To fill a request for a CWN helicopter

1. On the Request menu, click Pending Request, or click PR.

2. On the Pending Request screen, search for and click the Helicopter Request of your choice, and then click the Contracts/Agreements tab.

3. On the Contracts/Agreements tab, click the Resource Name of your choice, and then click Fill.

4. On the Fill Request dialog box, click Set Travel, click and then click the ATD and ETE.

5. Complete the Assigning Contact text box, complete the Call Sign text box, and then click

6. On the Request Action Message dialog box, click

To create an Overhead Support Request from the Pending Request screen

Once you fill the parent request, you cannot create a Support Request for it from the Pending Request screen.

A. On the Pending Request screen, click the Parent Request of your choice.

You can also create Support Requests from the Request Status and Incident Resources screens.

B. Click Action and then click Create Support Request.

C. On the Create Support Request dialog box, search for and then click the Overhead Position of your choice.

D. Click the Request tab, complete all information as required and/or appropriate, and then click

E. Repeat steps C and D to create all needed Support Requests. When finished, click the Requests Created tab to review, and then click
Reassigning a CWN Helicopter to a Preposition Order

1. On the Incident menu, click Incident Resources, or click [Incident Resources].

2. Search for and then click the Helicopter Resource you want to reassign, click [Reassign] and then click [Reassign].

3. On the Reassign Resource dialog box, search for and click the Preposition Incident Name of your choice, and then click [OK].

4. On the Reassign Request dialog box, complete the Travel information as appropriate, and then click [OK].

5. On the Request Action Message dialog box, click [OK]. From here, reassign the associated Support Requests as appropriate.

You may also place this request.

A. On the Pending Request screen, search for and then click the Overhead Request for that CWN helicopter, and then click [Query].

B. Click the Resource Name of your choice, click [Fill] and then click Fill.

C. On the Fill Request dialog box, click Set Travel, click [OK] and then click the ATD and ETE.

D. Complete the Assigning Contact text box, complete the Call Sign text box, and then click [OK].

E. On the Request Action Message dialog box, click [OK].

Helpdesk: 866-224-7677  https://iia-hd.peckham-enclave.us/
ROSS Website:  https://famit.nwcg.gov/applications/ROSS