

ROSS TIPS

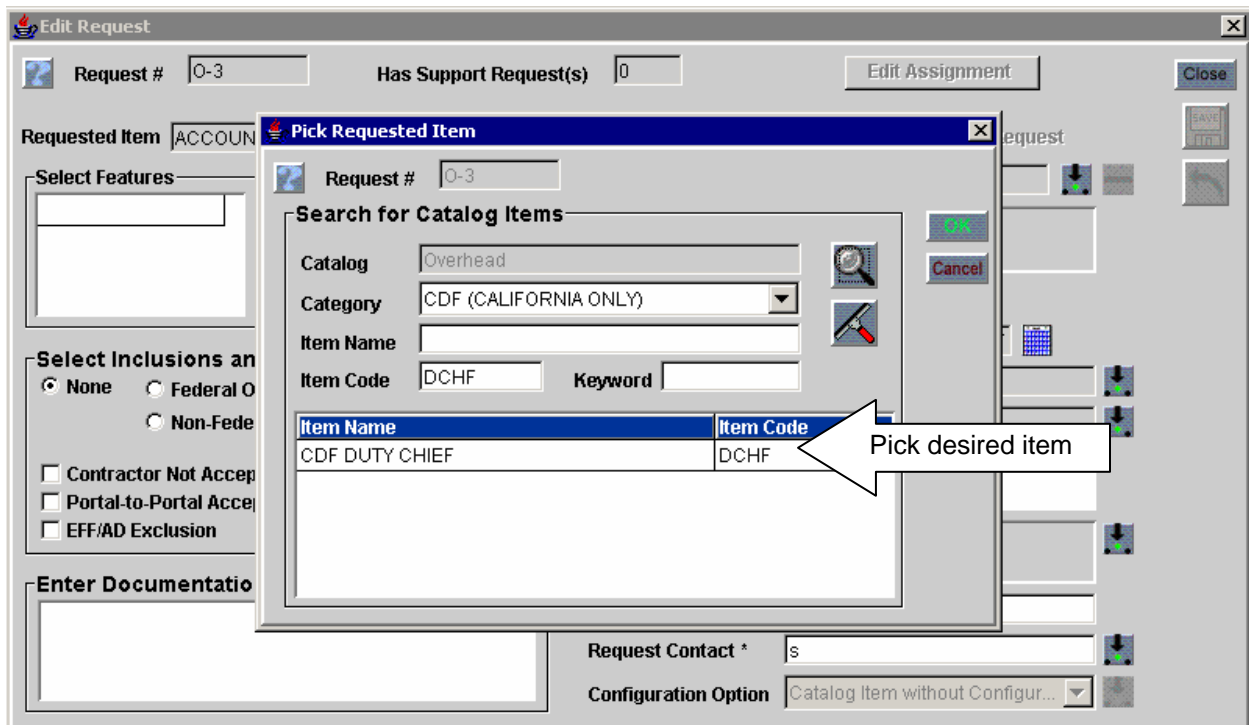
ROSS TIP: REQ-1007-1
Date: April 19, 2007
Subject: Create Named Requests Outside the Overhead Positions Category

ISSUE: Currently ROSS only allows Named Requests to be created within the Overhead Positions category. If another Overhead category is selected (e.g., CDF (CALIFORNIA ONLY)) the "Named Request Only" field is not displayed. This will be corrected in a future version. Until then, the following workaround may be used to create Named Requests in other Overhead categories.

This workaround example shows how to create a Named Request for a "CDF Duty Chief - DCHF" in the CDF (CALIFORNIA ONLY) category.

First create a request for any item in the Overhead **Positions** category, e.g., "Accounting Technician - ACCT". This request should include all the pertinent information (Deliver To, Special Needs, etc.) for the needed Duty Chief.

Next select this request and "Edit Request". Note that the "Name Requested" field is available on this dialog. Use the pick button to select the desired position "CDF Duty Chief - DCHF".



Click OK. While still on the Edit Request dialog, enter the pertinent information in the "Named Request" field.

ROSS TIPS

ROSS TIP: REQ-1007-1
Date: April 19, 2007
Subject: Create Named Requests Outside the Overhead Positions Category

The image shows two overlapping windows from the ROSS system. The top window is titled 'Edit Request' and contains the following fields and controls:

- Request #: 0-3
- Has Support Request(s): 0
- Edit Assignment button
- Requested Item: CDF DUTY CHIEF
- Quantity Requested: 1
- Track Request checkbox (checked)
- SAVE button
- Select Features section with a list box and a button
- Name Requested field
- Name Requested Contact Info field

The bottom window is titled 'Pick Resource' and contains the following fields and controls:

- Resource Item Lookup: User Entered
- Last Name *: McCoy
- First Name: Eldon
- Home Dispatch Unit: CA - LMU
- Contact Info: 888-555-1212
- OK button
- Cancel button

A white arrow points from a text box containing 'Enter pertinent info' to the 'Contact Info' field in the 'Pick Resource' window.

Last, save and Close the Edit Request dialog.