

# About this guide

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This guide explains how to use the Resource Ordering and Status System (ROSS) web application. It contains information about how to use ROSS to track all tactical, logistical, service and support resources mobilized by the incident dispatch community.

## Before you begin

Before using ROSS, you must be feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with Windows 95, Windows 97, Windows 2000, or Windows NT and can log on and log off.
- You have successfully completed the D110-Dispatch Recorder training and the ROSS Overview online training course.

## How to use this guide

You do not need to read this entire ROSS User's Guide to complete a specific task. Once you understand how to start ROSS, you can quickly locate commonly used tasks by reviewing the "Contents" in the front of this guide.

The ROSS User's Guide is organized into chapters, based on the organization of the ROSS menu bar. The chapter title appears at the top of each page. At the beginning of each chapter you will find an overview of the topics explained. Where appropriate, diagrams are shown immediately following each task.

- "About this guide," introduces this ROSS User's Guide.
- "Getting started with ROSS," explains the information you need to log on and use ROSS.
- "Airport - working with airport information," explains how to search for and add, edit, and delete airport information in the ROSS database.
- "Aviation Hazard - documenting hazards," explains how to search for, add, modify, and delete aviation hazard information to the ROSS database.
- "Import utilities - importing SACS, IQS, and Redcard data" explains how to upload people and qualifications data from SACS, IQS, and Redcard.
- "Location - defining geographic locations," explains how to search for and define geographic locations for incidents, USGS, and other locations.
- "Organization - defining ROSS organizations," explains how to create, modify, and delete organization information stored in the ROSS database.
- "Person - defining information about people," explains how to create, modify, and delete information about people that is stored in the ROSS database.

- “Personal Settings - setting request filters,” explains how to set up which dispatch unit and/or host unit requests you want to view on the Pending Request screen.
- “Selection Area - defining placement authority,” explains how to create, edit, and delete a Selection Area and how to search for organizations to add to the Selection Area.
- “User Account - assigning user roles,” explains how to create a User Account for a person, designate one or more User Roles for that Username based on the amount of access that person needs to perform their job at their current duty station, and designate an initial ROSS password.
- “Web and Phone Status Access - enabling web and phone access,” explains how to specify the web and phone methods for overhead resources to report their availability status and for vendors to report the availability status of their contracted resources.
- “Reports - generating and printing reports,” explains how to generate and print the catalog and resource reports available in ROSS.
- “Contracts - setting up agreements,” explains how to enter agreements between vendors and your organization.
- “Resource Item - working with resources,” explains how to working with aircraft, crew, equipment, overhead, and supply resource items.
- “Resource Status - determining availability,” explains how to view the status and set the availability and area of resource items.
- “Pre-Orders - creating lists of needed resources,” explains how to create and manage pre-orders, which are pre-established groupings of catalog items and their quantities needed for an incident.
- “Roster - managing subordinate requests,” explains how to build a roster and then assign and manage resources for that roster.
- “Incidents - managing incidents and initial reports,” explains how to create and modify incidents and initial reports, create and modify detail requests, and create incident requests.
- “Incident Resources - managing incident resources,” explains how to release (demob) resources from an incident and how to reassign resources from one incident to another.
- “New Request - creating and editing new requests,” explains how to create and modify resource requests for both internal and external incidents.
- “Pending Request - managing requests for resources,” explains how to take action on all requests that are pending with your organization.
- “QuickFill - expediting resources and requests,” explains how to use the Quick Fill feature, which allows you to automatically generate a resource request and fill it at the same time.
- “Request Status - managing the status of requests,” explains how to check the status of resource requests within your organization’s ordering chain.
- “Travel - working with itineraries and travel plans,” explains how to create and edit itineraries and travel plans.

- “Status-Only Dispatching,” explains the process for managing resources and filling pending requests for status-only dispatch organizations.
- “Glossary,” defines many of the terms and definitions used in this guide.

## Conventions

The following conventions are used within this guide:

- Button names, option labels, screen names, tab names, and text box names appear in bold, in the same case as on your keyboard or screen. For example, the first step in a procedure might instruct you to
  - 1** On the **Organization** screen, click the **Contacts** tab, and then click **New**.
- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example, the following note appears in the Reports chapter

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*Before you can generate a Catalog report, you must first complete all tabs that display an asterisk (\*). Your entries are automatically saved when you click to select another tab, when you click **View Report**, or when the report format requirements change.*

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