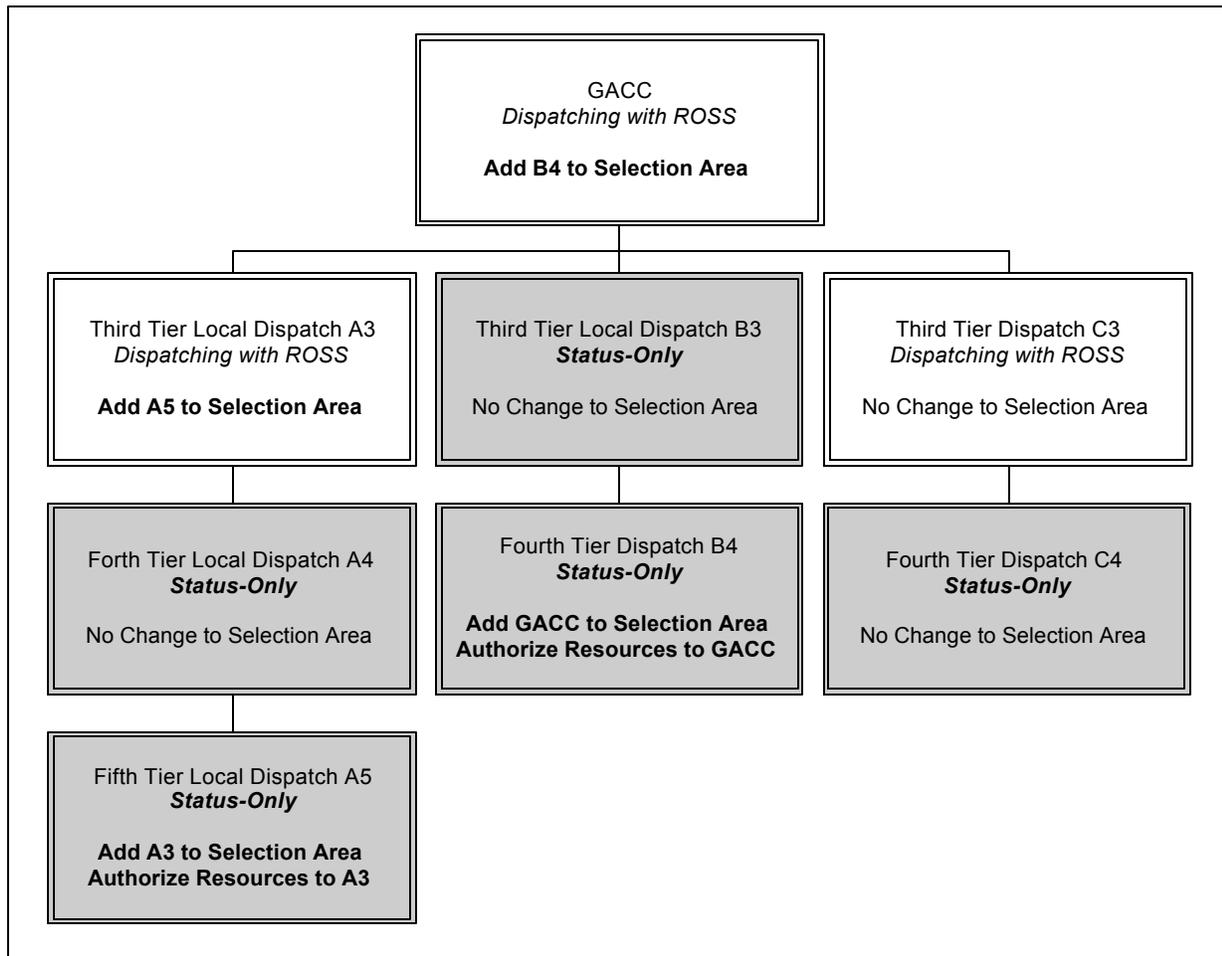


Figure 3. Sample Organization with Status-Only offices shaded. Selection Area adjustments and Authorized Resources are described (Steps 2 through 4)

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Step 3. Dispatch Centers that ARE using ROSS to Dispatch must add the Status-Only offices from Step 2 to their Selection Area. Accept the default All Catalogs / All Categories. Ordering MUST be enabled (Figure 4).

DO NOT add a Status-Only Child to the Selection Area of its Parent – this is not necessary since they already have a Parent / Child relationship. Figure 3 illustrates that there is no need to add Status-Only office C4 to Dispatching office C3 because C3 is C4's Parent.

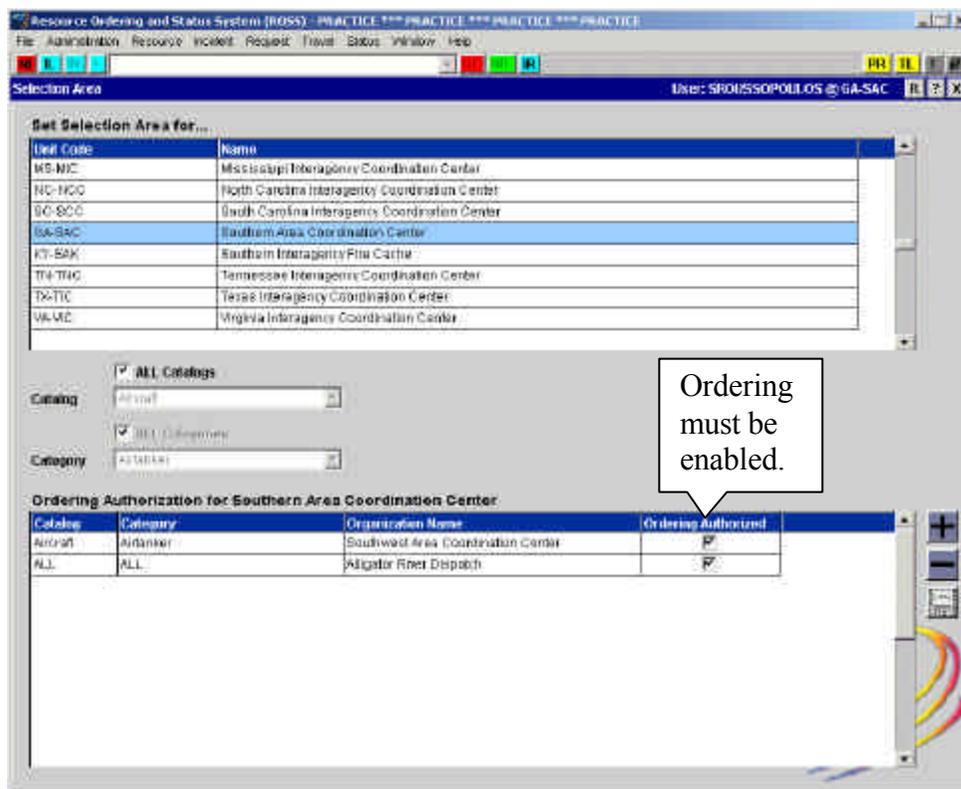


Figure 4. Dispatching Parent has added the Status-Only subordinates from Step 2 to its Selection Area (Step 3).

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Step 4. Each of the Status-Only Local Dispatch offices must provide “Fill Authorization” to the unit that will be responsible for enter request filling information in ROSS. To do this they will use the ‘Authorize Fill Organization’ button on the Resource Status screen to authorize the ROSS Dispatching organization to fill requests for all Resources that are Available / GACC or National (fig. 5). *Hint: if the ‘Authorize Fill Organization’ button is disabled, the dispatch center is not correctly set up as a Status-Only Organization (Go back to Step #1).*

Figure 3 illustrates that Dispatch Center A5 will authorize the Dispatching parent A3 to fill Requests with A5’s available Resources. Likewise, B4 will authorize the GACC to fill Requests.

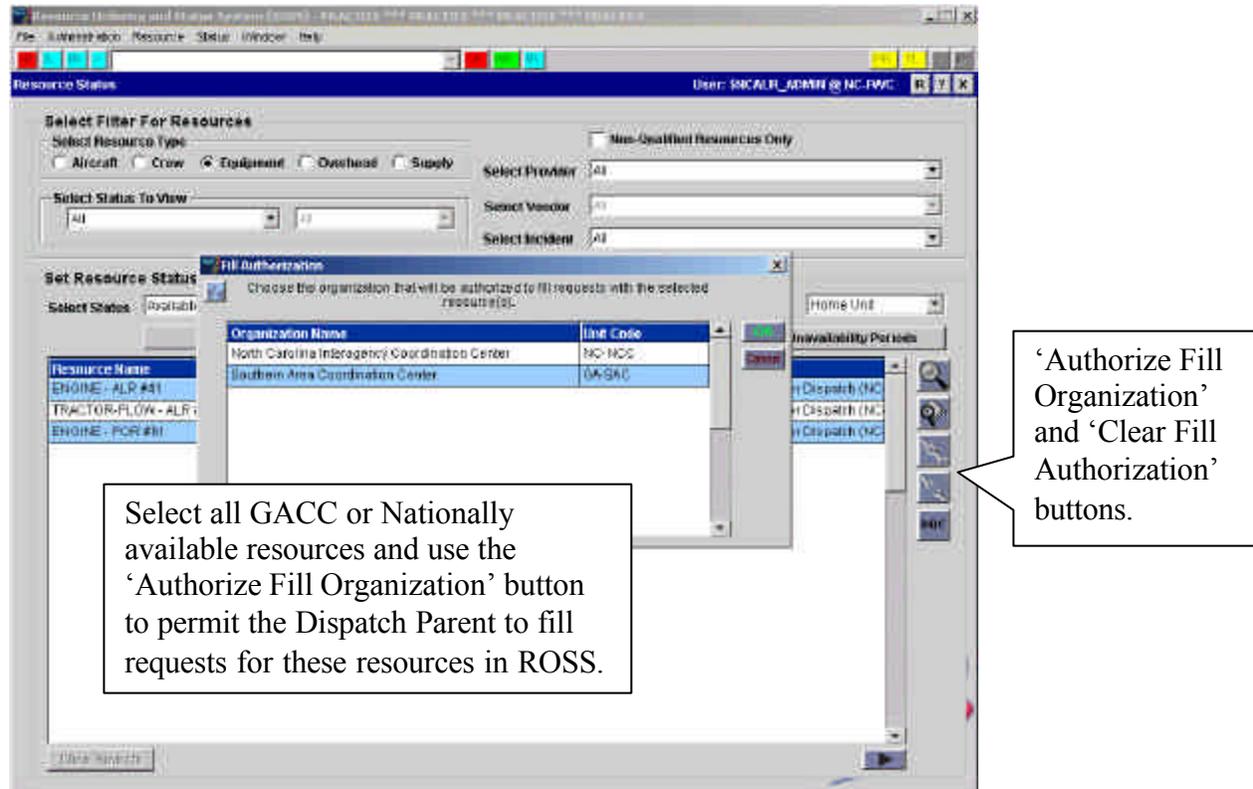


Figure 5. Status-Only office authorizes Dispatching Parent to fill requests with GACC or Nationally available resources (Step 4).

Alternatively, the Status-Only Local Dispatch centers may choose to authorize the ROSS Dispatch organization to fill with specific resources on a request-by-request basis as orders are placed and decisions about which resource(s) will be assigned are made. Figure 6 illustrates that fill authorization has been made to GA-SAC for two engines but not the tractor plow unit.

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The 'Clear Fill Authorization' button is used when a Status-Only Dispatch Center no longer wishes to permit the Dispatching Parent to fill requests with their resource(s).

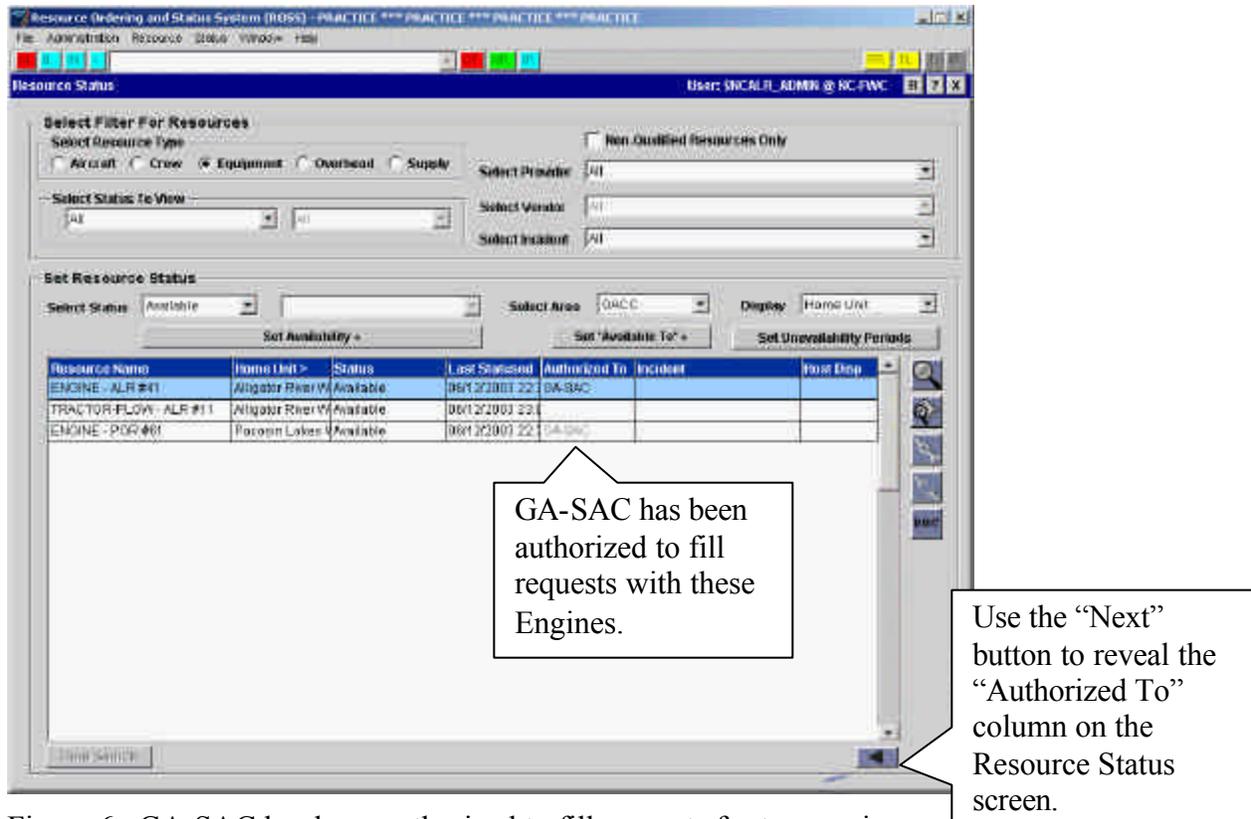


Figure 6. GA-SAC has been authorized to fill requests for two engines.

The GACC and its subordinate Status-Only Dispatch Centers are now setup to begin dispatching in Status-Only Mode. See ROSS Tip #22 for information on how to create incidents for Status-Only Organizations, and how to Place/Fill Resource Requests from Status-Only Organizations.

When a Status-Only Dispatch Center is ready to begin dispatching in ROSS, the "Office Not Dispatching – ROSS" User Role MUST be removed from every User Account (including the \$ADMIN account). Selection Areas must be altered to reflect the true ordering chain (e.g., remove the Dispatch Centers that were added in Step 2 from each subordinate office). Likewise, the Dispatching Parent MUST be advised to remove from its Selection Area the subordinates that were added in Step 3.

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The process to set up Status-Only Mode for a GACC AND all the subordinate Dispatch Centers below the GACC is explained in ROSS Tip #21.