

## To create a new request for a telecommunications item

Before creating a request for an NFES item, the Incident must have a **default financial code** assigned to it. Otherwise, you will **not** be able to create an NFES request.

- 1 On the **Request** menu, click **New Request**, or click 
- 2 On the **New Request** screen under **Select Item to Request**, click the **Catalog** drop-down arrow, and then click **Supply**.
- 3 Click the **Category** drop-down arrow, click **NFES Supplies**, and then click 
- 4 Search for and then click the **Telecommunication Item** of your choice.
- 5 Under **Shipping Information**, perform one of the following
  - click to select the **Will Pick Up At Cache** check box
  - complete the **Shipping Address** text box
  - complete the **Shipping Instructions** text box.

*You must designate Shipping Information for the cache to fill the Supply order!*

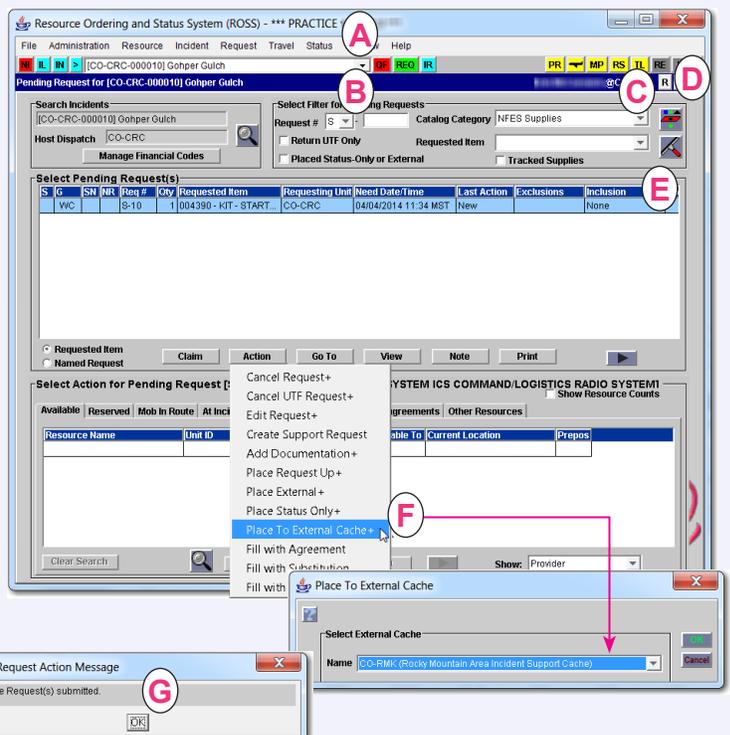
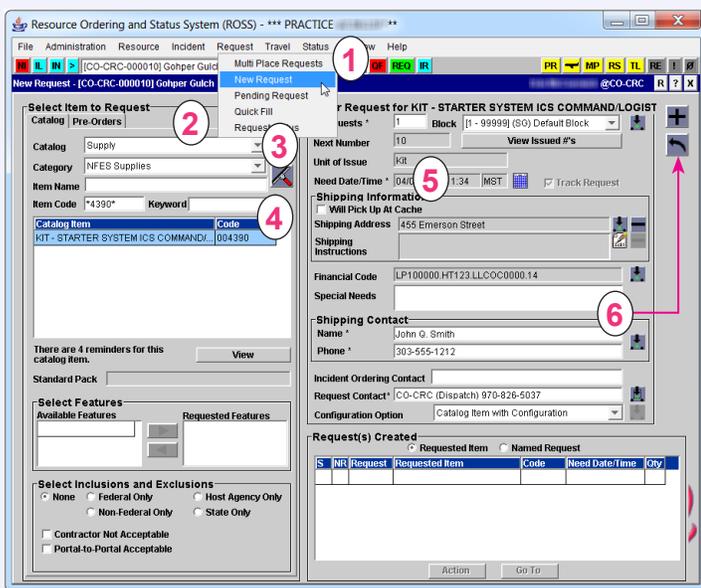
- 6 Complete the following information, and then click 
  - Shipping Contact Name
  - Shipping Contact Phone
  - Request Contact #.

*All NFES telecommunications equipment requests must be placed from the local unit to the GACC.*

## To place telecommunications requests from the Pending Request screen

Use the **Requested Item** filter to display only the telecom items you wish to place!

- A On the **Pending Request** screen, search for and then click the **Incident** of your choice.
- B Under **Select Filter for Pending Requests**, click the **Request #** drop-down arrow, and then click **S**.
- C Click the **Catalog Category** drop-down arrow, and then click **NFES Supplies**.
- D Click the **Requested Item** drop-down arrow, click the **Telecommunications Item** of your choice, and then click 
- E Under **Select Pending Request(s)**, click the **Requested Item** of your choice.
- F Click **Action** and then **place up the telecommunications equipment to appropriate GACC**.
- G On the **Request Action Message**, click 



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## To view the status of requests placed to an external cache

- 1 From the **Request** menu, click **Request Status** or click **RS**
- 2 On the **Search Incidents** dialog box, search for and then click to select the **Incident** of your choice.
- 3 On the **Request Status** screen, click **View** and the click **View Request**.
- 4 On the **View Request** dialog box, click the **Shipped Items** tab.
- 5 Review the information as needed, and then click **Close**

## To obtain a report for telecommunications requests and their status

- A On the **Administration** menu, click **Reports**, and then click the **Incident** folder.
- B To view information about external supply issue activity to provide to cache personnel when inquiring of a request, click **External Cache Activity Report**, and then complete the **report filters** as appropriate.
- C To view inventory and shipping information for NFES resources, click **NFES Resource Order Form**, and then complete the **report filters** as appropriate.

