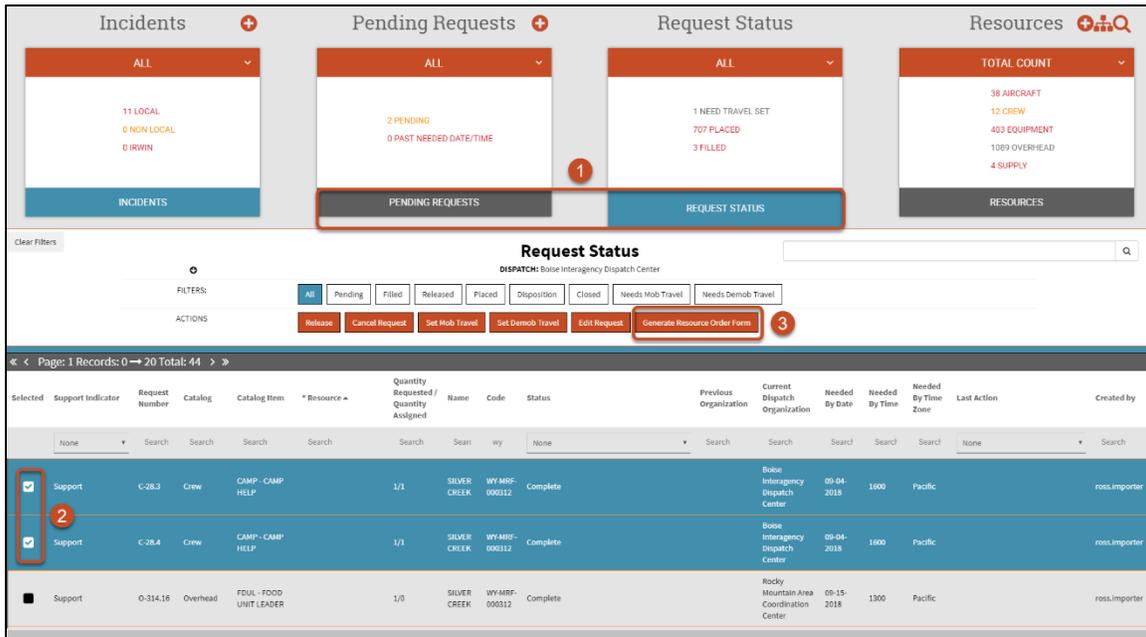
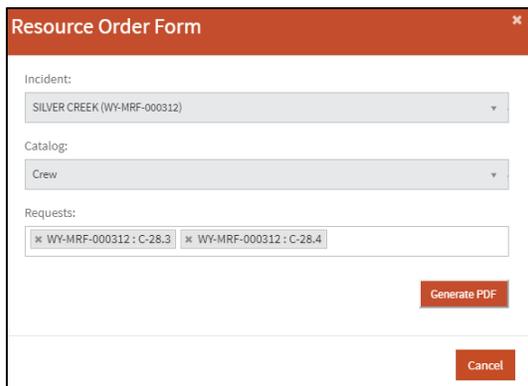


Generating Resource Order Form from Requests List View

IROC allows dispatchers to generate resource order forms from a variety of screens. This document describes how create a resource order form from the list view of either the Request Status list view or the Pending Requests list view. The steps are the same, regardless of which list view you are in.



- 1 Navigate to either of the requests work area by clicking on the Pending Requests list selector or the Request Status list selector.
- 2 Click in the **Selected** column for the requests you want to include on the form.
- Note:** The selected items must be from the same catalog and the same incident ID/name.
- 3 Click **Generate Resource Order Form** to open the Resource Order Form screen.
- Note:** This action button only becomes available after selecting items in the list.
- 4 The information will automatically populate the screen.



- a Delete requests by clicking the small x.
- b Add requests by clicking in the field and performing a type-ahead search to find the desired information.
- 5 When done, click **Generate PDF**.