

COURSE:	ICARS
UNIT:	5.8 – ICARS MISCELLANEOUS TOPICS
SUGGESTED TIME:	15 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. Set or change an incident start / end date.2. Find and identify ICARS version specifications.3. Utilize global daily record locking.4. Find and identify the Help/Support contact information.5. Explain the purpose of each ICARS reference document.6. Describe a typical daily schedule for the COST position.

OUTLINE	AIDS & CUES
<p>THE ICARS HEP/SUPPORT DIALOG BOX LISTS SUPPORT INFORMATION.</p> <p>THE ICARS UTILITIES MENU PROVIDES FEATURES FOR THE COST POSITION.</p> <p>USE THESE FEATURES WITH CAUTION, AND ONLY AS AN EXCEPTION.</p> <p>C. To use the global daily record locking feature.</p> <ol style="list-style-type: none"> 1. On the Utilities menu, click Daily Record Locking. 2. On the Daily Record Locking dialog box, click the Start Date drop-down arrow, and then click to select the Date of your choice. 3. Click the End Date drop-down arrow, and then click to select the Date of your choice. 4. Click Lock, and then click OK. 5. On the ICARS dialog box, click OK. <p>D. To obtain contact information for ICARS and I-Suite.</p> <ol style="list-style-type: none"> 1. On the Help menu, click Support. 2. Perform the following. <ol style="list-style-type: none"> a. To access the I-Suite website, start your Internet browser, and then type http://isuite.nwcg.gov in the Address bar. 	<p><i>exercise found on page 5.8-2 in student guide.</i></p> <p><i>exercise found on page 5.8-2 in student guide.</i></p>

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<ul style="list-style-type: none"> b. To contact the I-Suite helpdesk, call (866) 224-7677. c. To email the I-Suite helpdesk, email: helpdesk@dms.nwcg.gov. 	
<p>POINT STUDENTS TO THE QUICK REFERENCE GUIDE IN THEIR BINDERS.</p>	
<ul style="list-style-type: none"> E. Explain the purpose of each ICARS reference document. <ul style="list-style-type: none"> 1. <i>Quick Reference Guide</i>: A three-page synopsis of the primary functions and tasks performed via ICARS. This manual is available from the I-Suite website, in the documentation section. 2. <i>User Guide</i>: The in-depth guide to ICARS functions and features. This manual is available from the I-Suite website, in the documentation section. 3. <i>Bugs and Tips</i>: Lists recently-discovered bugs, along with tips for resolution or suggested temporary work-arounds. This page is updated frequently during fire season. 	<p><i>exercise found on page 5.8-3 in student guide.</i></p> <p>ICARS_2004_Quick_Ref_Guide.doc</p>

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<p>HERE'S THE PRIMARY COST TASKS AND SUGGESTED TIMING / SCHEDULE.</p> <p>F. To understand the typical daily schedule for the COST position.</p> <ol style="list-style-type: none"> 1. Refresh / Create Daily / ITS Update – early, i.e. by 0800 2. Fax previous day's FS Obligation report to host agency – set by the host agency, typically by 1200. 3. Cumulative fire cost from Incident Daily Summary report for the IAP – set by the Plans Section, typically 1500. 4. Reports to Finance Section Chief and COST documentation folder – as requested by the FSC. 5. Run and finalize the Obligation report – approx .2100. 	<p><i>exercise found on page 5.8-3 in student guide.</i></p>