

# Request Status

## Viewing resource requests

The Request Status screen allows you to:

- check the status of resource requests
- perform basic actions on requests, including Edit, Unfill, and Cancel, but not Fill or Place.

*You can only view those requests within your organization's ordering chain.*

## To access the New Request screen

- On the **Request** menu or **Status** menu, click **Request Status**.

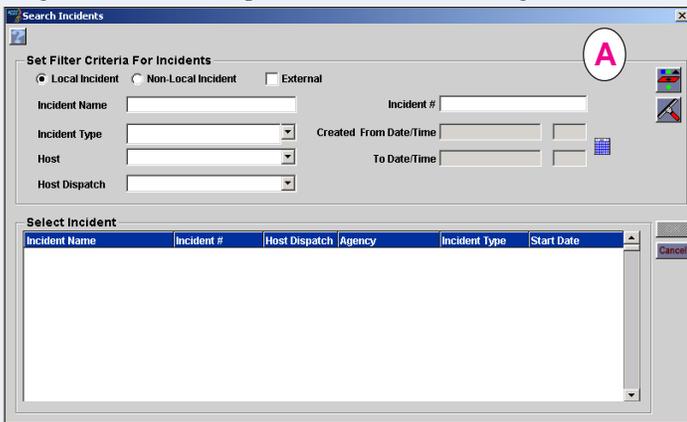
## To search for an Incident on the Search Incidents dialog box

*The Search Incidents dialog box displays automatically when you first access the Request Status screen.*

- 1 Under **Set Filter Criteria For Incidents**, type into or select information to narrow your search, and then click the **Search** button. 

- 2 Under **Select Incident**, click to select the **Incident Name** of your choice, and then click **OK**.

Figure A shows a sample Search Incidents dialog box.



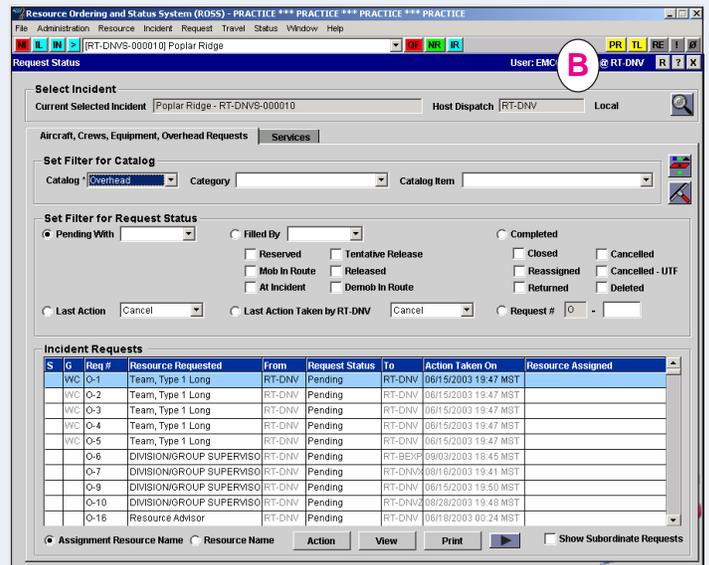
## To display requests within your organization's ordering chain

- 1 From the **Request Status** screen on the **Search Incidents** dialog box, search for and then click to select the **Incident Name** of your choice.
- 2 Under **Set Filter for Catalog**, click the **Catalog** drop-down arrow and select the **Catalog Type** of your choice.  
*To further refine your search, you can also specify the **Category** and **Catalog Item**.*
- 3 Under **Set Filter for Request Status**, click **Pending With**, **Filled By**, or **Completed**, and then further refine the filter by selecting the check boxes and/or drop-down arrow options.

*You can select only one request status filter.*

- 4 When finished completing your search criteria, click **Filter**. 
- 5 Click to select the **Resource Requested** of your choice, click the **View** button, and then click **View Request**. 

Figure B shows the pending overhead position requests on the Request Status screen.



## Buttons and Terms

### Action

Edit request information, unfill a request, cancel a Pending Request, cancel a UTF request, add or edit a supplemental request, add documentation, or create a support request.

### View

View Incident information, individual request information, or resource information, and information about the requesting unit, filling unit, home dispatch unit, and any associated requests.

### Print

Print request and/or assignment roster.

*Options that appear dimmed are not available for that request.*

**View.** View resource requests that you have worked with or touched.

**Edit.** Edit the resource request and/or edit information about the resource used to fill the request.

**Unfill.** Unfill an internal or external request if it is currently in "reserved" status and its ETD has not yet passed.

**Cancel.** Cancel the request if it has not yet been filled, placed, or placed up.

**Cancel UTF Request.** Cancel a UTF request if the request has been UTF'd back to you as the originator.

**Add/Edit Supplemental Request.** Add or edit a supplemental request to the resource request.

**Add Documentation.** Add documentation to the resource request.

**Create Support Request.** Create a support request for the resource request.