

Working with Request Status

DATE: 08/05/10

VERSION 2.12

Use this quick reference card when you want to

- check any status of resource requests across all catalogs for one or more local or non-local incidents at the same time
- filter requests by catalog, category, or requested item.

To display pending resource requests within your organization's ordering chain

- 1 On the **Request** menu or **Status** menu, click **Request Status** or click **RS**
- 2 On the **Search Incidents** dialog box, search for and then click to select the **Incident Name(s)** of your choice.
- 3 Under **Request**, refine the filters to limit the number of requests that display, and then click 
- 4 Under **Incident Resources**, click to select the **Incident Request** of your choice, click **View** and then click **View Request**.
- 5 When finished viewing the request, click **Close**

Buttons on the Request Status screen

- Action** Cancel a request, create a support request, edit a request, or view/add documentation
- Go To** Go to the Incident, New Request, or QuickFill screen.
- View** View the incident, request, or requesting unit.
- Print** Print the request or request list.

To display completed resource requests

- A On the **Search Incidents** dialog box, search for and then click to select the **Incident Name(s)** of your choice.
- B On the **Request Status** screen under **Request**, click the **Completed** option.
- C When finished completing your search criteria, click 

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