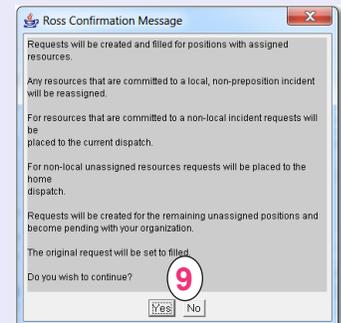
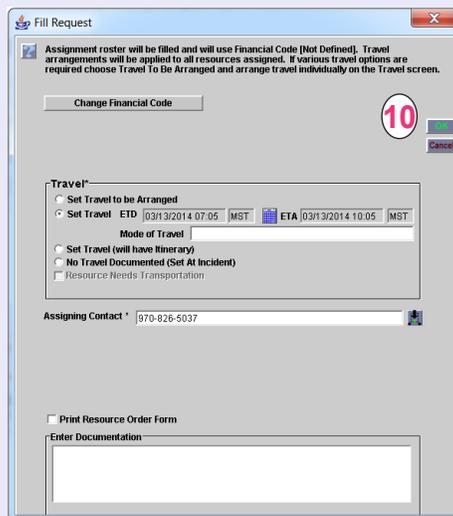
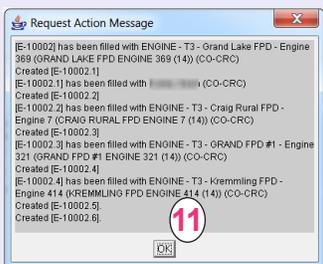
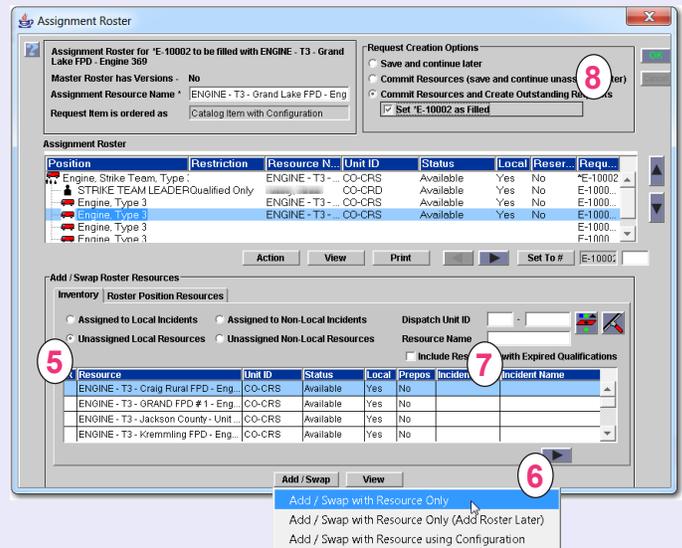
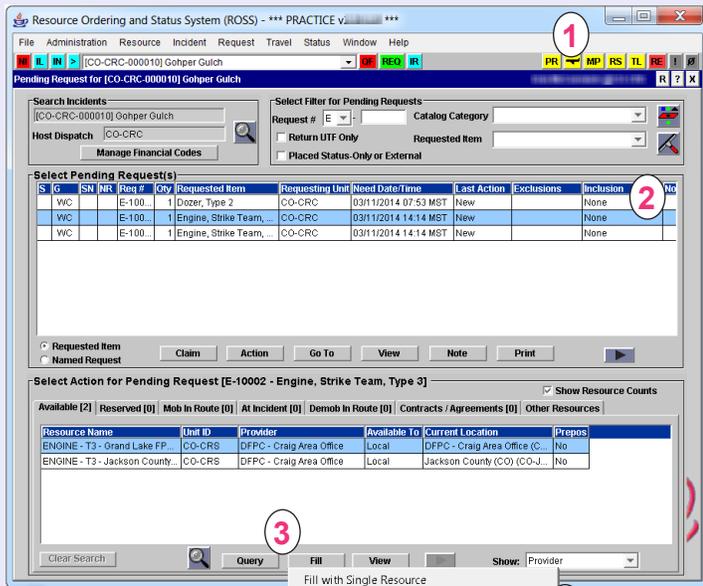


## To fill a strike team order

- 1 On the **Request** menu, click **Pending Request** or click **PR**
- 2 On the **Pending Request** screen, search for and then click the **Strike Team Request** of your choice.
- 3 On the **Available** tab, click **Query** and then click the **Strike Team** of your choice.
- 4 Click **Fill** and then click **Fill with Assignment Roster using Configuration**.
- 5 On the **Assign Roster** dialog box under **Assignment Roster**, click the **Position** of your choice.
- 6 Under **Add-Swap Roster Resources**, click the **Resource** of your choice, click **Add / Swap** and then click **Add/Swap with Resource Only**.

- 7 Repeat steps #5 and #6 to fill all positions, as appropriate.
- 8 On the **Assign Roster** dialog box under **Request Creation Options** dialog box, click **Commit Resources and Create Outstanding Requests**, click the **Set ...as Filled** check box, and then click **OK**
- 9 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.
- 10 On the **Fill Request** dialog box, complete the **Travel Information** for the strike team. Complete the **Assigning Contact** box, and then click **OK**
- 11 On the **Request Action Message** dialog box, click **OK**



Helpdesk: 866-224-7677  
email: helpdesk@dms.nwcg.gov