

# Placing Requests Using Multi Place

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VERSION 2.12

## To select and place multiple pending requests from a single incident

- 1 On the **Request** menu, click **Multi Place Requests** or click **MP**
- 2 On the **Multi Place Requests** screen, click to select the **Incident** and **Unit ID** of your choice.
- 3 Under **Select Filter Criteria for Pending Requests**, click to select the filter criteria of your choice.  
*Step #3 is optional.*
- 4 Under **Select Pending Request(s)**, click to select the **Requested item(s)** that you want to place to the selected **Unit ID**.
- 5 Click **Action** and then click **Place Request**.

6 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

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

## To sort Unit IDs based on proximity to the Incident

**A** On the **Multi Place Requests** screen, click to select the **Incident** of your choice.

**B** Click to select the **Sort by Proximity to Incident** check box, and then click to select the **Unit ID** of your choice.

The screenshot shows the 'Multi Place Requests' interface. At the top, there are dropdowns for 'Incident' (CO-COS-000002) and 'Unit To Place To' (CO-COEM). Below that, there are filter criteria for 'Catalog' and 'Requested Item', both set to '\*\*ALL\*\*'. A table titled 'Pending Request(s)' contains two rows of request data. At the bottom, a context menu is open over the 'Place Request(s)' button, showing options like 'Cancel Request+', 'Edit Request+', and 'Place Request(s)'. Numbered callouts 1 through 5 point to various UI elements: 1 to the MP button, 2 to the Incident dropdown, 3 to the filter criteria, 4 to the table, and 5 to the Place Request(s) button.

*At the GACC or NICC level, the Multi Place screen allows you to move many requests at one time. For expanded dispatch operations, use the Multi Place Requests screen when local resources have been exhausted.*

*If you click the CWN/Agreement option, N/A will display in the RsvrdNatl and Rsvrd GACC columns.*

The dialog box asks: 'The selected requests will be placed to CO-C dispatch center. Do you want to Continue?' with 'Yes' and 'No' buttons. A callout 6 points to the 'Yes' button.

The dialog box displays: 'Request [C-1] was successfully placed with Colorado State EOC (CO-COEM). Request [C-2] was successfully placed with Colorado State EOC (CO-COEM)'. An 'OK' button is at the bottom. A callout 7 points to the OK button.

