

- COURSE: I-Suite
- UNIT: 5.4 – ICARS EDIT MENU
- SUGGESTED TIME: 50 minutes
- TRAINING AIDS: Computer projector, screen, PowerPoint presentation, computer (one for instructor and one per trainee) with Internet connection.
- OBJECTIVES: Upon completion of this unit, the trainee will be able to:
1. Explain the concept of a lookup table.
 2. Find and identify the following:
 - a. Incident name, date and location
 - b. Accounting Codes
 - c. Kinds
 - d. Rate of a specific resource type
 - e. Rate Groups
 - f. Other identifiers.

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INTRODUCE THE UNIT.

PRESENT UNIT OBJECTIVES.

I. INTRODUCTION:

- A. The Edit menu in ICARS allows you to access the I-Suite lookup tables. A *lookup table* is a data table used to populate drop-down lists or other standard lists of options. ICARS, along with all the I-Suite applications, utilizes numerous lookup tables such as Incidents, Accounting Codes, Kinds, Rates, Rate Groups, Agencies, and Home Units. You will use these tables of data for all incidents.

INSTRUCTOR QUICKLY POINTS OUT THE ICARS EDIT MENU. USE THIS FEATURE *ONLY* FOR LOOKUP TABLE DATA, NOT FOR RESOURCE DATA.

LOOKUP TABLES ARE FOR *GLOBAL* USE WITHIN I-SUITE.

MAKING CHANGES TO LOOKUP TABLES IMPACTS ALL USERS.

AS PART OF THE I-SUITE INSTALLATION, LOOKUP TABLES ARE POPULATED WITH DEFAULT VALUES.

II. EXERCISES

FOR THIS EXERCISE, YOU WILL FIND THE LOOKUP TABLE WITH “INCIDENT” DATA.

- A. To identify the number and names of incidents in the open database.
 1. On the **Edit** menu, click **Incidents**.
 2. On the **Incident** lookup table, click to select the **Incident** of your choice.

exercise found on page 5.4-2 in student guide.

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<p>B. To enter end dates for an incident.</p> <ol style="list-style-type: none"> 1. Click to select the Incident of your choice. 2. Click the End Date drop-down arrow, and then click to select the End Date for the incident of your choice. 3. When finished, click the Exit button. 	<p><i>exercise found on page 5.4-2 in student guide.</i></p> <p>Enter an End Date for the Wall incident as 08/15/03, and an End Date for the Frog incident as 08/10/03.</p>
<p>FOR THIS NEXT EXERCISE YOU WILL REVIEW THE ACCOUNTING CODES FOR AN INCIDENT.</p> <p>C. To identify accounting codes used on an incident.</p> <ol style="list-style-type: none"> 1. On the Edit menu, click Accounting. 2. When finished reviewing the accounting codes, click the Exit button. 	<p><i>exercise found on page 5.4-2 in student guide.</i></p>
<p>FOR THIS NEXT EXERCISE YOU WILL REVIEW THE DEFAULT RATES LOOKUP TABLE.</p> <p>DEFAULT RATES ALLOWS YOU TO CALCULATE COSTS WHEN NO <i>ACTUAL RATE</i> IS ENTERED FOR A RESOURCE.</p> <p>RATES SHOULD BE EDITED AS PART OF A PROJECT PLAN AND SOP.</p>	
<p>D. To find the default rates used to calculate costs for specific resources.</p> <ol style="list-style-type: none"> 1. On the Edit menu, point to Rates, and then click Rates. 2. Under Rate Kinds, click to select the rate Kind for the resource of your choice. 3. Review the Rates lookup table for that resource. 4. When finished, click the Exit button. 	<p><i>exercise found on page 5.4-2 in student guide.</i></p> <p>Scroll down to find the GEN GENERATOR entry, click on it to see the rates displayed in the grid on to the right.</p>

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<p>PRACTICE, PRACTICE, PRACTICE.</p> <ul style="list-style-type: none"> E. Find the lookup tables for Agencies, Rate Groups, and Home Units. F. Find the default Quantity, Units and Rate Type for a Bus (Kind lookup). G. Find the rate for a Federal Type 3 Engine (Rate lookup). H. Find the rate group for FS (Agency lookup). I. Find the BLM home units in New Mexico (Home Unit lookup). J. What are the Kind Group categories with alpha code (Kind Group lookup)? K. What are the bottom two rates in the Rate Type table? 	<p><i>exercises start on page 5.4-2 in student guide.</i></p> <p>Encourage students to ‘buddy up’ and work on these together. Allow 5-10 minutes. Regroup and ask what they found or learned.</p>