

Travel - working with itineraries and travel plans

This chapter explains how to create and edit Itineraries and Travel Plans.

Topics include:

- Understanding Travel Itineraries and Travel Plans
- Working with the Travel screen
- Working with the Travel Plan screen.

Understanding Travel Itineraries and Travel Plans

Travel Itineraries and Travel Plans allow you to document the movement of resources to and from Incidents. In ROSS, there are three screens that allow you to document resource travel:

- **Travel.** Allows you to create a travel itinerary, or route, to document resource travel.
- **Travel Plan.** Allows you to document the movement of a transport resource, such as an aircraft or bus that carries passengers.
- **Incident Resources.** Allows you to release (demob) or reassign resources from an Incident.

For more information about the Incident Resources screen, see "Incident Resources - managing Incident resource," in this ROSS Users Guide.

Basic terminology

The Travel screen and Travel Plan screen use similar terms to describe and define resource travel. These terms may be a bit confusing at first, since both screens allow you to perform similar tasks. Terms are grouped based on the screen where they occur.

Travel screen terms

Use the Travel screen to create and build a Travel Itinerary for resource travel.

- **Resource Itinerary.** A Resource Itinerary consists of one or more Travel Legs for a resource's travel to and from an Incident.
- **Travel Leg.** One segment of a resource's Travel Itinerary. A Travel Leg identifies the mode of travel, departure location, ETD, destination location, and ETA.

Travel Plan screen terms

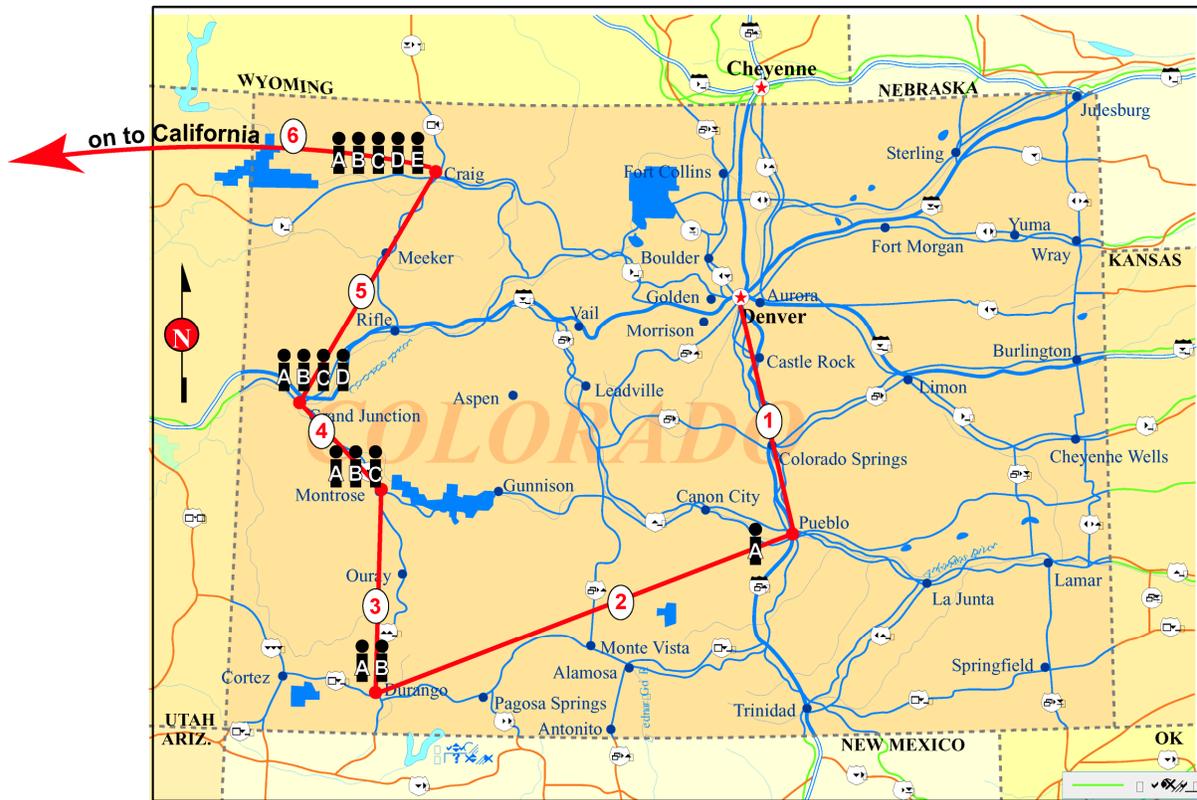
Use the Travel Plan screen to document the movement of a transport resource.

- **Transport resource.** An aircraft, bus, or other type of vehicle that carries resources (passengers) to or from an Incident.
- **Travel Plan.** Like a Resource Itinerary, the Travel Plan consists of one or more Travel Plan Travel Legs.

- Travel Plan Travel Leg.** One segment of the Travel Plan. Like a Travel Leg for a Resource Itinerary, a Travel Plan Travel Leg identifies the mode of travel, departure location, ETD, destination location, and ETA for a transport resource. It also identifies any fuel stops, cargo weight, and cargo size. A Travel Plan Travel Leg lists any resources and administrative passengers traveling on that segment.

Using the Travel and Travel Plan screens - an example

The following diagram shows a sample route of a chartered aircraft picking up passengers along a route in Colorado, for transport to a fire in California.



- Travel Plan segment of transport resource
- Resource Itinerary Travel Leg

This map outlines the following information:

- The red line shows the route of the transport resource. The circled numbers one through six, called Travel Plan Travel Legs, defines the segments of the route.
 - The Travel Plan screen allows you to define these Travel Plan Travel Legs.
 - The Travel screen allows you to build the Resource Itinerary for each resource.

- **Segment 1.** The transport resource travels from Denver to Pueblo to pick up Passenger A, the traveling resource.
 - The Travel Plan Travel Legs on the transport resource includes segments 1, 2, 3, 4, 5, and 6.
- **Segment 2.** Passenger A is picked up by the transport resource in Pueblo and travels to Durango.
 - The Travel Legs (Travel screen) on Passenger A's Travel Itinerary includes segments 2, 3, 4, 5, and 6.
 - The Travel Plan Travel Leg (Travel Plan screen) lists Passenger A as a traveling resource.
- **Segment 3.** Passenger B is picked up by the transport resource in Durango. Passengers A and B travel to Montrose.
 - The Travel Legs (Travel screen) on Passenger B's Travel Itinerary includes segments 3, 4, 5, and 6.
 - The Travel Plan Travel Leg (Travel Plan screen) lists Passenger A and B as a traveling resources.
- **Segment 4.** Passenger C is picked up by the transport resource in Montrose. Passengers A, B, and C travel to Grand Junction.
 - The Travel Legs (Travel screen) on Passenger C's Travel Itinerary includes segments 4, 5, and 6.
 - The Travel Plan Travel Leg (Travel Plan screen) lists Passenger A, B, and C as a traveling resources.
- **Segment 5.** Passenger D is picked up by the transport resource in Grand Junction. Passengers A, B, C, and D travel to Craig.
 - The Travel Legs (Travel screen) on Passenger D's Travel Itinerary includes segments 5 and 6.
 - The Travel Plan Travel Leg (Travel Plan screen) lists Passenger A, B, C, and D as a traveling resources.
- **Segment 6.** Passenger E is picked up by the transport resource in Craig. All passengers travel on to California.
 - The Travel Legs (Travel screen) on Passenger E's Travel Itinerary includes segment 6.
 - The Travel Plan Travel Leg (Travel Plan screen) lists Passenger A, B, C, D, and E as a traveling resources.

Working with the Travel screen

Remember the following points when working with the Travel screen to mobilize and demobilize resources:

- You can either view resources that are mobilizing or demobilizing, but you cannot work on both mobilizing and demobilizing resources at the same time.
- You can view travel itineraries for either Aircraft, Crews, Equipment, and Overhead catalog items, and/or for Services catalog items.

Resources associated with “untracked,” “Supply,” or “services” requests do not display on the Travel screen.

- You must view the travel itinerary in the context of one or more selected Incidents.
- Your organization must be in the request ordering chain to view, create, and edit travel arrangements for resources. Your organization may or may not be the requesting or filling organization.
- Resources that have been “Tentatively Released” do not display on the Travel screen. Before you can arrange travel for these resources, they must be “Released” or “Released at Incident.”

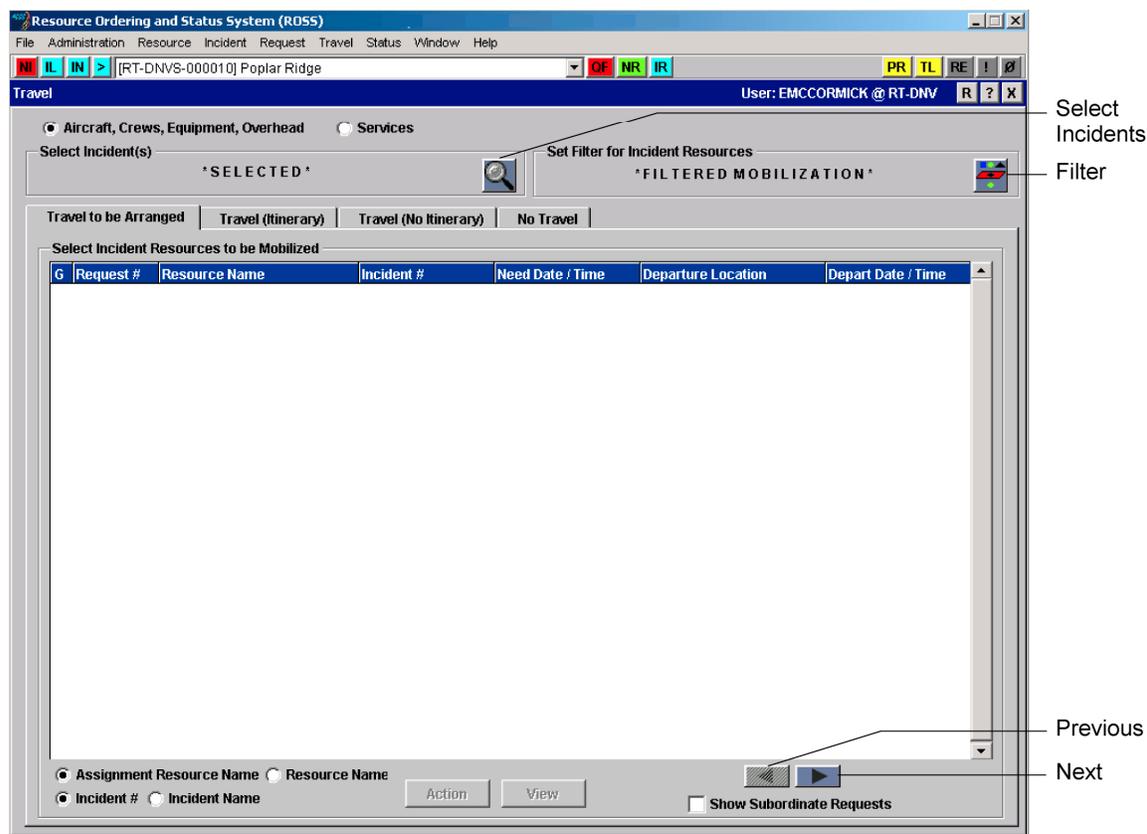
This section explains the following topics:

- Understanding the Travel screen tabs
- Locating travel information about your resources
- Searching for and selecting Incidents and resources
- Arranging travel for a resource - Travel to be Arranged tab
- Building a Travel Itinerary - Travel (Itinerary) tab
- Setting ETD/ETA and mode of travel - Travel (No Itinerary) tab
- Viewing resource travel “At Incident” or “At Home” - No Travel tab

To access the Travel screen

- TL** • On the **Travel** menu, click **Travel**, or click the **TL** button.

Travel screen _ Travel to be Arranged tab



Understanding the Travel screen tabs

The Travel screen tabs display specific travel information about resources:

- Travel to be Arranged.** Resources displayed on this tab do not have any travel arrangements. This tab corresponds to the “Set Travel to be Arranged” option on the Pending Request screen. From this tab, you can only use the Action button to move the resource to another tab, and then arrange the resource’s travel from there.
- Travel (Itinerary).** Resources displayed on this tab are either mobilized or demobilized Incident resources. This tab corresponds to the “Set Travel (will have Itinerary)” option on the Pending Request screen. From this tab, you can create new Travel Legs for the resources, enter transportation information, and set ETD and ETA. For non-services catalog items, you can also add Travel Plan Legs to a Travel Itinerary of a resource.
- Travel (No Itinerary).** Resources displayed on this tab have ETD/ETAs designated. This tab corresponds to the “Set Travel (No Itinerary)” option on the Pending Request screen. From this tab, you can also use the Action button to move a resource to another tab or to edit the resource’s ETD/ETA.

- **No Travel.** Resources displayed on this tab have been placed “At Incident” (mobilized) or “At Home” (demobilized). This tab corresponds to the “Set at Incident” option on the dialog box that is accessed from the Pending Request screen.

To build a Travel Itinerary to document a resource’s travel to or from its home location, you must perform the following steps:

1. Select the Incident and the type of resources to be displayed, either mobilized or demobilized.
2. Create one or more Travel Legs for those resources.

Locating travel information about your resources

Before you can effectively use the Travel screen, you must know the following information about the resource:

- the Incident
- the resource you are looking for
- the resource status of the resource at that Incident, whether it is mobilized or demobilized

To find all this information about the resource, access the Request Status screen and view the request.

To view travel information about your resources

- 1 On the **Request** menu or **Status** menu, click **Request Status**.
- 2 On the **Search Incidents** dialog box, search for and then click to select the **Incident Name** of your choice.
- 3 Under **Set Filter for Catalog**, click the **Catalog** drop-down arrow and select the **Catalog Type** of your choice.

*To view resource requests for services, click the **Services** tab.*

- 4 Under **Set Filter for Request Status**, click **Filled By** - *optional*.
- 5 When finished completing your search criteria, click the **Filter** button.
- 6 Under **Incident Requests**, click to select the **Resource Requested** of your choice, click the **View** button, and then click to select **View Request**.
- 7 On the **View Request** dialog box, note the **Incident Request #**, **Requested Item**, and **Resource Status** of the resource of your choice.

The following diagram shows the View Request dialog box. The dashed circles highlight the Incident Request #, Requested Item, and Resource Status information, which is needed when working with the Travel screen.

Searching for and selecting Incidents and resources

Once you have located the resource information, select the Incidents and resources on the Travel screen so that you can begin building the Travel Itinerary.

To select the Incident for the Travel Itinerary

On the Travel screen, the Most Recent Incidents drop-down arrow appears dimmed (unavailable).

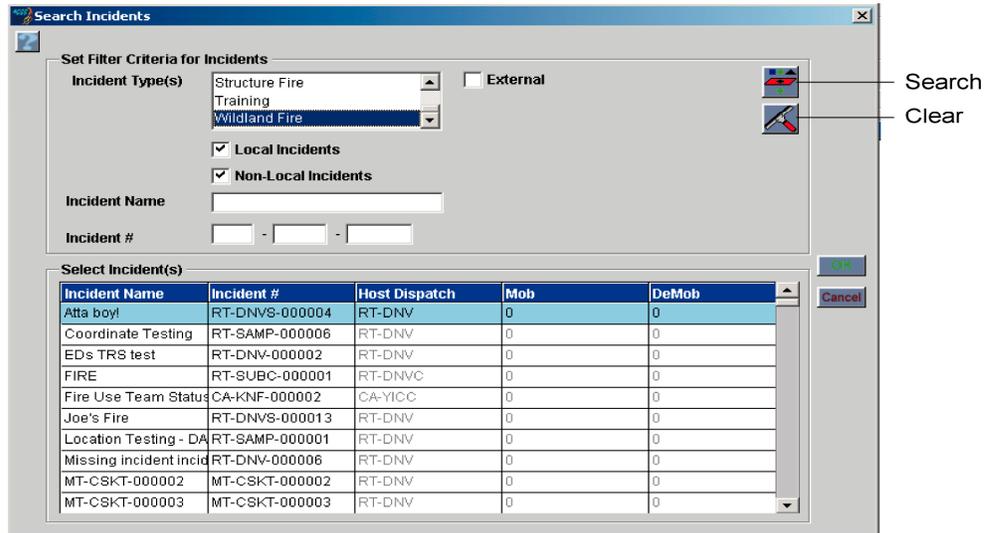


- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead**, or click **Services**.
- 2 Under **Select Incident(s)**, click the **Select Incidents** button.
- 3 In the **Incident Type(s)** list, click to select the **Incident Type** of your choice.
- 4 Click to select the **Incident Type** check boxes of your choice
 - to search for external Incidents, click the **External** check box.
 - to search for local Incidents, click the **Local Incidents** check box.
 - to search for non-local Incidents, click the **Non-Local Incidents** check box.

- 5 Complete the **Incident Name** and **Incident #** boxes as appropriate to narrow your search, and then click **Search**
- 6 Click to select the **Incident Name(s)** of your choice, and then click **OK**.

*To select more than one Incident at a time, click and hold CTRL, and then click to select the **Incident Names** of your choice.*

The following diagram shows the Search Incidents dialog box.



The following diagram shows the Select Incident(s) portion of the Travel screen after selecting an Incident.



To select the resources to be displayed

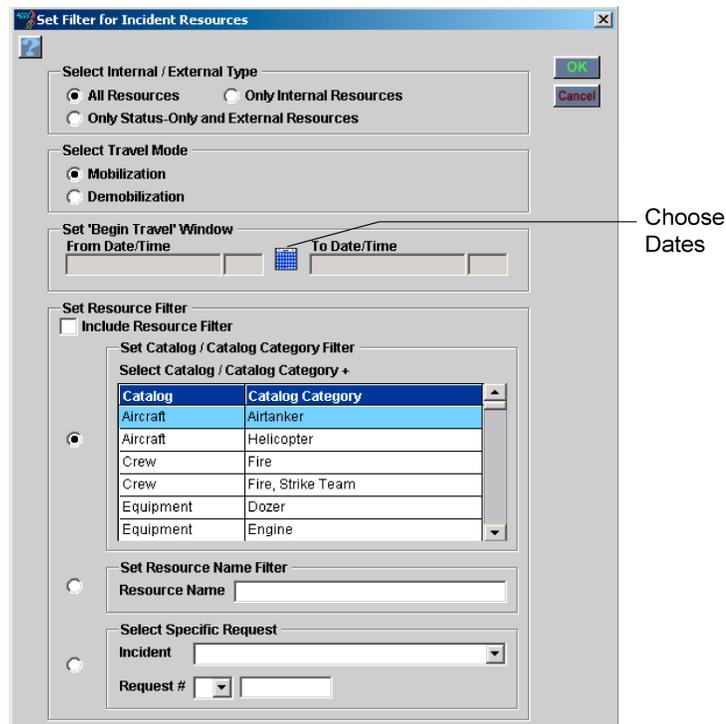
Resources for "untracked" Supply or Services requests do not display on the Travel screen.



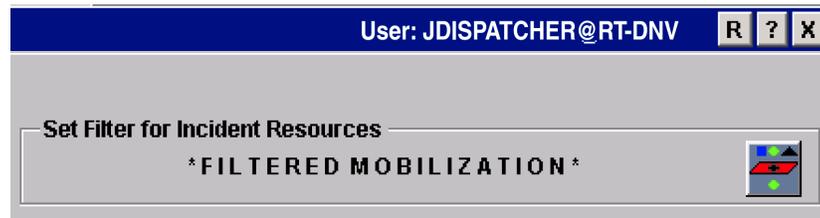
- 1 On the **Travel** screen under **Set Filter for Incident Resources**, click the **Filter Resources** button.
- 2 On the **Set Filter for Incident Resources** dialog box under **Select Internal / External Type**, click to select one of the following options
 - All Resources
 - Only Internal Resources
 - Only Status-Only and External Resources.

- 3 Under **Select Travel Mode**, click to select one of the following options
 - Mobilization
 - Demobilization.
- 4 If desired, under **Set 'Begin Travel' Window**, click the **Choose Dates**, button, and then click to select the **From Date/Time** and **To Date/Time**.
- 5 To complete the remaining filter options under **Set Resource Filter**, click the **Include Resource Filter** check box, and then select one of the following options
 - To filter by **Catalog** and **Catalog Category**, click **Set Catalog/ Catalog Category Filter**, and then click to select the **Catalog** and **Catalog Category** of your choice.
 - To filter by **Resource Name**, click **Set Resource Name Filter**, and then type the **Resource Name** in the **Resource Name** box.
 - To filter by a specific request, click **Select Specific Request**, click the **Incident** drop-down arrow and select the **Incident** of your choice, click the **Request #** drop-down arrow and select the **Request #** of your choice.
- 6 When finished setting the filter criteria, click **OK**.

The following diagram shows the Set Filter for Incident Resources dialog box.



The following diagram shows the Select Incident(s) portion of the Travel screen after you select a resource catalog. In this example, the Travel screen will display only mobilized resources.



Arranging travel for a resource - Travel to be Arranged tab

The Travel to be Arranged tab is a holding area where resources await travel arrangements. On this tab, you can only change the travel status of the resource (move it to another travel status tab).

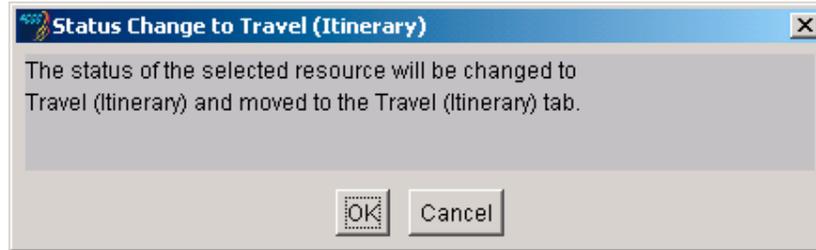
For an example to the Travel to be Arrange tab, see "Travel screen - Travel to be Arranged tab" on page 5.

To arrange travel for a resource

- 1** On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2** Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3** Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4** On the **Travel to be Arranged** tab under **Select Incident Resource(s) to be Mobilized**, click to select one or more **Resource Name(s)** of your choice.
- 5** Click the **Action** button, and then select one of the following options
 - to attach travel and resources and create Travel Leg(s), click **Set Travel (Itinerary)**
 - to set ETD, ETA with mode of travel, click **Set Travel (No Itinerary)**
 - to set the resource at the home unit or Incident, click **Set No Travel**.
- 6** On the **Status Change to** dialog box, click **OK** to confirm or click **Cancel** to cancel.

*The Resource Name(s) you selected move to the appropriate **Travel** screen tab.*

The following diagram shows the Status Change to Travel (Itinerary) dialog box.



Building a Travel Itinerary - Travel (Itinerary) tab

The Travel (Itinerary) tab lists resources that have or are awaiting a Travel Itinerary. On this tab, you can build a Travel Itinerary and add travel legs for selected resources on specified Incidents.

Resources listed on the Select Incident Resources to be Mobilized (Demobilized) display the following information:

- **CI (Complete Itinerary).** An asterisk (*) in this column identifies a resource that has a completed Travel Itinerary.
- **G.** An asterisk in this column identifies a request for a catalog item that has a configuration.
- **Request Number.** This column identifies the number of the resource request.
- **Assignment Resource Name or Resource Name.** For a root request of a configuration, this column displays either the Assignment Resource Name or the Resource Name, based on which option you select.
- **Incident # or Incident Name.** This column displays either the Incident Number or Incident Name of the request, based on which option you select.
- **Need Date/Time.** This column displays the date and time the resource is needed, based on the request.
- **Departure Location.** This column displays the resource's current location.
- **Depart Date/Time.** This column lists the ETD (Estimated Time of Departure) from the Departure Location.
- **Destination Location.** For mobilizing resources, this column displays the "Deliver To" location specified on the request. For demobilizing resources, this column displays the resource's home location.
- **Home Location.** This column displays the resource item's "Home Unit."



To display the **Destination Location** and **Home Location** columns, click the **Next** button.

Travel screen - Travel (Itinerary) tab

The screenshot shows the 'Travel (Itinerary)' tab in the ROSS application. The interface includes a menu bar, a toolbar with buttons like 'PR', 'TL', 'RE', and a search bar. The main area is divided into several sections:

- Select Incident(s):** A search box containing '*SELECTED*'. A button labeled 'Set Filter for Incident Resources' is next to it.
- Filter Resources:** A search box containing '*FILTERED MOBILIZATION*'. A button labeled 'Filter Resources' is next to it.
- Travel to be Arranged:** A tabbed interface with 'Travel (Itinerary)' selected.
- Select Incident Resources to be Mobilized:** A table with columns: CI, G, Request #, Resource Name, Incident #, Need Date / Time, Departure Location, and Depart Date / Time. One row is visible for 'Hayden, Stephen (RT-DNV)'.
- Assignment Resource Name / Resource Name:** Radio buttons for selection.
- Incident # / Incident Name:** Radio buttons for selection.
- Action / View / Print:** Buttons for resource management.
- Show Subordinate Requests:** A checkbox.
- Travel Itinerary / Travel Plan:** A tabbed interface with 'Travel Itinerary' selected.
- Mobilization Itinerary for Hayden, Stephen (RT-DNV):** A table with columns: TPL, Departs From, ETD, Arrives At, ETA, Mode, and Transportation Desc. Two rows are visible for flights from ANIMAS AIR PARK and DENVER INTL.
- Overall ETD / ETA:** Text boxes for overall dates.
- Query / Action / View:** Buttons at the bottom.

Annotations on the right side of the screenshot point to the following elements:

- Select Incidents
- Filter Resources
- Previous
- Next

To create a Travel Itinerary for a resource

This tab does not appear for Services.

- 1 On the **Travel** screen, **Select Incident(s)** and **Set Filter for Incident Resources**, and then click the **Travel (Itinerary)** tab.

*To move the resource from the **Travel to be Arranged** tab, complete the previous task, "To arrange travel for a resource,"*

- 2 On the **Add Travel Leg** dialog box, click the **Set Travel Mode** drop-down arrow, select the **Travel Mode Type**, and then click the drop-down arrow to select the **Travel Mode Method**.
- 3 In the **Transportation Description** dialog box, type the description of the mode of travel.
- 4 Click the **Choose Dates** button, and then select the **Departure Date/Time** and the **Destination Date/Time**.
- 5 Click the **Pick Departure Location** button.
- 6 On the **Travel Leg Locations** dialog box, click to select the **Departure Location** of your choice, and then click **Apply**.

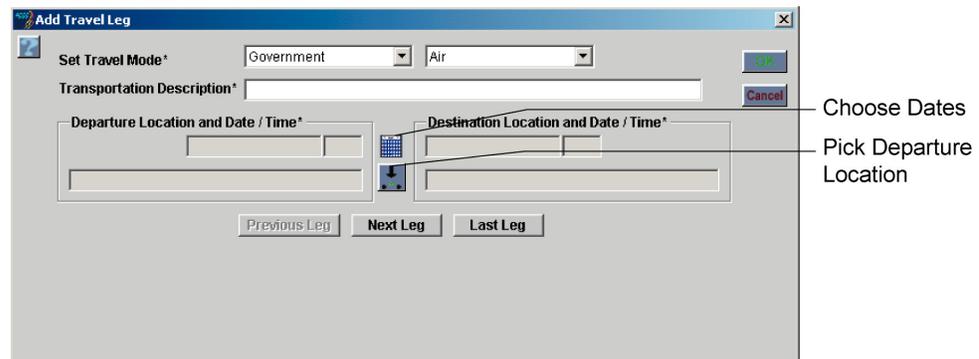
- 7 Click to select the **Destination Location**, and the click **Apply**.

For more information about completing the Travel Leg Locations dialog box, see "Picking travel locations," later in this chapter.

- 8 Perform one of the following
 - to set travel as complete, click the **Last Leg** button
 - to return to the previous leg, based on the currently displayed **ETD/ETA**, click the **Previous Leg** button
 - to create another travel leg, click the **Next Leg** button.

*The **Previous Leg** button appears dimmed until a travel leg is created.*

The following diagram shows the Add Travel Legs dialog box.



To add a Travel Leg to an existing Travel Itinerary

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, click to select one or more **Resource Name(s)** of your choice, and then click the **Query** button on the lower **Travel Itinerary** tab.

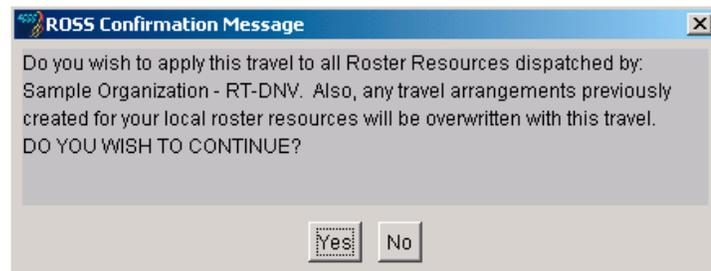
*Be sure to click the **Query** button to update travel itinerary information for that resource!*

- 5 Click the top **Action** button, click to select **Add Travel Leg**, and then click **Yes** on the **ROSS Confirmation Message** dialog box.

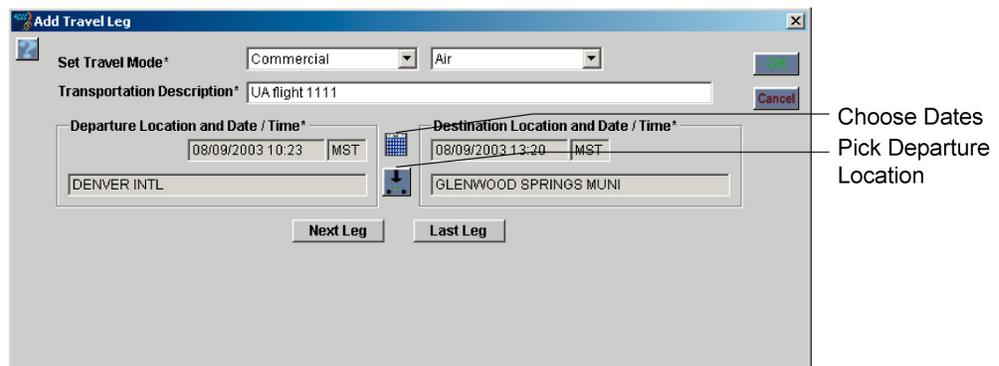
*The **Action** button located at the bottom of the Travel screen allows you to only edit or delete a Travel Leg.*

- 6 Complete the **Add Travel Leg** dialog box as instructed in steps # 2 through #8 in the previous task, “To create a Travel Itinerary for a resource.”
- 7 When finished, click **OK**.

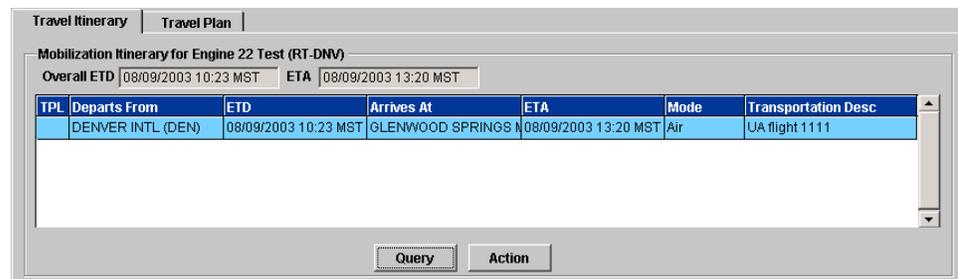
The following diagram shows the ROSS Confirmation Message dialog box.



The following diagram shows the Add Travel Leg dialog box. Here, a commercial flight is being added to the Travel Itinerary.



The following diagram shows the resulting Travel Leg as shown on the Travel Itinerary tab on the Travel screen.



To add a selected Travel Plan Leg to a Travel Itinerary

You cannot add Travel Plan Legs to more than one resource's Travel Itinerary at a time.

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead**.

- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, click to select one or more **Resource Name(s)** of your choice, and then click the **Travel Plan** tab.
- 5 On the **Travel Plan** tab, click the **Search** button.
- 6 On the **Search Travel Plan** dialog box, search for and locate the **Travel Plan** of your choice, and then click **OK**.

For more information about searching for an existing Travel Plan, see the task, "To select an existing Travel Plan," in "Working with Travel Plans," later in this chapter.

- 7 On the **Travel Plan** tab, click to select the **Travel Plan Leg** of your choice.

*To select more than one Travel Plan Leg at a time, click and hold CTRL, and then click to select the **Travel Plan Legs** of your choice.*

- 8 Click the **Action** button, click to select **Add to Selected Travel Plan Legs Below**, and then click **Yes** on the **ROSS Confirmation Message** dialog box.

*To add all Travel Plan Legs to the Travel Itinerary, click the **Action** button, and then click to select **Add to All Travel Plan Legs Below**.*

Print

To print a Travel Itinerary for a resource

For more information about using Brio.Quickview, see "To print a report" in the chapter, "Reports - generating and printing reports," in this ROSS Users Guide.

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, click to select one or more **Resource Name(s)** of your choice, and then click the **Print** button.
- 5 On the **Brio menu bar**, click the **Print** icon, or click **Print** on the **File** menu.
- 6 On the **Print** dialog box, review the printer settings and then click **OK**.

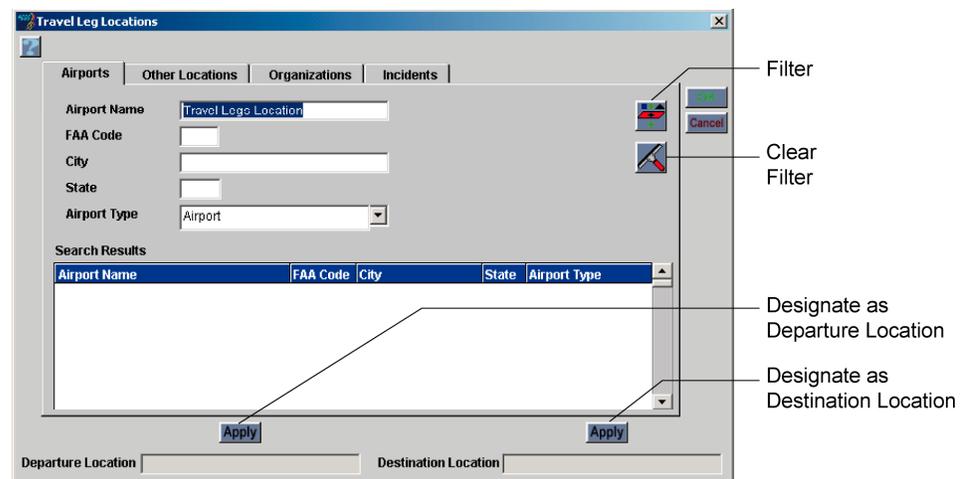
Picking travel locations

This section explains how to complete the Travel Leg Locations dialog box for adding airports, other locations, organizations, and Incidents to Travel Legs and Travel Plan Legs.

To pick travel locations for airports

- 1 On the **Travel Leg Locations** dialog box, complete the following boxes as appropriate to narrow your search, and then click the **Filter** button
 - in the **Airport Name** box, type the name of the airport
 - in the **FAA Code** box, type the **FAA Code**
 - in the **City** box, type the name of the **City**
 - in the **State** box, type the two-letter **State** code
 - click the **Airport Type** drop-down arrow, and then click to select the **Airport Type**.
- 2 Under **Search Results**, click to select the **Airport Name** of your choice.
- 3 To designate the **Airport Name** as the **Departure Location**, click the **Apply (Designate as Departure Location)** button.
- 4 To designate the **Airport Name** as the **Destination Location**, click the **Apply (Designate as Destination Location)** button.
- 5 When finished completing the **Departure Location** and the **Destination Location** boxes, click **OK**.
- 6 To set travel as complete, click the **Last Leg** button, or click the **Next Leg** button to create another travel leg.

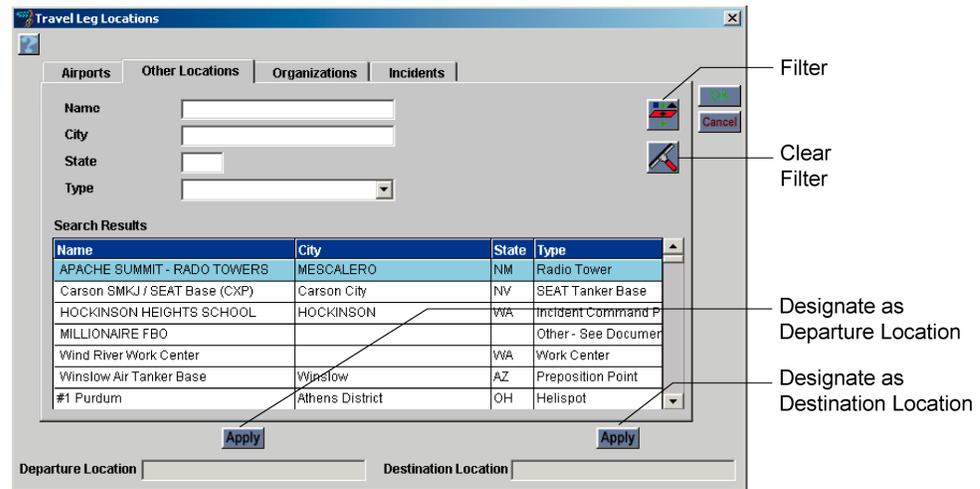
The following diagram shows the Airports tab on the Travel Leg Locations dialog box.



To pick other travel locations

- 1 On the **Travel Leg Locations** dialog box, click the **Other Locations** tab.
- 2 On the **Other Locations** tab, complete the following boxes as appropriate to narrow your search, and then click the **Filter** button
 - in the **Name** box, type the name of the travel location
 - in the **City** box, type the name of the **City**
 - in the **State** box, type the two-letter **State** code
 - click the **Type** drop-down arrow, and then click to select the **Type** of the other location.
- 3 Under **Search Results**, click to select the **Name** of your choice.
- 4 To designate the **Name** as the **Departure Location**, click the **Apply (Designate as Departure Location)** button.
- 5 To designate the **Name** as the **Destination Location**, click the **Apply (Designate as Destination Location)** button.
- 6 When finished completing the **Departure Location** and the **Destination Location** boxes, click **OK**.

The following diagram shows the Other Locations tab on the Travel Leg Locations dialog box.

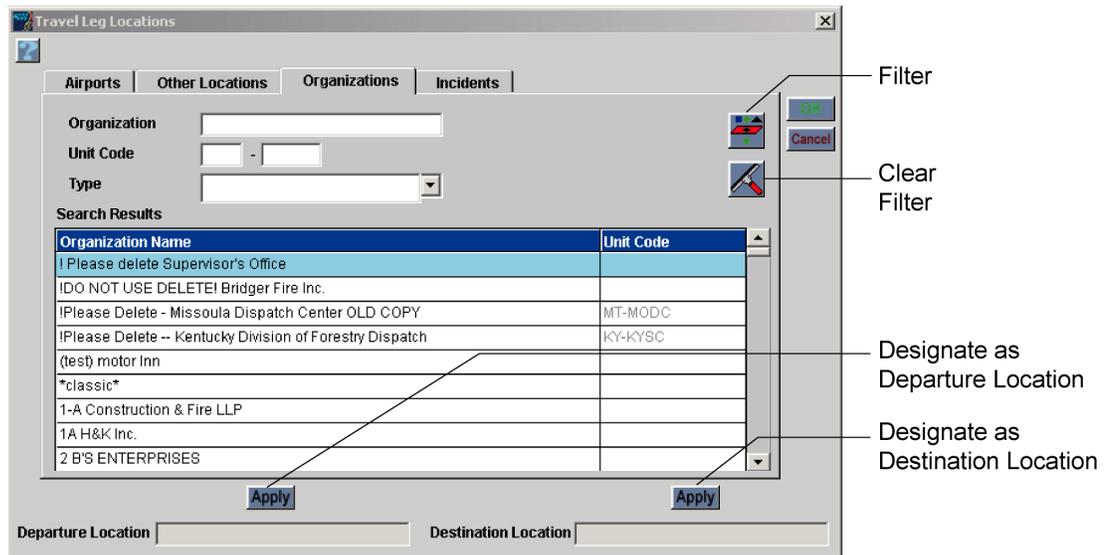


To pick an organization as a travel location

- 1 On the **Travel Leg Locations** dialog box, click the **Organizations** tab.
- 2 On the **Organizations** tab, complete the following boxes as appropriate to narrow your search, and then click the **Filter** button
 - in the **Organization** box, type the name of the organization
 - in the **Unit Code** box, type the **Unit Code** of the organization
 - click the **Type** drop-down arrow, and then click to select the **Type** of the organization.

- 3 Under **Search Results**, click to select the **Organization Name** of your choice.
- 4 To designate the **Organization Name** as the **Departure Location**, click the **Apply (Designate as Departure Location)** button.
- 5 To designate the **Organization Name** as the **Destination Location**, click the **Apply (Designate as Destination Location)** button.
- 6 When finished completing the **Departure Location** and the **Destination Location** boxes, click **OK**.

The following diagram shows the Organizations tab on the Travel Leg Locations dialog box.

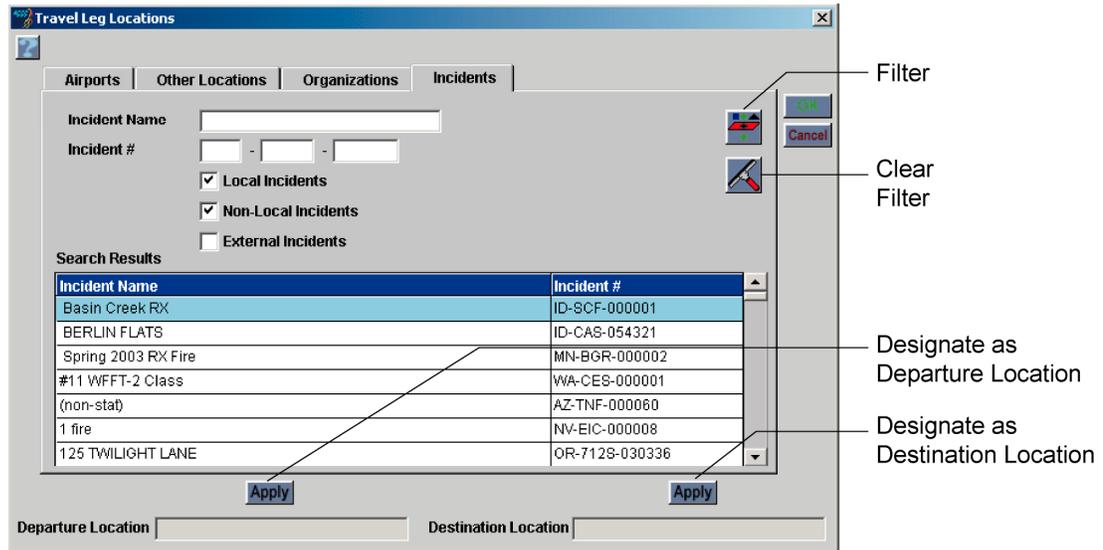


To pick an Incident as a travel location

- 1 On the **Travel Leg Locations** dialog box, click the **Incidents** tab.
- 2 On the **Incidents** tab, complete the following boxes as appropriate to narrow your search, and then click the **Filter** button
 - in the **Incident Name** box, type the name of the Incident
 - in the **Incident #** box, type the **Incident Number**
 - to search for local Incidents, click to select the **Local Incidents** check box
 - to search for non-local Incidents, click to select the **Non-Local Incidents** check box
 - to search for external Incidents, click to select the **External Incidents** check box.
- 3 Under **Search Results**, click to select the **Incident Name** of your choice.
- 4 To designate the **Incident Name** as the **Departure Location**, click the **Apply (Designate as Departure Location)** button.

- 5 To designate the **Incident Name** as the **Destination Location**, click the **Apply (Designate as Destination Location)** button.
- 6 When finished completing the **Departure Location** and the **Destination Location** boxes, click **OK**.

The following diagram shows the Incidents tab on the Travel Leg Locations dialog box.



Working with Travel Legs

This section explains how to add, copy, edit, and delete Travel Legs for your Travel Itinerary.

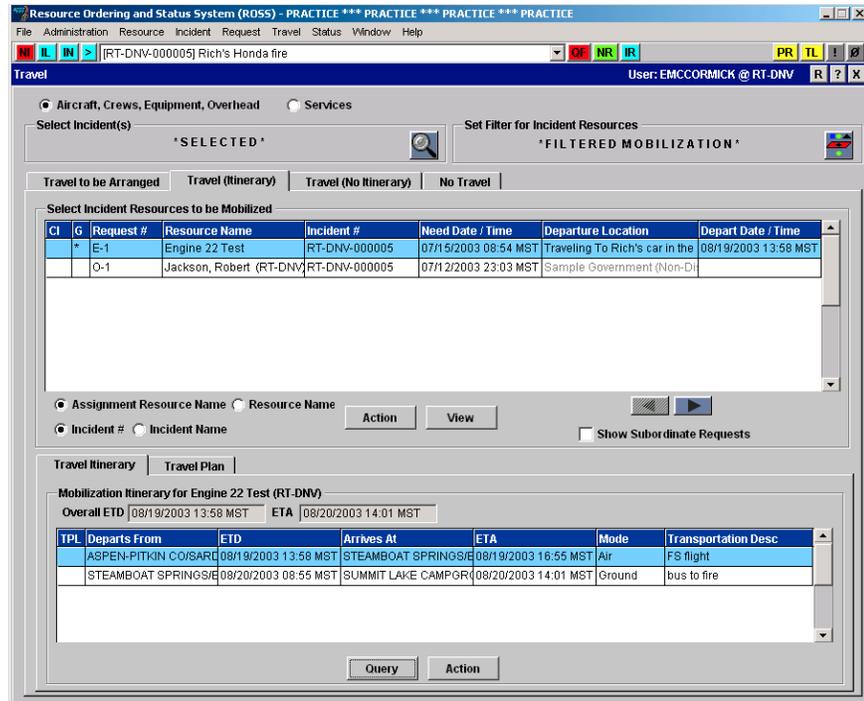
To add another resource's Travel Leg to your resource

You can select and add Travel Legs of one resource to another. To do this, be sure to select the resource that has the Travel Leg you want to copy as the resource for step # 4.

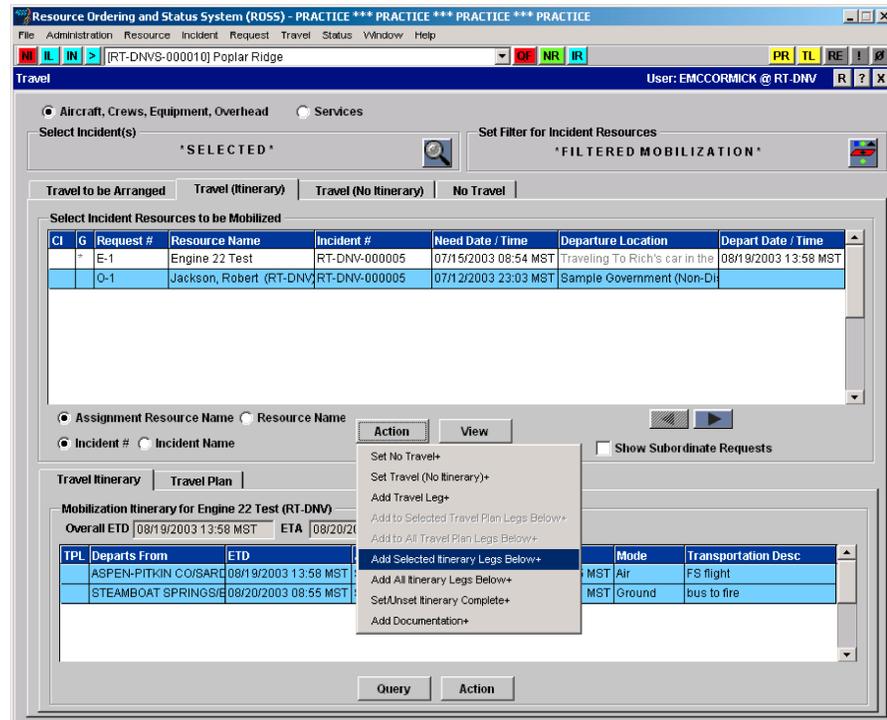
- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Under **Select Incident Resources to be Mobilized**, click to select the **Resource Name** that has the travel leg you want to copy, and then click the **Query** button.
- 5 Under **Mobilization Itinerary**, click to select the travel leg(s) that you want to copy.

- 6 Under **Select Incident Resources to be Mobilized**, click to select the target **Resource Name(s)** of your choice.
- 7 Click the **Action** button, and then click to select **Add Selected Itinerary Legs Below**.

The following diagram shows the Travel screen. Here, the resource that has the travel legs you want to copy is selected in the Select Incident Resources to be Mobilized table. The travel legs are displayed in the Mobilization Itinerary table.



The following diagram shows the target resource selected on the travel screen. The Add Selected Itinerary Legs Below option is selected on the Action button.



To edit a Travel Leg on a Travel Itinerary

You must access the Travel Plan screen to edit a Travel Plan Leg, as indicated by an asterisk (*) in the TPL column.

Once you edit a Travel Leg, all resources having that Travel Leg as part of their Travel Itinerary will be affected.

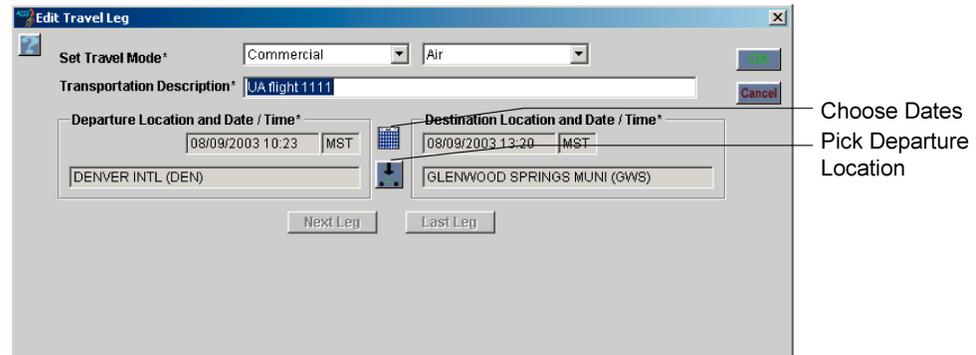
- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, click to select one or more **Resource Name(s)** of your choice, and then click the **Query** button.

*Be sure to click the **Query** button to update travel itinerary information for that resource!*

- 5 Click the bottom **Action** button, and then click to select **Edit Itinerary Leg**.

6 Modify the information as appropriate, and then click **OK**.

The following diagram shows the Edit Travel Leg dialog box.



To delete a Travel Leg or Travel Plan Leg from a Travel Itinerary for a selected resource

This task allows you to delete all Travel Legs or Travel Plan Legs only from the selected resource's Travel Itinerary. It does not affect other resources that have the same Travel Legs or Travel Plan Legs as part of their Travel Itinerary

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, click to select one or more **Resource Name(s)** of your choice, and then click the **Query** button.

*Be sure to click the **Query** button to update travel itinerary information for that resource!*

- 5 Click the **Action** button located at the bottom of the screen, and then click to select **Delete Itinerary Leg**.
- 6 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

Setting or unsetting the Travel Itinerary as complete

This option allows you to set or unset the travel itinerary as “complete,” not the travel:

- **Set Travel Itinerary as “complete.”** Allows ROSS to status the resource as “At Incident” and “Returned From Assignment” based on its ETA.

- **Unset Travel Itinerary as “complete.”** Blocks ROSS from statusing the resource as “At Incident” and “Returned From Assignment.”

Setting or unsetting a Travel Itinerary does not prevent you from adding and/or editing Travel Legs.

To set or unset the Travel Itinerary as complete

- 1** On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2** Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3** Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4** Click the **Travel (Itinerary)** tab, click to select one or more **Resource Name(s)** of your choice, and then click the **Query** button.

*Be sure to click the **Query** button to update travel itinerary information for that resource!*

- 5** Click the top **Action** button, and then click to select **Set/Unset Itinerary Complete**.

Understanding Reminders

A Reminder is a notification that a Travel Itinerary that has not been set as “complete” but the ETD of its first leg, either mobilization or demobilization, has passed. The RE button on the ROSS toolbar flashes when a Reminder is available, and continues to flash until there are no longer any incomplete travel itineraries with ETDs that have passed.

Remember these key points about Reminders:

- The status of the resource remains as either “Reserved” (mobilization travel) or “Released” (demobilization travel) until the travel itinerary is set as complete. Once the travel itinerary is set as complete, the resource’s status changes to the appropriate travel state, such as “Mob in Route,” “At Incident,” “Demob in Route,” or “Returned From Assignment.”
- A dispatch unit adding a Travel Leg with the latest ETD receives a “Reminder” whenever there are incomplete travel itineraries with ETDs that have passed.

Depending on the filter criteria you select, the Incomplete Itineraries table on the Reminders dialog box displays the following information:

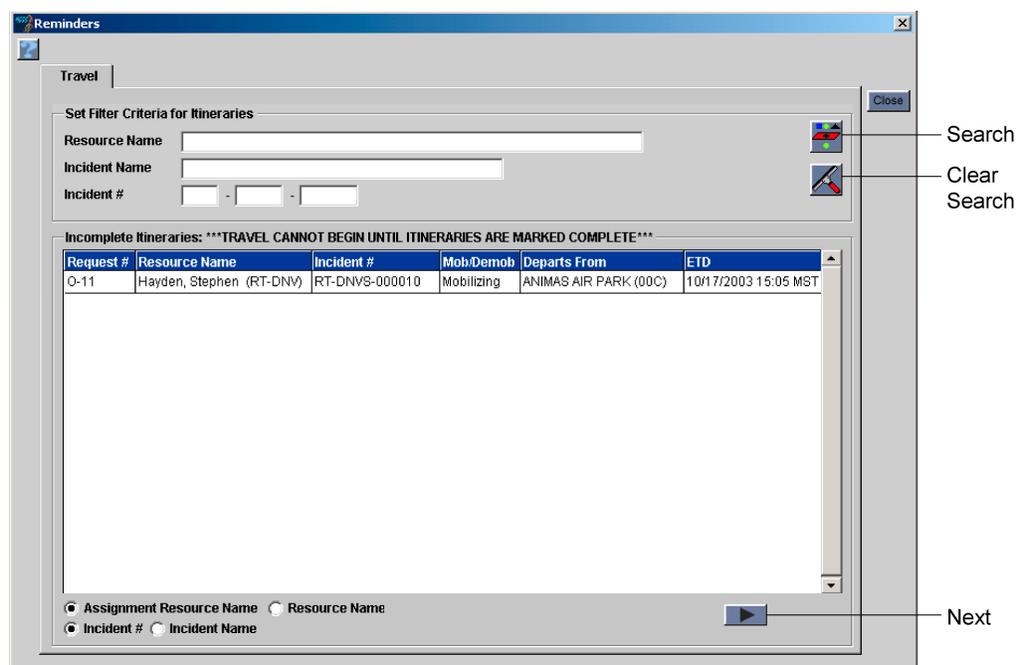
- Request Number
- Resource Name or Assignment Resource Name
- Incident Number or Incident Name
- Mob/Demob
- Departs From
- ETD
- Arrives At
- ETA.

To view **Arrives At** and **ETA** information, click the **Next** button.

RE To view Reminders for incomplete travel itineraries

- 1 On the **ROSS toolbar**, click the **RE** button.
- 2 On the **Reminders** dialog box under **Set Filter Criteria for Itineraries**, complete the filter criteria as appropriate, and then click the **Search** button.

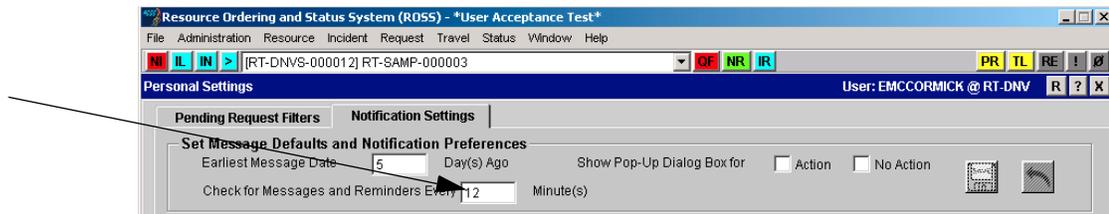
The following diagram shows the Reminders dialog box.



To specify the frequency for ROSS to check for Reminders

- 1 On the **Administration** menu, click **Personal Settings**, and then click the **Notification Settings** tab.
- 2 Under **Set Message Defaults and Notification Preferences**, type the number of minutes in the **Check for Messages and Reminders Every ... Minute(s)** box, and then click the **Save** button.

The following diagram shows part of the Notification Settings tab on the Personal Settings screen. The arrow points to the Check for Messages and Reminders Every ... Minute(s) box.



Viewing resource details

The View button allows you to review details about the resource item having this Travel Itinerary.

To view the Incident

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, and then click to select the **Resource Name** of your choice.
- 5 Click the **View** button, and then click to select **View Incident**.
- 6 When finished, click the **Close** button.

To view the request

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, and then click to select the **Resource Name** of your choice.
- 5 Click the **View** button, and then click to select **View Request**.
- 6 When finished, click the **Close** button.

To view the mobilization itinerary

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, and then click to select the **Resource Name** of your choice.
- 5 Click the **View** button, and then click to select **View Mobilization Itinerary**.
- 6 When finished, click the **Close** button.

To view the resource

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, and then click to select the **Resource Name** of your choice.
- 5 Click the **View** button, and then click to select **View Resource**.
- 6 When finished, click the **Close** button.

To view the home dispatch unit

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, and then click to select the **Resource Name** of your choice.
- 5 Click the **View** button, and then click to select **View Home Dispatch Unit**.
- 6 When finished, click the **Close** button.

To view the requesting unit

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, and then click to select the **Resource Name** of your choice.
- 5 Click the **View** button, and then click to select **View Requesting Unit**.
- 6 When finished, click the **Close** button.

To view the filling unit

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, and then click to select the **Resource Name** of your choice.
- 5 Click the **View** button, and then click to select **View Filling Unit**.
- 6 When finished, click the **Close** button.

To view associated requests

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel (Itinerary)** tab, and then click to select the **Resource Name** of your choice.
- 5 Click the **View** button, and then click to select **View Associated Requests**.
- 6 When finished, click the **Close** button.

Setting ETD/ETA and mode of travel - Travel (No Itinerary) tab

The Travel (No Itinerary) tab lists resources that have an ETD/ETA and have no Travel Itineraries. To move resources to this tab, you must set the ETD and ETA. You can also set the mode of travel for the resource.

Travel screen - Travel (Itinerary) tab

To set ETD, ETA, and mode of travel

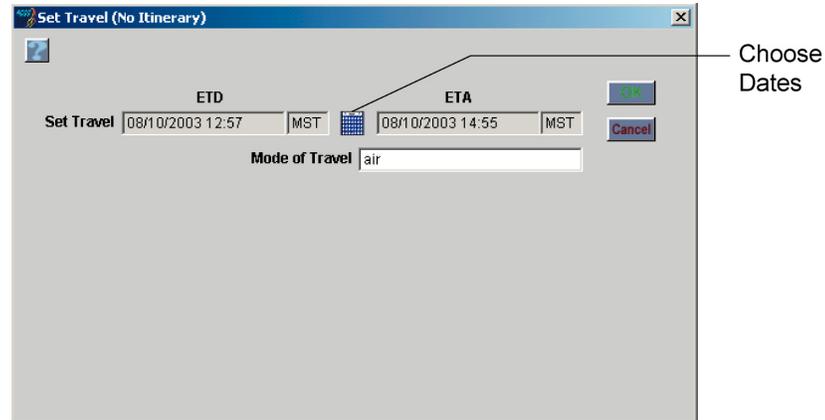
- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **Travel to be Arranged** or **Travel (Itinerary)** tab, and then click to select one or more **Resource Name(s)** of your choice.
- 5 On the **Set Travel (No Itinerary)** dialog box, click the **Choose Dates** button, and then click to select the **ETD** and **ETA** dates and times.

- In the **Mode of Travel** box, type the mode of travel for the resource.

You can type up to 50 characters in the Mode of Travel box.

- On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.
- To review the resource travel, click the **Travel (No Itinerary)** tab on the **Travel** screen.

The following diagram shows the Set Travel (No Itinerary) dialog box.

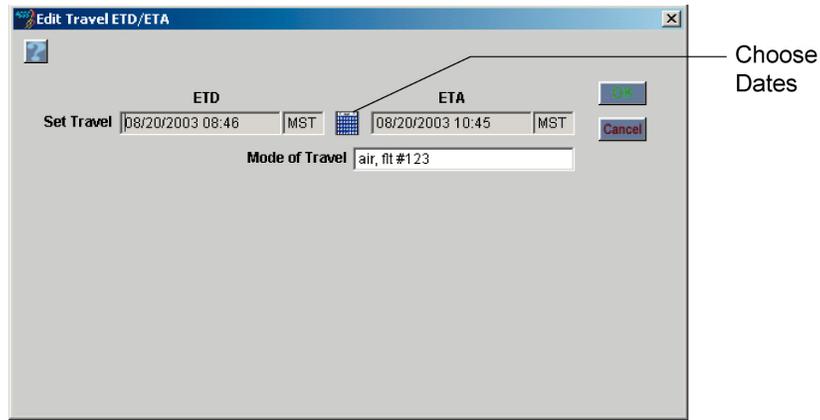


To edit a resource's ETD/ETA

Changes to ETD/ETA are applied to all selected resources.

- On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- Click the **Travel (No Itinerary)** tab, and then click to select one or more **Resource Name(s)** of your choice.
- Click the **Action** button, and then click to select **Edit Travel ETD/ETA**.
- On the **Edit Travel ETD/ETA** dialog box, modify the information as appropriate, and then click **OK**.

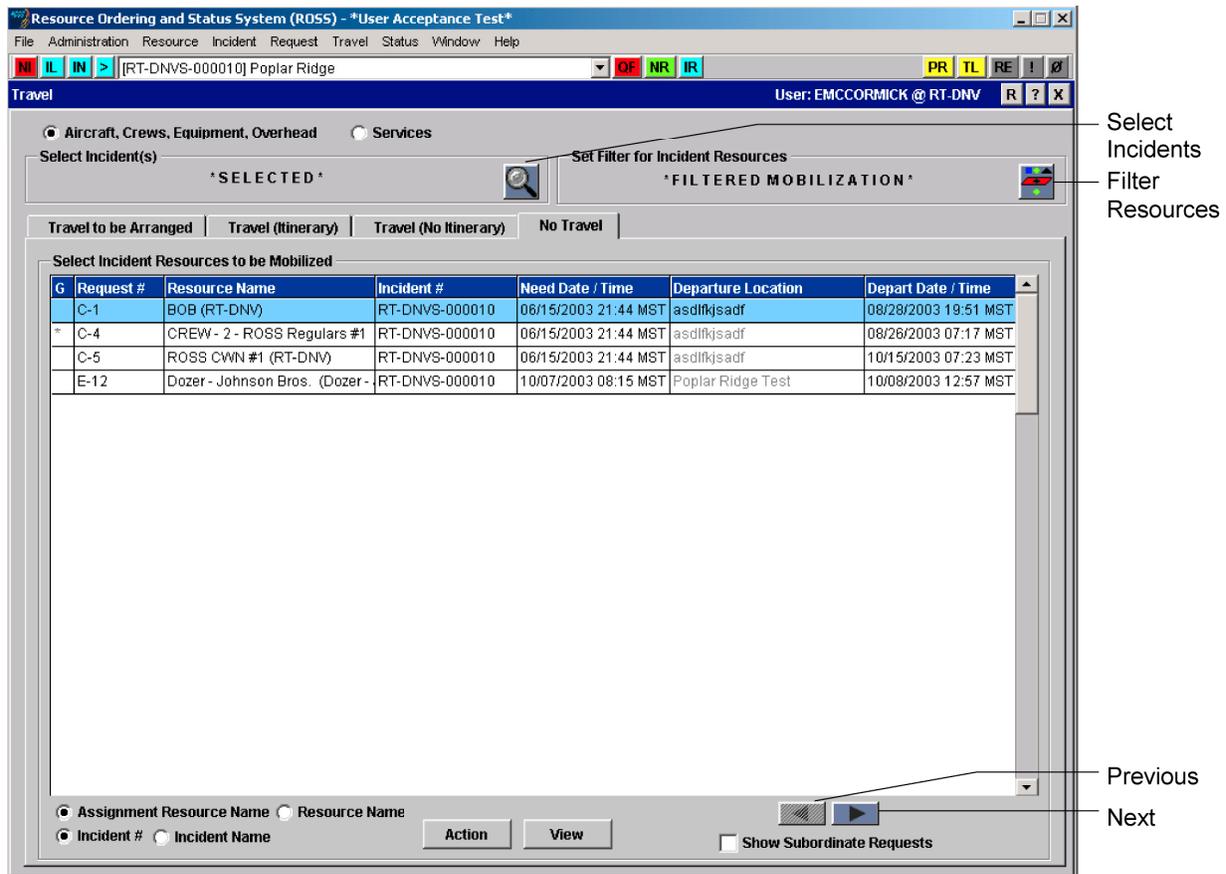
The following diagram shows the Edit Travel ETD/ETA dialog box.



Viewing resource travel “At Incident” or “At Home” - No Travel tab

The No Travel tab lists resources that are “At Incident” or “At Home.” To set an “At Incident” resource back to “At Home,” you must release the resource using the Incident Resources screen.

Travel screen - No Travel tab



To view “At Incident” and “At Home” resources

- 1 On the **Travel** screen, click to select **Aircraft, Crews, Equipment, Overhead** or click **Services**.
- 2 Under **Select Incident(s)**, search for and then select the **Incident Name** of your choice.
- 3 Under **Set Filter for Incident Resources**, search for and then click to select the **Catalog** of your choice.
- 4 Click the **No Travel** tab, and then review one or more **Resource Name(s)** of your choice.

To demobilize a resource from an Incident and set the travel to “At Home”

-  1 On the **Incident** menu, click to select **Incident Resources** or click the **IR** button.
- 2 Click the **Most Recent Incidents** drop-down arrow, and then click to select the **Incident** of your choice.
- 3 Click the left arrow button to **Show/Update Incident context of the current screen**
- 4 Under **Set Catalog Filter**, click the **Catalog** drop-down arrow, select the **Catalog** of your choice, and then click the **Filter** button.
- 5 Under **Incident Resources [At Incident]**, click to select the **Resource Requested** of your choice.
- 6 On the **Incident Resources**, screen, click the **Action** button, and then click to select **Release**.
- 7 On the **Release Resource(s)** dialog box, complete the following travel information, and then click **OK**
 - under **Release Status**, click to select **Release**
 - under **Release Date/Time**, click the **Choose Dates** button and select the **Release Date/Time** of your choice
 - under **Travel**, click to select **Set No Travel (At Home)**
 - for pre-positioned resources, click to select the **Release Option** of your choice.

For more information about demobilizing resources, see the quick reference card, “Demobing Resources from the Incident Resources screen.”

To view travel for a demobilized resource

- 1 On the **Travel** screen under **Set Filter for Incident Resources**, click the **Filter Resources** button.
- 2 On the **Set Filter for Incident Resources** dialog box under **Select Travel Mode**, click to select **Demobilization**, and then click **OK**.
- 3 Click the **No Travel** tab, and then review the **Resource Name** of your choice.

Working with Travel Plans

This section explains how to create and edit Travel Plans for transport resources and how to add traveling resources to Travel Plan Legs. Topics in this section include:

- Understanding Travel Plans
- Working with Travel Plans for transport resources
- Working with Travel Plan Legs
- Working with traveling resources and administrative passengers
- Viewing information about a traveling resource.

The Travel Plan screen allows you to document the movement of a transport resource, which is usually a rented van, bus, or contracted aircraft that moves crew and overhead back and forth to Incidents. The Travel Plan screen displays the following information:

- **Resource Item.** The name of the transport resource.
- **Incident Name.** Name of the Incident, if the transport resource is currently on an Incident.
- **Incident #.** The Incident Number, if the transport resource is currently on an Incident.
- **Request #.** The number of the request, if the transport resource was used to fill an Incident request and is currently on an Incident.
- **Travel Mode.** The form of transportation, either "Air," "Ground," "Other," or "Water."
- **Travel Type.** The type of transportation, either "Government," "Commercial," or "Private."
- **ETD.** The estimated time of departure of the transport resource.
- **ETA.** The estimated time of arrival of the transport resource.

Understanding Travel Plans

A Travel Plan is not Incident or request-specific, nor is it applicable to Service resources. You can create Travel Plans for your transport resources, whether they are on a local or non-local Incident or not assigned to an Incident. Once you create or apply a Travel Plan to a transport resource, you can add traveling resources and administrative passengers to those Travel Plan Legs.

You can only create, edit, or delete a Travel Plan for which you are the current dispatch.

You can view Travel plans for the following:

- the transport resource on which you are traveling
- a non-local resource assigned to one of your requests
- a transport resource you are supplying
- any non-expired Travel Plans, whether or not you have resources on the Travel Plan or are in the request ordering chain.

To access the Travel Plan screen

- On the **Travel** menu, click **Travel Plan**.

Travel Plan screen

Working with Travel Plans for transport resources

Remember the following points when working with transport resources on Incident:

- When you create a Travel Plan for a transport resource that is assigned to a request, ROSS tracks the travel for that transport resource.
- If a Travel Itinerary already exists for the transport resource, or if the resource is already at the Incident, the Travel Plan overrides the existing travel. That is, the ETD/ETA of the Travel Plan overrides the ETD/ETA of the Travel Itinerary.
- You must release a transport resource from the Incident before you can arrange its demobilization travel.

When working with transport resources not on an Incident, the status of the transport resource becomes “Committed to Travel Plan when you create the Travel Plan, and it is no longer available to fill requests.

To select an existing Travel Plan for a transport resource

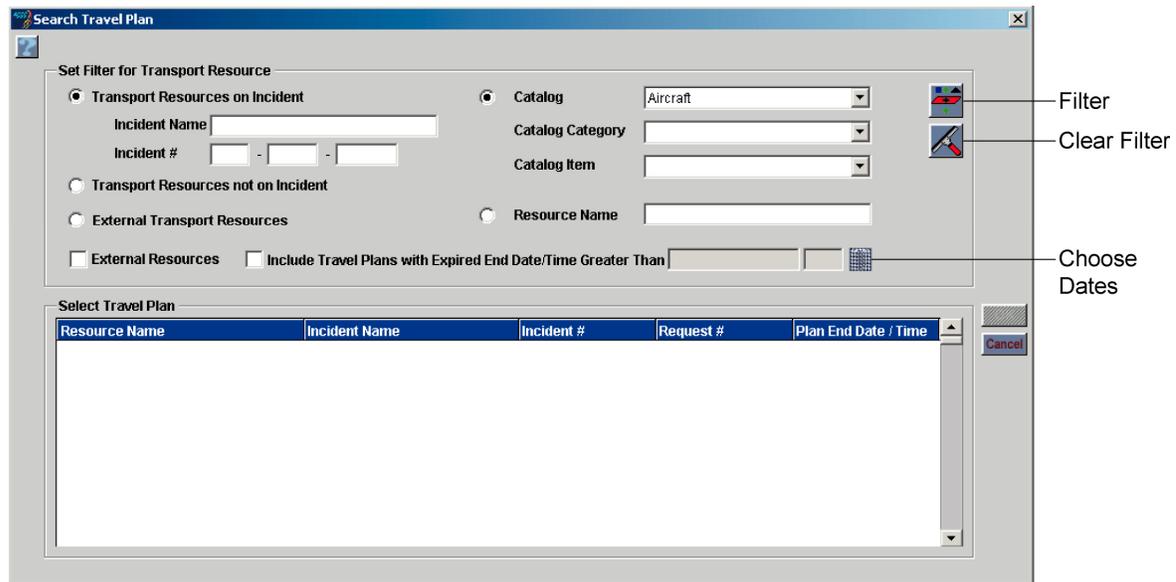
This task allows you to locate a specific Travel Plan containing Travel Plan Legs that match your needs. It is not intended as a way to perform a detailed search of Travel Plans and Travel Plan Legs.

- 1 On the **Travel Plan** screen, click the **Select Travel Plan** button.
- 2 On the **Search Travel Plan** dialog box, click to select the **Set Filter for Transport Resources** check boxes of your choice
 - to search for an internal transport resource presently on an Incident, click **Transport Resources on Incident**, and then type the **Incident Name** and/or **Incident Number** in the appropriate boxes if desired
 - to search for an internal transport resource not presently on an Incident, click **Transport Resources not on Incident**
 - to search for transport resources from organizations external to ROSS and not from non-ROSS dispatch units, such as commercial and charter airplanes and buses, click the **External Resources** check box
 - to search by catalog for internal transport resources, click **Catalog**, and then complete the **Catalog**, **Catalog Category**, and **Catalog Item** boxes
 - to search by **Resource Name**, click **Resource Name** and then type the **Resource Name** of your choice in the box
 - for an external transport resource, click to select **External Transport Resource**
 - to filter out travel plans that will expire before a specified end date and time, click the **Include Travel Plans with Expired End Date/Time Greater Than** check box, click the **Choose Dates** button, and then select the **Date/Time** of your choice.
- 3 When finished completing your search criteria, click the **Filter** button.

- 4 Under **Select Travel Plan**, click to select the **Resource Name** of your choice, and then click **OK**.

Only those Travel Plans that meet your filter criteria and are within your current dispatch unit will display.

The following diagram shows the Search Travel Plan dialog box.



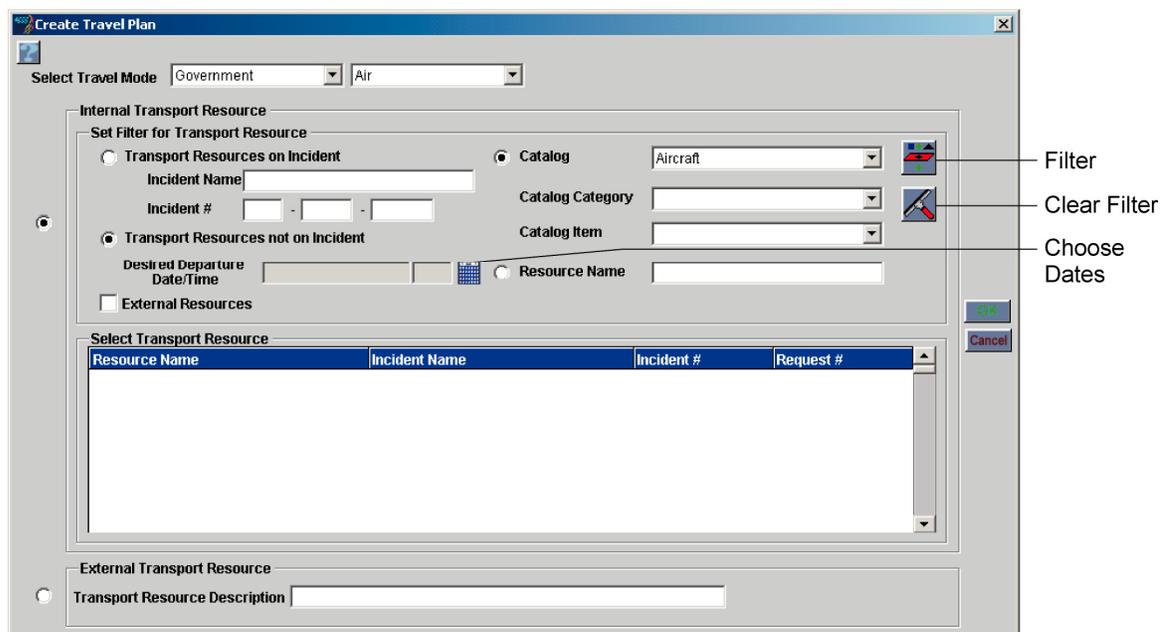
To create a Travel Plan for a transport resource

- 1 On the **Travel Plan** screen, click the **New** button.
- 2 On the **Create Travel Plan** dialog box, click the first **Select Travel Mode** drop-down arrow, and then click to select the **Travel Mode** you want to create.
- 3 Click the second **Select Travel Mode** drop-down arrow, and then click to select the **Travel Method** you want to create.
- 4 Complete the following filter criteria as appropriate to locate the transport resource of your choice, and then click the **Filter** button
 - for an internal transport resource on an Incident, click **Transport Resources on Incident**, and then type the **Incident Name** and/or **Incident Number** in the appropriate boxes
 - for an internal transport resource not on an Incident, click **Transport Resources not on Incident**, click the **Choose Dates** button and select the **Desired Departure Date/Time** of your choice
 - to limit the search to transport resources from organizations external to ROSS and not from non-ROSS dispatch units, such as commercial and charter airplanes and buses, click the **External Resources** check box

- to search by catalog for internal transport resources, click **Catalog**, and then complete the **Catalog**, **Catalog Category**, and **Catalog Item** boxes
- to search by **Resource Name**, click **Resource Name** and then type the **Resource Name** of your choice in the box
- for an external transport resource, click to select **External Transport Resource**, and then type the **Transport Resource Description** in the box. *For example, United Airlines Flight 117 is a valid Transport Resource Description.*

- 5 Under **Select Transport Resource**, click to select the **Resource Name** of your choice, and then click **OK**.

The following diagram shows the Create Travel Plan dialog box.



To edit a Travel Plan

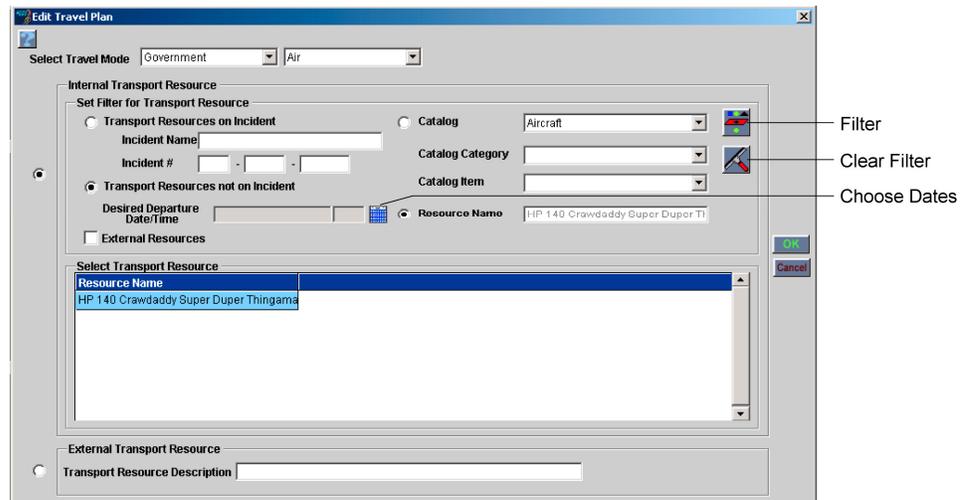
You can only edit Travel Plans created by your organization and for which the ETD on the last leg is not more than one day old.

When you edit a Travel Plan, all resources having a Travel Plan Leg from the Travel Plan are affected.

- 1 On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice, and then click the **Edit** button.
- 2 On the **Edit Travel Plan** dialog box, modify the information as appropriate, and then click **OK**.

For more information about the boxes on the Edit Travel Plan dialog box, see the previous task, "To create a Travel Plan for a transport resource," earlier in this section.

The following diagram shows the Edit Travel Plan dialog box.



To delete a Travel Plan

You can only delete Travel Plans created by your organization.

- On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice, and then click the **Delete** button.

Working with Travel Plan Legs

Remember these key points when working with Travel Plan Legs:

- You can only add, edit or delete Travel Plan Legs from Travel Plans that your organization created.
- If you attempt to add or change a Travel Plan Leg with dates that overlap the dates of an existing Travel Plan Leg, ROSS displays a warning message that directs you to adjust the dates of the new or newly edited Travel Plan Leg.
- When editing a Travel Plan Leg, you will affect all resources having that Travel Plan Leg as part of their Travel Itinerary.
- When deleting a Travel Plan Leg, it will be deleted from all Travel Itineraries of all resources using that Travel Plan Leg.
- A resource cannot have Travel Legs and/or Travel Plan Legs that have overlapping ETDs/ETAs.

You cannot work on more than one Travel Plan Leg at a time. The multi-select function is not available.

To add a Travel Plan Leg

- 1 On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice.

- 2 Click the **Action** button, and then click to select **Add Travel Plan Leg**.
- 3 On the **Add Travel Plan Travel Leg** dialog box, click the **Choose Dates** button, and then select the **Departure Date/Time** and the **Destination Date/Time** of your choice.

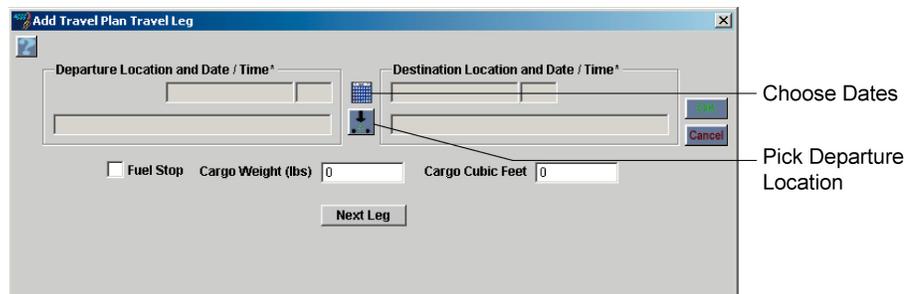
*The **Departure Date/Time** and **Destination Date/Time** cannot overlap.*

- 4 Click the **Pick Departure Location** button, and then click to select the **Departure Location** and **Destination Location** of your choice.

*For more information about completing the **Travel Leg Locations** dialog box and selecting departure and destination locations, see "Picking travel locations," in the section, "Working with the Travel screen," earlier in this chapter.*

- 5 If refueling will occur at the Travel Plan Leg's arrival location, click the **Fuel Stop** check box.
- 6 In the **Cargo Weight (lbs)** box, type the weight, in pounds, of cargo that will accompany the transport resource on the Travel Plan Leg - *optional*.
- 7 In the **Cargo Cubic Feet** box, type the size, in cubic feet, of cargo that will accompany the transport resource on the Travel Plan Leg - *optional*.
- 8 To add another Travel Plan Leg, click the **Next Leg** button, or click **OK** when finished.

The following diagram shows the Add Travel Plan Travel Leg dialog box.

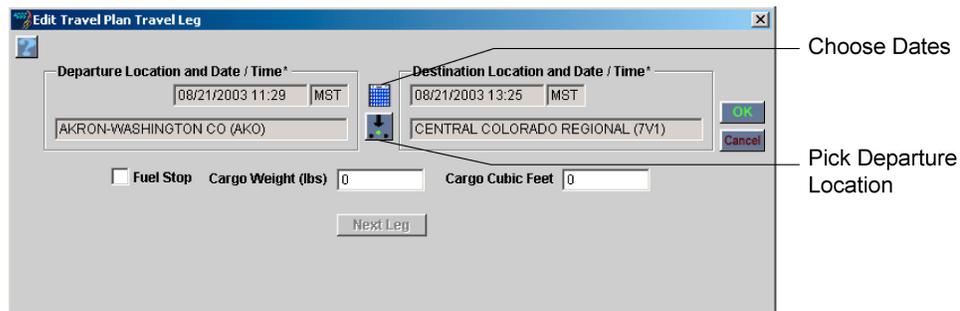


To edit a Travel Plan Leg

- 1 On the **Travel Plan** screen, search for and click to select the **Travel Plan** of your choice, and then click to select the **Travel Plan Leg** of your choice.
- 2 Click the **Action** button, and then click to select **Edit Travel Plan Leg**.
- 3 On the **Edit Travel Plan Travel Leg** dialog box, modify the following information as appropriate, and then click **OK**
 - click the **Choose Dates** button, and then select the **Departure Date/Time** and the **Destination Date/Time** of your choice
 - click the **Pick Departure Location** button, and then click to select the **Departure Location** and **Destination Location** of your choice

- if refueling will occur at the Travel Plan Leg's arrival location, click the **Fuel Stop** check box
- in the **Cargo Weight (lbs)** box, type the weight, in pounds, of cargo that will accompany the transport resource on the Travel Plan Leg
- in the **Cargo Cubic Feet** box, type the size, in cubic feet, of cargo that will accompany the transport resource on the Travel Plan Leg.

The following diagram shows the Edit Travel Plan Travel Leg dialog box.



To delete a Travel Plan Leg

Deleting a Travel Plan Leg affects all resources attached to it.

- 1 On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice.
- 2 Click the **Action** button, and then click to select **Delete Travel Plan Leg**.

Working with traveling resources and administrative passengers

A traveling resource is one used to fill an Incident request. To add a traveling resource to a Travel Plan Leg, that resource must be listed on the Travel (Itinerary) tab on the Travel screen, since you are essentially creating the first leg of the resource's Travel Itinerary.

An administrative passenger is an individual who is not associated with an Incident, and may or may not be a ROSS "person."

The Traveling Resources table displays the following information for traveling resources and administrative passengers:

- Resource Name - *for ROSS resources on a filled request*
- Request Number - *for ROSS resources on a filled request*
- Incident Name - *for ROSS resources on a filled request*
- Incident # - *for ROSS resources on a filled request*
- Body Weight
- Baggage Weight.

Remember the following key points when adding traveling resources or administrative passengers to a Travel Plan:

- You can add your traveling resources or non-local traveling resources that are assigned to one of your requests.
- You can add your traveling resources on a non-local Incident.
- You can add non-local traveling resources assigned to a non-local Incident, if your organization is in the ordering chain of the request.
- You can edit the information about or delete a traveling resource from a Travel Plan Leg only if your organization added that resource to that Travel Plan Leg.
- You can add an administrative passenger to a Travel Plan whether or not your organization manages the individual.

To add a traveling resource to a Travel Plan Leg, the resource must be on the Travel (Itinerary) tab of the Travel screen. In other words, you are essentially creating a Travel Leg for the resource's Travel Itinerary.

To display the traveling resources and administrative passengers for a Travel Plan Leg

- 1 On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice.
- 2 Under **Travel Plan Travel Legs**, click to select the **Travel Plan Leg** of your choice, and then click the **Query** button.

The following diagram shows the Traveling Resources table, which is located on the bottom of the Travel Plan screen.

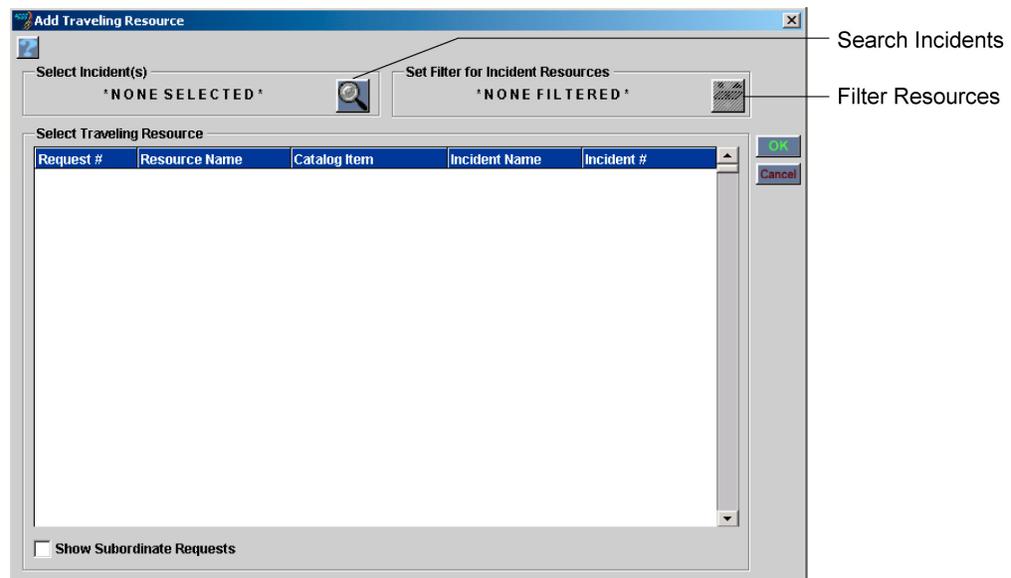
Traveling Resources for AKRON-WASHINGTON CO (AKO) - 08/25/2003 13:16 MST to GARFIELD COUNTY REGIONAL (RIL) - 08/25/2003 15:15 MST					
Resource Name	Request #	Incident Name	Incident #	Body Weight	Baggage Weight
CHAFFEE, ROD				180	65
Jackson, Robert	0-1	Rich's Honda fire	RT-DNV-000005	0	65

To add a traveling resource to a Travel Plan Leg

- 1 On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice.
- 2 Click the **Action** button, and then click to select **Add Traveling Resource**.
- 3 On the **Add Traveling Resource** dialog box, complete the **Select Incident(s)** and **Set filter for Incident Resources** for the traveling resource of your choice.

- Under **Select Traveling Resource**, click to select the **Resource Name** of your choice, and then click **OK**.

The following diagram shows the Add Traveling Resource dialog box.

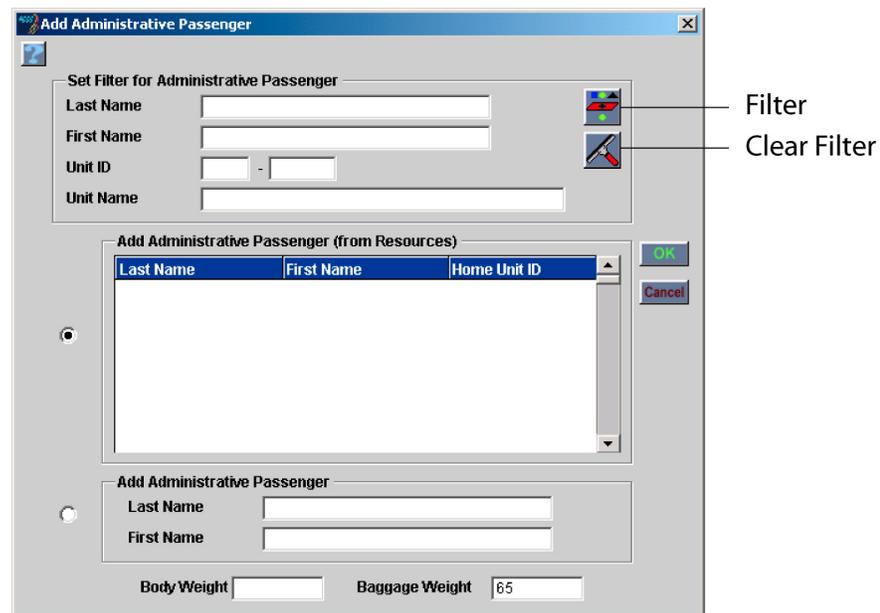


To add a ROSS-defined administrative passenger to a Travel Plan Leg

For more information about adding a non ROSS-defined administrative passenger, see the next task, "To add a non ROSS-defined administrative passenger to a Travel Plan Leg."

- On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice.
- Click the **Action** button, and then click to select **Add Administrative Passenger**.
- On the **Add Administrative Passenger** dialog box, complete the following information as appropriate to narrow your search, and then click the **Filter** button
 - Last Name
 - First Name
 - Unit ID
 - Unit Name.
- Under **Add Administrative Passenger (from Resources)**, click to select the **Last Name, First Name** of your choice, and then click **OK**.

The following diagram shows the Add Administrative Passenger dialog box.



To add a non ROSS-defined administrative passenger to a Travel Plan Leg

- 1 On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice.
- 2 Click the **Action** button, and then click to select **Add Administrative Passenger**.
- 3 On the **Add Administrative Passenger** dialog box, click the **Add Administrative Passenger** option, and then type the **Last Name** and **First Name** in the boxes.
- 4 In the **Body Weight** box, type the total passenger **Body Weight**.
- 5 In the **Baggage Weight** box, type the **Baggage Weight**.

*The default value for **Baggage Weight** is 65.*

- 6 When finished, click **OK**.

To copy traveling resources and administrative passengers from one Travel Plan Leg to another

- 1 On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice.
- 2 Under **Travel Plan Travel Legs**, click to select the **Travel Plan Leg** that you want to copy, and then click the **Query** button.
- 3 Click to select the **Resource Name(s)** that you want to copy, click the lower **Action** button, and then click to select **Add to Travel Plan Leg**.

To edit a traveling resource on a Travel Plan Leg

- 1 On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice.
- 2 Under **Travel Plan Travel Legs**, click to select the **Travel Plan Leg** of your choice, and then click the **Query** button.
- 3 Click to select the **Resource Name** of your choice, click the lower **Action** button, and then click to select **Edit Traveling Resource**.
- 4 On the **Edit Passenger Body Weight and Baggage Weight** dialog box, modify the **Body Weight** and **Baggage Weight** information as appropriate, and then click **OK**.

The following diagram shows the Edit Passenger Body Weight and Baggage Weight dialog box.

To delete a traveling resource from a Travel Plan Leg

Resources can be deleted only from one Travel Plan Leg at a time.

- 1 On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice.
- 2 Under **Travel Plan Travel Legs**, click to select the **Travel Plan Leg** of your choice, and then click the **Query** button.
- 3 Click to select the **Resource Name** of your choice, click the lower **Action** button, and then click to select **Delete Traveling Resource**.
- 4 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

Viewing information about a traveling resource

The View button displays whenever you have a traveling resource selected. It allows you to view the following information:

- resource
- home dispatch unit
- requesting unit
- filling unit
- associated requests.

To view information about a traveling resource

- 1** On the **Travel Plan** screen, search for and then click to select the **Travel Plan** of your choice.
- 2** Under **Travel Plan Travel Legs**, click to select the **Travel Plan Leg** of your choice, and then click the **Query** button.
- 3** Click to select the **Resource Name** of your choice, click the lower **View** button, and then click to select the view option of your choice.

For more information about viewing traveling resource information, see "Viewing resource details," in the section, "Working with the Travel screen," earlier in this chapter.
