

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	4.0 – ITS Overview
SUGGESTED TIME:	1 hour
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: <ol style="list-style-type: none">1. Describe the different functions you can perform in ITS.2. Explain the difference between the integrated and stand-alone environments with ITS and other I-Suite software.3. Discuss the importance of data ownership, and of establishing guidelines and Standard Operating Procedures (SOPs) for data sharing.4. Understand the ITS menu bar and menu options.5. Identify the management reports available in ITS.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p>	
<p>I. INTRODUCTION:</p> <ul style="list-style-type: none"> A. The primary purpose of ITS is to create pay documents, the Fire Time Report (OF-288) and the Equipment Use Invoice (OF-286). B. Collecting accurate time data allows you to generate management reports. C. Since data is shared between IRSS, ICARS, and ITS, data ownership issues and data standards are critical in an integrated environment. D. For example, changing, adding, and deleting data within IRSS affects the data within ICARS and ITS. E. In a stand-alone environment, you have data ownership. The data is shared between the programs, but ownership issues are eliminated. F. What works for one incident might not work well for others. <p>II. LAYOUT OF THE INCIDENT TIME SYSTEM SCREEN AND MENU BAR.</p> <ul style="list-style-type: none"> A. ITS menu bar. B. Function buttons. <p>BEFORE CONTINUING THE UNIT LECTURE:</p> <p>PERFORM A QUICK, UNINTERRUPTED WALK-THROUGH OF THE MENU BAR AND BUTTONS.</p> <p>DO NOT FIELD STUDENT QUESTIONS DURING THE WALK-THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE).</p>	

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<p>III. MAJOR FUNCTIONS.</p> <p>A. Entering and editing an incident.</p> <p>SHOW THE LOCATION OF THE INCIDENT DATA MENU ON THE MENU BAR.</p> <ol style="list-style-type: none"> 1. Incident information is usually established upon arrival to the incident. 2. It is a quick and easy process to enter or edit an incident or accounting code. <p>B. Entering and editing personnel. Do you add or do you edit?</p> <p>SHOW THE LOCATION OF THE PERSONNEL BUTTON.</p> <ol style="list-style-type: none"> 1. For stand-alone environments, all data is entered and managed by ITS users. 2. For the integrated environment, the resource is already entered in IRSS. <ol style="list-style-type: none"> a. To produce pay documents, you must edit resources and add any additional data required. <p>C. Entering and editing crews.</p> <p>SHOW THE LOCATION OF THE CREWS/OPERATORS BUTTON.</p>	

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<ol style="list-style-type: none"> 1. What is a crew? <ol style="list-style-type: none"> a. Handcrew. b. Engine members paid on an OF-288. c. Driver attached to a vehicle. d. Faller attached to a chainsaw and or vehicle. e. Helitack Crew. 2. A crew is defined as more than one resource sharing the same request number. 3. The same rules apply for crews as for personnel: <ol style="list-style-type: none"> a. For stand-alone environments, add the crew and attach members. b. For the integrated environment, edit the crew and member data. 	
<p>D. Entering and editing contracted resources.</p>	
<p>SHOW THE LOCATION OF THE CONTRACTS BUTTON.</p>	
<ol style="list-style-type: none"> 1. For stand-alone environments, contractor information, agreement number, and specific resource information is collected and managed by ITS users. 2. For the integrated environment, ITS can enter the contractor information, agreement number, and specific resource information once. The IRSS record is then attached to the contractor and agreement number. 	

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<p>E. Posting time.</p> <p>SHOW THE LOCATION OF THE POST TIME BUTTON.</p> <ol style="list-style-type: none"> 1. Post personnel time. 2. Post crew and operator time. 3. Post contracted resource time. <p>F. Posting commissary and contractor debits/credits.</p> <p>SHOW THE LOCATION OF THE COMMISSARY/DEBITS & ADDITIONS BUTTON.</p> <ol style="list-style-type: none"> 1. Post commissary deductions directly to an individual resource. 2. Allows you to post contractor debits and credits directly to an individual resource. <p>G. Review Personnel Search and Equipment Search.</p> <p>YOU CAN SORT BY ENTERING SEARCH CRITERIA IN THE COLUMN HEADING OR BY CLICKING ON A COLUMN HEADING TITLE.</p> <ol style="list-style-type: none"> 1. Review sorting methods. <p>H. Generating management reports.</p> <p>SHOW THE LOCATION OF REPORTS MENU ON THE MENU BAR.</p> <ol style="list-style-type: none"> 1. You can generate several helpful reports from data collected through ITS. 2. This valuable information can assist management with planning and decision-making. 	