

## 5.3 – ICARS FILE MENU

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### OBJECTIVES

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

1. Create a new incident.
2. Find and open the default I-Suite database.
3. Open the training database.
4. Utilize the Options feature.

## I. INTRODUCTION:

- A. The ICARS File menu allows you to create a new incident, open an existing incident, change ICARS display settings, and modify your printer settings.

## II. EXERCISES

Key Concept: The I-Suite default database is:

- part of the installation package
- blank
- should *not* be used as the incident database.

A. To create a new incident.

1. On the **File** menu, click **New Incident**.
2. Complete the following boxes.
  - a. Number.
  - b. Name.
  - c. Location.
3. Click the **Start Date** drop-down arrow, and then click to select the **Start Date** of the incident.
4. Click the **State** drop-down arrow, and then click to select the **State** of your choice.
5. When finished, click the **Save** button.

B. To locate and open the default I-Suite database.

1. On the **File** menu, click **Open Database**.
2. On the **ICARS Server and Database Selection** dialog box, click the **Database** drop-down arrow, click to select **Isuite**, and then click **OK**.
3. On the **Isuite** dialog box, click **OK**.

C. To open the training database.

1. On the **File** menu, click **Open Database**.

2. On the **ICARS Server and Database Selection** dialog box, click the **Database** drop-down arrow, click to select the **training** database, and then click **OK**.
- D. To change your screen options.
1. On the **File** menu, click **Options**
  2. On the **Options** dialog box on the **Grid** tab, click the **Item** drop-down arrow, and then click to select **Back Color Odd**.
  3. Click the **Click Color to Change** color square, click to select the **Color** of your choice from the **Color** dialog box.
  4. Click **OK**, and then click **Apply**.
  5. For every database you want to remove from your login, click the **Login Remove** tab, click to select the check boxes of your choice, and then click **Apply**.