

Placing NFES Supply Requests to Cache

As a dispatcher, you may need to place NFES supply requests directly to cache. Whenever possible, place NFES supply requests to cache **in bulk** from the Pending Requests list view. If necessary, you can place single items to the cache from either the Pending Requests list view or the Manage Request screen.

Placing to Cache from Pending Requests List View

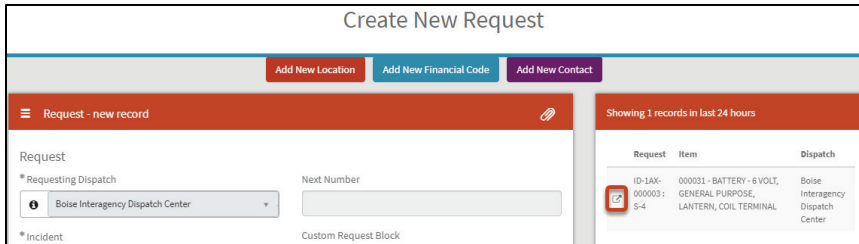
When placing NFES supply requests to cache, use this method to place your items **all at once**, rather than placing items one at a time.

- 1 Navigate to the Pending Requests list view by clicking on the Pending Requests list selector on the IROC Portal homepage.
- 2 Click in the appropriate boxes in the **Selected** column for the items you want to place to cache.
 - Tip:** Type “supply” in the **Catalog** column search field to find all supply requests.
- 3 Click the **Place to Cache** action button.
- 4 In the dialog box, select the desired cache and click **Place to Cache**. A confirmation message will appear at the top of the screen.

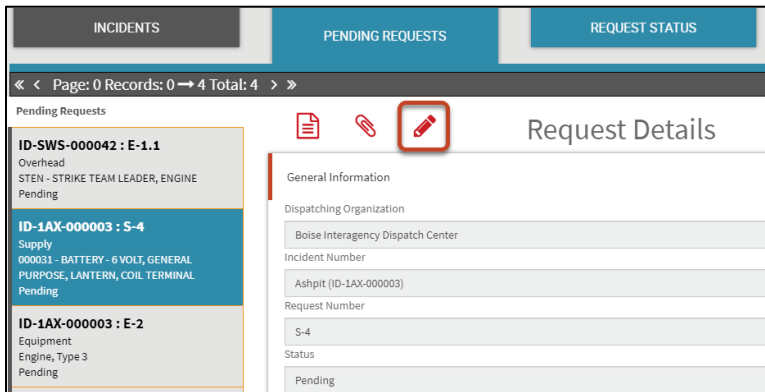
Placing to Cache from the Manage Request Screen

Do **not** place individual NFES supply requests to cache unless you have a valid reason to do so. The preferred method is to place items in bulk through the Pending Requests list view.

- 1 To navigate to the Manage Request screen, you have two options:
 - a If you have just created the request, click the **Manage** icon in the new records list on the right side of the Create New Request screen.



- b Click the Pending Requests list selector on the IROC homepage, use the filters and search functions to find the request in list view, click on the request to move to accordion view, and click the **Edit** icon.



- 2 In the Manage Request screen for the NFES supply request, click the **Cache** tab, select the agency from the drop-down, and click **Place to Cache**.

