

## To fill a Pending Request with an available resource

- 1 On the **Request** menu, click **Pending Request**, or click **PR**
- 2 On the **Search Incidents** dialog box, search for and then click the **Incident** of your choice.
- 3 On the **Pending Request** screen, search for and then click to select the **request** of your choice.
- 4 On the **Available** tab, click **Query** and then click the **Resource Name** of your choice.

To show counts of available resources, click the Show Resource Counts check box.

- 5 Click **Fill** and then click the **Fill Option** of your choice.
- 6 On the **Fill Request** dialog box, complete the **Travel** information as appropriate for the resource, complete the **Assigning Contact** text box, and then click **OK**
- 7 On the **Request Action Message** dialog box, click **OK**

*For more information about setting resource travel see the Quick Reference Card, "Setting Resource Travel from the Pending Request screen."*

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

File Administration Resource Incident Request Travel Status Window Help

[CO-CRC-000059] Gopher Gulch

Pending Request for [CO-CRC-000059] Gopher Gulch

Search Incidents: [CO-CRC-000059] Gopher Gulch

Host Dispatch: CO-CRC

Select Pending Request(s)

S	G	SN	NR	Req #	Qty	Requested Item	Requesting Unit	Need Date/Time	Last Action	Exclusions	Inclusion	NG
				A-100...	1	Fixed Wing, Reconna...	CO-CRC	09/09/2014 09:49 MST	New		None	

Select Action for Pending Request [A-10000 - Fixed Wing, Reconnaissance]

Available [4] | Reserved [0] | Mob In Route [0] | At Incident [0] | Demob In Route [0] | Contracts / Agreements [0] | Other Resources

Resource Name	Unit ID	Provider	Available To	Current Location	Prepos	Distance
FIXED WING - RECON - N115...	CO-CRD	Western Slope Center (Dis...	Local	CRAIG-MOFFAT (CAG)	No	96
FIXED WING - RECON - N181...	CO-R02	Rocky Mountain Regional O...	Local	CRAIG-MOFFAT (CAG)	No	96
FIXED WING - RECON - N306...	CO-R02	Rocky Mountain Regional O...	Local	MEEKER COULTER FLD (E...	No	81
FIXED WING - RECON - N965...	CO-R02	Rocky Mountain Regional O...	Local	MEEKER COULTER FLD (E...	No	81

Buttons: Claim, Action, Go To, View, Note, Print

Buttons: Query, Fill, View

Show: Provider

Select Claimed By

Select Dispatch or Host Unit

By Dispatch Unit | By Host Unit

Dispatch / Host Unit	Type	Claimed					Unclaimed				
		A	C	E	O	S	A	C	E	O	S
Craig Interagency Dispatch C...	Local	0	0	0	0	0	5	0	7	16	2
Rocky Mountain Area Coordin...	Parent	0	0	0	0	0	0	0	3	0	
Casper Interagency Dispatch...	Selection Area	0	0	0	0	0	0	0	0	0	

Total - Claimed[A-0 C-0 E-0 O-0 S-0] Unclaimed[A-5 C-9 E-7 O-19 S-2]

Select Incident

Set Filter for Incident Dispatch Unit

Dispatch Unit: Incident Name

Incident Name	Incident #	Claimed					Unclaimed				
		A	C	E	O	S	A	C	E	O	S
57	CO-MFX-000086	0	0	0	0	0	4	0	0	10	1
AD Training	CO-CRC-000057	0	0	0	0	0	0	0	0	4	0
BIG JIMMY	CO-WRD-000081	0	0	0	0	0	0	0	0	0	1
Coyote Canyon Prepo	CO-BPR-000026	0	0	0	0	0	0	0	0	2	0
Gopher Gulch	CO-CRC-000059	0	0	0	0	0	1	0	4	2	0
Gopher Gulch Preposition	CO-CRC-000058	0	0	0	0	0	0	0	1	0	0

Buttons: Query, OK, Cancel

Fill Request

Request A-10000 - Fixed Wing, Reconnaissance will be filled with FIXED WING - RECON - N96524 (N96524) (CO-CRC) and will use Financial Code (Not Defined).

Change Financial Code

Travel

Set Travel to be Arranged

Set Travel ETD [09/09/2014 10:15] MST ETA [09/09/2014 10:30] MST

Mode of Travel

Set Travel (will have Itinerary)

No Travel Documented (Set At Incident)

Resource Needs Transportation

Assigning Contact \* 970-826-5037

Print Resource Order Form

Enter Documentation

Buttons: Query, OK, Cancel

Request Action Message

[A-10000] has been filled with FIXED WING - RECON - N96524 (N96524) (CO-CRC)

Buttons: OK, Cancel

Helpdesk: 866-224-7677  
email: helpdesk@dms.nwcg.gov

