

COURSE:	ICARS
UNIT:	5.2 – ICARS DAILY RECORDS VIEW
SUGGESTED TIME:	30 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Display the daily records for each resource.2. Effectively use Flow Down, Lock/Unlock and Sum features.3. Enter a Release Date and explain the impact.4. Enter Daily data for supply and aircraft resources5. Define three different cost levels.

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INTRODUCE THE UNIT.

PRESENT UNIT OBJECTIVES.

I. INTRODUCTION:

A. Every resource record listed on the Resource table has associated or “related” records that capture the costs of that resource for every day it is assigned to the incident. These records display on the *Daily* table, which is the secondary grid available in ICARS. ICARS provides numerous ways to add, update, and display the detail cost data in the daily records associated with each resource.

B. The *Cost Level (CL)* column reflects the source/reliability of cost data: There are three types of cost level data.

1. A, Actual. Cost level data is from ITS time records. You must specify a resource for posting time.

a. In ITS, post time for the specified resource, and then exit ITS.

b. In ICARS, run the ITS Update, as outlined in unit 5.7.

c. Review the specified resource in ICARS to note that the posted time has come across to the Daily table view as “actual time.”

2. E, Estimate. Cost level data is estimated from the rates lookup table.

a. In ICARS, change the system date.

b. Run Create Daily, as outlined in unit 5.7.

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<p>c. Note changes to the Daily table view.</p> <p>3. U, User-updated. Cost level data is most likely from contract documentation.</p> <p>a. Modify an “E” Daily table entry for any resource. documentation.</p> <p>QUICKLY REVIEW / DESCRIBE THE CONTENTS OF EACH FIELD – THE PURPOSE OF EACH COLUMN OF DATA.</p> <p>II. EXERCISES</p> <p>DISPLAYING THE DAILY TABLE ALLOWS USERS A DIRECT VISUAL LINK TO THE RELATIONSHIP BETWEEN RESOURCE RECORDS AND DAILY RECORDS.</p> <p>SHOW THE LOCATION OF THE DISPLAY DAILY CHECK BOX.</p> <p>A. To display the daily table view.</p> <p>EXPLAIN THAT THE DAILY DISPLAY LISTS DAILY RECORDS FOR A RESOURCE SPECIFIED IN THE RESOURCE TABLE.</p> <p>1. On the Resource table, click the Display Daily check box.</p> <p>2. To sum the total daily cost of the resource, click the Sum check box.</p> <p>HAVE THE STUDENTS SELECT SEVERAL DIFFERENT RESOURCES RECORDS ON THE RESOURCE TABLE TO SHOW THE CHANGES TO THE DAILY DISPLAY TABLE CHANGE.</p> <p>SHOW THE CHANGES IN THE SUM.</p>	<p><i>exercise found on page 5.2-2 in student guide.</i></p> <p>Give students a couple minutes to ‘poke’ around to become familiar and comfortable with the table view.</p>

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<p>THE LOCK FEATURE IS A VALUABLE FEATURE FOR COST TO PRESERVE HAND-KEYED DATA ENTRIES.</p> <p>BE SURE TO USE THE FLOW DOWN CHECK BOX WITH CAUTION.</p> <p>B. To understand the use of the Flow Down and Lock/Unlock features.</p> <ol style="list-style-type: none"> 1. On the Daily table, click the Flow Down check box. 2. Modify the Unit Cost of your choice, and then press ENTER. <p>NOTE THAT THE UNIT COST FOR ALL ENTRIES FROM 07/25/03 AND FORWARD IS CHANGED.</p> <ol style="list-style-type: none"> 3. To lock specific entries, click to select the Locked check box for the row(s) of your choice. 4. Modify the Quantity of your choice, and then press ENTER. <p>NOTE THAT THE QUANTITY HAS CHANGED FOR ALL FORWARD-DATED RECORDS, EXCEPT THE LOCKED RECORDS.</p> <p>DESIGNATING A RELEASE DATE TELLS ICARS TO STOP GENERATING DAILY RECORDS FOR A GIVEN RESOURCE.</p> <p>FIND AN OVERHEAD RESOURCE THAT HAS POSTED TIME UNITS.</p> <p>C. To enter a release date for a resource.</p> <ol style="list-style-type: none"> 1. Locate the resource of your choice. 2. In the Release column for that resource, type the Release Date. 	<p><i>exercise found on page 5.2-2 in student guide.</i></p> <p>Find the Unit Cost for July 25th for resource O-105. Change this entry to \$2 more than is currently entered, and then press ENTER.</p> <p>In the Daily table, click to select the Lock check box for 07/26/03 and 07/27/03.</p> <p>Find the Quantity for 07/24/03. Increase the Quantity by 1, and then press ENTER.</p> <p><i>exercise found on page 5.2-3 in student guide.</i></p>

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<p>DETERMINE THE LAST DATE OF ACTUAL TIME FOR THAT RESOURCE, AND THEN TYPE THAT LAST DATE AS THE RELEASE DATE.</p> <p>CLICK INTO A DIFFERENT RESOURCE RECORD AND THEN BACK AGAIN TO THE EDITED RESOURCE. NOTE THAT DAILY RECORDS NO LONGER DISPLAY BEYOND THE RELEASE DATE.</p> <p>D. To enter daily data for supply and aircraft resources.</p> <ol style="list-style-type: none"> 1. On the Resources table, click to select the Daily Display check box. 2. Click the right Filters drop-down arrow, and then click to select one of the following. <ol style="list-style-type: none"> a. To enter daily data for Aircraft, click to select Aircraft. b. To enter daily data for Supplies, click to select Supplies. 3. Click in the first available blank row, in the cell to the right of the✳. 4. Type the daily data as appropriate for that type of Resource. 5. To save your entries, press TAB to advance the cursor to the next available blank row. 	<p><i>exercise found on page 5.2-3 in student guide.</i></p>