

ROSS ADMINISTRATION

0 – INTRODUCTION

OBJECTIVES

During this unit the instructor will:

1. Introduce the instructors and students.
2. Discuss administrative concerns.
3. Explain what ROSS Administration is.
4. Present an overview of course.
 - Course Objectives
 - Student Evaluation Criteria
5. Discuss student course expectations.
6. Explain application help and training options.

I. WELCOME AND INTRODUCTIONS

II. HOUSEKEEPING

- Facilities location (emergency exits, restrooms, vending machines).
- Cell phones off.
- Computers (log in only when instructed, no Internet surfing, etc.)
- Local information (eateries, entertainment, local map.)
- Meals and breaks (Lots to cover in class so punctuality is important.)
- Transportation (Who needs rides to lunch, hotel, etc.)

II. WHAT IS ROSS ADMINISTRATION?

The administration portion of ROSS is the foundation upon which the dispatch part of ROSS is based. Administration work is needed in preparation for the resource ordering portion of ROSS.

A. Data Entry.

Entering Organizations, Resources, Locations, etc. into ROSS.

B. User Account Management.

Establishing user accounts and assigning user roles.

C. Resource Status.

After the organizations and resources are entered, users are able to track and status resources.

D. Resource Ordering.

Automates the ordering and statusing of resources.

III. COURSE OVERVIEW

The course is presented through lecture, demonstration, discussions and practice sessions.

A student work book is provided that follows the lecture and provides room for note taking.

A. Course Objectives.

At the end of the course the student will:

- Understand the ROSS Infrastructure components.
- Understand how Organizations are used in ROSS and how to request updates and the creation of a new Organization.
- Give users roles in ROSS and create Web Status accounts.

- Successfully manage Contracts.
- Successfully manage resource items in ROSS.
- Successfully manage Locations.
- Successfully manage Selection areas.

B. Student Evaluation.

Students are evaluated by the instructors and coaches on their understanding of the ROSS Administration units and their ability to complete the exercises.

Students will only be granted Administrative roles if they have proven proficiency by the end of the class.

C. Student Expectations.

III. APPLICATION HELP AND TRAINING

A. Application Help.

User support documents are posted on the ROSS web page under User Support. Examples of support documentation:

- User Guides.
- Quick Reference Cards.

- ROSS Tips & Tricks.
- Application Online Help.

Click on the ? while in the ROSS application to be taken to 'How To' instructions. This help is context sensitive and takes you to information about the page you are currently on.

B. ROSS Training.

Training on the application may be conducted in several ways. For instance classroom or virtual instructor led training or OJT.

- Courseware is posted on the ROSS web site under the Training tab.
- The user support documents mentioned above are also useful in user training.