Filling a Configuration Request with a Single Resource

An assignment roster is created when filling a request that has a configuration. That request is called the parent request. As a dispatcher, you work with the assignment roster to generate the subordinate requests for the parent request. To generate the assignment roster, you must first fill the parent. You then have several options for filling the configuration.

This document describes how to fill with a single resource.

1. Navigate to the Manage Request screen for the filled request you want to work with.
2. Click the Rosters tab.
3. Click the Edit icon in the Filling Options* drop-down.
5. Click Set Fill. You can add the roster later.

Notes: When filling with a single resource, the selected resource cannot be an overhead group and cannot be associated with a CWN/AGR contract. The selected request cannot be a support request.