

DETAILED LESSON OUTLINE

COURSE: I-Suite

UNIT: 2.0 – IRSS: Overview.

SUGGESTED TIME: 20 minutes

TRAINING AIDS: Computer projector, screen, PowerPoint presentation, computer (one for instructor and one per trainee).

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

1. Understand the role of IRSS.
2. Understand the importance of data quality.
3. Understand shared data and the importance of standard operating procedures.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	
PRESENT UNIT OBJECTIVES.	
<p>I. INTRODUCTION:</p> <ul style="list-style-type: none"> A. The incident resource status system operates as a stand-alone program or integrated with the other I-Suite components. The emphasis of this training will be in the integrated environment. B. The primary purpose of IRSS is to make record keeping and status assessment easy. IRSS will produce the 209 report, Section report, Qualifications report, and daily incident reports. C. IRSS is the primary data entry point when working in an integrated environment. The quality of the initial data is critical to successful integration. D. Understanding the concept of data sharing is critical. When working in an integrated environment, data is shared between the four I-Suite components: IRSS, ITS, ICARS, and IAP. Changes, additions, or deletions from any functional area affect the other I-Suite components. Successful integration requires cooperation and established data ownership rules. 	
INSTRUCTOR AND STUDENTS LOG ON TO IRSS.	
<p>II. EXERCISES.</p> <ul style="list-style-type: none"> A. Review IRSS screen. <ul style="list-style-type: none"> 1. Understand navigation basics. 2. Review updates for version 4.0. B. Review and discuss the incident add/edit function. <ul style="list-style-type: none"> 1. View incident add/edit screen. 2. Identify mandatory and shared data fields. 	

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<p>3. Discuss each field and its relationship to other I-Suite components.</p> <p>C. Review and discuss the Add Resource function.</p> <ul style="list-style-type: none"> 1. Show the Add Resource dialog box. <ul style="list-style-type: none"> a. Show the Clear button, which allows you to clear your entries from the Add Resource dialog box. b. Adding resources will be discussed in unit 2.2, “IRSS: Adding and editing resources.” 2. Show the location of the Filter button. <ul style="list-style-type: none"> a. Filtering will be discussed in unit 2.1, “IRSS: Getting started.” 	

