

Filling Pending Requests for CWN Resources

DATE: 08/19/10

VERSION 2.12

To fill a Pending Request with a CWN resource

- 1 On the **Request** menu, click **Pending Request**, or click **PR**
- 2 On the **Search Incidents** dialog box, search for and then click to select the **Incident** of your choice.
- 3 On the **Pending Request** screen, search for and then click to select the **request** of your choice.
- 4 Click the **CWN Contracts/Agreements** tab, and then click **Query**

To show counts of available resources, click the **Show Resource Counts** check box.

- 5 Click to select the **Resource Name** of your choice, and then click **Fill**
- 6 On the **Fill Request** dialog box, complete the **Travel** information as appropriate for the resource, complete the **Assigning Contact** text box, and then click **OK**
- 7 On the **Request Action Message** dialog box, click **OK**

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1 The 'Request' menu is open, and 'PR' (Pending Request) is selected.

2 The 'Search Incidents' dialog is open, showing a table of incidents. The 'Gopher Gulch' incident is selected.

Dispatch / Host Unit	Type	A	C	E	O	S	A	C	E	O	S
Craig Interagency Dispatch C...	Local	0	0	0	0	11	1	0	3	2	12
Rocky Mountain Area Coordin...	Parent	0	0	0	0	0	0	0	0	1	0

3 The 'Pending Request' screen shows a table of requests. The 'Fixed Wing, Reconnaissance' request is selected.

S	G	SN	NR	Req #	Qty	Requested Item	Requesting Unit	Need Date/Time	Last Action	Inc	Inc No
				A-100...	1	Fixed Wing, Reconnaissance	CO-CRC	08/18/2010 13:03 MST	New		

4 The 'Available' tab is selected, and the 'Query' button is clicked.

Resource Name	Available To	Contract #	Type	Begin Date	End Date	Vendor
FIXED WING - RECON - N18...	Local	AG-82X9-C-08-9006	CWN	05/12/2008	05/11/2011	Meeker
FIXED WING - RECON - N30...	Local	AG-82X9-C-08-9006	CWN	05/12/2008	05/11/2011	Meeker

5 The 'Fill' button is clicked.

6 The 'Fill Request' dialog is open, and the 'Travel' information is being entered.

7 The 'Request Action Message' dialog is open, and the 'OK' button is clicked.

For more information about setting resource travel, see the quick reference card, "Setting Resource Travel from the Pending Request screen."

