

## **I-SUITE**

### **5.1 – ICARS RESOURCE TABLE VIEW**

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#### **OBJECTIVES**

Upon completion of this unit, the trainee will be able to:

1. Understand the resource table view of data.
2. Navigate effectively in the resource table view.
3. Add, Copy, Edit or Delete a resource record.
4. Effectively sort and filter to change the resource table view.

## I. INTRODUCTION:

- A. The *Resource table view* displays all records for resources assigned to an incident. The *Resource table view* is the primary grid displayed when you open ICARS. ICARS provides numerous ways to add, update, and display the data records for each distinct resource assigned to an incident.

## II. EXERCISES

- A. To print the Kind Table.

1. On the **Reports** menu, click **Reports**.
2. Under **Categories**, click to select **Other Categories**, and then click **Lookup Tables**.
3. Under **Report Filters and Formats**, click **Kinds**, and then click the **Print** button.

- B. To add a resource.

1. On the **Edit** menu, click **Resources**.
2. Click the **Add** button.
3. On the **Add New Resource** dialog box, click the **Incident** drop-down arrow, and then click to select the **Incident** where the new resource is assigned.
4. In the **Req #** cell, type the **Request Number** of the new resource.
5. In the **Resource Name** cell, type the new **Resource Name**.
6. Click the **Kind** drop-down arrow, and then click to select the **Kind** of the new resource.
7. Click the **Agency** drop-down arrow, and then click to select the **Agency** of the new resource.
8. If appropriate, click the **Cont Agency** drop-down arrow, and then click to select the **Contracting Agency** of the new resource.
9. Click the **Unit** drop-down arrow, and then click to select the **Unit** of the new resource.
10. In the **Assign Date** cell, type the **Date** the new resource is assigned.
11. In the **Release** cell, type the **Release Date** of the new resource, if appropriate.

12. In the **Description** cell, type a description of the new resource.
  13. When finished, click the **Save** button.
- C. To copy a resource.
1. On the **Resources** table, click in the left-most column to select the resource of your choice.
  2. Click the **Copy** button.
  3. On the **Add New Resource** dialog box, modify the following information as appropriate.
    - a. Incident.
    - b. Req #.
    - c. Resource Name.
    - d. Kind.
    - e. Agency.
    - f. Cont Agency.
    - g. Unit.
    - h. Assign Date.
    - j. Release.
    - k. Description.
  4. When finished, click the **Save** button.
- D. To edit a resource.
1. On the **Resources** table, click in the left-most column to select the resource of your choice.
  1. To update the cell of your choice, double-click that cell, and then type to replace the contents of the cell with the new information.
  2. To save your changes, press TAB or click to select another record.

- E. To delete a resource.
  - 1. On the **Resources** table, click in the left-most column to select the resource of your choice.
  - 2. Click the **Delete** button.
  - 3. On the **Delete Current Resource Record** dialog box, click **Yes** to confirm the delete or click **No** to preserve the record.
  
- F. To sort data elements by column heading.
  - 1. Locate the **column heading** that identifies the data element you want to sort, and then click that column heading title.
  
- G. To filter data for a specific type of data.
  - 1. Click the left **Filters** drop-down arrow, and then click to select the **Incident Filter** of your choice.
  - 2. Click the right **Filters** drop-down arrow, and then click to select the **Resource Type** of your choice.
  
- H. To create new resource records.
  - 1. Create resource records for the following.
    - a. A caterer (CTR).
    - b. A shower unit (SHW).
    - c. Incident phone charges.
    - d. Rental vehicles.
    - e. Medical care (RES).
    - f. A generator (GEN).
    - g. Cache supplies (CACH).
    - h. Mob/Demob (TRAN).
    - i. Payment Team.
    - j. Buying Team.
    - k. Expanded Dispatch.
    - l. Supplies - other (SUP).

m. Land Use Agreement (LUA).