

## 5.4 – ICARS EDIT MENU

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### OBJECTIVES

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

1. Explain the concept of a lookup table.
2. Find and identify the following:
  - a. Incident name, date and location
  - b. Accounting Codes
  - c. Kinds
  - d. Rate of a specific resource type
  - e. Rate Groups
  - f. Other identifiers.

I. INTRODUCTION:

- A. The Edit menu in ICARS allows you to access the I-Suite lookup tables. A *lookup table* is a data table used to populate drop-down lists or other standard lists of options. ICARS, along with all the I-Suite applications, utilizes numerous lookup tables such as Incidents, Accounting Codes, Kinds, Rates, Rate Groups, Agencies, and Home Units. You will use these tables of data for all incidents.

II. EXERCISES

- A. To identify the number and names of incidents in the open database.
1. On the **Edit** menu, click **Incidents**.
  2. On the **Incident** lookup table, click to select the **Incident** of your choice.
- B. To enter end dates for an incident.
1. Click to select the **Incident** of your choice.
  2. Click the **End Date** drop-down arrow, and then click to select the **End Date** for the incident of your choice.
  3. When finished, click the **Exit** button.
- C. To identify accounting codes used on an incident.
1. On the **Edit** menu, click **Accounting**.
  2. When finished reviewing the accounting codes, click the **Exit** button.
- D. To find the default rates used to calculate costs for specific resources.
1. On the **Edit** menu, point to **Rates**, and then click **Rates**.
  2. Under **Rate Kinds**, click to select the rate **Kind** for the resource of your choice.
  3. Review the **Rates** lookup table for that resource.
  4. When finished, click the **Exit** button.
- E. Find the lookup tables for Agencies, Rate Groups, and Home Units.
- F. Find the default Quantity, Units and Rate Type for a Bus (Kind lookup).
- G. Find the rate for a Federal Type 3 Engine (Rate lookup).

- H. Find the rate group for FS (Agency lookup).
- I. Find the BLM home units in New Mexico (Home Unit lookup).
- J. What are the Kind Group categories with alpha code (Kind Group lookup)?
- K. What are the bottom two rates in the Rate Type table?