# Resource Request "How To"

Revised 2/1/2011

Before you request from the county goods, services, equipment, personnel and facilities you require for emergency operations, make sure you have attempted to get the resources from within your jurisdiction/agency or through normal channels such as existing agreements or your normal procurement process.

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| Note:<br><br>Under certain circumstances, the requesting agency may incur costs associated with the request. |

To print a copy of the How To guide, click on the **How To** tab in the **Resource Request** view for a link to the document. You can also access the guide by going to the **References** menu on the left side of the screen, then clicking on **Document Library**, then clicking on **How To** for a listing of all How To documents.

To create a Resource Request:

1) From the Center View screen, on the left hand side of the screen, you will see a menu bar in blue.
2) Scroll down and click on **Resources.**
3) Click on **Resource Request**. This is the form used by all jurisdictions and other agencies as well as county departments.
4) In the Center View, just to right of the blue menu bar, at the top left you will see a **Create** button. Click on it and a **Resource Request** will open.
5) **Priority**: Click on the blue **Priority Key** for an explanation of the levels of priorities when requesting resources. Once you have determined the priority level, from the drop down menu select the priority of this request.
6) **Status**: From the drop down menu, select the current status of this request. All new requests will be **BLACK**.
7) **Tracking Number – Local**: This field is automatically completed.
8) **Tracking Number- State**: This will be completed if the request is being filled by the state.
9) **Tracking Number – FEMA**: This will be completed if the request is being filled through FEMA.
10) **Tracking Number – EMAC**: This will be completed if the request is being filled through EMAC.
11) **Requesting Organization**: Select your jurisdiction/agency from the drop down menu.
12) **Requestor's Contact Info**: This information will be automatically filled in based on the information in your Personal Profile. If you need to add additional contact information, click on the **Expand** button and a pop up box will give you space to add more information.
13) **Related Event/Incident/Activity**: Click on the **Select** button for a list of events and incidents to which this request is related.
14) **Display All Resources Requests Related to**: Click on **Display** for a complete listing of resource requests for the Event/Incident you selected in the **Related Event/Incident/Activity** field.
15) **Resource Category**: From the drop down menu, select a category that most closely describes your request. Leave on **Select One** for a complete listing of all resource categories. If you select a category from the drop down menu, you will see only the list for that particular Resource Type/Kind as each category has its own list of resources. If the complete list does not appear, click on **Clear** to reset the list.
16) **Quantity**: Enter the number
17) **Resource Type/Kind**: If you do not find the resource you need in the drop down menu, click on the **Search/Add** button. A pop up box will appear and you can add the resource you need by entering the name in the **Other** box and then clicking on **Add**.
18) **Qty Unit of Measure**: From the drop down menu, make a selection or, if you don't see the correct unit of measure, click on the **Search/Add** button. A pop up box will appear and you can add the unit of measure you need by entering the name in the **Other** box and then clicking on **Add**.
19) **When Needed**: Click on the blue **Set** for a calendar and select a date and time.
20) **Mission**: Describe the problem or how the resource will be used.

**Comment [BJH1]:** Reworded

21) **Resource Must Come With**: Check all boxes that apply to the resource. Use the **Other** box for additional information.
22) **Special Instructions**: Use this area to provide any extra information to those who would be providing the resource.
23) **Forward Request To**:
    a. **Individual**: DO NOT USE!
    b. **Organization/Location**: From the drop down menu select CEOC Logistics
    c. **Position**: From the drop down menu select Logistics Section Chief
    d. **Agency**: DO NOT USE!
    e. **Vendor**: DO NOT USE!
    f. **Summary of actions taken**: DO NOT USE!
    g. **Estimated Resource cost**: DO NOT USE!
24) Return to the top of the screen and click on **Submit**.

To update or change a Resource Request:

1) From the Center View screen, go to the blue menu bar on the left side and scroll up to **All/My Views/Forms** and click on it.
2) Next, click on **All Views/Forms**.
3) In the Center View screen, you will see 4 types of categories listed:
    a. **Emergency Event (E)**
    b. **Planned Event (P)**
    c. **Incident (I)**
    d. **Not Reported (NR)**
4) You will see a ► to the left of both **Emergency Event** and **Incident**.
5) Click once on the symbol to "expand" the selection. Note: the symbol now changes to a downward symbol ▼. Whenever an item is expanded, the arrow will point down.
6) A list of all Events in the system will now appear.
7) Scroll down to the **Emergency Event** or **Incident** to which you related your **Resource Request** and click on the ►
8) If you can't find your report, try looking in the **NR** category; when you find it, relate it to the correct event.
9) All jurisdictions/agencies who have related resource requests, reports or incidents to an Emergency Event or Incident will now be listed with links to these various reports and incidents highlighted in blue.

**Comment [BJH2]:** Changed from city to jurisdiction in #9 and #10.

10) Scroll down until you find **Resource Requests**. Scroll down to find your jurisdiction/agency name (to the right of the reports). When you find you jurisdiction/agency name, click on the blue link and your jurisdiction/agency **Resource Request** will now appear on the screen.
11) To update the report, click on **Update** in the upper right corner.