To fill a request for an EXU helicopter

1. On the Request menu, click Pending Request, or click PR.
2. On the Search Incidents dialog box, search for and then click the Incident of your choice.
3. On the Pending Request screen, search for and then click the Helicopter request of your choice.
4. On the Available tab, click Query and then click the Resource Name of your choice.
5. Click Fill then click Fill with using Master Roster or Assignment Roster using Configuration.
6. On the Assign Roster dialog box, complete the information as appropriate. Click Commit Resources and Create Outstanding Requests, click the Set [Request #] as Filled check box, and then click.
7. On the ROSS Confirmation Message dialog box, click Yes to confirm or click No to cancel.
8. On the Fill Request dialog box, click Set Travel, click and then complete the ATD and ETE of your choice.
9. Complete the Assigning Contact text box, and then click.

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