

Quickfill Reassignment of Resources with More Than One Qualification

VERSION 2.7

Reassign Resource

Current Request: O-10000
 Requested Item: ENGINE BOSS (ENGB)
 Resource Assigned: DELAY, SARAH (CO-CRC)

Quick Fill Reassignment

Select Resource Criteria for Reassignment:

- Assign by Qualification: ENGINE BOSS - (Q)
- Assign by Catalog Item

Select Incident for Reassignment:

- Local Incidents
- No

Incident #	Location
CO-CRD-000192	2007 CRAIG IHC PREPO
CO-CRD-000139	Craig Dispatch Center
CO-BPR-000340	BPR SEVERITY 2007
CO-RTF-000216	Buffalo Park
CO-LSD-000305	DRY KNOB
CO-DSP-000343	DSP SEVERITY 2007
CO-ARR-000036	HAMPTON RX
CO-WRD-000355	Meeker, Colorado
CO-WRD-000314	Discour, Colorado

Incident Resources [At Incident]

NL	G	Req #	Resource Reque
No		O-10000	ENGINE BOSS (E
No		O-10004	ENGINE OPERAT
No		O-10005	ENGINE OPERAT

Request Action Message

O-10000 DELAY, SARAH (CO-CRC) on [CO-WRD-000355] HOOPSSNAKE has been reassigned to O-10004 on [CO-RTF-000216] BUFFALO PARK.

To reassign a resource with more than one qualification to another incident from the Incident Resources screen

- Click **IR** click the **Most Recent Incidents** drop-down arrow, and then click to select the **incident** of your choice.
- Click **>** to **Show / Update Incident context of the current screen**.
- Under **Set Catalog Filter**, click the **Catalog** drop-down arrow, select the **Catalog** of your choice, and then click **>**.
- Under **Incident Resources [At Incident]**, click to select the **resource** of your choice.

*To quickfill reassign the subordinate requests along with the parent, be sure to only select only the **parent request**. Do not also select the subordinates!*

- On the **Incident Resources** screen, click **Action** and then click to select **Reassign**.
- On the **Reassign Resource** dialog box, click the **Quick Fill Reassignment** tab.
- Click the **Assign by Qualification** drop-down arrow, click to select the **qualification** of your choice, and then click **OK**.

Resource qualifications display alphabetically. A resource may have more than one. Verify that you are selecting the correct qualification for the reassignment! If not, you will reassign the resource with the first qualification that displays!

- On the **Request Action Message** dialog box, click **OK**.