Incident Resources - managing Incident resources

This chapter explains how to release (demobing) resources from an Incident and how to reassign resources from one Incident to another. Topics in this chapter include:

- Reviewing Incident resources
- Releasing (demobing) resources from an Incident
- Reassigning resources to another Incident
- Performing other Action functions
- Working with the Services tab
- Printing Incident request information.

Some Supply and Services requests may not be "tracked."

Resources used to fill untracked requests do not appear on the Incident Resources screen.

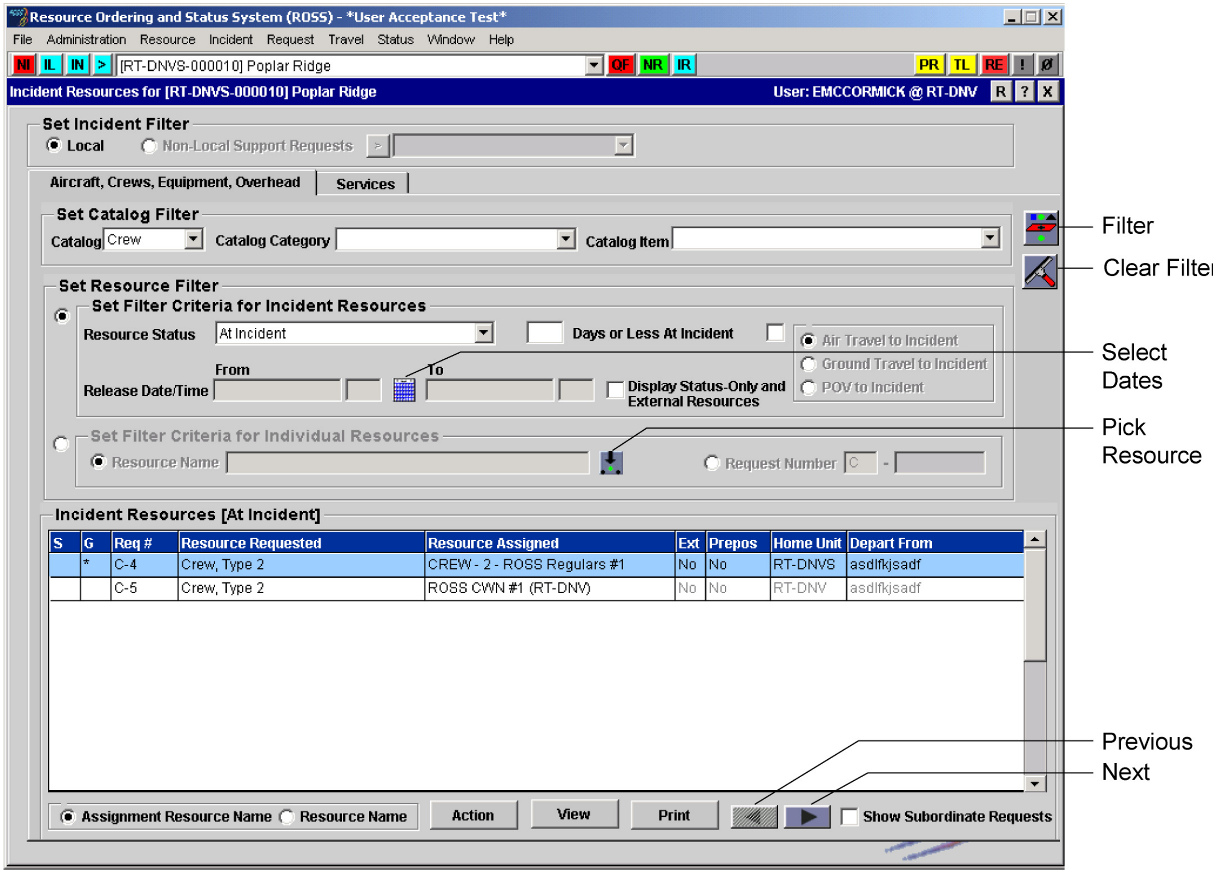
You can perform the following actions from the Incident Resources screen:

- release "Mob in Route" resources, "Available" pre-positioned resources for release, and "At Incident" resources *from* your local incident.
- tentatively release "At Incident" resources and "Available" pre-positioned resources for release *from* your local Incident
- reassign "Mob in Route," "At Incident," "Tentative Release," and "Released" resources *from* your local Incident
- reassign resources *to* your local or non-local Incident
- release or tentatively release resources from non-local support requests for which you have retained control.

To access the Incident Resources screen

- On the **Incident** menu, click **Incident Resources**, or click the **IR** button.

Incident Resources screen



Reviewing Incident resources

This section explains how to locate and review Incident resources for the Incident of your choice. The View button functions in the same way as the View button on the Pending Request screen. It allows you to review information about:

- Incident details
- the request
- the filling unit
- the home dispatch unit
- any associated requests.

To locate the Incident resources of your choice

1 On the **Incident Resources** screen, click the **Most Recent Incidents** drop-down arrow, and then click to select the **Incident** of your choice.

2 Click the left arrow button to **Show / update Incident context of the current screen**.

3 Under **Set Catalog Filter**, click the **Catalog** drop-down arrow, select the **Catalog** of your choice, and then click the **Filter** button.

4 Under **Incident Resources [At Incident]**, click to select the **Resource Requested** of your choice.

For more information about Incident context, see "Understanding Incident 'context,'" in "Incidents - managing incidents and initial reports," in this ROSS Users Guide.

To view information about an Incident resource

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Resource Requested** of your choice.

2 Click the **View** button, and then click to select one of the following options

- View Incident
- View Request
- View Filling Unit
- View Home Dispatch Unit
- View Associated Requests.

3 When finished reviewing the information, click **Close**.

Releasing (demobing) resources from an Incident

This section explains how to demob (release) and edit the release of resources from an Incident. Topics include:

- Releasing resources that are part of a configuration
- Completing the Release Resource(s) dialog box
- Demobing a resource
- Editing the release of resources.

Releasing resources that are part of a configuration

When you release resources that are part of a configuration, remember these points:

- Releasing a resource on a parent request will automatically release the resources on subordinate requests.
- Releasing resources on a subordinate request can be performed without affecting resources on the parent request or on other subordinate requests.
- Releasing or reassigning resources of all subordinate requests on a parent request will automatically release the resource on the parent request.

Completing the Release Resource(s) dialog box

The Release Resource(s) dialog box identifies six areas you must complete to release resources from an Incident:

- **Release Status**. Select either "Release" or "Tentative Release"
  - **Release**. Automatically release a resource when the displayed release date/time arrives. If you select the "Set No Travel (At Home)" option under Travel, you will release the resource immediately, regardless of the displayed release date/time.
  - **Tentative Release**. Do not automatically release the resource when the displayed release date/time arrives. "Travel," "Release Options," and "Release To Location" fields do not apply for tentative release.
- **Travel**. Select one of the following options
  - **Set Travel to be Arranged**. Set travel arrangements at a later time, using the Travel to be Arranged tab on the Travel screen.
  - **Set Travel.** Use the calendar button to set the **ETD**, **ETA**, and **Mode of Travel**. Information displays on the Travel (No Itinerary) tab on the Travel screen.
  - **Set Travel (will have Travel Itinerary)**. Create the travel itinerary and add travel legs using the Travel (Itinerary) tab on the Travel screen.
  - **Set No Travel (At Home)**. Release the resource to home. Information displays on the No Travel tab on the Travel screen.

For more information about the types of travel arrangements, see "Understanding the Travel screen tabs," in the chapter, "Travel - working with itineraries and travel plans," in this ROSS Users Guide.

- **Release Options**. *For pre-position Incidents only.* For pre-position resources on another local Incident, you can determine the resource's disposition when it is released from the assignment
  - **Release to Home**. Release the pre-position resource back to its home location.
  - **Release to Pre-position**. Release the pre-position resource back to your pre-position Incident location.

You cannot reassign a pre-positioned resource from the Incident screen.

If you use pre-positioned resources on a non-local Incident, you can determine the resource's disposition when it is released from assignment, when filling that request on the Pending Request screen.

If the Incident Dispatch chooses to use that resource on another pre-position Incident, whether local or non-local, they can override the release option you select.

- **Release To Location**. Select the organization, airport, or location.

If you select more than one resource at a time, you cannot select a "Release To" Location.

- **Enter Documentation**. Type pertinent documentation.

Demobing a resource

You can only release "Mob in Route" or "At Incident" resources, or tentatively release "At Incident" resources.

To demob a resource from an Incident

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Resource Requested** of your choice.

For more information about updating the Incident context and locating Incident resources, see the task, "To locate the Incident resources of your choice," in the previous section, "Reviewing Incident resources."

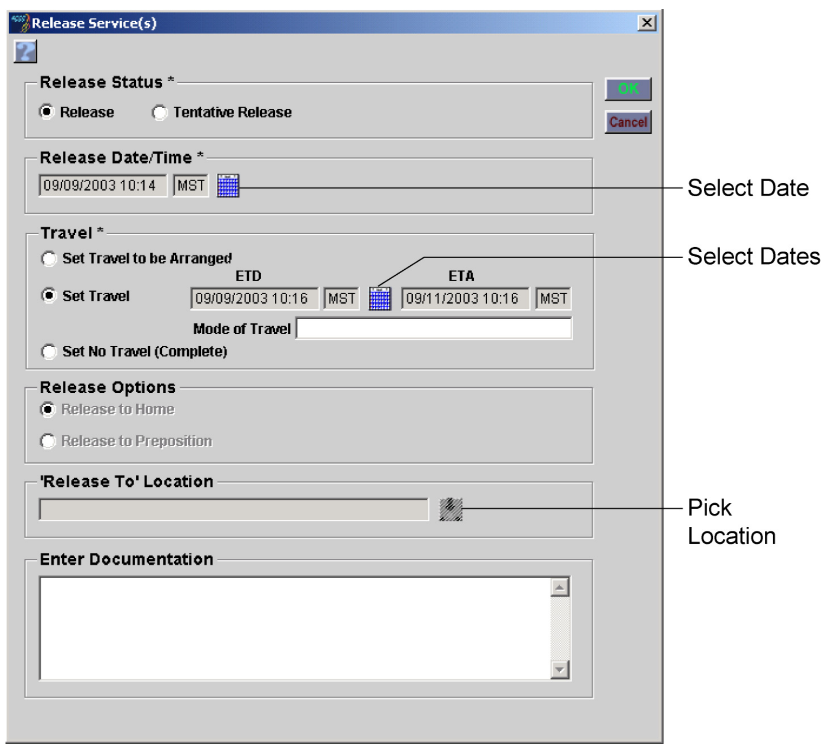
2 On the **Incident Resources** screen, click the **Action** button, and then click to select **Release**.

3 On the **Release Resource(s)** dialog box, complete the following travel information as appropriate, and then click **OK**

- Release Status
- Release Date/Time
- Travel.

*For Prepositioned resources, click to select the **Release Option** of your choice.*

The following diagram shows the Release Resource(s) dialog box.



Editing the release of resources

You can only edit the release of resources that are "Tentative Release (At Incident)," "Released (At Incident)," or "Demob in Route." Remember these key points about editing the release of resources:

- If the resource on the parent request is still at the Incident, you can independently "un-release" resources on subordinate requests.
- If the resource on the parent request is demobilizing, you cannot "un-release" resources on subordinate requests.
- If the resource on a subordinate request is released because the resource on the parent request is released, you cannot independently "un-release" any resources on the subordinate requests.

To edit the release of a resource

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice.

For more information about updating the Incident context, see the task, "To locate the Incident resources of your choice," in the previous section, "Reviewing Incident resources."

2 Under **Set Resource Filter**, click the **Resource Filter** drop-down arrow, and then click to select one of the following, and then click the **Filter** button

- Tentative Release (At Incident)
- Released (At Incident)
- Demob in Route.

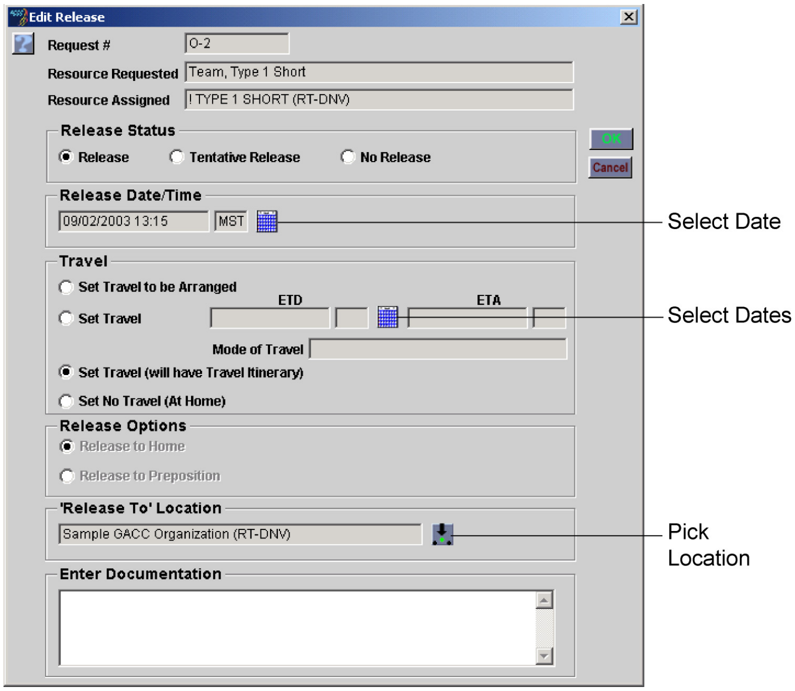
3 Under **Incident Resources [At Incident]**, click to select the **Resource Requested** of your choice.

4 On the **Incident Resources** screen, click the **Action** button, and then click to select **Edit Release**.

5 On the **Edit Release** dialog box, modify the information as appropriate, and then click **OK**.

For more information about completing the Edit Release dialog box, see "Completing the Release Resource(s) dialog box," earlier in this section.

The following diagram shows the Edit Release dialog box.



Reassigning resources to another Incident

This section explains how to reassign a resource to another Incident. For resources that are part of a configuration, remember these key points:

- When you reassign a resource on a parent request, you will automatically reassign the resources on subordinate requests.
- You can reassign a resource on a subordinate request without affecting resources on the parent request or on other subordinate requests.
- You can release all of the subordinate requests on a roster and the parent request can remain, which allows you to swap crews on an engine, for example.
- You cannot release the parent request without releasing or reassigning all of the subordinates prior to the release of the parent request.

To reassign a resource to another Incident

1. On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Resource Requested** of your choice.

   For more information about updating the Incident context and locating Incident resources, see the task, "To locate the Incident resources of your choice," in the previous section, "Reviewing Incident resources."

2. On the **Incident Resources** screen, click the **Action** button, and then click to select **Reassign**.

3 On the **Reassign Resource** dialog box on the **Incident Requests** tab, click to select one of the following

- Local Incidents
- Non-Local Incidents.

4 To display only external Incident requests, click to select the **External Incident Requests** check box.

5 Under **Set Filter Criteria for Requests**, click the **Search by Qualification** drop-down arrow, click to select the qualification of your choice, and then click the **Search** button.

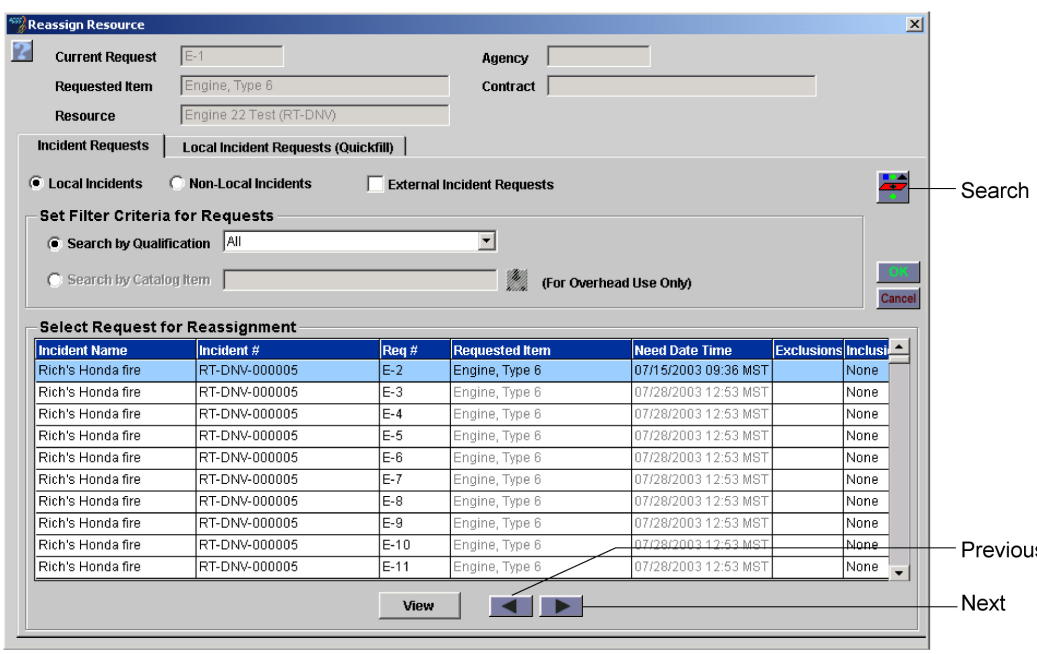
For Overhead resources, you can search by qualification or search by catalog item. For more information, see the next task, "To reassign an Overhead resource."

6 Under **Select Request for Reassignment**, click to select the **Incident Name** (request) of your choice, and then click **OK**.

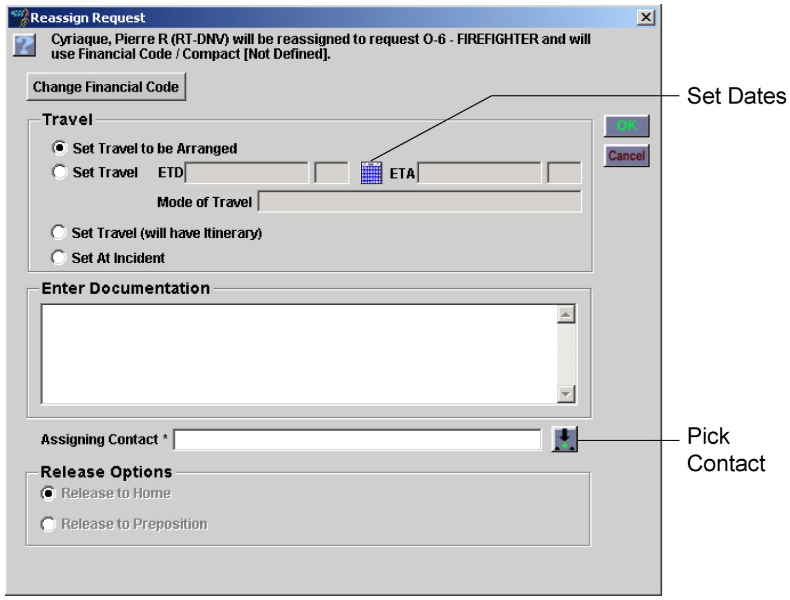
7 On the **Reassign Request** dialog box, complete the **Travel**, **Enter Documentation**, and **Release Option** information as appropriate for that resource, and then click **OK**.

For more information about completing travel information, see "Travel - working with itineraries," in this ROSS Users Guide.

The following diagram shows the Incident Requests tab on the Reassign Resource dialog box for equipment catalog items.



The following diagram shows the Reassign Request dialog box.



To reassign an Overhead resource

1. On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Resource Requested** of your choice.

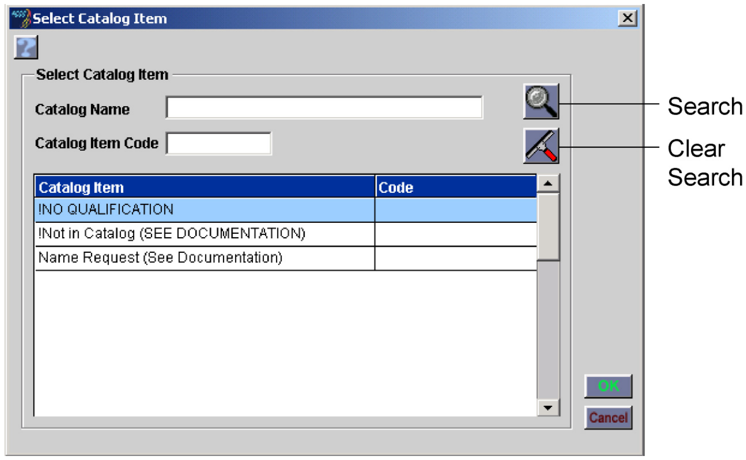
   For more information about updating the Incident context and locating Incident resources, see the task, "To locate the Incident resources of your choice," in the previous section, "Reviewing Incident resources."

2. Click the **Action** button, and then click **Reassign**.
3. On the **Reassign Resource** dialog box on the **Incident Requests** tab, click to select one of the following
   - Local Incidents
   - Non-Local Incidents.
4. To display only external Incident requests, click to select the **External Incident Requests** check box.
5. Under **Set Filter Criteria for Requests**, perform one of the following and then click the **Search** button
   - to search by qualification, click the **Search by Qualification** drop-down arrow, and then click to select the qualification of your choice
   - to search for an Overhead Catalog Item that the resource can perform, *but not officially qualified for***,** click **Search by Catalog Item**, click the **Pick Catalog Item** button, search for and click to select the **Catalog Item** of your choice, and then click **OK**.
6. Under **Select Request for Reassignment**, click to select the **Incident Name** (request) of your choice, and then click **OK**.

7 On the **Reassign Request** dialog box, complete the **Travel**, **Enter Documentation**, and **Release Option** information as appropriate for that resource, and then click **OK**.

For more information about completing travel information, see "Travel - working with itineraries," in this ROSS Users Guide.

The following diagram shows the Select Catalog Item dialog box.



To reassign a resource to a local Incident request using quickfill

This task allows you to reassign a resource to a local Incident request for which a request has not yet been created.

You cannot use quickfill to reassign external resources.

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Resource Requested** of your choice.

For more information about updating the Incident context and locating Incident resources, see the task, "To locate the Incident resources of your choice," in the previous section, "Reviewing Incident resources."

2 Click the **Action** button, and then click to select **Reassign**.

3 On the **Reassign Resource** dialog box, click the **Local Incident Requests (Quickfill)** tab.

4 Under **Select Resource Criteria for Reassignment**, click the **Assign by Qualification** drop-down arrow, click to select the qualification of your choice, and then click the **Filter** button.

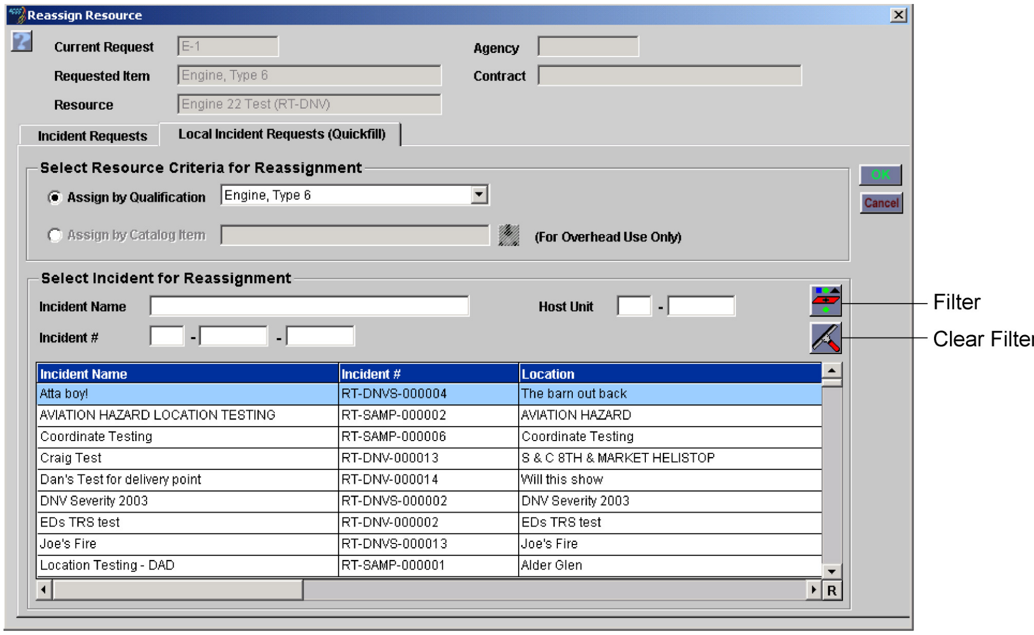
For Overhead resources, you can search by qualification or search by catalog item. For more information, see the next task, "To reassign an Overhead resource using quickfill."

5 Under **Select Incident for Reassignment**, type the following filter criteria of your choice to narrow your search, and then click the **Filter** button

- Incident Name
- Incident #
- Host Unit.

6 Click to select the **Incident Name** of your choice, and then click **OK**.

The following diagram shows the Local Incident Requests (Quickfill) tab on the Reassign Resource dialog box for equipment catalog items.



To reassign an Overhead resource using quickfill

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Resource Requested** of your choice.

For more information about updating the Incident context and locating Incident resources, see the task, "To locate the Incident resources of your choice," in the previous section, "Reviewing Incident resources."

2 Click the **Action** button, and then click to select **Reassign**.

3 On the **Reassign Resource** dialog box, click the **Local Incident Requests (Quickfill)** tab.

4 Under **Select Resource Criteria for Reassignment**, perform one of the following

- to search by qualification, click the **Assign by Qualification** drop-down arrow, and then click to select the qualification of your choice
- to search for an Overhead Catalog Item that the resource can perform, *but not officially qualified for***,** click **Assign by Catalog Item**, click the **Pick Catalog Item** button, search for and click to select the **Catalog Item** of your choice, and then click **OK**.

5 Under **Select Incident for Reassignment**, type the following filter criteria of your choice to narrow your search, and then click the **Filter** button

- Incident Name
- Incident #
- Host Unit.

6 Click to select the **Incident Name** of your choice, and then click **OK**.

Performing other Action functions

This section explains how to use the Action button to perform other functions, including:

- adding documentation
- yielding control to Incident Dispatch
- adding a subordinate request
- editing an external resource.

Actions that appear dimmed are not available for the Incident resource you are currently viewing.

To add documentation

For more information about adding documentation, see the task, "To add documentation," in "Pending Request - managing requests for resources," in this ROSS Users Guide.

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Resource Requested** of your choice.

2 Click the **Action** button, and then click to select **Add Documentation**.

To add a subordinate request

For more information about adding a subordinate request and to review sample dialog boxes, see "Working with subordinate requests," in "Request Status - managing the status of requests," in this ROSS Users Guide.

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Resource Requested** of your choice.

2 Click the **Action** button, and then click to select **Add Subordinate Request**.

3 On the **Create Subordinate Request** dialog box on the **Catalog** tab, search for and then click to select the **Catalog Item** of your choice.

4 Click the **Request** tab, complete all appropriate and requested boxes to complete the subordinate request.

5 If the new subordinate request is being added to a parent request for a local incident, which was place to and filled by another organization, click to select one of the following options under **Select Placement**.

- to place the subordinate request with the organization that filled the parent request, click to select **Place Directly with Filling Organization**.
- to add a locally filled subordinate request to the Pending Request screen, click to select **Place/Fill Locally (via Pending Request)**.

The locally filled subordinate request is not automatically placed, but you can fill or place the request like any other created request.

To view information about the filling unit, click the ***View*** *button.*

6 When finished, click the **Create Request** button.

To yield control to Incident Dispatch

This task allows you to transfer the release or reassignment control of the support request from your organization to a non-local Incident Dispatch.

1 On the **Incident Resources** screen under **Set Incident Filter**, click **Non-Local Support Requests**, click the drop-down arrow and select the **Non-Local Incident** of your choice, and then click the **>** (update) button.

2 Under **Set Catalog Filter**, click the **Catalog** drop-down arrow, select the **Catalog** of your choice, and then click the **Filter** button.

3 Under **Incident Resources [At Incident]**, click to select the support **Resource Requested** of your choice.

4 Click the **Action** button, and then click to select **Yield Control to Incident Dispatch**.

5 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

To edit an external resource

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice.

2 Under **Set Catalog Filter**, click the **Catalog** drop-down arrow, and then select the **Catalog** of your choice.

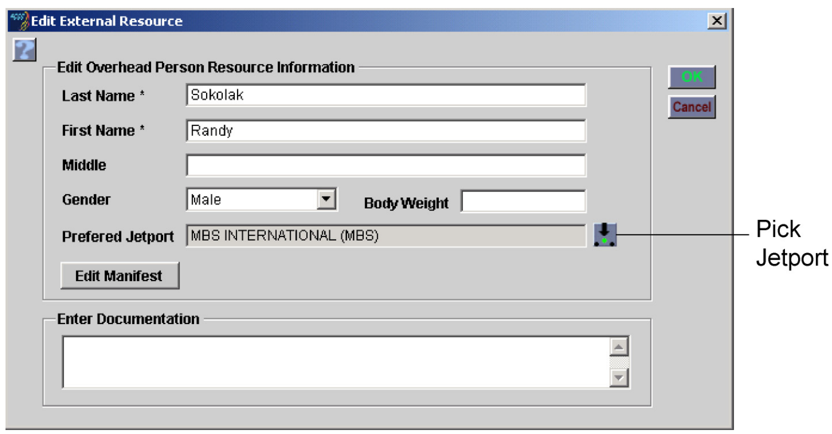
3 Under **Set Resource Filter**, click the **Display Status-Only and External Resources** check box, and then click the **Filter** button.

4 Under **Incident Resources [At Incident]**, click to select the external **Resource Requested** of your choice, click the **Action** button, and then click to select **Edit External Resource**.

5 On the **Edit External Resources** dialog box, change the external resource information as appropriate, and then click **OK**.

For more information about manifests, see "Creating a manifest," in "Pending Requests - managing requests for resources."

The following diagram shows the Edit External Resources dialog box.



Working with the Services tab

The Services tab on the Incident Resources screen displays catalog items for:

- Infrared Flights (IR)
- Food Service Requests and other services such as equipment rental and sanitation
- Temporary Flight Restrictions (TFR).

For more information about Services, see "Working with the Services tab," in "Pending Request - managing requests for resources."

Remember these key differences when working with Services tab on the Incident Resources screen:

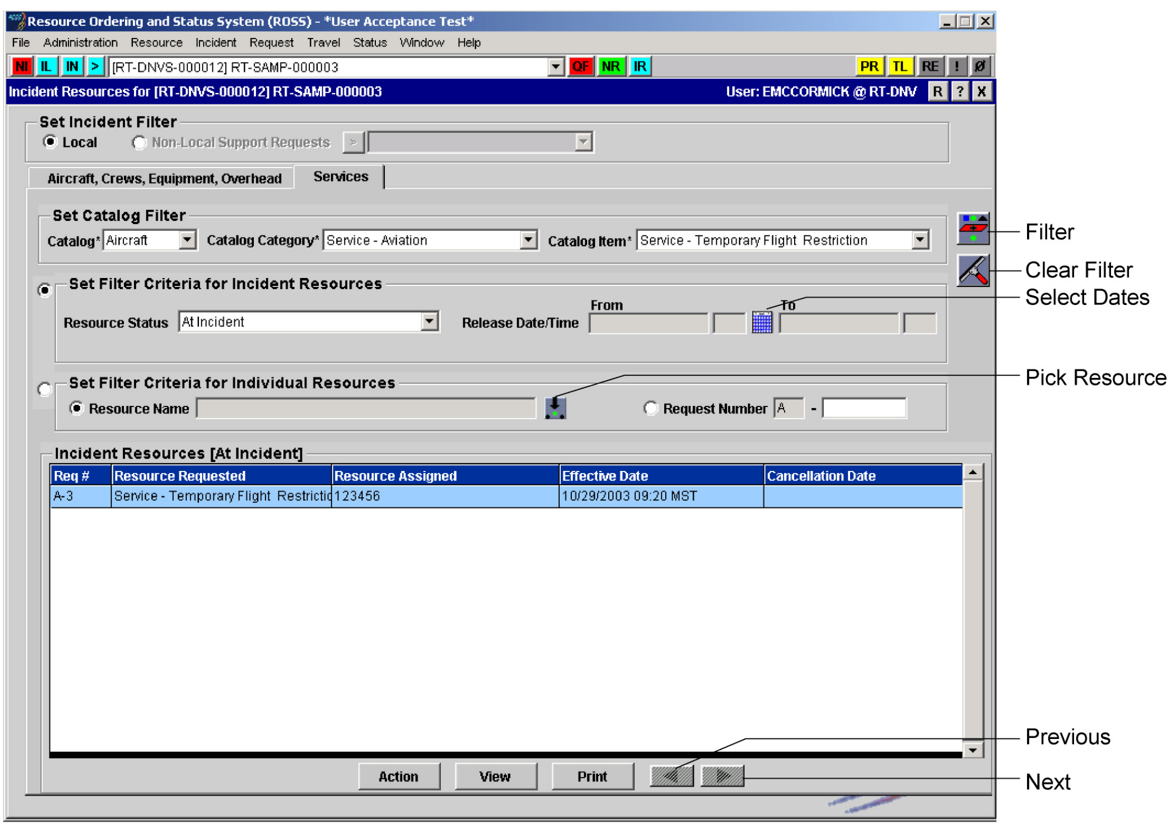
- To Set Catalog Filter, you must complete the Catalog, Category, and Catalog Item fields.
- Under Set Filter Criteria for Incident Resources, the Days or Less at Incident check box does not appear on the Services tab.
- You cannot search by Air, Ground, or POV mobilization travel.
- Since Services cannot be configurations, the Show Subordinate Requests check box does not appear on the Services tab.

For more information about Service requests, see "Creating a Supplemental request," in "New Request - creating and editing new requests."

To review Incident Resources for Service catalog items

- On the **Incident Resources** screen, click the **Services** tab.

The following diagram shows the Services tab on the Incident Resources screen.



Working with Infrared Flight (IR) requests

ROSS handles Infrared Flights (IRs) in the following manner:

- They are statused “At Incident” the moment the requests are filled.

To show the true ETA at the Incident, be sure to check the delivery date under “Incident Resources [At Incident].”

- IRs are not “released” from the Incident, they are “Completed.”
- They cannot have the status of “Mob in Route,” “Tentative Release,” “Released,” or “Demob in Route.”

To complete an Infrared Flight (IR) request

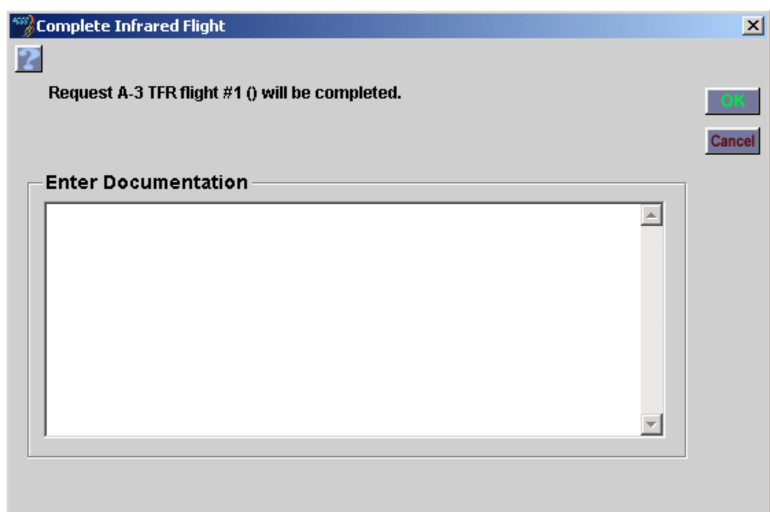
1 On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **IR request** of your choice.

2 Click the **Action** button, and then click to select **Complete Request**.

3 On the Complete Infrared Flight Request dialog box, type the documentation of your choice in the **Enter Documentation** box, and then click **OK**.

4 On the **ROSS Confirmation Message** dialog box, click **OK**.

The following diagram shows the Complete Infrared Flight Request dialog box.



To review the completed IR request

You can also view the Request and the Supplemental form from the Incident Resources screen.

1 On the **Request** menu or the **Status** menu, click **Request Status**.

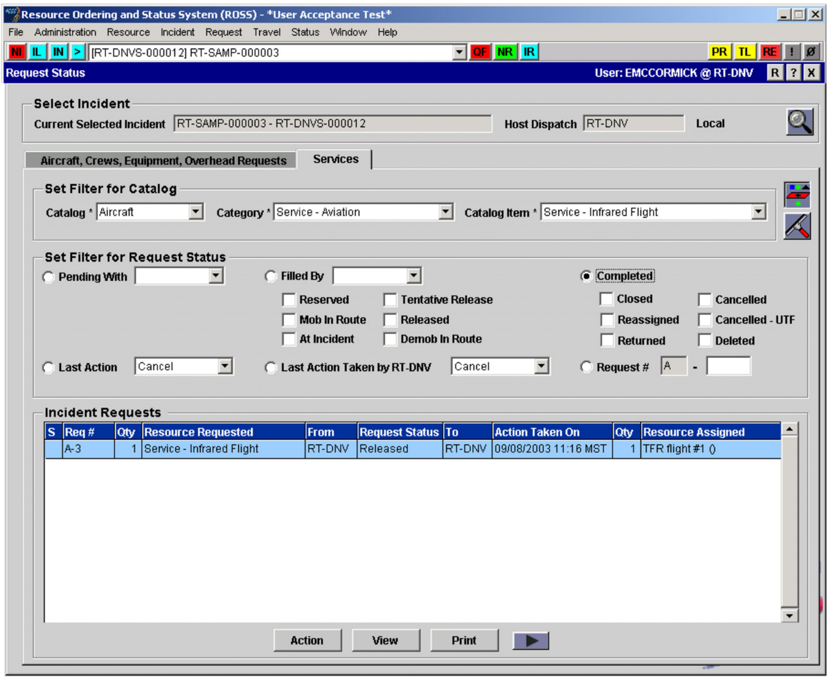
2 On the **Search Incidents** dialog box, search for and locate the **Incident** of your choice.

3 On the **Request Status** screen, click the **Services** tab.

4 Under **Set Filter for Catalog**, click to select the **Catalog**, **Category**, and **Catalog Item** for the IR request of your choice.

5 Under **Set Filter for Request Status**, click to select **Completed**, and then click the **Filter** button.

The following diagram shows a completed IR request on the Request Status screen.



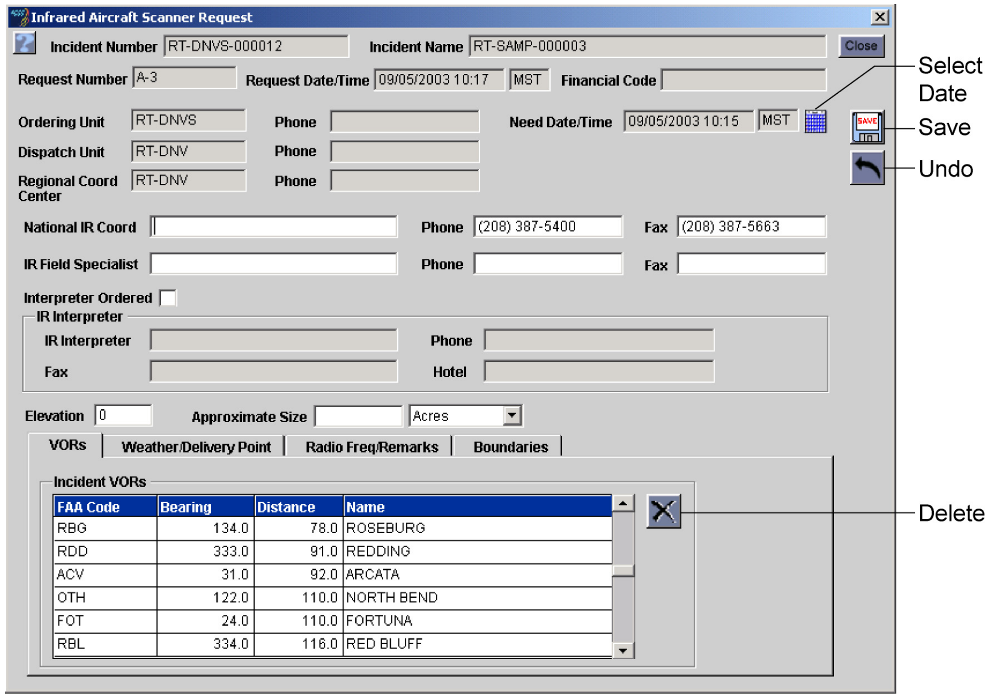
To edit a supplemental request for an Infrared Aircraft Scanner

1 On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **IR request** of your choice.

2 Click the **Action** button, and then click to select **Edit Supplemental**.

3 On the **Infrared Aircraft Scanner Request** dialog box, modify the information as appropriate, and then click the **Save** button.

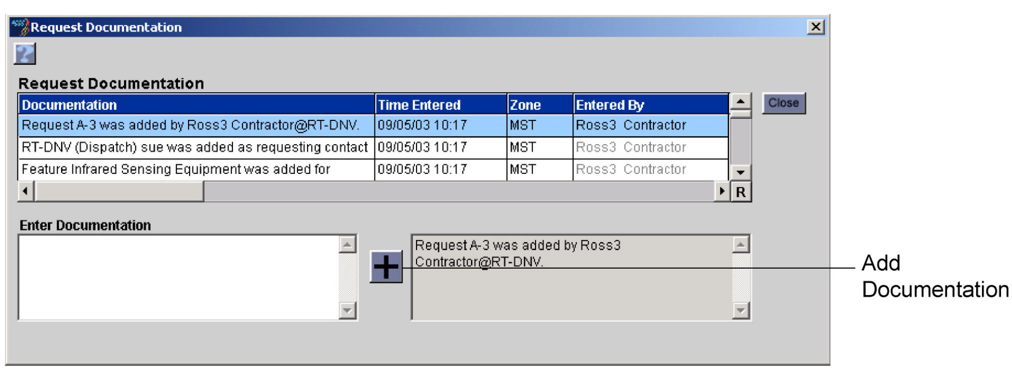
The following diagram shows the Infrared Aircraft Scanner Request dialog box.



To add documentation to an Infrared Flight (IR) request

1. On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **IR request** of your choice.
2. Click the **Action** button, and then click to select **Add Documentation**.
3. On the **Request Documentation** dialog box, type the documentation of your choice in the **Enter Documentation** box, click the **Add Documentation** button, and then click **Close**.

The following diagram shows the Request Documentation dialog box.



To yield control of an IR request to Incident Dispatch

This task allows you to transfer the release or reassignment control of the IR request from your organization to a non-local Incident Dispatch.

1 On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **IR request** of your choice.

2 Click the **Action** button, and then click to select **Yield Control to Incident Dispatch**.

3 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

Working with food service and other types of service requests

For food service and other types of requests, you can perform the following functions:

- release food service and other types of request services that are "Mob in Route" or "At Incident"
- edit the release of food service and other types of service requests that are in "Tentative Release," Released," or "Demob in route"
- reassign a food service or other type of service request if the requested quantity is "1."

To release a food service or other type of service request

For more information about releasing a food service or other type of service request to another Incident, see "Releasing (demobing) resources from an Incident," earlier in this chapter.

1 On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **food service or other type of service request** of your choice.

2 Click the **Action** button, and then click to select **Release**.

3 On the **Release Resource(s)** dialog box, complete the following travel information as appropriate, and then click **OK**

- Release Status
- Release Date/Time
- Travel.

4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

To edit the release of a food service or other type of service request

For more information about editing the release of a food service or other type of service request, see "Editing the release of resources," earlier in this chapter.

1 On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **food service or other type of service request** of your choice.

2 Click the **Action** button, and then click to select **Edit Release**.

3 On the **Edit Release** dialog box, modify the information as appropriate, and then click **OK.**

4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

To reassign a food service or other type of service request

For more information about reassigning a food service or other type of service request to another Incident, see "Reassigning resources to another Incident," earlier in this chapter.

1 On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **food service or other type of service request** of your choice.

2 Click the **Action** button, and then click to select **Reassign**.

3 On the **Reassign Request** dialog box, complete the following information as appropriate, and then click **OK**

- Travel
- Enter Documentation
- Release Option.

4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

To edit a supplemental request for a food service or other type of service request

1 On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **food service or other type of request** of your choice.

2 Click the **Action** button, and then click to select **Edit Supplemental**.

3 On the **Food Service Request** dialog box, modify the information as appropriate, and then click the **Save** button.

To add documentation to a food service or other type of request

1. On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **food service or other type of request** of your choice.
2. Click the **Action** button, and then click to select **Add Documentation**.
3. On the **Request Documentation** dialog box, type the documentation of your choice in the **Enter Documentation** box, click the **Add Documentation** button, and then click **Close**.

To yield control of a food service or other type of service request to Incident Dispatch

This task allows you to transfer the release or reassignment control of the TFR request from your organization to a non-local Incident Dispatch.

1. On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **food service or other type of request** of your choice.
2. Click the **Action** button, and then click to select **Yield Control to Incident Dispatch**.
3. On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

Working with Temporary Flight Restriction (TFR) requests

ROSS handles Temporary Flight Restrictions (TFRs) in the following manner:

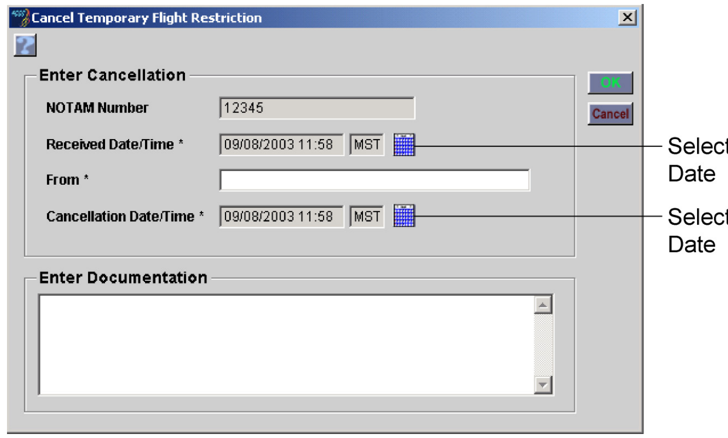
- They are statused "At Incident" the moment the requests are filled.
- TFRs are not "released" from the Incident, they are "Cancelled."
- They cannot have the status of "Mob in Route," "Tentative Release," "Released," or "Demob in Route."
- If a TFR has been cancelled and its date/time has not yet passed, you can "undo" the cancellation.

To cancel a Temporary Flight Restriction (TFR) request

1. On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **TFR request** of your choice.
2. Click the **Action** button, and then click to select **Cancel TFR**.
3. On the **Cancel Temporary Flight Restriction** dialog box, complete the following information, and then click **OK**
   - Received Date/Time
   - From box
   - Cancellation Date/Time
   - Enter Documentation.

4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows the Cancel Temporary Flight Restriction dialog box.



To undo a Temporary Flight Restriction (TFR) request

If the TFR's Cancellation Date/Time has not yet passed, you can undo a cancellation.

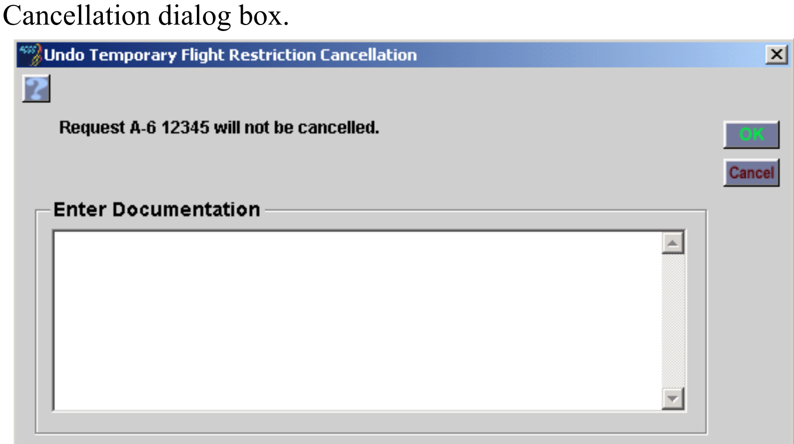
1 On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **TFR request** of your choice.

2 Click the **Action** button, and then click to select **Undo TFR Cancellation**.

3 On the **Undo Temporary Flight Restriction Cancellation** dialog box, type the documentation of your choice in the **Enter Documentation** box, and then click **OK**.

4 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows the Undo Temporary Flight Restriction Cancellation dialog box.



To edit a supplemental request for a TFR

1 On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **TFR request** of your choice.

2 Click the **Action** button, and then click to select **Edit Supplemental**.

3 On the **Temporary Flight Restriction Request** dialog box, modify the information as appropriate, and then click the **Save** button.

To add documentation to an Temporary Flight Restriction (TFR) request

1 On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **TFR request** of your choice.

2 Click the **Action** button, and then click to select **Add Documentation**.

3 On the **Request Documentation** dialog box, type the documentation of your choice in the **Enter Documentation** box, click the **Add Documentation** button, and then click **Close**.

To yield control of a TFR request to Incident Dispatch

This task allows you to transfer the release or reassignment control of the TFR request from your organization to a non-local Incident Dispatch.

1 On the **Incident Resources** screen, click the **Services** tab, and then search for and locate the **TFR request** of your choice.

2 Click the **Action** button, and then click to select **Yield Control to Incident Dispatch**.

3 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

Printing Incident request information

The Print button allows you to using the commercial software Brio.Quickview to print a hardcopy of the request that the selected resource was used to fill. You can also print, if appropriate, a hardcopy of the Assignment Roster.

For more information about using Brio.Quickview, see "To print a report." For more information about downloading Brio.Quickview, see "To install Brio.Quickview on your personal computer." Both tasks are located in the chapter, "Reports - generating and printing reports," earlier in this ROSS User's Guide.

To print Incident request information

1 On the **Incident Resources** screen, search for and locate the **Incident** of your choice, and then click to select the **Resource Requested** of your choice.

For more information about updating the Incident context and locating Incident resources, see the task, "To locate the Incident resources of your choice," in the previous section, "Reviewing Incident resources."

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2 Click the **Print** button, review the printer settings on the **Print** dialog box, and then click **OK**.