

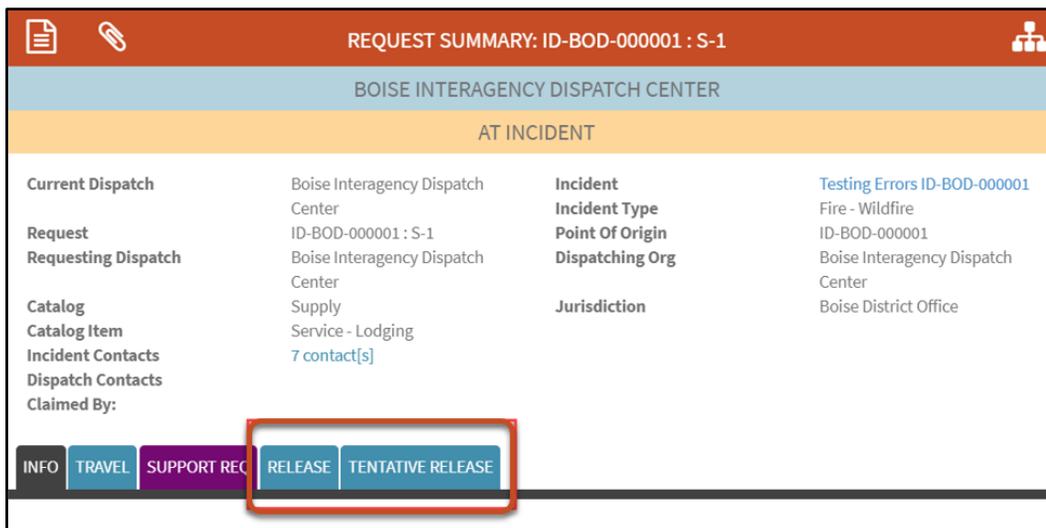
Releasing a Resources in the Manage Request Screen

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 a resource from an incident when you are in the Manage Request screen. This is where you go to release or tentatively release a specific resource from an incident.

Notes:

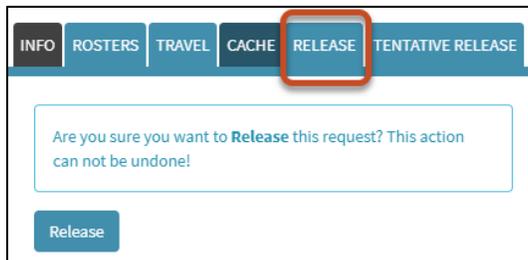
- You can also release one or more resources in the Request Status list view. See *Releasing Resources in Request Status List View Quick Reference*.
- The process described here is the same for releasing resources from non-local or pre-position incidents, as well as for canceling a Temporary Flight Restriction.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

1 Navigate to the **Manage Request** screen and choose either **Release** or **Tentative Release**.



2 If you select **Tentative Release**, simply confirm the action when prompted.

3 If you select **Release**, follow these steps to *release* a resource:



- Click the **Release** tab.
- When asked to confirm, click the **Release** action button.
- In the Release Demob Information screen, choose a travel option from the **Demobilization Travel Option** dropdown.
- Click the **Needs Demob Travel** checkbox if necessary.
- When done, click **Save**.