

Location - defining geographic locations

The Location screen allows you to search for and define locations for incidents, USGS, and other geographic locations. Using this screen, you can directly affect the location of resources, incidents, initial reports, and closest forces. The type of activities you can perform include:

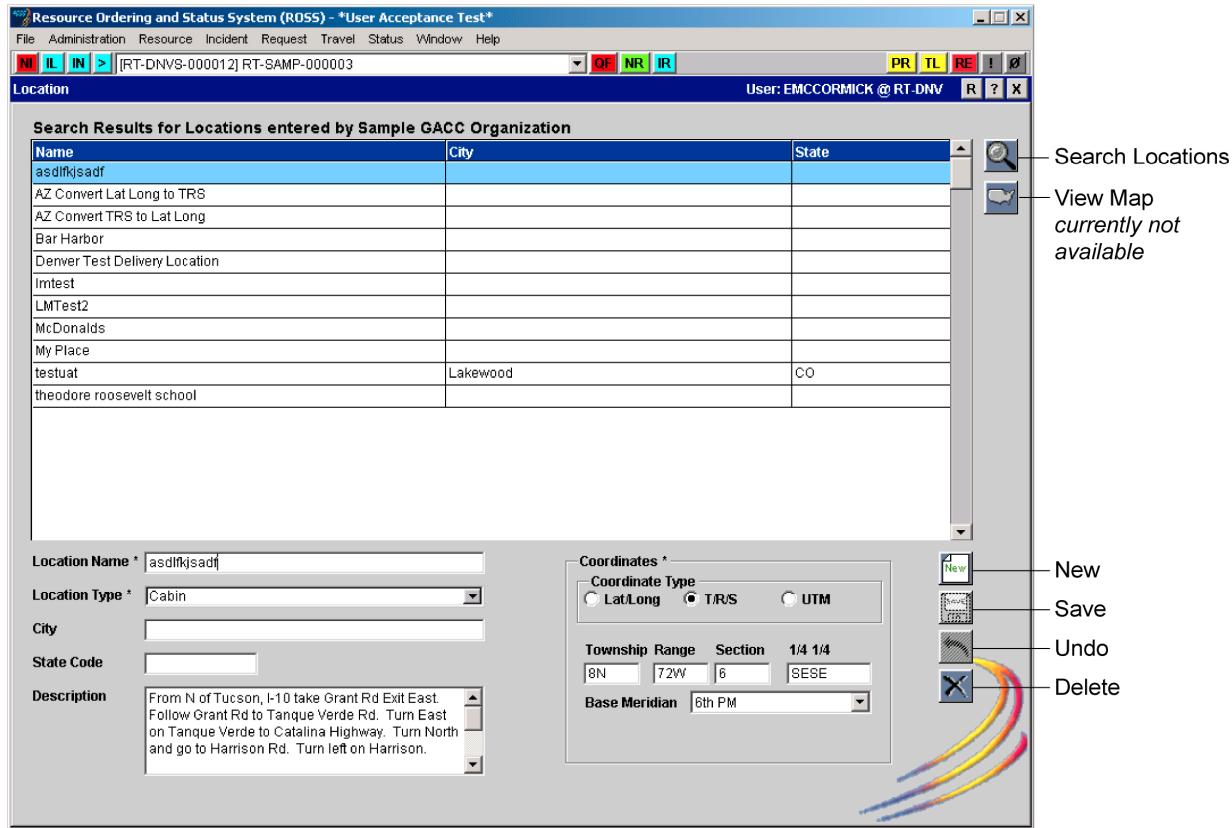
- search for a location
- add and modify location information
- delete location information.

Until you attach an incident to it, the location you enter is only visible to you.

To access the Location screen

- On the Administration menu, click Location.

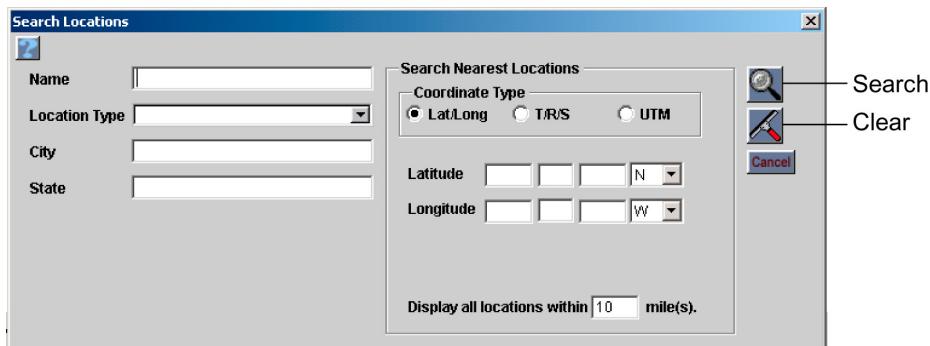
Location screen



To search for a location

- 1 On the Location screen, click the Search Locations button.
- 2 On the Search Locations dialog box, type information into as many text boxes as possible to narrow your search, and then click the Search button.

The following diagram shows the Search Locations dialog box.



To add a new location

- 1 On the **Location** screen, click **New**.
- 2 In the **Location Name** box, type the name of the location.
- 3 In the **Location Type** box, click the drop-down arrow and then select the **Location Type** of your choice.

The National Data Steward at NICC manages location types.

- 4 In the **City** box, type the name of the city for that location.
- 5 In the **State Code** box, type the two-character postal code for the state.
- 6 In the **Description** box, type any additional description for the location.
- 7 Under **Coordinates**, select the appropriate **Coordinate Type**, type the appropriate coordinate information, and then click the **Save** button.

For more information about specifying coordinates, see "Entering coordinates," in "Getting started in ROSS," in this ROSS Users Guide.

To modify location information

- 1 On the **Location** screen, search for and then highlight to select the **Location Name** of your choice.
- 2 Type or replace the following information, as appropriate
 - Location Name
 - Location Type
 - City
 - State Code
 - Description
 - Coordinates.

*To cancel any unsaved changes, click **Undo**.*

- 3 To save your modifications, click the **Save** button.

To delete a location

- 1** On the **Location** screen, search for and then highlight to select the **Location Name** of your choice, and then click the **Delete** button.
- 2** On the **Confirm Deletion** dialog box, click **Yes** to confirm or **No** to cancel.