Filling Requests for CWN Helicopters

Windows 7

This Quick Reference Card explains how to fill a request for a Call When Needed (CWN) helicopter with configuration, or to fill support requests, such as for a CWN Helicopter Manager or Helicopter Crew member. Before filling the CWN request, contact the vendor to verify that resource's availability.

To fill a request for a CWN helicopter

1 On the **Request** menu, click **Pending Request**, or click PR

2 On the **Pending Request** screen, search for and click the **Helicopter Request** of your choice, and then click the **Contracts/Agreements** tab.

3 On the **Contracts/Agreements** tab, click the **Resource Name** of your choice, and then click Fill

4 On the **Fill Request** dialog box, click **Set Travel**, click and then click the **ATD** and **ETE**.

5 Complete the **Assigning Contact** text box, complete the **Call Sign** text box, and then click OK

6 On the **Request Action Message** dialog box, click OK

To create an Overhead Support Request from the Pending Request screen

Once you fill the parent request, you cannot create a Support Request for it from the Pending Request screen.

A On the **Pending Request** screen, click the **Parent Request** of your choice.

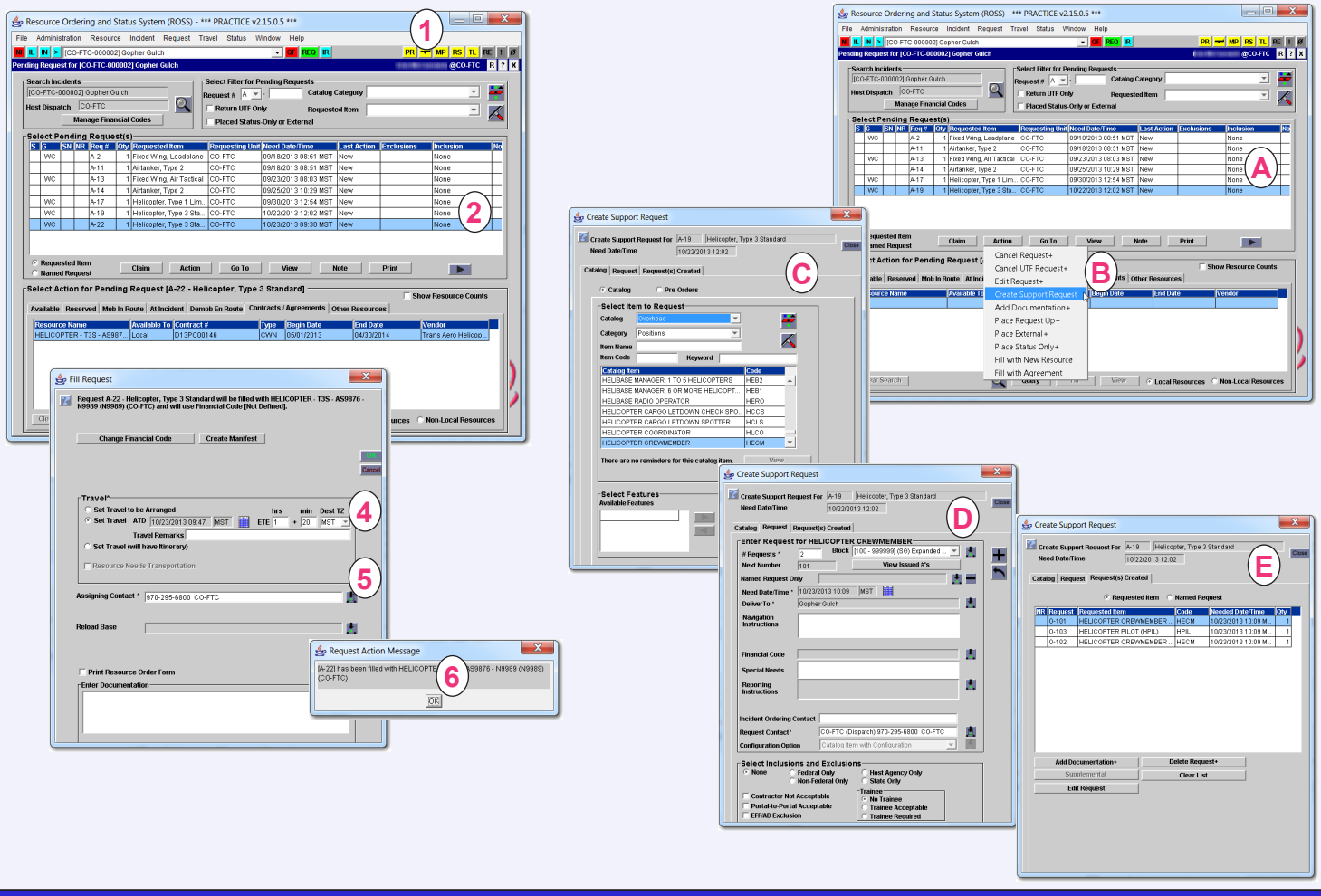
You can also create Support Requests from the Request Status and Incident Resources screens.

B Click Action and then click **Create Support Request**.

C On the **Create Support Request** dialog box, search for and then click the **Overhead Position** of your choice.

D Click the **Request** tab, complete all information as required and/or appropriate, and then click +

E Repeat steps **C** and **D** to create all needed **Support Requests**. When finished, click the **Requests Created** tab to review, and then click Close



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1 On the **Incident** menu, click **Incident Resources**, or click IR

2 Search for and then click the **Helicopter Resource** you want to reassign, click Action and then click **Reassign**.

3 On the **Reassign Resource** dialog box, search for and click the **Preposition Incident Name** of your choice, and then click OK

4 On the **Reassign Request** dialog box, complete the **Travel** information as appropriate, and then click OK

5 On the **Request Action Message** dialog box, click OK

From here, reassign the associated Support Requests as appropriate.

You may also place this request.

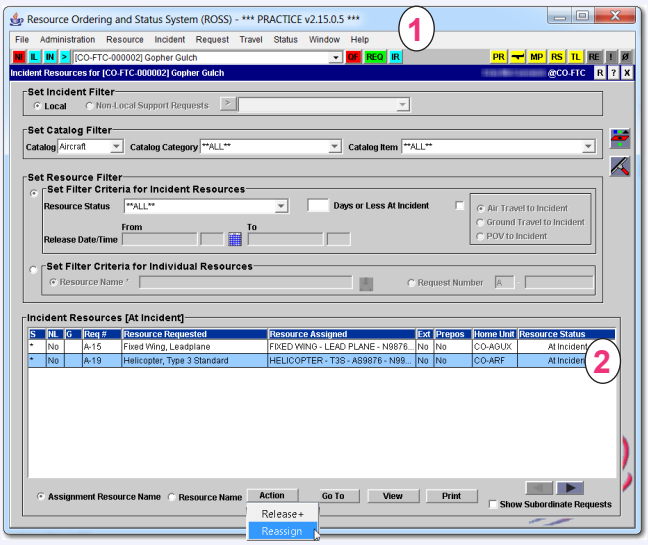
A On the **Pending Request** screen, search for and then click the **Overhead Request for that CWN helicopter**, and then click Query

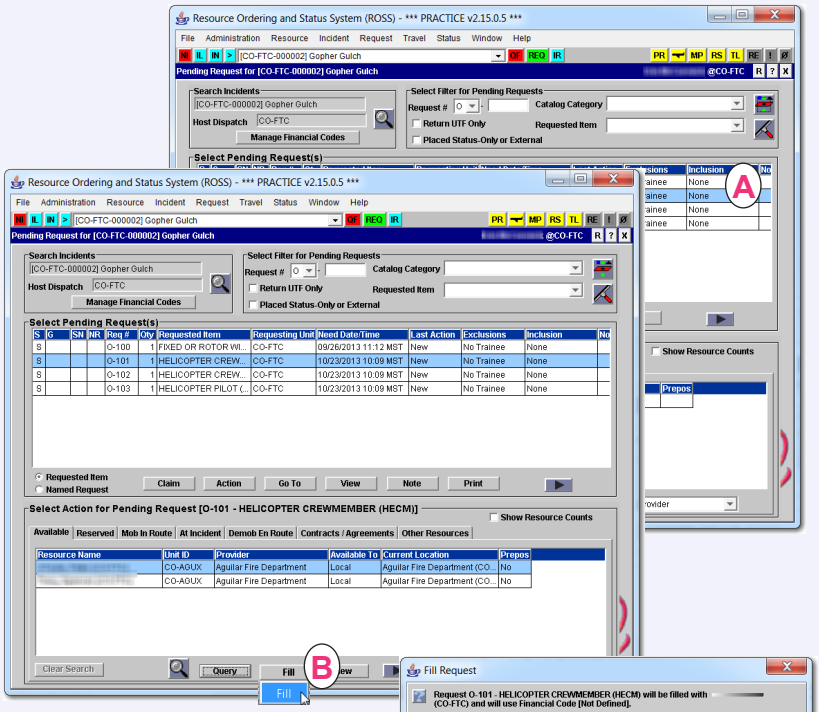
B Click the **Resource Name** of your choice, click Fill and then click **Fill**.

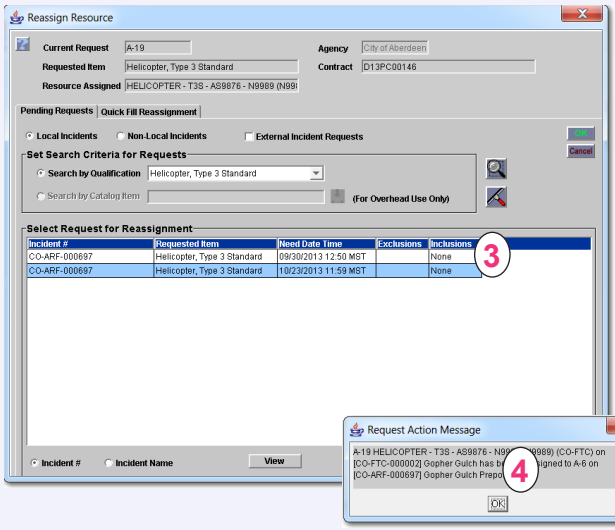
C On the **Fill Request** dialog box, click **Set Travel**, click and then click the **ATD** and **ETE**.

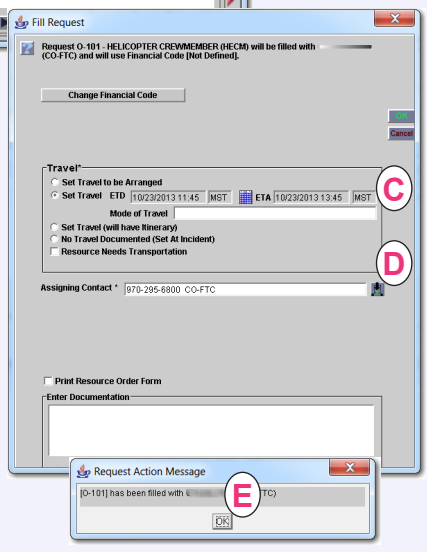
D Complete the **Assigning Contact** text box, complete the **Call Sign** text box, and then click OK

E On the **Request Action Message** dialog box, click OK









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