

Unfilling a Request

When you unfill a request, it becomes pending with your dispatch.

- 1 In IROC Portal, select the appropriate dispatch center from the **Dispatch** content selector and click the **Request Status** list selector on the Request Status action tile to open the work area.

| Incidents | Pending Requests | Request Status | Resources |
|---|---|--|--|
| ALL 135 LOCAL 0 NON LOCAL 30 IRWIN | ALL 6 PENDING 3 PAST NEEDED DATE/TIME | ALL 0 NEED TRAVEL SET 22 PLACED 23 FILLED | TOTAL COUNT 55 AIRCRAFT 21 CREW 439 EQUIPMENT 1408 OVERHEAD 26 SUPPLY |
| INCIDENTS | PENDING REQUESTS | REQUEST STATUS | RESOURCES |

Note: If you have selected a specific incident or catalog from the **Watched Incident** or **Catalog** list selectors, this will affect what you see in the Request Status list view.

- 2 In the default list view, double-click on the resource you want to unfill.
- 3 In accordion view, click on the **Edit** icon to open the Manage Request screen.

Note: You can also access the Manage Request screen from the Create New Request screen by clicking on the Manage icon in the list of resources on the right side of the screen.

- 4 Select the **Unfill** tab on the Manage Request screen.

Note: For a request to be unfilled, it must have a Filled status.



- 5 In the confirmation message, click **Unfill**.

Are you sure you want to **Unfill** this request? This action can not be undone!

Unfill