

5.8 – ICARS MISCELLANEOUS TOPICS

OBJECTIVES

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

1. Set or change an incident start / end date.
2. Find and identify ICARS version specifications.
3. Utilize global daily record locking.
4. Find and identify the Help/Support contact information.
5. Explain the purpose of each ICARS reference document.
6. Describe a typical daily schedule for the COST position.

I. INTRODUCTION:

- A. In ICARS, you have a variety of features, resources, and documentation to facilitate management of incident data.

II. EXERCISES

- A. To set or change an incident start/end date.
1. On the **Edit** menu, click **Incidents**.
 2. On the **Incident** table, click to select the **Incident** of your choice.
 3. Click the **Start Date** drop-down arrow, and then click to select the **Date** of your choice.
 4. Click the **End Date** drop-down arrow, and then click to select the **Date** of your choice.
- B. To locate the version of ICARS currently loaded on your personal computer.
1. On the **Help** menu, click **About**.
- C. To use the global daily record locking feature.
1. On the **Utilities** menu, click **Daily Record Locking**.
 2. On the **Daily Record Locking** dialog box, click the **Start Date** drop-down arrow, and then click to select the **Date** of your choice.
 3. Click the **End Date** drop-down arrow, and then click to select the **Date** of your choice.
 4. Click **Lock**, and then click **OK**.
 5. On the **ICARS** dialog box, click **OK**.
- D. To obtain contact information for ICARS and I-Suite.
1. On the **Help** menu, click **Support**.

2. Perform the following.
 - a. To access the **I-Suite website**, start your **Internet browser**, and then type <http://isuite.nwcg.gov> in the **Address** bar.
 - b. To contact the **I-Suite helpdesk**, call (866) 224-7677.
 - c. To email the **I-Suite helpdesk**, email: helpdesk@dms.nwcg.gov.
- E. Explain the purpose of each ICARS reference document.
 1. *Quick Reference Guide*: A three-page synopsis of the primary functions and tasks performed via ICARS. This manual is available from the I-Suite website, in the documentation section.
 2. *User Guide*: The in-depth guide to ICARS functions and features. This manual is available from the I-Suite website, in the documentation section.
 3. *Bugs and Tips*: Lists recently-discovered bugs, along with tips for resolution or suggested temporary work-arounds. This page is updated frequently during fire season.
- F. To understand the typical daily schedule for the COST position.
 1. Refresh / Create Daily / ITS Update – early, i.e. by 0800
 2. Fax previous day's FS Obligation report to host agency – set by the host agency, typically by 1200.
 3. Cumulative fire cost from Incident Daily Summer report for the IAP – set by the Plans Section, typically 1500.
 4. Reports to Finance Section Chief and COST documentation folder – as requested by the FSC.
 5. Run and finalize the Obligation report – approx .2100.