

5.6 – ICARS GRAPHS MENU

OBJECTIVES

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

1. Generate a standard graph.
2. Utilize graph customization features.

I. INTRODUCTION:

- A. ICARS allows you to produce a number of standard “canned” graphs for management decision-making. You can select a general format and then modify the graphical display for presentation.

II. EXERCISES

- A. To generate a standard graph.

1. On the **Graphs** menu, click **Total Cost**.
2. Review the graph, and then click the **Exit** button.
3. On the **Graphs** menu, click **Cost by Date**.
4. Click the **Date(s)** drop-down arrows, and then click to select the **Dates** of your choice.
5. Click the **Incident** drop-down arrow, and then click to select the **Incident** of your choice.
6. Click the **Options** button, and then modify one or more of the following, as desired.
 - a. Font Sizes.
 - b. Graph Titles.
7. Review the graph, and then click the **Exit** button.

- B. To generate an Aircraft graph.

1. On the **Reports** menu, point to **Aircraft Graphs**, and then click to select the **Aircraft Graph** of your choice.

- C. To customize a graph using a standard graph.

1. On the **Graphs** menu, click **Total Cost**.
2. Complete the directions on Graph Exercise handout from student binder.

- D. To generate other reports.

1. Run a **Cumulative Cost Detail** report by **Agency**.
2. Run a **Weekly Summary Multi-Incident** report by **Accounting** within the date range of **07/23/03** to **08/05/03**.
3. Run **Exception** reports from **Other Categories**.