

## 5.5 – ICARS REPORTS MENU

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### OBJECTIVES

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

1. Run a standard report.
2. Identify report formats, categories and filters.
3. Generate a customized report.
4. Print or Export report data.

## I. INTRODUCTION:

- 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.

## II. EXERCISES

- A. To run a standard report for an entire data range.
  - 1. On the **Reports** menu, click **Reports**.
  - 2. On the **ICARS Reports** dialog box under **Categories**, click to select **Sort Categories** in the top box, and then click to select **Incident** in the bottom box.
  - 3. In the **Incident** box, click to select the **Incident** of your choice.
  - 4. Click to select **Entire Date Range**.
  - 5. Click to select the **Report** of your choice, and then click the **Preview** button.
  - 6. When finished reviewing the report, click the **Close** button to close the window.
  
- B. To customize a report.
  - 1. On the **Reports** menu, click **Reports**.
  - 2. On the **ICARS Reports** dialog box under **Categories**, click to select **Sort Categories** in the top box, and then click to select **Incident** in the bottom box.
  - 3. In the **Incident** box, click to select the **Incident** of your choice.
  - 4. Click to select **Selected Date Range**, and then complete the **Start Date** and **End Date** boxes.
  - 5. Click to select the **Report** of your choice, and then click the **Preview** button.
  - 6. When finished reviewing the report, click the **Close** button to close the window.
  - 7. On the **ICARS Reports** dialog box under **Other Filters**, click **Selective Kinds**.

8. Click the **Kind** drop-down arrow, click to select the resource **Kind** of your choice, and then click **OK**.
  8. Click the **Preview** button.
- C. To run other reports.
1. Run a **Cumulative Cost Detail** report by **Agency**.
  2. Run a **Weekly Summary Multi-Incident** report by **Accounting** within the date range of **07/23/03** to **08/05/03**.
  3. Run **Exception** reports from **Other Categories**.
- D. To export a report to Excel.
1. Run the report of your choice.
  2. Click the **Export Excel** button.
  3. On the **File** menu in **Excel**, click **Save As**, and then save the exported report to a file and folder location of your choice.