

## 1.3 ADDING AND DUPLICATING REQUIREMENTS

A. When you create a request, the MRTT creates one requirement by default. When you open the **Manage Requirements** tab, you can edit the default requirement, add more requirements or duplicate your requirements.. To edit the default requirement, you must click the **Unique Request Identifier** hyperlink (i.e. [14784-0001](#)) in the **Select** column of the **Requirements in this Request** table.

Request 14784

Request Package Validation Manage Requirements (1) Message

Move Requirement to existing Request

Target URI: 13809 RTN to Move: Move

Requirements in this Request: 1

Select	Status	Rate Desig	Begin Date	End Date	Created By	Approved Thru
14784-0001	Approved	BM	01/24/2009	02/23/2009	JETON DEVEREAUX	02/23/2009

Create A New Requirement Refresh Grid Duplicate Requirements

B. To add a requirement you will click (1) Create A New Requirement.

C. It will generate a new requirement ready for editing.

Request 1192

Request Package Validation Manage Requirements (2) Message

Move Requirement to existing Request

Target URI: 1049 RTN to Move:

Requirements in this Request: 2

Select	Status	Rate Desig	Begin Date
1192-0001	Pending Requestor Validation	YN	04/02/2014
1192-0002	Additional Info Required	TBD	04/25/2014

Requirement successfully added

Requirement 1192-0002

Request Requirement Req Info Orders BVC History Status Validation Comments TD

Requirement Information

Available for Volunteers:

Title: \* Mission Classification: \* Mission Classification: \*

Begin Date: \* 2014.04.25 End Date: \* 2014.05.25 Solicitation DTG: \*

Duration in Days: (Calculator)

Category

Grouping Category: \* NO GROUP SPECIFIED

ICS Command: \* ICS Section: \*

Incident POSN:

Personnel Need

Desig/Rating: \* Service: COAST GUARD

Pay Grade Start: \* Component:

Pay Grade End: \* Clearance:

Additional Info Req

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D. To duplicate a requirement, it must be in **VALIDATE TO APPROVER** status. You will click (2) to duplicate the requirement. You will select which requirement you want to duplicate.

**Requirement Duplication**

This feature of MRTT allows you to duplicate requirements that you have already duplicated with the exception of the by name candidate.

RTN	Request ID	Requirement ID	Status	action
1065-0001	73593	75006	Validated to Approver	<a href="#">Select</a>
1065-0002	73593	75007	Validated to Approver	<a href="#">Select</a>
1065-0003	73593	75008	Validated to Approver	<a href="#">Select</a>
1065-0004	73593	75009	Validated to Approver	<a href="#">Select</a>

[Close](#)

E. Select how many time you want to duplicate a requirement.

**Requirement Duplication**

This feature of MRTT allows you to duplicate requirements that you have already created. The requirement will be duplicated with the exception of the by name candidate.

You are going to make 2 copies of request number: 2416

RTN: 1708-0001  
RequirementID: 2516  
RequestID: 2416

[Close](#) [Reset](#) [Add](#)

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F. Click the **Add** button to create the copies of the requirement you have selected. You can click the

**Reset**

**Reset** button to return to the list of requirements.

G. Click the **Close** button to close the Duplicate Requirements page.

The screenshot displays the 'Request 1065' interface. At the top, there are tabs for 'Request Package', 'Validation', 'Manage Requirements (4)', and 'Message'. Below the tabs is a section titled 'Move Requirement to existing Request' with a 'Target URI' dropdown set to '1042' and an 'RTN to Move' dropdown set to '1045-0001'. A 'Move' button is present. Below this is a section titled 'Requirements in this Request: 4' with links for 'Create A New Requirement', 'Refresh Grid', and 'Duplicate Requirements'. A table lists the requirements with columns for 'Select', 'Status', 'Rate Desig', 'Begin Date', 'End Date', 'Created By', and 'Approved Thru'.

Select	Status	Rate Desig	Begin Date	End Date	Created By	Approved Thru
<a href="#">1065-0001</a>	Validated to Approver	BOSN	01/23/2009	02/22/2009		02/22/2009
<a href="#">1065-0002</a>	Validated to Approver	BOSN	01/23/2009	02/22/2009		02/22/2009
<a href="#">1065-0003</a>	Validated to Approver	BOSN	01/23/2009	02/22/2009		02/22/2009
<a href="#">1065-0004</a>	Validated to Approver	BOSN	01/23/2009	02/22/2009		02/22/2009