To create a new request

1. On the Request menu, click New Request, or click.
2. Click the drop-down arrow, click the Incident of your choice, and then click.
3. Click the Catalog drop-down arrow, click the Catalog of your choice, and then click.
4. On the Catalog Item table, search for and then click the Catalog Item of your choice.
5. Under Select Features, click to highlight the Available Features of your choice, if any, and then click to move your selection to the Requested Features table.
6. Complete Select Inclusions and Exclusions as appropriate.
7. Click and then complete the Need Date/Time.
8. In the Deliver To text box, click and then complete the Deliver To location.
9. In the Request Contact text box, click and then complete the Pick Requesting Contact dialog box.
10. If the selected Catalog Item has a configuration, click the Configuration Option drop-down arrow, and then click the Configuration Option of your choice.
11. Click.

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