



ROSS Module Summary

New Request

Description

The New Request module allows Dispatchers to create resource orders, known as “Requests,” for Incidents. Requests can be created for both internal and external incidents. The New Request screen is accessed from the **Request** menu or by clicking the **REQ** button.

The Request(s) Created table is located in the lower right portion on the New Request screen. It lists only those requests created during the user’s current ROSS session. If the user exits the New Request screen or if the user changes the Incident context, the requests no longer display in the table. To view these requests, the user must access the Pending Request and/or Request Status screens from the Request menu.



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Data Information

Data Element	Data Definition
Catalog <i>tab</i>	A list of resource items grouped by aircraft, crew, equipment, overhead, and supply.
Category	A list subdividing a given catalog. For example, the Equipment catalog includes the Engine and Dozer categories.
Item Name	Term(s) describing an individual catalog item (e.g., Crew, Type 1).
Item Code	A four-letter mnemonic code denoting an Overhead catalog item (e.g., CRWB for Crew Boss) or a five-digit number signifying an NFES supply item (e.g., 00030 for Battery, AA). These may be used to filter catalog items.
Keyword	Reference word(s) that may be used to filter catalog items. For example, the keyword, “finance,” may be used to return all Overhead positions within the finance function.
Feature	List of items that can be selected to further describe a resource or its capabilities (e.g., bucket, longline, GPS antenna).
Inclusions and Exclusions	A list of available inclusions and exclusions for that request.
Preorders <i>tab</i>	Used to select an existing Preorder (<i>see Preorders module information</i>) and then create requests based on catalog items in the Preorder.
# Requests	Quantity of requests ordered. Default is “1.” <i>Required field.</i>
Named Request Only	An Overhead request for a resource specifically asked for by name. Users can fill, place, UTF, or cancel Named Requests and are designated by an asterisk (*) in the “NR” column. This column can be sorted and Named Requests grouped together.



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