

COURSE:	ICARS
UNIT:	5.1 – ICARS RESOURCE TABLE VIEW
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: <ol style="list-style-type: none">1. Understand the resource table view of data.2. Navigate effectively in the resource table view.3. Add, Copy, Edit or Delete a resource record.4. Effectively sort and filter to change the resource table view.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>I. INTRODUCTION:</p> <p>A. The <i>Resource table view</i> displays all records for resources assigned to an incident. The <i>Resource table view</i> is the primary grid displayed when you open ICARS. ICARS provides numerous ways to add, update, and display the data records for each distinct resource assigned to an incident.</p> <p>QUICKLY REVIEW AND DESCRIBE THE CONTENTS OF EACH FIELD AND THE PURPOSE OF EACH COLUMN OF DATA.</p> <p>II. EXERCISES</p> <p>A. To print the Kind Table.</p> <p>EXPLAIN THAT IT IS A GOOD IDEA TO PRINT OUT THIS TABLE SO THAT YOU MAY REFER TO IT WHEN YOU ARE AT AN INCIDENT.</p> <ol style="list-style-type: none"> On the Reports menu, click Reports. Under Categories, click to select Other Categories, and then click Lookup Tables. Under Report Filters and Formats, click Kinds, and then click the Print button. <p>ADDING A RESOURCE IS THE SAME FOR ALL RESOURCES – AIRCRAFT, EQUIPMENT, AND OVERHEAD.</p> <p>TYPICALLY, THE COST PERSON ONLY ENTERS AIRCRAFT AND SUPPLIES.</p> <p>SHOW THE LOCATION OF THE “NEW” BUTTON ON THE SCREEN.</p>	<p>Point out to students that “Resources” is on the blue header bar of the Resource table view.</p> <p>Give students a couple minutes to ‘poke’ around to become familiar and comfortable with the table view.</p> <p><i>exercise found on page 5.1-2 in student guide.</i></p>

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<p>B. To add a resource.</p> <ol style="list-style-type: none"> 1. On the Edit menu, click Resources. 2. Click the Add button. 3. On the Add New Resource dialog box, click the Incident drop-down arrow, and then click to select the Incident where the new resource is assigned. 4. In the Req # cell, type the Request Number of the new resource. 5. In the Resource Name cell, type the new Resource Name. 6. Click the Kind drop-down arrow, and then click to select the Kind of the new resource. 7. Click the Agency drop-down arrow, and then click to select the Agency of the new resource. 8. If appropriate, click the Cont Agency drop-down arrow, and then click to select the Contracting Agency of the new resource. 9. Click the Unit drop-down arrow, and then click to select the Unit of the new resource. 10. In the Assign Date cell, type the Date the new resource is assigned. 11. In the Release cell, type the Release Date of the new resource, if appropriate. 12. In the Description cell, type a description of the new resource. 13. When finished, click the Save button. <p>BE SURE TO CLICK THE SAVE BUTTON AFTER CREATING EACH NEW RESOURCE.</p>	<p><i>exercise found on page 5.1-2 in student guide.</i></p> <p>The COST person would typically enter equipment and overhead resources only in a stand-alone environment.</p> <p>Create a new resource for:</p> <ol style="list-style-type: none"> 1. A caterer (CTR). 2. A shower unit (SHW). 3. Incident phone charges (MISC). 4. Rental vehicles (TRAN). 5. Medical care (RES). 6. A generator (GEN). 7. Cache supplies (CACH). 8. Mob/Demob (TRAN). 9. Payment Team (OS). 10. Buying Team purchases (SUP). 11. Buying Team (OS). 12. Expanded Dispatch (OS). 13. Handwashing station (HNDW). 14. Land Use Agreement (LUA). 15. Helicopter from aircraft reporting handout.

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EXPLAIN THAT YOU CAN UTILIZE A RESOURCE RECORD AS A TEMPLATE TO CREATE A NEW RESOURCE.

- C. To copy a resource.
 - 1. On the **Resources** table, click in the left-most column to select the resource of your choice.
 - 2. Click the **Copy** button.
 - 3. On the **Add New Resource** dialog box, modify the following information as appropriate.
 - a. Incident.
 - b. Req #.
 - c. Resource Name.
 - d. Kind.
 - e. Agency.
 - f. Cont Agency.
 - g. Unit.
 - h. Assign Date.
 - j. Release.
 - k. Description.
 - 4. When finished, click the **Save** button.

exercise found on page 5.1-3 in student guide.

REMIND STUDENTS THAT THEY'RE LOOKING AT 'LIVE' DATA IN THE RESOURCE TABLE.

ONCE YOUR CURSOR ADVANCES TO THE NEXT CELL IN THE TABLE, YOUR EDITS ARE AUTOMATICALLY SAVED. THERE IS NO "UNDO."

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<p>D. To edit a resource.</p> <ol style="list-style-type: none"> 1. On the Resources table, click in the left-most column to select the resource of your choice. 1. To update the cell of your choice, double-click that cell, and then type to replace the contents of the cell with the new information. 2. To save your changes, press TAB or click to select another record. 	<p><i>exercise found on page 5.1-3 in student guide.</i></p>
<p>DELETING A RESOURCE DELETES THE RESOURCE RECORD AS WELL AS ALL RELATED RECORDS, INCLUDING TIME POSTINGS, CREDITS, AND DEBITS.</p>	
<p>REMEMBER, THERE IS NO “UNDO,” SO USE THIS WITH CAUTION!</p>	
<p>E. To delete a resource.</p> <ol style="list-style-type: none"> 1. On the Resources table, click in the left-most column to select the resource of your choice. 2. Click the Delete button. 3. On the Delete Current Resource Record dialog box, click Yes to confirm the delete or click No to preserve the record. 	<p><i>exercise found on page 5.1-4 in student guide.</i></p>

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<p>EXPLAIN THE SORT/FILTER BUTTON, WHICH ALLOWS YOU TO VIEW SPECIFIC GROUPINGS OF DATA.</p> <p>F. To sort data elements by column heading.</p> <ol style="list-style-type: none"> 1. Locate the column heading that identifies the data element you want to sort, and then click that column heading title. <p>HAVE THE STUDENTS SORT DIFFERENT COLUMNS.</p> <p>G. To filter data for a specific type of data.</p> <p>SHOW THE LOCATION OF THE FILTERS DROP_DOWN ARROWS.</p> <ol style="list-style-type: none"> 1. Click the left Filters drop-down arrow, and then click to select the Incident Filter of your choice. 2. Click the right Filters drop-down arrow, and then click to select the Resource Type of your choice. <p>HAVE THE STUDENTS FILTER FOR DIFFERENT INCIDENTS AND RESOURCE TYPES.</p> <p>PRACTICE, PRACTICE, PRACTICE.</p> <p>EXPLAIN THAT, FOR THE NEXT 15 MINUTES OR SO, STUDENTS WILL “BUDDY UP” TO ADD THE FOLLOWING RESOURCES TO THE DATABASE.</p> <p>THERE IS NO ABSOLUTE RIGHT OR WRONG ANSWER.</p>	<p><i>exercise found on page 5.1-4 in student guide.</i></p> <p><i>exercise found on page 5.1-4 in student guide.</i></p> <p>Select ID-SCF-00000 from the drop-down list.</p> <p>Select Equipment from the drop-down list.</p> <p>Call students back as one group, and then ask each partner grouping to share with the class how they entered one of the resources.</p>

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<p>H. To create new resource records.</p> <p>1. Create resource records for the following.</p> <ul style="list-style-type: none"> a. A caterer (CTR). b. A shower unit (SHW). c. Incident phone charges. d. Rental vehicles. e. Medical care (RES). f. A generator (GEN). g. Cache supplies (CACH). h. Mob/Demob (TRAN). i. Payment Team. j. Buying Team. k. Expanded Dispatch. l. Supplies - other (SUP). m. Land Use Agreement (LUA). 	<p><i>exercise found on page 5.1-4 in student guide.</i></p>