

COURSE:	ICARS
UNIT:	5.6 – ICARS GRAPHS 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">1. Generate a standard graph.2. Customize graphs.

OUTLINE	AIDS & CUES
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INTRODUCE THE UNIT.

PRESENT UNIT OBJECTIVES.

I. INTRODUCTION:

- A. ICARS allows you to produce a number of standard “canned” graphs for management decision-making. You can select a general format and then modify the graphical display for presentation.

INSTRUCTOR QUICKLY POINTS OUT THE ICARS GRAPH MENU.

GRAPHING INCIDENT DATA PROVIDES A POWERFUL VISUAL FEATURE TO SUPPLEMENT REPORTS FOR MANAGEMENT DECISION MAKING.

II. EXERCISES

ICARS GRAPHING OFFERS SEVERAL “CANNED” STANDARD GRAPHS.

- A. To generate a standard graph.

exercise found on page 5.6-2 in student guide.

THE TOTAL COST GRAPH DISPLAYS A PIE CHART OF TOTAL INCIDENT COSTS.

1. On the **Graphs** menu, click **Total Cost**.
2. Review the graph, and then click the **Exit** button.

THE COST BY DATE GRAPH DISPLAYS AN AREA CHART OF TOTAL INCIDENT COSTS BY DATE.

3. On the **Graphs** menu, click **Cost by Date**.
4. Click the **Date(s)** drop-down arrows, and then click to select the **Dates** of your choice.

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<ol style="list-style-type: none"> 5. Click the Incident drop-down arrow, and then click to select the Incident of your choice. 6. Click the Options button, and then modify one or more of the following, as desired. <ol style="list-style-type: none"> a. Font Sizes. b. Graph Titles. 7. Review the graph, and then click the Exit button. <p>B. To generate an Aircraft graph.</p> <ol style="list-style-type: none"> 1. On the Reports menu, point to Aircraft Graphs, and then click to select the Aircraft Graph of your choice. 	<p>Switch between graphing a specific incident to graphing all incidents.</p> <p><i>exercise found on page 5.6-2 in student guide.</i></p>
<p>YOU CAN BUILD ON THE STANDARD GRAPHS BY ALTERING THE DISPLAY.</p> <p>C. To customize a graph using a standard graph.</p> <ol style="list-style-type: none"> 1. On the Graphs menu, click Total Cost. 2. Complete the directions on Graph Exercise handout from student binder. 	<p><i>exercise found on page 5.6-2 in student guide.</i></p> <p>Point students to the ICARS Graph Exercise handout in their binders.</p> <p>Encourage students to work together.</p>