Multi Place Requests - placing multiple requests

This guide explains how to select one or more pending requests from a single incident and place them simultaneously to another dispatch center. Topics in this guide include:

- Placing multiple requests
- Performing other functions using the Action button
- Exploring multi-place requests in detail.

To access the Multi Place Requests screen

- On the Request menu, click Multi Place Requests, or click the MP button.

Multi Place Requests screen

![Image of Multi Place Requests screen in a software interface]
Placing multiple requests

Unlike the Pending Request screen, you can select requests from any catalog.

To select and place multiple pending requests from a single incident
1 On the Multi Place Requests screen, click the Incident drop-down arrow, and then click to select the Incident of your choice.
2 Click the Unit ID drop-down arrow, and then click to select the Unit ID where the requests will be placed.
3 Under Select Filter Criteria for Pending Requests, search for and then click to select the Catalog and Catalog Category of your choice, as appropriate.
4 Under Select Pending Request(s), click to select the Requested Item(s) that you want to place to the selected Unit ID.
5 Click the Action button, and then click Place Request.
6 On the ROSS Confirmation Message dialog box, click Yes to confirm or click No to cancel.
7 On the Request Action Message dialog box, click OK.

To sort unit ids based on the proximity to the incident
1 On the Multi Place Requests screen, click the Incident drop-down arrow, and then click to select the Incident of your choice.
2 Click to select the Sort By Proximity to Incident check box, and then click to select the Unit ID of your choice.
The following diagram shows a sample Multi Place Requests screen. The arrow points to the Sort By Proximity to Incident check box.

To filter for tracked NFES Supply pending requests

3. On the Multi Place Requests screen under Select Filter Criteria for Pending Requests, click the Catalog drop-down arrow, and then click to select Supply.

4. Click the Tracked Supplies check box.

5. Complete the remaining filter criteria as appropriate of that supply pending request, and then click the Filter button.
The following diagram shows a Multi Place Requests screen for supply catalog items. The arrow points to the Tracked Supplies check box.

To place up multiple pending requests
1. On the Multi Place Requests screen, click to select the Requested Item(s) of your choice.
2. Click the Action button, and then click to select Place Request Up.
3. On the ROSS Confirmation Message dialog box, click Yes to confirm or click No to cancel.
4. On the Request Action Message dialog box, click OK.

The Request Action Message dialog box appears only if you click Yes on the ROSS Confirmation Message dialog box.

To place one or more NFES supply pending requests directly to an ICBS cache
1. On the Multi Place Requests screen under Select Filter Criteria for Pending Requests, click the Catalog drop-down arrow, and then click to select Supply.
2. Click to select the Requested Item(s) of your choice.
3. Click the Action button, and then click to select Place To External Cache.
4. On the Place To External Cache dialog box, click the Name drop-down arrow, click to select the ICBS Cache of your choice, and then click OK.
4 On the **Request Action Message** dialog box, click **OK**.

The following diagram shows the Place To External Cache dialog box.

![Place To External Cache Diagram](image)

The following diagram shows the Request Action Message for placing a supply pending request directly to an ICBS cache.

![Request Action Message Diagram](image)

**To assign or remove financial codes to an incident**

*Remember, your dispatch center must be in the ordering chain of a request to assign or remove financial codes from an incident.*

1 On the **Multi Place Requests** screen, click to select the **incident** of your choice, and then click the **Manage Financial Codes** button.

2 On the **Select Financial Codes** dialog box, perform one or more of the following and then click **Close**
   - to select one or more financial codes, under **Financial Codes**, click to select the **Financial Code(s)** of your choice and then click the **Select** arrow
   - to select all available financial codes, click the **Select All** arrow
   - to remove one or more financial codes that were added by your dispatch center, under **Selected Financial Codes**, click to select the **Financial Code(s)** of your choice, and then click the **Remove** arrow
   - to remove all financial codes, click the **Remove All** arrow.
The following diagram shows the Select Financial Codes dialog box.

![Select Financial Codes dialog box]

To create a new financial code for an incident

1. On the Multi Place Requests screen, click to select the Requested Item(s) of your choice, and then click the Manage Financial Codes button.
2. On the Select Financial Codes dialog box, click the New button.
3. On the Ad Hoc Financial Code dialog box, complete the following
   - in the Financial Code text box, type the Financial Code
   - in the Fiscal Year box, type the Fiscal Year of the financial code
   - under Owned By, click to select the Pick Agency Organization button.
4. On the Pick Agency Organization dialog box, perform the following
   - under Owned By, click to select the agency type of your choice
   - click to select the Name of your choice.
5. When finished, click OK, and then click Close to return to the Multi Place Requests screen.

The following diagram shows the Ad Hoc Financial Code dialog box.

![Ad Hoc Financial Code dialog box]
The following diagram shows the Pick Agency Organization dialog box.

To print one or more requests
1 On the Multi Place Requests screen under Select Filter Criteria for Pending Requests, click the Catalog drop-down arrow, and then click to select the Catalog of your choice.
2 Click the Requested Item(s) of your choice, click the Print button, and then click to select Print Resource Order.
3 In ROSS Reports, position your mouse toward the top of the web page, and then click the Print file button or press [Ctrl] + P.

You may choose to hover your pointer to display the PDF floating toolbar, and then click the Print button.

4 On the Print dialog box, review the printer settings and then click OK.
5 When finished, close your Internet browser.

To print one or more NFES requests
1 On the Multi Place Requests screen under Select Filter Criteria for Pending Requests, click the Catalog drop-down arrow, and then click Supply.
2 Click the NFES Requested Item(s) of your choice, click the Print button, and then click to select Print NFES Requests Only.
3 In ROSS Reports, position your mouse toward the top of the web page, and then click the Print file button or press [Ctrl] + P.
4 On the Print dialog box, review the printer settings and then click OK.
5 When finished, close your Internet browser.
The following diagram shows a sample NFES Supply request as viewed from Cognos. The arrow points to the Print file button.

Performing other functions using the Action button

This section explains how to cancel, UTF, edit, and add documentation to multiple requests. It also explains how to create a support request for a single pending request.

To cancel multiple pending requests

*Remember, you can now cancel/UTF any pending request created by your dispatch center.*

1. On the **Multi Place Requests** screen, click to select the locally created **Requested Item(s)** of your choice.
2. Click the **Action** button, and then click to select **Cancel Request**.
3. On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

To designate one or more pending requests as UTF

1. On the **Multi Place Requests** screen, click to select the **Requested Item(s)** of your choice.
2. Click the **Action** button, and then click to select **UTF Request**.
3. On the **ROSS Confirmation Message**, click **Yes** to confirm or click **No** to cancel.
The following diagram shows a sample ROSS Confirmation Message for designating multiple pending requests as UTF.

![Ross Confirmation Message]

Are you sure you want to UTF the request(s)?
The request(s) will be removed from your list of Pending Requests.

Yes  No

To edit multiple pending requests

This task applies only to pending requests created by your dispatch organization.

1 On the Multi Place Requests screen, click to select the Requested Item(s) of your choice.
2 Click the Action button, and then click to select Edit Request.
3 On the Edit Multiple Requests dialog box, change the following fields as appropriate and then click OK
   - Need Date/Time
   - Deliver To
   - Reporting Instructions
   - Special Needs
   - Incident Contact/Contact Information
   - Features
   - Inclusions and Exclusions
   - Enter Documentation
   - Financial Code/Compact
   - Quantity.
The following diagram shows the Edit Multiple Requests dialog box.

To create a support request from the Multi Place Requests screen

**Very Important:** When you create a support request for a request placed to your organization, you have the option of retaining control of the support request.

1. On the **Multi Place Requests** screen, click to select the **Requested Item** of your choice.

   *If you select more than one request, the support request you create will only pertain to the first request.*

2. Click the **Action** button, and then click to select **Create Support Request**.

3. Complete the **Create Support Request** dialog box as appropriate, and then click **Close**.
The following diagram shows the Catalog tab on the Create Support Request dialog box.

For sample dialog boxes and more information about creating a support request see, “Creating a support request,” in “New Request - creating and editing new requests.”

To add identical documentation to one or more pending requests

1. On the Multi Place Requests screen, click to select the Requested Item(s) of your choice.
2. Click the Action button, and then click Add Documentation.
3. On the Multi Edit Documentation dialog box, type the appropriate documentation for the selected requests, and then click OK.
The following diagram shows the Multi Edit Documentation dialog box.

Exploring multi-place requests in detail

Typically, the Multi Place Requests screen is most valuable when dispatching at the GACC or NICC level, since organizations at this level tend to place many more requests than they fill. Expanded dispatch offices may also find this screen useful when their local resources have been exhausted.

You cannot fill requests from the Multi Place Requests screen.

Remember these key points about using the Multi Place Requests screen:

- You can set filter criteria to “All,” or by catalog, category, or requested item.
- The incidents are automatically displayed on the Multi Place Requests screen. You do not need to adjust your personal settings or search for incidents.
- Parent, status-only, external, place up affiliates, and direct order affiliate centers are not displayed on the Multi Place Requests screen.
- When viewing CWN/Agreement pending requests, N/A displays in the Reserved columns.
- Units are displayed alphabetically by unit ID. However, you can sort unit IDs by proximity to the incident coordinates.
- To print request(s) you must first filter by catalog.