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| COURSE: | ICARS |
| UNIT: | 5.7 – REFRESH / CREATE DAILY / ITS UPDATE |
| SUGGESTED TIME: | 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. Run a Refresh, Create Daily or ITS Update process.2. Explain each process and describe the impact on incident data. |

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INTRODUCE THE UNIT.

PRESENT UNIT OBJECTIVES.

I. INTRODUCTION:

- A. There are three processes in ICARS that you can perform.
 1. *Refresh* takes a new “snapshot” of resource record data currently in the database.
 2. *Create Daily* generates new records in the Daily table for each assigned resource for the current calendar day (according to the computer date).
 3. *ITS Update* “pulls in” any new or updated data from time reporting via ITS.

THIS FEATURE IS LOCATED ON THE RESOURCES TABLE.

INSTRUCTOR QUICKLY POINTS OUT THE REFRESH/CREATE DAILY/ITS UPDATE FEATURE.

II. EXERCISES

KEY CONCEPT:

- **EACH FUNCTION IS A SEPARATE PROCESS**
- **EACH PROCESS DRAWS FROM DISTINCT DATA IN THE DATABASE**
- **THE PROCESSES DO NOT OVERLAP.**

- A. To refresh your ICARS data.
 1. On the **Edit** menu, click **Resources**.

exercise found on page 5.7-2 in student guide.

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| <p>2. Click the Refresh/Update drop-down arrow, and then click to select the refresh/update option of your choice.</p> <p>B. To set the system date and time.</p> <p>EXPLAIN THAT YOU MUST HAVE ADMINISTRATOR ACCESS TO SET THE SYSTEM DATE AND TIME.</p> <p>1. On the Utilities menu, click Set System Date/Time.</p> <p>2. On the Date & Time tab under Date, click the Month drop-down arrow, click to select the Month of your choice.</p> <p>3. Click the Year drop-down arrow, click to select the Year of your choice, and then click to select the Calendar Day of your choice.</p> <p>4. Under Time, type or select the Time that you want to change, and then click the Apply button.</p> <p>5. When finished, click OK.</p> <p>C. To understand the Refresh/Create Daily/ITS Update functions.</p> <p>1. On the Utilities menu, click Set System Date/Time.</p> <p>2. On the Date & Time tab under Date, click the Month drop-down arrow, click to select August.</p> <p>3. Click the Year drop-down arrow, click to select 2003, and then click to select 7 on the Calendar.</p> <p>4. When finished, click the Apply button, and then click OK.</p> | <p><i>exercise found on page 5.7-2 in student guide.</i></p> <p><i>exercise found on page 5.7-3 in student guide.</i></p> |

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5. On the **Resources** table, click the right **Filters** drop-down arrow **Overhead**.
6. Identify an **overhead resource name** of your choice.
7. Click the **Minimize** button to minimize the ICARS window.
8. Double-click the **IRSS** icon, and then click the **Overhead** button.
9. Locate the **overhead resource name** you identified in **ICARS**.
10. In the **Name** box, type to replace the **overhead resource name** with a name of your choice, and then close **IRSS**.

NOW YOU CAN DISPLAY THE CHANGE YOU MADE IN ICARS BY REFRESHING THE DATA IN ICARS.

11. To restore the **ICARS** window, click the **Maximize** button.
12. Locate the **overhead resource name** you previously identified.

NOTICE THAT THE NAME DID NOT CHANGE HERE.

13. Click the **Refresh/Update** drop-down arrow, and then click to select **Refresh Only**.

NOTICE THAT THE IDENTIFIED OVERHEAD RESOURCE NAME IS NOW UPDATED WITH THE NEW NAME THAT YOU CHANGED IN IRSS.

14. Click the **Refresh/Update** drop-down arrow, and then click to select **ITS Update Only**.

NOTE THAT DAILY RECORDS FOR ALL RESOURCES END WITH 08/05/03.

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|---|-------------|
| <p>15. Click the Refresh/Update drop-down arrow, and then click to select Create Daily.</p> <p>WHEN FINISHED, NOTE THE NEW DAILY RECORDS FOR AUGUST 6TH AND 7TH.</p> <p>16. On the Utilities menu, click Set System Date/Time.</p> <p>17. Change the system date to August 8th, 2003, and then click OK.</p> <p>18. Click the Refresh/Update drop-down arrow, and then click to select Refresh/Create Daily/ITS Update.</p> <p>NOTE THE NEW DAILY RECORDS FOR AUGUST 8TH.</p> | |