

COURSE:	ICARS
UNIT:	5.3 – ICARS FILE MENU
15	20 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. Create a new incident.2. Find and open the default I-Suite database.3. Open the training database.4. Utilize the Options feature.

OUTLINE	AIDS & CUES
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INTRODUCE THE UNIT.

PRESENT UNIT OBJECTIVES.

I. INTRODUCTION:

- A. The ICARS File menu allows you to create a new incident, open an existing incident, change ICARS display settings, and modify your printer settings.

INSTRUCTOR QUICKLY POINTS OUT THE ICARS FILE MENU.

II. EXERCISES

KEY CONCEPT: THE I-SUITE DEFAULT DATABASE IS:

- **PART OF THE INSTALLATION PACKAGE**
- **BLANK**
- **SHOULD *NOT* BE USED AS THE INCIDENT DATABASE.**

- A. To create a new incident.
 1. On the **File** menu, click **New Incident**.
 2. Complete the following boxes.
 - a. Number.
 - b. Name.
 - c. Location.
 3. Click the **Start Date** drop-down arrow, and then click to select the **Start Date** of the incident.
 4. Click the **State** drop-down arrow, and then click to select the **State** of your choice.
 5. When finished, click the **Save** button.

exercise found on page 5.3-2 in student guide.

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<p>B. To locate and open the default I-Suite database.</p> <p>THIS EXERCISE MAY NOT FUNCTION PROPERLY DUE TO LAST MINUTE CHANGES TO THE DATABASE FOR THE LAST TRAINING SESSION.</p> <p>AS THE INSTRUCTOR, USE YOUR BEST JUDGEMENT.</p> <p>JUST MAKE SURE THE STUDENTS KNOW WHERE TO FIND THE DEFAULT DATABASE.</p> <ol style="list-style-type: none"> 1. On the File menu, click Open Database. 2. On the ICARS Server and Database Selection dialog box, click the Database drop-down arrow, click to select Isuite, and then click OK. <p>THE MESSAGE “SERVER OR DATABASE DOES NOT EXIST OR ACCESS DENIED DISPLAYS ON THE ISUITE DIALOG BOX.</p> <ol style="list-style-type: none"> 3. On the Isuite dialog box, click OK. <p>EXPLAIN THAT THIS WILL OPEN THE EMPTY DEFAULT I-SUITE DATABASE THAT LOADS WITH THE I-SUITE SOFTWARE INSTALLATION.</p> <p>RETURN THE STUDENTS TO THE CLASS “TRAINING” DATABASE.</p>	<p><i>exercise found on page 5.3-2 in student guide.</i></p>
<p>C. To open the training database.</p> <ol style="list-style-type: none"> 1. On the File menu, click Open Database. 2. On the ICARS Server and Database Selection dialog box, click the Database drop-down arrow, click to select the training database, and then click OK. <p>THE OPTIONS FEATURE ALLOWS YOU TO MODIFY YOUR SCREEN DISPLAY AND DATABASES THAT APPEAR WHEN YOU LOG ON TO ICARS.</p>	<p><i>exercise found on page 5.3-2 in student guide.</i></p>

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<p>D. To change your screen options.</p> <ol style="list-style-type: none"> 1. On the File menu, click Options 2. On the Options dialog box on the Grid tab, click the Item drop-down arrow, and then click to select Back Color Odd. 3. Click the Click Color to Change color square, click to select the Color of your choice from the Color dialog box. 4. Click OK, and then click Apply. 5. For every database you want to remove from your login, click the Login Remove tab, click to select the check boxes of your choice, and then click Apply. 	<p><i>exercise found on page 5.3-3 in student guide.</i></p>