

# De-activate a Resource Type

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Authorized administrators can de-activate resource and sub-resource types. Once the status has been changed to inactive, all associated resources and sub-resources are also de-activated. The type no longer appears in views.

The screenshot shows the 'Edit Resource Type: Incident Command' form. At the top, there are navigation tabs: 'Springfield, USA (DEMO)', 'Setup', and 'Resource Types'. Below these is a yellow banner with a 'Heat Advisory' icon and text. The form title is 'Edit Resource Type: Incident Command'. There are two buttons: 'CANCEL' and 'SAVE'. The form has two main sections: 'Name' and 'Description'. The 'Name' field contains 'Incident Command'. The 'Description' field contains 'Current POCs for both command staff and general staff'. Below these fields is a checkbox labeled 'Active', which is checked and circled in blue. At the bottom, there is a section titled 'Displayable Info Fields' with a button labeled 'SELECT DISPLAYABLE INFO FIELDS'.

All status type, resource, and sub-resource relationships are retained.

## To de-activate a resource or sub-resource type

1. In the main menu, click **Setup** and then click **Resource Types**. The *Resource Types* page opens.
2. Locate the resource or sub-resource type and on that row, click the **(resource or sub-resource type) name**. The *View Resource or Sub-Resource Type: (resource or sub-resource type)* page opens.
3. Click **Edit**. The *Edit Resource or Sub-Resource Type: (resource or sub-resource type)* page opens.
4. Just below *Name* and *Description*, clear the **Active** checkbox.
5. Click **Save**.