UNIT 5

I-Suite Demob

5/3/2013

This Training Manual is for use with the 13.01.00 version of the I-Suite System.

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COURSE: I-Suite

UNIT: 5.0 – Demob: Overview.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                                 able to:

       1. Identify the Demob Module's Purpose.

       2. Identify Demob Options.

I. DEMOB

   A. Identify the Demob module's purpose.

NOTE: The Demob module shares data with other I-Suite Modules.

     1. The primary purpose of the Demob module is to assist in preplanning and demobilization of resources.

II. DEMOB WINDOW

   A. Review the Demob window:

   1. Demob Toolbar.

       a. **P** Button (Group Pending) - Click a group of resources in the grid. Then click the **P** button to change the status of the selected group to **Pending**.

       b. **D** Button (Group Demob) - Click a group of resources in the grid. Then click the **D** button to change the status of the selected group to **Demobed**.

NOTE: When you click either the **P** or **D** button, the **Save** button changes to **Save & Next**. You must click this button to save the changed status to the resource and make changes to the grid. When you click the **Save & Next** button, the changes are saved and the next selected record displays.

       c. **N** Button (No Grouping) - If you have used the **P** or **D** button to change the status of a group of resources, you can change the status back by clicking the **N** button. You must click the **N** button before saving any changes to the resources. If you saved the status change to a resource, it will not be changed back to the original status code.

       d. **Demob Report** Buttons - Prints the following reports when you click the respective buttons:

          • Tentative Poster

          • Available for Release

          • Air Travel Request

          • Check Out

          • Actual Demob

          • Ground Support

       e. **Resources Selected in Grid** - When this checkbox is checked and you click a Report Button, the report is generated for the resource(s) selected in the grid.

   2. The **Resources** grid contains a list of the resources currently in the I-Suite database.

   3. **Demobilization** information for a Resource is automatically defined on the left side of

the window.

    a. Select an Equipment or Crew Resource – No Quals display.

4. **Tentative Release** information for a resource is defined in the middle section of the window.

    a. All tentative information is entered here.

    b. Select **Return Travel Method** of **A/R** or **AIR** – Additional information about Air Travel displays.

5. **Actual Release** information is defined on the right side of the window.

    a. All actual information is entered here.

6. The following buttons display at the bottom of the **Demob** window:

    a. **Close** - Closes the Demob window.

    b. **Previous** - Moves to the previous record in the Resources grid.

    c. **Next** - Moves to the next record in the Resources grid.

    d. **Save** - Saves any changes made to the Demob information.

7. You can print additional reports by selecting the **Reports** drop-down menu, and then clicking **Demob Reports**.

COURSE: I-Suite

UNIT: 5.1 – Demob: Options.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                           able to:

      1. Select Demob Grid Columns and set order.

      2. Customize the Checkout Form (ICS 221).

      3. Select Travel Questions and set order.

I. DEMOB OPTIONS

    A. Select Demob Grid Columns and set order.

    B. Customize the Checkout Form (ICS 221).

    C. Select Travel Questions and set order.

II. RESOURCE GRID

    A. To identify the columns to display in the grid and the order in which to display them:

       1. From the **Tools** drop-down menu**,** select **Options** to open the **Options** window.

       2. Click the **Demob** tab. Then click to select the lower **Demob** tab.

       3. Under **Resource Grid Columns**, click to check the checkbox next to each of the columns you want to display in the Resources grid.

NOTE: You can also click to highlight a column, and then click the **Show** button to display that column in the grid. If you want to remove the selected columns from the **Resources** grid, click the **Hide** button.

       4. To adjust the order in which the columns display on the **Demob** window, click a column. Then click the **Move Up** or **Move Down** button to move the column.

       5. When you have made all of your changes, click the **Save** button to save your changes. Then click the **OK** button to close the **Options** window.

III. CHECKOUT

    A. To customize the Checkout Form (ICS 221):

       1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.

       2. Cick the **Demob** tab. Then click to select the **Checkout** tab.

       3. Under the **Logistics Section,** click to check each of the options you want to include in the Logistics section of form ICS-221. You can include:

          a. Supply Unit

          b. Communications Unit

          c. Facilities Unit

          d. Ground Support Unit.

       4. If you want to include the **Documentation Unit** in the **Planning Section** of the ICS-221 form, click to check the **Documentation Unit** checkbox.

       5. If you want to include the **Demob Unit** in the **Planning Section** of the ICS-221 form, click to check the **Demob Unit** checkbox.

       6. If you want to include the **Time Unit** in the **Finance Section** of the ICS-221 form, click to check the **Time Unit** checkbox.

       7. If you want to include the **Security Unit** in the **Other Section** of the ICS-221 form,

click to check the **Security Unit** checkbox.

8. To include additional information in the **Other Section** of the ICS-221 form, type the name of the option in either of the blank boxes under the **Other Section**. When the name is defined, click to check the checkbox next to the option to select it.

NOTE: An example of additional information is "**Washing Station**."

9. When finished, click the **Save** button to save your changes. Then click the **OK** button to close the **Options** window.

IV. TRAVEL QUESTIONS

A. To select Travel Questions and set the order:

1. From the **Tools** drop-down menu, select **Options**.

2. On the **Options** window, click the **Demob** tab. Then click to select the **Travel Questions** tab.

3. To display a listed question in the **Air Travel** grid for **Demob**, click to check the **Display** checkbox next to the question.

4. To adjust the order in which a travel question displays, click to select the **Question**, and then click the **Move Up** or **Move Down** button to adjust the order.

5. To add a new travel question:

NOTE: You must click in the grid for the **Add** button to display.

a. Click the **Add** button.

b. In the **Question** box, enter your new travel question.

c. Click to check the **Display** checkbox, if appropriate.

d. Click the **Save** button to save the new question.

6. When finished, click the **Save** button to save your changes. Then click the **OK** button to close the **Options** window.

NOTE: Travel Questions only display in **Demob** if the **Travel Method** for the selected resource(s) is defined as **AIR** or **A/R** (Air with Rental) in the **Common Data** or **Tentative Release** areas. Travel questions and answers print on the **Commercial Air Travel Request Form**.

NOTE: If you uncheck **Display** for a **Travel Question**, the responses to the question no longer display. Although the responses do not display, they are still saved in the database.

COURSE: I-Suite

UNIT: 5.2 – Demob: Demob a Resource.

OBJECTIVES: Upon completion of this unit, the trainee will be able to:

1. Demob a Resource, which includes:

   - Defining demobilization information for a resource.

   - Defining tentative release information for a resource.

   - Defining actual release information for a resource.

I.   DEMOB RESOURCES

  A. Define demobilization information for a resource.

  B. Define tentative release information for a resource.

  C. Define actual release information for a resource.

II. DEMOB INFORMATION

  A. To define demobilization information for a resource:

   1. From the **Modules** drop-down menu, select **Demob**.

      OR

      Click the **Demob** button in the **Main** toolbar.

   2. In the **Resources** grid, click to select the appropriate resource.

NOTE: To remove demobed resources from the Resources grid, click to check the **Exclude Demobed** checkbox. To only display those resources that were demobed in the Resources grid, click to check the **Demobed Only** checkbox.

   3. On the **Demob** window, check the following resource information that is auto-filled on the left side of the window. Enter any missing information.

      a. Status

      b. Demob City

      c. Demob State

      d. Jetport

      e. Travel Method

      f. Mobilization Date

      g. First Work Day

NOTE: When you enter a **First Work Day** and **Length of Assignment (Days)**, the system automatically calculates the **Demobilization Date** and inserts it into the **Demobilization Date** box. To change this date, increase or decrease the **Length of Assignment Days** by the number of days needed to adjust the **Demobilization Date**. This is important if you are creating **Demob Reports** from the Demob data (e.g. Last Day Work). Some Demob Dates may need to be adjusted to reflect the current incident status (e.g. rain putting the fire out).

      h. Length of Assignment (Days).

      i. Plans Remarks.

      j. If the resource is a person, enter the appropriate information in the **Other Quals** area.

4. When finished, click the **Save** button to save your changes.

NOTE: If you need to edit **Common Data** that does not appear on the Demob window (e.g. Unit ID), click the resource in the grid. Then click the **Edit** button in the **Main** toolbar. Edit the information in the **Manage Resource - Edit Mode** area that displays. Follow incident established protocols or Standard Operating Procedures when editing any incident data.

III.   TENTATIVE RELEASE INFORMATION

A. To define tentative release information for a resource:

1. In the **Resources** grid on the Demob window, click to select the appropriate resource.

2. Under **Tentative Release**, enter the following information:

a.   Available for Reassignment

NOTE: When the **Available for Reassignment** checkbox is checked, **Y** (for Yes) displays in the **Available for Release Report**, along with additional **Quals**. This information will also display on the Commercial Air Travel Request.

b.   Tentative Release Date (trigger for resource being listed on Tentative Poster and Available for Release report.)

c.   Tentative Release Time

d.   Return Travel Method (auto-fills from Common Data.)

NOTE: If the **Return Travel Method** is different from the **Arrival Travel Method**, make sure you change the entry in this box. This is important when you are creating **Travel Method Reports**.

e.   Remarks (if necessary)

NOTE: If your remarks will not fit in the **Remarks** box, click the **Remarks** button to display a **Tentative Release Remarks** window where you can enter additional remarks.

NOTE: Remarks do not print on the **Available for Release Report**.

f.   Dispatch Notified.

NOTE: When the **Dispatch Notified** checkbox is checked, the resource will no longer be included in the **Available for Release Reports**. The assumption is that the report will be faxed to **Dispatch**. This resource should not be sent in again. If the resource needs to be sent again, click to check the **Resources Selected in Grid** checkbox, then select the resource in the grid. Click the **Available for Release** button to print the report again.

g.   If the **Return Travel** method is **A/R** or **AIR**, add air travel information in the area that displays at the bottom of the window. This information generates the **Commercial Air Travel Request**.

- **Name on Picture ID** - For Airline security, there must be a legal name on reservations.

- **Depart from Jetport (Local to Incident)** - This is the jetport from which the resource is departing.

- **Travel time from ICP to Airport (Hours) (Minutes)** - This is important information for Ground Support in scheduling shuttles to an airport.

- **Special Instructions**

NOTE: If your **Special Instructions** will not fit in the box, click the **Special Instructions** button to display a **Special Instructions** window where you can enter additional instructions. Special Instructions print on the Commercial Air Travel Request Form. However, you can only fill the window 1/3 in order for the information to print on the form. Preview the form and make adjustments to the information before printing.

- If an air travel request is sent to dispatch, click to check the **Air Travel to Dispatch** checkbox.

- If you received an itinerary from dispatch, click to check the **Itinerary Received From Dispatch** checkbox.

NOTE: Click to check the checkbox next to each travel question for which a **Yes** response is appropriate.

3. When finished, click the **Save** button to save your changes.

IV. ACTUAL RELEASE INFORMATION

   A. To define actual release information for a resource:

   1. In the **Resources** grid on the Demob window, click to select the appropriate resource.

   2. Under **Actual Release**, enter the following information:

      a. Actual Release Date

NOTE: Cannot enter an **Actual Release Date** unless the **Status** code is **D** or **R**. When the **Status** is **D**, the **Actual Release Date** is required. When **Actual Release Date** is more than 5 days after the system date a warning message will be displayed.

      b. Actual Time of Departure

      c. Estimated Date of Arrival

NOTE: Cannot enter an **Estimated Date of Arrival** unless the Status code is **D** or **R**. When **Estimated Date of Arrival** is more than 5 days after the system date a warning message will be displayed.

      d. Estimated Time of Arrival

      e. Rest Over Night

NOTE: When the **Rest Over Night** checkbox is checked, the system prints **RON location** information on the **Actual Demob Report**.

f. Remarks (if necessary)

NOTE: If your remarks will not fit in the **Remarks** box, click the **Remarks** button to display an **Actual Release Remarks** window where you can enter additional remarks.

NOTE: Remarks do not print on the **Actual Demob Report**.

g. Dispatch Notified

NOTE: When the **Dispatch Notified** checkbox is checked, the resource will no longer be included in the **Actual Demob Reports**. The assumption is that the report will be faxed to **Dispatch**. This resource should not be sent in again. If the resource needs to be sent again, click to check the **Resources Selected in Grid** checkbox, then select the resource in the grid. Click the **Actual Demob** button to print the report again.

3. When finished, click the **Save** button to save your changes.

COURSE: I-Suite

UNIT: 5.3 – Demob: Demob Reports.

OBJECTIVES: Upon completion of this unit, the trainee will be
                                           able to:

                                           1. Generate reports using the Demob report
                                               buttons.

                                           2. Generate standard Demob reports.

I. DEMOB REPORTS

    A. Generate reports using the Demob report buttons.

    B. Generate standard Demob reports.

II. DEMOB REPORT BUTTONS

    A. Generate reports using the Demob report buttons.

NOTE: You can print some of the Demob reports from the main Demob window.

NOTE: To only include Resources selected in the grid, click to check the **Resources Selected In Grid** checkbox. This overrides any other requirements or parameters defined for a report.

      1. In the **Demob** toolbar, click one of the following **Demob** buttons to print the defined report:

NOTE: For descriptions of these reports, refer to section **III. Standard Demob Reports**.

        a. Tentative Poster

        b. Available for Release

        c. Air Travel Request

        d. Check Out

        e. Actual Demob

        f. Ground Support.

NOTE: When you click one of these buttons, the report automatically displays in the **Preview** window. To print the report, click the **Print Report** button on the **Preview** window. If you want to define parameters for printing the report, use the options on the **Demob Report** window, rather than the report buttons on the **Demob** window. For these instructions refer to section **III. Standard Demob Reports**.

III. STANDARD DEMOB REPORTS

NOTE: There are several options in I-Suite you can use to print Standard reports.

NOTE: If the **Resources Selected in Grid** checkbox is checked, the report prints for the Resource(s) selected in the grid, regardless of the requirements.

    A. To generate standard Demob reports:

      1. From the **Demob** module, click the **Reports** button in the **Main** toolbar to open the **Demob Reports** window.

        OR

        From the **Reports** drop-down menu, select **Demob Reports** to open the **Demob Reports** window.

OR

Click one of the **Demob Report** buttons.

2. Click to select one of the following reports:

a. **Checkout Form** - The Demobilization Checkout Form (ICS-221) is completed for a resource that is being demobilized. Demobilization Checkout Forms are only generated for resources that do NOT have a checkmark in the **Checkout Form Printed** checkbox.

To generate a Checkout Form:

- Under **Sort**, double click each sort to use in the report. The **Sort** moves from the left frame to the right frame. The sort order is based on the order in which you select the sort options.

- To remove a selected sort, click the sort you want to remove in the right frame under **Sort**. Then click the **<** button.

- To customize the Checkout Form, click the **Customize Checkout Form** button. Then refer to instructions in the **Options** section (5.1) for customizing the Checkout form.

- To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

- To preview or print the report, click the **Preview** or **Print** button.

NOTE: If you click the **Checkout** button and the **Resource Selected in Grid** option is NOT checked, a message displays indicating that **All Resources That Have Not Had a Checkout Form Printed (#) Will Be Printed**.

o If you click the **Yes** button to continue, a checkout form is printed for the number of resources indicated. The forms do not print in any particular order. Make sure this is what you want to do before clicking the **Yes** button.

o If you click the **No** button, no action occurs.

To print individual forms, click to check the **Resources Selected in Grid** option. Select specific resources. Then click the **Checkout** button.

Use the **Demob Report** window to print sorted checkout forms. A message displays indicating that **All Resources That Have Not Had a Checkout Form Printed (#) Will Be Printed**. Selected individual forms cannot be printed from this window.

NOTE: If a resource has a supply item that is not consumable issued to them in the Supply Module in I-Suite and an ICS 221 Checkout Form is printed for them, a statement prints on the Checkout Form indicating that the resource or one of its subordinates has supply items

issued to them.

NOTE: After a checkout form prints for a resource, the message "**Do you want to automatically check the Checkout Form Checkbox?**" displays. Click to check **Yes**, which prevents the form from being printed again. If you need to print another form for that resource, click to check the **Resources Selected in The Grid** checkbox. Select the resource in the grid and print the form.

b. **Demob Planning Report** - This report identifies resources and their current status for the incident.

To generate a Demob Planning Report:

- Under **Select**, click to select the resource status category to include in the report.

- Under **Sort**, double click to select each sort to use in the report. The **Sort** moves from the left frame to the right frame. The sort order is based on the order in which you select the sort options.

- To remove a selected sort, click the sort you want to remove in the right column under **Sort**. Then click the **<** button.

- To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

- To include subtotals on the first sort, click to check the **Subtotals on first sort** checkbox.

- To preview or print the report, click the **Preview** or **Print** button.

c. **Mob/Demob Report** - This report identifies those resources that were demobilized.

- To identify how the report is organized, click to select **By Section**, **By Resource Kind**, or **By Demobilization Date**.

- To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

- To preview or print the report, click the **Preview** or **Print** button.

d. **Qualifications Report** - This report identifies the positions/kind codes defined in the I-Suite system and those resources that are assigned to the positions.

To generate a Qualifications Report:

- Click to select the **Qualifications Report** option.

- To only include certain kind codes in the report, double click a

kind code under **Kind Codes** to move it under **Selected Kinds**.
To include all kind codes, click the **All Kinds** option.

NOTE: Use the **Kind Search** filter box to quickly find kind codes to use as a filter. When you enter data into this box, the kind code that matches is highlighted.

- If you do not want to include Trainees in the report, click the **Exclude Trainees** option. If you want to only include Trainees in the report, click the **Trainees Only** option.

- To preview or print the report, click the **Preview** or **Print** button.

e. **Section Report** - This report identifies those resources assigned to different sections (i.e. Command Staff, Operations Section, etc.).

- Under **Sort**, double click to select each sort to use in the report. The **Sort** moves from the left frame to the right frame. The sort order is based on the order in which you select the sort options.

- To remove a selected sort, click the sort you want to remove in the right column under **Sort**. Then click the **<** button.

- To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

- To preview or print the report, click the **Preview** or **Print** button.

f. **Tentative Poster** - This report identifies those resources that are tentatively ready to be released. Only those resources that meet the following requirements are included in the report, unless the **Resources Selected In Grid** checkbox is checked:

- The Resource **Type** is **C**, **E**, **O**, or **A**.

- The Resource contains a **Tentative Release Date** and **Time**.

NOTE: If the Tentative Poster does not print, double check the **Tentative Release Date** and **Time**. This information is critical for generating the Poster.

- The **Release Date** is within a specified date range (when using a date range).

- The **Status** is not **D** (Demob).

NOTE: The I-Suite system only excludes resources with a **D Status** when printing the Tentative Poster from the **Demob Reports** screen. If a user selects a resource in the **Resource** grid that has a **D Status** and then clicks the **Tentative Poster** button on the **Demob** screen, the I-Suite System will print the **Tentative Poster**, regardless of the **D Status**.

To generate a Tentative Poster:

- In the **Date Range** boxes, enter the range of dates to include in the

report.

- To include strike team/task force components in the report, click to check the **Include strike team/task for components** checkbox.

- To preview or print the report, click the **Preview** or **Print** button.

NOTE: Each **Calendar Date** prints on a separate page with resources grouped by **E**, **O**, **C**, or **A**'s being released for each day of the report.

NOTE: This is the poster that most teams print on the poster size paper.

NOTE: If a resource appears on the **Tentative Demob Poster** that was actually **Demobed**, the **Tentative Demob Date** may be later than the **Actual Demob Date** (i.e. resource left earlier than planned). Change the **Tentative Demob Date** to the same or a previous date to the actual demob date and the resource will not be included on the poster. This will only occur if the user selects a resource with a **D Status** in the **Resource** grid and clicks the **Tentative Poster** button on the **Demob** screen.

g. **Available for Release** - This report identifies those resources that are available for release. Only those resources that meet the following requirements are included in the report, unless the **Resources Selected In Grid** checkbox is checked:

- The Resource **Type** is **C**, **E**, **O**, or **A**.

- The Resource **Status** is not **D** (Demobed).

- The **Dispatch Notified** checkbox is not checked.

- The Resource contains a **Tentative Release Date** and **Time**.

NOTE: If the Available for Release report does not print for the resource, double check the **Tentative Release Date** and **Time**. This information is critical for generating this report.

To print an Available for Release report:

- To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

- To preview or print the report, click the **Preview** or **Print** button.

- When the prompt displays asking whether you want to automatically check the **Dispatch Notified of Tentative Release** checkbox, click the **Yes** button if you want to check it. Click the **No** button if you do not want to check it.

NOTE: If you want to reprint an **Available for Release** report, click to check the **Reprint** checkbox on the **Select Report** window. Then select the date and time when it was originally printed from the **Date Time Printed** drop-down list. To assign a new date to the report, click to check the **New Print Date** checkbox. Then click the **Preview** or **Print** button to print or

preview the report.

h. **Air Travel Request** - This form is used to request commercial air travel. A form only prints for those resources that meet the following requirements, unless the **Resources Selected In Grid** checkbox is checked:

- The Resource **Status** is **P** (Pending).

- The **Return Travel Method** for the resource is **A/R** or **Air**.

- The **Air Travel to Dispatch** checkbox is not checked.

The following **Tentative Release** information must be defined to avoid printing blank fields in the **Commercial Air Travel Request** form:

- Tentative Release Date and Time

- Resource Name (may auto-fill - check against the name on the resource's picture ID. Fill-in if this does not auto-fill.)

- Departing Airport Code (usually closest to the incident or where the rental car was rented)

- Special Remarks (e.g. aisle seat because leg is in splint.)

- Travel Time (Hours) (Minutes) from the incident to the Departure airport.

- Travel Questions - Click to check the checkbox next to each question for which a **Yes** response is appropriate. All questions and answers print.

The following additional items will print on the form if the data was entered:

- Resource Name

- Demob City, State

- Jetport (arrival airport from check-in information)

- If the **Reassignment** checkbox was checked under **Tentative Release** on the Demob window:

- **Reassignment Pending Demob** prints in the upper right corner. If the checkbox is not checked, only **Demob** prints.

- Last Date available to work. Based on Length of assignment entry calculating days remaining of tour. Returns last date of tour.

- Other quals will be listed.

To print an Air Travel Request Form:

- Click the **Air Travel Request** option on the **Select Report** window.

- To preview or print the report, click the **Preview** or **Print** button.

- When the prompt displays asking whether you want to automatically check the **Air travel to Dispatch checkbox**, click the **Yes** button to check it. Click the **No** button if you do not want to check it.

NOTE: Only generate and print one resource's **Commercial Air Travel Request** at a time. A separate form will print for each resource.

NOTE: Only **Special Instructions Remarks** print on this report. The **Expanded Special Remarks** box can only be filled about 1/3 full for all of the information to print on the **Commercial Air Travel Request Form**. Preview the form to make sure all information appears.

NOTE: The system does not automatically check the **Itinerary Received From Dispatch** checkbox. This is a manual operation. Use this box to track progress on air travel.

    i. **Last Work Day** - This report identifies those resources with last work days within a defined date range. Only those resources that meet the following requirements are included in the report, unless the **Resources Selected in Grid** checkbox is checked:

- A **Tentative Release Date** or **Demobilization Date** is defined.

- The calculated **Last Work Day** falls within the defined date range.

- An **Actual Release Date** is not defined.

- The **Status** is not **D** (Demobed).

To print a Last Work Day Report:

- In the **Grouping** box, select the grouping option to use in printing the report.

- In the **Date Range** boxes, enter the range of dates to include in the report.

- If you selected either the **Section, Date** or the **Section, RequestCat, Date** options in the **Group** box, select the sections to include in the report in the **Show Sections** box.

- Under **Sort**, double click to select each sort to use in the report. The **Sort** moves from the left frame to the right frame. The sort order is based on the order in which you select the sort options.

- To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

- To preview or print the report, click the **Preview** or **Print** button.

j. **Actual Demob** - This report identifies those resources that have been released for demobilization. Only those resources that meet the following requirements are included in the report, unless the **Resources Selected In Grid** checkbox is checked:

- The Resource contains an **Actual Release Date** and **Time**.

NOTE: If the Actual Demob Report does not print for the resource, double check the **Actual Release Date** and **Time**. This information is critical for generating this report.

- The **Dispatch Notified of Actual Release** checkbox is not checked.

To print an Actual Demob Report:

- To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

- To preview or print the report, click the **Preview** or **Print** button.

- When the prompt displays asking whether you want to **automatically update the status of the resource(s) to d**, click the **Yes** button to run the update. Click the **No** button if you do not want to run the update.

- When the prompt displays asking whether to check the **Dispatch Notified of Actual Release checkbox**, click **Yes** to check it. Click **No** if you do not want to check it.

NOTE: A new page is produced for each request category on the Actual Demob Report.

NOTE: Make sure Finance has completed all payment work for the resource(s) before changing the **Status** to **D** or the record(s) will have to be undemobed to complete payment records. Demobed resource(s) should only appear in those reports for already demobed resources.

NOTE: You can Demob multiple resources at one time (e.g. an entire management team demobing). One way to do this is click to check the **Resources Selected in Grid** checkbox. Then select all of the resources you want to demob in the grid. Click the **Actual Demob** button on the **Demob** window. When prompted to **update the status to D**, click the **Yes** button. This automatically changes the **Status** of the selected resources to **D** (Demobed) AFTER you also click **Print** to print the report OR click to check the **Resources Selected in Grid** checkbox. Then select all of the resources you want to demob in the grid and click the **D** button. These processes assist in database cleanup at the end of incidents.

j. **Ground Support** - This is a form that people can use to request ground support transportation. A form only prints for those resources that meet the following requirements, unless the **Resources Selected In Grid** checkbox is checked:

- The Resource **Status** is **NOT D** (Demobed).

- The Resource contains a **Tentative Release Date** .

NOTE: If the Ground Support Report does not print for the resource, double check the **Tentative Release Date**. This information is critical for generating this report. **Leave ICP Time** is generated by the **Tentative Release Time** in the Resource(s) record(s).

- The **Return Travel Method** for the Resource is **A/R** or **Air**.

- The **Is Ground Support transportation needed?** checkbox contains a check.

- The **Tentative Release Date** is within a specified date range (when using a date range).

NOTE: The **Form Date** is generated by the **Tentative Release Date(s)** selected in the **Date Range** boxes. All flight information has to be hand entered and is based on the itineraries received from dispatch.

To generate a Ground Support Report:

- In the **Date Range** boxes, enter a range of dates to include in the report.

- To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

- To preview or print the report, click the **Preview** or **Print** button.

NOTE: A separate report prints for each date there are resources needing transportation.

```
ERROR: undefined
OFFENDING COMMAND:

STACK:
```