

5.7 – REFRESH / CREATE DAILY / ITS UPDATE

OBJECTIVES

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

1. Run a Refresh, Create Daily or ITS Update process.
2. Explain each process and describe the impact on incident data.

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.

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**.
2. Click the **Refresh/Update** drop-down arrow, and then click to select the **refresh/update** option of your choice.

B. To set the system date and time.

1. On the **Utilities** menu, click **Set System Date/Time**.
2. On the **Date & Time** tab under **Date**, click the **Month** drop-down arrow, click to select the **Month** of your choice.
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.
4. Under **Time**, type or select the **Time** that you want to change, and then click the **Apply** button.
5. When finished, click **OK**.

- C. To understand the Refresh/Create Daily/ITS Update functions.
1. On the **Utilities** menu, click **Set System Date/Time**.
 2. On the **Date & Time** tab under **Date**, click the **Month** drop-down arrow, click to select **August**.
 3. Click the **Year** drop-down arrow, click to select **2003**, and then click to select **7** on the **Calendar**.
 4. When finished, click the **Apply** button, and then click **OK**.
 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**.
 11. To restore the **ICARS** window, click the **Maximize** button.
 12. Locate the **overhead resource name** you previously identified.
 13. Click the **Refresh/Update** drop-down arrow, and then click to select **Refresh Only**.
 14. Click the **Refresh/Update** drop-down arrow, and then click to select **ITS Update Only**.
 15. Click the **Refresh/Update** drop-down arrow, and then click to select **Create Daily**.
 16. On the **Utilities** menu, click **Set System Date/Time**.
 17. Change the system date to **August 8th, 2003**, and then click **OK**.
 18. Click the **Refresh/Update** drop-down arrow, and then click to select **Refresh/Create Daily/ITS Update**.