

**ROSS Dispatch Course  
Instructor's Basic Demonstration Scenario  
(And Required Database Population)**

Notes:

1. All In-Class Actions AND Database Population are performed in Pagosa Springs Dispatch for Deer Valley Incident unless otherwise stated.
2. PSD = Pagosa Springs Dispatch.
3. BVD = Buena Vista Dispatch.
4. CD = Craig Dispatch.
5. CRD = Castle Rock Dispatch (External).
6. CZD = Cortez Dispatch (Status-Only)
7. IG Page = Page number in the Instructor's Guide.
8. Changes for 2.13 are highlighted.

IG Page	Topic	In-Class Instructor Action	Database Population
<b>UNIT 3 – NOTIFICATION</b>			
3.4	Notification Preferences.	<b>Enter the following preferences:</b> Earliest Message Date: Leave at 5 days Check for Messages Every: 1 min Show Pop-Up Dialog Box For: Action	
3.4	Notification Settings.	<b>Enable notification for Requests with Action Required, Enter Request message type, for Aircraft catalog.</b>	
3.6	Notification – Action Required.	<b>Go To Pending Request screen for message pertaining to an Overhead request with Last Action of ‘Enter Request’.</b>	<ul style="list-style-type: none"> <li>• Create Deer Valley Incident (PSD)</li> <li>• Create Deer Valley request for FFT2.</li> <li>• Ensure action message is created for FFT2 request.</li> </ul>
3.6	Notification – Action Required.	<b>Attempt to Go To Tactical Aviation screen for message pertaining to an Aircraft request with Last Action of ‘Enter Request’ .</b>	<ul style="list-style-type: none"> <li>• Create Deer Valley Airtanker T1 request.</li> <li>• Ensure action message is created for Airtanker T1 request.</li> </ul>
3.6	Mark a Message as Read.	<b>Mark an Aircraft request message as Read.</b>	
<b>UNIT 4 – RESOURCE STATUSING</b>			
4.4	Resource Statusing.	<b>Check status of Nancy Potter, who is Reserved for Excess Timber Incident, and Rex Johansen, who is Available.</b>	<ul style="list-style-type: none"> <li>• Enter Nancy Potter; qualify as Incident Commander - Deputy.</li> <li>• Create Excess Timber Incident (Prescribed Fire).</li> <li>• Create Excess Timber request for Incident Commander – Deputy; fill with Nancy Potter (Travel TBA).</li> <li>• Enter Rex Johansen; qualify as Incident Commander T1.</li> </ul>

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4.5	Resource Transfer	<b>Display Transferred Resources tab of Reminders screen.</b>	Enter Salma Hernandez; qualify as Advanced Firefighter/Squad Boss; transfer to PSD by changing Home Dispatch; do <u>not</u> complete transfer.
4.5	Set Resource Availability.	<b>Change status of Tender #43276, which has returned from Deer Valley Incident, to Available.</b>	Enter Tender # 43276; qualify as Water Tender T3; return home from Deer Valley.
4.6	Set Group Resource Availability.	<b>Change status of Incident Obligation Team #1 and subordinates, which has returned from Deer Valley Incident, to Available.</b>	<ul style="list-style-type: none"> <li>• Enter Incident Obligation Team #1 and qualify; create roster with filled positions.</li> <li>• Create Deer Valley request for Incident Obligation Team; fill with Incident Obligation Team #1 (At Incident); release (Ret From Assignment).</li> </ul>
4.6	Set Available To Area.	<b>Change Walt's Lowboy available to area from Local to GACC.</b>	Enter Walt's Lowboy; qualify as Lowboy; make available to Local.
4.6	Create Unavailability Period.	<b>Create a period of unavailability for Anne Fowler.</b>	Enter Anne Fowler; qualify as Crew Boss.
4.7	Edit Unavailability Period.	<b>Edit period of unavailability of 'Christina Johnson'.</b>	Enter Christina Johnson; qualify as Crew Boss; place in period of unavailability.
4.8	View Resource.	<b>View information for 'Nancy Potter'.</b>	Enter details for 'Nancy Potter'.
4.10	Search for a resource.	<b>Search for Helmut Krieger on Bear Lake Incident.</b>	<ul style="list-style-type: none"> <li>• Create 'Bear Lake' Incident (BVD).</li> <li>• Enter Helmut Krieger, qualify as FFT2.</li> <li>• Create request for FFT2 for Bear Lake Incident (BVD); place to PSD; fill with Helmut Krieger (Travel: No Travel).</li> </ul>
4.11	Web Status.	<b>If possible, log into and discuss Web Status.</b>	
<b>UNIT 5 – NEW REQUEST</b>			
5.4	View Associated Items.	<b>View Associated Items for Airtanker Type 1 or 2 alias.</b>	Configure 'Airtanker Type 1 or 2' alias.
5.5	Standard Pack.	<b>Select catalog item from Supply, NFES category.</b>	

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5.5	Features.	<b>Select catalog item from Equipment, Engine category.</b>	
5.5	Inclusions and Exclusions.	<b>Select Overhead, Positions, ADO Team Member (ADOM).</b>	
5.5	View Preorder.	<b>Display preorder tab.</b>	Create Zimmerman's Type 2 Incident Team preorder (Purpose: Team Support. Items: A - Helicopter T3 Standard, C - Fire Crew T1, E - Mobile Food Service, O - Resource Unit Leader).
5.5	Quantity.	<b>Select Supply, Service – Meals/Food – Lodging, Service – Meals.</b>	Create a Supply non-service, non-NFES catalog item for which 'Requestor Provides Item Name' is designated.
5.6	Block Numbering.	<b>Select Crew, Fire, Type 1. Display request blocks.</b>	Create following request blocks for Deer Valley Equipment catalog: <ul style="list-style-type: none"> <li>• Block #1: 'Incident', 1-499, User Issued, Request Default.</li> <li>• Block #2: 'Dispatch', start at 500, System Generated, System Default.</li> </ul>
5.8	Unit of Issue.	<b>Select catalog item from Supply, NFES category (for which 'Requestor Provides Item Name' is <u>not</u> designated).</b>	
5.8	Item Description.	<b>Select Supply non-service, non-NFES catalog item for which 'Requestor Provides Item Name' is designated.</b>	Create a Supply non-service, non-NFES catalog item for which Requestor Provides Item Name is designated.
5.8	Track Request.	<b>Select catalog item from Supply, non-NFES category.</b>	
5.8	Create a Named Request.	<b>Create Deer Valley request for Jenny Parody (any OH catalog item).</b>	
5.9	Deliver To Location.	<b>Click 'Deliver To' Pick button.</b>	
5.10	Shipping Information.	<b>Select catalog item from Supply, NFES category.</b>	
5.12	Reporting Instructions.	<b>Create a reporting instruction.</b>	
5.12	Shipping Contact.	<b>Select catalog item from Supply, NFES category.</b>	
5.13	Request Contact.	<b>Click 'Request Contact' Pick button.</b>	

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5.13	Create a Request.	<b>Create following Deer Valley requests:</b> <ul style="list-style-type: none"> <li>• <b>Overhead, Positions, Incident Commander T1.</b></li> <li>• <b>Equipment, Dozer, Dozer Type 1.</b></li> <li>• <b>Equipment, Engine, Engine Type 3 with configuration option of Catalog Item with Configuration.</b></li> <li>• <b>Aircraft, Service - Aviation, Temporary Flight Restriction.</b></li> <li>• <b>Supply, Service - Fuel Delivery, Gas.</b></li> </ul>	As backup, create following requests for Deer Valley: <ul style="list-style-type: none"> <li>• Overhead, Positions, Incident Commander T1.</li> <li>• Equipment, Dozer, Dozer Type 1.</li> <li>• Equipment, Engine, Engine Type 3 with configuration option of Catalog Item with Configuration.</li> <li>• Aircraft, Service - Aviation, Temporary Flight Restriction.</li> <li>• Supply, Service - Fuel Delivery, Gas.</li> </ul>
5.15	Place Request Up.	<b>Create an Overhead request and place up to any dispatch.</b>	Establish Place Up affiliation for PSD host CO-SJF with a GACC other than PSD's parent.
5.15	Place To External Cache.	<b>Create a Supply NFES request and place to an external supply cache.</b>	
<b>UNIT 6 – PENDING REQUEST</b>			
6.5	Pending Request Filters.	<b>Display Pending Request Filters tab of Personal Settings screen.</b>	
6.6	Search Incidents	<b>Display Search Incidents dialog box.</b>	
6.7	Manage Financial Codes.	<b>Display Manage Financial Codes dialog box.</b>	
6.7	Claim a Request.	<b>Claim BVD Bear Lake Incident request for Equipment, Engine, Type 1.</b>	<ul style="list-style-type: none"> <li>• Enter Engine, Type 1 resource for PSD; make available to GACC.</li> <li>• Create request for Equipment, Engine, Type 1 for Bear Lake Incident (BVD); place to PSD.</li> </ul>
6.8	UTF a Request.	<b>UTF BVD Bear Lake Incident request for Engine, Type 1.</b>	
6.9	Cancel UTF a Request.	<b>Cancel UTF Deer Valley Incident request for Engine T1 UTF'd by BVD.</b>	Create Deer Valley request for Equipment, Engine, Type 1; place to BVD; UTF the request.
6.10	Retrieve an Externally Placed Request.	<b>Retrieve Deer Valley Staging Area Manager request from Castle Rock Dispatch.</b>	Create Deer Valley request for Staging Area Manager; place to Castle Rock Dispatch (external).

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6.10	Fill with Agreement.	<b>Demonstrate process for filling Deer Valley request for Equipment, Tender, Water, Type Any, but do <u>not</u> complete the fill.</b>	Create Deer Valley request for Equipment, Tender, Water, Type Any.
6.11	Fill with EFF/AD.	<b>Fill Deer Valley request for Overhead, Positions, Firefighter with non-inventory EFF/AD resource Bill E. Lester (Provider: CO-SJF, Travel: TBA).</b>	Create Deer Valley request for FFT2.
6.11	View Associated Requests.	<b>View Associated Requests for Deer Valley Engine T3 request based on GACC:</b> SAC: E-73 EAC: E-75 NRC: E-111 SWC: E-71 NWC: E-66	<ul style="list-style-type: none"> <li>• Create Deer Valley request for Dozer T2 [SAC: E-72, EAC: E-74, NRC: E-110, SWC: E-70, NWC: E-65].</li> <li>• Create support request (of Dozer T2) for Engine T3 (with configuration) [SAC: E-73, EAC: E-75, NRC: E-111, SWC: E-71, NWC: E-66].</li> <li>• Create support request (of Engine T3) for OH DIVS.</li> <li>• Create Engine 550, qualify as Engine T3.</li> <li>• Create roster for Engine 550, no resources.</li> <li>• Fill the Engine T3 request with Engine 550 and roster; select Commit Resources and Create Outstanding Requests radio button; do <u>not</u> click Set as Filled.</li> </ul>
6.13	Fill Request dialog box.	<b>Demonstrate process for filling Deer Valley request, via non-inventory agreement, for Anemometer, in order to access Fill Request dialog box. Do <u>not</u> complete the fill.</b>	Create un-tracked Supply, NFES request for Anemometer (001155), Qty: 3
6.15	Travel Options for Mobilization Travel.	<b>Demonstrate process for filling Deer Valley request for Overhead, FFT2 with a resource from Available tab in order to access Travel section of Fill Request dialog box.</b>	Create Deer Valley request for FFT2.

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6.18	Fill Request using 'Available' tab.	<b>Fill Deer Valley request for Overhead, Positions, Incident Commander T1 with Rex Johansen (Travel: Itinerary).</b>	
6.20	Select Release Option.	<b>Fill CD Sandstone Pillars Incident request for Overhead, Positions, Incident Commander T1 with Rex Johansen (Travel: Itinerary).</b>	<ul style="list-style-type: none"> <li>• Create <u>CD</u> Sandstone Pillars incident.</li> <li>• Create <u>CD</u> Sandstone Pillars request for ADO Team, Class B; place to PSD.</li> <li>• Create and qualify <u>BVD</u> resource ADO Class B Team #1.</li> <li>• Create Long Bow preposition Incident.</li> <li>• Create Longbow (prepo) request for ADO Class B Team; place to <u>BVD</u>; fill with <u>BVD</u> resource ADO Class B Team #1 (At Incident).</li> </ul>
6.21	Fill Request using 'Reserved' tab.	<b>Fill Deer Valley request for Overhead, Positions, Incident Commander - Deputy with Nancy Potter (Travel: Itinerary).</b>	Create Deer Valley request for Overhead, Positions, Incident Commander - Deputy.
6.21	Reassign Mob in Route Resource.	<b>Access Reassign Resource dialog box by selecting an FFT2 request and any Mob in Route resource.</b>	
6.22	Select Reassign Option.	<b>Reassign Engine 500 to another Deer Valley Engine T3 request.</b>	<ul style="list-style-type: none"> <li>• Create Engine 500; qualify as Engine T3.</li> <li>• Create 2 Deer Valley Engine T3 requests.</li> <li>• Fill one request with Engine 500 – Fill As Single Resource (Add Roster Later). Set Mob in Route.</li> </ul>
6.24	Fill Request with Contracted Resource.	<b>Fill Deer Valley request for Supply, Service - Office Support, Fax Machine Rental with McGregor's Fax Supply (Travel: At Incident).</b>	Create McGregor's Fax Supply vendor; create purchase agreement; put Supply, Service - Office Support, Fax Machine Rental on PA.
6.25	Place Request using 'Other Resources' tab.	<b>Place Deer Valley request for Equipment, Dozer, Type 1 to BVD.</b>	BVD - Enter Steve's Dozer; qualify as Equipment, Dozer, Type 1; make available to GACC.
6.26	Search Button – Non-Overhead.	<b>Search Engine Type 3 resources.</b>	
6.27	Search Button – Overhead.	<b>Used advanced criteria to search FFT2 resources.</b>	

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6.28	Disposition of Support Requests.	<b>Display DOSR Action button options for a pending and a filled support request associated with Deer Valley request for Overhead, Positions, Equipment Manager.</b>	<ul style="list-style-type: none"> <li>• Create 2 Deer Valley requests for Overhead, Positions, Equipment Manager.</li> <li>• Enter Jack Spruce; qualify as Equipment Manager.</li> <li>• Fill 1 Equipment Manager request with Jack Spruce, set At Incident.</li> <li>• Enter Miranda Collette; qualify as FFT1.</li> <li>• Create 2 FFT1 support requests for Equipment Manager request filled with Jack Spruce: <ul style="list-style-type: none"> <li>- Leave 1 pending.</li> <li>- Fill 1 with Miranda Collette and set At Incident.</li> </ul> </li> </ul>
<b>UNIT 7 – REQUEST STATUS</b>			
7.4	Search Incidents.	<b>Display Search Incidents dialog box.</b>	
7.6	Check Status of a Pending Request – Placed.	<b>Check status of Deer Valley request for a Dozer, Type 1 (pending with BVD).</b>	Create Deer Valley request for Dozer Type 1; place to BVD.
7.6	Check Status of a Pending Request – Placed Up.	<b>Check status of Deer Valley request for a Procurement Unit Leader (pending with GACC).</b>	Create Deer Valley request for Procurement Unit Leader; place up to parent GACC.
7.6	Check Status of a Filled Single Item Request.	<b>Check status of 'Deer Valley' request for an 'Incident Commander T1' (filled).</b>	(filled in class)
7.7	Edit Request.	<b>Select 'Edit Request'.</b>	
7.7	Edit Requested Item.	<b>Display 'Edit Requested Item' dialog box.</b>	
7.8	Multi-Edit Request.	<b>Select 'Edit Request' for multiple requests.</b>	
7.9	Edit Assignment.	<b>Display 'Edit Assignment' dialog box.</b>	<ul style="list-style-type: none"> <li>• Enter TP #11; qualify as Equipment, Tractor-Plow Type 1.</li> <li>• Create Deer Valley request for Tractor-Plow Type 1; fill with TP #11 (Travel: Itinerary).</li> <li>• Add two travel legs to mob itinerary of TP #11, reserved, set as complete.</li> </ul>

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7.11	Unfill Request.	<b>Unfill Deer Valley request for Overhead, Positions, Firefighter (filled by Jose Peta).</b>	<ul style="list-style-type: none"> <li>• Enter Jose Peta; qualify as FFT2.</li> <li>• Create Deer Valley request for FFT2; fill with Jose Peta (Reserved).</li> </ul>
7.11	Cancel Reassignment.	<b>Cancel reassignment of Molly Morgan from Deer Valley to Teller Peak.</b>	<ul style="list-style-type: none"> <li>• Enter Molly Morgan; qualify as FFT2.</li> <li>• Create Deer Valley request for FFT2; fill with Molly Morgan (At Incident).</li> <li>• Create Teller Peak incident.</li> <li>• Create Teller Peak request for FFT2; reassign Molly Morgan from Deer Valley to Teller Peak (Mob in Route).</li> </ul>
7.12	Retrieve a Request.	<b>Retrieve Deer Valley request for Overhead, Positions, Firefighter (placed to BVD).</b>	Create Deer Valley request for FFT2; place to BVD.
7.13	Restore a Request.	<b>Restore cancelled Deer Valley request for Overhead, Positions, Firefighter.</b>	Create Deer Valley request for FFT2; place to BVD.
7.14	Cancel Release.	<b>Cancel release of Leighton McKenzie from Deer Valley.</b>	<ul style="list-style-type: none"> <li>• Enter Leighton McKenzie; qualify as FFT2.</li> <li>• Create Deer Valley request for FFT2; fill with Leighton McKenzie (At Incident).</li> <li>• Release Leighton McKenzie from Deer Valley; release date/time now; Travel TBA ('Released At Incident).</li> </ul>
7.15	Convert to Support Request.	<b>Convert Deer Valley request for Overhead, Positions, Firefighter to a support request.</b>	Create Deer Valley request for FFT2.
<b>UNIT 8 – TRAVEL</b>			
8.4	Search Incidents.	<b>Display Search Incidents dialog box.</b>	
8.7	Set ETD/ETA.	<b>Change travel option of Deer Valley request for Overhead, Positions, Firefighter (filled with Tony Boxman) from TBA to ETD/ETA.</b>	<ul style="list-style-type: none"> <li>• Enter Tony Boxman; qualify as FFT2.</li> <li>• Create Deer Valley request for FFT2; fill with Tony Boxman (TBA).</li> </ul>
8.8	Edit ETD/ETA.	<b>Edit ETD/ETA for Tony Boxman to: ETD: Now, ETA: 1 day from now</b>	

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<b>UNIT 9 – RELEASING AND REASSIGNING RESOURCES</b>			
9.6	Release Resource dialog box and Travel Options for Demobilization Travel.	<b>Release Lori Peterson (Deer Valley Incident, Field Observer). Set Release date as 2 days from now. Travel: TBA.</b>	<ul style="list-style-type: none"> <li>• Enter Lori Peterson; qualify as Overhead, Positions, Field Observer</li> <li>• Create Deer Valley request for Field Observer.</li> <li>• Enter Locations for PSD.</li> </ul>
9.8	Release To Base.	<b>Display Release To Base field on Release Resource dialog box.</b>	<ul style="list-style-type: none"> <li>• Enter Airtanker 500 RMO resource; qualify as Airtanker T1.</li> <li>• Create Deer Valley request for Airtanker T1.</li> <li>• Fill A/T T1 request with Airtanker 500; set At Incident.</li> </ul>
9.9	Edit Release.	<b>Display Edit Release dialog box for Lori Peterson (Deer Valley).</b>	
9.12	Reassign a Resource (Pending Requests tab).	<b>Reassign:</b> Bradley LaFrentz (Deer Valley Incident, Logistics Section Chief T1) <b>To:</b> Excess Timber Incident request for Logistics Section Chief T1 (At Incident).	<ul style="list-style-type: none"> <li>• Enter Bradley LaFrentz; qualify as Overhead, Positions, Logistics Section Chief T1.</li> <li>• Create Deer Valley request for Overhead, Positions, Logistics Section Chief T1; fill with Bradley LaFrentz (At Incident).</li> <li>• Create Excess Timber request for Overhead, Positions, Logistics Section Chief T1.</li> </ul>
9.15	Reassign a Resource (Quick Fill Reassignment tab).	<b>Reassign:</b> The Dennis Dozer (Deer Valley Incident, Strike Team Dozer Type 1) <b>To:</b> Dry Forest Incident (At Incident).	Create Deer Valley request for Strike Team Dozer Type 1; fill with The Dennis Dozer (At Incident).
9.17	Search for Resource on Non-Local Incident.	<b>Search for Kelley Barrow using Resource Name filter.</b>	<ul style="list-style-type: none"> <li>• Enter Kelley Barrow; qualify as Firefighter.</li> <li>• Create Bear Lake (BVD) request for Firefighter; place to PSD; fill with Kelley Barrow (At Incident).</li> </ul>
9.18	Search for Resource on Non-Local Incident.	<b>Search for Saul Peterson using Overhead Resource Name filters.</b>	<ul style="list-style-type: none"> <li>• Enter Saul Peterson; qualify as Firefighter; provider: SJF.</li> <li>• Create Bear Lake (BVD) request for Firefighter; place to PSD; fill with Saul Peterson (Mob in Route).</li> </ul>

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9.20	Release Resource from Non-Local Incident.	<b>Search for Saul Peterson using 'Provider' and 'Incident Name' filters, then release from Incident (ETD: 1 day from now, ETA: 2 days from now).</b>	
9.21	Release Authorization.	<b>Display Release Authorization of Teller Peak resources Tractor-Plow #21 and Tractor-Plow #25.</b>	<ul style="list-style-type: none"> <li>• At GACC, set Equipment catalog for Teller Peak incident as requiring release authorization.</li> <li>• Enter Tractor-Plow #21 and Tractor-Plow #25.</li> <li>• Place Tractor-Plows At Incident, then Tentative Release.</li> <li>• At GACC, Authorize Tractor-Plow #21 release.</li> </ul>
9.24	Set Release Authorization Status.	<b>Authorize release of Tractor-Plow #25 from Teller Peak incident.</b>	