

COURSE:	ICARS
UNIT:	5.5 – ICARS REPORTS MENU
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"><li>1. Run a standard report.</li><li>2. Identify report formats, categories and filters.</li><li>3. Generate a customized report.</li><li>4. Print or Export report data.</li></ol>

OUTLINE	AIDS & CUES
<p><b>INTRODUCE THE UNIT.</b></p> <p><b>PRESENT UNIT OBJECTIVES.</b></p> <p>I. INTRODUCTION:</p> <p>A. ICARS allows you to run a number of standard “canned” reports for management decision-making. You can select a general format, determine the sort and filter criteria, and then preview, print or export this data.</p> <p><b>INSTRUCTOR QUICKLY POINTS OUT THE ICARS REPORTS MENU.</b></p> <p>II. EXERCISES</p> <p><b>DIRECT STUDENTS TO THE REPORTS SCREEN, SHOWING THEM THE PRIMARY FEATURES, INCLUDING CATEGORIES AND FORMATS.</b></p> <p><b>CURRENTLY, THE EXCEPTION REPORTS ARE NOT WORKING.</b></p> <p><b>CRYSTAL REPORTS IS A SOFTWARE APPLICATION THAT ALLOWS YOU TO REVIEW AND PRINT REPORTS IN ICARS.</b></p> <p>A. To run a standard report for an entire date range.</p> <ol style="list-style-type: none"> <li>1. On the <b>Reports</b> menu, click <b>Reports</b>.</li> <li>2. On the <b>ICARS Reports</b> dialog box under <b>Categories</b>, click to select <b>Sort Categories</b> in the top box, and then click to select <b>Incident</b> in the bottom box.</li> <li>3. In the <b>Incident</b> box, click to select the <b>Incident</b> of your choice.</li> <li>4. Click to select <b>Entire Date Range</b>.</li> </ol>	<p><i>exercise found on page 5.5-2 in student guide.</i></p> <p>Select the current incident.</p> <p>Click to select <b>Entire Date Range</b>.</p> <p>Click to select <b>Weekly Summary</b>.</p>

OUTLINE	AIDS & CUES
<ol style="list-style-type: none"> <li>5. Click to select the <b>Report</b> of your choice, and then click the <b>Preview</b> button.</li> <li>6. When finished reviewing the report, click the <b>Close</b> button to close the window.</li> </ol>	
<p><b>BUILDING ON THE STANDARD OPTIONS, YOU CAN SPECIFY A DATE RANGE AND USE FILTERS.</b></p>	
<ol style="list-style-type: none"> <li>B. To customize a report. <ol style="list-style-type: none"> <li>1. On the <b>Reports</b> menu, click <b>Reports</b>.</li> <li>2. On the <b>ICARS Reports</b> dialog box under <b>Categories</b>, click to select <b>Sort Categories</b> in the top box, and then click to select <b>Incident</b> in the bottom box.</li> <li>3. In the <b>Incident</b> box, click to select the <b>Incident</b> of your choice.</li> <li>4. Click to select <b>Selected Date Range</b>, and then complete the <b>Start Date</b> and <b>End Date</b> boxes.</li> <li>5. Click to select the <b>Report</b> of your choice, and then click the <b>Preview</b> button.</li> <li>6. When finished reviewing the report, click the <b>Close</b> button to close the window.</li> <li>7. On the <b>ICARS Reports</b> dialog box under <b>Other Filters</b>, click <b>Selective Kinds</b>.</li> <li>8. Click the <b>Kind</b> drop-down arrow, click to select the resource <b>Kind</b> of your choice, and then click <b>OK</b>.</li> <li>8. Click the <b>Preview</b> button.</li> </ol> </li> </ol>	<p><i>exercise found on page 5.5-2 in student guide.</i></p> <p>Verify that <b>Sort Categories</b> and <b>Incident</b> are selected.</p> <p>Enter <b>08/05/03</b> for both the <b>Start Date</b> and <b>End Date</b>.</p> <p>Click to select <b>Daily Summary</b>.</p> <p>Click to select <b>DIRECT PERSONNEL</b>.</p>

