

## To create a new request

- 1 On the **Request** menu, click **New Request**, or click 
- 2 Click the drop-down arrow, click the **Incident** of your choice, and then click 
- 3 Click the **Catalog** drop-down arrow, click the **Catalog** of your choice, and then click 
- 4 On the **Catalog Item** table, search for and then click the **Catalog Item** of your choice.
- 5 Under **Select Features**, click to highlight the **Available Features** of your choice, if any, and then click  to move your selection to the **Requested Features** table.
- 6 Complete **Select Inclusions and Exclusions** as appropriate.
- 7 Click  and then complete the **Need Date/Time**.
- 8 In the **Deliver To** text box, click  and then complete the **Deliver To location**.
- 9 In the **Request Contact** text box, click  and then complete the **Pick Requesting Contact** dialog box.
- 10 If the selected **Catalog Item** has a configuration, click the **Configuration Option** drop-down arrow, and then click the **Configuration Option** of your choice.
- 11 Click 

Resource Ordering and Status System (ROSS) - \*\*\* PRACTICE v2 \*\*\*

File Admin **2** on Resource Incident Request Travel Status Window Help **1**

[CO-FTC-000002] Gopher Gulch [CO-FTC] [REQ] [IR] [PR] [MP] [RS] [TL] [RE] [!]

New Request - [CO-FTC-000002] Gopher Gulch @CO-FTC R ? **11**

**Select Item to Request**

Catalog **3** Pre-Orders

Catalog Equipment

Category Engine

Item Name

Item Code Keyword

Catalog Item	Code
Engine, Type 1 or 2	
Engine, Type 2	
Engine, Type 3	
Engine, Type 3, 4, 5, or 6	
Engine, Type 4	
Engine, Type 5	
Engine, Type 6	

**4**

There is one reminder for this catalog item. View

**5** **Select Features**

Available Features Requested Features

All Wheel Drive

Breathing Apparatus

Class A Foam Prop.

**6**

**Select Inclusions and Exclusions**

None  Federal Only  Host Agency Only

Non-Federal Only  State Only

Contractor Not Acceptable

Portal-to-Portal Acceptable

**Enter Request for Engine, Type 6**

# Requests \* 1 Block [100 - 999999] (SG) Expanded ...

Next Number 100 View Issued #'s **7**

Need Date/Time \* 10/29/2013 11:47 MST 

Deliver To \* Gopher Gulch 

Navigation Instructions

Financial Code

Special Needs

Reporting Instructions

Incident Ordering Contact

Request Contact \* CO-FTC (Dispatch) 970-295-6800 CO-FTC **10**

Configuration Option Catalog Item with Configuration **9**

**Request(s) Created**

Requested Item  Named Request

S	NR	Request	Requested Item	Code	Need Date/Time	Qty

Pick Requesting Contact

Select Contact from Existing Incident Contacts

Current Requesting Contact

Contact Name	Contact Info
970-295-6800 CO-FTC	
CO-FTC (Dispatch)	970-295-6800 CO-FTC
Smokey Bear	

OK Cancel



Helpdesk: 866-224-7677  
email: [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov)