Multi Place Requests - placing multiple requests

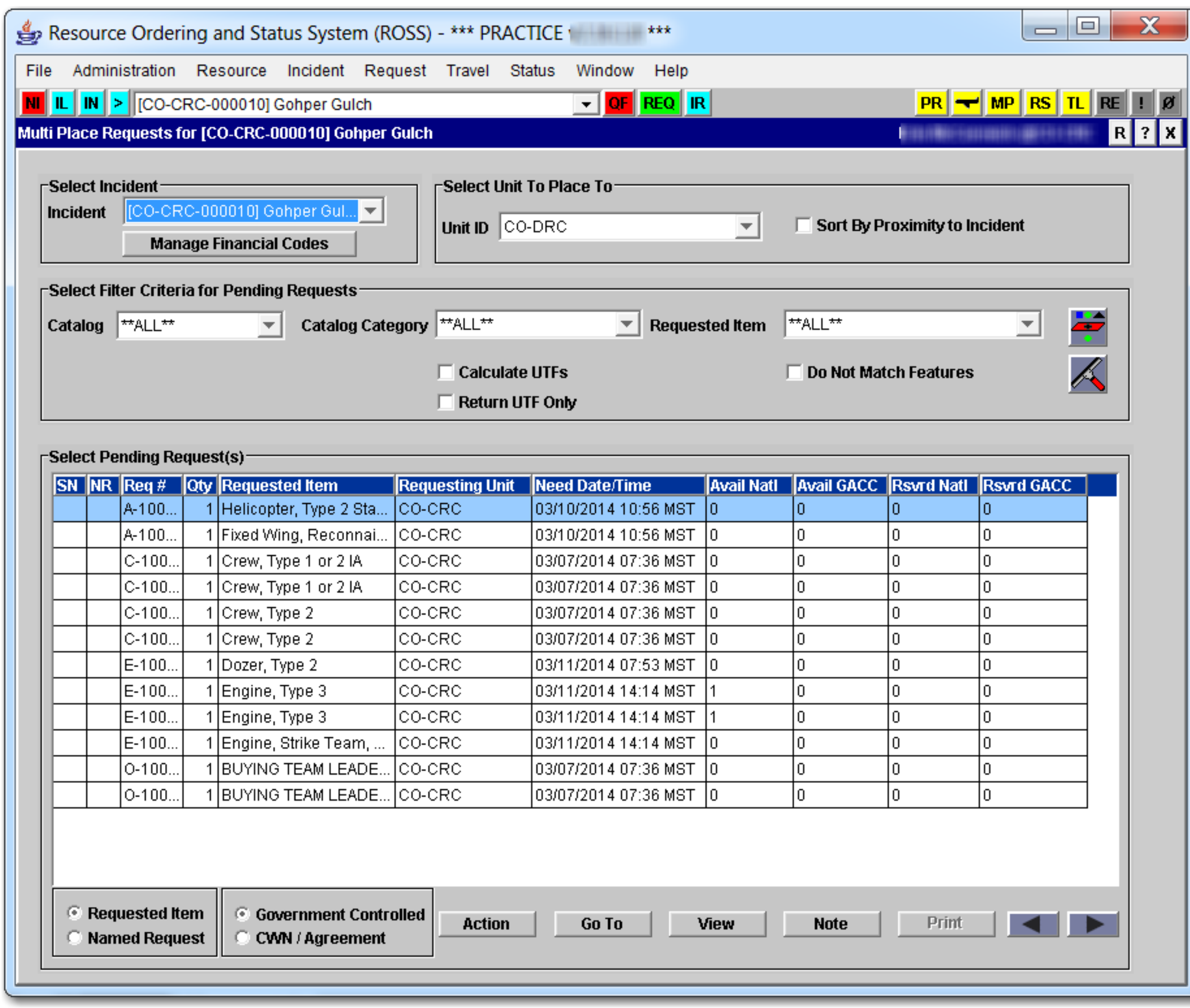
This guide explains how to select one or more pending requests from a single incident and place them simultaneously to another dispatch center. Topics in this guide include:

- 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



Placing multiple requests

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

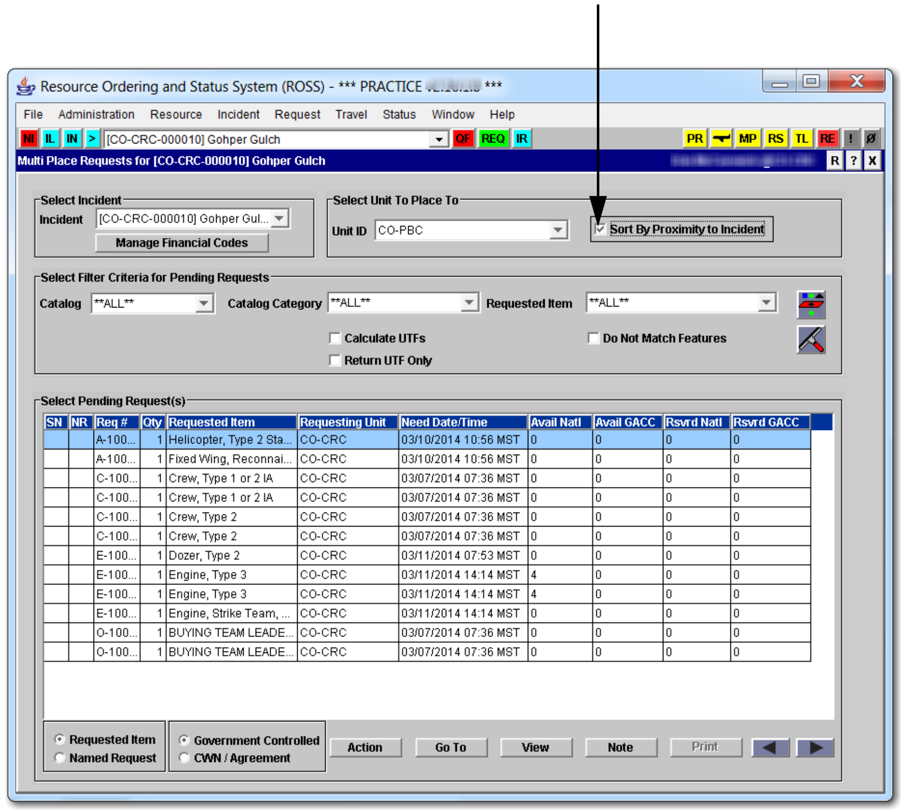
To select and place multiple pending requests from a single incident

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.



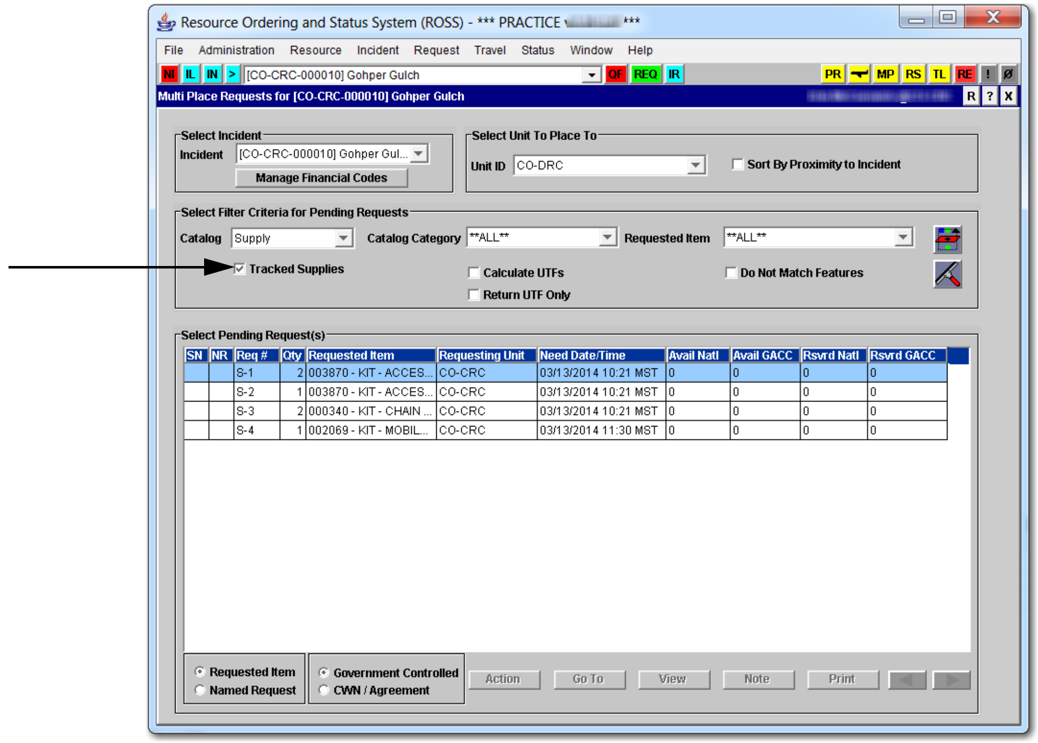
To filter for tracked NFES Supply pending requests

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**.

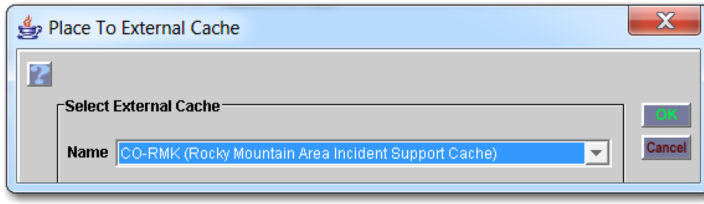
1 Click to select the **Requested Item(s)** of your choice.

2 Click the **Action** button, and then click to select **Place To External Cache**.

3 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.



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

To assign or remove financial codes to an incident

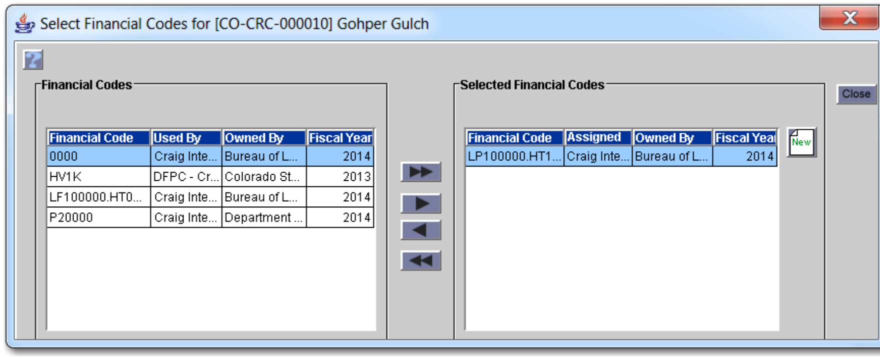
Remember, your dispatch center must be in the ordering chain of a request to assign or remove financial codes from an incident.

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 taht 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.

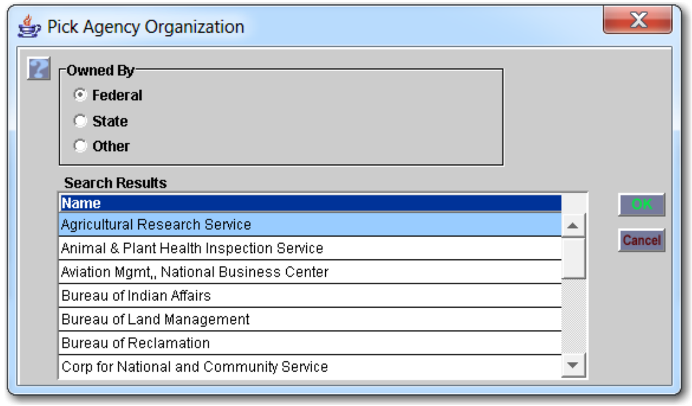


To create a new financial code for an incident

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.

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 pres **[Ctrl] + P**.

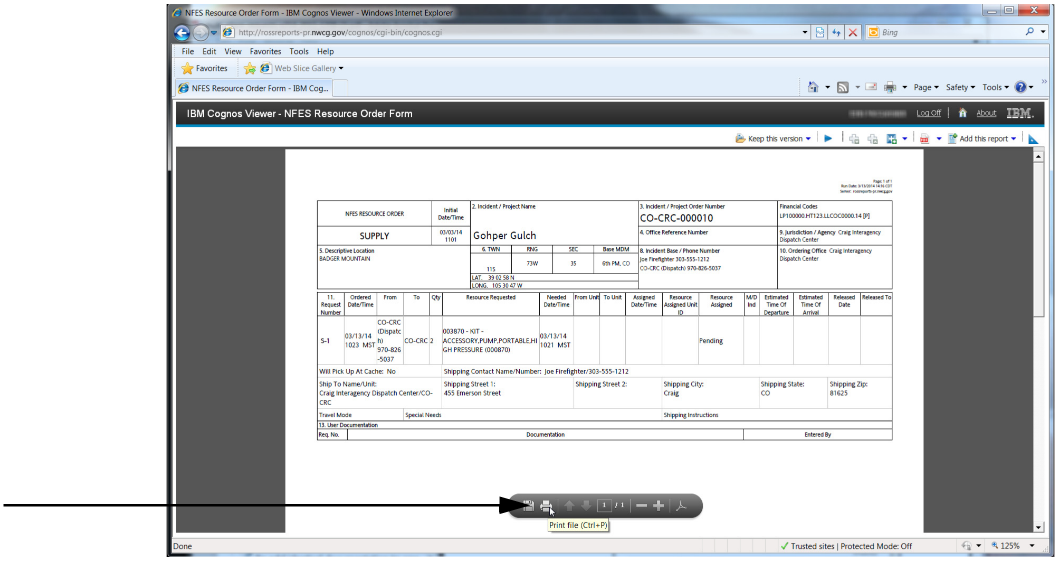
*You may choose to hover your pointer to display the **PDF floating toolbar**, and then click the **Print** button.*

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 Request**, 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 pres **[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

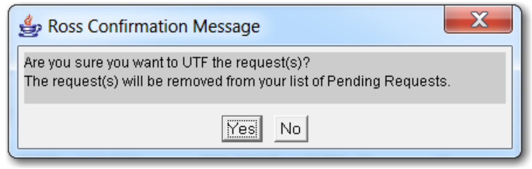
Remember, you can now cancel/UTF any pending request created by your dispatch center.

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.

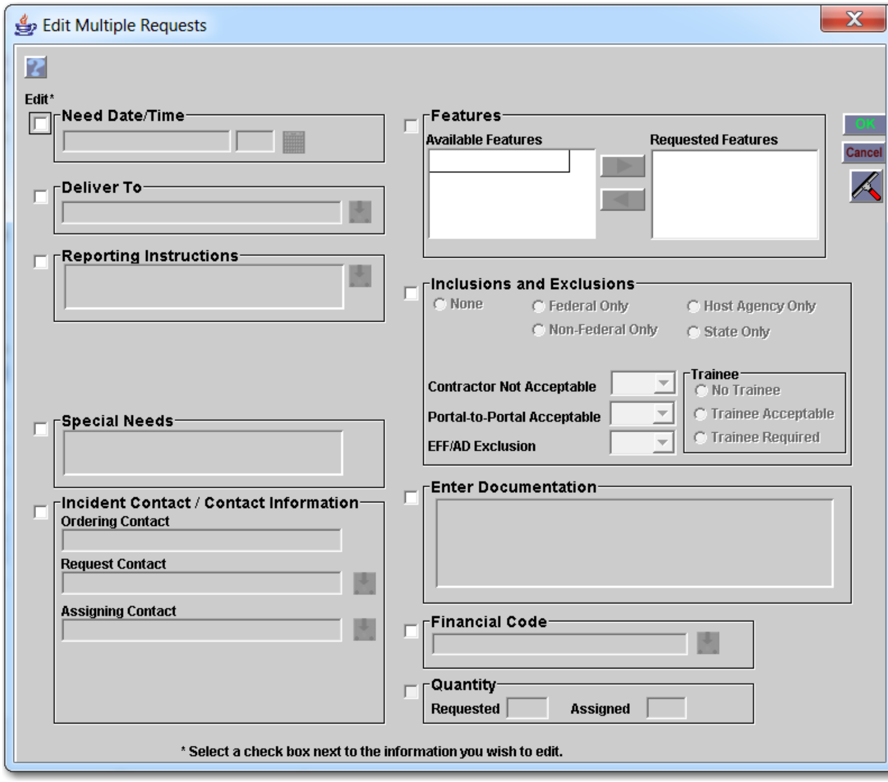


To edit multiple pending requests

This tasks 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.*

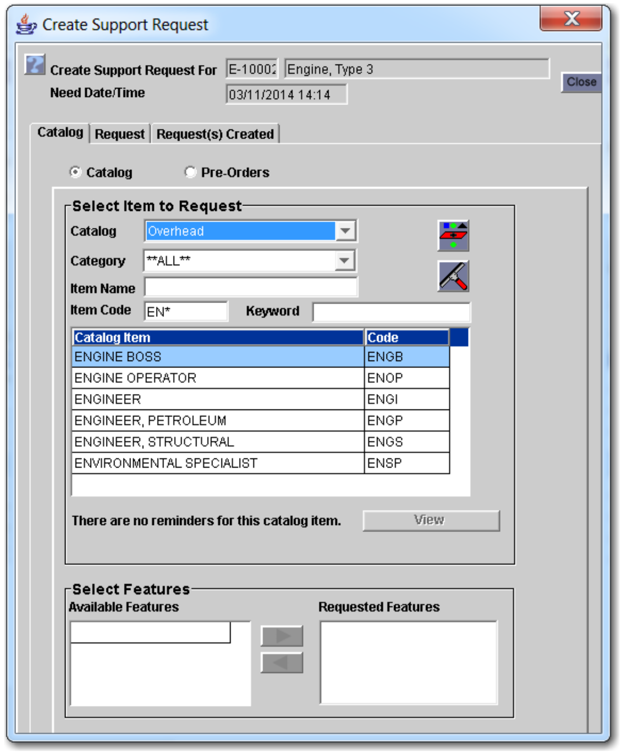
1 On the **Multi Place Requests** screen, click to select the **Requested Item** of your choice.

   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."

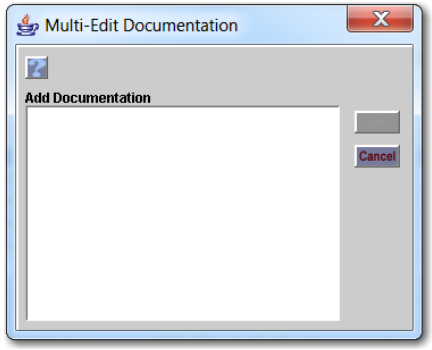
To add identical documentation to one or more pending requests

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.