I-SUITE

4.1 –ITS: ENTERING AND EDITING AN INCIDENT

OBJECTIVES

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

1. Add and edit incident data.
2. Add and edit incident accounts.
3. Identify the administrative office for payment
4. Understand how to manage all incidents as one

I. INTRODUCTION:

A. Manage one or more incidents.

B. Assign multiple accounting codes to an incident.

1. Choose a default incident and accounting code for each resource.

C. Identify the administrative office for payment.

D. Manage all incidents as one.

II. EXERCISES

A. To review and edit incident data.

1. On the **Incident Data** menu, click **Incident Add/Edit**.

2. Click the **Incident #** drop-down arrow, and then click to select the **Incident** of your choice.

3. Click the **Edit** tab.

4. Modify the incident information as appropriate.

5. To save your changes, click **Save**.

B. To add a new incident.

1. On the **Incident Data** menu, click **Incident Add/Edit**.

2. Click the **Add** tab.

4. Complete the incident information as appropriate:

a. Incident Name.
b. Incident Number.
c. Accounting Code.
d. Location.
e. State.
f. Start Date.

5. To save your changes, click **Save**.

C. To review and edit incident accounts.

1. On the **Incident Data** menu, click **Incident Accounts**.

2. Click the **Incident #** drop-down arrow, and then click to select the **Incident** of your choice.

3. Click the **Edit** tab.

4. Verify the incident information as appropriate.

5. To save your changes, click **Save**.

D. To add multiple accounting codes to an incident.

1. On the **Incident Data** menu, click **Incident Accounts**.

2. Click **Add**.

3. On the **Add Account** dialog box, complete the following information:

   a. Accounting Code.

   b. Agency Code.

4. To set this code as the default Accounting Code, click to select the **Set as Default Accounting Code For This Incident** check box.

5. Click **Save**.

E. To identify the administrative office(s) for payment.

1. On the **Incident Data** menu, click **Admin Office for Payment**.

2. Click the **Add** button.

3. On the **Add Office Information** dialog box, complete the following information:

   a. Office Name.

   b. Address 1.

   c. Address 2.

   d. City.

   e. ST.

   f. Zip.

4. Click **Save**.

F. To manage all incidents as one.

1. From any **ITS** screen, click to select the **Manage All Incidents as One** check box.