

Texas Resource Requests

ICS213RR TX

Input Form

The screenshot shows the 'RESOURCE REQUEST MESSAGE' form. Callout 1 points to the 'Incident Name' field, which is pre-filled with 'ICS-213 RR TX Local (06/09)'. Callout 2 points to the 'Qty' column in the 'ORDER Note' table. Callout 3 points to the 'Cost (If Known)' column in the same table. Callout 4 points to the 'Point of Contact Name' field, which is highlighted in yellow. Callout 5 points to the 'Supervisor' dropdown menu.

- 1 Automatic documentation of incident name, date, time, originating Disaster District Committee Region and unique form request number.
- 2 This is where the person entering the resource request documents exactly what is required while providing as much detail as possible.
- 3 If the requester knows the cost of the resource(s) requested, they may enter it under 'Cost'. They may also identify whether or not this resource will be returned or 'Demobilized' after use.
- 4 The yellow background is a visual prompt to suggest information may be added in these fields. The red text indicates required fields. Remember, the Point of Contact is the person who will be responsible for using the resources.
- 5 Based upon the policies and procedures of your agency, a resource request may be submitted to another department, agency, or entity for approval and processing. This drop down list is built upon those policies and procedures.

Dashboard

The screenshot shows the 'My Resource Requests' dashboard. Callout 1 points to the 'Create New Request' button. Callout 2 points to the 'My Requests' tab. Callout 3 points to the search bar. Callout 4 points to the first row of the request table. Callout 5 points to the 'Submitted / Last Updated' column for the first row. Callout 6 points to the 'Details' link for the first row.

Request Number	Position Requestor contact #	Description	Status	Priority	Submitted / Last Updated	Details
2	ICS213RR Demo TrifilioFrank4964 713-555-4500	1 LG Animal Rescue Strike Team EACH This six-member team should be capable o ... [more] Delivery Location: Anytown Staging and Supply Warehouse (Eddie Quine @ 832-555-1224)	Submitted to Supervisor (ICS213RR Demo)	Urgent	02/11/2010 20:49:05 / 02/11/2010 20:58:25	View
1	ICS213RR Demo TrifilioFrank4964 713-555-4500	15000 Meals Ready to Eat EACH Meals Ready to Eat (MRE) to include 5,000 Breakfast, 5,000 Lunch, and 5,000 Dinner Delivery Location: Anytown Staging and Supply Warehouse (Shelby McDonald @ 409-555-1212)	Submitted to Supervisor (ICS213RR Demo)	Urgent	02/11/2010 20:42:06 / 02/11/2010 20:43:12	View

- 1 A new resource request may be created by clicking on the 'Create New Request' button.
- 2 These display buttons will allow you to see your requests, your peer's requests, and past requests that have items requiring demobilization. The name of the display button will become red when it is 'active'.
- 3 The search button provides a quick and easy way to search for the first resource listed on the request forms.
- 4 Once a resource request is successfully entered and saved, it will be displayed as a row on the resource request dashboard. The dashboard provide the viewer with the unique request form number, a synopsis of the request and a real-time status including who has the request and what has / will be filled.
- 5 Each request is time and date stamped upon creation as well as when it receives updated information throughout the approval process. Should a request not receive an update or otherwise become stale after two hours, this section will become red.
- 6 A comprehensive view of each request may be opened and / or printed at anytime. This view contains the original request form as well as the electronic signatures, time and date stamps, notes, and approvals from everyone who has participated in that request.