

Search For Resources - locating resources on incidents

This guide explains how to filter for and locate all aircraft, crew, equipment, overhead, and supply resource items. Topics include:

- Locating resources
- Downloading and printing lists of resources
- Viewing details about a specific resource
- Downloading and printing the Resource Order Form and Assignment History
- Using the Go To button.

To access the Search For Resources screen

- On the **Resource** menu, click **Search For Resources**.

Search For Resources screen

Resource Ordering and Status System (ROSS) - *** PRACTICE v2.16.11.9 *** - CO-CRC

File Administration Resource Incident Request Travel Status Reports Window Help

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Search For Resources ROSS Support2013 @CO-CRC R ? X

Set Filter Criteria For Resources:

Catalog: Overhead Last Name * First Name Home Dispatch Current Dispatch Provider Agency Vendor

Category: **ALL** Item Name Resource Name Home GACC Current GACC Contract # Incident Name Incident #

Item Code

☐ Trainee Only ☐ Qualified Only

Provider Home Unit

Select Resource

Resource Name	Status	Incident	Request #	Current Dispatch	Home Dispatch
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☐ Resource Name ☐ Assignment Resource Name

Go To View

Locating specific resources

The Search For Resources screen allows you to search for Aircraft, Crew, Equipment, Overhead, and Supply resources. By default, the Search For Resources screen displays Overhead resources.

Specifying filter criteria

Specify enough filter criteria to speed up your search. For example, specify the Home Dispatch and Provider *along* with the Last Name to limit and speed the search of an Overhead resource.

Remember these key points about specifying filter criteria:

- The Search For Resources screen allows you to filter for and view tracked supply resources.
- You can filter for resources even if they are not managed by your own dispatch center and not assigned to one of your incidents.
- Resources assigned to an incident also display the incident number, name and type, incident dispatch, request number, and requested catalog item for the current assignment.
- A user account assigned with the Incident Management Team access role can filter for and view all resource information available on the Search For Resources screen.

If your expected results do not display, try removing some of the criteria and filter again.

Performing a wildcard search

By using the asterisk (*) before, and/or after partial words or numbers, you can perform wildcard searches to locate resources that *generally* fit the string of characters you specify. The following table outlines two examples of performing a wildcard search.

To	Do this
Search for a last name beginning with "Sm"	Type Sm* in the Last Name text box.
Search for a resource containing the word "engine"	Click Resource Name , type *eng* in the Resource Name text box, click the Catalog drop-down arrow, and then click Equipment .

To locate and view a resource

By default, the Search For Resources displays the Overhead catalog.

- 1 On the **Search For Resources** screen, click the **Catalog** drop-down arrow, and then click the **Catalog** of your choice.
- 2 In the **Resource Name** text box, type the **Name of the Resource**.

*To perform a wildcard search, type * (asterisk) in the Resource Name text box.*

- 3 Complete any additional text box(es) to narrow your search, and then click the **Filter** button.

Viewing details about a specific resource

The View button allows you to view information about the resource item and its home dispatch. If the resource is currently assigned to an incident, the View button also allows you to view the following information:

- current request
- requesting unit
- filling unit
- any associated support and/or subordinate requests.

To view information about a specific resource

- 1 On the **Search For Resources** screen, click the **Catalog** drop-down arrow, and then select the **Catalog** of your choice.
- 2 In the **Resource Name** text box, type the **Resource Name**.
- 3 Complete any additional text box(es) to narrow your search, and then click the **Filter** button.
- 4 Click the **View** button, and then click **View Resource**.
- 5 On the **View Resource** dialog box, click the appropriate tab to view specific information about the resource.
- 6 When finished, click **Close**.

The following graphic shows the Search For Resources screen to search for Overhead at CO-CRD.

Resource Ordering and Status System (ROSS) - PRACTICE v2.16.11.9 - CO-CRC

File Administration Resource Incident Request Travel Status Reports Window Help

Search For Resources @CO-CRC

Set Filter Criteria For Resources

Category: Overhead Last Name: First Name: Home Dispatch: Current Dispatch: Provider Agency: Vendor: Contract # Incident Name Incident #

Item Name: Resource Name: Home GACC: Current GACC: Provider: Home Unit: CO RTF

☐ Trainee Only ☐ Qualified Only

Select Resource

Resource Name	Status	Incident	Request #	Current Dispatch	Home Dispatch
	Available	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC
	Unavailable	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC
	Unavailable (Provide	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC
	Available	NONE		CO-CRC	CO-CRC

☐ Resource Name ☐ Assignment Resource Name Go To View

View Resource

Overhead

Name: Resource Status: Available Employment Class: Regular Agency Preferred Jobpost: STEAMBOAT SPRINGS/BOB ADAMS FIELD (SSS) Home Location: Rout National Forest (CO-RTF) Current Location: Rout National Forest (CO-RTF) Fitness Rating: Not Applicable Fitness Rating Expiration: Body Weight: Gender: Unknown Unique ID: Record Source: SSCB

Features: Assignment History Contract Information Contracts Documentation Additional Attributes Organizations Qualifications Availability Special Conditions

Role	Organization Name	Unit ID	Phone Number	24 Hour Phone
Current Dispatch	Craig Interagency Dispatch Center	CO-CRC	970-828-5037	
Home Dispatch	Craig Interagency Dispatch Center	CO-CRC	970-828-5037	
Home Unit	Rout National Forest	CO-RTF	307-745-2360(Laramie)	
Owner	Rout National Forest	CO-RTF	307-745-2360(Laramie)	
Provider	Rout National Forest	CO-RTF	307-745-2360(Laramie)	

The following graphic shows a sample Qualifications tab on the View Resources dialog box.

Assignment History Organizations	Contract Information Qualifications	Roster Availability	Contacts	Documentation Special Conditions	Additional Attributes Features
Qualified As		Qual Status	Expire Date	Visible	
CREW BOSS		TRAINEE	06/14/2014	Yes	
FALLER, ADVANCED		QUALIFIED	10/01/2017	Yes	
FALLER, BASIC		QUALIFIED	09/18/2017	Yes	
FALLER, INTERMEDIATE		QUALIFIED	09/18/2017	Yes	
FIRE FIGHTER TYPE 2		QUALIFIED	04/30/2020	Yes	
FIREFIGHTER, TYPE 1		QUALIFIED	04/30/2020	Yes	
FIRING BOSS		QUALIFIED	03/19/2020	Yes	
HEAVY EQUIPMENT BOSS, SINGLE RESOURCE		TRAINEE	03/15/2017	Yes	
HELICOPTER CREWMEMBER		QUALIFIED	07/23/2017	Yes	
INCIDENT COMMANDER, TYPE 4		TRAINEE	05/08/2018	Yes	

The following graphic shows a sample Equipment Type tab on the View Resources dialog box.

Special Conditions Organizations	Features	Assignment History	Contract Information Equipment Type	Documentation	Additional Attributes Availability
Equipment Type		Expire Date	Quick Fill		
Engine, Type 6			Yes		

The following graphic shows a sample Availability tab on the View Resources dialog box.

Assignment History Organizations	Contract Information Qualifications	Roster Availability	Contacts	Documentation Special Conditions	Additional Attributes Features						
Maximum Days of Commitment <input type="text"/>		Activation Date <input type="text"/>									
		Deactivation Date <input type="text"/>									
Unavailability Period											
<table> <tr> <th>From</th> <th>To</th> <th>Reason</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>						From	To	Reason			
From	To	Reason									

The following graphic shows a sample Special Conditions tab on the View Resources dialog box.

The screenshot shows the 'Special Conditions' tab of the 'View Resources' dialog box. The tab is part of a multi-tabbed interface with other tabs like 'Assignment History', 'Contract Information', 'Roster', 'Contacts', 'Documentation', and 'Additional Attributes'. The 'Special Conditions' tab is active and displays a large text area for 'Description of Condition' and a smaller text area for 'Description'.

The following graphic shows a sample Features tab on the View Resources dialog box.

The screenshot shows the 'Features' tab of the 'View Resources' dialog box. The tab is part of a multi-tabbed interface with other tabs like 'Assignment History', 'Contract Information', 'Roster', 'Contacts', 'Documentation', and 'Additional Attributes'. The 'Features' tab is active and displays a table with two columns: 'Feature Name' and 'Qualification'.

The following graphic shows a sample Assignment History tab on the View Resources dialog box.

The screenshot shows the 'Assignment History' tab of the 'View Resources' dialog box. The tab is part of a multi-tabbed interface with other tabs like 'Organizations', 'Qualifications', 'Availability', 'Special Conditions', and 'Features'. The 'Assignment History' tab is active and displays a table with five columns: 'Incident', 'Request #', 'Requested Item', 'Mob ETD', and 'Mob ETA'.

Incident	Request #	Requested Item	Mob ETD	Mob ETA
[ID-NCF-000390] Johnson Bar	C-23.19	FIRE FIGHTER TYPE 2	08/14/2014 10:00 PST	08/14/2014 13:00 PST
[MS-MNF-000001] BLM RX Burning A...	O-1.5	FIRING BOSS	01/28/2015 06:00 MST	01/28/2015 13:00 MST
[MT-HNF-000002] 2015 AD Training	A-2.2	FIRE FIGHTER TYPE 2	07/31/2015 10:20 MST	07/31/2015 10:25 MST
[MT-HNF-000001] 2015 HNF ABC Misc	A-1.2	FIRE FIGHTER TYPE 2	07/31/2015 10:46 MST	07/31/2015 11:01 MST

At the bottom of the dialog box, there are buttons for 'Print' and 'View', and a set of navigation arrows.

The following graphic shows a sample Contract Information tab on the View Resources dialog box.

Organizations		Qualifications		Availability		Special Conditions		Features	
Assignment History		Contract Information		Roster	Contacts	Documentation		Additional Attributes	
Contract #	Begin Date	End Date	Global Access	Contract Type	Vendor				

The following graphic shows a sample Roster tab on the View Resources dialog box.

Organizations		Qualifications		Availability		Special Conditions		Features	
Assignment History		Contract Information		Roster	Contacts	Documentation	Additional Attributes		
Roster Name		Catalog Item		Managing Office		Phone Number			
CREW-TYPE 1-CRAIG HOTSHOTS		FIREFIGHTER, TYPE 1		Craig Interagency Dispatch Center		970-826-5037			
HELICOPTER - T2S - N387M - BU...		FIRE FIGHTER TYPE 2		Helena Interagency Dispatch Cen...		406-444-4242 24/Emergency			

The following graphic shows a sample Contacts tab on the View Resources dialog box.

Organizations		Qualifications		Availability		Special Conditions		Features	
Assignment History		Contract Information		Roster	Contacts	Documentation		Additional Attributes	

The following graphic shows a sample Documentation tab on the View Resources dialog box.

The screenshot shows the 'View Resources' dialog box with the 'Documentation' tab selected. The dialog box has a title bar and a menu bar with the following options: Organizations, Qualifications, Availability, Special Conditions, and Features. Below the menu bar, there are sub-tabs: Assignment History, Contract Information, Roster, Contacts, Documentation (selected), and Additional Attributes. The main area of the dialog box contains a table with the following headers: Documentation, Time Entered, and Created By. The table is currently empty.

Documentation	Time Entered	Created By
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The following graphic shows a sample Additional Attributes tab on the View Resources dialog box.

The screenshot shows the 'View Resources' dialog box with the 'Additional Attributes' tab selected. The dialog box has a title bar and a menu bar with the following options: Organizations, Qualifications, Availability, Special Conditions, and Features. Below the menu bar, there are sub-tabs: Assignment History, Contract Information, Roster, Contacts, Documentation, and Additional Attributes (selected). The main area of the dialog box contains a table with the following headers: Attribute and Value. The table is currently empty.

Attribute	Value
-----------	-------

To view by assignment resource name

- 1 On the **Search For Resources** screen, locate and then click the **Resource Name** of your choice.
- 2 Click **Assignment Resource Name**.

The following graphic shows the Search For Resources screen for viewing Crews with a Home Dispatch of CO-FTC, by Assignment Resource Name. The arrow points to the Assignment Resource Name option.

Resource Ordering and Status System (ROSS) - * PRACTICE v2.16.11.9 *** - CO-CRC**

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Search For Resources

Set Filter Criteria For Resources:

Catalog: Crew Resource Name: * Home Dispatch: co -ftc Provider Agency: Vendor: Contract # Incident Name Incident #

Category: **ALL** Current Dispatch: Home GACC: Current GACC: Provider: Home Unit:

Item Name: Item Code:

Select Resource

Assignment Name	Status	Incident	Request #	Current Dispatch	Home Dispatch
CREW - T1 - Roosevelt IHC (CO-FTC)	Available	NONE		CO-FTC	CO-FTC
CREW - T2 - D110 # 1 (CO-FTC)	Reserved	[CO-BLX-000004] Aspen Mea...	C-1	CO-FTC	CO-FTC
CREW - T2 - D110 # 1 (CO-FTC)	Reserved	[CO-ARF-000026] Fort Collin...	C-1	CO-FTC	CO-FTC
CREW - T2 - D110 # 3 (CO-FTC)	Available	NONE		CO-FTC	CO-FTC
CREW - T2 - D110 # 3 (CO-FTC)	Reserved	[CO-ARF-000027] Fort Collin...	C-1	CO-FTC	CO-FTC
CREW - T2 - D110 # 4 (CO-FTC)	Reserved	[CO-ARF-000028] Fort Collin...	C-1	CO-FTC	CO-FTC
CREW - T2 - D110 # 5 (CO-FTC)	Reserved	[CO-ARF-000029] Fort Collin...	C-2	CO-FTC	CO-FTC
	Available	NONE		CO-FTC	CO-FTC
	Unavailable	NONE		CO-FTC	CO-FTC
	Unavailable	NONE		CO-FTC	CO-FTC
	Unavailable	NONE		CO-FTC	CO-FTC
	Unavailable	NONE		CO-FTC	CO-FTC
	Available	NONE		CO-FTC	CO-FTC

☐ Resource Name ☒ Assignment Resource Name Go To View

To view incident information

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Incident**.
- 3 When finished, click **Close**.

View Incident

Incident Details

Incident # Initial Date/Time

Name End Date/Time

Incident Type Office Reference

Min Elevation (ft) Merge Parent

Max Elevation (ft)

Description

Location **Navigation Aids** **Aviation Hazards** **Financial Codes** **Compact** **Locations**

Location Name	Latitude	Longitude	Township	Range	Section	1/4 1/4	Base Meridian	UTM Northing
Arapaho-Roosevelt NFs/Pa...	40 33 35 N	105 5 8 W	7N	69W	23	SWNE	6th PM, CO	4489885

Frequencies **Airports** **Reload Bases** **Contacts** **Organizations** **Documentation** **Shipping Addresses**

Type	Primary	Frequency	Tone	Contact Name	Owner	Air Tactical
Air to Air	Yes	FTC Zone Air to Air--126...				No
Command	Yes	NORTH Direct--169.975...				No
Command	Yes	SOUTH Direct--170.475...				No
Command	Yes	WEST Direct--170.5500...				No
Air to Ground	Yes	A/G 9 FTC Zone Primary...				No
Air to Ground	Yes	A/G 58--169.0875				No

To view request information

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Request**.
- 3 When finished, click **Close**.

The following graphic shows the View Request dialog box.

Transition Type	From Unit	To Unit	Date/Time
Fill	CO-FTC	CO-FTC	04/17/2018 16:38 MST
Enter	CO-FTC	CO-FTC	04/17/2018 13:59 MST

To view requesting unit information

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Requesting Unit**.
- 3 When finished, click **Close**.

The following graphic shows the View Requesting Unit dialog box.

Type	Street 1	Street 2	City	State	Zip	Country
Mailing	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA
Official	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA
Shipping	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA

To view filling unit information

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Filling Unit**.
- 3 When finished, click **Close**.

The following graphic shows the View Filling Unit dialog box.

Organization Details

Organization Name: Fort Collins Interagency Dispatch Center

Unit Id: CO-FTC

Organization Type: Local Dispatch

Timezone: Mountain

Marked as Removed: No

External: No

Record Source: ROSS

Parent Affiliation: Rocky Mountain Area Coordination Center

Address | Contacts | Documentation | Frequencies | Financial Code | Location | Reload Bases

Type	Street 1	Street 2	City	State	Zip	Country
Mailing	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA
Official	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA
Shipping	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA

To view the home dispatch unit of a resource item

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Home Dispatch Unit**.
- 3 On the **View Home Dispatch Unit** dialog box, click the appropriate tab to view specific information about the resource.
- 4 When finished, click **Close**.

The following graphic shows the Address tab on the View Home Dispatch Unit dialog box.

The screenshot shows the 'View Home Dispatch Unit' dialog box with the 'Address' tab selected. The 'Organization Details' section contains the following information:

- Organization Name: Fort Collins Interagency Dispatch Center
- Unit Id: CO-FTC
- Organization Type: Local Dispatch
- Timezone: Mountain
- Marked as Removed: No
- External: No
- Record Source: ROSS
- Parent Affiliation: Rocky Mountain Area Coordination Center

Below the details is a table with the following data:

Type	Street 1	Street 2	City	State	Zip	Country
Mailing	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA
Official	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA
Shipping	2150 Centre Avenue	Building E	Fort Collins	CO	80526	USA

To view the owner of a resource item

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Owner**.

The following graphic shows the Address tab on the View Owner dialog box.

The screenshot shows the 'View Owner' dialog box with the 'Address' tab selected. The 'Organization Details' section contains the following information:

- Organization Name: Rocky Mountain National Park
- Unit Id: CO-RMP
- Organization Type: Government (Non-Dispatch)
- Timezone:
- Marked as Removed: No
- External: No
- Record Source: ROSS
- Parent Affiliation: Fort Collins Interagency Dispatch Center

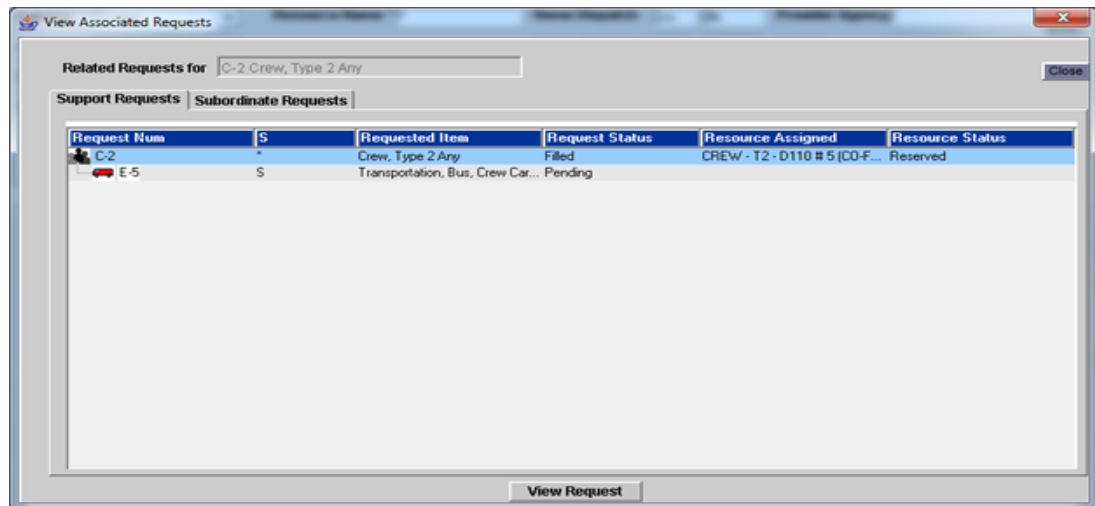
Below the details is a table with the following data:

Type	Street 1	Street 2	City	State	Zip	Country
Mailing	1000 Highway 36		Estes Park	CO	80517	USA
Official	1000 Highway 36		Estes Park	CO	80517	USA
Shipping	1000 Highway 36		Estes Park	CO	80517	USA

To view associated requests of a resource item

- 1 On the **Search For Resources** screen, locate and then click the **Assigned Resource Name** of your choice.
- 2 Click the **View** button, and then click **View Associated Requests**.

The following graphic shows the Subordinate Requests tab on the View Associated Requests dialog box.



Printing the Resource Order Form and Assignment History

The Print button on the Assignment History tab on the View Resource dialog box allows you to view, save, and print the following ROSS Reports in PDF format:

- **Resource Order Form.** Select this option to view, save, and print a Resource Order Form in its original format.
- **Resource Order Form with a continuous header.** Select this option to view, save, and print the full header on the first page only and a continuation header on following pages. This format is useful when there is extensive User Documentation associated with the Resource Order Form.
- **Assignment History.** Select this option to view, save, and print the Assignment History of a specific resource.

To print the resource order form for a resource

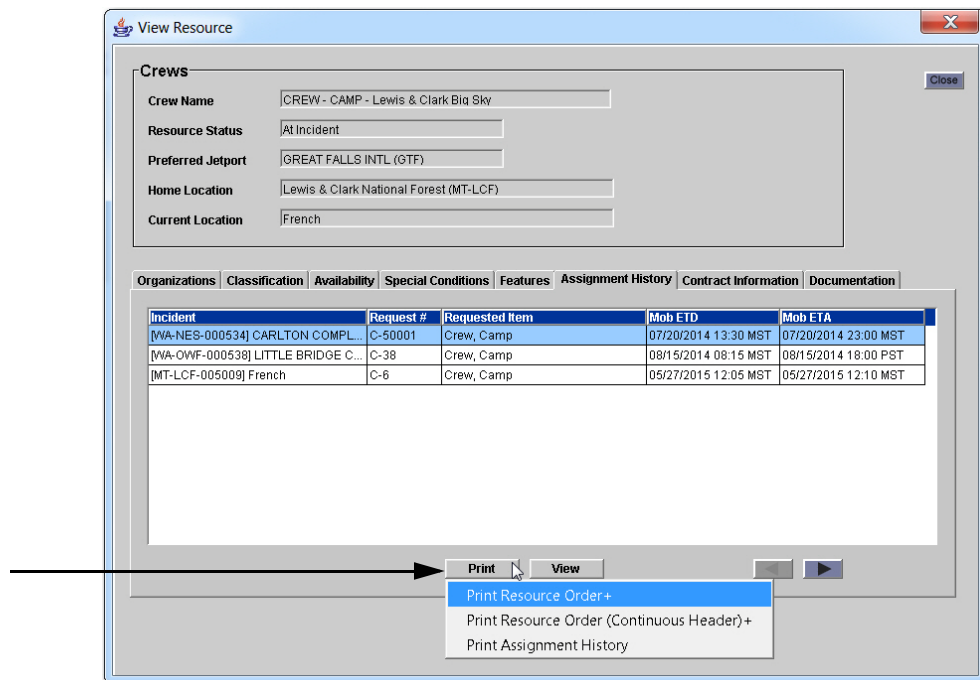
- 1 On the **Search For Resources** screen, locate and then click the **Resource Name**.
- 2 Click the **View** button, click **View Resource**, and then click the **Assignment History** tab.

- 3 On the **Assignment History** tab, click the **Print** button, and then click **Print Resource Order+** or click **Print Resource Order (Continuous Header)+**.

A new browser session of ROSS Reports opens. After a few moments, your report in .PDF format displays on your screen.

- 4 In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or pres **[Ctrl] + P**.
- 5 On the **Print** dialog box, review the printer settings and then click **OK**.
- 6 When finished, close your Internet browser.

The following graphic shows the Assignment History tab on the View Resource dialog box. The arrow points to the forms available to print.



The following graphic shows a sample Resource Order for a Crew. The arrow points to the Save button.

The screenshot shows the IBM Cognos Viewer - Resource Order Form. The form is divided into several sections. At the top, there is a header bar with the title 'IBM Cognos Viewer - Resource Order Form' and a toolbar with various icons. An arrow points to the 'Save' button in the toolbar. Below the header, there is a table with the following data:

RESOURCE ORDER		2. Incident / Project Name		3. Incident / Project Order Number		Financial Codes	
Request Number	Initial Date/Time						
CREW	08/02/14 2016	LITTLE BRIDGE CREEK		WA-OWF-000538		PJAL7 (0617) PJ ASC 140700 BSU-221	
				4. Office Reference Number		5. Jurisdiction / Agency	
				538		Okanogan - Winatuche National Forest	

Below the header table, there is a table with the following data:

12. Request Number	Ordered Date/Time	From	To	City	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
C-38	08/14/14 1459 PST	Expanded Disp. 509-415-3320	WA-CWC	1	Crew, Camp	08/15/14 1800 PST	Little Bridge Creek	MT-GDC	WA-CWC	08/15/14 0814 MST	MT-LCF	CREW - CAMP - Lewis & Clark Big Sky	D	08/30/14 1400 PST	08/31/14 1500 PST	08/30/14 1400 PST	GREAT FALLS INTL (CITY)
Travel Mode bus		Financial Code PJAL7 (0617)		Special Needs		Reporting Instructions: Marge Geisen Ranch 600 Twisp Carlton Rd Twisp, WA 98856 From Pateros go towards Carlton 22.3 miles on WA-153 Turn left on Twisp/Carlton Rd and go 5.9 miles Arrive at 600 Twisp Carlton Rd.											

Below the table, there is a section for '13. User Documentation' with the following data:

Req. No.	Documentation	Entered By
C-38	Request C-38 - Crew, Camp - [WA-OWF-000538] LITTLE BRIDGE CREEK has been filled with CREW - CAMP - Lewis & Clark Big Sky (MT-GDC) by MARK CONWAY(MT-GDC) ROSS.	MARK CONWAY (MT-GDC) 08/14/2014 1758 MST
C-38	Talked to Cherie at Expanded. She was good with double bunching crew to travel. Travel time is over 10 hours.	TAMMY STEVENS (MT-GDC) 08/14/2014 1937 MST
C-38	Tammy/GDC only 8 have shown up, is that okay? per Amber at Little Bridge: 8 is okay - related to Tammy/GDC	Coral Tily (WA-CWC) 08/15/2014 0712 PST
C-38	Request C-38 - Crew, Camp - [WA-OWF-000538] LITTLE BRIDGE CREEK has been filled with CREW - CAMP - Lewis & Clark Big Sky (MT-GDC) by TAMMY STEVENS(MT-GDC) ROSS.	TAMMY STEVENS (MT-GDC) 08/15/2014 0814 MST
C-38	Christine Oppelt cell - 406-836-9080	TAMMY STEVENS (MT-GDC) 08/15/2014 0818 MST

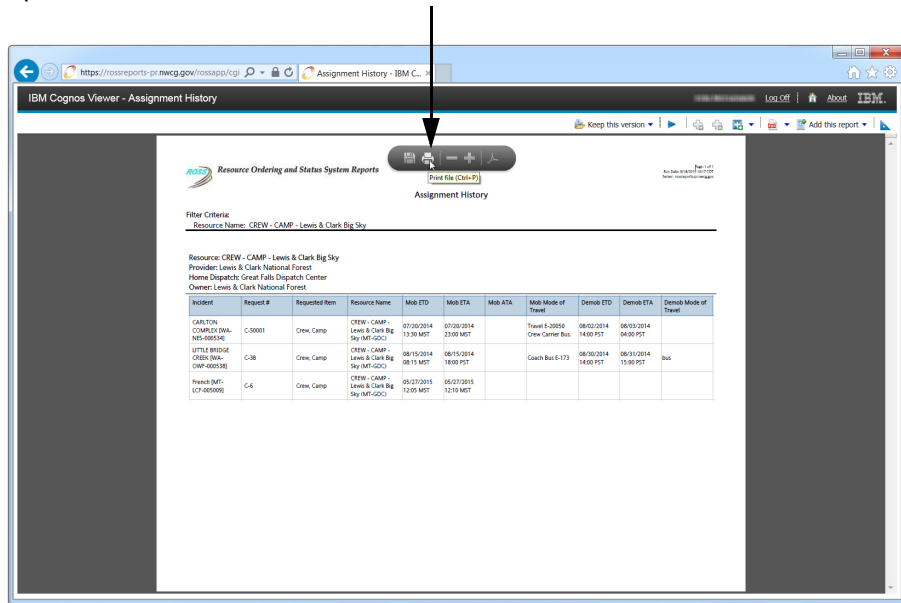
To print the assignment history of a resource

- 1 On the **Search For Resources** screen, locate and then click the **Resource Name**.
- 2 Click the **View** button, click **View Resource**, and then click the **Assignment History** tab.
- 3 On the **Assignment History** tab, click the **Print** button, and then click **Print Assignment History**.

A new browser session of ROSS Reports opens. After a few moments, your report in .PDF format displays on your screen.

- 4 In **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Print file** button or pres **[Ctrl] + P**.
- 5 On the **Print** dialog box, review the printer settings and then click **OK**.
- 6 When finished, close your Internet browser.

The following graphic shows a sample Assignment History report. The arrow points to the Print button.

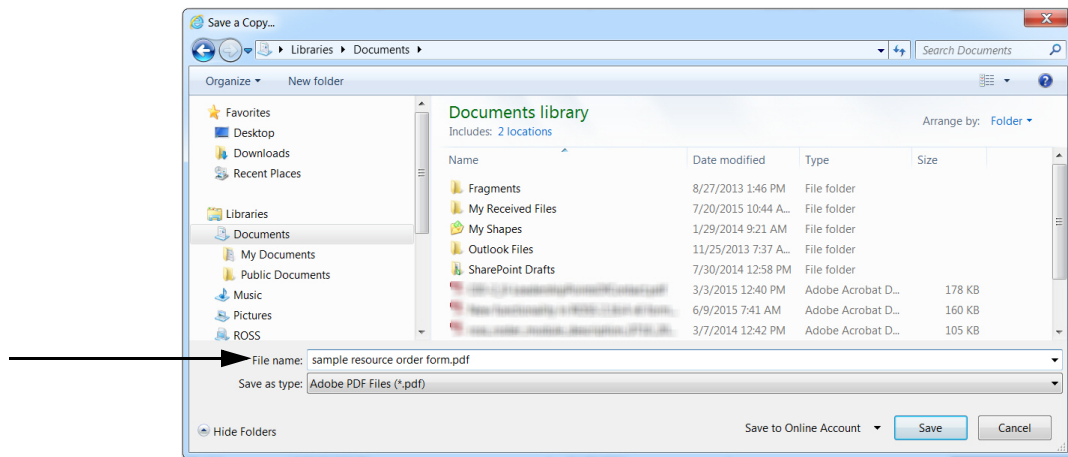


To save a resource order form or assignment history to your computer

Be sure to assign a meaningful name when you save the report. The default is cognos.pdf.

- 1 While viewing the resource or or assignment history in **ROSS Reports**, position your mouse toward the top of the web page, and then click the **Save file** button or pres **[Ctrl] + S**.
- 2 On the **Save a copy** dialog box, complete the **File name** text box, and then save the report to your computer.
- 3 When finished, close your Internet browser.

The following graphic shows a Save a copy dialog box. The arrow points to the File name text box.



Using the Go To button

The Go To button allows you to quickly navigate between the following ROSS screens in the context of the selected Resource Name:

- Incident Resources
- Request Status
- Resource Item
- Resource Status
- Travel.

See, "[Incident Resources](#)."

See, "[Request Status](#)."

See, "[Resource Item](#)."

See, "[Travel](#)."

To display a related screen for a select resource

- 1 On the **Search For Resources** screen, locate and then click the **Resource Name**.
- 2 Click the **Go To** button, and then click the **ROSS screen** of your choice.
- 3 To return to the **Search For Resources** screen, click **Search For Resources** on the **Window** menu.

The following graphic shows the options available from the Go To button.

