Incident Resource Status System User's Guide

The Incident Resource Status System (IRSS) is part of the I-Suite group of software programs. IRSS is an automated resource tracking system that allows you to collect and manage incident resource information. IRSS minimizes the time and effort you need to enter and track these resources by reducing the paperwork and potential for data entry errors.

IRSS provides a standardized way to check-in resources when they arrive at an incident. In the integrated environment, the information entered in IRSS is then shared with the other I-Suite programs, including:

- **Incident Time Reporting System (ICARS)**. For tracking incident resource costs assigned to an incident.
- **Incident Time System (ITS)**. For collecting and tracking incident resource time.
- **Incident Action Plan (IAP)**.For producing Incident Action Plans.

Topics in this guide include the following:

- About this guide
- Getting Started
- Adding and editing an incident name and number
- Adding, editing, and deleting resources
- Working with databases, T-card labels, and Checkout Forms
- Working with Index Lists and table views
- Running and printing reports.

For information about installing IRSS, please refer to the "I-Suite Administrator's Guide," which is available for download on http://isuite@nwcg.gov.

About this guide

This Incident Resource Status System User's Guide is organized into sections, based on the types of tasks you will commonly perform. At the beginning of each section you will find an overview of the topics explained. Where appropriate, diagrams are shown immediately following each task. Topics in this section include:

- Before you begin
- Conventions.

Before you begin

Before using IRSS, you must be feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with Windows 2000, Windows XP, or Windows NT and can log on and log off.

Conventions

The following conventions are used within this guide:

1. Button names, option labels, screen names, tab names, and text box names appear in bold, in the same case as on your keyboard or screen. For example, the second step might instruct you to

   2. On the **Tools** menu, click **Options**.

- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example, the following note appears in the "Working with tables" section.

The percent sign (%) is a "wildcard" that allows you to perform searches without specifying the entire filter criteria. You can use one or more wildcards in any combination to locate records that match your search.

Getting Started

This section explains the basic concepts and information you need to begin using IRSS. Topics in this section include:

- Terms and concepts
- Security
- Logging on and logging off
- Getting help
- Understanding the stand-alone and integrated environments
- Working with tables.

Terms and concepts

This section outlines some of the screens, toolbars, and menus that you will be using in IRSS. If you aren't already familiar with ROSS or have forgotten a few things since training, review these terms and concepts before proceeding with the remaining sections in this guide.

The IRSS toolbar identifies thirteen buttons that allow you to perform common tasks, including:

- **Print**. Print the current screen, form, or report.

- **Edit Resource**. Edit an existing record in form view.

- **Add Resource**. Open a blank form to add a new record.

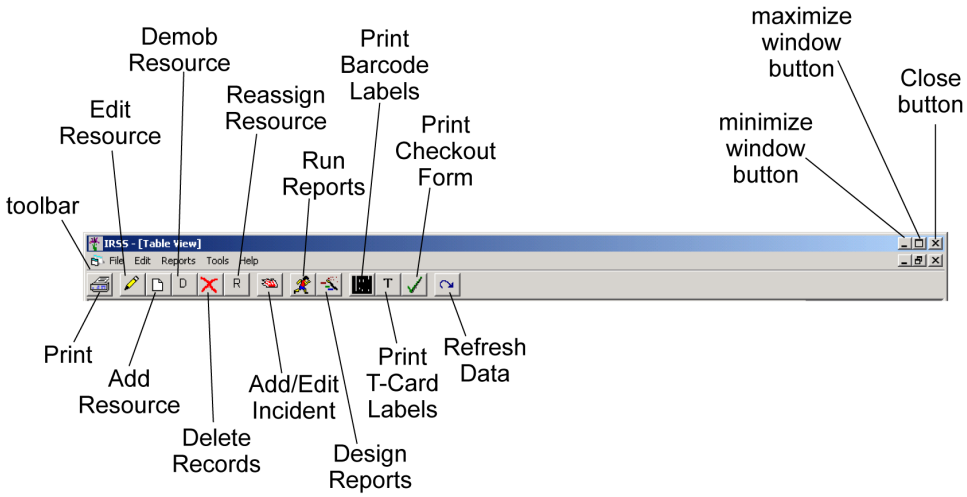
- **Demob Resource**. Navigate through selected records in form view. Changes the status code to D for "demob" and positions the cursor on the Release Date field.

- **Delete Resource**. Delete the selected records form the database. Prompts you to verify that you want to complete the delete action.

  Do not delete records without first conferring with the Finance and Cost groups!

- **Reassign Resource**. Changes the status of the selected records to R for "reassigned." Creates a second record and duplicates all fields except Incident Order Number, Request Number, and Kind/Position. Allows you to track resources over time with multiple assignments. The record retains the original Order Request Number, no matter how many times you reassign it.
- **Add/Edit Incident**. Add records to or edit records in the Incident table.
- **Run Reports**. Open the report module and run existing reports.
- **Design Reports**. Create new custom and advanced reports.
- **Print Barcode**. Print a barcode label for the selected record(s).
- **Print T-Card Labels**. Print a T-card label for the selected record(s).
- **Print Checkout Form**. Print a checkout form for the selected record(s).
- **Refresh Data**. Refresh the Table View screen.

The following diagram shows the IRSS toolbar and the toolbar buttons.



The following buttons that display along the left-hand side of your screen identify the types of resources you can view:

Aircraft. Display only those resources with the "A" request category.

Crews. Display only those resources with the "C" request category.

Equipment. Display only those resources with the "E" request category.

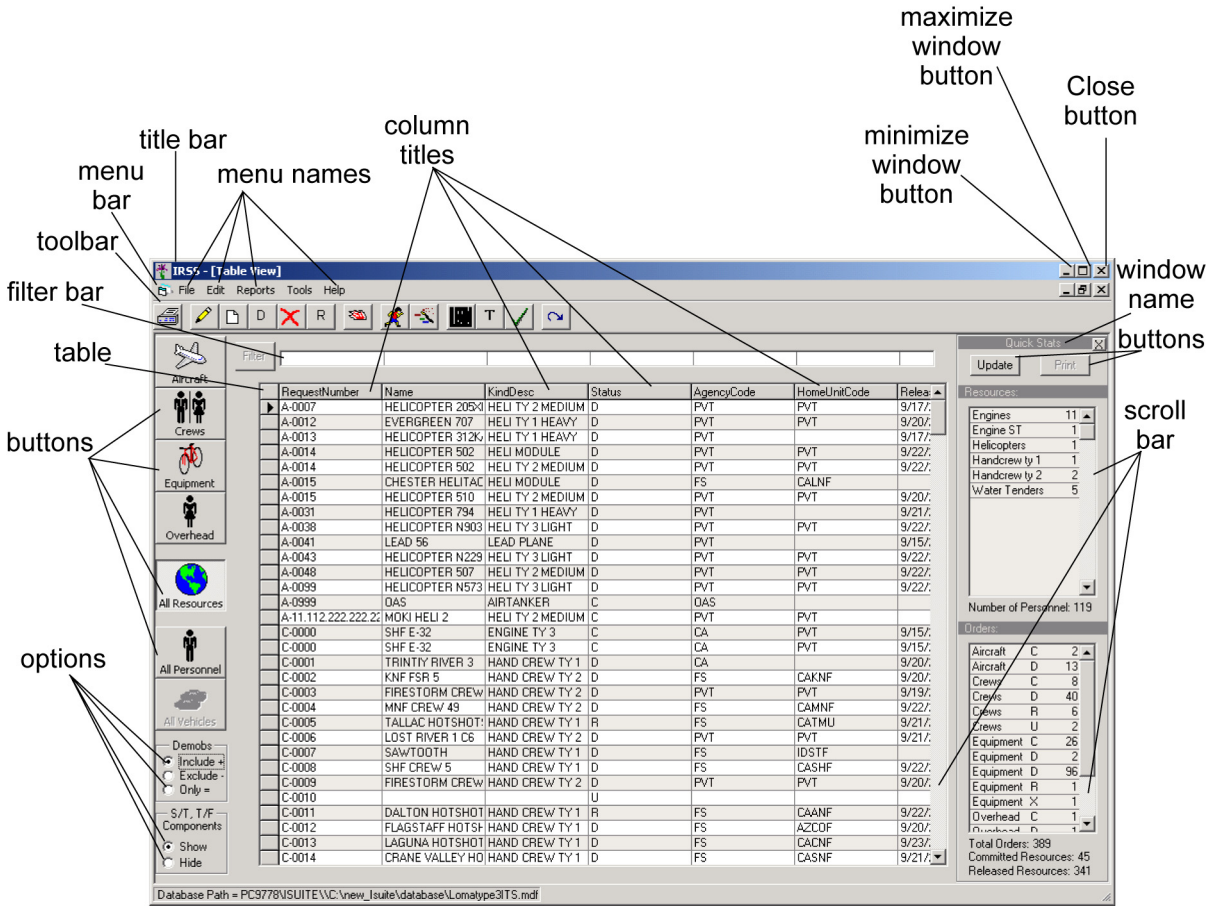
Overhead. Display only those resources with the "O" request category.

All Resources. Display all resource categories.

All Personnel. Display an alphabetical list of all personnel on an incident, including names of crew members and personnel with equipment and aircraft records that have been rostered.

All Vehicles. Display a list of all vehicles that have been rostered and the resource they are attached to.

The following diagram shows screen elements and screen terminology used throughout this guide.



Logging on and logging off

This section explains how to log on and log off of IRSS.

To log on to IRSS

1 From your **Desktop**, double-click the **IRSS** icon or click **Programs** from the **Start** menu, point to **I-Suite**, and then click **IRSS**.

If you have trouble logging on to IRSS, please refer to the "Handling installation problems," in the "I-Suite Administrator's Guide," which is available for download on http://isuite@nwcg.gov.

To log off IRSS

- On the **File** menu, click **Exit**.

Getting help

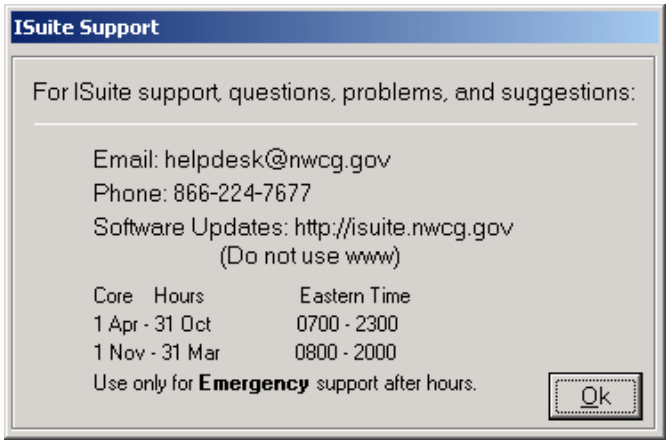
This section explains how to access and locate help information. There are three basic ways to obtain help information for IRSS:

- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.
- **Review this Incident Time System User's Guide**. This guide is available in Acrobat format. To locate topics of interest, click to select the **Bookmark** of your choice. Bookmarks are listed along the left-hand side of the Acrobat document. When you click the **Bookmark**, you will advance to that topic within the document.

To display help information within IRSS

- On the **Help** menu, click **Support**.

The following diagram shows the I-Suite Support dialog box.



To locate help information on the I-Suite website

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.
3. On the **Welcome to I-Suite** webpage, click the **IRSS** application icon.
4. On the **IRSS webpage**, click to select the **topic** of your choice.

To obtain a copy of this Incident Resource Status System User's Guide

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite@nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **IRSS** application icon.

4 On the **IRSS webpage**, click to select **IRSS User's Guide**.

5 In **Acrobat Reader**, save the file to your personal computer in a folder location of your choice.

Understanding the stand-alone and integrated environments

This section explains the difference between working in the stand-alone environment or the integrated environment. While you may only be using IRSS for your work, it is important to understand how the information you enter in IRSS affects other I-Suite programs.

As a team working in the integrated environment, establish guidelines and standard operating procedures (SOPs) that will accommodate all functional groups.

- **Integrated environment**. Using IRSS, enter resources, crews, and operators. This data is then shared between the Resource Planning and Finance groups. Maintain data standards. Changes, additions, and/or deletions to data affect all functional groups.
- **Stand-alone environment**. While data from IRSS populates other I-Suite programs, data ownership issues are eliminated.

Working with tables

In IRSS, resource information display in tables. Using the filtering function in IRSS, you can locate and display specific records or subsets of records based on your own criteria.

You can filter resource information by three different levels:

- **Incident leve**l. Display records associated with one incident at a time.
- **Resource type level**. Display records based on the resource type: Aircraft, Crews, Equipment, Overhead, or all records.
- **Selected fields level**. Display records by specific field and filter criteria.

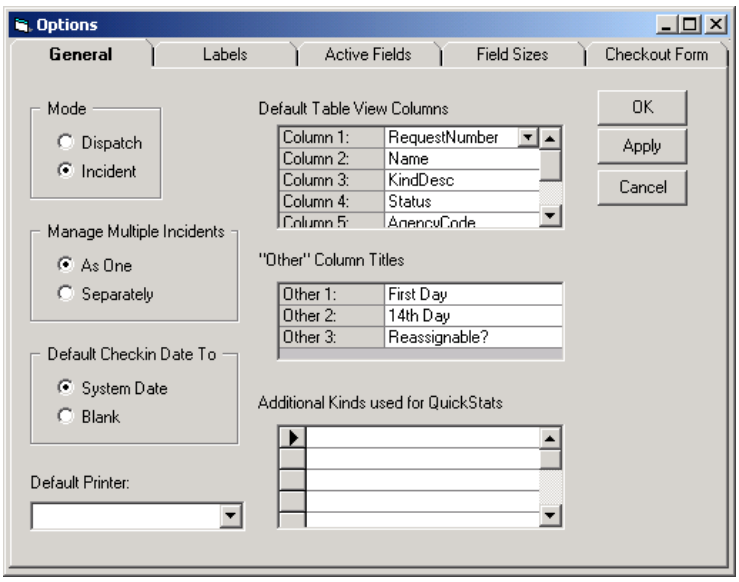
To display all resources associated with one incident at a time

1 Click the **All Resources** button.

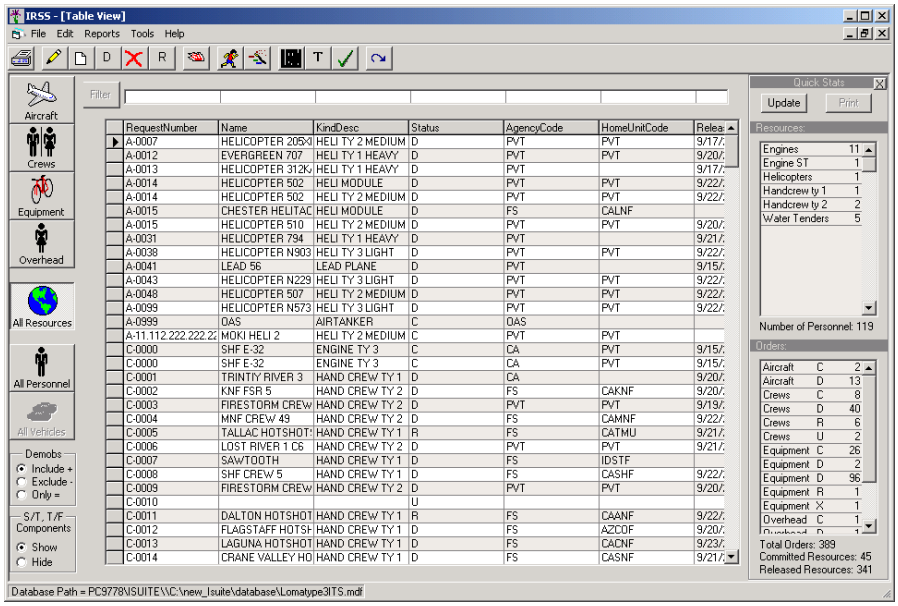
2 On the **Tools** menu, click **Options**.

3 On the **Options** dialog box under **Manage Multiple Incidents**, click **As One**.

The following diagram shows the Options dialog box.



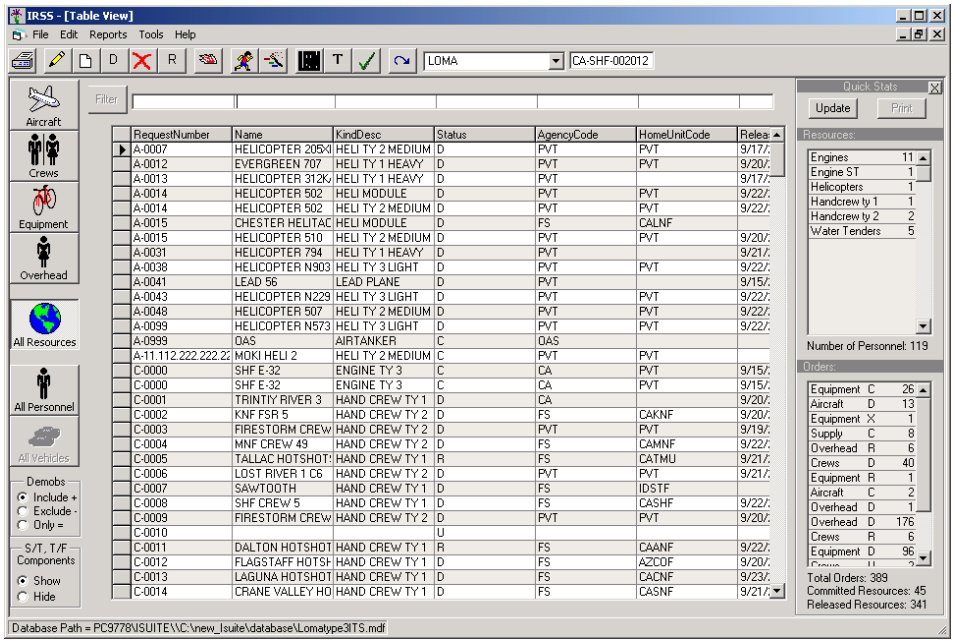
The following diagram shows all resources with incidents managed as one.



To display all resources separately

1. Click the **All Resources** button.
2. On the **Tools** menu, click **Options**.
3. On the **Options** dialog box under **Manage Multiple Incidents**, click **Separately**.

The following diagram shows all resources with incidents managed separately.



To display records based on the resource type

1 Click the resource type button of your choice

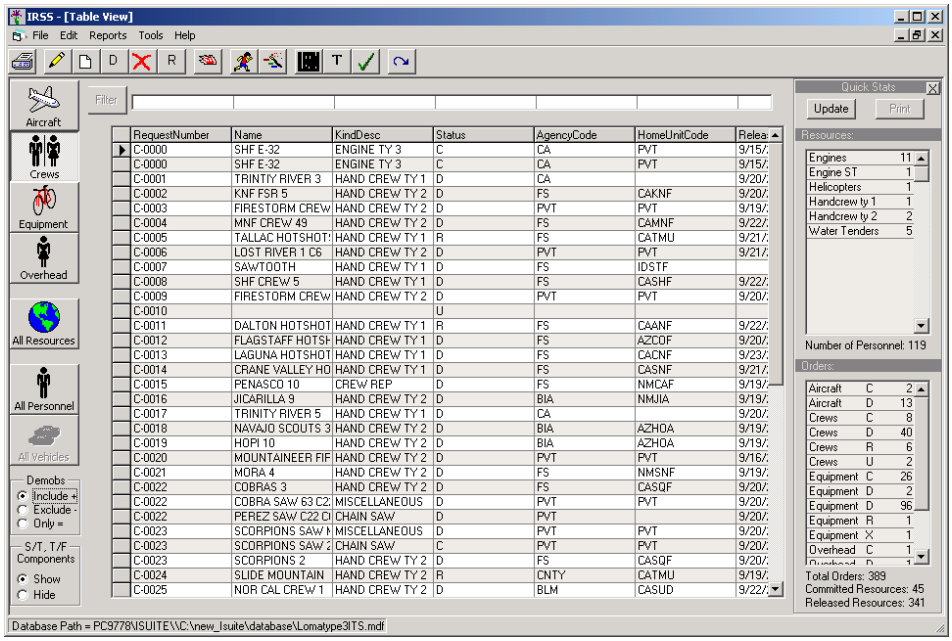
- to display aircraft, click the **Aircraft** button
- to display crews, click the **Crews** button
- to display equipment, click the **Equipment** button
- to display overhead, click the **Overhead** button.

2 On the **Tools** menu, click **Options**.

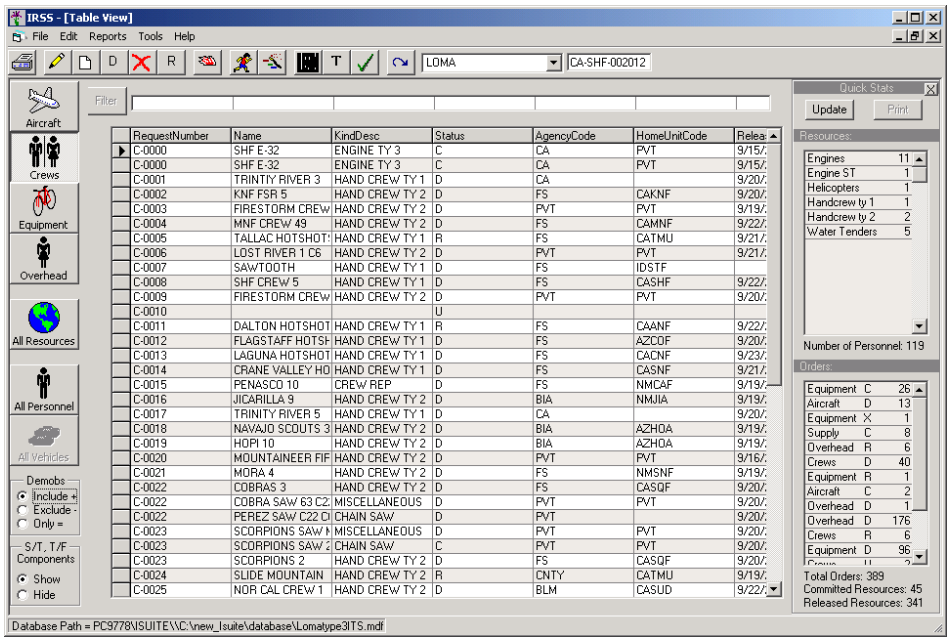
3 On the **Options** dialog box under **Manage Multiple Incidents**, perform one of the following

- to manage incidents as one, click **As One**
- to manage incidents separately, click **Separately**.

The following diagram shows crew resources with incidents managed as one.



The following diagram shows crew resources with incidents managed separately.



To display records by specific field using a wildcard

The percent sign (%) is a "wildcard" that allows you to perform searches without specifying the entire filter criteria. You can use one or more wildcards in any combination to locate records that match your search.

1 Click the resource type button of your choice

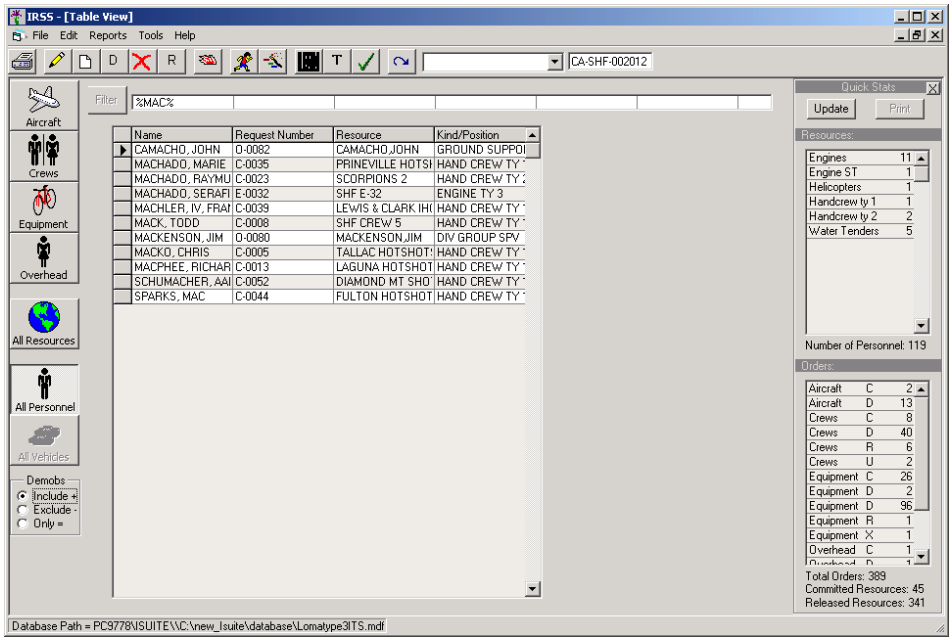
- to display aircraft, click the **Aircraft** button
- to display crews, click the **Crews** button
- to display equipment, click the **Equipment** button
- to display overhead, click the **Overhead** button
- to display all resources, click the **All Resources** button
- to display all personnel, click the **All Personnel** button.

2 On the **filter bar**, click in the box above the **column title** of your choice.

3 In that box, type the filter criteria of your choice and then click the **Filter** button.

For example:
- *type MA% to search for records beginning with the letters "MA"*
- *type %MA to search for records ending with the letters "MA"*
- *type %MA% to search for records containing any instance of the letters "MA."*

The following diagram shows a sample wildcard search for personnel records with last names containing the letters "MA."



*To deactivate the **Filter** button, clear the filter criteria from the filter bar, and then click the **Filter** button again. The table will redisplay in its original form.*

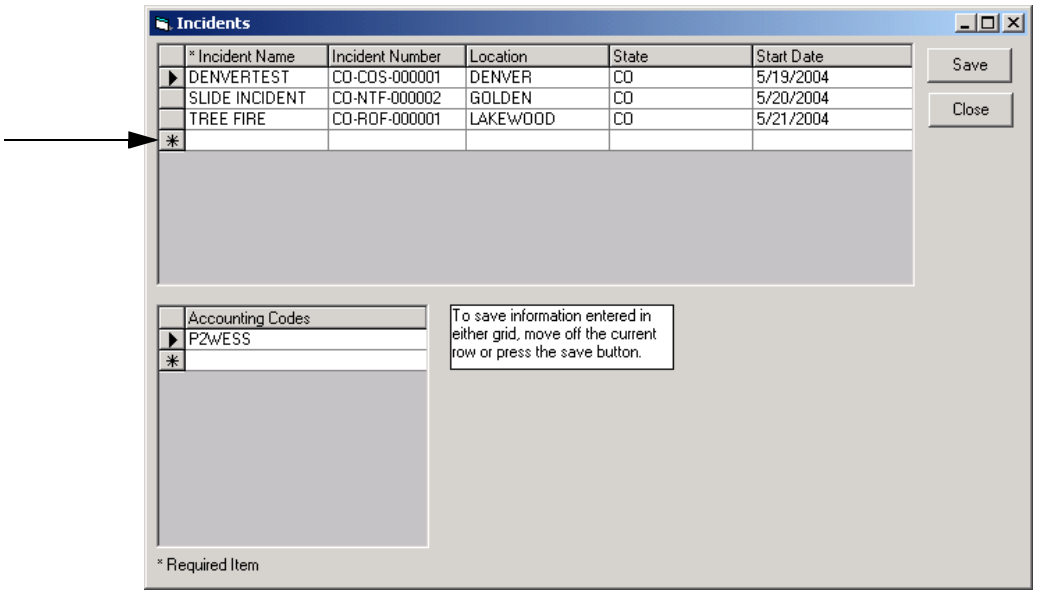
Adding and editing an incident name and number

This section explains how to add an incident name and number.

To add an incident name and number

1. On the **IRSS** menu bar, click the **Add/Edit Incident** button.
2. On the **Incidents** dialog box, click in the first available blank row, in the cell to the right of the *
3. In the **Incident Name** box, type the name of the new **Incident**, and then press TAB.
4. In the **Incident Number** box, type the **Incident Number**, and then click the **Save** button.

The following diagram shows the Incidents dialog box.The arrow points to the first blank row where you can begin to add an incident.



To edit an incident name and number

1. On the **IRSS** toolbar, click the **Add/Edit Incident** button.
2. To change the Incident Name, click to highlight the **Incident Name** of your choice, and then type to replace the **Incident Name**.
3. To change the Incident Number, click to highlight the **Incident Number** of your choice, and then type to replace the **Incident Number**.
4. To save your changes, click the **Save** button.

Adding, editing, and deleting resources

This section explains how to add and edit resources, demobilize resources, and delete resources. Remember these key points when working with resource information:

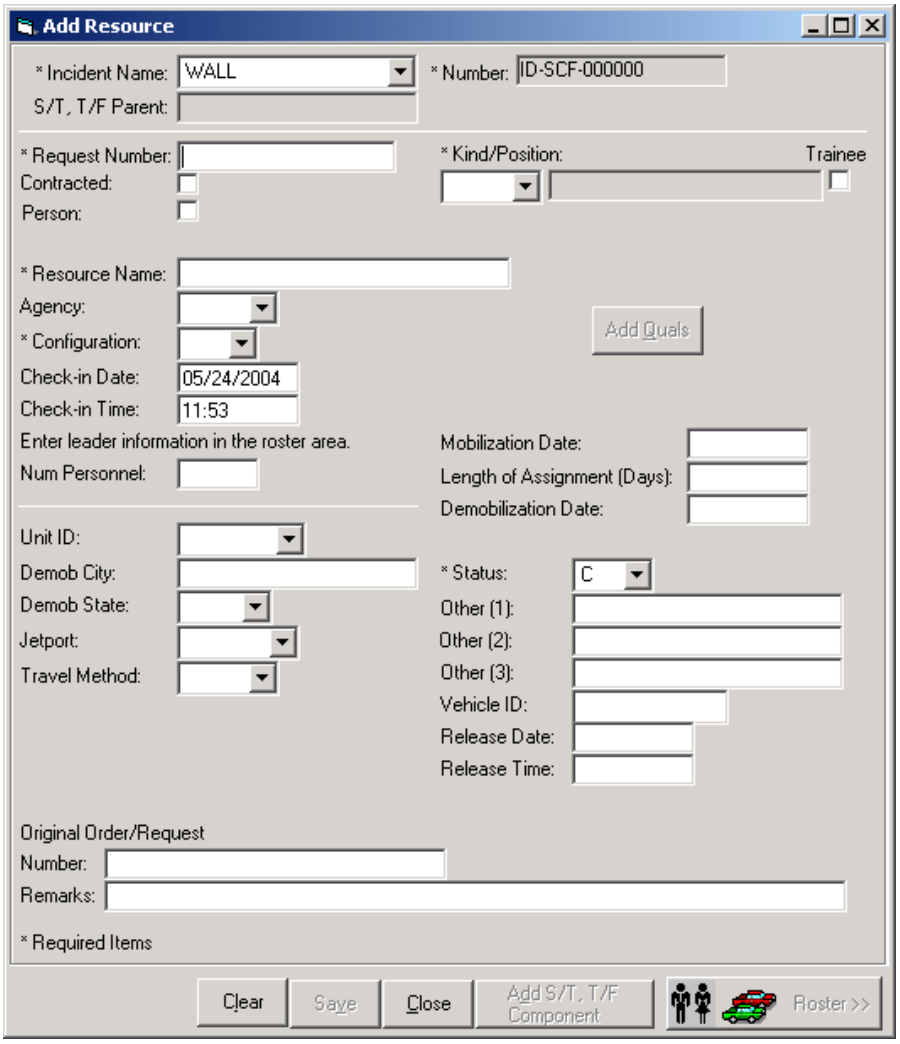
- Data is organized and presented according to the ICS-211 form.
- Before saving a resource, you must complete the following required fields
  - Request Number
  - Resource Name
  - Configuration
  - Kind/Posiiton
  - Status.
- Before rostering members or adding additional qualifications, you must complete the mandatory fields and save the resource.
- It is better to edit an existing resource than to delete one and then add it back to the incident database.
- When you choose a type of resource, the data entry screen options may change. Be sure to look over the data entry screen.
- Once you demobilize a resource you can no longer post time to it.
- You can delete resources and/or rostered members of a resource. If there are any dependencies attached, IRSS displays warning messages. Be sure to read all these warning messages before committing to the delete request.

To add resources using an ICS-211 and/or optional check-in form

1. On the **IRSS** task bar, click the **Add Resource** icon.
2. On the **Add Resource** dialog box, complete the following information as required or appropriate
   - Request number
   - Contracted
   - Person
   - Resource Name
   - Agency
   - Configuration
   - Check-in Date
   - Check-in Time
   - Num Personnel
   - Unit ID
   - Demob City
   - Demob State
   - Jetport
   - Travel Method
   - Kind/Position
   - Mobilization Date
   - Length of Assignment
   - Demobilization Date
   - Status
   - Other (1)
   - Other (2)
   - Other (3)
   - Vehicle ID
   - Release Date
   - Release Time
   - Original Order/Req Number
   - Remarks.
3. Click the **Save** button.

The following diagram shows the location of the Add Resource icon.

The following diagram shows the Add Resource dialog box.

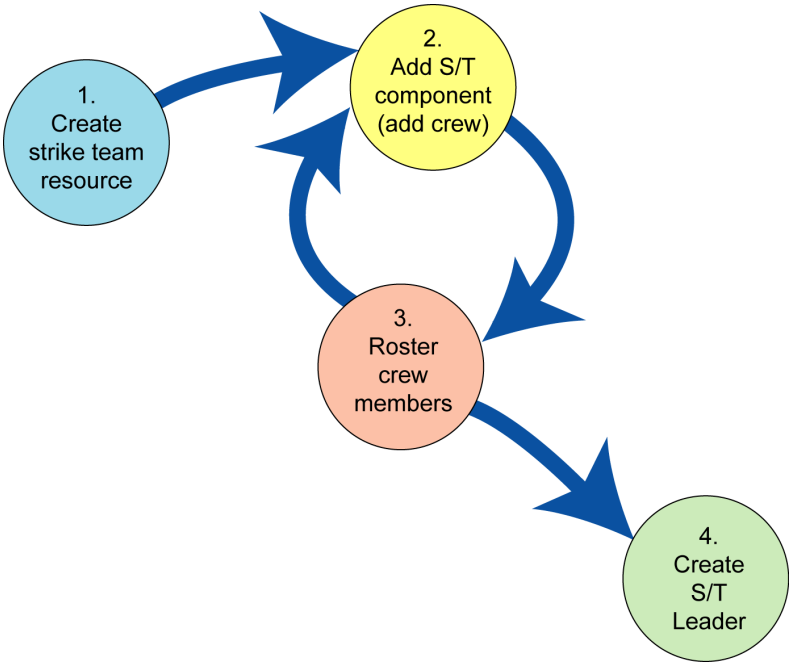


Creating strike teams

This section outlines two basic examples for creating a strike team. Whichever method you choose, remember these key points:

- Follow the numbering structure set up by the dispatch organization that sent you the strike team.
- Add and designate the strike team leader last.

The following diagram shows the basic process for creating a strike team, adding crews, rostering crew members, and adding a strike team leader.



To create a strike team resource - example 1

1 On the **IRSS** task bar, click the **Add Resource** icon.

2 On the **Add Resource** dialog box, complete the following information

- in the **Request Number** box, type the **Request Number of the strike team**
- click the **Agency** drop-down arrow, and then click to select the **Agency of the strike team**
- click the **Configuration** drop-down arrow, and then click to select **S/T**
- complete the **Check-in Date** and **Check-in Time**.
- in the **Num Personnel** box, type the total number of **strike team members**

3 Complete the following information as required or appropriate

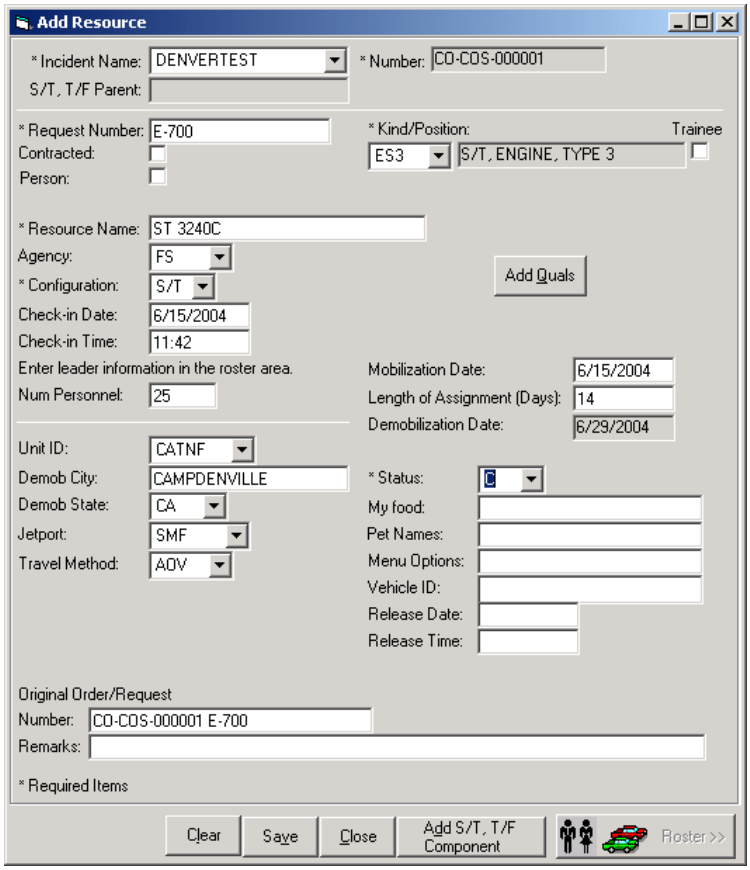
- Unit ID
- Demob City
- Demob State
- Jetport
- Travel Method

4 Click the **Kind/Position** drop-down arrow, and then click to select the **strike team type**.

5 Complete the following information as required or appropriate

- Mobilization Date
- Lenght of Assignment (Days)
- Status
- My food
- Pet Names
- Menu Options
- Vehicle ID
- Release Date
- Release Time.

The following diagram shows a sample Add Resource dialog box for adding a strike team. Here, a Type 3 Engine Strike Team is created.



To add a crew to the strike team

6 Click the **Add S/T, T/F Component** button.

7 On the **irss** dialog box, click the **Yes** button.

8 On the **Add Strike Team, Task Force Component** dialog box, complete the following information

- in the **Resource Name** box, type the name of the crew
- click the **Agency** drop-down arrow, and then click to select the **Agency of the strike team**
- click the **Configuration** drop-down arrow, and then click to select **C**
- complete the **Check-in Date** and **Check-in Time**.
- in the **Num Personnel** box, type the total number of **crew team members**

9 Complete the following information as required or appropriate

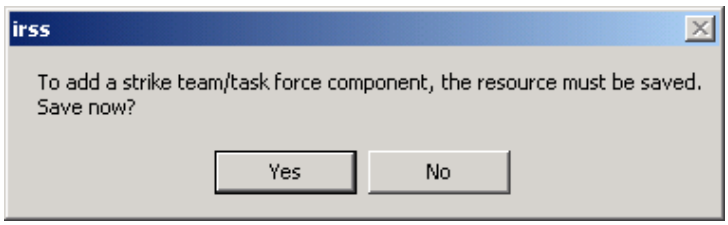
- Unit ID
- Demob City
- Demob State
- Jetport
- Travel Method

10 Click the **Kind/Position** drop-down arrow, and then click to select the **crew type** for the strike team.

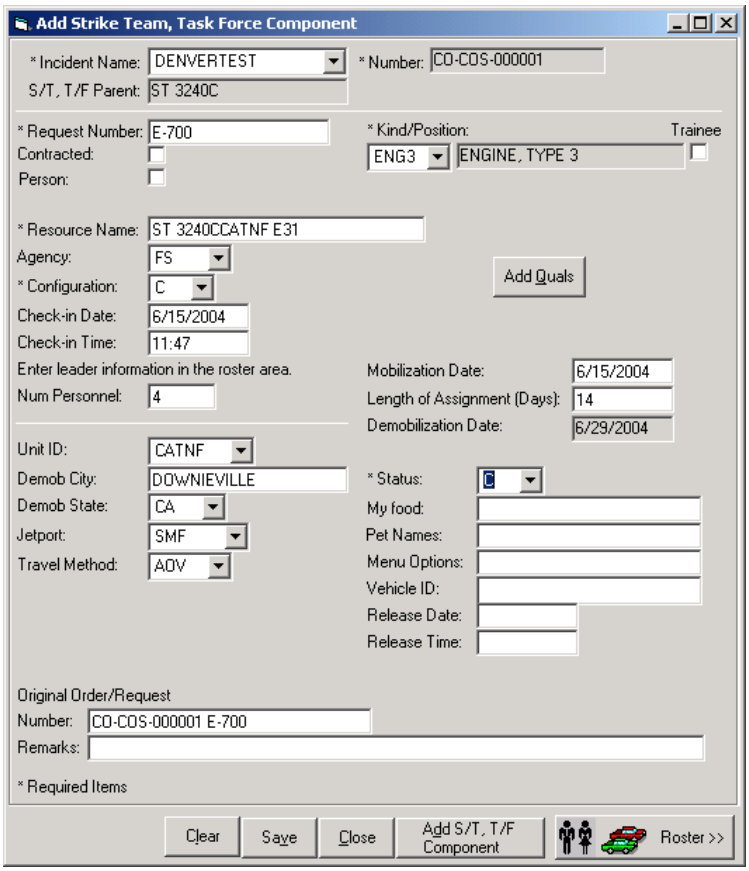
11 Complete the following information as required or appropriate

- Mobilization Date
- Lenght of Assignment (Days)
- Status
- My food
- Pet Names
- Menu Options
- Vehicle ID
- Release Date
- Release Time.

The following diagram shows the irss dialog box.



The following diagram shows a completed Add Strike Team, Task Force Component dialog box. Here, a Type 3 engine crew of 4 members is being added.



To roster crew team members on the strike team

12 Click the **Roster** button.

13 On the **irss** dialog box, click the **Yes** button.

14 In the **Roster** section of the **Add Strike Team, Task Force Component** screen, complete the following boxes, pressing TAB after each entry

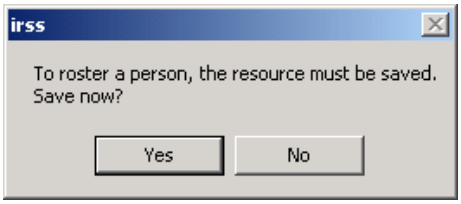
- Request Num
- Leader
- Last name
- First Name
- Kind
- Status.

After adding the last crew member, be sure to press TAB to advance the cursor to the next available blank row. Otherwise, you will not save that last entry!

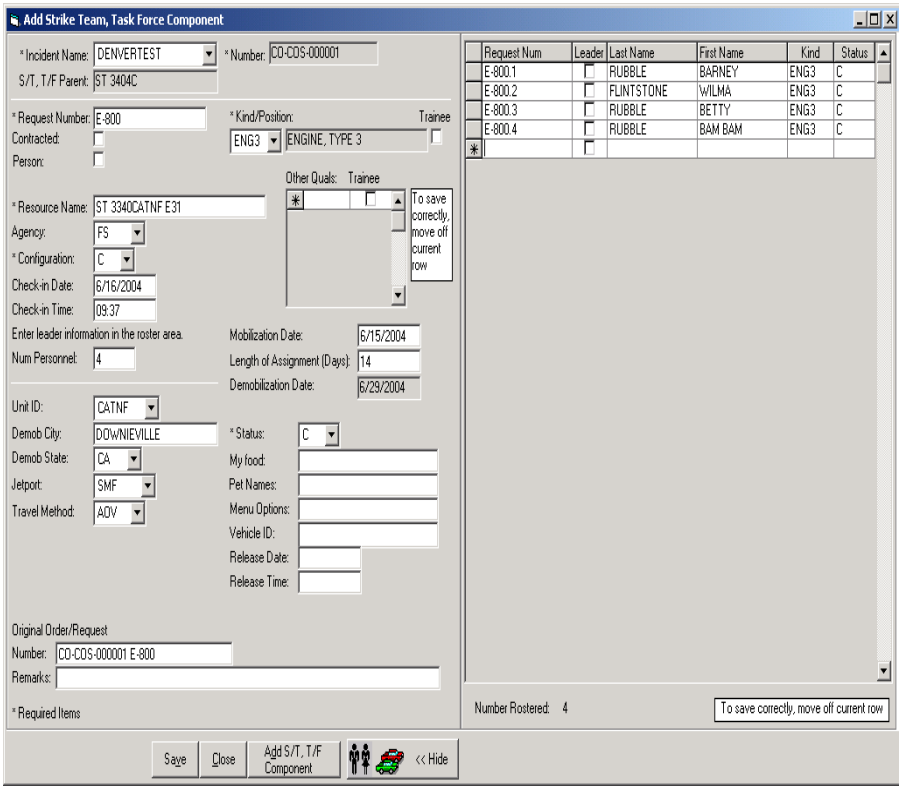
15 When finished rostering that crew, click the **Add S/T, T/F Component** button.

16 Add additional crews and crew members to the strike team as appropriate.

The following diagram shows the irss dialog box for saving the crew before rostering members.



The following diagram shows a completed Roster for a strike team crew. Here, a Type 3 engine crew of 4 members is added.



To add the strike team leader

17 On the **Add Strike Team, Task Force Component** dialog box, complete the following information

- click to select the **Person** check box
- in the **Last Name** box, type the **Last Name** of the strike team leader
- in the **First Name** box, type the **First Name** of the strike team leader
- click the **Agency** drop-down arrow, and then click to select the **Agency of the strike team**
- click the **Configuration** drop-down arrow, and then click to select **C**
- complete the **Check-in Date** and **Check-in Time**.

18 Complete the following information as required or appropriate

- Unit ID
- Demob City
- Demob State
- Jetport
- Travel Method

19 Click the **Kind/Position** drop-down arrow, and then click to select **STEN** to designate the strike team leader.

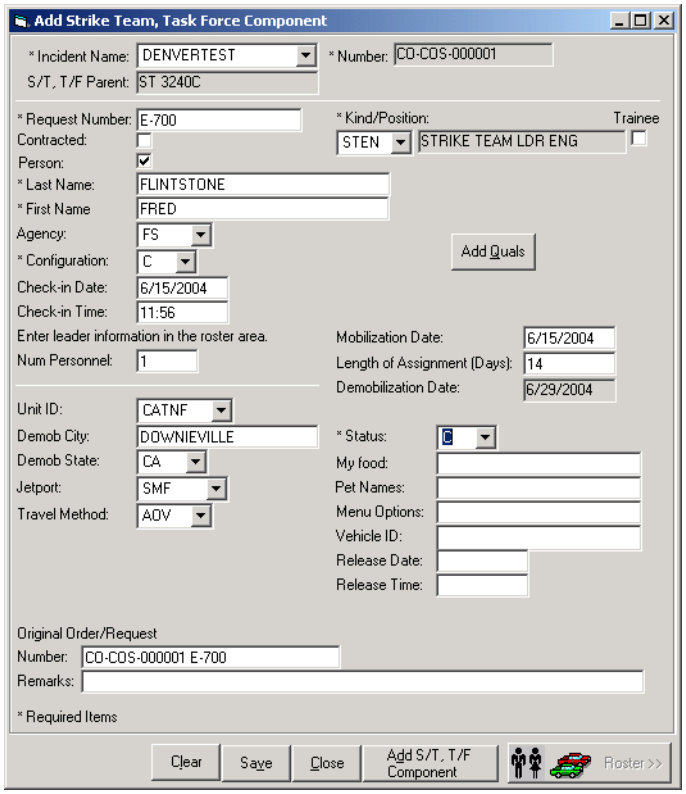
20 Complete the following information as required or appropriate

- Mobilization Date
- Lenght of Assignment (Days)
- Status
- My food
- Pet Names
- Menu Options
- Vehicle ID
- Release Date
- Release Time.

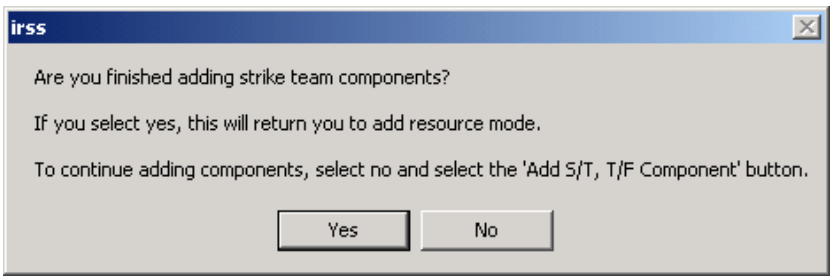
21 When finished adding all strike team crews, crew members, and the strike team leader, click the **Save** button.

22 On the **irss** dialog box, click **Yes**.

The following diagram shows the strike team leader being added to the strike team.



The following diagram shows the irss dialog box. Here, you can click Yes to finished or click No to continue adding additional strike team components.



To create a strike team resource - example 2

1. On the **IRSS** task bar, click the **Add Resource** icon.
2. Complete the **Add Resource** dialog box as appropriate, and then click the **Save** button.
3. On the **Edit** menu, click **Strike Teams/Task Forces**.
4. On the **Edit Strike Team/Task Forces** dialog box, click the **Select a Strike Team or Task Force** drop-down arrow, and then click to select the **Strike Team** you created in step 2.

5 Under **Resource List**, click the **Equipment** button, click the **Kind** drop-down arrow, and then click to select the **Equipment** for that Strike Team**.**

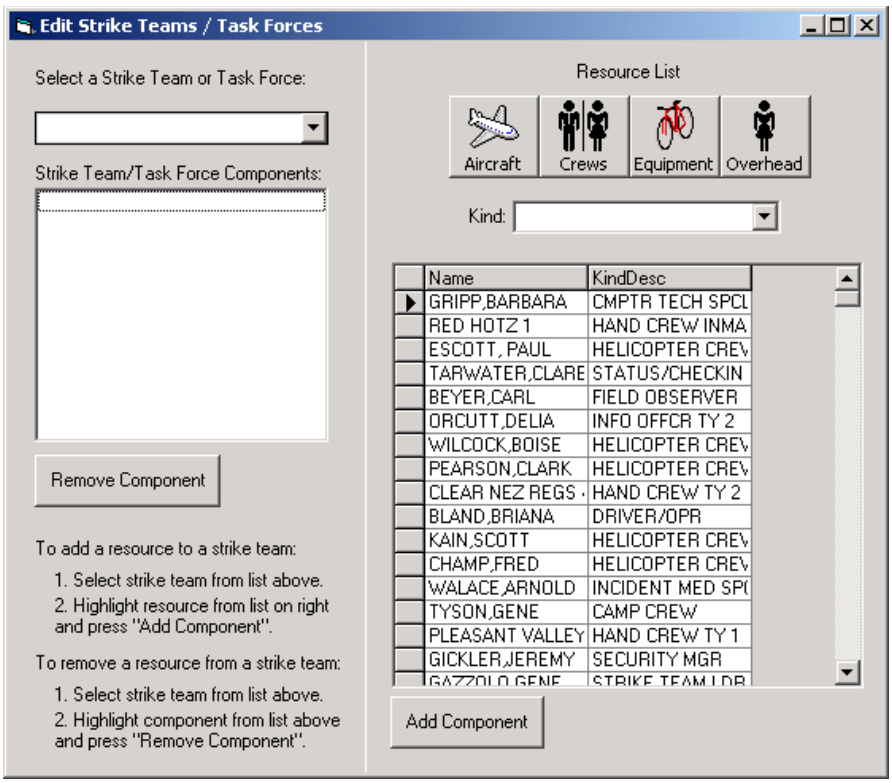
6 Click to select the **Equipment** of your choice, and then click the **Add Component** button.

7 Click the **Overhead** button, click the **Kind** drop-down arrow, and then click to select the **Overhead** of your choice for that **Strike Team**.

8 Click to select the **Overhead** of your choice, and then click the **Add Component** button.

9 When finished adding all components for the strike team, click the **Close** button.

The following diagram shows the Edit Strike Team/Task Forces dialog box.



To edit a resource

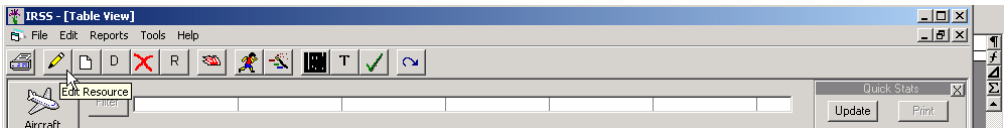
1 Click to **highlight** a **resource** of your choice.

2 On the **IRSS** task bar, click the **Edit Resource** icon.

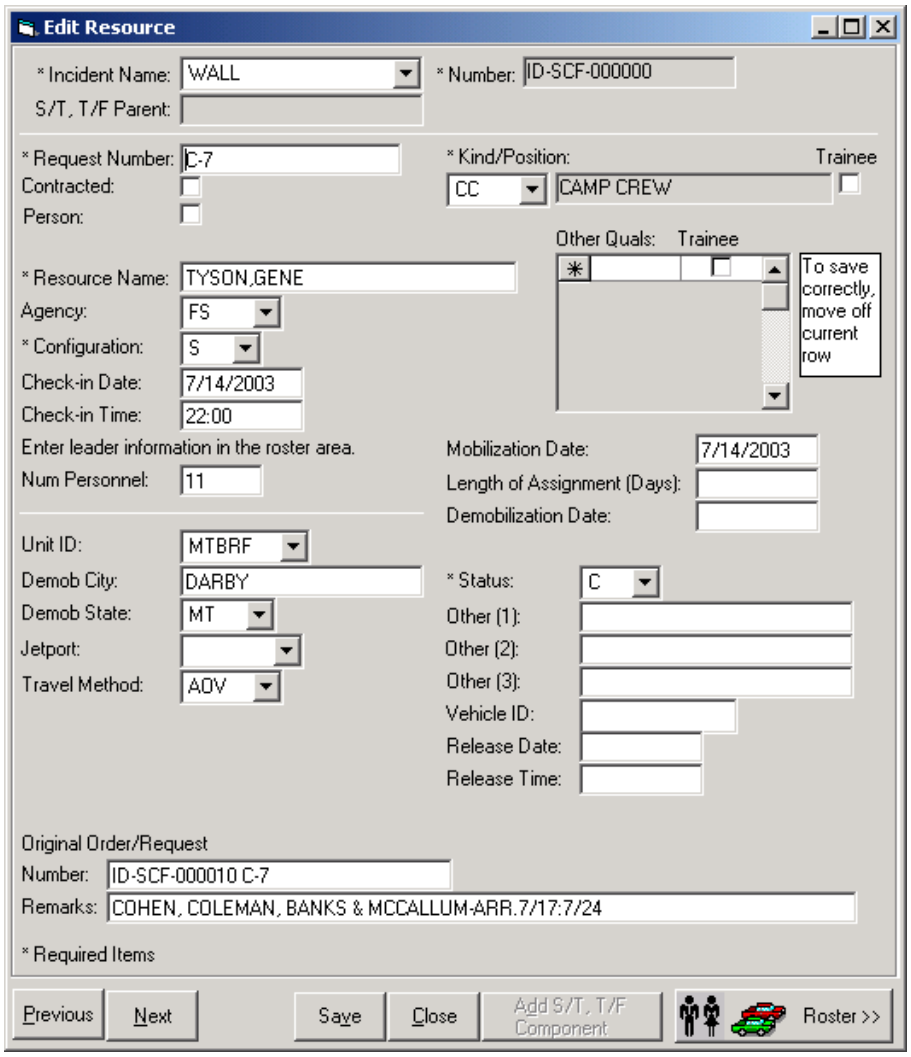
3 On the **Edit Resource** dialog box, edit the data as appropriate.

4 When finished making your changes, click the **Save** button.

The following diagram shows the location of the Edit Resource icon.



The following diagram shows the Edit Resource dialog box.



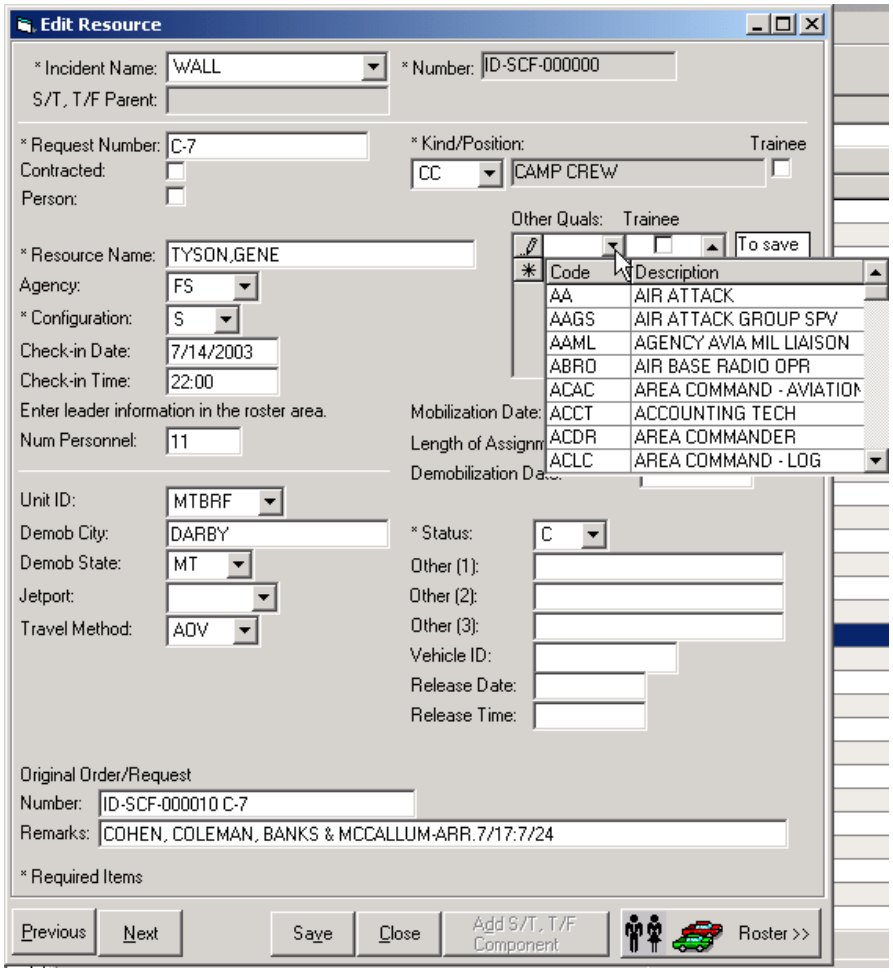
To add qualifications to a resource

1. Click to highlight a **resource** of your choice.
2. On the **IRSS** task bar, click the **Edit Resource** icon.
3. On the **Edit Resources** dialog box under **Other Quals**, click the box, and then click the drop-down arrow to select the **Code/Description** of your choice.
4. To designate the qualification as trainee acceptable, click the **Trainee** check box.

5 Edit the remaining data as appropriate.

6 Click the **Save** button.

The following diagram shows the Other Quals drop-down arrow on the Edit Resources dialog box.



To demobilize a resource

1 Click to highlight a **resource** of your choice.

2 On the **IRSS** task bar, click the **Edit Resource** icon.

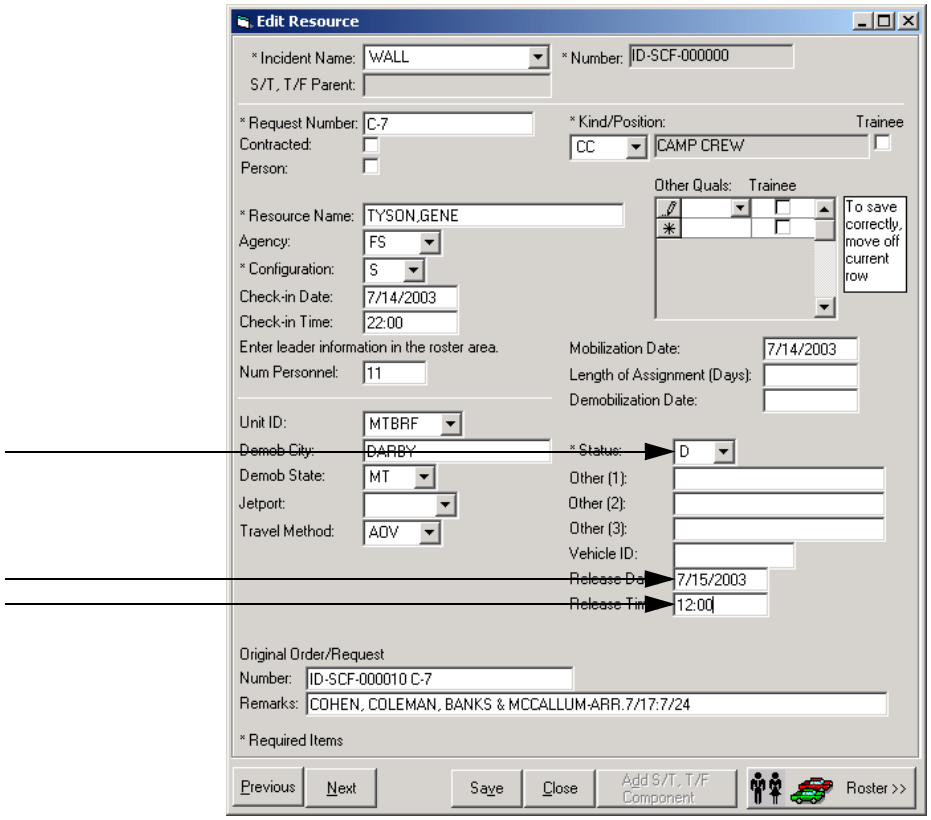
3 Click the **Status** drop-down arrow, and then click to select **D** to demob the resource.

4 Complete the following information

- Release Date
- Release Time.

5 Click the **Save** button.

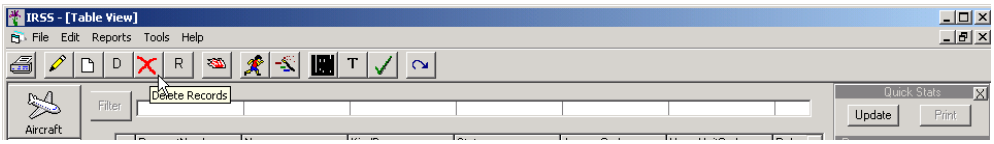
The following diagram shows the Edit Resource dialog box. The arrows point to the Status, Release Date, and Release Time boxes.



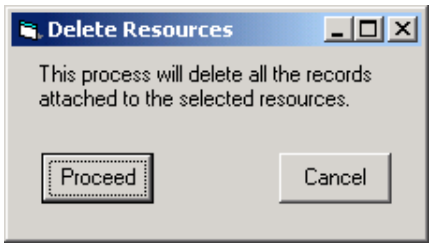
To delete a resource

1. Click to **highlight** a **resource** of your choice.
2. On the **IRSS** menu bar, click the **Delete Records** button.
3. On the **Delete Resources** dialog box, click the **Proceed** button.
4. On the **ISuite Warning** dialog box, click **Yes** to confirm or click **No** to cancel.

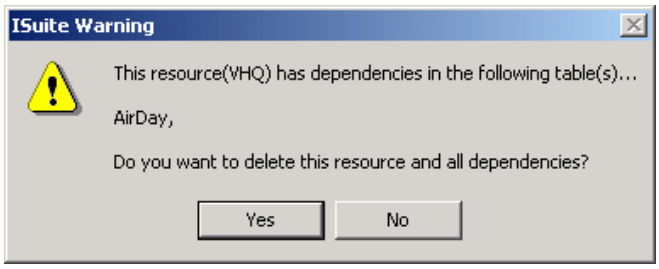
The following diagram shows the location of the Delete Records button on the IRSS menu bar.



The following diagram shows the Delete Resources dialog box.



The following diagram shows the ISuite Warning dialog box.



Working with databases, T-card labels, and Checkout Forms

The IRSS File menu allows you to perform the following functions:

- **Open and close a specific IRSS database.** You can have only one database open at a time. When you open a database, the previous one is automatically closed.
- **Select a printer and printer options**.
- **Print a T-Card label**. T-Card labels identify individual resource information. These labels are put on T-Cards, which replaces the hand-written header information.
- **Print a Checkout Form**. The Checkout Form keeps track of an individual resource that demobs from an incident before actual demob has started for the incident. This allows you to print out one checkout form without running the checkout form report.

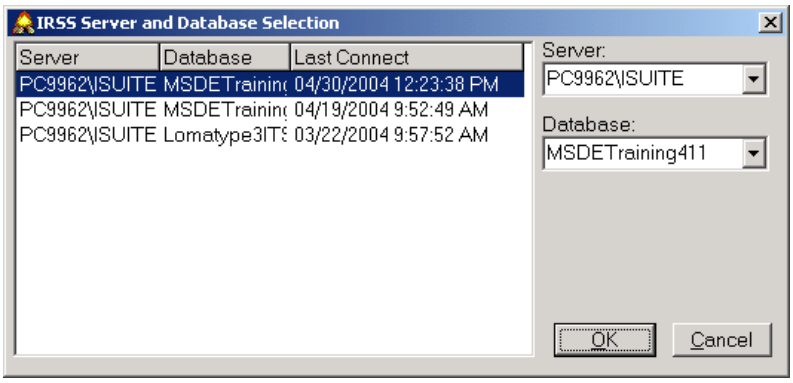
To open another IRSS database

If the database you want to open does not appear on the IRSS Server and Database Selection dialog box, you must use the AdminTool. For more information see, "Managing your incident databases," in the "I-Suite Administrator's Guide."

1. On the **File** menu, click **Open Database**.
2. On the **IRSS Server and Database Selection** dialog box, click the **server** drop-down arrow, and then click to select the **Server** of your choice.

3 Click the **Database** drop-down arrow, click to select the **Database** of your choice, and then click the **OK** button.

The following diagram shows the IRSS Server and Database Selection dialog box.



To close the current database

- On the **File** menu, click **Close Database**.

To print T-Card labels

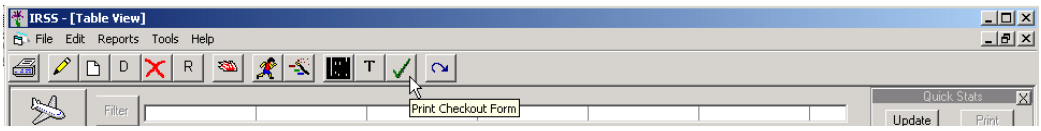
- On the **IRSS** task bar, click the **Print T-Card Labels** icon.

The following diagram shows the location of the Print T-Card Labels icon.

To print a Checkout Form

1 On the **IRSS** task bar, click the **Print Checkout Form** icon.

The following diagram shows the location of the Print Checkout Form icon.



Working with Index Lists and table views

The Tools menu allows you to modify Index Lists and customize the layout of your IRSS windows and screens.

Modifying Index lists can negatively impact other I-Suite programs and adversely affect your reports. Change an index list only after you have followed appropriate agency channels and have obtained proper approval.

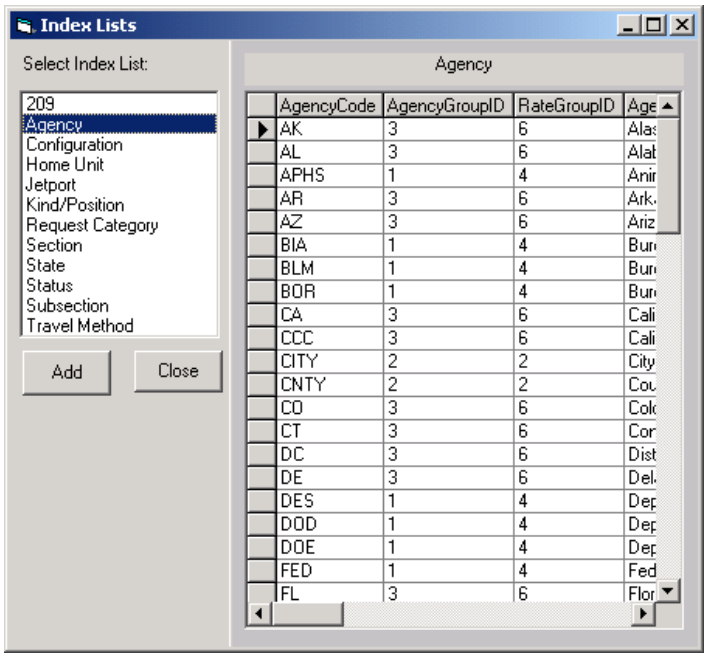
To add a new code to an Index List

1. On the **Tools** menu, click **Index Lists**.
2. On the **Index Lists** dialog box under **Select Index List**, click to select the **Index List** of your choice.
3. Scroll to the bottom of the table, and then click in the first available blank row, in the cell to the right of the ✳.
4. Type the new data as appropriate for that Index List.
5. To save your entries, press TAB to advance the cursor to the next available blank row.

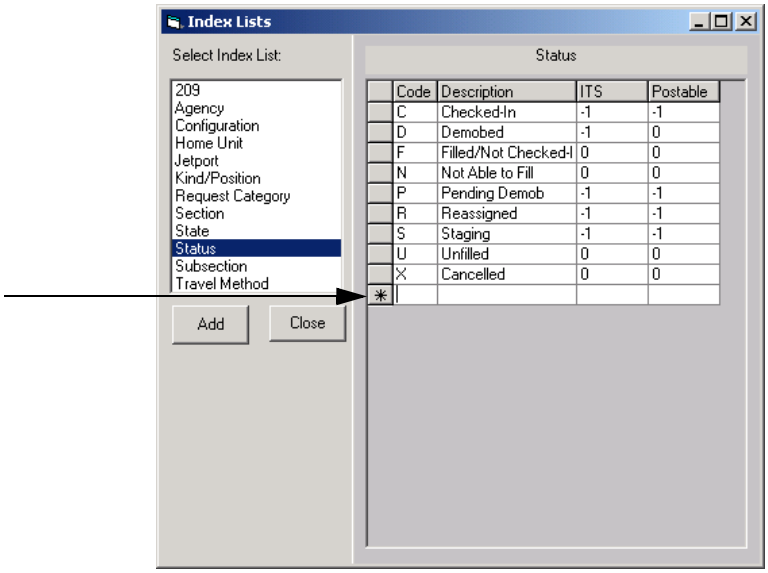
   You must advance the cursor to the next available blank row or your entry will not be saved!

6. When finished, click the **Close** button.

The following diagram shows the Index Lists dialog box. In this example, the Index List for agency is selected



The following diagram shows the Index List for Status. The arrow points to the first available blank row.



Working with the Options dialog box

The Options dialog box lists five tabs that allow you to set parameters and define what is available to you in many IRSS screens. These tabs include:

- **General**. Change Other Column Titles, change the Table View to display only a certain set of records, add additional Kinds for QuickStats.
- **Labels**. Print barcode and T-card labe.s
- **Active Fields**. Display new field names on your screen.
- **Field Sizes**.Change the size of fields on your screen.
- **Checkout Form**. Customize the Checkout Form.

To change Other Column Titles

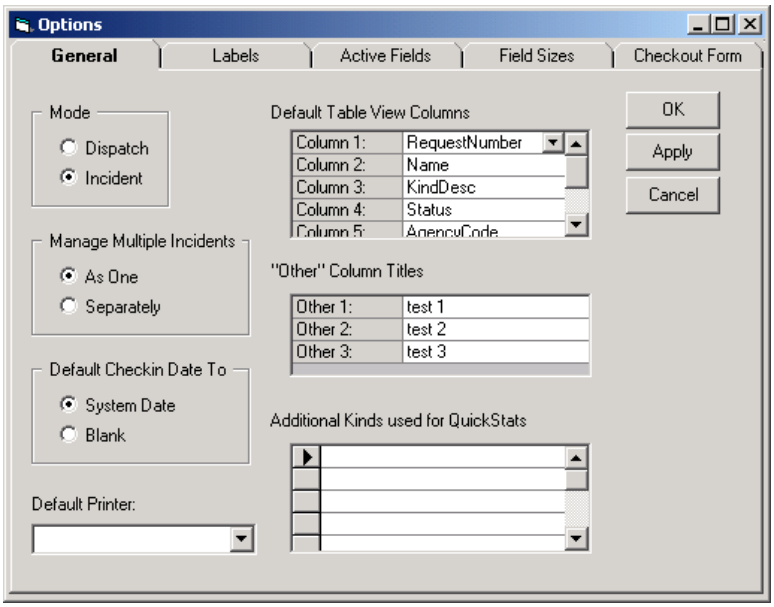
Changing Other Column Titles will reflect on the Add Resource/Edit Resource forms. Column titles in the table view, Report Design field names, and report titles are not affected and remain as "Other 1," "Other 2," and "Other 3."

For more information about changing report titles, see "Working with Custom reports," in the section, "Running and printing reports," later in this IRSS User's Guide.

1. On the **Tools** menu, click **Options**.
2. On the **General** tab under **Other Column Titles**, type to replace the existing text in the following boxes with the **Titles** of your choice
   - Other 1
   - Other 2
   - Other 3.

3 When finished, click the **Apply** button and then click the **OK** button.

The following diagram shows the General tab on the Options dialog box.



To change the Table View

Use caution when changing your default table view columns.

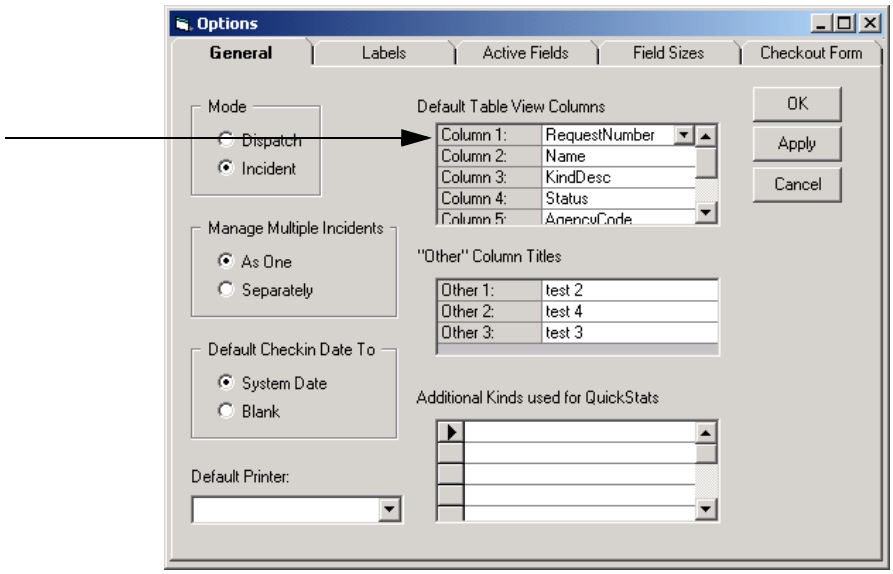
1 On the **Tools** menu, click **Options**.

2 On the **General** tab under **Default Table View Columns**, click to select the box of your choice, and then click the drop-down arrow to select the **Title** of your choice for the following boxes

- Column 1
- Column 2
- Column 3
- Column 4
- Column 5
- Column 6
- Column 7.

3 When finished, click the **Apply** button and then click the **OK** button.

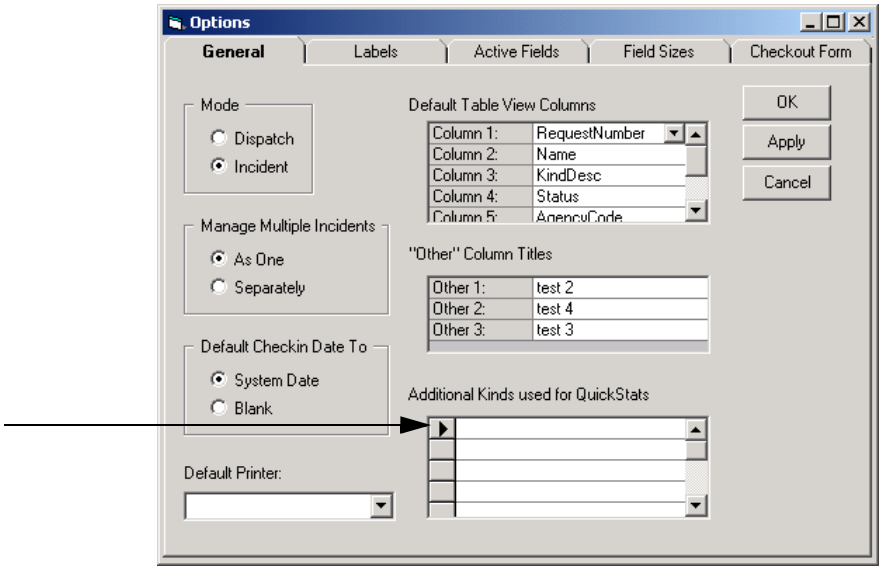
The following diagram shows the General tab on the Options dialog box. The arrow points to the Default Table View Columns.



To add additional Kinds for Quick Stats

1. On the **Tools** menu, click **Options**.
2. On the **General** tab under **Additional Kinds used for QuickStats**, click to select the first box, and then click the drop-down arrow to select the **Kind** of your choice.
3. Add additional **Kinds** as appropriate.
4. When finished, click the **Apply** button and then click the **OK** button.

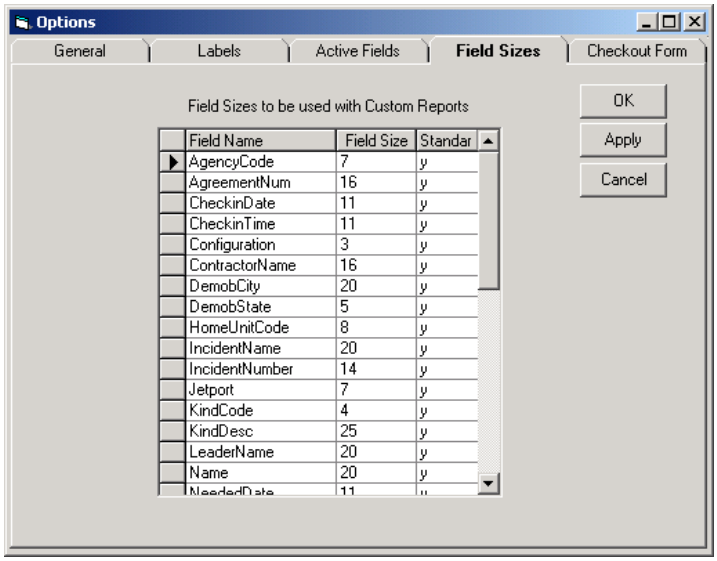
The following diagram shows the General tab on the Options dialog box. The arrow points to the Additional Kinds used for QuickStats columns.



To change field sizes

1. On the **Tools** menu, click **Options**.
2. On the **Options** dialog box, click the **Field Sizes** tab.
3. On the **Field Sizes** tab under **Field Sizes to be used for Custom Reports** click the **Field Size** box for the corresponding **Field Name** that you want to change, and then type to replace the existing **Field Size** with the new **Field Size** number.
4. Change additional **Field Sizes** as appropriate.
5. When finished, click the **Apply** button and then click the **OK** button.

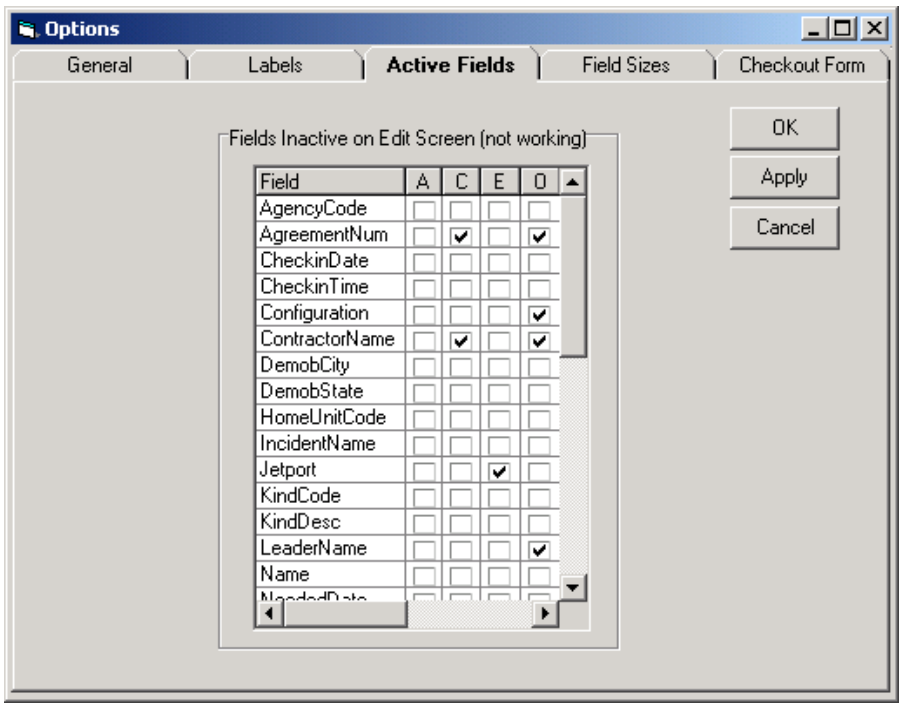
The following diagram shows the Field Sizes tab on the Options dialog box.



To display a new field name

1. On the **Tools** menu, click **Options**.
2. On the **Options** dialog box, click the **Active Fields** tab.
3. For each **Field** and for each **resource type (A, C, E, O)**, click to select or click to clear the appropriate check boxes of your choice.
4. When finished, click the **Apply** button, and then click the **OK** button.

The following diagram shows the Active Fields tab on the Options dialog box.

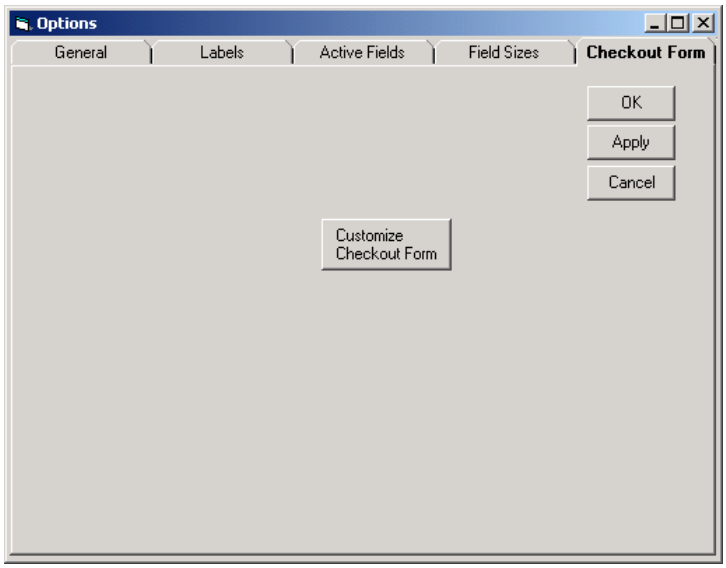


To customize a Checkout Form

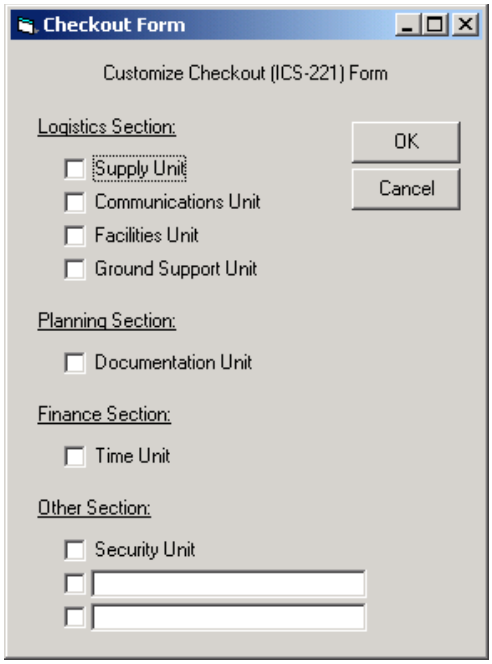
1. On the **Tools** menu, click **Options**.
2. On the **Options** dialog box, click the **Checkout Form** tab, and then click the **Customize Checkout Form** button.
3. On the **Checkout Form** dialog box under **Logistics Section**, click to select one or more of the check boxes of your choice
   - Supply Unit
   - Communications Unit
   - Facilities Unit
   - Ground Support Unit.
4. Under **Planning Section**, click to select the **Documentation Unit** check box, as appropriate.
5. Under **Finance Section**, click to select the **Time Unit** check box, as appropriate.
6. Under **Other Section**, click to select the **Security Unit** check box, as appropriate, and then complete the following fields as appropriate
   - To add an additional **unit** in the **Other Section**, click to select the check box, and then type the **unit name** of your choice in the text box.
   - Complete the second check box and **unit name** as appropriate.

7 When finished, click the **OK** button on the **Checkout Form** dialog box, click the **Apply** button and then click **OK** on the **Options** dialog box.

The following diagram shows the Checkout Form tab on the Options dialog box.



The following diagram shows the Checkout Form dialog box.



Running and printing reports

The Reports menu allows you to run and print standard reports and to create custom reports. Topics in this section include:

- Understanding queries, wildcards, and date ranges
- Working with standard reports
- Working with custom reports.

Understanding queries, wildcards, and date ranges

This section briefly introduces how to efficiently create queries, use wildcards, and specifying a range of dates when running standard and custom reports. Remember these key points:

- When developing an SQL query and where clauses, type the statements into a word processor such as Notepad or MS Word, and then copy and paste it into the dialog box.
- Type your keywords in uppercase.
- Separate each condition of the where clause with a new line to give visual structure to the SQL statement.
- A wildcard allows you to retrieve records that include the string of characters you specify. In IRSS, this wildcard is the "%" (percent sign).

Working with standard reports

This section explains how to select and sort available fields to produce standard reports, and how to create a custom "where" clause in SQL.

To run and print a standard report

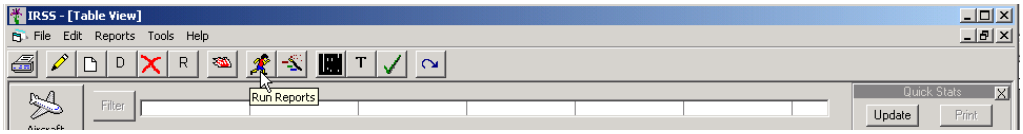
1. On the **Reports** menu, click **Run Reports**, or click the **Run Reports** icon.
2. On the **Run Reports** dialog box under **Incident Reports**, click to select one of the following
   - Aircraft Report
   - Crew Report
   - Equipment Report
   - Overhead Report
   - 209 Resource List
   - Checkout Form
   - Daily Cost Estimate
   - Demob Planning Report
   - R&R Report
   - Qualifications Report
   - Section Report
   - Unfilled Orders Report.

3 For the **Incident Report** you selected in step 2, complete the **Report Parameters** as appropriate.

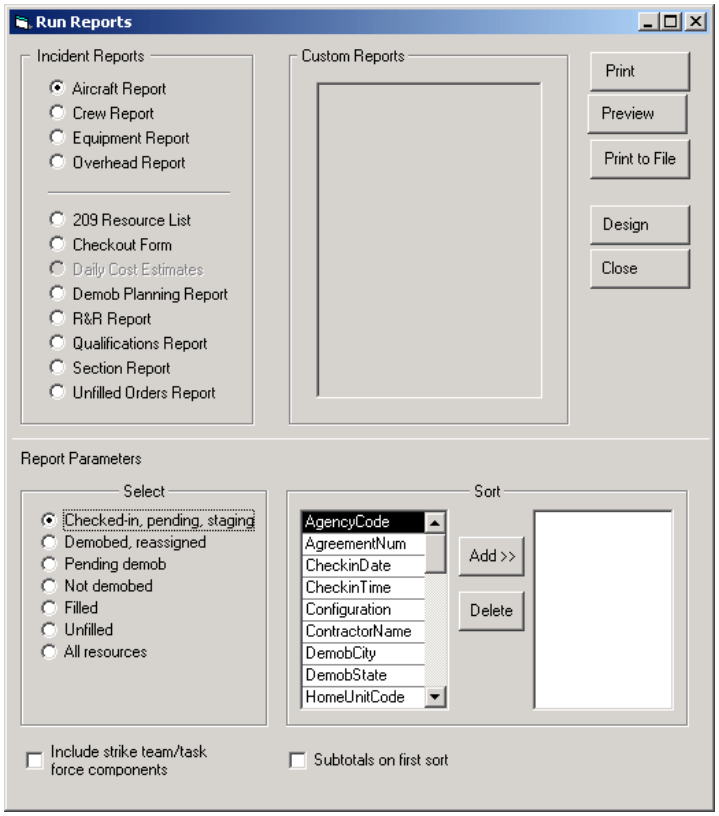
4 To preview the report, click the **Preview** button, and then click the **Print Report** button.

5 To print the report without previewing, click the **Print** button, and then click **OK** on the **Print** dialog box.

The following diagram shows the location of the Run Reports icon.



The following diagram shows the Run Reports dialog box.



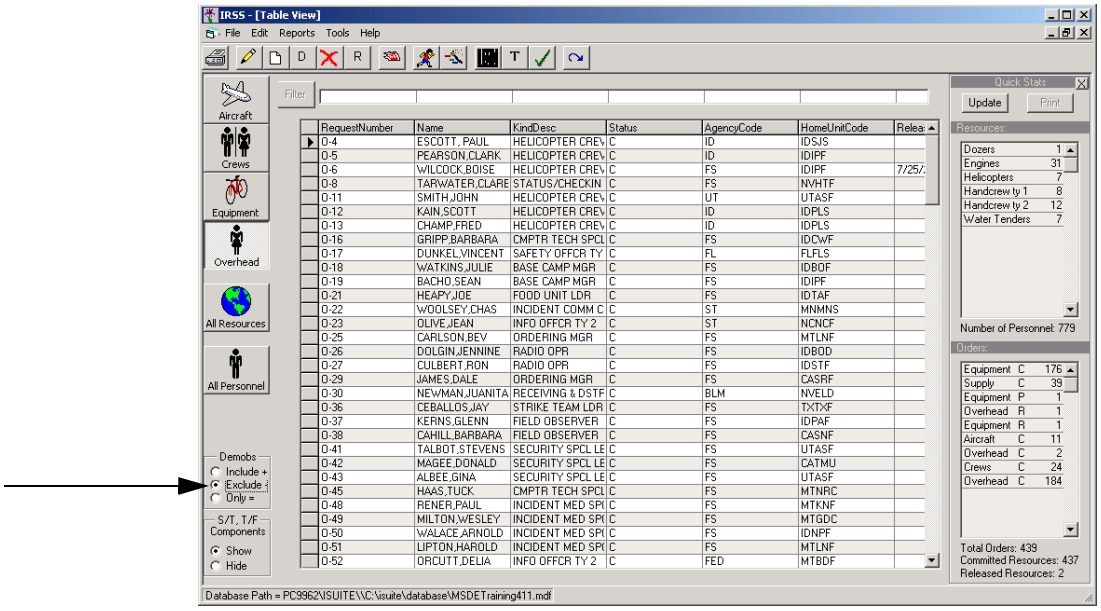
To display all overhead resources not demobed from Nevada - an example

1 Click the **Overhead** button.

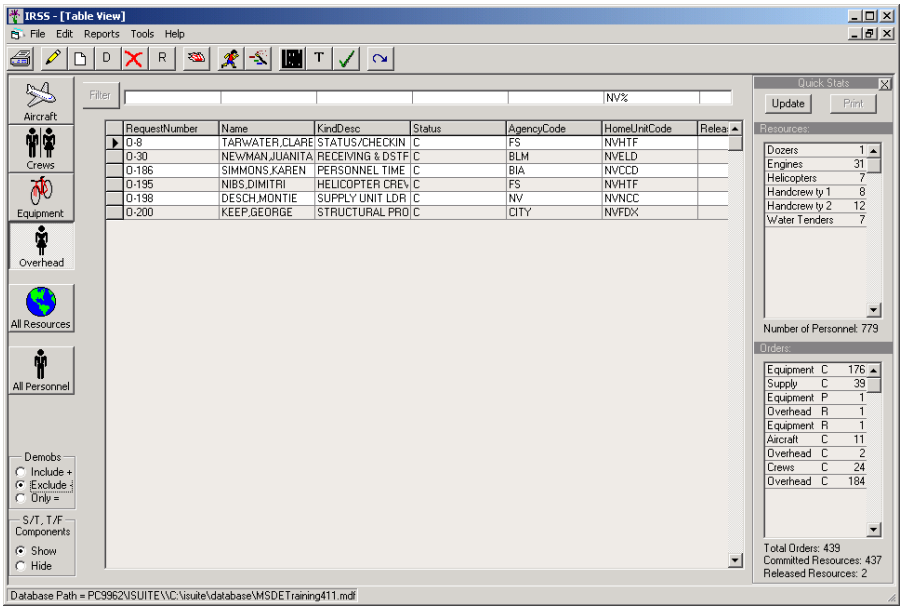
2 Under **Demobs**, click to select **Exclude**.

3 On the filter bar, click in the **HomeUnitCode** box, type **NV%**, and then click the **Filter** button.

The following diagram shows the table view of overhead resources. The arrow points to the Exclude option.



The following diagram shows the resulting filtered record.



To print a filtered record

You can copy and paste the filtered record into most any word processing or graphics software.

1. Obtain the filtered record of your choice.
2. On your keyboard, press ALT + PRINT SCREEN.

3 Open the word processing or graphics software package of your choice, and then create a new document.

4 Press CTRL +V.

5 On the **File** menu, click **Print**.

To design, save, and print a report

1 On the **Reports** menu, click **Design Reports**.

2 On the **Design Reports** dialog box on the **Design Regular** tab, type the **name of the report** in the **Title** box.

3 Under **Fields**, click to select the following **Fields** of your choice, in order in which you want to sort.

4 If appropriate, type a valid **SELECT**....**WHERE** statement in the **Select** box.

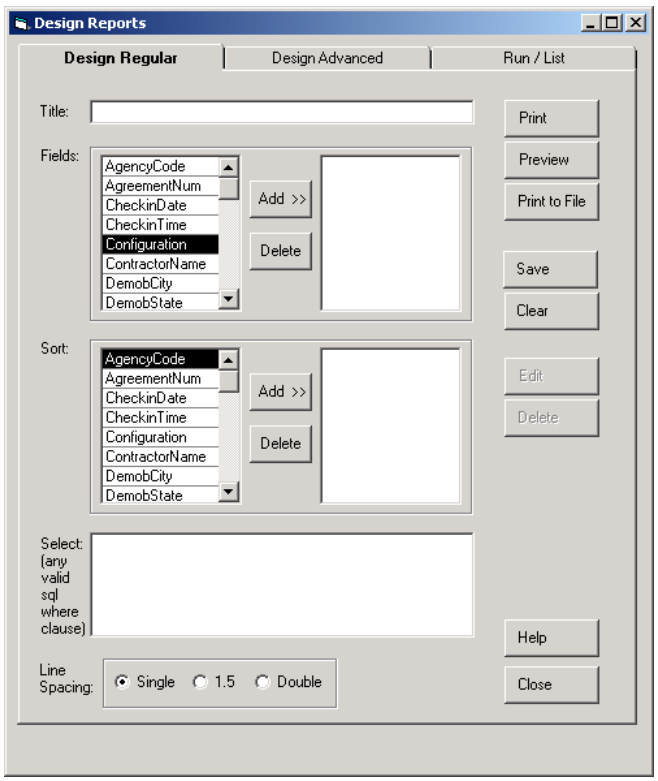
5 Under **Line Spacing**, click to select on of the following

- Single
- 1.5
- Double.

6 To preview the report, click the **Preview** button, and then click the **Print Report** icon.

7 To save your report, click the **Save** button.

The following diagram show the Design Reports dialog box.



To design a regular report using a where clause - an example

1 On the **Reports** menu, click **Design Reports**.

2 On the **Design Reports** dialog box on the **Design Regular** tab, type the **name of the report** in the **Title** box.

3 Under **Fields**, click to select the following **Fields**, in the following order

- RequestNumber
- Name
- KindDesc
- HomeUnitCode.

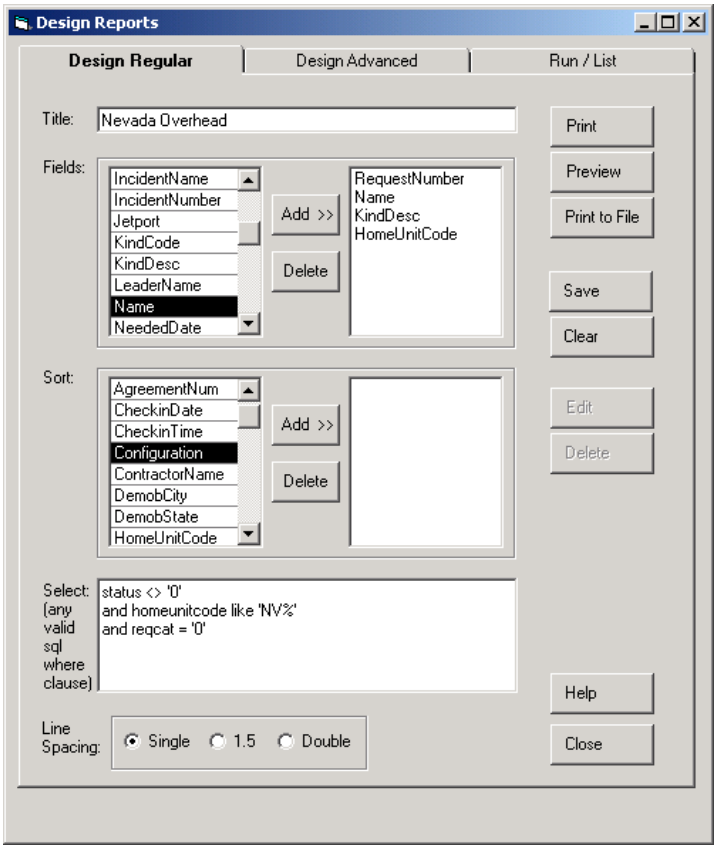
4 In the **Select** box, type the following WHERE clause

```
status <> '0'
and homeunitcode like 'NV%'
and reqcat = '0'
```

5 To preview the report, click the **Preview** button.

6 To save the report, click the **Save** button.

The following diagram shows the resulting Design Regular tab on the Design Reports dialog box.



Working with custom reports

This section explains how to select, sort, group, and order fields using SQL statements to create custom reports. Remember these key points when working with custom reports:

- **Queries**. Also known as data retrievals, search the database and fetch information you requested in the most efficient way possible.
- **SELECT**. Identifies the data.
- **FROM**. Identifies the table.
- **WHERE**. Limits the data that the **Select** statement returns.
- **BETWEEN**. Spans two specific fields, such as between two dates.
- **GROUP BY**. Organizes data into sets.
- **COUNT(*)**. Gives a summary value per set.

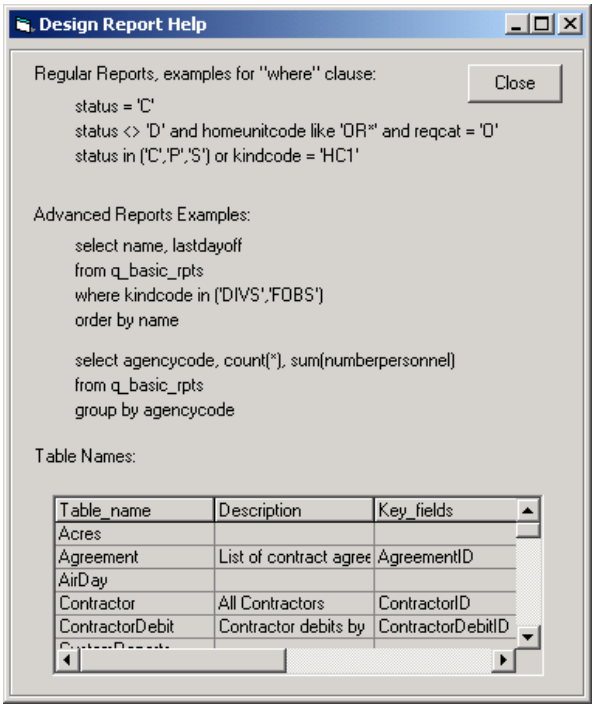
The Design Reports Help File is a valuable resource for understanding and creating correct SQL syntax.

To access the Help file for creating SQL statements

1 On the **Design Reports** dialog box, click the **Help** button.

2 When finished reviewing the information, click the **Close** button.

The following diagram shows the Design Report Help window.



To create a custom where clause and between clause for an SQL query - an example

1 On the **Reports** menu, click **Design Reports**.

2 On the **Design Reports** dialog box, click the **Design Advanced** tab.

3 In the **Title** box, type the **name of the report**.

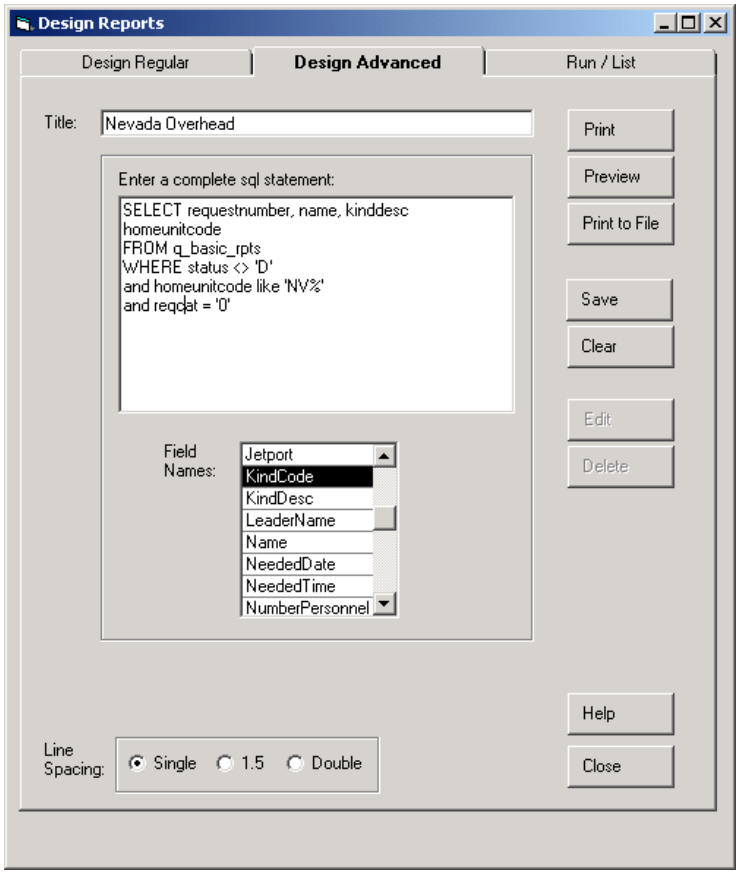
4 In the **Select** box, type the following

```
SELECT requestnumber, name, kinddesc
homeunitcode
FROM q_basic_rpts
WHERE status <> 'D'
and Checkindate between '07/01/2004' and '07/14/2004'
and homeunitcode like 'NV%'
and reqcat = '0'
```

5 To preview the report, click the **Preview** button.

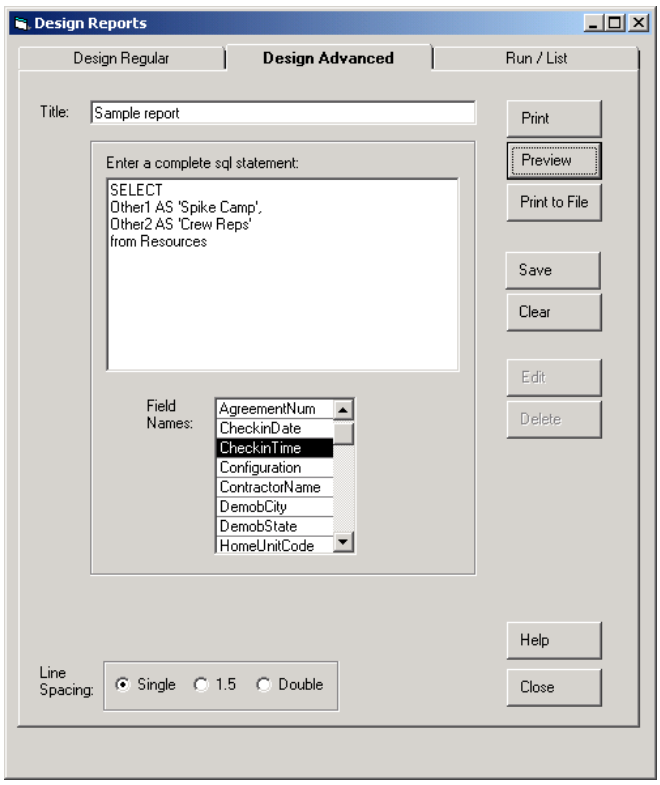
6 To save the report, click the **Save** button.

The following diagram shows the resulting Design Advanced tab on the Design Reports dialog box.



To change report titles using an SQL "AS" statement - an example

1. On the **Reports** menu, click **Design Reports**.
2. On the **Design Reports** dialog box, click the **Design Advanced** tab.
3. In the **Title** box, type the name of the report.
4. In the **Enter a complete sql statement** box, type the following

```
SELECT
Other1 AS 'Spike Camp',
Other2 AS 'Crew Reps'
from Resources
```

The following diagram shows the resulting Design Advanced tab on the Design Reports dialog box.