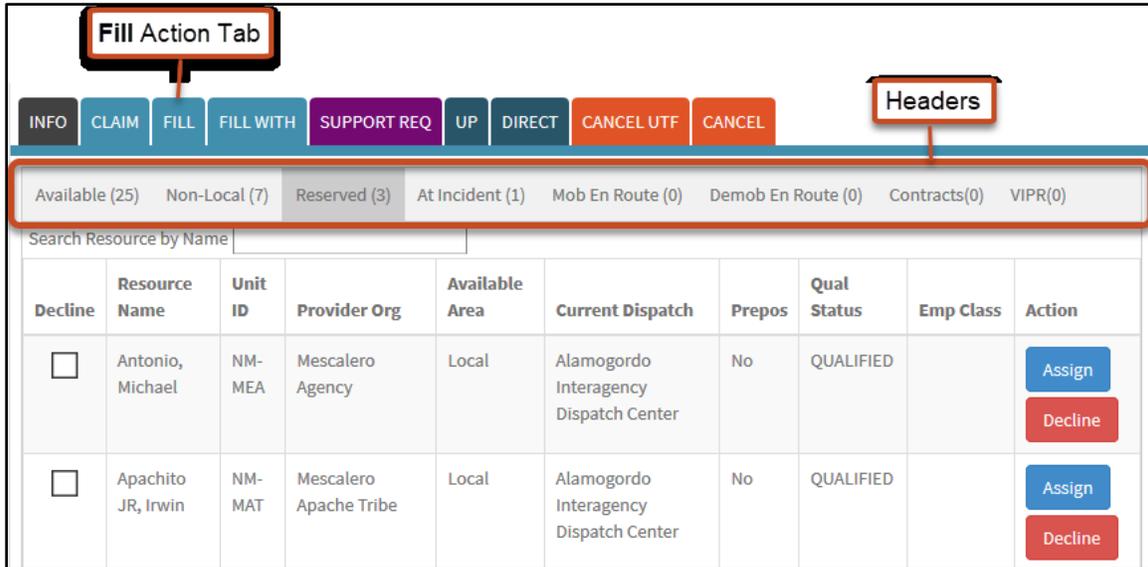## Filling a Request

In IROC, most pending request actions take place on the Manage Request screen.

1   To fill a request, click on the Fill or Fill With action tab in the Request Details section of the Manage Request screen.

   a   The Fill tab includes a series of headers that show the count of resources available to fill the request. Click on a header to assign a resource to a request.

   Note: If the headers do not show any numbers, click on the Fill With tab and click Reset Fill With to reset the information shown in the Fill tab.

   b   The Fill With tab allows you to fill with non-local inventory or other similar options.

   Notes: The Fill With tab is used to fill a request with a resource that is not in the inventory. Non-inventory resources are temporary resources that are not added to the IROC inventory.

Fill with an Available, Non-Local, Reserved, Contracted, or VIPR Resource

1   Click on the Fill action tab.

2   Click the applicable header (e.g., Available, Non-Local, etc.), depending on what you are looking for.

3   Click the Assign action button for the resource you want to assign.

   Tip: Use the Search Resource by Name field to find the desired resource.

4   In the Incident Request screen, select a Financial Code (optional) and a Travel Option*. If you select one of the Set Travel options, complete the travel information. When done, click Save.

Fill with a Non-Inventory Agreement Resource
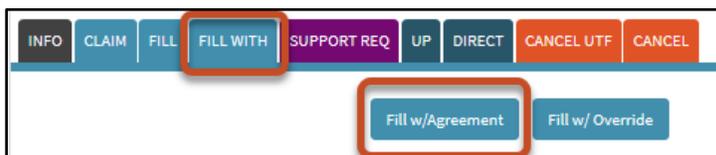
1   Click on the Fill With action tab.

2   Click the Fill w/Agreement action button.

3   Complete all required fields and any other relevant information in the Fill w/Agreement form. (The information in this form will vary depending on the selected resource.)

> Note: If you decide you do not want to fill the request with agreement, click Reset Fill w/Agreement and select another fill option.

4   When done, click Save.

5   Once you have completed filling the request, click Complete Fill w/Agreement.

> Note: Keep the following in mind when filling with agreement:
> - When a non-inventory agreement is used to fill a request, no IROC resource items are being assigned. However, your dispatch becomes the "home dispatch" of the temporary non-inventory resource until it is released.
> - Non-inventory agreement resources do not have to be checked in upon completion of their assignment; thus, they do not become statused as "returned from assignment." Requests filled with non-inventory agreement resources are closed when the demobilization ETA is reached.
> - On requests for supply items that are in the catalog, the Resource Name field displays the catalog item name and cannot be changed.

Fill with a Non-Inventory EFF/AD Resource

1   Click on the Fill With action tab.

2   Click the Fill w/EFF action button.

3   Complete all required fields and any other relevant information in the Request form.

> Note: If you decide you do not want to fill the request with an EFF/AD resource, click Reset Fill w/EFF and select another fill option.

4   When done, click Save.

5   Once you have completed filling the request, click Complete Fill w/EFF.

> Note: Keep the following in mind when filling a request with an EFF/AD resource:
> - The request must be for an overhead catalog item.
> - The requested item must not be a service and cannot have a configuration.

Fill with a Local Purchase

1   Click on the Fill With action tab.

2   Click the Fill w/Local Purchase action button.

3   Complete all required fields and any other relevant information in the Request Purchase form.

> Note: If you decide you don't want to fill the request with a local purchase, click Reset Fill w/Local Purchase and select another fill option.

4   When done, click Save.

5   Once you have completed filling the request, click Fill the Request.

> Note: When filling with a local purchase, keep in mind that if you choose to track the item, you will need to set travel.

Fill with Override

1   Click on the Fill With action tab.

2   Click the Fill w/Override action button.

> Note: If you decide you do not want to fill the request with override, click Reset Fill w/Override and select another fill option.

3   Click the Assign button for the appropriate record. IROC fills the request with the resource you identified.

> Note: You can set travel for the resource on this assignment by clicking on the Travel tab.