

I-SUITE

4.0 –ITS OVERVIEW

OBJECTIVES

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

1. Describe the different functions you can perform in ITS.
2. Explain the difference between the integrated and stand-alone environments with ITS and other I-Suite application.
3. Discuss the importance of data ownership, and of establishing guidelines and Standard Operating Procedures (SOPs) for data sharing.
4. Understand the ITS menu bar and menu options.
5. Identify the management reports available in ITS.

I. INTRODUCTION

- A. The primary purpose of ITS is to create pay documents, the Fire Time Report (OF-288) and the Equipment Use Invoice (OF-286).
- B. Collecting accurate time data allows you to generate management reports.
- C. Since data is shared between IRSS, ICARS, and ITS, data ownership issues and data standards are critical in an integrated environment.
- D. For example, changing, adding, and deleting data within IRSS affects the data within ICARS and ITS.
- E. In a stand-alone environment, you have data ownership. The data is shared between the programs, but ownership issues are eliminated.
- F. What works for one incident might not work well for others.

II. LAYOUT OF THE INCIDENT TIME SYSTEM SCREEN AND MENU BAR.

- A. ITS menu bar.
- B. Function buttons.

III. MAJOR FUNCTIONS.

- A. Entering and editing an incident.
 - 1. Incident information is usually established upon arrival to the incident.
 - 2. It is a quick and easy process to enter or edit an incident or accounting code.
- B. Entering and editing personnel. Do you add or do you edit?
 - 1. For stand-alone environments, all data is entered and managed by ITS users.
 - 2. For the integrated environment, the resource is already entered in IRSS.
 - a. To produce pay documents, you must edit resources and add any additional data required.

C. Entering and editing crews.

1. What is a crew?
 - a. Handcrew
 - b. Engine members paid on an OF-288
 - c. Driver attached to a vehicle
 - d. Faller attached to a chainsaw and or vehicle
 - e. Helitack Crew.
2. A crew is defined as more than one resource sharing the same request number.
3. The same rules apply for crews as for personnel:
 - a. For the integrated environment, edit the crew and member data.
 - b. For stand-alone environments, add the crew and attach members.

D. Entering and editing contracted resources.

1. For the integrated environment, ITS can enter the contractor information, agreement number, and specific resource information once. The IRSS record is then attached to the contractor and agreement number.
2. For stand-alone environments, contractor information, agreement number, and specific resource information is collected and managed by ITS users.

E. Posting time.

F. Posting commissary and contractor debits/credits.

1. Allows you to post commissary deductions directly to an individual resource.
2. Allows you to post contractor debits and credits directly to an individual resource.

G. Review Personnel Search and Equipment Search.

1. Review sorting methods.

H. Generating management reports.

1. You can generate several helpful reports from data collected through ITS.
2. This valuable information can assist management with planning and decision-making.