

SECTION 10
TRAVEL AND TRAVEL PLAN

SECTION 10 – Travel and Travel Plan

Significant Changes to this Section of the Training Reference Manual since last update

1. Revised text regarding the 'Show Subordinate Requests' check box (p. 10.12).

SECTION 10 – Travel and Travel Plan

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Summary.

- The 'Travel' screen is used to document mobilization and demobilization travel for a resource that was used to fill an Incident request.
- A detailed 'Travel Itinerary' (i.e., route), consisting of 'Travel Legs' (i.e., segments of the route), can be developed for a resource.
- The 'Travel Plan' screen is used to document the movement of a transport resource (i.e., a resource from the Aircraft or Equipment catalogs that can carry passengers).
- A detailed 'Travel Plan', consisting of 'Travel Plan Legs', can be developed for a transport resource.

Overview.

Travel

When a request is filled on the 'Pending Request' screen, or when a resource is released or reassigned on the 'Incident Resources' screen, one of the following four travel options must be selected:

- Set Travel to be Arranged – Selected when travel requirements are unknown at that time.
- Set Travel (No Itinerary) – Selected when there is no need for a detailed travel itinerary to be developed (typically when the resource has its own transportation and/or the travel time is short).
- Set Travel (will have Itinerary) – Selected when a detailed travel itinerary will have to be developed, or the resource will be added to an existing itinerary. (This option is not available for 'Services').
- Set at Incident – Selected when the resource is already at the Incident.

The four tabs on the Travel screen (only three tabs for Services) correspond to these four travel options (note that the 'Set at Incident' option corresponds to the 'No Travel' tab). The travel option selected for a resource dictates the tab the resource will appear under on the Travel screen.

A detailed travel Itinerary, consisting of one or more Travel Legs, can only be developed for resources under the 'Travel (Itinerary)' tab.

The only action that can be performed for resources under the 'Travel (No Itinerary)' tab is editing of the Estimated Time of Departure (ETD) and Estimated Time of Arrival (ETA). No travel actions can be taken for resources under the 'No Travel' and 'Travel to be Arranged' tabs – The resource must first be moved out to either the 'Travel (Itinerary)' or 'Travel (No Itinerary)' tab.

Travel Plan

A Travel Plan, consisting of one or more Travel Plan Legs, can be developed for:

- An Aircraft Catalog or Equipment Catalog resource item (e.g., an airplane and an engine, respectively) for which you are the current dispatch.
- A requested or non-requested resource (i.e., the resource can, but does not have to, be associated with a filled Incident request).
- An external (non-ROSS) resource (e.g., a commercial airliner or bus).

Once a Travel Plan has been developed, two types of passengers can be added to the Travel Plan Legs:

- Traveling Resource – A resource that was used to fill an Incident request, and for which a Travel Itinerary has been/will be developed (on the Travel Itinerary tab).
- Administrative Passenger – An individual (ROSS or non-ROSS) who is not associated with a filled request (i.e., not a 'requested resource').

Travel and Travel Plan Example – Two Local Dispatch Units

- In support of one of their local Incidents, Local Dispatch B places a request for an Overhead resource with Local Dispatch A.
- Dispatch A has an available resource (named 'John') that matches the requested item, and uses John to fill the request.
- John must travel from his home location (near Dispatch A) to the Incident (near Dispatch B).
- Dispatch A finds a commercial flight to take John to an airport about an hour from the Incident.
- Dispatch B has a pickup truck at the Incident that has been used to shuttle people back and forth from the Incident and airport.

The following Travel and Travel Plan actions would be appropriate:

- Dispatch A creates a mobilization Travel Itinerary documenting John's travel from his home location to the airport (first Travel Leg for John).
- Dispatch A creates a mobilization Travel Plan documenting the commercial airplane's travel from the airport near Dispatch A to the Airport near the Incident (first Travel Plan Leg for the airplane).
- Dispatch B creates a mobilization Travel Plan documenting the pickup truck's travel from the Incident to the airport (first Travel Plan Leg for the truck), and from the airport back to the Incident (second Travel Plan Leg for the truck).
- Then either Dispatch A or Dispatch B can add John to the second Leg of the Travel Plan for the pickup truck, thus adding a second Travel Leg to John's Travel Itinerary. John is considered a 'Traveling Resource' on the pickup truck.

Demobilization travel for John can be documented in the same manner, though it must be done separately from the mobilization travel.

I. 'TRAVEL' SCREEN

- Accessed by 'Travel' menu or 'TL' toolbar button.
- Can be viewed for either 'Aircraft, Crews, Equipment, Overhead' catalog items or 'Services' (all catalogs) catalog items, but not both at the same time.
- Select either the 'Aircraft, Crews, Equipment, Overhead' or 'Services' radio button at the top of the screen.
- The Travel screen must be viewed in the context of:
 - One or more selected Incidents, AND
 - Resources that are either mobilizing or demobilizing (i.e., you can not work on both mobilization and demobilization at the same time).
- You can view, create, and edit travel arrangements for resources on requests for which your organization is in the ordering chain. Your organization does not necessarily have to be the requesting or filling organization.
- Resources that have been 'Tentatively Released' do not appear on the Travel screen. Travel arrangements cannot be documented for these resources until they are either 'Released' or 'Released at Incident.'
- Screen functionality is very similar for 'Aircraft, Crews, Equipment, Overhead' and 'Services'. Therefore, they will be addressed at the same time, with differences noted.

A. 'Select Incident(s)' section of the 'Travel' screen.

1. Used to select the Incident context of the Travel screen.
2. Resources from multiple Incidents can be viewed at the same time, if desired.
3. Until an Incident is selected, the 'Select Incident(s)' section of the screen displays the message '* NONE SELECTED *'. Once an Incident is selected, the message changes to '* SELECTED *', however the Incident name is not displayed.
4. The 'Most Recent Incidents' toolbar drop-down list, which is for Local Incidents only, is not applicable to the Travel screen.
5. Clicking the 'Search' button brings up the 'Search Incidents' pop-up dialog box.

6. 'Set Filter Criteria for Incidents' section of the 'Search Incidents' pop-up dialog box.
 - a. 'Incident Type(s)' – Select the type(s) of Incidents to be searched for from the drop down list (multi-select is permitted). The default is 'Wildland Fire'.
 - b. 'External' check box – Checking this check box will result in only External Incidents being displayed.
 - c. 'Local Incidents' check box – Leave this check box checked to include Local Incidents in the search.
 - d. 'Non-local incidents' check box – Leave this check box checked to include Non-local Incidents in the search. Both the Local and Non-local check boxes can be checked.
 - e. Incident Name – Enter a specific Incident name, or partial name (for wildcard search).
 - f. Incident Number – Enter a specific Incident number.
 - g. Enter/select the desired filter criteria, and then click the 'Filter' button.
 - h. Incidents meeting the filter criteria are displayed in the table in the 'Select Incident(s)' section of the pop-up dialog box. Only Incidents for which there is a filled resource request, and the associated resource has not been marked as 'Available' after returning from assignment (i.e., the request is not yet 'Completed'), will be displayed.

Note that Incidents with only 'untracked' Services requests will not appear.

7. 'Select Incident(s)' section of the 'Search Incidents' pop-up dialog box.
 - a. For each Incident, the table displays:
 - (1) Incident Name.
 - (2) Incident Number.
 - (3) Host Unit.

- (4) Mob – Number of resources with the status of 'Reserved', 'Mob In Route', 'At Incident', 'Tentative Release', or 'Released'.
 - (5) Demob – Number of resources with the status of 'Demob In Route' or 'Returned From Assignment' (but not yet checked in as 'Available').
- b. Select one or more Incidents (multi-select permitted), and then click 'OK'. The 'Search Incidents' pop-up dialog box closes, and you are returned to the 'Travel' screen.
- B. 'Set Filter for Incident Resources' section of the 'Travel' screen.
1. Used to select the resource context of the Travel screen (i.e., which resources will be displayed on the Travel screen for the selected Incident(s)).
 2. Until the resource filter is set, the 'Set Filter for Incident Resources' section of the screen displays the message '* NONE FILTERED *'. Once the resource filter is set, the message changes to '* FILTERED MOBILIZATION *' or '* FILTERED DEMOBILIZATION *', as appropriate.
 3. Note that resources associated with 'untracked' 'Supply' or 'Services' requests will not appear on the Travel screen.
 4. Clicking the 'Filter' button brings up the 'Set Filter for Incident Resources' pop-up dialog box.
 5. The 'Set Filter for Incident Resources' pop-up dialog box contains three sections:
 - a. 'Select Internal/External Type' – Must be used.
 - b. 'Select Travel Mode' – Must be used.
 - c. 'Set 'Begin Travel' Window' – Optional.
 - d. 'Set Resource Filter' – Optional.

6. 'Select Internal/External Type' section of the 'Set Filter for Incident Resources' pop-up dialog box – Select a radio button:
 - a. All – Resources from ROSS, Non-ROSS, and Status-Only Dispatch units.
 - b. Only Internal Resources – Resources from ROSS Dispatch Units.
 - c. Only Status-Only and External Resources – Resources from Status-Only or Non-ROSS Dispatch Units.
7. 'Select Travel Mode' section of the 'Set Filter for Incident Resources' pop-up dialog box – Select either the 'Mobilization' or 'Demobilization' radio button.
8. 'Set Begin Travel' Window' section of the 'Set Filter for Incident Resources' pop-up dialog box.
 - a. Either by typing in directly, or using the 'Calendar' feature, enter a 'From' and 'To' date and time to create a 'window' in which the resource's ETD (Estimated Time of Departure) must fall.
 - b. This filter does not have to be used.
 - c. If the filter is used, it will only affect resources for which an ETD has already been established (i.e., resources without an ETD will not be excluded).
9. 'Set Resource Filter' section of the 'Set Filter for Incident Resources' pop-up dialog box.
 - a. You must check the 'Include Resource Filter' check box to be able to use the 'Set Resource Filter' section of the pop-up dialog box. If you check the 'Include Resource Filter' check box, you must select one of the three radio buttons:
 - (1) 'Set Catalog/Catalog Category Filter' – Based on the selected Incident(s), displays the catalog categories for which there are filled requested (multi-select permitted).
 - (2) 'Set Resource Name Filter' – Enter the name of the resource (wildcard permitted).
 - (3) 'Select Specific Request' – Select an Incident from the drop down list, select the catalog (request prefix) from

the drop down list, and enter the request number (all three boxes do not have to be used).

- b. Enter/select the desired filter criteria, and then click 'OK'. The pop-up dialog box closes, and you are returned to the 'Travel' screen.
- C. 'Travel (Itinerary)' Tab on the 'Travel' screen (This tab does not appear for Services).
 1. On this tab you can:
 - a. Create a new Travel Leg and add it to a resource's Itinerary.
 - b. Add an existing Travel Leg to a resource's Itinerary.
 - c. Add an existing Travel Plan Leg to a resource's Itinerary.
 - d. Move a resource to another 'Travel' screen tab.
 2. 'Incident Resources' table of the 'Travel (Itinerary)' tab on the 'Travel' screen.
 3. The name of the 'Incident Resources' table changes to 'Select Incident Resources to be Mobilized' or 'Select Incident Resources to be Demobilized' once mobilization or demobilization is chosen under the 'Set Filter for Incident Resources' section of the 'Travel' screen.
 4. For each resource, the table displays:
 - a. CI (Complete Itinerary) – Indicates (by asterisk) whether the resource has a completed Travel Itinerary.
 - b. G – '*' Indicates a request for a catalog item that has a configuration.
 - c. Request Number.
 - d. Resource Name – For the root request of a configuration, either the Assignment Resource Name or Resource Name can be displayed, depending on which radio button is selected just below the 'Select Incident Resources to be Mobilized/Demobilized' table.

- e. Incident Number/Name – The Incident for which the request was generated. Either the Incident Number or Incident Name can be displayed, depending on which radio button is selected just below the 'Select Incident Resources to be Mobilized/Demobilized' table.
- f. Need Date/Time – As specified on the request.
- g. Departure Location – The resource's present location.
- h. Depart Date/Time – The ETD (Estimated Time of Departure) from the departure location.

Accessed by clicking the 'Next' arrow once:

- i. Destination Location – For a mobilizing resource this is the 'Deliver To' location specified on the request. For a demobilizing resource, this is the resource's home location.
- j. Arrival Date/Time – The ETA (Estimated Time of Arrival) at the destination location.

Accessed by clicking the 'Next' arrow a second time:

- k. Preferred Jetport – Shows the preferred Jetport for the resource, if one was designated on the 'Resource Item' ROSS Admin screen.
- l. Home Location – As designated on the 'Resource Item' ROSS Admin screen.

5. 'Show Subordinate Requests' check box.

- a. The 'Select Incident Resources' table defaults to displaying only 'parent' requests of configurations.
- b. Checking the 'Show Subordinate Requests' check box results in both 'parent' and 'subordinate' requests of configurations being displayed.
- c. The 'Show Subordinate Requests' checkbox setting is retained after switching to another Travel screen tab.

6. 'Action' Button.

- a. Select one or more resources from the 'Select Incident Resources to be Mobilized/Demobilized' table. Click the 'Action' button to display a drop down list containing the following actions. Multi-select is permitted for each action (i.e., the action can be performed for multiple resources at the same time).
- b. Parent and Subordinate requests.

- (1) When you take a travel action for the resource on the parent request of a configuration, you receive the following statement:

"Do you wish to apply this travel to all Roster Resources dispatched by [Your Organization]. Also, any travel arrangements previously created for your local roster resources will be overwritten with this travel. DO YOU WISH TO CONTINUE?"

- If you are taking a mobilization travel action on any tab other than 'Travel to be Arranged', and you click 'Yes', the change is applied to all local roster resources.
- If you are taking a demobilization travel action on any tab other than 'Travel to be Arranged', and you click 'Yes', the change is applied to all local and non-local roster resources.
- If you are taking a mobilization travel action on the 'Travel to be Arranged' tab, and you click 'Yes', the change is applied to all local roster resources on the Travel to be Arranged tab.
- If you are taking a demobilization travel action on the 'Travel to be Arranged' tab, and you click 'Yes', the change is applied to all local and non-local roster resources on the Travel to be Arranged tab.
- If you click 'No', the change is applied only to the parent resource.
- There is no way to cancel the action.

- (2) An action can be taken for the resource on a subordinate request without affecting the resources on the configuration's parent request and other subordinate requests.
- c. Set No Travel (**1st** option under Action button) – You receive a message stating: 'The status of the selected resource will be changed to 'No Travel (At Incident)' and moved to the 'No Travel (At Incident)' tab.'
- d. Set Travel (No Itinerary) (**2nd** option under Action button) – You receive a message stating: 'The status of the selected resource will be changed to 'Travel (No Itinerary)' and moved to the 'Travel (No Itinerary)' tab.' The 'Set Travel (No Itinerary)' pop-up dialog box appears, and an ETD and ETA must be entered.
- e. Add Travel Leg (**3rd** option under Action button).
- (1) Any existing Travel Legs for the selected resource will appear in the table in the 'Travel itinerary' tab at the bottom of the 'Travel' screen (after clicking the 'Query' button).
- (2) Selecting 'Add Travel Leg' brings up the 'Add Travel Leg' pop-up dialog box (all fields in this dialog box are required fields).
- (3) A resource cannot have Travel or Travel Plan legs with ETDs/ETAs that overlap each other.
- (4) To add a Travel Leg for the selected resource:
- Set Travel Mode (i.e., method of travel) – Select Commercial, Government, or Private from the left drop down list. Select either Air, Ground, Other, or Water from the right drop down list.
 - Enter Transportation Description (required field) – Enter information such as flight number, bus number, etc.

- Departure/Destination Location and Date/Time (ETD/ETA) (required fields).
 - Use the 'Calendar' feature to select the departure and destination dates and times.
 - Click the 'Pick' button to access the 'Travel Leg Locations' pop-up dialog box, which has four tabs:
 - Airports.
 - Other Locations.
 - Organizations.
 - Incidents.
 - The tabs differ only in the filter criteria available and the information displayed for each location.
 - 'Airports' tab.
 - You can filter by:
 - Airport Name.
 - FAA Code.
 - City.
 - State.
 - Airport Type – Select a type from the drop-down list.
 - Enter/select filter criteria, and then click the 'Filter' button. Filter results are displayed in the 'Search Results' table.
 - To designate the 'Departure Location':
 - Select a location from the table.
 - Click the 'Apply' button on the left.

- The selected location displays in the 'Departure Location' field.
 - To designate the 'Destination Location':
 - Select a location from the table.
 - Click the 'Apply' button on the right.
 - The selected location displays in the 'Destination Location' field.
 - Once both locations have been designated, click OK.
- 'Other Locations' tab.
 - You can filter by:
 - Name.
 - City.
 - State.
 - Type – Select a type from the drop-down list.
 - The remaining steps are identical to those for the 'Airports' tab.
- 'Organizations' tab.
 - You can filter by:
 - Organization.
 - Unit Code.
 - Type – Select a type from the drop-down list.
 - The remaining steps are identical to those for the 'Airports' tab.

- 'Incidents' tab.
 - You can filter by:
 - Incident Name.
 - Incident Number.
 - Local Incidents – Check this check box to include only local Incidents in the search results.
 - Non-local Incidents – Check this check box to include only non-local Incidents in the search results.
 - External Incidents – Check this check box to include only external Incidents in the search results.
 - The remaining steps are identical to those for the 'Airports' tab.
 - 'Previous Leg' button – Returns you to the previous leg, based on ETD/ETA created during this use of the 'Add Travel Leg' dialog box. Note that each time you access the 'Add Travel Leg' dialog box the 'Previous Leg' button is unavailable until a leg is created.
 - 'Next Leg' button – Click this button to add another leg.
 - 'Last Leg' button – Click this button to indicate that the leg you are adding is the last leg of the itinerary. The itinerary will be marked as 'Complete'.
- f. 'Add To Selected Travel Plan Legs Below' and 'Add To All Travel Plan Legs Below' (**4th and 5th** options under Action button) (These actions are only available when the 'Travel Plan' tab at the bottom of the 'Travel' screen is selected) – Addressed later in this unit.

- g. 'Add Selected Itinerary Legs Below' and 'Add All Itinerary Legs Below' (**6th and 7th** options under Action button) (These actions are only available when the 'Travel Itinerary' tab at the bottom of the 'Travel' screen is selected) – Addressed later in this unit.
- h. 'Set/Unset Itinerary Complete' (**8th** option under Action button).
- (1) Sets/unsets a Travel Itinerary (not the travel) as 'complete', meaning all Travel Legs have been added.
 - (2) Setting an Itinerary as 'complete':
 - Does not stop you from adding/editing Travel Legs.
 - Enables ROSS to status the resource as 'At Incident' and 'Returned From Assignment' at the proper times (based on ETA).
 - (3) If you determine that a resource's travel is no longer complete, you can 'unset' it to block ROSS from statusing the resource as 'At Incident' and 'Returned From Assignment'.
 - (4) Reminders – If the ETD of the first leg (mobilization or demobilization) of a Travel Itinerary has passed and the itinerary has not yet been set as complete:
 - The status of the resource remains as either 'Reserved' (mobilization travel) or 'Released At Incident' (demobilization travel), as appropriate, and will not automatically change to the other travel states (e.g., Mob In Route, At Incident, Demob In Route, Returned From Assignment).
 - The Dispatch Unit that added the Travel Leg with the latest ETD receives a 'Reminder' of the incomplete itinerary.
 - Once the itinerary is set as complete, the resource's status is changed to the appropriate travel state (e.g., Mob In Route, At Incident, Demob In Route, Returned From Assignment), as appropriate.

- When you receive a Reminder the 'RE' toolbar button will flash. The RE button continues flashing until there are no longer any incomplete travel itineraries with ETDs that have passed.
- The frequency at which ROSS checks for Reminders is set in the 'Check for Messages and Reminders' field on the 'Notification Settings' tab of the 'Personal Settings' screen.
- Clicking the RE toolbar button brings up the 'Reminders' pop-up dialog box:
 - 'Set Filter Criteria for Itineraries' section of the dialog box – Enter filter criteria as appropriate, and then click 'Filter'.
 - 'Incomplete Itineraries' section of the dialog box – Table displays the following for each incomplete itinerary:
 - Request Number.
 - Resource Name – For the root request of a configuration, either the Assignment Resource Name or Resource Name can be displayed, depending on which radio button is selected just below the table.
 - Incident Number/Name – Either the Incident Number or Incident Name can be displayed, depending on which radio button is selected just below the table.
 - Mob/Demob – Whether the resource is mobilizing or demobilizing.
 - Departs From.
 - ETD.
 - Accessed by clicking the 'Next' arrow once:
 - Arrives At.
 - ETA.

- i. 'Add Documentation' (**9th** option under Action button) – Allows documentation to be added for the selected request. Multi-select is permitted. The Add documentation feature has previously been discussed.
7. 'View' Button on the 'Travel (Itinerary)' tab on the 'Travel' screen – Clicking the 'View' button displays a drop down list containing the following options. Views cannot be edited.
 - a. View Incident.
 - b. View Request.
 - c. View Mobilization Itinerary.
 - d. View Resource.
 - e. View Home Dispatch.
 - f. View Requesting Unit.
 - g. View Filling Unit.
 - h. View Associated Requests.
8. 'Print' button – Prints the Travel Itinerary (mobilization and demobilization legs) of the selected resource.
9. 'Travel Itinerary' Tab (Appears in the lower section of the screen only when the 'Travel (Itinerary)' tab on the 'Travel' screen is selected).

The 'Travel Itinerary' tab can be used in two distinct ways, depending on which action under the 'Action' button in the 'Incident Resources' section of the 'Travel' screen is being performed.

- a. For the 'Add Travel Leg' and 'Set/Unset Itinerary Complete' actions:

By selecting a resource from the 'Incident Resources' table, and then clicking the 'Query' button, the resource's Travel itinerary can be viewed in the 'Travel Itinerary' tab. This information can be used to determine if another Travel Leg needs to be added, or whether the Itinerary is done and can be set to 'complete'.

- b. For the 'Add Selected Itinerary Legs Below' and 'Add All Itinerary Legs Below' actions:

The 'Travel Itinerary' tab can be used to select Travel Itinerary Legs from another resource, and then add them to your resource. This is why the 'Travel Itinerary' tab does not automatically re-query when a different resource is selected in the 'Incident Resources' table (i.e., so you can have your resource selected above, yet view a different resource's travel below).

To add a Travel Leg from another resource:

- (1) Select the other resource from the 'Incident Resources' table.
 - (2) Click the 'Query' button. The Travel itinerary of the resource is displayed in the table in the 'Travel Itinerary' tab.
 - (3) Select your resource from the 'Incident Resources' table.
 - (4) Select the desired Travel Leg(s) from the table in the 'Travel Itinerary' tab. Multi-select is permitted.
 - (5) Select 'Add Selected Itinerary Legs Below' from the 'Action' button drop-down list directly under the 'Incident Resources' table. If the 'Add All Itinerary Legs Below' action is selected, all Travel Legs will be added to your resource's Itinerary.
- c. 'Action' Button (under the 'Travel Itinerary' tab) – Clicking the 'Action' button displays a drop down list containing the following actions. These actions apply to legs selected in the table in the 'Travel Itinerary' tab.

- (1) Edit Itinerary Leg.
 - Identical to the process for 'Add Travel Leg', however, the 'Next Leg' button is shaded out since it is not applicable.
 - If you try to edit a Travel Plan Leg (indicated by an asterisk in the 'TPL' column of the table), the following message will appear: 'The selected leg is

part of a travel plan and may not be edited. Use the Travel Plan screen to edit this leg.'

- If you try to edit a Travel Itinerary Leg, the 'Edit Travel Leg' pop-up dialog box will come up. All fields in this pop-up dialog box are required. This dialog box is identical to the 'Add Travel Leg' pop-up dialog box previously discussed. However, the 'Next Leg' button is shaded out since it is not applicable.
- It is important to realize that when you edit a Travel Itinerary Leg, you are changing the Leg itself, unrelated to any particular resource. This means that all resources having that Leg as part of their Travel Itinerary will be affected.

(2) Delete Itinerary Leg.

- Deletes all selected (multi-select permitted) legs from the table, whether they are Travel Legs or Travel Plan Legs.
- It deletes the leg from only the selected resource's Itinerary – it does not affect any other resources having the Leg as part of their Travel Itinerary.

10. 'Travel Plan' Tab (Appears in the lower section of the screen only when the 'Travel (Itinerary)' tab on the 'Travel' screen is selected for a non-Services item) – Addressed later in this unit.

D. Three Remaining Tabs on the 'Travel' screen:

- 'Travel (No Itinerary)'
- 'No Travel'
- 'Travel to be Arranged'

The three remaining tabs on the 'Travel' screen are very similar in form and function, and will be addressed at the same time.

1. 'Action' Button – The following travel actions can be performed in each tab:
 - a. 'Travel (No Itinerary)'.
 - (1) A resource's ETD/ETA can be edited.
 - (2) The 'Mode of Travel' can be entered.
 - (3) A resource can be moved from this tab to either the 'Travel (Itinerary)' or 'No Travel' tab.
 - b. 'No Travel' – A resource can be moved from this tab to either the 'Travel (Itinerary)' or 'Travel (No Itinerary)' tab.
 - c. 'Travel to be Arranged'
 - (1) A resource can be moved from this tab to the 'Travel (Itinerary)', 'Travel (No Itinerary)', or 'No Travel' tab.
 - (2) Note that resources cannot be moved to this tab from other tabs.
 - (3) Once a resource has been moved from the 'Travel to be Arranged' tab to another tab, it cannot be moved back to the 'Travel to be Arranged' tab.

2. Similarities and Differences between these three Tabs and the 'Travel (Itinerary)' Tab.
 - a. The 'CI' column does not appear in the table since the resource does not have an itinerary.
 - b. 'View' Button – Identical except that the 'View Itinerary' option is not applicable.
 - c. 'Incident Number' and 'Incident Name' Radio Buttons – Identical.
 - d. 'Show Subordinate Requests' check box – Identical.

II. 'TRAVEL PLAN' SCREEN

- Accessed by the 'Travel' menu.
- Used to document the movement of a transport resource (typically a vehicle that runs a standard route over and over).
- The resource can use an existing Travel Plan, or a new Travel Plan can be created for the resource.
- Once a Travel Plan has been applied to, or created for, a transport resource, Traveling Resources and Administrative Passengers can be added to the Travel Plan.
- Not Incident- or request-specific.
- Not applicable to 'Services' category items.

A. 'Select Travel Plan' section of the 'Travel Plan' screen.

1. Used to select an existing Travel Plan.
2. This search feature is not intended for 'browsing' through Travel Plans to find one that matches what you need, since detailed information is not provided for Travel Plans meeting the search criteria. Rather, this search feature should be used to find a specific Travel Plan (one for which you already know the detailed information).
3. The name of a Travel Plan is simply the transport resource name. Since a resource may have multiple Travel Plans, information such as 'Incident' (if applicable) and 'Plan End Date/Time' must be used during the search process to differentiate between plans.
4. You can view Travel Plans:
 - a. On which your resources are traveling.
 - b. On which there is a non-local resource assigned to one of your requests.
 - c. For which you are supplying the transport resource.
 - d. That have not expired (whether or not you have resources on the Travel Plan or are in the request ordering chain).

5. Clicking the 'Search' button brings up the 'Search Travel Plan' pop-up dialog box.
6. 'Set Filter for Transport Resource' section of dialog box.
 - a. Select one of the three radio buttons on the left:
 - (1) Transport Resources on Incident – Limits the search to transport resources that are presently on an Incident.
 - (2) Transport Resources not on Incident – Limits the search to transport resources that are not presently on an Incident.
 - (3) External Transport Resources – Limits the search to transport resources from organizations external to ROSS **that are NOT from non-ROSS Dispatch Units.** Examples of external transport resources include commercial and charter airplanes and buses.
 - b. Select one of the two radio buttons on the right if either the 'Transport Resources on Incident' or 'Transport Resources not on Incident' radio buttons on the left were selected.

If the 'External Transport Resources' radio button on the left was selected, then filtering by catalog or resource name is not applicable, and the 'Catalog' and 'Resource Name' radio buttons are ignored.

- (1) Catalog – If you click the 'Catalog' radio button, then:
 - Select a Catalog from the drop down list.
 - Select a Catalog Category from the drop down list.
 - Select a Catalog Item from the drop down list.
- (2) Resource Name – Enter the name of a specific resource (wildcard search permitted).

- c. 'External Resources' check box – This check box is only available if either the 'Transport Resources on Incident' or 'Transport Resources not on Incident' radio button is selected. Checking this check box will result in only Travel Plans for external resources being displayed. Note that 'external resources' refers to resources obtained **from non-ROSS Dispatch Units that are in the ROSS inventory**.
 - d. 'Include Travel Plans with Expired End Dates Greater Than' Check Box.
 - (1) Used to filter out Travel Plans that will expire (i.e., ETA of the last Travel Plan Leg) before a certain date and time of your selection.
 - (2) It is easier to think of this filter as 'Include ONLY Travel Plans with Expired End Dates Greater Than.'
 - If the check box is not checked, the search for Travel Plans will be conducted without respect to End Date/Time.
 - If the check box is checked, the search will produce only those Travel Plans with an End Date/Time greater than your selected date and time.
 - (3) If you check the check box, then either:
 - Enter the Date and Time in the left text-entry field, and the Time Zone in the right text-entry field.
 - Use the 'Calendar' feature to specify the Date, Time, and Time Zone.
 - e. Click the 'Filter' button. Travel Plans meeting the filter criteria are displayed in the table in the 'Select Travel Plan' section of the pop-up dialog box. Note that only Travel Plans for transport resources for which you are the current dispatch will be displayed.
7. 'Select Travel Plan' section of the 'Search Travel Plan' pop-up dialog box.
- a. For each Travel Plan, the table displays the following:
 - (1) Resource Name – Name of the transport resource.

- (2) Incident Name (if the transport resource is presently on an Incident).
 - (3) Incident Number (if the transport resource is presently on an Incident).
 - (4) Request Number (if the transport resource was used to fill an Incident request).
 - (5) Plan End Date/Time – The ETA of the last leg of the Travel Plan.
- b. Select the appropriate Travel Plan, and then click 'OK'. The 'Set Filter for Transport Resource' pop-up dialog box closes, and you are returned to the 'Travel Plan' screen.
- B. 'Transport Resource for Selected Travel Plan' section of the 'Travel Plan' screen.
1. The fields in this section of the screen become filled in either by:
 - a. Selecting an existing Travel Plan.
 - b. Creating a new Travel plan.
 2. Selecting a Travel Plan was previously discussed.
 3. Creating a new Travel Plan, and editing and deleting an existing Travel Plan will be addressed next, and then the fields of this screen section will be covered.
 4. 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.
 5. To create a new Travel Plan:
 - a. Click the 'New' button, which brings up the 'Create Travel Plan' pop-up dialog box.
 - b. Select Travel Mode (i.e., method of travel) – Select Commercial, Government, or Private from the left drop down list. Select either Air, Ground, Other, or Water from the right drop down list. Note that this is NOT a filter – you are specifying the travel mode for the Travel Plan leg.

- c. Select either the 'Internal Transport Resource' or 'External Transport Resource' radio button.
- d. If the 'Internal Transport Resource' radio button is clicked:
 - (1) Select one of the two radio buttons on the left ('Transport Resources on Incident' or 'Transport Resources not on Incident'), depending on whether you want to search for a resource that is on an Incident. If the 'Transport Resources on Incident' radio button is selected, you have the option of also entering an Incident name and number.
 - Transport Resources on Incident.
 - When a Travel Plan is created for a transport resource that is assigned to a request, the travel of the transport resource is tracked.
 - If a travel itinerary already exists for the transport resource, or if the resource is already at the Incident, the Travel Plan will override the existing travel (i.e., the ETD/ETA of the Travel Plan will override the ETD/ETA of the travel itinerary).
 - The transport resource must be released from the Incident before its demobilization travel can be arranged.
 - Transport Resources not on Incident – Upon creation of the Travel Plan, the status of the resource becomes 'Committed to Travel Plan,' and the resource is no longer available to fill requests.
 - (2) Enter a Desired Departure Date directly or by using the 'Calendar' feature. This optional feature can be used to filter out (i.e., exclude) transport resources that have a Travel Plan with an End Date that is greater than the desired Departure Date you enter.

- (3) Select either the 'Catalog' or 'Resource Name' radio button.
 - If the 'Catalog' radio button is selected:
 - You must select a catalog from the drop down list.
 - You have the option of selecting a category and catalog item from their drop down lists.
 - If the 'Resource Name' radio button is selected, enter the name of the resource.
 - (4) 'External Resources' check box –Checking this check box will result in only external resources (i.e., resources obtained via non-ROSS Dispatch Units) being displayed.
 - (5) Click the 'Filter' button. Filter results are displayed in the 'Select Transport Resource' table.
 - (5) For each transport resource, the 'Select Transport Resource' table displays the following:
 - Resource Name – Name of the transport resource.
 - Incident Name (if the transport resource is presently on an Incident).
 - Incident Number (if the transport resource is presently on an Incident).
 - Request Number (if the transport resource was used to fill an Incident request).
 - (6) Select a transport resource, and then click 'OK'. The 'Create Travel Plan' pop-up dialog box closes, and you are returned to the 'Travel Plan' screen.
- e. If the 'External Transport Resource' radio button is clicked:
- (1) Enter a description of the transport resource. For example: 'United Airlines Flight 117'.
 - (2) Click 'OK'. The 'Create Travel Plan' pop-up dialog box closes, and you are returned to the 'Travel Plan' screen.

6. To edit a Travel Plan:
 - a. You must first select a Travel Plan (You know a Travel Plan is selected if there is information in any of the fields of the 'Transport Resource for Selected Travel Plan' section of the screen.
 - b. You can only edit Travel Plans:
 - (1) That were created by your organization.
 - (2) For which the ETD on the last leg is not more than one day old.
 - c. Clicking the 'Edit' button brings up the 'Edit Travel Plan' pop-up dialog box.
 - d. The 'Edit Travel Plan' pop-up dialog box is identical to the 'Create Travel Plan', which has already been discussed.
 - e. It is important to realize that when you edit a Travel Plan, all resources having a Leg from that Plan as part of their Travel Itinerary will be affected.
7. To delete a Travel Plan:
 - a. You must first select a Travel Plan.
 - b. You can only delete Travel Plans that were created by your organization.
 - c. Click the 'Delete' button to delete the selected Travel Plan.
 - d. It is important to realize that when you delete a Travel Plan, all Legs of the Plan are deleted from all resources having those Legs as part of their Travel Itinerary.
8. Information provided in the 'Transport Resource for Selected Travel Plan' section of the 'Travel Plan' screen.

The following information is provided for the transport resource of the selected Travel Plan. Note that not all fields will contain information.

- a. Resource Item – Name of the transport resource.

- b. Incident Name (if the transport resource is presently on an Incident).
 - c. Incident Number (if the transport resource is presently on an Incident).
 - d. Request Number (if the transport resource was used to fill an Incident request).
 - e. Travel Mode – Commercial, Government, or Private.
 - f. Travel Type – Air, Ground, Other, or Water.
 - g. ETD – Overall ETD of the Travel Plan (i.e., ETD of first Travel Plan Leg).
 - h. ETA – Overall ETA of the Travel Plan (i.e., ETA of last Travel Plan Leg).
9. 'View' button – Click the 'View' button to display a drop-down list containing the following options. Views cannot be edited.
- a. View Resource.
 - b. View Home Dispatch Unit.
- C. 'Travel Plan Travel Legs' section of the 'Travel Plan' screen.
- 1. 'Travel Plan Travel Legs' Table.
 - a. The table displays the Travel Plan Legs that comprise the selected Travel Plan.
 - b. The following information is shown for each leg. Note that a newly created Travel Plan will not yet have Travel Plan Legs.
 - (1) Departure Location.
 - (2) Depart Date/Time.
 - (3) Destination Location.
 - (4) Arrive Date/Time.
 - (5) Total Weight (lbs) – Total of the Passenger Weight, Baggage Weight, and Cargo Weight.

- (6) Fuel Stop – Indicates (by an 'X') whether refueling will occur at the leg arrival location.

2. Informational Fields below the table.

Displays, for the selected Travel Plan Leg:

- a. Passenger Weight (lbs) – Weight of Administrative Passengers and Traveling Resources.
- b. Baggage Weight (lbs).
- c. Cargo Weight (lbs).
- d. Cargo Cubic Feet.

3. 'Action' Button.

Click the 'Action' button to display a drop down list containing the following actions. Multi-select is not permitted for these actions.

- a. Add Travel Plan Leg (**1st** option under Action).
 - (1) You can only add legs to Travel Plans that your organization created.
 - (2) Note that if you try to add a Leg with dates that overlap the dates of an existing Leg on the Travel Plan, you will receive a warning message asking you to adjust the dates of the new Leg.
 - (3) Selecting 'Add Travel Plan Leg' brings up the 'Add Travel Plan Travel Leg' pop-up dialog box, which is very similar to the previously discussed 'Add Travel Leg' dialog box. Therefore, only the differences will be addressed here.
 - (4) Check the 'Fuel Stop' check box if refueling will occur at the leg's arrival location.
 - (5) Enter the weight, in pounds, of cargo that will accompany the transport resource on the Travel Plan Leg.
 - (6) Enter the size, in cubic feet, of cargo that will accompany the transport resource on the Travel Plan Leg.

- (7) 'Next Leg' button – Click this button to add another leg.
 - (8) Click 'OK'. The 'Add Travel Plan Travel Leg' pop-up dialog box closes, and you are returned to the 'Travel Plan' screen. The new Travel Plan Leg is displayed in the 'Travel Plan Travel Leg' table.
- b. Edit Travel Plan Leg (**2nd** option under Action).
- (1) You can only edit legs of Travel Plans that your organization created.
 - (2) Selecting 'Edit Travel Plan Leg' brings up the 'Edit Travel Plan Travel Leg' pop-up dialog box for the selected Travel Plan Leg.
 - (3) This dialog box is identical to the 'Add Travel Plan Travel Leg', which was previously discussed.
 - (4) Change the Travel Plan Leg information as appropriate, and then click 'OK'.
 - (5) Note that if you change the dates of a Leg such that they then overlap the dates of an existing Leg on the Travel Plan, you will receive a warning message asking you to adjust the new dates.
 - (6) It is important to realize that when you edit a Travel Plan Leg, all resources having that Leg as part of their Travel Itinerary will be affected.
- c. Delete Travel Plan Leg – Deletes the selected Travel Plan Leg (**3rd** option under Action).
- (1) You can only delete legs of Travel Plans that your organization created.
 - (2) It is important to realize that when you delete a Travel Plan Leg, it will be deleted from the Travel Itineraries of all resources using that Leg.
- d. Add Traveling Resource (**4th** option under Action).
- (1) A 'Traveling Resource' is a resource that was used to fill an Incident request.

- (2) You can add the following traveling resources to a Travel Plan:
- Your resource or a non-local resource assigned to one of your requests.
 - Your resource on a non-local incident.
 - A non-local resource assigned to a non-local incident if your organization is in the ordering chain of the request.
- (3) To add a Traveling Resource to a Travel Plan Leg, the resource must be in the Travel (Itinerary) tab of the 'Travel' screen (since you are essentially creating a leg of the resource's Travel Itinerary).
- (4) A resource cannot have Travel or Travel Plan legs with ETDs/ETAs that overlap each other.
- (5) To add a Traveling Resource to a Travel Plan Leg:
- Select the Travel Plan Leg from the 'Travel Plan Travel Legs' table.
 - Select 'Add Traveling Resource' from the 'Action' button drop-down list, which brings up the 'Add Traveling Resource' pop-up dialog box.
 - 'Select Incident(s)' section of the pop-up dialog box – Clicking the 'Search' button brings up the 'Search Incidents' pop-up dialog box. This pop-up dialog box is identical to the Select Incident(s) pop-up dialog box that comes up when the 'Search' button is clicked in the 'Select Incident(s)' section of the 'Travel' screen, which has previously been discussed.
 - 'Set Filter for Incident Resources' section of the pop-up dialog box – Clicking the 'Filter' button brings up the 'Set Filter for Incident Resources' pop-up dialog box. This pop-up dialog box is identical to the 'Set Filter for Incident Resources' pop-up dialog box that comes up when the 'Filter' button is clicked in the 'Set Filter for Incident Resources' section of the

'Travel' screen, which has previously been discussed.

- After selecting one or more Incidents, and setting the filter for Incident resources, resources matching the Incident search and resource filter criteria are displayed in the 'Select Traveling Resource' table.
- 'Show Subordinate Requests' check box – The table defaults to displaying only resources attached to 'parent' requests. Checking the 'Show Subordinate Requests' check box will cause resources attached to subordinate requests to also be displayed (consistent with the Incident search and resource filter criteria).
- The 'Select Traveling Resource' table shows the following for each resource:
 - Request Number.
 - Resource Name.
 - Catalog Item.
 - Incident Name.
 - Incident Number.
- Select the appropriate resource from the table, and then click 'OK'. The 'Add Traveling Resource' pop-up dialog box closes, and you are returned to the 'Travel Plan' screen.
- The Traveling Resource is added to the 'Traveling Resources for [Travel Plan Leg]' table on the 'Travel Plan' screen (can be viewed after clicking the 'Query' button).
- The 'Passenger Weight' field under the 'Travel Plan Travel Legs' table is automatically updated to reflect the addition of the Traveling Resource.
 - The traveling resource's body weight should have been entered on the 'Resource Item' ROSS

Admin screen when the resource was entered into ROSS.

- If no weight was entered on the 'Resource Item' screen, a weight cannot be entered in the 'Add Traveling Resource' pop-up dialog box (however, a weight can be entered by 'editing' the traveling resource, which is addressed later in this course unit).
 - The number in the 'Baggage Weight' field under the 'Travel Plan Travel Legs' table is automatically increased by 65 pounds each time a Traveling Resource is added. You cannot enter a baggage weight in the 'Add Traveling Resource' pop-up dialog box (however, a weight can be entered by 'editing' the traveling resource, which is addressed later in this course unit).
- e. Add Administrative Passenger (**5th** option under Action).
- (1) An 'Administrative Passenger' is an individual who is not associated with an Incident.
 - (2) An Administrative Passenger may, or may not, be a ROSS 'Person'.
 - (3) You can add an administrative passenger to a Travel Plan Leg whether or not your organization manages the individual.
 - (4) To add a Administrative Passenger to a Travel Plan Leg:
 - Select the Travel Plan Leg from the 'Travel Plan Travel Legs' table.
 - Select 'Add Administrative Passenger' from the 'Action' button drop-down list, which brings up the 'Add Administrative Passenger' pop-up dialog box.
 - If the individual is a 'Person' in ROSS:
 - In the 'Set Filter for Administrative Passenger' section of the pop-up dialog box, you can filter by (wildcard permitted):

- Last Name.
 - First Name.
 - Unit ID.
 - Unit Name.
- Enter the desired filter criteria, and then click the 'Filter' button.
 - ROSS 'Persons' meeting the filter criteria are displayed in the 'Add Administrative Passenger (from Resources)' table in the pop-up dialog box.
 - Select the 'Add Administrative Passenger (from Resources)' radio button.
 - Select the passenger.
 - The person's body weight (entered for the person on the ROSS Admin 'Person' screen) appears in the 'Body Weight' field. If a number does not appear in the field, you can enter a number.
 - A default weight of 65 pounds appears in the 'Baggage Weight' field. A different number can be entered, if desired.
 - Click 'OK'.
- If the individual is not a 'Person' in ROSS:
 - Select the 'Add Administrative Passenger' radio button.
 - Type in the passenger's first and last names in the text-entry fields.
 - Enter a number in the 'Body Weight' text-entry field.
 - A default weight of 65 pounds appears in the 'Baggage Weight' field. A different number can be entered, if desired.

- Click 'OK'.
 - After the 'OK' button is clicked, the 'Add Administrative Passenger' pop-up dialog box closes, and you are returned to the 'Travel Plan' screen.
 - The Administrative Passenger is added to the 'Traveling Resources for [Travel Plan Leg]' table on the 'Travel Plan' screen (can be viewed after clicking the 'Query' button).
 - The 'Passenger Weight' and 'Baggage Weight' fields under the 'Travel Plan Travel Legs' table are automatically updated to reflect the addition of the Administrative Passenger.
- f. Note that there is no 'Set Travel Plan Complete' action, as there was with a Travel Itinerary (**6th** option under Action).
4. 'Traveling Resources for [Travel Plan Leg]' table on the 'Travel Plan' screen.

Note that the 'Traveling Resources for [Travel Plan Leg]' table does not automatically re-query when a Traveling Resource or Administrative Passenger is added to a Travel Plan Leg.

- **This allows you to view the Traveling Resources and Administrative Passengers from one Travel Plan Leg (viewed in the 'Traveling Resources for [Travel Plan Leg]' table), and then add them to another Travel Plan Leg (selected in the 'Travel Plan Travel Legs' table).**
 - This is identical to the relationship between the 'Selected Incident Resources to be Mobilized/Demobilized' table on the 'Travel (Itinerary)' tab on the 'Travel' screen and the 'Travel Itinerary' tab, under the 'Travel (Itinerary)' tab, on the 'Travel' screen.
- a. To display the Traveling Resources and Administrative Passengers for a Travel Plan Leg:
- (1) Select a Travel Plan (using the 'Select Travel Plan' button at the top left of the 'Travel Plan' screen)
 - (2) Select a Travel Plan Leg from the 'Travel Plan Travel Legs' table (in the middle of the 'Travel Plan' screen).

- (3) Click the 'Query' button (at the bottom of the 'Travel Plan' screen).
 - b. The Traveling Resources and Administrative Passengers for the selected Travel Plan Leg are displayed in the 'Traveling Resources for [Travel Plan Leg]' table.
 - c. The table shows the following for each individual:
 - (1) Resource Name (only for ROSS resources on a filled request).
 - (2) Request Number (only for ROSS resources on a filled request).
 - (3) Incident Name (only for ROSS resources on a filled request).
 - (4) Incident Number (only for ROSS resources on a filled request).
 - (5) Body Weight.
 - (6) Baggage Weight.
5. 'Action' Button (under the 'Traveling Resources for [Travel Plan Leg]' table on the 'Travel Plan' screen).
 - a. Add to Travel Plan Leg – Multi-select is permitted (i.e., multiple resources can be added to a Travel Plan Leg at the same time; however, resources can only be added to one Travel Plan Leg at a time).
 - (1) Adds the resource selected in the 'Traveling Resources for [Travel Plan Leg]' table to the Travel Plan Leg selected in the 'Travel Plan Travel Legs'.
 - (2) Can be used to select Traveling Resources and Administrative Passengers from one Travel Plan Leg, and add them to another Travel Plan Leg.
 - b. Edit Traveling Resource.
 - (1) Brings up the 'Edit Passenger Body Weight and Baggage Weight' pop-up dialog box.

- (2) Allows the body weight and baggage weight of the selected resource, for the selected Travel Plan Leg, to be edited.
 - (3) You can only edit the information about a traveling resource on a Travel Plan Leg if your organization added the resource to the leg.
 - c. Delete Traveling Resource.
 - (1) Deletes the resource selected in the 'Traveling Resources for [Travel Plan Leg]' table from the Travel Plan Leg selected in the 'Travel Plan Travel Legs'.
 - (2) You can only delete a traveling resource from a Travel Plan Leg if your organization added the resource to the leg.
 - (3) Multi-select is permitted (i.e., multiple resources can be deleted from a Travel Plan Leg at the same time; however, resources can only be deleted from one Travel Plan Leg at a time).
6. 'View' button (located beneath the 'Traveling Resources' table) – The 'View' button is only available when a Traveling Resource is selected. Click the 'View' button to display a drop-down list containing the following options. Views cannot be edited.
 - a. View Resource.
 - b. View Home Dispatch Unit.
 - c. View Requesting Unit.
 - d. View Filling Unit.
 - e. View Associated Requests.

- III. 'TRAVEL PLAN' TAB ON THE 'TRAVEL (ITINERARY)' TAB ON THE 'TRAVEL' SCREEN
- A. The 'Travel Plan' tab appears in the lower section of the 'Travel' screen only when the 'Travel (Itinerary)' tab is selected, and is being viewed for a non-Services catalog item.
 - B. Can be used to add a Travel Plan Leg to the Itinerary of a resource.
 - C. The table in the 'Travel Plan' tab is initially blank each time the tab is selected.
 - D. A Travel Plan must be selected using the 'Search' button.
 - E. Clicking the 'Search' button brings up the 'Search for Travel Plan' pop-up dialog box. This dialog box is identical to the 'Search for Travel Plan' pop-up dialog box (previously discussed) that appears when the 'Search' button in the 'Select Travel Plan' section of the 'Travel Plan' screen is clicked.
 - F. Select a Travel Plan in the 'Search for Travel Plan' pop-up dialog box, and then click 'OK'.
 - G. The table in the 'Travel Plan' tab displays the following for each Leg of the selected Travel Plan:
 - 1. Departure Location.
 - 2. Depart Date/Time.
 - 3. Destination Location.
 - 4. Arrive Date/Time.
 - 5. Total Weight (lbs).

- H. A resource selected in the 'Select Incident Resources to be Mobilized/Demobilized' table can be added to one or more Legs of the Travel Plan displayed in the 'Travel Plan' tab by using the following two options under the 'Action' button (located just below the 'Select Incident Resources to be Mobilized/Demobilized' table):
1. Add To Selected Travel Plan Legs Below – Adds the selected resource to the Travel Plan Legs(s) selected in the table (i.e., adds the selected Travel Plan Legs to the Itinerary of the resource). Multi-select is permitted (i.e., the resource can be added to multiple Travel Plan Legs at the same time; however, Travel Plan Legs can only be added to one resource at a time).
 2. Add To All Travel Plan Legs Below – Adds the selected resource to all the Travel Plan Legs displayed in the table (i.e., adds all the Travel Plan Legs to the Itinerary of the resource).