

I-SUITE

5.0 –ICARS OVERVIEW

OBJECTIVES

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

1. Describe the purpose and functions of ICARS.
2. Explain the difference between the integrated and stand-alone environments for ICARS and other I-Suite application.
3. Discuss the importance of data ownership, and of establishing guidelines and Standard Operating Procedures (SOPs) for data sharing.

I. INTRODUCTION:

- A. The primary purpose of ICARS is to capture incident resource costs for management reporting.

II. EXERCISE

A. Open ICARS

1. Double click the **ICARS** desktop icon
2. On the **ICARS Server and Database Selection** dialog box, click to select the database of your choice, and then click **OK**.

III. FUNCTIONS OF ICARS

- A. To capture and extrapolate incident costs from a variety of sources such as ITS time records, incident invoices, resource contracts, utility estimates, etc.
- B. To report costs for management decision making. Reporting recipients include incident team management, the host forest, and the USFS financial system.

IV. INTEGRATION vs. STAND-ALONE ENVIRONMENTS.

- A. In an *integrated environment*, all I-Suite users view the data from the same source. When I-Suite data is shared between IRSS, ICARS, and ITS, data ownership issues and data standards are critical. In a *stand-alone environment*, each group of users has a separate data source. While the data is shared between the programs, such as in reports, ownership issues are eliminated.
- B. Discuss the importance of data ownership, and of establishing guidelines and Standard Operating Procedures (SOPs) for data sharing.

V. DATA OWNERSHIP and STANDARD OPERATING PROCEDURES

- A. *Data ownership* gives authority to various I-Suite users to change and manage specific data elements. This authority is established as a safeguard to ensure data integrity for all I-Suite users.
- B. *Standard Operating Procedures* implies that each section of I-Suite users communicates effectively with other users for agreement as to who has ‘authority’ for certain data elements, e.g. Check-In typically has authority to change the resource status; a Time Recorder typically has authority to change or update a pay rate or accounting code.