

DETAILED LESSON OUTLINE

COURSE:	ROSS Dispatch – Intermediate
UNIT:	3 – Quick Fill
SUGGESTED TIME:	1 Hour 15 Minutes (0:45 Lecture, 0:30 Practice)
TRAINING AIDS:	Computer projector, screen, PowerPoint presentation, computers (one for instructor and one per trainee) with Internet connection.
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Quick Fill assign a resource.2. Quick Fill reassign a resource.3. Quick Fill assign a configuration resource.

INTERMEDIATE UNIT 3 – Quick Fill

Changes since last version:

1. None.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>POINT OUT WHICH PORTIONS OF THE 'ROSS DISPATCH PROCESS' ARE DISCUSSED IN THIS UNIT (REFER STUDENTS TO THE HANDOUT FROM UNIT 1).</p> <p>I. 'QUICK FILL' SCREEN</p> <p>Summary.</p> <ul style="list-style-type: none"> • Accessed by 'Request' menu or 'QF' toolbar button. • Used for expedited resource assigning on local incidents. • Automatically generates a resource request and fills it at the same time. • Resource automatically statused as 'At Incident'. <p>BEFORE CONTINUING THE UNIT LECTURE:</p> <ul style="list-style-type: none"> • PERFORM A QUICK, UNINTERRUPTED WALK-THROUGH OF THE SCREENS AND MAJOR FUNCTIONS TO BE COVERED IN THIS UNIT. • USE THE 'EXTRA' RESOURCES IN THE TRAINING DATABASE AS APPROPRIATE TO DEMONSTRATE MAJOR ACTIONS. • DO NOT FIELD STUDENT QUESTIONS DURING THE WALK-THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE). 	<p>03-01-ROSSD-SL</p> <p>03-02-ROSSD-SL</p> <p>03-03-ROSSD-SL 01-01-ROSSD-HO</p> <p><u>Log into Pagosa Springs Dispatch.</u></p> <p>Open Quick Fill screen in context of <u>Deer Valley</u> incident.</p>

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<p>A. 'Select Catalog to Quick Fill' section of screen.</p> <p>B. 'Select Filter' section of screen.</p> <p>BRIEFLY DISCUSS THE FILTER CRITERIA.</p> <ul style="list-style-type: none"> • 'Manage Non-Inventory Quick Fill' button – Allows management of <u>non-inventory</u> resources on local <u>preposition</u> incidents. • To change Quick Fill status of a resource, toggle Yes/No in Quick Fill column. <p>C. 'Available Resources' table.</p> <ol style="list-style-type: none"> 1. For resource to display: <ul style="list-style-type: none"> • Resource must be Inventory (unless prepositioned). • Resource must have non-service Aircraft, Crew, or Equipment qualification designated as 'Quick Fill'. • If local resource, your dispatch is Current Dispatch. • If non-local resource, your dispatch is Preposition Dispatch and Current Dispatch. 2. Table columns. <p>BRIEFLY DISCUSS THE COLUMNS.</p> <p>Columns of note:</p> <ul style="list-style-type: none"> • 'G'. 	<p>Select Equipment.</p> <p>Click Filter.</p> <p>Click Manage Non-Inventory Quick Fill button.</p> <p>Filter for Aircraft, Sky Plane 15.</p> <p>Click in column. Select Yes. Click Save. Click Close.</p>

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<ul style="list-style-type: none"> - '*' – Resource has a QF qual that is a configuration, and resource presently being used as a configuration (though not necessarily the QF qual). - '+' – Resource has a QF qual that is a configuration, but resource not presently assigned to an incident. - Blank – Resource either: <ul style="list-style-type: none"> ▪ Has a QF qual that is a configuration, but is presently being used as a single item. ▪ Has a QF qual that is not a configuration. • Qualifications – Resource can only have one Quick Fill qualification. <p>D. 'Action' Button – Options vary depending on resource selected.</p> <ol style="list-style-type: none"> 1. Assign – Used to either assign an available resource or reassign a committed resource. Multi-select is permitted. <ol style="list-style-type: none"> a. Assigning. <ul style="list-style-type: none"> • Assigns resource to selected incident in context of its QF qual. • If resource's QF qual is for a configuration, the configuration catalog items are ignored. <p>POINT OUT THAT AN ASSIGNMENT ROSTER CAN STILL BE ADDED AT A LATER TIME.</p> <ul style="list-style-type: none"> • Request generated is assigned next available number from 'System Default' Request Numbering Block. • Quick Filling a group of prepositioned resources: 	<p>Select The Dennis Dozer. Click Action.</p> <p>Select Assign.</p> <p>Click Yes.</p>

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<ul style="list-style-type: none"> – Root and subordinate resources Quick Filled in context of their preposition Assignment Roster. – Only root resource must be a Quick Fill resource; subordinate resources do not. – If any resources on Assignment Roster are not either 'Available' or assigned to a local incident, Quick Fill is rejected. <p>b. Reassigning.</p> <ul style="list-style-type: none"> • If reassign parent resource of a configuration: <ul style="list-style-type: none"> – Parent and subs reassigned. – Order of positions, and their associated subordinate request number suffixes, retained on reassign-to assignment roster. – Each resource reassigned in context of qualification they are presently using. – Parent cannot be reassigned if any of subs are pending. – Resource on an individual sub can be reassigned even if other subs are pending. • Intent to add assignment roster later: <ul style="list-style-type: none"> – If indicated for parent or subordinate resource, and assignment roster not complete, user warned of the intent. – Completing reassign removes ability to add assignment roster to reassign-from request. – If multiple resources selected, and any are designated with intent to add a roster later, entire reassignment is cancelled. 	

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<p>2. Assign (Add Roster Later) – Allows quick filling dispatch of a resource’s initial assignment to assign group resource as a single resource but indicate intent to add assignment roster later.</p> <ul style="list-style-type: none"> • ‘Initial’ assignment is first assignment made from an unassigned or Reserved state. • Only available if resource is not currently assigned to an incident. • Intent to add an assignment roster does <u>not</u> have to be indicated to actually add an assignment roster. <p>POINT OUT THAT YOU DO NOT NEED TO INDICATE INTENT TO ADD AN ASSIGNMENT ROSTER LATER IN ORDER TO ACTUALLY ADD AN ASSIGNMENT ROSTER LATER.</p> <ul style="list-style-type: none"> • Reminders –Add Roster Later designation results in a Reminder. <ul style="list-style-type: none"> – Displays requests for which all following are true: <ul style="list-style-type: none"> ▪ At time of filling a configuration request, intent to add an assignment roster was indicated. ▪ Request status is Filled, Released, or Tentative Released. ▪ Request is resource’s current assignment, or resource has a status of Returned From Assignment. ▪ User’s dispatch filled the request. ▪ Request has no sub requests. – Reminder remains active until any of following occur: <ul style="list-style-type: none"> ▪ Assignment roster is completed for request, 	<p>Select Engine 250. Click Action. Select Assign (Add Roster Later).</p> <p>Click OK.</p> <p>Click RE tool bar button.</p> <p>Select Assignment Rosters tab.</p>

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<ul style="list-style-type: none"> ▪ Intention to add an assignment roster to request is unset via Edit Assignment screen. ▪ Resource’s demobilization ETA arrives. ▪ Resource on sub request checked in with parent resource. ▪ Request is unfilled. ▪ Resource is reassigned. <p>POINT OUT THAT THE REMINDER HAS BEEN CLEARED.</p> <p>3. Assign with Master Roster – Builds assignment roster using the parent’s master roster. Applicable when selected resource has a roster.</p> <ul style="list-style-type: none"> • Resource cannot already have a pending Assignment Roster. 	<p>Click Close.</p> <p>To remove Add Roster Later designation: Go to <u>Request Status screen</u>. Filter for Deer Valley request filled with Engine 250.</p> <p>Click Action. Select Edit Assignment. Uncheck the Add Roster Later check box. Click Save. Click Close.</p> <p>Click <u>RE tool bar button</u>. Select Assignment Rosters tab.</p> <p>Return to <u>Quick Fill</u> screen. Select Engine 12. Click Action.</p> <p>Select Assign with Master Roster.</p>

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<ul style="list-style-type: none"> • Only parent resource must be a Quick Fill resource; subordinate resources on roster do not. • If selected resource and all members of roster are available, receive message stating they can be assigned immediately without accessing Assignment Roster. • If one or more roster positions are not filled with an available resource, 'Assignment Roster' dialog box appears. <p>POINT OUT THAT ASSIGNMENT ROSTERS ARE ADDRESSED IN THE ADVANCED COURSE.</p> <ul style="list-style-type: none"> • If multiple versions of roster exist, and no default is designated, Select Master Roster Version dialog box displays. <p>E. Go To button.</p> <p>F. View Button.</p> <p>IV. PRACTICE SESSION</p> <p>REVIEW UNIT OBJECTIVES.</p> <p>QUESTIONS?</p> <p>REQUEST STUDENTS FILL OUT UNIT EVALUATION.</p>	<p>In Select Master Roster Version dialog box, display Version drop-down list.</p> <p><u>Click CANCEL.</u></p> <p>Click Go To and display drop-down list.</p> <p>Click View and display drop-down list.</p> <p>03-04-ROSSD-SL</p>