



D-110 Unit 6: Request Status, Support, and Subordinate Requests

Unit Objectives:

- Navigate to and describe the Request Status screen.
- Describe the difference between support and subordinate requests.
- Demonstrate the ability to utilize the Edit Request functionality.

Unit at a Glance:

Topics	Method	Duration
Request Status	Presentation	1 Hour
Subordinate vs. Support Requests	Presentation	30 Minutes
Exercise	Group Activity	15 Minutes
Edit Request	Presentation	15 Minutes
Total Unit Duration		2 Hours

Materials:

- Student laptops with IROC.
- Internet access.
- Ability to display images and video on large screen.

Unit 6: Request Status, Support, and Subordinate Requests

Slide 1



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Slide 2

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- Review unit objectives.

Request Status Action Tile

- IROC Portal
- Select an incident from Watched Incident Content Selector.
- In the Request Status Tile List Selectors, demonstrate filter by different categories.
 - Local Request.
 - Non-local.
 - Requests by Catalog.
 - Requests Needing Travel.
 - Closed Incidents.
 - By hovering over each category, it will give you a brief description of the filter criteria.
 - You can also click in the tile itself to select filter criteria.
 - This will populate the Work Area.
 - Selecting a request will activate the Action Buttons.
- Demonstrate Request Status, List Selectors, and Action Tile Options.
- Discuss the changes that occur in the main work area.
- Demonstrate how selecting a request by checking the box activates action buttons.

Subordinate vs. Support Request

- Subordinate requests.
 - Associated with a parent request by extension.

Example: A Crew request is C-1. Crewmembers (subordinates of the crew) are C-1.1 thru C-1.20.

- Support requests.

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- One request associated with another request.
- Each request may be from a different catalog item.

Example: An overhead request (DIVS, O-1) associated with a support equipment request. (Pick-up truck, E-1).

- When the parent request is viewed in Accordion View, it will have a request listed as a Child Request.

Exercise

- Ensure students understand the difference between subordinate and support requests.
- Students work independently with assistance from coaches, as necessary.
- Have students create a support request and fill request for a bus for the T2 crew request.
- Demonstrate the request has been completed.

Materials Needed: Laptop with Chrome and internet access.

Time: 15 minutes

Edit Request Functionality

- Demonstrate how to edit a request.
- Discuss the importance of documentation when editing a request.