

Setting Resource Travel from the Pending Request screen



What do you want to do?

Resource is already at Incident?

Set travel at Incident

- 1 Click **PR**
- 2 Select the **Pending Request** of your choice.
- 3 Click **Query**
- 4 Select the **Resource Name** of your choice.
- 5 Click **Fill**
- 6 Click to select **Set at Incident**.
- 7 Complete the **Assigning Contact** box.

Fill Request

Request E-13 - Engine, Type 6 will be filled with ENGINE - Big Red One!! (Firetruck) (RT-DNV) and will use Financial Code / Compact [Not Defined].

Change Financial Code / Compact

Travel

Set Travel to be Arranged
 Set Travel ETD [] [] ETA [] Mode of Travel []
 Set Travel (will have Itinerary)
 Set At Incident

Assigning Contact * Joe Dispatcher

Release Options
 Release to Home
 Release to Preposition

Assignment Resource Name * ENGINE - Big Red One!! (Firetruck) (RT-DNV)

Resource does not need a detailed travel itinerary?

Set travel (No Itinerary)

- 1 Click **PR**
- 2 Select the **Pending Request** of your choice.
- 3 Click **Query**
- 4 Select the **Resource Name** of your choice.
- 5 Click **Fill**
- 6 Click to select **Set Travel**.
- 7 Set **ETD** and **ETA** on the **Calendar**.
- 8 Complete the **Assigning Contact** box.

Fill Request

Request E-2 - Engine, Type 6 will be filled with ENGINE - #1 (Engine #1) (RT-DNV) and will use Financial Code / Compact [Not Defined].

Change Financial Code / Compact

Travel

Set Travel to be Arranged
 Set Travel ETD 05/27/2003 08:36 MST ETA 05/27/2003 10:50 MST Mode of Travel []
 Set Travel (will have Itinerary)
 Set At Incident

Assigning Contact * Joe Dispatcher

Release Options
 Release to Home
 Release to Preposition

Assignment Resource Name * ENGINE - #1 (Engine #1) (RT-DNV)

Resource needs a detailed travel itinerary?

Set travel (will have Itinerary)

- 1 Click **PR**
- 2 Select the **Pending Request** of your choice.
- 3 Click **Query**
- 4 Select the **Resource Name** of your choice.
- 5 Click **Fill**
- 6 Click to select **Set Travel (will have Itinerary)**.
- 7 Complete the **Assigning Contact** box.
- 8 Go to the **Travel** screen to complete the **Itinerary**. **TL**

Fill Request

Request E-2 - Engine, Type 6 will be filled with ENGINE - #1 (Engine #1) (RT-DNV) and will use Financial Code / Compact [Not Defined].

Change Financial Code / Compact

Travel

Set Travel to be Arranged
 Set Travel ETD 05/27/2003 08:36 MST ETA 05/27/2003 10:50 MST Mode of Travel []
 Set Travel (will have Itinerary)
 Set At Incident

Assigning Contact * Joe Dispatcher

Release Options
 Release to Home
 Release to Preposition

Assignment Resource Name * ENGINE - #1 (Engine #1) (RT-DNV)

For more information about completing a Travel Itinerary, see the Quick Reference Card, "Creating a Travel Itinerary."