







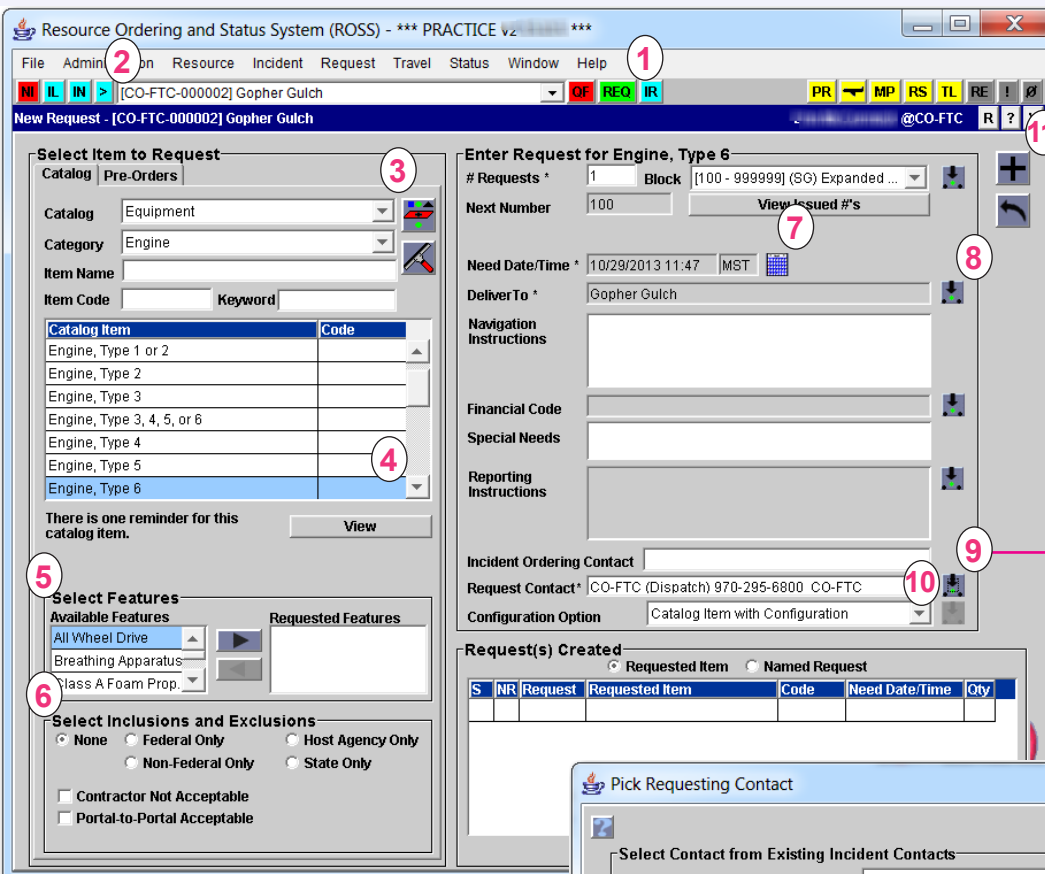


To create a new request

- 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 



Resource Ordering and Status System (ROSS) - *** PRACTICE v2 ***

File Admin **2** on Resource Incident Request Travel Status Window Help **1**

[CO-FTC-000002] Gopher Gulch [CO-FTC] [REQ] [IR] [PR] [MP] [RS] [TL] [RE] [!]

New Request - [CO-FTC-000002] Gopher Gulch @CO-FTC R ? **11**

Select Item to Request

Catalog Pre-Orders **3**

Catalog Equipment

Category Engine

Item Name

Item Code Keyword

Catalog Item	Code
Engine, Type 1 or 2	
Engine, Type 2	
Engine, Type 3	
Engine, Type 3, 4, 5, or 6	
Engine, Type 4	
Engine, Type 5	
Engine, Type 6	

There is one reminder for this catalog item. View **4**

Select Features

Available Features Requested Features

All Wheel Drive

Breathing Apparatus

Class A Foam Prop. **5**

Select Inclusions and Exclusions

None Federal Only Host Agency Only

Non-Federal Only State Only


Contractor Not Acceptable


Portal-to-Portal Acceptable

Enter Request for Engine, Type 6

Requests * 1 Block [100 - 999999] (SG) Expanded ... **7**

Next Number 100 View Issued #'s

Need Date/Time * 10/29/2013 11:47 MST 

Deliver To * Gopher Gulch  **8**

Navigation Instructions

Financial Code

Special Needs

Reporting Instructions

Incident Ordering Contact

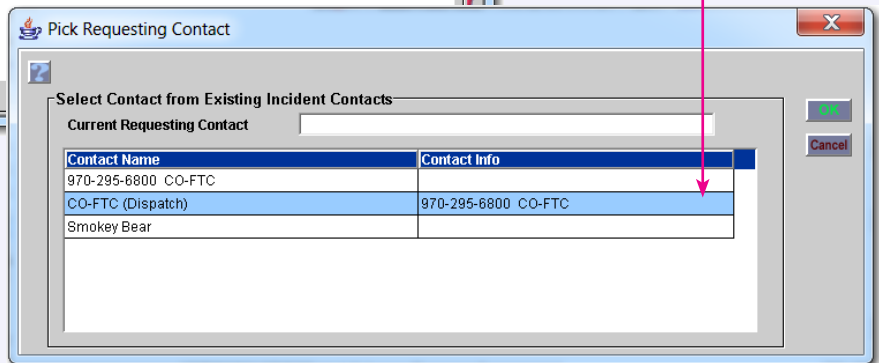
Request Contact * CO-FTC (Dispatch) 970-295-6800 CO-FTC **9**

Configuration Option Catalog Item with Configuration **10**

Request(s) Created

Requested Item Named Request

S	NR	Request	Requested Item	Code	Need Date/Time	Qty
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Pick Requesting Contact

Select Contact from Existing Incident Contacts

Current Requesting Contact

Contact Name	Contact Info
970-295-6800 CO-FTC	
CO-FTC (Dispatch)	970-295-6800 CO-FTC
Smokey Bear	

OK Cancel

