

Selection Area - defining placement authority

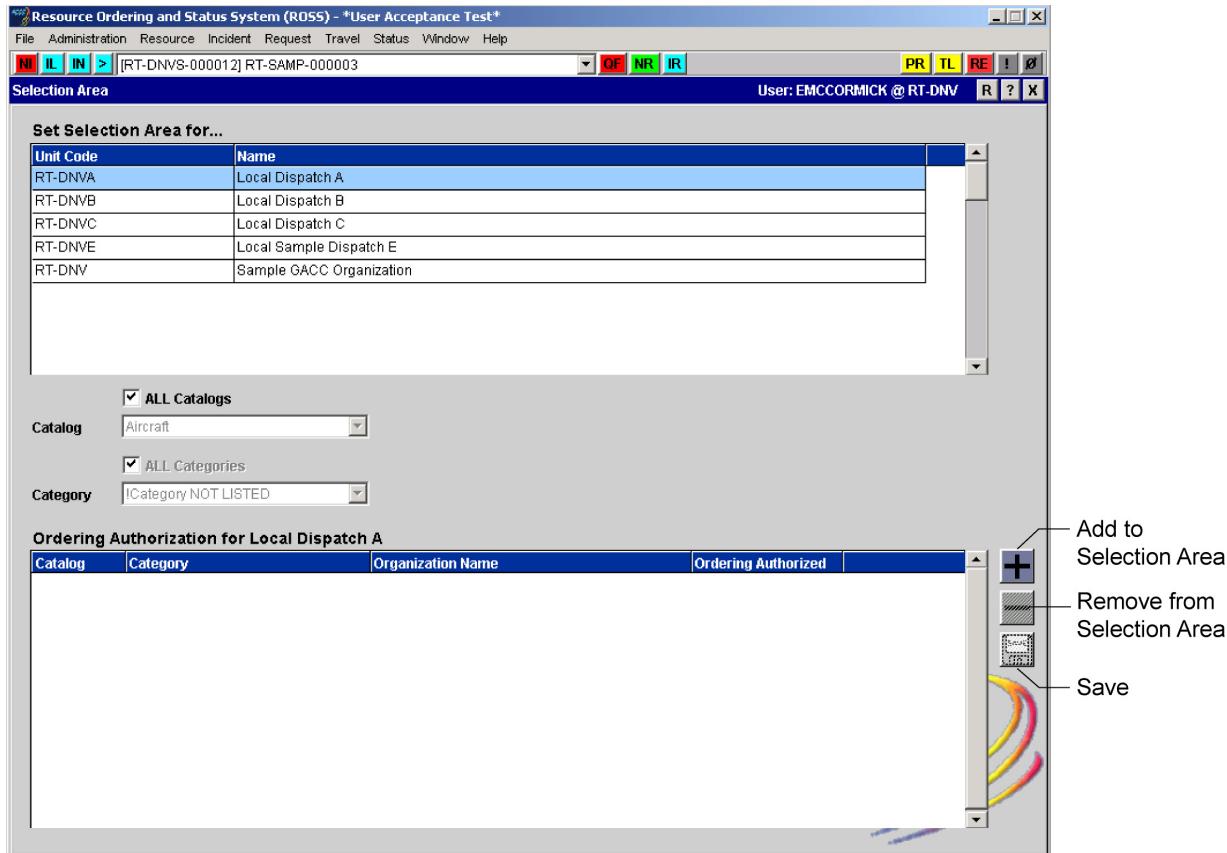
This chapter explains how to create, edit, and delete a Selection Area, and how to search for organizations to add to the Selection Area.

A Selection Area defines the placement authority between selected dispatch offices, coordination centers, and NICC. Organizations within the selection area can order resources directly with other organizations within the selection area, without enlisting normal dispatch channels.

To access the Selection Area screen

- On the Administration menu, click Selection Area.

Selection Area screen



To create a Selection Area

- 1 On the Selection Area screen under Set Selection Area for, click to select the Unit Code of your choice.

- 2 If the agreement does not apply for all catalogs, click to clear the **All Catalogs** check box, click the **Catalog** drop-down arrow, and then click to select the **Catalog** of your choice.

If the agreement is for an Airtanker and a Helicopter only, you must complete a separate authorization for each. For Lead Plan, Fixed Wing, or other aircraft type requests, place the request through normal channels.

- 3 If the agreement does not apply for all categories, click to clear the **All Categories** check box, click the **Category** drop-down arrow, and then click to select the **Category** of your choice.
- 4 Click the **Add to Selection Area** button.
- 5 On the **Search Organizations** dialog box, search for and then click to select the **Name** of your choice, and then click **OK**.

For more information about searching for an organization, see the task, "To search for an organization," later in this chapter.

- 6 Under **Ordering Authorization for...**, click to select the **Ordering Authorized** check box if that organization is authorized to place orders.

*If Dispatch Unit (A) is placed in the ordering authorized area for Dispatch Unit (B), then Dispatch Unit (B) will automatically show up on the Personal Settings screen for Dispatch Unit (A). You do not need to click to select the **Ordering Authorized** check box.*

*However, to show Dispatch Unit (A) on your Dispatch Unit (B)'s Other Resources tab on the Pending Request screen, you must click to select the **Ordering Authorized** check box.*

- 7 Repeat step 2 through step 6 to complete the cooperative agreement.
- 8 When finished, click **Close Current Screen**.

Your entries are automatically saved.

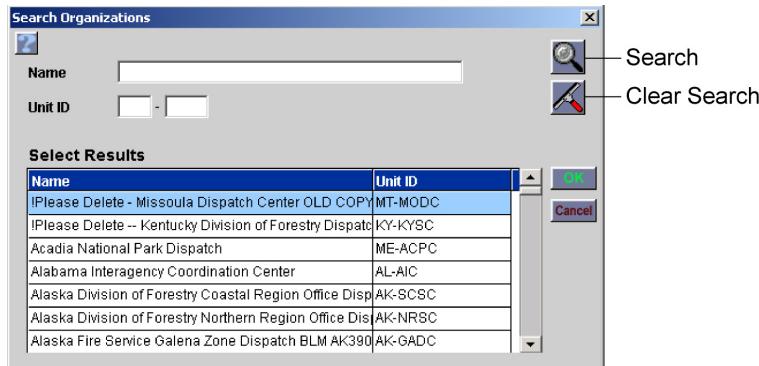
The following diagram shows the Ordering Authorization for...table. The arrow points to the Ordering Authorized check box.

Ordering Authorization for Local Dispatch A			
Catalog	Category	Organization Name	Ordering Authorized
All	All	Local Dispatch B	<input checked="" type="checkbox"/>

To search for an organization

- 1 On the **Search Organizations** dialog box, type information into the following boxes to narrow your search, and then click the **Search** button
 - Name
 - Unit ID.
- 2 Click to select the **Name** of your choice, and then click **OK**

The following diagram shows the Search Organizations dialog box.



To change the organization's ordering authorization

- 1 On the **Selection Area** screen under **Set Selection Area for**, click to select the **Unit Code** of your choice.
- 2 Under **Ordering Authorization for...**, click to select the **Organization Name** that you want to modify.
- 3 If the organization is authorized to place orders, click to select the **Ordering Authorized** check box.
- 4 If the organization is not authorized to place orders, click to clear the **Ordering Authorized** check box.

To change the catalogs and or categories for the Selection Area

- 1 On the **Selection Area** screen under **Set Selection Area for**, click to select the **Unit Code** of your choice.
- 2 If the agreement does not apply for all catalogs, click to clear the **All Catalogs** check box, click the **Catalog** drop-down arrow, and then click to select the **Catalog** of your choice.
- 3 If the agreement does not apply for all categories, click to clear the **All Categories** check box, click the **Category** drop-down arrow, and then click to select the **Category** of your choice.
- 4 Click the **Add to Selection Area** button.

- 5 On the **Search Organizations** dialog box, search for and then click to select the **Name** of your choice, and then click **OK**.

For more information about searching for an organization, see the task, "To search for an organization," later in this chapter.

- 6 If the organization is authorized to place orders, click to select the **Ordering Authorized** check box.
- 7 Repeat step 2 through step 6 to complete the cooperative agreement.

To remove an organization from the Selection Area

- 1 On the **Selection Area** screen under **Set Selection Area for**, click to select the **Unit Code** of your choice.
- 2 Under **Ordering Authorization for...**, click to select the **Organization Name** that you want to delete, and then click the **Remove from Selection Area** button.
- 3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.