To fill a Pending Request with other resources

1. On the Request menu, click Pending Request, or click [Select one of the following options].
2. On the Search Incidents dialog box, search for and then click to select the Incident of your choice.
3. On the Pending Request screen, search for and then click to select the request of your choice.
4. Click the Other Resources tab, and then click [Select one of the following options].
5. On the Other Resources tab, click the Organization Name that has an available resource.
6. Click to select one of the following options - Government Controlled - CWN / Agreement.
7. Click [Select one of the following options] and then click to select one of the following options - Place Request Up - Place Request - Place Status Only.
8. On the ROSS Request Action Message dialog box, click [To confirm or click No to cancel].
9. On the ROSS Request Action Message dialog box, click [To confirm or click No to cancel].