

*This Quick Reference Card explains how to fill a request for an aircraft that does not have a resource record in ROSS. Fill with Agreement allows you to fill a request for an aircraft not managed in ROSS. That is, the contract or agreement and its associated resources are not in ROSS.*

## To fill a request for an aircraft on agreement

- 1 On the **Request** menu, click **Pending Request**, or click **PR**
- 2 On the **Pending Request** screen, search for and then click the **Aircraft Request** of your choice.
- 3 Click **Action** and then click **Fill with Agreement**.
- 4 On the **Fill with Agreement** dialog box, complete the **Resource Name** and **Provider** text boxes as appropriate, and then click **OK**

- 5 On the **Fill Request** dialog box, perform one of the following
  - click **Set Travel**, click  and then click the **ETD** and **ETA** of your choice.
  - in the **Mode of Travel** text box, type the **Name of the Aircraft** to be used.
  - complete the **Assigning Contact** text box, and then click **OK**
- OR
- click **Set At Incident**, complete the **Assigning Contact** text box, and then click **OK**
- 6 On the **Request Action Message** dialog box, click **OK**

Resource Ordering and Status System (ROSS) - \*\*\* PRACTICE v2.15.0.5 \*\*\*

File Administration Resource Incident Request Travel Status Window Help

PR MP RS TL RE I

Pending Request for [CO-FTC-000002] Gopher Gulch

Search Incidents: [CO-FTC-000002] Gopher Gulch

Host Dispatch: CO-FTC

Select Filter for Pending Requests: Request # A Catalog Category

S	G	SN	NR	Req #	Qty	Requested Item	Requesting Unit	Need Date/Time	Last Action	Exclusions	Inclusion	Nc
		WC		A-1	1	Fixed Wing, Leadplane	CO-FTC	09/18/2013 08:51 MST	New		None	
		WC		A-2	1	Fixed Wing, Leadplane	CO-FTC	09/18/2013 08:51 MST	New		None	
				A-10	1	Airtanker, Type 2	CO-FTC	09/18/2013 08:51 MST	New		None	
				A-11	1	Airtanker, Type 2	CO-FTC	09/18/2013 08:51 MST	New		None	
				A-101	1	Fixed Wing, Passenger	CO-FTC	09/18/2013 08:51 MST	New		None	

Select Action for Pending Request [A-101]:

- Cancel Request+
- Cancel UTF Request+
- Edit Request+
- Create Support Request
- Add Documentation+
- Place Request Up+
- Place External+
- Place Status Only+
- Fill with New Resource
- Fill with Agreement**

Fill with Agreement dialog:

Request A-101 - Fixed Wing, Passenger will be filled with:

Resource Name: Sample Passenger Fixed Wing

Description:

Agreement Number: AGX-12345678

Provider: Boulder Mountain Fire Authority

Vendor:

Fill Request dialog:

Request A-101 - Fixed Wing, Passenger will be filled with Sample Passenger Fixed Wing and will use Financial Code [Not Defined].

Change Financial Code Create Manifest

Travel:

- Set Travel to be Arranged
- Set Travel** ETD [09/18/2013 09:25 MST] ETA [09/18/2013 10:25 MST]
- Mode of Travel
- Set Travel (will have Itinerary)
- No Travel Documented (Set At Incident)
- Resource Needs Transportation

Assigning Contact: 970-295-6800 CO-FTC

Request Action Message dialog:

[A-101] has been filled with Sample Passenger Fixed Wing (CO-FTC)



Helpdesk: 866-224-7677  
email: helpdesk@dms.nwccg.gov