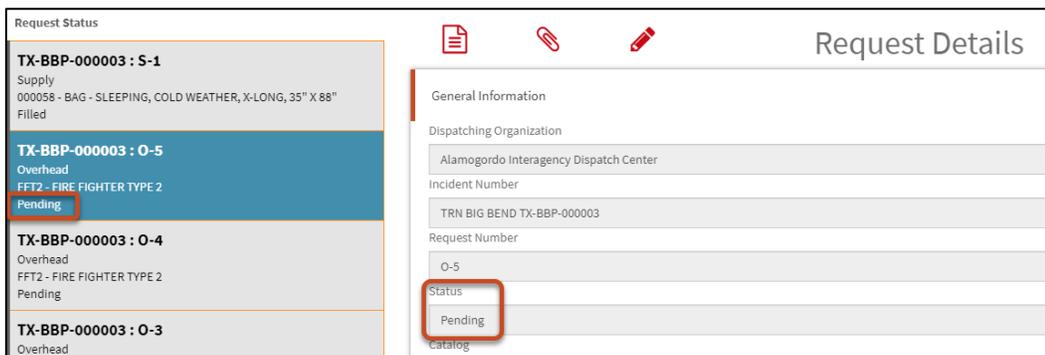# Viewing Request Status

Requests status is the state of requests that have been created or placed to your dispatch center. It can be used to determine the status of an individual request or to provide information on groups of requests for briefings or shift changes.

1 In IROC Portal, select the appropriate dispatch center from the **Dispatch** content selector and click the **Request Status** list selector on the Request Status action tile to open the work area.

2 In the default list view, there are several ways to filter the request status column. This is a good option if you need to list all requests of a certain status for a quick view of their operations.
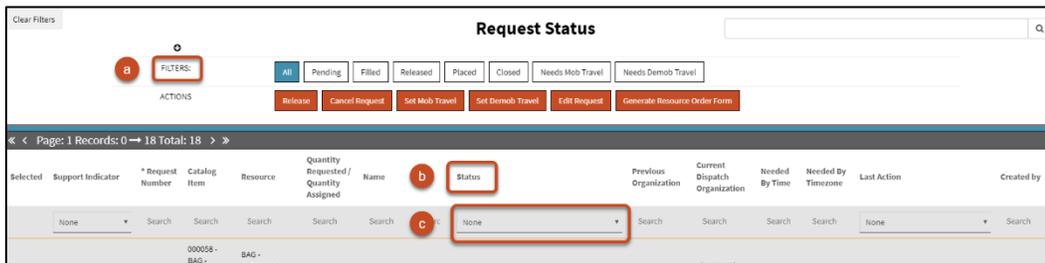
a Click on one or more quick filters. Selected options are blue; unselected options are white. To remove a quick filter, click it again. To revert to the default view, click **All** to see all.

b Click on the status column header to sort the items in the field in ascending or descending alphabetical order.

c Select a status from the Status column drop-down to filter the list to show only items that match your criteria.

3 Double-click on a request in the list to move to **accordion view**. In accordion view, the status is listed in the list on the left and in the **Status** field of the General Information tab on the right.

4 Clicking on the **Edit** icon in accordion view moves you to the Manage Request screen, where the request status is indicated in a yellow bar at the top of the screen.