Consolidating Orders on a ROSS Initiated Order

DATE: 03/21/2011

This Quick Reference Guide explains how to consolidate orders that were initiated in ROSS.

To locate the issue for the consolidation

For Cache Administrators, the new ROSS initiated incident displays in the NWCG_INCIDENT_SUCCESS Alerts. For non-cache administrators, the incident displays only under Queues.

1 On your **Home** page under **Queues**, click the **NWCG ISSUE SUCCESS** queue, and then click to select the **PlaceResourceRequestExternalReq Alert ID for the ROSS initiated issue** of your choice.

*For Cache Administrators, click the **NWCG_ISSUE_SUCCESS** under **Alerts**, and then click to select the **Alert ID** of your choice.*

2 On the **Alert List** screen, click the **PlaceResourceRequestExternalReq Alert ID for the ROSS initiated issue** of your choice.

You may also click to select the check box next to the Alert ID of your choice, and then click View Details

3 On the **Alert Detail** screen under **References**, scroll down and then click to select the **Incident Detail Link**.

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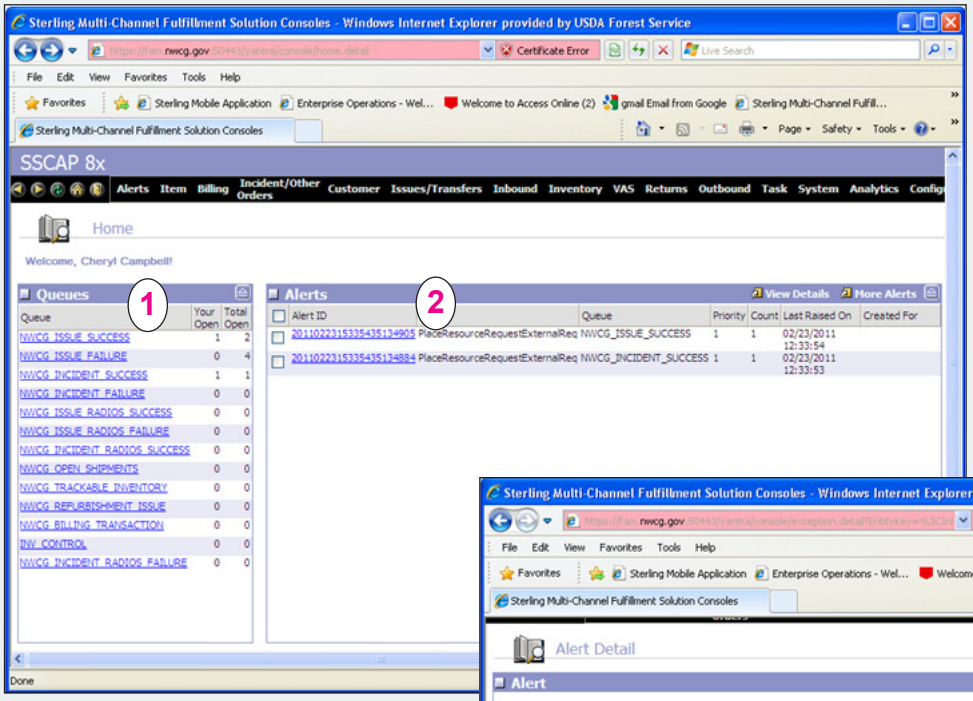
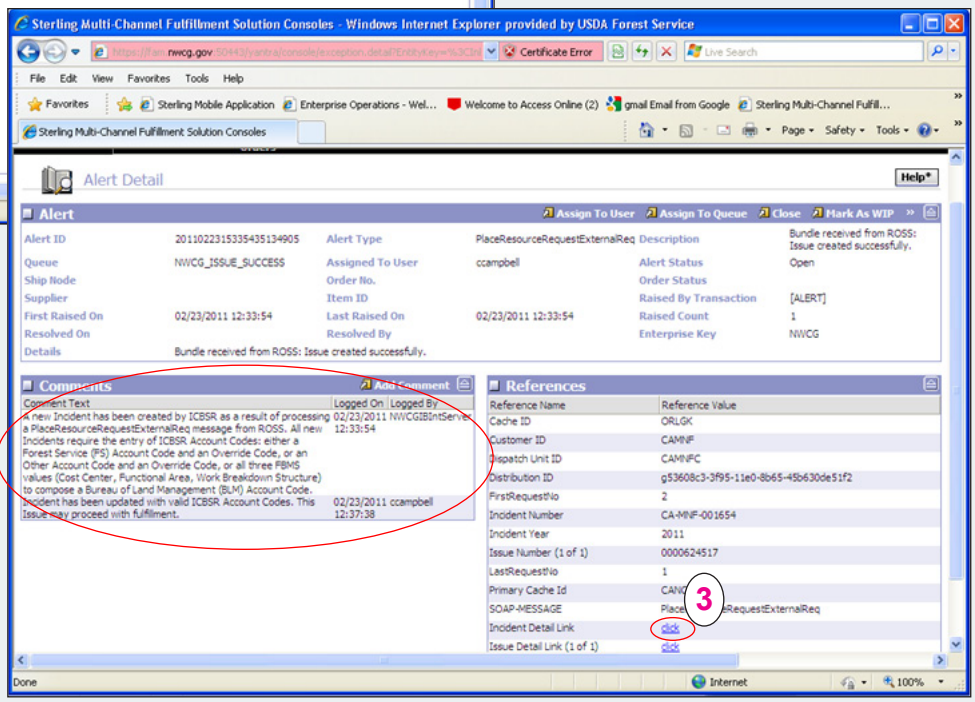
ICBS-R Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.gov





The Comments shows system-generated information about the new Incident.

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To add the ICBS account codes to the incident

Clicking the Destination Incident Link on the Alert Detail screen opens the Incident Details screen.

1 On the **Incident Details** screen under **Incident Properties**, complete the appropriate **agency accounting code information,** and then click **Save**

2 On the **Incident Details** screen, click to return to the **Alert Detail** screen.

3 On the **Alert Detail** screen under **References**, scroll down and then click to select the **Issue Detail Link**.

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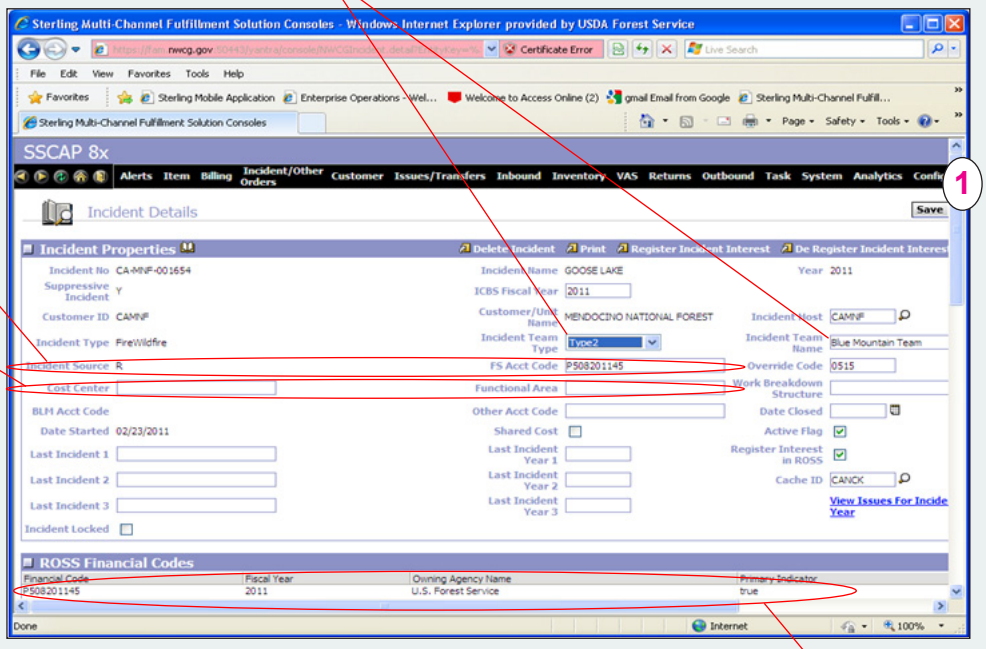
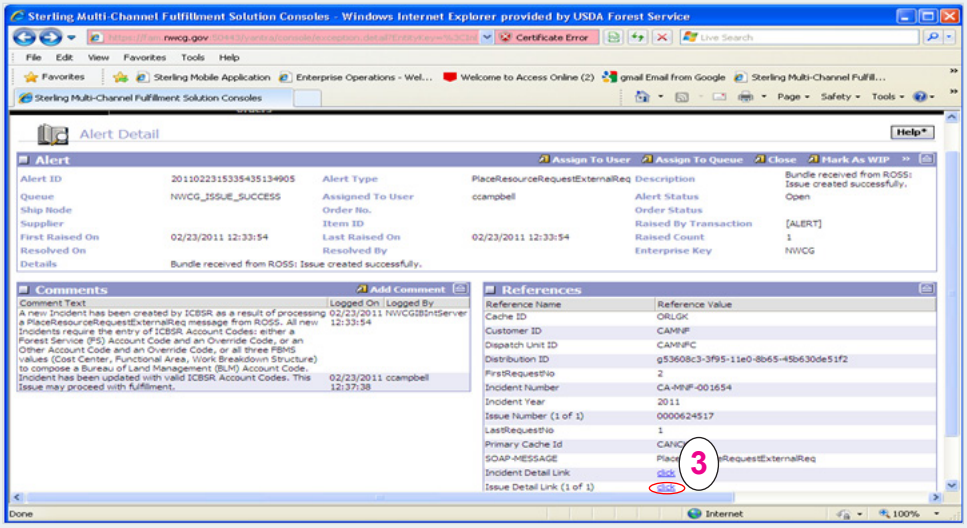
As appropriate, complete the Incident Team Type and Incident Team Name.

For FS financial codes.

For BLM financial codes.



A value of "true" in the Primary Indicator column identifies which ROSS financial codes have been designated as the default code for cache orders. Although many financial codes may be listed, only one is marked as "true."



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To consolidate the requests and complete the issue

1 On the **Issue Details** screen, click the **Service** drop-down arrow, and then click to select the **service** of your choice.

2 Click **Save**

3 On the **Issue Details** screen under **Order Lines**, click to select all check boxes for the **Request Numbers you want to consolidate**.

4 On the **Order Lines** header, click »

The Next button is to the right of the View Kit Components button.

5 On the drop-down menu, click **Consolidate Items**

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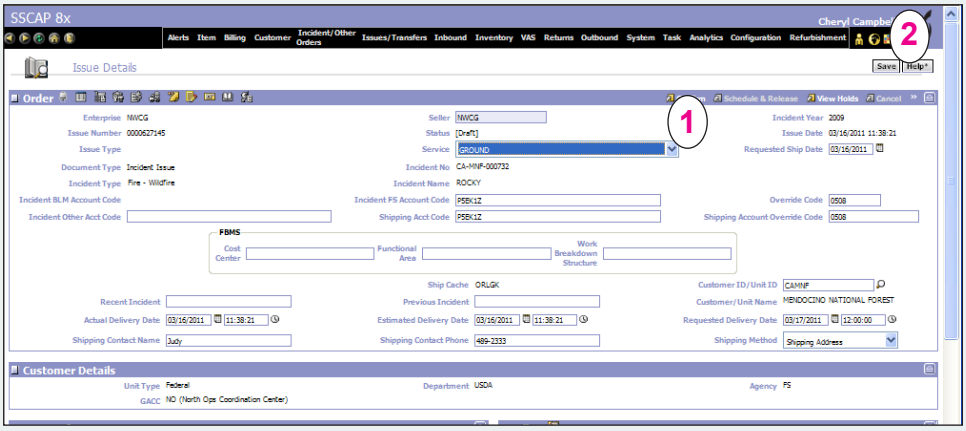
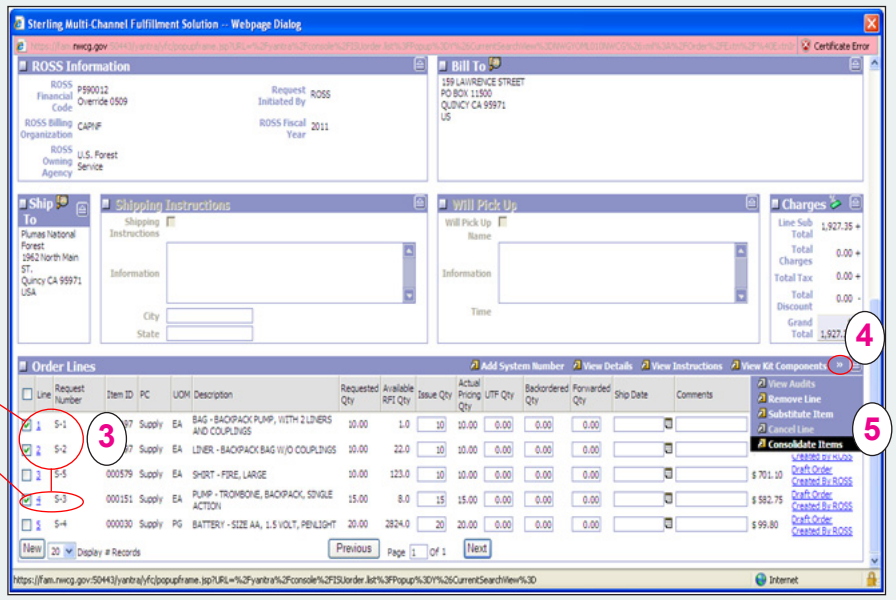


In this example, Request Numbers S-1, S-2, and S-3 are for backpack pump components. Since the incident has requested NFES 00149 backpack pumps, the Request Numbers can be consolidated into one Request Number, S-1.1



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To consolidate the requests and complete the issue - *continued*

6 On the **Consolidate Items** screen, click to select the S **Request Number to be used for the consolidation**.

*You may also click to select the first **S Request Number** check box, which is the ICBS system default.*

7 For the new consolidated Request Number, complete the following text boxes, and then click **Save**

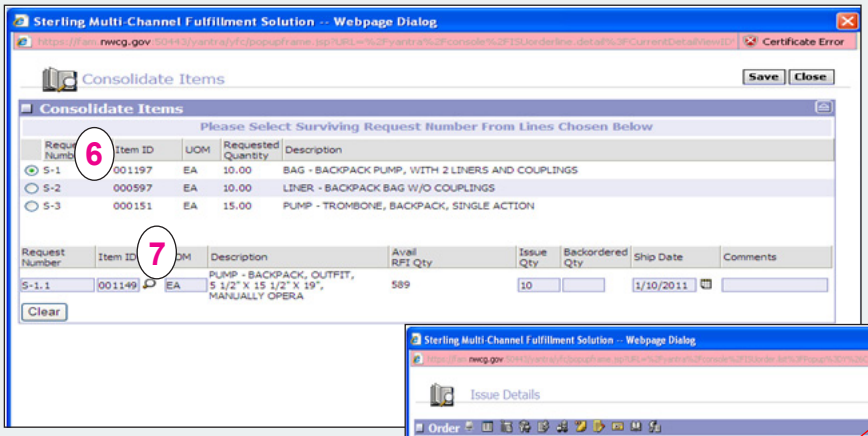
- Item ID
- Issue Qty.

8 Complete the **Shipping Contact Name** and **Shipping Contact Phone** text boxes.

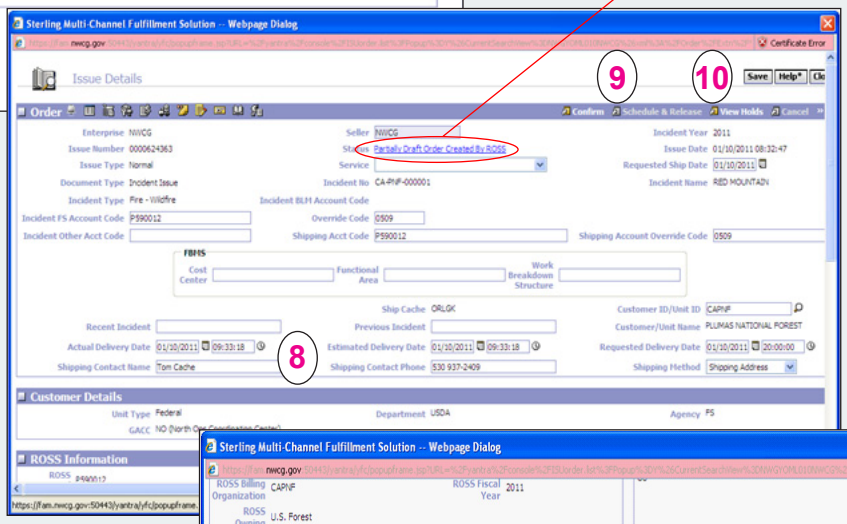
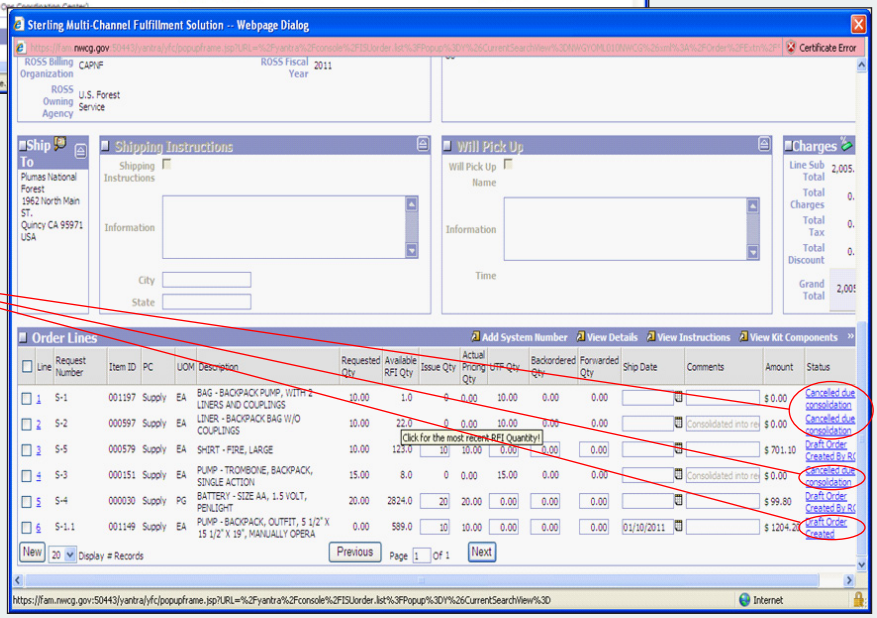
If you do not know this information, type **N/A**.

9 Complete the remaining **requests** listed on the **Resource Order Form**, click **Save** and then click **Confirm** to confirm the issue.

10 To schedule and release the issue, click **Schedule & Release** and then click **OK** on the **Schedule Order** dialog box.



Once the request consolidation is complete the Status of the shipment displays, "Partial Draft Order Created By ROSS."



At this point, issue tasks are released to the scan guns The Status for each consolidated Request Number displays, "Cancelled due to consolidation and the resulting Request Number displays, "Draft Order Created."