

# Resource Requests

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When supplies are low or missing altogether, you can create resource requests in EMSupply to request the inventory from other regions or locations in your domain.

Resource requests are initiated by completing a request form. The form includes information about who you want to fulfill the request and where you want it delivered, as well as details about the line items and quantities requested. Individual line items and kits can be selected from the inventory list or by searching for the item using its category or name.

Submitting the request sends it and marks the status as *New*. The receiving region or location can check their inventory and respond regarding their ability to fulfill the request. The request can also be forwarded, since it might be fully or partially filled by one or more locations. The status of the request is updated along the way to reflect changes.

## Resource Requests Dashboard

The Resource Requests dashboard has many functions that you can use to help navigate through resource requests.

InventorySettingsIncidentsRequests and Shipments

Resource RequestsIncoming Shipments

CREATE NEW RESOURCE REQUEST151EXPORT

ACTIVE REQUESTS3REQUEST HISTORY

4Q SearchX

50 New0 Rejected1 Confirmed - Approved for Picking2 In Picking0 In QC0 Ready for Shipping0 Loading for Transportation0 Transporting0 Complete

6

7>

Order#

Resource Request

Status

Change Status

Priority

Last Update Date and Time

Requested From

Requested By

Actions

6931

Reserve Meds

Confirmed

Pick

Priority

06/24/2021 1:04 PM EDT

Central Wisconsin

Advocate Aurora Medical Center Grafton (HERC Region 7)

8

| Num<br>ber | Item             | Description  |
|------------|------------------|--|
| 1          | Refresh<br>Timer | Counts down the time until the resource request list will be refreshed. Click on the timer to force the list to refresh and restart the timer.                                 |
| 2          | Export           | Exports the resource request list to an Excel compatible file.   |
| 3          | Requests         | Allows you to toggle between Active Requests, generated within the last 24 hours, and all other requests on the Request History tab.   |
| 4          | Search           | Allows you to search using part or all the Requested By, Requested From, Resource Request Name, or Order # to filter the Resource Requests list.                               |
| 5          | Filters          | Allows you to select a status to filter the list of resource requests. To remove a filter and view the full list, click the X icon to the right of the selected status filter. |
| 6          | Sort             | Allows you to click column headers (except for Change Status and Actions) to sort the list by the selected column entries.   |
| 7          | Expand           | Allows you to expand and collapse an entry to view and hide the items included in the request and the requested, available, and approved quantities.                           |

|   |         |  |
|---|---------|--|
| 8 | Actions | <p>Allows you to edit or delete the resource request. Deleting a resource request removes it from the dashboard and it will no longer be visible or processed.</p> <p><b>Note:</b> To view deleted requests, you can export the list and view items with the deleted status.</p> |
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