

Releasing Resources in the Request Status List View

As a dispatcher, you may need to release resources from an incident. You can do this for incident resources that are mob en route, at incident, available or unavailable on prepo, or tentatively released. This document describes how to release one or more resources from Request Status list view.

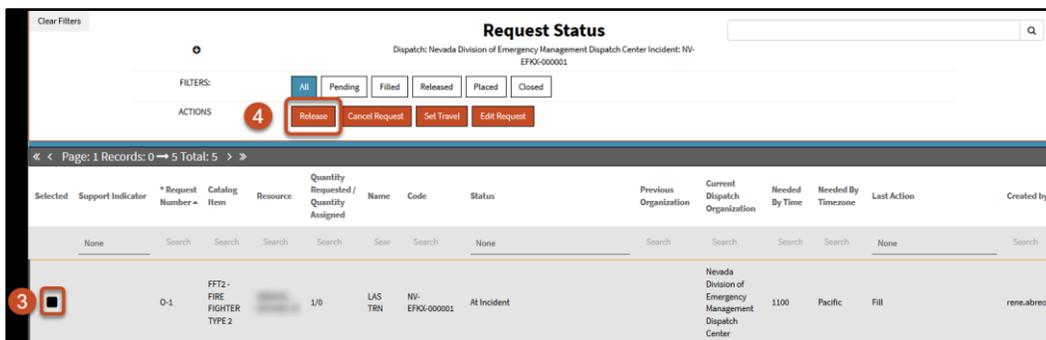
Notes:

- You can also release a resource from the Manage Request screen. See *Releasing a Resource in Manage Request Screen Quick Reference*.
- The process described here is the same for releasing resources from non-local or pre-position incidents, as well as for canceling a Temporary Flight Restriction.
- If you release a parent resource that has subordinate resources attached, the subordinate resources will also be released automatically.

1 On the IROC homepage, click the **Request Status** list selector.

Note: Choosing filters from the IROC homepage content selectors or from the red selector bar in the Request Status action tile will affect what is shown in the Request Status work area.

2 IROC presents the Request Status work area.



3 Click the checkbox in the **Selected** column for the resource you want to release.

Note: You can click in more than one box to release multiple resources at once, as long as the resources are for the same incident and with the same status.

4 Click the **Release** action button to open the Release screen.

a Select either **Release** or **Tentative Release**.

Note: Tentative release is an informational status to let dispatchers know a resource is available because it is at incident but has not met the 14-day work maximum.

b Enter a **Release Date/Time*** and **Time Zone***.

c If you selected **Release**, set demobilization **Travel*** for the resource.

d If you selected **Tentative Release**, choose from the **Available for Reassignment*** drop-down.

e *Optional:* Enter any relevant information about the release in the **Documentation** field.

f When done, click **Release**.