UNIT 7

I-Suite Time

11/07/2008

This Training Manual is for use with the 8.01.04 version of the I-Suite System.

TOTAL SUGGESTED TIME: 5 hours

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Changes in Training Manual

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

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

Personnel Data

- If the **Employment Type** is **AD**, enter the resource's social security number in the **Social Security Number** <u>and **Verify SSN** boxes</u>.

  NOTE: To protect the identity of the Resource, the Social Security Number will display as asterisks when you type it in the **Social Security Number** box. You must type it a second time in the **Verify SSN** box to ensure that the number is correct. If the two numbers do not match, the system will require you to enter them again. (See page 7.2-4)

Print Invoice for Personnel

- If this is the final invoice for the Resource, click to check the **Final Invoice** box. (See page 7.3-9)

Create Crews

- If the **Employment Type** is **AD**, enter the resource's social security number in the **Social Security Number** <u>and **Verify SSN** boxes</u>.

  NOTE: To protect the identity of the Resource, the Social Security Number will display as asterisks when you type it in the **Social Security Number** box. You must type it a second time in the **Verify SSN** box to ensure that the number is correct. If the two numbers do not match, the system will require you to enter them again. (See page 7.4-6)

Print Invoice for Crew

- If this is the final invoice for the Resource, click to check the **Final Invoice** box. (See page 7.5-9)

Print Invoice for Contractor

- If this is the final invoice for the Resource, click to check the **Final Invoice** box. (See page 7.7-6)

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.0 – Time: Overview.
SUGGESTED TIME:	10 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:

1. Identify the Purpose of the Time module.
2. Identify Options on the Time window.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. TIME	7.0-01-I SUITE-EP
A. Review the Time module.	7.0-02-ISUITE-EP 7.0-03-ISUITE-EP
NOTE: The Time module shares data with other I-Suite modules.	Read Note 7.0-04-ISUITE-EP
1. The primary purpose of **Time** is to track time and create pay documents, including the Emergency FireFighter Time Report (OF-288) and the Emergency Equipment Use Invoice (OF-286).	
NOTE: Make sure you are careful when working with private information such as Social Security Numbers (SSN) and IRS Federal Employer Tax ID Numbers (EIN). This information must be kept confidential.	Read Note
II. TIME WINDOW	7.0-05-ISUITE-EP
A. Review the Time window:	
EXPLAIN THE BASIC FEATURES OF THE TIME MODULE AND CONDUCT A QUICK, UNINTERRUPTED WALK-THROUGH OF THE TIME MENU AND TOOLBAR BUTTONS.	Instructor Comment
DO NOT FIELD STUDENT QUESTIONS DURING THE WALK THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE).	Instructor Comment
1. The **Time** toolbar is located to the right of the Filter toolbar. The buttons in this tool bar include:	7.0-06-ISUITE-EP
a. **Post Time** - Click the **Post Time** button to post time for a resource.	
b. **Adjustments** - Click the **Adjustments** button to make adjustments to the time for items such as Quarters and Lodging, Meals, Travel, etc.	
c. **Treat enter as Tab** - If you would like the **Enter** key to work as the **Tab** key when moving between options, click to check the **Treat enter as Tab** checkbox.	
d. **Print Invoice** - Click the **Print Invoice** button to print either an OF 288 or an OF 286, depending on the resource you have selected.	

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2. The **Resources** grid displays beneath the toolbars in the center part of the window. This grid contains a list of all resources currently defined in the system.	
3. When you click the **Post Time** button, a Posting area displays at the bottom of the window. This area contains the following three tabs:	
a. **Personnel Post -** Use this tab to post time for personnel resources.	
b. **Crew Post** - Use this tab to post time for crew resources.	
c. **Contractor Post** - Use this tab to post time for a contracted resource.	
4. The **Time** drop-down menu at the top of the window contains the following **Time** options:	
a. **Admin Office For Payment** - Select this option to add Admin Offices to the I-Suite system.	
b. **Contractor** - Select this option to add contractors and agreements to the I-Suite system.	

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.1 – Time: Options.
SUGGESTED TIME:	10 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:

1. Select grid columns and set order.
2. Set the Enter key as Tab for Posting.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	◄—Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. OPTIONS	
A. Select grid columns and set order.	
B. Set the **Enter** key as **Tab** for Posting.	
II. RESOURCES GRID	7.0-07-ISUITE-EP
A. To identify the columns to display in the grid and the order in which to display them:	
1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.	
2. Click the **Time** tab.	
3. Under **Resource Grid Columns**, click each of the columns you want to select.	
4. If you want to display the selected columns on the **Time** window, click the **Show** button. If you want to remove the selected columns from the **Time** window, click the **Hide** button.	
5. To adjust the order in which the columns display on the **Time** window, click a column. Then click the **Move Up** or **Move Down** button to move the column.	
6. When finished, click the **Save** button to save your changes. Then click the **OK** button to close the **Options** window.	
B. To set the **Enter** key as **Tab** for Posting Time:	
1. Click to check the **Treat enter as Tab** checkbox in the **Time** toolbar.	
REVIEW UNIT OBJECTIVES.	◄—Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.2 – Time: Entering and Editing Personnel Information.
SUGGESTED TIME:	1 hour
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:

1. Identify the importance of data entry guidelines.
2. Identify common data.
3. Manage all incidents as one.
4. Manage incidents separately.
5. Enter and edit personnel data.

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INTRODUCE THE UNIT.	◄—Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. PERSONNEL INFORMATION	
A. Identify the importance of data entry guidelines.	
B. Identify common data.	
C. Manage all incidents as one.	
D. Manage incidents separately.	
E. Enter and edit personnel data.	
II. DATA ENTRY GUIDELINES	
A. Review and discuss the importance of data entry guidelines.	
1. In **Resources**, data is organized and presented based on the **ICS 211** form.	
2. Before saving a resource you must complete the required fields. These required fields include:	
a. Request Number.	
b. Account Code.	
c. Last Name, First Name.	
d. Kind/Position.	
e. Status.	
f. Configuration.	
NOTE: Required fields are identified with an asterisk (*) to the left of the label.	◄—Read Note
3. Before rostering people or adding additional qualifications, you must complete the required fields and save the resource.	
EXPLAIN THE IMPORTANCE OF FOLLOWING THE ESTABLISHED DATA ENTRY GUIDELINES.	◄—Instructor Comment
III. COMMON DATA	7.0-08-ISUITE-EP
A. To review common data:	
1. From the **Modules** drop-down list, select **Time**.	
OR	

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Click the **Time** button in the **Main** toolbar.	
2. In the **Resources** grid, click to select the resource you want to view.	
3. Click the **Edit** button in the toolbar.	
NOTE: Entry items located above the tabs (i.e. just below the **Manage Resource – Edit Mode** label) are common to all I-Suite modules.	←Read Note
NOTE: Data entry items for specific modules are located on their respective tabs (i.e. **Plans**, **Time - Individual**, and **Cost** Tabs).	←Read Note
NOTE: Resources is the primary data entry point for I-Suite data. The quality of the initial data is critical to successful integration of the data into other I-Suite modules.	←Read Note
NOTE: Understanding the concept of **Data Sharing** is critical. Data is shared between all I-Suite modules. Changes, additions, or deletions from any functional area affects the other I-Suite modules. Successful integration requires cooperation and established **Data Ownership Rules**. These rules are established by each Incident Management Team and may change from team to team.	←Read Note
IV. MANAGE INCIDENTS	
A. To manage all incidents as one:	
1. On the **Menu** bar, click to check the **Manage All Incidents As One** checkbox.	
2. When the **Manage All Incidents as One** message displays, click the **OK** button.	
NOTE: When managing all incidents as one, all resources display in the **Resources** grid.	←Read Note
B. To manage incidents separately:	
1. On the **Menu** bar, click to uncheck the **Manage All Incidents As One** checkbox.	
2. From the **Incident** drop-down list, select the Incident you want to manage.	
NOTE: When managing incidents separately, only resources from the selected incident display in the **Resources** grid.	←Read Note

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V. PERSONNEL DATA	7.2-01-ISUITE-HO
A. To add or edit personnel data for Time:	7.2-02-ISUITE-HO 7.2-03-ISUITE-HO
NOTE: Personnel data is initially defined in Resources. Before you can Post Time, you must edit the Resource records and add Time data.	7.2-04-ISUITE-HO Read Note 7.0-09-ISUITE-EP
1. Open the **Time** module.	
2. In the **Resources** grid, click the personnel resource to which you want to add time data.	
3. Click the **Edit** button in the toolbar.	
4. Click the **Time - Individual** tab at the bottom of the window.	
5. From the **Employment Type** drop-down list, select one of the following employment types to assign to the personnel resource:	
a. AD	
b. FED	
c. OTHER	
6. If the **Employment Type** is **AD**, enter the resource's social security number in the **Social Security Number** and **Verify SSN** boxes.	
NOTE: To protect the identity of the Resource, the Social Security Number will display as asterisks when you type it in the **Social Security Number** box. You must type it a second time in the **Verify SSN** box to ensure that the number is correct. If the two numbers do not match, the system will require you to enter them again.	Read Note
NOTE: Resources with an **AD Employment Type** must have a **Social Security Number** defined or an **Original OF 288** will not print for them.	Read Note
8. Enter any applicable **288 Remarks**.	
9. If **AD** is selected as the **Employment Type**, complete the following information:	
a. If this is the **Initial Employment** for the personnel resource, click to check the **Initial Employment** checkbox.	
b. If there will be **Return Travel**, click to check	

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the **Return Travel** checkbox.	
c. From the **Point of Hire** drop-down list, select the appropriate point of hire.	
d. From the **Area** drop-down list, select the appropriate area.	
e. From the **Class** drop-down list, select the class to assign to the individual resource.	
9. If **Other** is selected as the **Employment Type**, enter the appropriate **Current Rate**.	
10. If **FED** is selected, this is the only required information needed.	
11. Under **Personnel Mailing Address**, complete the following information:	
NOTE: This information can be entered at a later time.	←Read Note
a. Address 1	
b. Address 2	
c. City	
d. State	
e. Zip	
f. Phone	
g. Fax.	
NOTE: If a Fax number for FED or OTHER is entered at this time, it is available for the Personnel Time Report (Print/Fax).	←Read Note
12. To save your changes, click the **Save** button.	
REVIEW UNIT OBJECTIVES.	←Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.3 – Time: Posting Personnel Time.
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:

1. Post time for personnel.
2. Use special rates.
3. Repost a day of time.
4. Edit a day of posted time.
5. Delete a day of posted time.
6. Change the KindCode and Rate (one-time change).
7. Change the KindCode and Rate (permanent change).
8. Lock posted time to an established employment code.
9. Post return travel time.
10. Preview/print an OF 288 report.

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INTRODUCE THE UNIT.	◀—**Instructor Comments**
PRESENT UNIT OBJECTIVES.	
I. PERSONNEL TIME	7.0-10-ISUITE-EP
A. Post time for personnel.	
B. Use special rates.	
C. Repost a day of time.	
D. Edit a day of posted time.	
E. Delete a day of posted time.	
F. Change the KindCode and Rate (one-time change).	
G. Change the KindCode and Rate (permanent change)	
H. Lock posted time to an established employment code.	
I. Post return travel time.	
J. Preview/print an Emergency FireFighter Time Report (OF 288) report.	
II. POST PERSONNEL TIME	7.3-01-ISUITE-HO 7.3-02-ISUITE-HO
NOTE: The **Date** automatically changes when posting Time that extends beyond midnight. If you post Overlapping Hours, you must verify the overlap before proceeding.	◀—**Read Note**
NOTE: For this first exercise, you will use Crew Time Reports (CTR's) to post time.	◀—**Read Note**
A. To use CTR's to post personnel time:	
1. Open the **Time** module.	
2. Click the **Post Time** button in the **Time** toolbar.	
3. In the **Resources** grid, click the personnel resource to which you want to post time.	
4. On the **Personnel Post** tab, select the appropriate **Account Code** from the **Account Code** drop-down list.	
NOTE: The codes that display in the **Accounting Codes** drop-down list are based on whether **Manage All as One** is selected. If **Manage All as One** is selected, all accounting codes display in the list. If a single incident is selected, only accounting codes for that incident display in the list.	◀—**Read Note**

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5. In the **Date** box, type the **Date** in the format MMDDYYYY.	
6. If a special circumstance applies (e.g. Environmental Pay, Travel, Day Off, etc.), select the appropriate code from the **Special** drop-down list.	
NOTE: If you assign the **GUAR**, **COP**, or **DAY OFF** special codes to a resource with an **Employment Type** of **FED** or **OTHER**, the **Start Time** and **Stop Time** boxes are disabled. You do not need to define a Start or Stop time when these special codes are assigned.	←Read Note
NOTE: If you assign the **GUAR**, **COP**, or **DAY OFF** special codes to a resources with an **Employment Type** of **AD**, the **Start Time** and **Stop Time** boxes are disabled and an **Hours** box displays. Enter the number of hours for the **AD** resource in this box. The maximum number of hours you can enter is eight.	←Read Note
7. In the **Start Time** box, either type the time or select it from the drop-down list to identify when the individual started working.	
8. In the **Stop Time** box, either type the time or select it from the drop-down list to identify when the individual stopped working.	
9. To commit the posting, click the **Save** button.	
10. To close the **Personnel Post** window, click the **Close** button.	
NOTE: If the time your are posting includes time from before midnight and time after midnight, a **Posting Spans Midnight** message displays. If you click the **Yes** button, the posting is split into two entries. If you click **No**, the posting is canceled.	←Read Note
NOTE: Posted time is locked to an established employment code.	←Read Note
EXPLAIN WHY POSTED TIME IS LOCKED TO AN ESTABLISHED EMPLOYMENT CODE.	←Instructor Comment
B. Posting special rates.	
DISCUSS SPECIAL RATES AND HOW THESE APPLY TO POSTING PERSONNEL TIME.	←Instructor Comment

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1. Select a code from the **Special** drop-down list when any of the following special circumstances apply: a. Hazards Fuels (Casual) b. Instructor (Casuals) c. Training (Casuals) d. Continuation of Pay e. Day Off f. Environmental Pay 100% g. Environmental Pay 15 % h. Environmental Pay 25 % i. Environmental Pay 4% j. Environmental Pay 8 % k. Guarantee l. Travel m. Hazard Pay	
III. REPOST HOURS	
A. To repost different hours for an individual whose time was already posted for the day: 1. Open the **Time** module. 2. Click the **Post Time** button in the **Time** toolbar. 3. In the **Resources** grid, click the resource for which you are reposting hours. 4. On the **Personnel Post** tab, select the appropriate **Account Code** from the **Account Code** drop-down list.	
NOTE: If you select an **Account Code** that is not the default for that resource, the code remains selected until a different resource or different account code is selected.	← **Read Note**
5. In the **Date** box, type the **Date** in the format MMDDYYYY. 6. If a special circumstance applies (e.g. Environmental Pay, Travel, Day Off, etc.), select the appropriate code from the **Special** drop-down list. 7. In the **Start Time** box, either type the time or select it from the drop-down list to identify when the	

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individual started working.	
8. In the **Stop Time** box, either type the time or select it from the drop-down list to identify when the individual stopped working.	
9. Click the **Save** button to post the time.	
10. When the **Overlapping Hours** window displays, click the **Yes** button to overwrite the previously posted hours with the ones that you just defined.	
11. To close the **Personnel Post** window, click the **Close** button.	
IV. EDIT POSTED TIME	
A. To edit a day of posted time.	
1. Open the **Time** module.	
2. Click the **Post Time** button in the **Time** toolbar.	
3. In the **Resources** grid, click the resource with the posted time you want to edit.	
4. In the **Personnel Post Detail** grid, click the posted time you want to edit. You can edit the entries in the following boxes:	
a. Start	
b. Stop	
c. Class	
d. KindCode	
e. Special	
f. AccountingCode	
NOTE: If the special code **GUAR**, **COP**, or **DAY OFF** were assigned to the posting, you cannot edit the entry. To make changes to one of these postings, you must delete the entry and then create a new posting.	←**Read Note**
5. After you have edited the entries, click the **Close** button to close the **Personnel Post** window.	
NOTE: For edited entries to save, you must click outside of the grid. When the pencil image in the selector column changes from a pencil to an arrow, the changes were saved.	←**Read Note**
B. To delete a day of posted time:	

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1. Open the **Time** module.
2. Click the **Post Time** button in the **Time** toolbar.
3. In the **Resources** grid, click the resource with the posted time you want to delete.
4. In the **Personnel Post Detail** grid, click anywhere in the row that you want to delete. Then click the **Delete** button in the **Main** toolbar.
5. When the **Delete Posting** window displays, click the **Yes** button to remove the posted time.

C. To change the KindCode or Rate (one-time change only).

1. Open the **Time** module.
2. Click the **Post Time** button in the **Time** toolbar.
3. In the **Resources** grid, click the resource you want to edit.
4. In the **Personnel Post Detail** grid, locate the row containing the **KindCode** or **Rate** you want to change.
5. To change the **KindCode**, select the new code from the **KindCode** drop-down list.
6. To change the **AD Class** and **Rate**, enter the class code in the **AD Class** box in the grid.
7. To change the **Other Rate**, click in the **Current Rate** box. Then enter the appropriate **Rate**.
8. To close the **Personnel Post** window, click the **Close** button.

NOTE: The **KindCode** or **Rate** for all future personnel postings can be changed in Resources.

← **Read Note**

EXPLAIN THAT A KINDCODE / RATE CAN BE CHANGED IN RESOURCES SO THAT ALL SUBSEQUENT POSTINGS WILL USE THE NEW KINDCODE / RATE.

← **Instructor Comment**

V. RETURN TRAVEL TIME

A. To post return travel time with 0 (zero) hours:

1. Open the **Time** module
2. Click the **Post Time** button in the **Time** toolbar.

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3. In the **Resources** grid, click the resource to which you are posting return travel time.	
4. Click to check the **Post Return Travel Start Time Only** checkbox.	
NOTE: The **TVL** code is automatically selected in the **Special** box when the **Post Return Travel Start Time Only** checkbox is checked.	←Read Note
5. In the **Date** box, type the **Date** in the format MMDDYYYY.	
6. In the **Start Time** box, either type the time or select it from the drop-down list to identify the time when the individual started the return travel.	
NOTE: No **Stop Time** is defined. If you do enter a **Stop Time**, the **Time** module removes it when you save the posting entry.	←Read Note
7. To commit the posting, click the **Save** button.	
NOTE: Notice that the number of hours in the grid is 0 (zero) for the posting.	←Read Note
8. To close the **Personnel Post** window, click the **Close** button.	
B. To post Return Travel Time with hours defined:	
1. Open the **Time** module.	
2. Click the **Post Time** button in the **Time** toolbar.	
3. In the **Resources** grid, click the resource to which you are posting return travel time.	
4. In the **Date** box, type the date in the format MMDDYYYY.	
5. Select the **TVL** option from the **Special** drop-down list.	
NOTE: Make sure the **Post Return Travel Start Time Only** checkbox is NOT checked.	←Read Note
6. In the **Start Time** box, either type the time or select it from the drop-down list to identify the time when the individual started the return travel.	
7. In the **Stop Time** box, either type the time or select it from the drop-down list to identify the time when the	

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individual stopped the return travel.	
8. To commit the posting, click the **Save** button.	
NOTE: Notice that the number of hours displays in the grid for the posting. This number based on the **Start** and **Stop Times** that were defined.	Read Note
9. To close the **Personnel Post** window, click the **Close** button.	
VI. PRINT INVOICE	
A. To preview or print an Emergency FireFighter Time Report (OF 288) report:	
1. Open the **Time** module.	
2. In the **Resources** grid, click the resource for which you are creating the report.	
3. Click the **Print Invoice** button.	
4. On the **OF 288** window, identify the following information:	
a. From the **Last Date Included on Invoice** drop-down list, select the appropriate date.	
b. To create the final **OF 288** for a resource leaving the incident, click to check the **Final Invoice** checkbox.	
c. Click to select one of the following **Print Options**:	
• **Preview/Print DRAFT Invoice -** Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice.	
• **Preview/Print ORIGINAL Invoice -** Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, you cannot make any changes to it.	
NOTE: If a resource has a supply item that is not consumable issued to them and an Original Invoice is printed, a notification message displays indicating that the resource has supplies issued to them. Click the **OK** button to continue printing the invoice. Click the **Cancel** button to abort the print	Read Note

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process.	
• **Preview/Print DUPLICATE ORIGINAL Invoice(s) -** Generates a copy of an Original Invoice. A list of available invoices from which you can select displays when you click this option.	
NOTE: Have the employee write their Social Security Number in the **2. Social Security Number** field on the form when they sign the OF-288 for casuals. This number does not print on the form.	←**Read Note**
d. When generating a **Draft** invoice, click to select one of the following **Report Options**: • OF-288 with Itemized Deductions • OF-288 Only • Itemized Deductions Only	
NOTE: When you are printing an **Original Invoice** or a **Duplicate Original Invoice**, only the **OF-288 with Itemized Deductions** option is available.	←**Read Note**
e. If this is the final invoice for the Resource, click to check the **Final Invoice** box. f. To preview and then print the report, click the **Preview** button. Then click the **Print Report** button on the **Preview** window. g. To print the report without previewing it, click the **Print** button. h. To delete the last invoice for the selected resource, click the **Delete Last Invoice for Selected Resource** button.	
REVIEW UNIT OBJECTIVES.	←**Instructor Comment**

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.4 – Time: Entering and Editing Crews.
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:

1. Define a crew as it pertains to Time.
2. Define the two levels within a crew
3. View or print a Crew Roster report.
4. Edit crew information.
5. Edit members on a crew.
6. Add crew members to an existing crew.
7. Create a crew.

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INTRODUCE THE UNIT.	Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. CREW INFORMATION	
A. Identify a crew as it pertains to Time.	
B. Identify the two levels within a crew: the actual crew and crew members or operators.	
C. View or print a Crew Roster report.	
D. Edit crew information.	
E. Edit members on a crew.	
F. Add crew members to an existing crew.	
G. Create a crew.	
II. IDENTIFY CREW	
A. Identify a crew as it pertains to Time.	
NOTE: A Crew is more than one Resource sharing the same Request Number. Crews are built by attaching or rostering members to a Kind of Resource.	Read Note
1. What is a crew?	
a. Handcrew.	
b. Engine members paid on an OF 288.	
c. Driver attached to a vehicle.	
d. Faller attached to a chainsaw and or vehicle.	
e. Helitack Crew.	
2. A crew is defined as more than one resource sharing the same request number.	
3. The same rules apply for crews as for personnel:	
a. Add crew and member data in **Resources**.	
b. Edit crew and member data and enter additional crew and member data in **Time**.	
B. The two levels within a crew are:	
1. The Actual Crew.	
2. Crew Members or Operators.	
EXPLAIN THE DIFFERENCE BETWEEN THE ACTUAL CREW AND	Instructor Note

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THE MEMBERS OF THE CREW.	
C. To view or print a Crew Roster report:	
EXPLAIN THAT THIS IS A GOOD PLACE TO VIEW THE INITIAL CREW DATA THAT WAS ENTERED FROM RESOURCES.	← **Instructor Note**
1. Click the **Reports** button in the toolbar. Then click to select the **Time** tab. OR From the **Reports** drop-down menu, select **Time Reports**.	
2. On the **Time Reports** window, click to select **Crew Roster**.	
3. Under **Report Settings**, complete the following as appropriate:	
a. From the **Request Number** drop-down list, select the appropriate **Request Number**. OR From the **Crew Name** drop-down list, select the appropriate **Crew**.	
b. To preview then print the report, click the Preview button. Then click the Print Report button on the Preview window.	
c. To print the report without previewing it, click the **Print** button.	7.4-01-ISUITE-HO 7.4-02-ISUITE-HO 7.4-03-ISUITE-HO
d. When the **Print** window displays, click the **Print** button to send the report to the printer.	
III. EDIT CREWS	
NOTE: This next exercise simulates a typical environment, where an existing crew is defined in Resources.	← **Read Note**
NOTE: There are two levels of crew information with which you will work:	← **Read Note**
• At the **Crew Level**, you can **Add** or **Edit** Crew information.	
• At the **Member/Operator Level**, you can **Add** or **Edit** individual crew member or operator information.	

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A. To edit crew information:	
1. Open the **Time** module.	
2. In the **Resources** grid, click the crew resource you want to edit.	
3. Click the **Edit** button in the toolbar.	
4. On the **Manage Resource – Edit Mode** window, review the common data. Then edit the crew data, as needed.	
5. To save your changes, click the **Save** button.	
B. To edit crew members rostered in resources:	
1. Open the **Time** module.	
2. In the **Resources** grid, click the plus sign (+) that displays to the left of a Crew. This displays a list of members rostered to the crew.	
3. Click to select the **Crew Member** you want to edit.	
4. Click the **Edit** button in the toolbar.	
5. On the **Roster Resource – Edit Mode** window, review the common data. Then edit the personnel data, as needed.	
a. To designate the resource as the crew leader, click to check the **Leader** checkbox.	
6. On the **Time** tab, edit personnel data, as needed. (Refer to "Entering and Editing Personnel Information" for specific instructions).	
7. To save your changes, click the **Save** button.	
8. To edit data for other members on the crew, click the **Previous** or **Next** button to display the previous or next crew member. Then follow the instructions in this section to edit the data, as needed.	
IV. CREATE CREWS	7.0-11-ISUITE-EP
NOTE: In some cases, a **Crew Leader** will show up on the Crew, but you must add the remaining Crew Members.	← **Read Note**
A. To add crew members to an existing crew.	
1. In the **Resource** grid, click to select the **Crew** to which you are adding the crew members.	
2. Click the **Edit** button in the toolbar.	

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3. On the **Manage Resource – Edit Mode** window, click the **Roster** button.	
4. On the **Roster Resource – Add Mode** window, enter the following personnel data:	
a. Request Number	
b. Last Name	
c. First Name	
d. Kind/Position	
NOTE: All crew members must have a kind code for their position. Do NOT use HC1 or HC2. This will effect the cost module. If a kind code is not defined, the cost will carry over as a hand crew for each member. If you are unsure of the crew member's position, just select FFT2.	← **Read Note**
e. If the resource is a trainee, click to check to the **Trainee** checkbox.	
f. Status	
g. Unit ID	
h. Agency (Optional)	
i. To designate the resource as the crew leader, click to check the **Leader** checkbox.	
5. On the **Plans** tab, enter any applicable data including:	
a. Check-in Date	
b. Check-in Time	
c. Demob City	
d. Demob State	
e. Jetport	
f. Travel Method	
g. Other Quals	
6. On the **Time** tab, select one of the following employment types from the **Employment Type** drop-down list:	
a. AD	
b. FED	
c. OTHER	

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NOTE: Use the **Members to Fed** button to change the **Employment Type** for all crew members without an employment type to **Fed**. Use the **Members to Other** button to change the **Employment Type** to **Other**. Click the **Arrow** next to the button to switch between **Members to Fed** and **Members to Other**.	Read Note
7. If the **Employment Type** is **AD**, enter the resource's social security number in the **Social Security Number** and **Verify SSN** boxes.	
NOTE: To protect the identity of the Resource, the Social Security Number will display as asterisks when you type it in the **Social Security Number** box. You must type it a second time in the **Verify SSN** box to ensure that the number is correct. If the two numbers do not match, the system will require you to enter them again.	Read Note
NOTE: Resources with an **AD Employment Type** must have a **Social Security Number** defined or an **Original OF 288** will not print for them.	Read Note
8. Enter any **288 Remarks**. 9. If **AD** is selected as the **Employment Type**, complete the following information under **Payment Information**: a. Click to check the **Initial Employment** checkbox, if appropriate. b. Click to check the **Return Travel** checkbox, if appropriate. c. From the **Point of Hire** drop-down list, select the appropriate point of hire. d. From the **Area** drop-down list, select the appropriate area. e. From the **Class** drop-down list, select the appropriate class. 10. If **Other** is selected as the **Employment Type**, enter the appropriate **Current Rate**. 11. Under **Personnel Mailing Address**, enter the following personnel data: a. Address 1 b. Address 2	

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c. City	
d. State	
e. Zip	
f. Phone	
g. Fax.	
h. To add the same address to all crew members without an address defined, select a crew member that has an address defined and click the **Propagate Address** button. The address is added to all of the crew members who do not have an address defined.	
NOTE: To clear an address in a crew member record, select the crew member and click the **Clear Address** button.	Read Note
12. To save your changes, click the **Save** button.	
13. To add additional crew members, repeat the steps in this section.	
NOTE: In this section, you will create a new Crew.	Read Note
B. To create a crew:	
1. Open the **Time** module.	
2. Click the **Add** button on the toolbar.	
3. On the **Manage Resource – Add Mode** window, enter the following crew data:	
a. Request Number	
b. Account Code	
c. Resource Name	
d. Kind/Position	
e. Status	
f. Unit ID	
g. Agency	
h. Configuration	
i. Release Date	
j. Release Time.	
4. To save your changes, click the **Save** button.	

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5. Add crew members, as appropriate.	
NOTE: For More information, Refer to the previous section, “To Add Crew Members To An Existing Crew.”	Read Note
REVIEW UNIT OBJECTIVES.	Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.5 – Time: Posting Crew and Operator Time.
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:

1. Use the Select All, Select None, and Invert Selection buttons.
2. Post crew time using crew time reports (CTR's).
3. Repost a day of time.
4. Delete posted time.
5. Copy and paste posted time.
6. Post return travel time.
7. Preview/print an OF 288 report.

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INTRODUCE THE UNIT.	← **Instructor Comments**
PRESENT UNIT OBJECTIVES.	
I. CREW TIME	7.0-12-ISUITE-EP
A. Use the Select All, Select None, and Invert Selection buttons.	
B. Post crew time using crew time reports (CTR's).	
C. Repost a day of time.	
D. Delete posted time.	
E. Copy and paste posted time.	
F. Post return travel time.	
G. Preview/print an Emergency FireFighter Time Report (OF 288) report.	
II. SELECT CREW MEMBERS	
A. To use the **Select All**, **Select None**, and **Invert Selection** buttons:	
1. Open the **Time** module	
2. Click the **Post Time** button in the **Time** toolbar.	
3. In the **Resources** grid, click the appropriate crew resource.	
4. Under **Crew Members** on the **Crew Post** tab, click the **Select All** button.	
NOTE: Notice how all Crew Members are now selected.	← **Read Note**
5. Under **Crew Members**, click the **Select None** button.	
NOTE: Notice how no Crew Members are now selected.	← **Read Note**
6. Under **Crew Members**, select several **Crew Members**.	
a. To select multiple crew members, hold down the **Ctrl** key while clicking each member you want to select. OR While holding down the **Shift** key, click the top and then the bottom crew member.	

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7. Click the **Invert Selection** button.	
NOTE: Notice that all Crew Members not selected are now selected and those that were selected are not selected.	Read Note
NOTE: To display the social security number for AD employees, click the **Show SSN** button. To hide social security numbers for AD employees, click the **Hide SSN** button.	Read Note
8. To close the **Crew Post** window, click the **Close** button.	
III. POST CREW TIME	7.5-01-ISUITE-HO
NOTE: In this section, you will use the Crew Time Report (CTR) to Post Time to a Crew and to Individual Crew Members.	Read Note
NOTE: You can only post time to crew members with a **Checked In Status**.	Read Note
A. To post crew time using Crew Time Reports (CTR's):	
1. Open the **Time** module.	
2. Click the **Post Time** button in the **Time** toolbar.	
3. In the **Resources** grid, click the appropriate crew resource.	
4. On the **Crew Post** tab, select the appropriate **Account Code** from the **Account Code** drop-down list.	
NOTE: If you select an **Account Code** that is not the default for that resource, the code remains selected until a different resource or different account code is selected.	Read Note
5. Under **Crew Members**, click to select the crew members for which you are posting time.	
6. In the **Date** box, type the appropriate **Date** in the format MMDDYYYY.	
7. If a special circumstance applies (e.g. Environmental Pay, Travel, Day Off, etc.), select the appropriate code from the **Special** drop-down list.	
NOTE: If you assign the **GUAR**, **COP**, or **DAY OFF** special codes to a resource with an **Employment Type** of **FED** or **OTHER**, the **Start Time** and **Stop Time** boxes are disabled. You do not need to define a Start or Stop time when these	Read Note

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special codes are assigned.	
NOTE: If you assign the **GUAR**, **COP**, or **DAY OFF** special codes to a resources with an **Employment Type** of **AD**, the **Start Time** and **Stop Time** boxes are disabled and an **Hours** box displays. Enter the number of hours for the **AD** resource in this box. The maximum number of hours you can enter is eight.	←Read Note
8. In the **Start Time** box, either type the time or select it from the drop-down list to identify the time when the individual started working.	
9. In the **Stop Time** box, either type the time or select it from the drop-down list to identify the time when the individual stopped working.	
DISCUSS SPECIAL RATES AND HOW THESE APPLY TO POSTING CREW AND CREW MEMBER TIME.	←Instructor Comment
EXPLAIN THAT RATE CHANGES MADE IN THE GRID ONLY AFFECT THE DISPLAYED MEMBER.	←Instructor Comment
10. To commit the posting, click the **Save** button.	
HAVE STUDENTS PRACTICE ENTERING CREW TIME USING THE CREW TIME REPORT HANDOUT AND THE VARIOUS METHODS PREVIOUSLY DISCUSSED FOR SELECTING CREW MEMBERS.	←Instructor Comment
IV. EDIT CREW TIME	
NOTE: In this section, you will Repost different hours for a Crew Member whose time was already posted for the day.	←Read Note
A. To repost time for a crew member:	
1. Open the **Time** module.	
2. Click the **Post Time** button in the **Time** toolbar.	
3. In the **Resources** grid, click the appropriate crew resource.	
4. On the **Crew Post** tab, select the appropriate **Account Code** from the **Account Code** drop-down list.	
5. Under **Crew Members**, click to select the **Crew Member(s)** for which you are reposting time.	
NOTE: Make sure you select the correct Crew Member(s).	←Read Note
NOTE: Locate the day and time you want to repost.	←Read Note

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6. In the **Date** box, type the date for which you want to repost hours.	
7. If a special circumstance applies (e.g. Environmental Pay, Travel, Day Off, etc.), select the appropriate code from the **Special** drop-down list.	
8. In the **Start Time** box, either type the time or select it from the drop-down list to identify when the individual started working.	
9. In the **Stop Time** box, either type the time or select it from the drop-down box to identify when the individual stopped working.	
10. To commit the posting, click the **Save** button.	
11. When the **Overlapping Hours** window displays, click the **Yes** button to overwrite the previous post with the current one.	
12. To close the **Crew Post** window, click the **Close** button.	
B. To delete posted time:	
1. Open the **Time** module.	
2. Click the **Post Time** button in the **Time** toolbar.	
3. In the **Resources** grid, click the appropriate crew resource.	
4. Under **Crew Members**, click to select the crew member(s) from whom you want to delete a time posting.	
5. Under **Crew Member/Operator Post Detail**, click in the row that contains the time you want to delete. Then click the **Delete** button.	
6. When the **Time: Delete Posting for Crew Member(s)** window displays, click the **Yes** button.	
7. To close the **Crew Post** window, click the **Close** button.	
C. To copy and paste posted time:	
NOTE: You can Copy and Paste posted time by right clicking the mouse button in the row you want to copy or paste.	← **Read Note**
1. Under **Crew Member/Operator Post Detail**, click	

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the selector button on the far left of a row to select it.	
2. Right-click the mouse in the selected row. Then click the **Copy Selected Postings** option in the menu that displays.	
3. Under **Crew Members**, click to select the crew member to which you want to paste the copied post entry.	
4. Right-click the mouse in the selected row. Then click the **Paste Copied Posting to Selected Member(s)** in the menu that displays.	
5. On the **Crew Post Results** window, click the **OK** button.	
V. RETURN TRAVEL TIME	
A. To post return travel time with 0 (zero) hours:	
1. Open the **Time** module.	
2. Click the **Post Time** button in the Time toolbar.	
3. In the **Resources** grid, click the appropriate crew resource.	
4. Under **Crew Members** on the **Crew Post** tab, click to select the appropriate crew member(s).	
5. Click to check the **Post Return Travel Start Time Only** checkbox.	
NOTE: The **TVL** code is automatically selected in the **Special** box when the **Post Return Travel Start Time Only** checkbox is checked.	← **Read Note**
6. In the **Date** box, type the **Date** in the format MMDDYYYY.	
7. In the **Start Time** box, either type the time or select it from the drop-down list to identify when the individual started working.	
NOTE: No **Stop Time** is defined. If you do enter a **Stop Time**, the **Time** module removes it when you save the posting entry.	← **Read Note**
8. To commit the posting, click the **Save** button.	
9. On the **Crew Post Results** window, click the **OK** button.	
10. To close the **Crew Post** window, click the **Close**	

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button.	
NOTE: Notice that the number of hours in the grid is 0 (zero) for the posting.	Read Note
B. To post Return Travel Time with hours defined:	
1. Open the Time module.	
2. Click the **Post Time** button in the **Time** toolbar.	
3. In the Resources grid, click the appropriate Crew Resource.	
4. In the **Date** box, type the date in the format MMDDYYYY.	
5. Select the **TVL** option from the **Special** drop-down list.	
NOTE: Make sure the **Post Return Travel Start Time Only** checkbox is NOT checked.	Read Note
6. In the **Start Time** box, either type the time or select it from the drop-down list to identify the time when the individual started the return travel.	
7. In the **Stop Time** box, either type the time or select it from the drop-down list to identify the time when the individual stopped the return travel.	
8. To commit the posting, click the **Save** button.	
NOTE: Notice that the number of hours displays in the grid for the posting. This number based on the **Start** and **Stop Times** that were defined.	Read Note
9. To close the **Crew Post** window, click the **Close** button.	
VI. PRINT INVOICE	
A. To preview or print an Emergency FireFighter Time Report (OF 288) report:	
1. Open the **Time** module.	
2. In the **Resources** grid, click the appropriate crew resource.	
3. Click the **Print Invoice** button in the **Time** toolbar.	
4. On the **OF 288** window, identify the following information:	

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a. In the **Last Date Included on Invoice** box, enter the appropriate date. You can either type the date or select it from the drop-down calendar.	
b. To create the final OF 288 for a resource leaving the incident, click to check the **Final Invoice** checkbox.	
• Click to select one of the following **Print Options**:	
o **Preview/Print DRAFT Invoice -** Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice.	
o **Preview/Print ORIGINAL Invoice -** Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, you cannot make any changes to it.	
NOTE: If a resource has a supply item that is not consumable issued to them and an Original Invoice is printed, a notification message displays indicating that the resource has supplies issued to them. Click the **OK** button to continue printing the invoice. Click the **Cancel** button to abort the print process.	←Read Note
o **Preview/Print DUPLICATE ORIGINAL Invoice(s)** - When a parent crew is selected, a copy of the last Original Invoice that was printed for all crew member resources is reprinted. When a crew member is selected, a list of available invoices that you can reprint for the crew member displays.	
a. When generating a **Draft** invoice, click to select one of the following **Report Options**:	
• OF-288 with Itemized Deductions	
• OF-288 Only	
• Itemized Deductions Only	
NOTE: When you are printing an **Original Invoice** or a	←Read Note

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Duplicate Original Invoice, only the **OF-288 with Itemized Deductions** option is available.	
e. If this is the final invoice for the Resource, click to check the **Final Invoice** box.	
f. To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.	
g. To print the report without previewing it, click the **Print** button.	
h. When the **Print** window displays, click the **Print** button to send the report to the printer.	
NOTE: Have the employee write their Social Security Number in the **2. Social Security Number** field on the form when they sign the OF-288 for casuals. This number does not print on the form.	←Read Note
h. To delete the last invoice for the selected resource, click the **Delete Last Invoice for Selected Resource** button.	
NOTE: A separate OF 288 is generated for each Crew Member. You can preview or print each OF 288, as needed.	←Read Note
REVIEW UNIT OBJECTIVES.	←Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.6 – Time: Entering and Editing Contracted Resources.
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:

1. Identify the relationship between contractors, agreements, and resources.
2. Add/edit common data.
3. Add/edit contractors, agreements, and administrative offices for payment.
4. Add/edit resource specifications.
5. Add/edit rates.
6. Add/edit operator(s) for a contracted resource.

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INTRODUCE THE UNIT.	◄—Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. CONTRACTOR INFORMATION	7.0-13-ISUITE-EP
A. Identify the relationship between contractors, agreements, and resources.	
B. Add/edit common data.	
C. Add/edit contractors, agreements, and administrative offices for payment.	
D. Add/edit resource specifications.	
E. Add/edit rates.	
F. Add/edit operator(s) for a contracted resource.	
II. CONTRACTORS, AGREEMENTS, & RESOURCES	
A. Identify the relationship between contractors, agreements, and resources.	
NOTE: The following are important terms to understand when working with Contractors:	◄—Read Note
• **Contractor –** A business entity with available Resources.	
• **Agreement –** An OF-294 that is attached to the contractor. A single Contractor may have many agreements or one agreement with several pieces of equipment on it.	
• **Specifications –** Conditions that the Resource (Contractor) must meet to fulfill the agreement.	
NOTE: It is not mandatory to have a Contract and an Agreement established prior to posting Time, but it may be necessary before processing an invoice.	◄—Read Note
III. COMMON DATA	
A. To edit common data:	
1. Open the **Time** module.	
2. On the **Main** grid, click to select the **Contract Resource** of your choice.	
3. Click the **Edit** button in the **Main** toolbar.	
4. On the **Manage Resource – Edit Mode** window,	

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enter the appropriate common data.	
IV. CONTRACTORS, AGREEMENTS & ADMIN OFFICES	7.6-01-ISUITE-HO
A. To add or edit contractors, agreements, and administrative offices for payment:	7.6-02-ISUITE-HO 7.6-03-ISUITE-HO 7.6-04-ISUITE-HO
NOTE: Use the provided handouts to complete this exercise.	← **Read Note** 7.6-05-ISUITE-HO
NOTE: You must first verify whether the contractor is defined in I-Suite before creating a Contract record. If the contractor is not defined, you will need to click the **Add Contractor** button to add a new contractor.	← **Read Note** 7.6-06-ISUITE-HO 7.6-07-ISUITE-HO 7.6-08-ISUITE-HO 7.6-09-ISUITE-HO
NOTE: You only need to enter a contractor name once.	← **Read Note** 7.6-10-ISUITE-HO
1. On the **Time – Contracted** tab, select the appropriate contractor from the **Contractor Name** drop-down list. If the contractor name is not listed, use the following steps to add the contractor:	
a. Click the **Add Contractor** button.	
b. On the **Add – Contractor** window, enter the following information: • Name • TIN (Tax Identification Number) • DUNS (D&B DUNS Number) • Address • City • State • Zip • Phone.	
c. To save the new contractor, click the **Save** button.	
NOTE: If the agreement is not defined in I-Suite, you will need to click the **Add Agreement** button to add a new agreement.	← **Read Note**
d. To close the **Contracts** window, click the **Close Contracts** button.	
2. From the **Agreement Number** drop-down list, select	

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the appropriate **Agreement Number**. If the agreement number is not listed, use the following steps to add the agreement:	

a. Click the **Add Agreement** button.

b. On the **Add - Agreement** window, enter the following information:

- Agreement Number
- Beginning Date (MMDDYYYY)
- Ending Date (MMDDYYYY)
- Point of Hire (location at the time of hire)
- Administrative Office For Payment.

  If the appropriate office is not listed in the **Administrative Office For Payment** drop-down list, click the **Add New Administrative Office for Payment** button. Then enter the appropriate information for the office in the boxes that display. Click the **Save** button to save the office information.

NOTE: You only need to enter an Administrative Office For Payment once. — **Read Note**

c. To save the new agreement, click the **Save** button.

3. Click the **Close** button until you return to the **Manage Resource - Edit Mode** window.

B. To define resource information for the contractor:

1. On the **Time – Contracted** tab, enter the following resource data:

   a. In the **Unique Name or VIN** box, type a unique name for the resource or a VIN if the resource is a vehicle.

   b. In the **Description 1** box, type an appropriate description (make, model, etc., if any).

   c. In the **Description 2** box, type an appropriate description (make, model, etc., if any).

   d. In the **286 Remarks** box, type any remarks you

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want to print on the OF-286 Invoice.

e. If the contracted resource has a government provided operator, click to check the **Gov't Operator** checkbox.

f. If the government is providing supplies to the contracted resources, click to check the **Gov't Supplies** checkbox.

g. In the **Date Hired** box, type the **Date Hired** in the format MMDDYYYY.

h. In the **Time Hired** box, type the **Time Hired**.

i. If the resource was withdrawn, click to check the **Withdrawn** checkbox.

C. To define rates:

1. On the **Time – Contracted** tab, complete the following information in the rates section:

a. From the **Rate Type** drop-down list, select the appropriate **Rate Type**.

b. From the **UOM** drop-down list, select the appropriate **Unit of Measure**.

c. In the **Rate $** box, type the appropriate **Rate** for the selected **Rate Type** and **Unit of Measure**.

d. In the **Guarantee $** box, type the appropriate **Guarantee** amount, if any.

e. In the **Description** box, type an appropriate **Description**, if any.

f. To save the rate, click the **Save Rate** button.

g. Repeat these same steps to add additional rates, as needed.

2. After entering all **Time – Contracted** information, click the **Save** button.

3. On the **Warning – Check for Correct Agreement/Contractor** window, click the **Yes** button.

NOTE: Make sure you always look at this message, before clicking the **Yes** button. It is easy on a busy incident to make a mistake here.

Read Note

V. OPERATORS

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A. To add operators to a contracted resource:	
NOTE: Not all Contracted Members/Operators require Time data.	Read Note
1. Open the **Time** module.	
2. In the **Resources** grid, click the appropriate contracted resource.	
3. Click the **Edit** button in the toolbar.	
4. On the **Manage Resource – Edit Mode** window, click the **Roster** button.	
5. On the **Roster Resource – Add Mode** window, enter the appropriate information.	
NOTE: If you are using the IAP module, you need to check the box for a **Leader** when rostering.	Read Note
NOTE: The Member/Operator may have been added during the initial check-in process.	Read Note
NOTE: Rostering a Member/Operator is the same as adding and editing Crews.	Read Note
NOTE: Use the information listed on the handouts to add additional Contracted resources.	Read Note
REVIEW UNIT OBJECTIVES.	Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.7 – Time: Posting Contract Resource Time.
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:

1. Identify primary and special rate options.
2. Post for each unit of measure.
3. Identify when to use the ½ rate and the guarantee functions.
4. Post contracted resource time.
5. Repost a day of time.
6. Delete a row of time.
7. Preview/print an OF 286 report.

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INTRODUCE THE UNIT.	**Instructor Comments**
PRESENT UNIT OBJECTIVES.	
I. POST CONTRACTOR TIME	7.0-14-ISUITE-EP
A. Identify primary and special rate options.	
B. Post for each unit of measure.	
C. Identify when to use the ½ rate and the guarantee functions.	
D. Post contracted resource time.	
E. Repost a day of time.	
F. Delete posted time.	
G. Preview/print an Emergency Equipment – Use Invoice and/or Itemized Deductions (OF-286) report	
II. POSTING OPTIONS	
A. Identify primary and special rate options.	
EXPLAIN THE USE OF PRIMARY AND SPECIAL RATE OPTIONS.	**Instructor Comment**
B. Understand posting for each unit of measure.	
1. To post a **Daily Rate** for Contracted Resources, complete the **Start Date** and **End Date** boxes.	
NOTE: You can post for one date or for a range of up to five dates.	**Read Note**
2. To post an **Hourly Rate** for Contracted Resources , complete the **Date**, and the **Start** and **Stop Time** boxes.	
NOTE: To ensure a guarantee is posted for equipment that is still under hire but is not currently being used on any given day, enter a minimum of 15 minutes of work time and one mile of mileage.	**Read Note**
3. To post **Mileage** for Contracted Resources, complete the **Date** and **Miles** boxes.	
4. To post **Each** for Contracted Resources, complete the **Date** and **Each** boxes.	
C. Identify when to use the **½ Rate** and the **Guarantee** functions.	
1. The **½ Rate** can apply to the **Primary**, **Special**, or	

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Both Rates when posting. The **½ Rate** will reduce the **Guarantee Amount** on Daily by half.	
2. To post for Equipment that is still under hire, but not currently being used on any given day, enter a **Minimum** for the **Specific Unit Of Measure** to trigger the **Guarantee**.	
3. The **Guarantee Amount** only displays on the OF 286. It does not display on the Incident Post-Posting Equipment window.	
III. POST CONTRACTED RESOURCES TIME	7.7-01-ISUITE-HO
A. To post contracted resource time:	7.7-02-ISUITE-HO 7.7-03-ISUITE-HO
NOTE: For this exercise, you will use **Shift Tickets** to Post Time to Contracted Resources.	← **Read Note**
1. Open the **Time** module.	
2. Click the **Post Time** button in the **Time** toolbar.	
3. In the **Resources** grid, click the appropriate contracted resource.	
4. From the **Primary** drop-down list, select the appropriate primary rate for the resource.	
5. If applicable, select the appropriate rate from the **Special** drop-down list.	
6. From the **Account Code** drop-down list, select the appropriate account code.	
7. Under **Post Options**, click to select the appropriate option.	
NOTE: Post options display based on the Primary and Special UOM's selected.	← **Read Note**
8. If one-half rate applies, click to check the **½ Rate** checkbox.	
9. Enter the appropriate posting information for that **Rate Type** and **Unit of Measure**.	
10. Complete the other fields based on the settings defined under **Posting Options**.	
11. To commit the posting, click the **Save** button.	
IV. EDIT TIME	
A. To repost different hours for a contracted resource that	

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already had time posted for the day:	
NOTE: When you repost **Contracted Resource Time**, you can add to the original posting or overwrite the existing entry.	Read Note
NOTE: For this example, you will overwrite the existing entry.	Read Note

1. Open the **Time** module.
2. Click the **Post Time** button in the **Time** toolbar.
3. In the **Resources** grid, click the appropriate contracted resource.
4. From the **Primary** drop-down list, select the appropriate rate for the resource.
5. If applicable, select a rate from the **Special** drop-down list.
6. From the **Account Code** drop-down list, select the appropriate account code.
7. Under **Post Options**, click to select the appropriate option.
8. If one-half rate applies, click to check the **½ Rate** checkbox.
9. Enter the appropriate posting information for that **Rate Type** and **Unit of Measure**.
10. Complete the other fields based on the settings defined under **Posting Options**.
11. To commit the posting, click the **Save** button.
12. On the **Already Posted** window, click the **Overwrite** button.

EXPLAIN THE DIFFERENT OPTIONS ON THE "ALREADY POSTED" DIALOG BOX. — Instructor Comment

B. To delete a row of posted time:

NOTE: For this exercise, you will delete Posted Time using the same Contracted Resource. — Read Note

1. Open the **Time** module
2. Click the **Post Time** button in the **Time** toolbar.
3. In the **Resources** grid, click the appropriate contracted resource.

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4. Under **Equipment Post Detail**, click anywhere in the row you want to delete. Then click the **Delete** button.	
5. On the **Time: Delete Posting for Contractor** window, click the **Yes** button.	
6. To close the **Contractor Post** window, click the **Close** button.	
V. PRINT INVOICE	
A. To preview or print an Emergency Equipment – Use Invoice and/or Itemized Deductions (OF-286) report:	
1. Open the **Time** module.	
2. In the **Resources** grid, click the appropriate contracted resource.	
3. Click the **Print Invoice** button in the **Time** toolbar.	
4. On the **OF-286** window, identify the following information:	
a. Click one of the following options under **Select By**:	
• **Request Number** - Enter the request number in the **Request Number** box.	
• **Name** - Enter the name in the **Resource Name** box.	
b. From the **Last Date Include on Invoice** drop-down list, select the appropriate **Date**.	
EXPLAIN INCLUSIVE DATES AND HOW THEY APPLY TO PREVIOUS AND FUTURE INVOICES (I.E. PARTIAL PAYMENTS).	← **Instructor Comment**
c. If the resource is being demobed, enter the appropriate release date and time in the **Actual Release Date and Time** boxes.	
d. To save the **Actual Release Date/Time**, click the **Save Release Date/Time** button.	
e. Under **Print Options**, click to select one of the following:	
• **Preview/Print DRAFT Invoice** - Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice.	
• **Preview/Print ORIGINAL Invoice -**	

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Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, you cannot make any changes to it.	
NOTE: If a resource has a supply item that is not consumable issued to them and an Original Invoice is printed, a notification message displays indicating that the resource has supplies issued to them. Click the **OK** button to continue printing the invoice. Click the **Cancel** button to abort the print process.	Read Note
• **Preview/Print DUPLICATE ORIGINAL Invoice** - Generates a copy of an Original Invoice. A list of available invoices from which you can select displays when you click this option.	
NOTE: Once an **Original Invoice** is created, that **Date Range** for the **Resource** is **Locked**. You cannot edit the information when it is Locked.	Read Note
f. When generating a **Draft** Invoice, click to select one of the following **Report Options**:	
• OF 286 with Itemized Deductions	
• OF 286 Only	
• Itemized Deductions Only.	
NOTE: When you are printing an **Original Invoice** or a **Duplicate Original Invoice**, only the **OF-286 with Itemized Deductions** option is available.	Read Note
g. If this is the final invoice for the Resource, click to check the **Final Invoice** box.	
h. To preview and then print the report, click the **Preview** button. Then click the **Print Report** button on the **Preview** window.	
i. To print the report without previewing it, click the **Print** button.	
j. To delete the last invoice for the selected resource, click the **Delete Last Invoice for Selected Resource** button.	
NOTE: You can only make changes by deleting the Original	Read Note

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invoice if the invoice was not submitted for payment. Once an original invoice is included in the Export, you will not be able to delete it.	
REVIEW UNIT OBJECTIVES.	←Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.8 – Time: Working with Adjustments.
SUGGESTED TIME:	20 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:

1. Post an adjustment.
2. Edit an adjustment.
3. Delete an adjustment.

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INTRODUCE THE UNIT.	◄—Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ADJUSTMENTS	7.0-15-ISUITE-EP
A. Post an adjustment.	
B. Edit an adjustment.	
C. Delete an adjustment.	
NOTE: Working with Adjustments is very straightforward. Once you select a resource, enter the date, description of the item for which the adjustment is being made (e.g. Quarters and Lodging, Meals, Travel, etc.), and amount.	◄—Read Note
NOTE: You can review the details of Adjustments on the OF 288 and OF 286.	◄—Read Note
II. POST ADJUSTMENT	7.8-01-ISUITE-HO 7.8-02-ISUITE-HO
NOTE: For the next exercises, you will use the Commissary/Fuel Issue to Post Adjustments to Resources.	◄—Read Note
A. To post an adjustment:	
1. Open the **Time** module.	
2. Click the **Adjustments** button in the **Time** toolbar.	
3. In the **Resources** grid, click the resource for which you are creating the adjustment.	
4. From the **Activity Date** drop-down list, select the appropriate **Activity Date**.	
5. If the resource has an **AD** employment type, the **Categories** box displays on the **Add Adjustments** window. From the **Categories** drop-down list, select the category to which the adjustment applies.	
6. In the **Commodity** box, enter a description of the commodity (e.g. socks, boots, toiletries, etc.).	
NOTE: If you identify a **Category**, you do not have to define a **Commodity**.	◄—Read Note
7. In the **Amount** box, type the purchase amount for the commodities. Use the format 99.99.	
NOTE: To post an Addition, place a Negative Sign (-) in	◄—Read Note

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front of the purchase amount.	
8. To save the adjustment, click the **Save** button.	
III. EDIT ADJUSTMENT	
A. To edit an adjustment:	
REVIEW THE COMMISSARY ISSUE RECORD TO BE USED FOR THIS EXERCISE.	◄—Instructor Comment
NOTE: Once an Original Invoice prints, you cannot edit the Adjustment.	◄—Read Note
1. Open the **Time** module.	
2. Click the **Adjustments** button in the **Time** toolbar.	
3. In the **Resources** grid, click the appropriate resource.	
4. On the **Adjustments** window, click to select the row you want to edit. Then click the **Edit** button.	
5. Edit the adjustment information, as needed.	
6. To save your changes, click the **Save** button.	
B. To delete an adjustment.	
NOTE: Once an Original Invoice prints, you cannot delete the adjustment.	◄—Read Note
1. Open the **Time** module.	
2. Click the **Adjustments** button in the **Time** toolbar.	
3. In the **Resources** grid, click the appropriate resource.	
4. On the **Adjustments** window, click to select the row you want to delete. Then click the **Delete** button.	
5. To save your changes, click the **Save** button.	
REVIEW UNIT OBJECTIVES.	◄—Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.9 – Time: Time Reports.
SUGGESTED TIME:	20 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:

1. Run and print standard Time reports.
2. Print/Fax a Personnel Time Report.

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INTRODUCE THE UNIT.	◄—Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. TIME REPORTS	7.0-16-ISUITE-EP
A. Print standard Time reports.	
B. Print/Fax a Personnel Time Report.	
II. STANDARD REPORTS	
A. To print standard Time reports:	
NOTE: I-Suite has a number of features that allow you to print Standard Reports.	◄—Read Note
1. Click the **Reports** button in the toolbar. Then click the **Time** button on the Reports window. OR From the **Reports** drop-down menu, select **Time Reports**.	
2. Click to select one of the following reports:	
a. **Work/Rest Ratio** - This report identifies the ratio between work and rest for a resource at the incident. To generate a Work/Rest Ration report, complete the following Report Settings:	
• Under **Sort by**, click to select the sort to use for the report.	
• Select one of the following options:	
o **Select a Specific or Partial Request Number** - Then select the number from the **Request Number** drop-down list.	
o **Select a Specific Person** - Then select the name from the **Person** drop-down list.	
o **Select all Personnel** - No other options are defined.	
• Enter the appropriate **Start Date** and **End**	

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Date.

- To print the report, click the **Print** button. To preview the report, click the **Preview** button.

b. **Summary of Hours for Personnel** - This report contains a summary of the hours worked for All Personnel or a Specific Individual.

To generate a Summary of Hours for Personnel report, complete the following Report Settings:

- Click the **Select a Specific Person** option. Then select the person from the **Select Person** drop-down list.

  OR

  Click the **Select All Personnel** option.

- To print the report, click the **Print** button. To preview the report, click the **Preview** button.

c. **Payment Summary of Equipment Usage** - This report identifies the total amount that was paid for the use of a specific equipment resource.

To generate a Payment Summary of Equipment Usage report, complete the following Report Settings:

- From the **Contractor** drop-down list, select the appropriate **Contractor**.

- To print the report, click the **Print** button. To preview the report, click the **Preview** button.

d. **Shifts in Excess of Standard Hours** - This report identifies the work shifts that went over the standard hours.

To generate a Shifts in Excess of Standard Hours report, complete the following Report Settings:

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- Under **Sort by**, click to select the sort to use in the report.
- Select one of the following options:
  - **Select Specific or Partial Request Number** - Then select the number from the **Request Number** drop-down list.
  - **Select a Specific Person** - Then select the name from the **Person** drop-down list.
  - **Select All Personnel** - No other options are defined.
- Enter the appropriate **Start Date** and **End Date**.
- In the **Standard Hours** box, enter the standard hours to use in calculating the excess hours (e.g. if you enter 8, the report will include employees with hours in excess of 8).
- To print the report, click the **Print** button. To preview the report, click the **Preview** button.

e. **OF 288** - This report is the standard timekeeping record and payment document for federal and casual (AD) personnel involved in the fire fighting incident.

NOTE: An OF 288 includes all incidents and all accounting codes for the selected Request Number, Crew Name, Person, or All Personnel.

←Read Note

NOTE: The OF 288 and OF 286 only include Time for the selected incident. To include Time for all incidents, switch to Manage All Incidents As One.

←Read Note

To generate an Emergency FireFighter Time Report (OF 288) report, click the OF-288 option. Then complete the appropriate Report Settings.(For additional instructions, refer to “Preview/print an Emergency FireFighter Time Report (OF 288) report” in the “Posting

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Personnel Time" section).

f. **OF 286 and/or Itemized Deductions** - This report is the standard invoice for emergency equipment used at an incident.

To generate an Emergency Equipment Invoice and/or Itemized Deductions (OF 286) report, click the OF-286 and/or Itemized Deductions option. Then complete the appropriate Report Settings. (For additional instructions, refer to "Preview/print an Emergency Equipment – Use Invoice and/or Itemized Deductions (OF 286) report" in the "Posting Contract Resource Time" section).

g. **Contractor Debits** - This report identifies debit amounts for a selected contractor.

To generate a Contractor Debits report, complete the following Report Settings:

- From the **Contractor** drop-down list, select the appropriate **Contractor**.
- To print the report, click the **Print** button. To preview the report, click the **Preview** button.

h. **Commissary Authorization** - This is the standard form that firefighters must have to receive their pay or purchase any items from the Commissary. This form includes the person's name, social security number, and employment information.

To generate an Emergency FireFighter Commissary Authorization report, complete the following Report Settings:

- Select one of the following options:
  - o Select a **Specific Request Number** - Then select the number from the **Request Number** drop-down list.
  - o **Select a Specific Crew** - Then select the crew from the **Crew Name** drop-down list.

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- o **Select a Specific Person** - Then select the name from the **Person** drop-down list.

- To print the report, click the **Print** button. To preview the report, click the **Preview** button.

i. **Equipment Management** - This report identifies the equipment being used at the incident.

To generate an Equipment Management report:

- Click to select **Equipment Management**.
- To print the report, click the **Print** button. To preview the report, click the **Preview** button.

j. **Crew Roster** - The Crew Roster contains a list of all members assigned to the crew selected on the **Select Report** window.

To generate a Crew Roster report, complete the following Report Settings:

- From the **Request Number** drop-down list, select the appropriate **Request Number**.

  OR

  From the **Crew Name** drop-down list, select the appropriate **Crew**.

- To print the report, click the **Print** button. To preview the report, click the **Preview** button.

k. **Commissary Charges by Date** - This report identifies resources that have made charges to the Commissary.

To generate a Commissary Charges by Date report:

- Click to select **Commissary Charges by Date**.

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• To print the report, click the **Print** button. To preview the report, click the **Preview** button.	
l. **Personnel Time Report (Print / Fax)** - This report identifies posted time for FED or OTHER personnel. Only those personnel that meet the following requirements are included in the report:	
• Time Posted	
• Assigned fax number	
• Employment code of FED or OTHER	
• An employment status that is NOT D (Demobilized)	
To generate a Personnel Time Report, complete the following Report Settings:	
NOTE: For the people you want to include on the report, select a range of dates (**Start Date** and **End Date**) that includes the days for which **Time** was posted.	←Read Note
• From the **Start Date** drop-down list, select the appropriate **Start Date**.	
• From the **End Date** drop-down list, select the appropriate **End Date**.	
NOTE: When you select the date range, resources that meet the defined criteria display in the **Select Admin Offices** box on the left side of the window. If there are no entries in the box, then one or more of the criteria items was not met for the selected range of dates.	←Read Note
• In the **Time Unit Leader's Name** box, enter the **Time Unit Leader's Name**.	
• In the **Time Unit Leader's Phone #** box, enter the **Time Unit Leader's Phone #**.	
NOTE: The agencies and payment offices that display in the box on the left side of the window can be expanded by clicking the Plus Sign (+) or collapsed by clicking the Minus Sign (-) next to the corresponding item.	←Read Note

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• Under **Select Admin Office(s) for Payment**, click to check the checkbox next to each office you want to include in the report.	
NOTE: When you select an agency, all offices from that agency are selected in the tree. You can select individual offices within an agency. However, you cannot select individual people in the tree. Selecting an individual person selects all people assigned to the same Fax number and includes them on the report.	Read Note
• To print the report, click the **Print** button. To preview the report, click the **Preview** button.	
NOTE: A new page is generated for each Fax number included on the report.	Read Note
• To fax a Personnel Time Report directly from I-Suite, click the **Fax** button.	
NOTE: Requirements for faxing a Personnel Time Report are:	Read Note
• A Fax Modem that is properly installed and correctly configured.	
• A Fax Printer Device properly set-up in the Printers folder.	
To fax a Personnel Time Report directly from I-Suite, click the **Fax Report** button.	
NOTE: A message displays instructing you to set your **Fax Printer as the Default Printer**. DO NOT click **OK** until the **Fax Printer** is set as the **Default Printer**.	Read Note
Follow the on-screen prompts for faxing the report.	
m. **Missing Days of Postings** - The Missing Days of Postings report identifies those resources with missing posted time.	
To generate a Missing Days of Posting Report, complete the following Report Settings:	

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- Select one of the following options:
    - o **Request Number** - Then select the number from the **Request Number** drop-down list
    - o **Name** - Then select the name from the **Name** drop-down list.
    - o **All** - Then click either **Non- Contract Only (OF-288)** or **Contract Only (OF-286)**.
- Select one of the following **Sort By** options:
    - o Request #
    - o Name
- To print the report, click the **Print** button. To preview the report, click the **Preview** button.

n. **List last posting Date by Resource** - This report lists the last posting date by resource name.

To generate a Last Posting Date by Resource List, complete the following Report Settings:

- Select one of the following options to identify the resources to include in the report:
    - o All Resources
    - o OF286 Resources
    - o OF288 Resources
- Click the **Sort** to use in the report. Then click the > button to add the sort to the **Sort By** box. Repeat this step for each sort you want to include.
- To print the report, click the **Print** button. To preview the report, click the **Preview** button.

REVIEW UNIT OBJECTIVES.

Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.10 – Time: Advanced Contracting (Optional).
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:

1. Add complex contract information.
2. Post time for contracted resources with complex contracts.

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IINTRODUCE THE UNIT.	◄—**Instructor Comments**
PRESENT UNIT OBJECTIVES.	
IF TIME PERMITS AND THE STUDENTS ARE INTERESTED, YOU MAY WANT TO TEACH THIS UNIT.	◄—**Instructor Comment**
I. ADVANCED CONTRACTOR	
A. Identify existing contractors	
B. Add complex contract information.	
C. Attach agreement to contractor	
D. Link a contractor and agreement to a resource and rate.	
E. Identify key points for working with rate types and UOM	
F. Post time for contracted resources with complex contracts.	
II. COMPLEX CONTRACTS	7.10-01-ISUITE-HO 7.10-02-ISUITE-HO
NOTE: This section identifies how to work with complex contracts for resources, such as contract crews and engines, portable toilets, and resources with multiple rates based on duration.	◄—**Read Note** 7.10-03-ISUITE-HO 7.10-04-ISUITE-HO 7.10-05-ISUITE-HO 7.10-06-ISUITE-HO
NOTE: Review contracts and shift tickets to add contractor data and to post time to contracted resources.	◄—**Read Note**
A. To identify existing contractors:	
1. Open the **Time** module.	
2. From the **Time** drop-down menu, select **Contractors**.	
3. To view all contractors with agreements, click the **Contractors with Agreements** option. When you select this option, the grid at the bottom of the window displays a list of all contractors with agreements.	
4. To view all contractors with resources, click the **Contractors with Resources** option. When you select this option, the grid at the bottom of the window displays a list of all contractors with resources.	
B. To add a new contractor:	
1. Open the **Time** module.	

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2. From the **Time** drop-down menu, select **Contractors**. 3. Click the **Add** button in the **Main** toolbar at the top of the window. 4. Complete the following information: a. Name (Required) b. TIN (Required) c. DUNS d. Address e. City f. State g. Zip h. Phone 5. Click the **Save** button to save the record. Then click the **Close** button to close the **Add Contractor** area at the bottom of the window. C. To create an agreement and attach it to a contractor: 1. On the **Contractor** window, click the appropriate contractor in the grid. 2. Click the **Add Agreement** button. 3. Complete the following information: a. Agreement Number b. Begin Date c. Expiration Date d. Point of Hire e. Administrative Office for Payment 4. Click the **Save** button. To close the **Add Agreement** area at the bottom of the window, click the **Close** button. 5. Click the **Close Contracts** button to close the **Contractor** window. D. To link a contractor and agreement to resources and rates: 1. In the **Resources** grid, click the appropriate resource. 2. On the **Time-Contracted** tab, select the appropriate	

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contractor from the **Contractor Name** drop-down list.	
3. From the **Agreement Number** drop-down list, select the appropriate agreement number.	
4. Complete the following fields on the **Time-Contracted** tab:	
a. Unique Name	
b. Description 1 & 2	
c. 288 Remarks	
d. Hired Date & Time	
e. If appropriate, click to check the **Gov't Operator** and **Gov't Supplies** checkboxes.	
f. If appropriate, click to check with the **Withdrawn** checkbox.	
g. From the **Rate Type** drop-down list, select the appropriate rate type.	
h. From the **UOM** drop-down list, select the appropriate unit of measure.	
i. In the **Rate$** field, type the appropriate rate amount.	
j. Click the **Save Rate** button to save the rate	
5. Click the **Save** button on the **Time - Contracted** tab.	
NOTE: Make sure you add all primary rates and special rates for mileage.	**Read Note**
E. Key points for working with rate types and Units of Measure (UOM):	
1. All contracted resources must have a primary rate designation.	
2. A contracted resource may or may not have one to five special rate designations.	
3. **Units of Measure** include **Daily**, **Each**, **Hourly**, and **Mileage**.	
4. Make sure you match the correct rate type with the correct **UOM**.	
F. Post time for contracted resources with complex contracts.	7.10-07-ISUITE-HO 7.10-08-ISUITE-HO

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1. Open the **Time** module.	
2. Click the **Post Time** button to open the Posting area at the bottom of the window.	
3. In the **Resources** grid, click the contracted resource.	
4. On the **Contractor Post** tab, select the appropriate account code from the **Account Code** drop-down list.	
5. Under **Post Options**, click to select the appropriate **Rate Type**.	
6. If one-half rate applies, click to check the **1/2 Rate** checkbox.	
7. Post the appropriate information for that **Rate Type** and **Unit of Measure**.	
8. Click the **Save** button to commit the posting.	
9. Click the **Close** button to close the posting area at the bottom of the window.	
REVIEW UNIT OBJECTIVES.	← **Instructor Comment**