



UNIT 6

Incident Action Plan

11/20/2008

TOTAL SUGGESTED TIME: 3 hours

Table of Contents

Unit 6

6.0 – IAP: Overview.

1. Identify the purpose of the Incident Action Plan (IAP) module.
2. Use the data in the I-Suite database to produce the Incident Action Plan.
3. Produce various Incident Command System (ICS) forms.
4. Use the “Master Frequency List” to define radio frequencies for the ICS 205.
5. Identify Options on the IAP window.

6.1 – IAP: Getting Started.

1. Define shifts.
2. Use IAP Options.
3. Set up and customize the ICS 203 template.
4. Set up and customize the ICS 204 template.
5. Create a Master Frequency List.
6. Delete a frequency from the Master Frequency List.

6.2 – IAP: Common Features of IAP Forms.

1. Identify common features of most IAP forms.
2. Spell Check a Form.
3. Format Text on a Form.
4. Resize Areas on a Form.
5. Mark a Form Final vs. Draft.
6. Unlock a Finalized Form.
7. Close a Form.

6.3 – IAP: Create an ICS 202 – Incident Objectives.

1. Create an ICS 202 – Incident Objectives.

6.4 – IAP: Create an ICS 203 – Organization Assignment List.

1. Create an ICS 203 – Organization Assignment List.

6.5 – IAP: Create an ICS 205 – Incident Radio Communications Plan.

1. Create an ICS 205 – Incident Radio Communications Plan.

6.6 – IAP: Create an ICS 204 – Division Assignment List.

1. Create an ICS 204 – Division Assignment List.
2. Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form.

6.7 – IAP: Create an ICS 206 – Medical Plan.

1. Create an ICS 206 – Medical Plan.

6.8 – IAP: Create an ICS 220 – Air Operations Summary.

1. Create an ICS 220 – Air Operations Summary.

6.9 – IAP: View, Copy, and Delete Forms.

1. View a Single Type of Form (e.g. all 202’s).
2. View All Forms Grouped by Form Number.
3. View All Forms Grouped by Incident Action Plan.
4. Copy a form.
5. Copy a Plan
6. Delete a form.

6.10 – IAP: Work with Output.

1. Print an IAP Form.
2. Export an IAP Form to a PDF file.
3. Print an IAP Plan.
4. Export an IAP Plan to a PDF file.

IAP Changes

The following changes were made to the IAP Training Manual for the 8.01.04 release:

NOTE: Underlined sections identify text that was changed within existing paragraphs.

ICS-204 Template

- Under **Resources Assigned this Period**, click one of the following buttons to identify the data and order in which information displays in the **Resource Designator** box on the ICS 204 form:

NOTE: You can choose to display one or all of the data items. You need to have a **Resource Name** in order to save the template.

- a. Add Resource Name
- b. Add Kind Code
- c. Add Request Number
- d. Add Last Day to Work (See page 6.1-7)

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.0 – IAP: Overview.
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. Identify the purpose of the Incident Action Plan (IAP) module.2. Use the data in the I-Suite database to produce the Incident Action Plan.3. Produce various Incident Command System (ICS) forms.4. Use the “Master Frequency List” to define radio frequencies for the ICS 205.5. Identify Options on the IAP window.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments 6.0-01-ISUITE-EP
PRESENT UNIT OBJECTIVES.	
I. INCIDENT ACTION PLAN	6.0-02-ISUITE-EP
A. Access the Incident Action Plan (IAP) module.	
NOTE: The IAP module shares data with other I-Suite modules.	← Read Note
B. The primary purpose of IAP is to produce an Incident Action Plan for the incident.	
C. Use IAP to produce the following Incident Command System (ICS) forms:	6.0-03-ISUITE-EP
1. ICS 202 – Incident Objectives.	
2. ICS 203 – Organization Assignment List.	
3. ICS 204 – Division Assignment List.	
4. ICS 205 – Incident Radio Communications Plan.	
5. ICS 206 – Medical Plan.	
6. ICS 220 – Air Operations Summary.	
E. IAP uses the Master Frequency List to define radio frequencies in the ICS 205 – Incident Radio Communications Plan.	
F. Identify options on the IAP window:	
EXPLAIN THE BASIC FEATURES OF THE IAP WINDOW AND CONDUCT A QUICK, UNINTERRUPTED WALK-THROUGH OF THE MENU AND TOOLBAR BUTTONS.	← Instructor Comment
EXPLAIN THE VARIOUS TREE VIEWS AND HOW TO DISPLAY EACH OPTION. EXPLAIN HOW THE TREE VIEW CAN BE USED TO SELECT NEW FORMS TO CREATE OR TO SELECT EXISTING FORMS TO VIEW, EDIT, COPY, OR PRINT.	6.0-04-ISUITE-EP ← Instructor Comment
DO NOT FIELD STUDENT QUESTIONS DURING THE WALK THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE).	← Instructor Comment
1. The IAP toolbar includes the following buttons:	
a. Create New Form - Click a form listed in the Tree View. Then click this button to create a new form that is the same type as the one that is highlighted. You can also click the Arrow next	

OUTLINE	AIDS & CUES
<p>to this button to display a list from which you can select the form you want to create.</p> <p>b. Save - Saves the form.</p> <p>NOTE: The IAP module is the only module with the Save button in the module toolbar.</p> <p>c. Spell Check - Checks the form for spelling errors</p> <p>d. Copy Form - Displays a list of forms you can copy.</p> <p>e. Copy Plan - Displays a list of plans you can copy.</p> <p>f. Manage By Plan - Displays all forms grouped by an Incident Action Plan for a specific day and operational period.</p> <p>g. Manage By Form - Displays all forms grouped by form number. You can also use this button to only display a certain type of form.</p> <p>h. Mark Final/Mark Draft - When the form is marked Draft, this button changes it to Final. When the form is Final, this button changes it back to Draft.</p> <p>i. Bold - Bolds text selected in a form.</p> <p>j. Italic - Italicizes text selected in a form.</p> <p>k. Underline - Underlines text selected in a form.</p> <p>2. The following IAP Menus display at the top of the window:</p> <p>a. File - Use the options in this menu to Create a New Form, Export a Form to PDF, Export a Plan to PDF, Preview a Form, Print a Form, Preview a Plan, and Print a Plan.</p> <p>b. Edit - Use the options in this menu to edit forms. The options that are available include:</p> <ul style="list-style-type: none"> • Copy - Select this option to copy a form. • Cut - Select this option to cut text that is highlighted in a form. • Paste - Select this option to paste text that 	<p>← Read Note</p>

OUTLINE	AIDS & CUES
<p>was cut or copied into a form.</p> <ul style="list-style-type: none"> • Delete Form - Select this option to delete a form. • Format - Use the options in this sub-menu to change the font style or underline text. <p>c. View - Use the options in this menu to view forms. The following options are available:</p> <ul style="list-style-type: none"> • Form - Select this option to display all forms in the Tree View. • Individual Form - When you select this option, a list of forms displays. Select a form from the list to only display those types of forms in the Tree View. • Plan - Select this option to display all forms grouped by Incident Action Plan. <p>d. Shifts - Select the Define Shifts option in this menu to define shifts.</p> <p>e. Tools - Use the options in this menu to:</p> <ul style="list-style-type: none"> • Copy Form - Displays a list of forms you can copy. • Copy Plan - Displays a list of plans you can copy. • Spell Check - Checks the form for spelling errors. • Form 203 Template - Used to customize the ICS-203 Form. • Form 204 Template - Used to customize the ICS-204 Form. • Mark Final/Mark Draft - When the form is marked Draft, this changes to Final. When the form is Final, this changes back to Draft. • Master Frequency - Creates the Master Frequency List. <p>f. Window - When you select this menu, a list of</p>	

OUTLINE	AIDS & CUES
<p>forms that are currently open displays. Click a form to make that form window active. Select Close All Forms to close all of the Form windows.</p> <p>3. The Tree View displays on the left side of the window. You can change the information that displays in the Tree View by selecting one of the following options from the View drop-down menu:</p> <p>NOTE: The forms in the Tree View are limited, based on whether Manage All as One is selected. If Manage All as One is selected, all forms display in the list. If a single incident is selected, only forms for that incident display in the list.</p> <ul style="list-style-type: none"> a. Form - Select this option to display all forms in the Tree View. b. Individual Form - Select this option to view a specific form (e.g. Only ICS 203 forms) in the Tree View. c. Plan - Select this option to view plans in the Tree View. 	<p>← Read Note</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.1 – IAP: Getting Started.
SUGGESTED TIME:	30 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. Define shifts.2. Use IAP Options.3. Set up and customize the ICS 203 template.4. Set up and customize the ICS 204 template.5. Create a Master Frequency List.6. Delete a frequency from the Master Frequency List.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. SETTING UP IAP	
A. Define shifts.	
B. Define IAP Options.	
C. Set up and customize the ICS 203 template.	
D. Set up and customize the ICS 204 template.	
E. Create a Master Frequency List.	
F. Delete a frequency from the Master Frequency List.	
EXPLAIN THAT THIS UNIT WILL FAMILIARIZE THE STUDENTS WITH THE BASIC SETUP OF IAP.	← Instructor Comment
II. SHIFTS	6.0-05-ISUITE-EP
A. To add a shift:	
NOTE: Defining shifts is the first thing that must be done when creating an IAP.	← Read Note
1. From the Modules drop-down menu, select IAP .	
OR	
Click the IAP button on the toolbar.	
2. From the Shifts drop-down menu, select Define Shifts .	
3. On the Incident Action Plan – Define Shifts window, complete the following.	
a. In the Shift box, type the name of the Shift .	
EXAMPLE: Name the shift DAY or NIGHT .	
b. In the Shift Start Time box, type the starting time of the shift in the format 0000.	
EXAMPLE: Type 0600 .	
c. In the Shift End Time box, type the ending time of the shift in the format 0000.	
d. Under Shift Shade , click to select a shade to assign to the shift.	

OUTLINE	AIDS & CUES
<p>NOTE: The background shade of the shift listed under the Shade column in the Shifts Entered grid, illustrates the shade defined for the shift.</p>	<p>← Read Note</p>
<p>NOTE: The Shade assigned to a shift helps to identify the different shift forms (i.e. alleviates confusion between Day and Night shift forms).</p>	<p>← Read Note</p>
<p>NOTE: When creating a form for a certain operational period, the Date/Time box is color-coded with the Shade specified for that shift.</p>	<p>← Read Note</p>
<p>4. To save the new shift, click the Save button.</p>	
<p>HAVE STUDENTS CONTINUE CREATING THE REMAINING SHIFTS FOR THE INCIDENT.</p>	<p>← Instructor Comment</p>
<p>5. When finished, click the Close button.</p>	
<p>NOTE: Before you save the shift record, you can click the Clear button to clear the Shift information that was defined. This removes any information from the Shift boxes. You can then enter the correct information. After you have saved the Shift record, the Clear button is no longer available.</p>	<p>← Read Note</p>
<p>B. To edit a Shift:</p>	
<p>1. In the Shifts Entered grid, click the shift you want to edit.</p>	
<p>2. Make the appropriate changes to the Shifts information that displays under Edit Mode.</p>	
<p>3. Click the Save button to save your changes.</p>	
<p>C. To delete a shift:</p>	
<p>1. In the Shifts Entered grid, click the shift you want to delete.</p>	
<p>2. Click the Delete button in the Main toolbar at the top of the window.</p>	
<p>NOTE: If you add or edit Shifts at a later time, your changes are not visible until you click the Refresh button in the Main toolbar to refresh the data.</p>	<p>← Read Note</p>
<p>III. IAP OPTIONS</p>	
<p>A. Define IAP Options.</p>	
<p>1. Open the IAP module.</p>	

OUTLINE	AIDS & CUES
<p>2. To identify the order in which to display the first and last names:</p> <p>NOTE: Identify the order in which to display the name data before creating forms in IAP. If you change the order after having saved some forms, the order is not changed for the already saved forms.</p> <ol style="list-style-type: none"> a. From the Tools drop-down menu, select Options. Then click the IAP tab. b. Under Resource Drop Down Lists, click to select one of the following order options: <ul style="list-style-type: none"> • Last Name, First Name - Select this option to display the name in Last Name/First Name order. • First Name Last Name - Select this option to display the name in First Name/Last Name order c. To save your changes, click the Save button. Then click the OK button to close the Options window. <p>3. To identify whether to show resources for All Incidents or a Selected Incident:</p> <ol style="list-style-type: none"> a. From the Tools drop-down menu, select Options. Then click the IAP tab. b. Under Resources To Display From, click to select one of the following options: <ul style="list-style-type: none"> • Selected Incident - Only shows resources for the incident selected in the Incident drop-down on the IAP window. • All Incidents - Shows resources for all incidents. c. To save your changes, click the Save button. Then click the OK button to close the Options window. <p>4. To change the size of the buttons in the IAP toolbar:</p> <ol style="list-style-type: none"> a. From the Tools drop-down menu, select Options. Then click the IAP tab. b. Under Toolbar, click to check the Small Icons 	<p>← Read Note</p>

OUTLINE	AIDS & CUES
<p>checkbox. The size of the buttons in the IAP toolbar is reduced.</p> <p>c. To change back to large buttons, click to uncheck the Small Icons checkbox.</p> <p>d. To save your changes, click the Save button. Then click the OK button to close the Options window.</p> <p>5. To identify the forms to display in the Tree View based on the Archive date:</p> <p>a. From the Tools drop-down menu, select Options. Then click the IAP tab.</p> <p>b. Under Tree View Display, click to select one of the following options:</p> <ul style="list-style-type: none"> • Show All - Shows all saved forms. • By Date - Shows all forms with a date that is newer than the one defined in the text box next to this option. <p>NOTE: When you select the By Date option, you must enter a date into the text box that is next to the option. This is the date to which the application refers in order to identify the forms to include in the Tree View.</p> <ul style="list-style-type: none"> • Number of days prior to the system date and any new forms - When you select this option, the application calculates the dates to display by subtracting the number of days defined from the Current System Date. The forms display from the calculated date forward. <p>NOTE: When you select the Number of days prior to the system date and any new forms option, you must enter a number into the text box that is next to the option. This is the number to which the application refers in order to identify the forms to include in the Tree View.</p> <p>c. To save your changes, click the Save button. Then click the OK button to close the Options window.</p> <p>IV. ICS TEMPLATES</p> <p>A. Set up and customize the ICS 203 template.</p>	<p>← Read Note</p> <p>← Read Note</p>

OUTLINE	AIDS & CUES
<p>NOTE: Use this template to display additional kinds that are qualified to fill a position.</p> <ol style="list-style-type: none"> 1. Open the IAP module. 2. From the Tools drop-down menu, select Form 203 Template. 3. If needed, you can change the names of the fields in the 203 form. To change the field name, highlight the text you want to change and type over it. 4. To customize the KindCode filter for each section: <ol style="list-style-type: none"> a. From each of the available drop-down lists, select the appropriate additional KindCodes. <p style="text-align: center;">OR</p> <p style="text-align: center;">Click in the appropriate box, and then type the additional valid KindCodes. Separate the entries with a semi-colon.</p> 	<p>← Read Note</p>
<p>NOTE: The Kindcodes you enter should be valid codes defined within the I-Suite database.</p> <ol style="list-style-type: none"> <ol style="list-style-type: none"> b. To save your changes to the ICS 203 template, click the Save button in the IAP toolbar. <p>B. Set up and customize the ICS 204 template.</p>	<p>← Read Note</p>
<p>NOTE: Use this template to display additional kinds that are qualified to fill a position.</p> <ol style="list-style-type: none"> 1. Open the IAP module. 2. From the Tools drop-down menu, select Form 204 Template. 3. If needed, you can change the names of the fields in the 204 form. To change the field name, highlight the text you want to change and type over it. 4. To customize the KindCode filters in the Operations Personnel section: <ol style="list-style-type: none"> a. From each of the available drop-down lists, select the appropriate additional KindCodes. <p style="text-align: center;">OR</p> <p style="text-align: center;">Click in the appropriate box, and then type</p> 	<p>← Read Note</p>

OUTLINE	AIDS & CUES
<p>additional valid KindCodes. Separate your entries with a semi-colon.</p>	
<p>NOTE: The Kindcodes you enter should be valid codes defined within the I-Suite database.</p>	<p>← Read Note</p>
<p>NOTE: Changes made to Operations Personnel are effective immediately.</p>	<p>← Read Note</p>
<p>b. To save your additions to the ICS 204 template, click the Save button in the IAP toolbar.</p> <p>5. Under Resources Assigned this Period, click one of the following buttons to identify the data and order in which information displays in the Resource Designator box on the ICS 204 form:</p>	
<p>NOTE: You can choose to display one or all of the data items. You need to have a Resource Name in order to save the template.</p>	<p>← Read Note</p>
<p>a. Add Resource Name</p> <p>b. Add Kind Code</p> <p>c. Add Request Number</p> <p>d. Add Last Day to Work</p>	
<p>6. To save your changes to the ICS 204 template, click the Save button in the IAP toolbar.</p>	
<p>NOTE: Changes made to Resources Assigned this Period are applied when you create a new ICS 204 form. These changes will not affect already created or saved forms.</p>	<p>← Read Note</p>
<p>V. MASTER FREQUENCY LIST</p>	<p>6.0-06-ISUITE-EP</p>
<p>A. Create a Master Frequency List (MFL).</p>	
<p>NOTE: The Communications Unit Leader uses the MFL to create a database of frequencies to use on a specific incident.</p>	<p>← Read Note</p>
<p>EXPLAIN THAT LATER STUDENTS WILL CREATE AN ICS 205 – INCIDENT RADIO COMMUNICATIONS PLAN BY USING FREQUENCIES ESTABLISHED IN THE MFL.</p>	<p>← Instructor Comment</p>
<p>1. Open the IAP module.</p> <p>2. From the Tools drop-down menu, select Master Frequency.</p>	
<p>OR</p>	

OUTLINE	AIDS & CUES
<p>Click the Master Frequency List in the Tree View on the left side of the window.</p>	
<p>NOTE: Add every frequency the Communications Unit Leader gives you that will be needed for the incident. This allows users to select the frequency from the drop-down list and avoid having to retype the frequency on each form.</p>	<p>← Read Note</p>
<p>NOTE: Only those frequencies with Show checked will be included in the Frequency drop-down list on the ICS 205 window.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 3. Click to check the checkbox in the Show column for the new Frequency. 4. From the System drop-down list, select the appropriate System. 5. Complete the remaining boxes in the row. <ol style="list-style-type: none"> a. Group b. Channel c. RFunction d. RX e. TX f. Tone g. Assignment h. Remarks. 	
<p>NOTE: To save the information you defined, click anywhere outside of the row.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 6. When finished, click the Propagate Changes button. 7. On the Propagate Changes window, click Yes to propagate changes to all unlocked forms. 	
<p>NOTE: The Propagate Changes button updates all created, unlocked, saved forms that use the frequency you updated. Locked, unsaved forms, or a form being edited will not be updated.</p>	<p>← Read Note</p>
<p>NOTE: To propagate changes to locked forms, you must first unlock each form to which you want frequency changes to be propagated.</p>	<p>← Read Note</p>

OUTLINE	AIDS & CUES
<p>B. Delete a frequency from the Master Frequency List (MFL).</p> <p>NOTE: If you delete a frequency, you must manually re-enter that frequency to be able to see it in the Frequency drop-down list in the future.</p> <ol style="list-style-type: none"> 1. Open the IAP module. 2. From the Tools drop-down menu, select Master Frequency. <p>OR</p> <p>On the IAP window, click Master Frequency List in the Tree View on the left side of the window.</p> <ol style="list-style-type: none"> 3. On the Master Frequency List, click in the selector column just to the left of the Show column to select the Frequency you want to delete. 4. Click the Delete button in the Main toolbar. <p>NOTE: This process only deletes the selected frequency, not the entire MFL.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Read Note</p> <p>← Read Note</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.2 – IAP: Common Features of IAP Forms.
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. Identify common features of most IAP forms.2. Spell Check a Form.3. Format Text on a Form.4. Resize Areas on a Form.5. Mark a Form Final vs. Draft.6. Unlock a Finalized Form.7. Close a Form.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. COMMON FEATURES	
A. Identify common features of most IAP forms.	
B. Spell Check a Form.	
C. Format Text on a Form.	
D. Resize Areas on a Form.	
E. Mark a Form Final vs. Draft.	
F. Unlock a Finalized Form.	
G. Close a Form	
II. FORM FEATURES	
USE AN ICS 202 FORM TO DEMONSTRATE THE COMMON FEATURES OF IAP FORMS.	← Instructor Comment
A. To create a form:	
1. Open the IAP module.	
a. In the Tree View on the left side of the window, double click the form you want to create.	
OR	
In the IAP toolbar, click the arrow next to the Create New Form button to display a drop-down list. Then click to select the form you want to create.	
OR	
From the File drop-down menu, select New Form , and then select the form you want to create.	
NOTE: When you create a form, the following features are common to all forms:	← Read Note
<ul style="list-style-type: none"> • IAP automatically enters the Incident Name, Date, and 	

OUTLINE	AIDS & CUES
<p>Time on each form.</p> <ul style="list-style-type: none"> • The current date and time display in the Date and Time Prepared boxes. • The current date and day display in the Operational Period box. • If you are preparing a form for a date other than the current date, you can change the entry in the Operational Period box. • You must save a form after editing it. IAP does not automatically save your forms. If you close a form without first saving it, IAP displays a prompt asking you to save the form. 	
<p>EXPLAIN THAT THE NEXT SEVERAL EXERCISES WILL TEACH THE STUDENT HOW TO NAVIGATE, FORMAT, AND ADJUST ALL THE FORMS IN IAP.</p>	<p>← Instructor Comment</p>
<p>NOTE: For the most part, you can change almost every entry in a form and select entries from drop-down lists.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 2. To create a new form or open an existing form from the Tree View: <ol style="list-style-type: none"> a. Double click the form name in the Tree View to create a new form. b. Click an existing form once to open that form. c. When the Tree View is sorted By Plan, right click the plan date. Then select the Open All Forms option from the menu that displays to open all of the forms in the plan. 3. To show multiple page numbers on a form: <ol style="list-style-type: none"> a. Use the scroll bar to scroll to the bottom of the new form. b. In the Page ___ of ___ boxes, type the page numbers you want to use. 	
<p>EXAMPLE: Type Page 1 of 2 on the first page of the form. Then type Page 2 of 2 on the second page of the form.</p>	
<ol style="list-style-type: none"> B. To spell check a form: <ol style="list-style-type: none"> a. In the Tree View, double click a form to open it. 	

OUTLINE	AIDS & CUES
<p>b. From the Tools drop-down menu, select Spell Check.</p> <p>OR</p> <p>Click the Spell Check button in the IAP toolbar.</p> <p>c. When finished, click the Save button to save any changes.</p>	
<p>C. To format text selected on a form:</p>	
<p>SHOW THE LOCATION OF THE IAP TOOLBAR BUTTONS THAT ALLOW USERS TO BOLD, ITALICIZE, AND UNDERLINE TEXT.</p>	<p>← Instructor Comment</p>
<ol style="list-style-type: none"> 1. On the Tree View, click to open a form. 2. Click to highlight the text you want to format. 3. Click the appropriate text formatting button(s) in the IAP toolbar. <p>OR</p>	
<p>From the Edit drop-down menu, select Format. From the sub-menu that displays, select Font. Use the options on the Font window to change any of the following. Click the OK button to apply the change:</p> <ol style="list-style-type: none"> a. Font b. Font Style c. Font Size. 	
<p>NOTE: You can also open the Font window by highlighting the text you want to format. Then right clicking the mouse and selecting the Font option from the menu that displays.</p>	<p>← Read Note</p>
<p>NOTE: Change the font size to allow text to fit within a box on a form.</p>	<p>← Read Note</p>
<p>HAVE THE STUDENTS HIGHLIGHT AND REFORMAT TEXT IN A FORM. THEY CAN USE THE BOLD, ITALICS, AND UNDERLINE BUTTONS.</p>	<p>← Instructor Comment</p>
<p>D. To globally change the font size on a form:</p> <ol style="list-style-type: none"> 1. On the Tree View, click to open a form. 2. From the Edit drop-down menu, select the Format option. Then click Font By Form in the sub-menu 	

OUTLINE	AIDS & CUES
that displays.	
OR	
Right click the mouse anywhere in the form. Select Font By Form from the menu that displays.	
3. Under Size , click the size to apply to the text in the form.	
<p>NOTE: Although the other font options display in the Font window, only the Size is changed for the entire form. If you want to change the Font or Font Style, follow the directions under <i>C. To format text selected on a form.</i></p>	← Read Note
4. Click the OK button to change the font size in the form.	
HAVE STUDENTS PRACTICE GLOBALLY CHANGING THE FONT SIZE FOR A FORM.	← Instructor Comment
E. To resize areas on a form:	
<p>NOTE: Use the Up and Down Arrows that display on the right-hand side of larger sized text boxes to adjust the size of text boxes, as needed.</p>	← Read Note
1. To resize a text box, click the Up Arrow (↑) or the Down Arrow (↓) next to the text box you want to adjust.	
HAVE THE STUDENTS PRACTICE ADJUSTING THE SIZE OF TEXT BOXES ON A NEW FORM.	← Instructor Comment
F. To mark a form Final vs. Draft:	
<p>NOTE: When you create a form, it is automatically marked as Draft. This mark displays at the top and bottom of each page, until you Finalize the form.</p>	← Read Note
SHOW THE LOCATION OF THE “MARK FINAL” BUTTON ON THE IAP TOOLBAR.	← Instructor Comment
1. In the Tree View , click a form to open it.	
2. In the IAP toolbar, click the Mark Final button.	
OR	
From the Tools drop-down list, select Mark Final .	
<p>NOTE: Once you mark a form as Final, it is locked. You</p>	← Read Note

OUTLINE	AIDS & CUES
<p>must first unlock the form by changing it back to Draft, before you can edit it.</p> <p>G. Unlock a Finalized Form.</p> <ol style="list-style-type: none"> 1. In the Tree View, click a form to open it. 2. In the IAP toolbar, click the Mark Draft button. <p style="text-align: center;">OR</p> <p style="text-align: center;">From the Tools drop-down menu, select Mark Draft.</p> <p>H. To Close a form, use one of the following methods:</p> <ol style="list-style-type: none"> 1. From the File drop-down menu, select the Close Form option. 2. Right click an open form and select the Close option from the menu that displays. 3. Click the Close button (X) that displays in the upper right corner of the window. 4. From the Windows drop-down menu, select the Close All Forms option. 5. Right click a plan listed in the Tree View. Select the Close All Forms option from the menu that displays. <p>REVIEW UNIT OBJECTIVES.</p>	<p style="text-align: right;">← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.3 – IAP: Create an ICS 202 – Incident Objectives.
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. Create an ICS 202 – Incident Objectives.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p>	<p>← Instructor Comments</p>
<p>PRESENT UNIT OBJECTIVES.</p>	
<p>I. ICS 202</p> <p>A. Create an ICS 202 – Incident Objectives.</p>	
<p>II. CREATE ICS 202</p>	<p>6.3-01-ISUITE-HO</p>
<p>A. To create an ICS 202 – Incident Objectives:</p>	
<p>1. Double click ICS202 in the Tree View to open a new ICS 202 form.</p>	
<p>2. From the Operational Period drop-down list, select the appropriate Shift.</p>	
<p>3. Complete the following information:</p>	
<p>a. General Control Objectives for the incident (include alternatives)</p>	
<p>b. Weather Forecast for Period</p>	
<p>c. General Safety Message</p>	
<p>4. Under Attachments, click to select all that apply:</p>	
<p>a. Organization List – ICS 203</p>	
<p>b. Division Assignment Lists – ICS 204</p>	
<p>c. Communications Plan – ICS 205</p>	
<p>d. Medical Plan – ICS 206</p>	
<p>e. Air Operations Summary – ICS 220</p>	
<p>f. Incident Map</p>	
<p>g. Safety Message</p>	
<p>h. Traffic Plan</p>	
<p>5. To add an additional attachment, click to check the checkbox next to a blank line. Then type the name of the attachment next to that checkbox.</p>	
<p>6. In the Prepared by (Planning Section Chief) box, type the Planning Section Chief Name.</p>	
<p>7. In the Approved by (Incident Commander) box, type the Incident Commander Name.</p>	
<p>8. When finished, click the Save button.</p>	

OUTLINE	AIDS & CUES
REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.4 – IAP: Create an ICS 203 – Organization Assignment List.
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. Create an ICS 203 – Organization Assignment List.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comment
PRESENT UNIT OBJECTIVES.	
I. ICS 203	
A. Create an ICS 203 – Organization Assignment List.	
II. CREATE ICS 203	6.4-01-ISUITE-HO
A. To create an ICS 203 – Organization Assignment List:	
NOTE: The ICS 203 identifies which positions are filled and the people who filled them.	← Read Note
NOTE: People who are qualified for each position KindCode are identified in the I-Suite Database. If a name does not display in the drop-down list, check the KindCode for that person to see what Kindcode was entered in their record, or you can manually type in the name.	← Read Note
NOTE: Keep in mind that some position boxes display more than one position KindCode.	← Read Note
1. Double click ICS203 in the Tree View to open a new ICS 203 form.	
2. For each position, select the Person for that position from the available drop-down lists.	
NOTE: You can enter more than one person in a position box.	← Read Note
NOTE: Additional names may not display completely on the window and will not print correctly. To help additional names to display correctly, you can reduce the font size.	← Read Note
NOTE: Most labels and headings can be customized, as needed.	← Read Note
4. Under Agency Representative , type the Agency for each agency representative.	
5. In the Prepared by (Resource Unit Leader) box, type the Resource Unit Leader Name , and then click the Save button.	
REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.5 – IAP: Create an ICS 205 – Incident Radio Communications Plan.
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. Create an ICS 205 – Incident Radio Communications Plan.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ICS 205	
A. Create an ICS 205 – Incident Radio Communications Plan.	
NOTE: In order to use the Frequency-Rx drop-down list on the ICS 204 , you must complete an ICS 205 form for that shift. If you have not completed an ICS 205 form, a message displays to remind you to create the ICS 205 when you click the Frequency-Rx drop-down list on the ICS 204 form.	← Read Note
II. CREATE ICS 205	6.5-01-ISUITE-HO
A. To create an ICS 205 – Incident Radio Communications Plan:	
NOTE: The Communications Leader completes the ICS 205 – Incident Radio Communications Plan.	← Read Note
NOTE: The ICS 205 uses frequencies defined in the Master Frequency List (MFL).	← Read Note
1. Double click ICS205 in the Tree View to open a new ICS 205 form.	
2. From the Radio Type/Cache drop-down lists select each Frequency .	
NOTE: When you select a frequency, I-Suite automatically inserts the remaining data from the MFL into the form.	← Read Note
NOTE: All frequencies in the ICS 204 Frequency – RX drop-down list are from the approved ICS 205 for that operational period.	← Read Note
3. Click the Verify Frequencies button.	
NOTE: The Verify Frequencies button verifies the following frequency assignments:	← Read Note
<ul style="list-style-type: none"> • All frequencies on the ICS 204 and ICS 205 are approved frequencies on the MFL. • All frequencies for that operational shift are assigned to at least one of the ICS 204s for that operational period. • Any frequency on an ICS 204 is also on the approved 	

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.6 – IAP: Create an ICS 204 – Division Assignment List.
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. Create an ICS 204 – Division Assignment List.2. Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ICS 204	
A. Create an ICS 204 – Division Assignment List.	
B. Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form.	
II. CREATE ICS 204	6.6-01-ISUITE-HO
A. To create an ICS 204 – Division Assignment List:	6.6-02-ISUITE-HO
1. Double click ICS204 in the Tree View to open a new ICS 204 form.	6.6-03-ISUITE-HO
2. In the Branch box, type the Branch Name .	6.6-04-ISUITE-HO
3. In the Division/Group box, type the Division/Group name.	
4. From the Operational Period drop-down list, select the appropriate Shift .	
5. Under Operations Personnel , select the person for each Position from the available drop-down lists.	
6. Under Resources Assigned this Period , click to select one of the following options:	
a. All – to display all resources in the drop-down list.	
b. Crew – to limit the drop-down list to display only hand crews.	
c. Engine – to limit the drop-down list to display only engines.	
d. Equipment – to limit the drop-down list to display dozers, water tenders, tractor plows, and other heavy equipment.	
e. Line Overhead – to limit the drop-down list to display individual line overhead such as Strike Team Leaders and Field Observers .	
7. Under Strike Team / Task Force / Resource Designator , select the appropriate Resources from the available drop-down lists.	
NOTE: If you use the drop-down list to select the Resource,	← Read Note

OUTLINE	AIDS & CUES
<p>I-Suite automatically defines the leader and the number of persons from the database.</p> <p>8. Complete the following boxes for each resource, as appropriate:</p> <ol style="list-style-type: none"> a. Leader b. Number of Persons c. Trans Y/N e. Drop Off PT./Time f. Pick Up PT./Time. <p>NOTE: You can complete the Drop Off and Pick Up Locations and Times for the first resource and then click the Auto-Fill buttons to fill-in the same information for the remaining locations and times for all other resources.</p> <p>NOTE: You can edit the Drop Off and Pick Up Locations and Times, as needed.</p> <p>9. Complete the following boxes, as appropriate:</p> <ol style="list-style-type: none"> a. Control Operations b. Special Instructions. <p>NOTE: The Division/Group Communications Summary section allows you to import frequencies from the ICS 205 – Radio Communications Plan. If the Frequency-Rx drop-down list does not contain any frequencies, a warning message displays noting that an ICS 205 was not yet created for that operational period. You can also manually enter frequencies.</p> <p>NOTE: To display frequencies added to the ICS 205 since the last time you started IAP, click the Refresh button.</p> <p>10. Under Division/Group Communications Summary, select the appropriate Frequency – RX from the available drop-down lists for each Function.</p> <p>NOTE: The Division/Group Communications Summary section is automatically filled with frequencies from the ICS 205 – Radio Communications Plan.</p> <p>OR</p> <p>Enter the data to complete the following boxes for</p>	<p>← Read Note</p>

OUTLINE	AIDS & CUES
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each **Function**, as appropriate.

- a. Frequency - RX
- b. Frequency - TX
- c. Tone
- d. System
- e. Channel
- f. System
- g. Channel.

11. In the **Prepared By (Resource Unit Leader)** box, type the **Resource Unit Leader Name**.
12. In the **Approved By (Planning Section Chief)** box, type the **Planning Section Chief Name**, and then click the **Save** button.

III. MOVING/COPYING/DELETING ROWS

- A. To Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form:
 1. In the **Tree View**, click a **204 Form** to open it.
 2. To **Cut** a row, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Cut Row**.
 3. To **Copy** a row, highlight the information in the row you want to copy. Then right click the row. From the menu that displays, select **Copy**.
 4. To **Paste** a cut or copied row, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Paste Row**.
 5. To **Insert a blank row**, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Insert Row**.
 6. To **Move a row**, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Move Row Up** or **Move Row Down** to move the row up or down.
 7. To **Delete a row**, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Delete Row**.

OUTLINE	AIDS & CUES
<p>8. When finished, click the Save button.</p> <p>HAVE STUDENTS PRACTICE CUTTING, COPYING, PASTING, INSERTING, MOVING, AND DELETING ROWS ON A 204 FORM.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.7 – IAP: Create an ICS 206 – Medical Plan.
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. Create an ICS 206 – Medical Plan.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ICS 206	
A. Create an ICS 206 – Medical Plan.	
II. CREATE ICS 206	6.7-01-ISUITE-HO
A. To create an ICS 206 – Medical Plan:	
NOTE: The ICS 206 – Medical Plan is a narrative, fill-in form.	← Read Note
1. Double click ICS206 in the Tree View to open a new ICS 206 form.	
2. From the Operational Period drop-down list, select the appropriate Shift .	
3. Complete the following sections, as appropriate:	
a. Incident Medical Aid Station	
b. Ambulance Services	
c. Incident Ambulances.	
3. In the Paramedics column, click to check the Yes or No checkboxes to designate the available Paramedics for each type of medical service.	
4. Complete the Hospitals section. Then click to select the Yes or No checkboxes, to identify whether a Helipad or Burn Center are available.	
5. In the Medical Emergency Procedures box, type a description of the medical emergency procedures, as appropriate.	
6. In the Prepared By (Medical Unit Leader) box, type the Medical Unit Leader Name .	
7. In the Reviewed By (Safety Officer) box, type the Safety Office Name , and then click the Save button.	
REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.8 – IAP: Create an ICS 220 – Air Operations Summary.
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. Create an ICS 220 – Air Operations Summary.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ICS 220	6.8-01-ISUITE-HO
A. Create an ICS 220 – Air Operations Summary.	
II. CREATE ICS 220	
A. To create an ICS 220 – Air Operations Summary:	
NOTE: The ICS 220 – Air Operations Summary is mostly a narrative, two-page form.	← Read Note
1. Double click ICS220 in the Tree View to open a new ICS 220 form.	
2. From the Operational Period drop-down list, select the appropriate Shift .	
3. Complete the following sections, as appropriate:	
NOTE: When the header information (i.e. Prepared By, Sunrise, Sunset, etc.) is completed for Page 1, the same information is automatically transferred to Page 2.	← Read Note
a. Prepared by – (Enter the Air Operations Leader Name.)	
b. Sunrise	
c. Sunset	
d. REMARKS	
e. MEDEVAC AIRCRAFT	
f. TFR	
g. PERSONNEL	
h. FREQUENCY – (Use the AM RX/TX drop down box to select the frequency of your choice.)	
NOTE: Frequencies are automatically populated with frequencies from the ICS 205.	← Read Note
i. FIXED WING	
j. HELICOPTERS.	
4. To advance to the next page of the form, click the Go	

OUTLINE	AIDS & CUES
<p>to Page 2 button.</p> <ol style="list-style-type: none"> 5. Complete the TASK/ MISSION/ ASSIGNMENT section, as appropriate. 6. When finished, click the Save button. <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.9 – IAP: View, Copy, and Delete Forms.
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. View a Single Type of Form (e.g. all 202's).2. View All Forms Grouped by Form Number.3. View All Forms Grouped by Incident Action Plan.4. Copy a form.5. Copy a Plan6. Delete a form.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. VIEW/COPY/DELETE FORMS	
A. View a Single Type of Form.	
B. View All Forms Grouped by Form Number.	
C. View All Forms Grouped by Incident Action Plan.	
D. Copy a form.	
E. Copy a plan.	
F. Delete a form.	
II. VIEW FORMS	
SHOW THE TREE VIEW THAT LISTS THE AVAILABLE FORM NUMBERS.	← Instructor Comment
NOTE: The Tree View lists forms in numerical form order, by single type of form or for all operational periods (Plan).	← Read Note
NOTE: There are three ways to display the Tree View .	← Read Note
A. To view a Single Type of form:	
1. From the View drop-down menu, select Individual Form . Then click to select the form you want to view.	
OR	
In the IAP toolbar, click the arrow next to the Manage By Form button. Then select the form you want to view from the list that displays.	
B. To view All Forms Grouped by Form Number:	
1. From the View drop-down menu, select Form .	
OR	
In the IAP toolbar, click the Manage By Form button.	
NOTE: Forms do not display in the Tree View until saved.	← Read Note
C. To view All Forms Grouped by Incident Action Plan:	
NOTE: The Tree View of the plans displays the forms that	← Read Note

OUTLINE	AIDS & CUES
<p>were created and saved for each operational period.</p>	
<p>1. From the View drop-down menu, select Plan.</p>	
<p>OR</p>	
<p>On the IAP toolbar, click the Manage By Plan button.</p>	
<p>NOTE: You can open more than one form at a time. You can switch between open forms by selecting the form from the Window drop-down menu. If the forms are minimized, you can also click an open form to select it.</p>	<p>← Read Note</p>
<p>SHOW THE STUDENTS HOW TO OPEN MORE THAN ONE FORM.</p>	<p>← Instructor Comment</p>
<p>SHOW THE STUDENTS HOW THE TREE VIEW HIGHLIGHTS THE CURRENT FORM.</p>	<p>← Instructor Comment</p>
<p>III. COPY FORMS</p>	
<p>A. Copy a Form.</p>	
<p>NOTE: To add a second page to a form, you can use the Copy Form option. This option copies the first page of the form to a second page. Edit the second page, as needed, keeping the same date and shift as the first page. Enter Page 2 Of 2 at the bottom of the second page.</p>	<p>← Read Note</p>
<p>SHOW THE STUDENTS THE ICON THAT ALLOWS YOU TO CREATE NEW FORMS BY COPYING FORMS CREATED FOR PREVIOUS OPERATIONAL PERIODS.</p>	<p>← Instructor Comment</p>
<p>1. To copy any form:</p>	
<p>a. In the Tree View, click to highlight the form you want to copy.</p>	
<p>b. Click the Copy Form button to open the Copy Form window.</p>	
<p>OR</p>	
<p>From the Tools drop-down menu, select the Copy Form option to open the Copy Form window.</p>	
<p>c. The form you selected in the Tree View is highlighted under Select a Form to Copy From. If you want to copy another form, click</p>	

OUTLINE	AIDS & CUES
<p>to select the Form you want to copy.</p> <p>d. Under Select an Operational Period, select the Date and Shift to use for the Operational Period on the form that is copied.</p> <p>NOTE: The Operational Period defaults to the next day. You can change this date by either typing the date or selecting it from the drop-down calendar.</p> <p>d. Click the OK button to copy the form.</p>	<p>← Read Note</p>
<p>IV. COPY PLANS</p> <p>A. Copy a Plan.</p> <p>NOTE: To copy an entire Incident Action Plan, use the Copy Plan option. After you copy the plan, edit the forms in the plan, as needed.</p> <p>1. To copy any plan:</p> <p>a. Click the Manage by Plan button to sort the Tree View by Plan.</p> <p>b. Click the Copy Plan button to open the Copy Plan window.</p> <p>OR</p> <p>Select the Tools Menu and the Copy Plan option to open the Copy Plan window.</p> <p>c. Under Select a Plan to Copy From, click the plan you want to copy.</p> <p>d. Under Select an Operational Period, select the Date and Shift to use for the Operational Period on the plan that is copied.</p> <p>NOTE: The Operational Period defaults to the next day. You can change this date by either typing the date or selecting it from the drop-down calendar. The Operational Period that you define is copied onto each of the forms in the plan.</p> <p>e. Click the OK button to make a copy of the plan.</p> <p>f. From the Window drop-down menu, select a form to edit.</p>	<p>← Read Note</p> <p>← Read Note</p>
<p>NOTE: All of the forms in the plan you copied are listed under the Window drop-down menu.</p>	<p>← Read Note</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> g. Make the appropriate changes to the form. h. Click the Save button to save your changes to the form. Notice that a new plan is created for today with the form listed underneath it in the Tree View. 	
<p>NOTE: You need to save the form even if you do not make any changes to it. Only those forms that are saved will be included in the plan.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> i. Repeat steps f - h for each form in the plan. 	
<p>V. DELETE FORMS</p>	
<p>A. To delete a form:</p>	
<ul style="list-style-type: none"> 1. In the Tree View, click to select the form you want to delete. 	
<ul style="list-style-type: none"> 2. Click the Delete button in the Main toolbar. 	
<ul style="list-style-type: none"> 3. On the Deleting a Form window, click Yes to delete the selected form. 	
<p>HAVE STUDENTS PRACTICE VIEWING, ADDING AND DELETING FORMS.</p>	<p>← Instructor Comments</p>
<p>REVIEW UNIT OBJECTIVES.</p>	

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.10 – IAP: Work with Output.
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. Print an IAP Form.2. Export an IAP Form to a PDF file.3. Print an IAP Plan.4. Export an IAP Plan to a PDF file.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. WORKING WITH OUTPUT	
<p>NOTE: This Unit identifies how to create the following types of output from IAP:</p>	← Read Note
A. Print an IAP Form.	
B. Export an IAP Form to a PDF file.	
C. Print an IAP Plan	
D. Export an IAP Plan to a PDF file.	
<p>NOTE: This Unit identifies some of the key tasks you must perform to create output from IAP.</p>	← Read Note
II. PRINTING FORMS	
SHOW AND EXPLAIN THE PRINT AND PRINT PREVIEW BUTTONS.	← Instructor Comment
A. Print IAP Forms:	
1. To Preview and Print a form.	
a. On the Tree View , click to select the form you want to print.	
b. In the toolbar, click the Print Preview button.	
OR	
From the File drop-down menu, select Print Preview .	
c. On the Print Preview window, click the Print button. When the Print window displays, click the Print button.	
2. To Print a form without Previewing it:	
a. In the Tree View , click to select the form you want to print.	
b. In the toolbar, click the Print button.	
OR	
From the File drop-down menu, select Print Current Form .	

OUTLINE	AIDS & CUES
<p>c. When the Print window displays, click the Print button.</p> <p>III. EXPORTING FORMS</p> <p>A. To export an IAP Form to a PDF file:</p> <p>NOTE: You can export and save a form to a PDF file, which you can then post on a Web site.</p> <ol style="list-style-type: none"> 1. In the Tree View, click to select the form you want to export. 2. From the File drop-down menu, select Export. 3. On the PDF Export window, browse to the folder where you want to save the PDF file. 4. In the File Name text box, type the name you want to assign to the PDF file. Then click the Save button. <p>IV. PRINTING PLANS</p> <p>A. Print Incident Action Plans:</p> <ol style="list-style-type: none"> 1. To Preview and Print a Plan: <ol style="list-style-type: none"> a. Click the Manage by Plan button to sort the Tree View by Plan. b. Click the Plan you want to preview in the Tree View. c. From the File drop-down menu, select the Print Preview Plan option. d. On the Print Preview window, click the Print button. e. When the Print window displays, click the Print button. 2. To Print a plan without Previewing it: <ol style="list-style-type: none"> a. Click the Manage by Plan button to sort the information in the Tree View by Plan. b. Click the Plan you want to print in the Tree View. c. From the File drop-down menu, select the Print Plan option. d. When the Print window displays, click the Print button. 	<p>← Read Note</p>

OUTLINE	AIDS & CUES
<p>V. EXPORTING PLANS</p> <p>A. To Export an Incident Action Plan to a PDF file:</p> <ol style="list-style-type: none"> 1. Click the Manage by Plan button to sort the Tree View by Plan. 2. Click the Plan you want to export in the Tree View. 3. From the File drop-down menu, select the Export Plan option. 4. On the PDF Export window, browse to the folder where you want to save the PDF file. 5. In the File Name text box, type the name you want to assign to the PDF file. Then click the Save button. <p>HAVE STUDENTS PRACTICE EXPORTING IAP FORMS.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p style="text-align: right;">← Instructor Comments</p>