

Placing Pending Requests to Selection Area Dispatch Centers

DATE: 08/19/10

VERSION 2.12

To fill a Pending Request with other resources

- 1 On the **Request** menu, click **Pending Request**, or click **PR**
- 2 On the **Search Incidents** dialog box, search for and then click to select the **Incident** of your choice.
- 3 On the **Pending Request** screen, search for and then click to select the **request** of your choice.
- 4 Click the **Other Resources** tab, and then click **Query**
- 5 On the **Other Resources** tab, click the **Organization Name** that has an available resource.

- 6 Click to select one of the following options
 - Government Controlled
 - CWN / Agreement.
- 7 Click **Action** and then click to select one of the following fill options
 - Place Request Up
 - Place Request
 - Place Status Only.
- 8 On the **ROSS Request Action Message** dialog box, click **Yes** to confirm or click **No** to cancel.
- 7 On the **Request Action Message** dialog box, click **OK**

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The Other Resources tab lists the locations of your selection area dispatch centers.

