I-Suite Administrator's Guide

This I-Suite Administrator's Guide explains how to download and install I-Suite and use the AdminTool to manage your incident databases. Topics in this guide include:

- Getting started
- Getting help
- Installing I-Suite
- Managing security
- Setting up the server and client personal computers
- Managing your incident databases
- Exporting files to the data repository
- Importing ROSS data files.

Getting started

This section outlines the basic system requirements to install and use the I-Suite application and provides an overview to the I-Suite AdminTool. Topics in this section include:

- Understanding the basic I-Suite system requirements
- Using the I-Suite AdminTool.

Understanding the basic I-Suite system requirements

To adequately install and run the I-Suite application, your personal computer must have the following minimum system requirements:

- Internet Explorer version 5.5 or higher
- Microsoft Windows 2000 or higher, with administrator privileges.

Using the I-Suite AdminTool

Admintool.exe is a program that allows you to perform a variety of administration functions for I-Suite. The types of functions you can perform using the AdminTool include:

- changing your AdminTool password
- changing your ITS password
- create, attach, and detach your incident database
- backup and restore your incident database
- convert the incident database to MS Access.

When working in the server/client environment, remember these key points when using the AdminTool:

- Use the AdminTool only on the server machine.
- Disable the hibernate/sleep mode on the server machine so that the client machine can access the incident database.

- If you promote a client machine to a server, you must start the MS SQL Server on that machine.
- Ensure that all client machines access the correct server so that they have access to the correct incident database.

For specific information about using the AdminTool to set up personal computers for an incident, see "Setting up the server and client personal computers" and "Managing your incident databases," later in this chapter.

Getting help

This section explains how to access and locate help information. There are three basic ways to obtain help information for I-Suite applications:

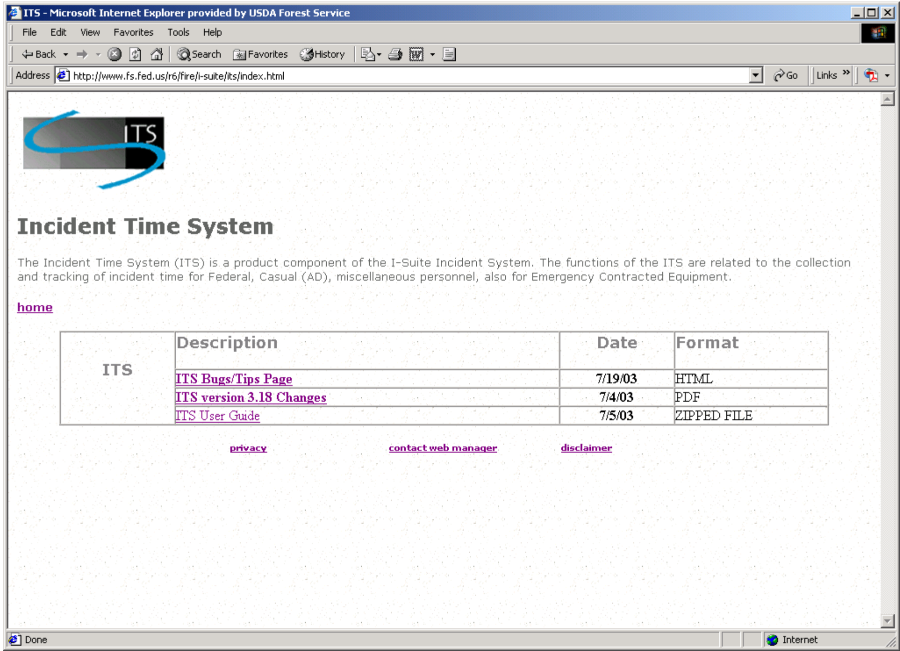
- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.

To locate help information on the I-Suite website

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.
3. On the **Welcome to I-Suite** webpage, click the application icon of your choice, and then click to select the **topic** of your choice.

The following diagram shows the ITS application icon on the Welcome to I-Suite webpage.

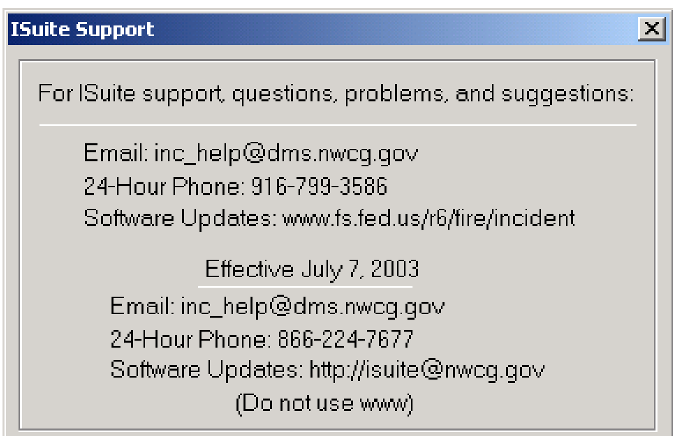
The following diagram shows the ITS webpage and a list of available topics.



To display help information within an I-Suite application

- On the menu bar, click **Help**, and then click **Support**.

The following diagram shows the ISuite Support dialog box.



To contact the I-Suite Helpdesk

The I-Suite Helpdesk schedule is based on fire season, Eastern Time:

November 1st - March 31st	*0800-2000*
April 1st - October 31st	*0700-2300.*

- Call **(866) 224-7677**, or email **inc_help@dms.nwcg.gov**.

To obtain a copy of I-Suite user guides

1 Start your Internet browser.

2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the application icon of your choice, and then click to select appropriate **User's Guide**.

Installing I-Suite

This section explains how to download and install the I-Suite application, including the I-Suite application and the update patch. The I-Suite application is comprised of the following software application:

- Admin Tool
- I-Suite Merge/Split (IMS)
- Incident Resource Status System (IRSS)
- Incident Cost Accounting and Reporting System (ICARS)
- Incident Time System (ITS)
- Incident Action Plan (IAP).

To download and install software on an agency personal computer, you must follow that agency's regulations and requirements. You may also need Administrator access granted before starting this process. For more information, contact your agency System Administrator.

To download the I-Suite application from the I-Suite website

1 Start your Internet browser.

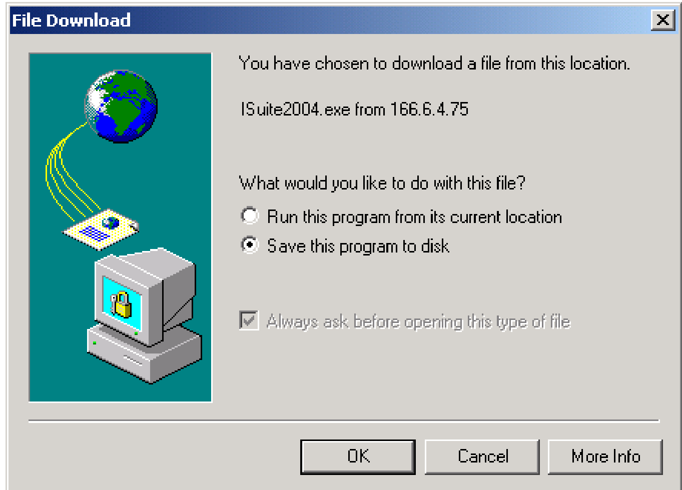
2 In the **Address** bar, type **http://isuite.nwcg.gov** and then press ENTER.

3 Click the download link that corresponds to downloading **I-Suite2004.exe**.

4 On the **File Download** dialog box, click **Save this program to disk**, and then click **OK**.

5 On the **Save As** dialog box, save **isuite2004.exe** to a location of your choice, and then click **Save**.

The following diagram shows the File Download dialog box.



The following diagram shows the Save As dialog box, In this example, ISuite2004.exe is being saved to the desktop.

This process takes several minutes. Please be patient!

To install I-Suite2004 on your personal computer

Be sure to exit all software applications before starting the installation process. Once ISuite2004 installs, your personal computer automatically restarts.

1 On your desktop, double-click **isuite2004.exe**.

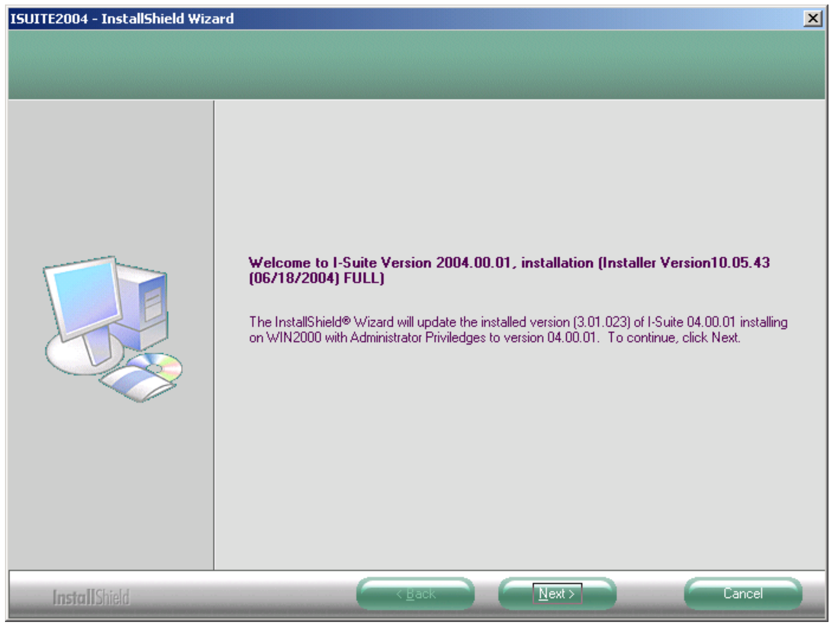
This process takes several minutes. Please be patient!

2 On the **ISUITE2004 - InstallShield Wizard** dialog box, click **Next**.

3 Once the installation is complete, click **Finish** on the **ISUITE2004 - InstallShield Wizard** dialog box.

Once your personal computer restarts, you can delete the ISuite2004.exe file.

The following diagram shows the ISUITE2004-InstallShield Wizard dialog box.



Managing security

This section identifies some security measures and precautions available in the AdminTool. Topics in this section include:

- Maintaining passwords
- Clearing out Social Security Numbers.

Maintaining passwords

Your AdminTool and I-Suite passwords are to be kept confidential. You must abide by the following rules when determining and changing your passwords:

- Change your passwords every 90 days.
- Specify a combination of at least six but no more than 30 letters and numbers.
- Use both upper and lower case characters.
- Do not share your passwords with anyone.

For example, while "mi1kDUD" is a valid password, "milkdud" is not!

To change your AdminTool password

Changing your password is performed using the Administrative Tool that is located on your personal computer.

1 On your desktop, double-click the **AdminTool** icon.

2 On the **Login** dialog box, click the **Server** drop-down arrow, and then click to select the **Server name** of your choice.

*The Server name consists of your personal computers **Full computer name** and the folder name **\ISUITE**. For example, **PC9778\ISUITE** is a valid **Server** name.*

*To locate the **Full computer name** for your personal computer, on your **Desktop**, right-click **My Computer**, click **Properties**, and then click the **Network Identification** tab.*

3 In the **Password** box, type the current **Password**, and then click **OK**.

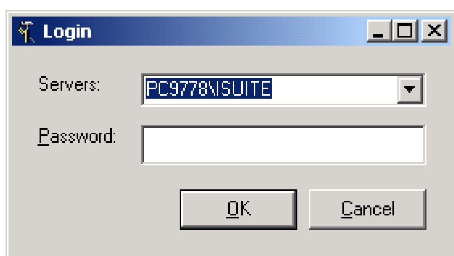
4 On the **I-Suite Administration Tool** screen on the **Security** menu, click **Change AdminTool Password**.

5 On the **Change Password** dialog box in the **Old Password** box, type the current **Password**.

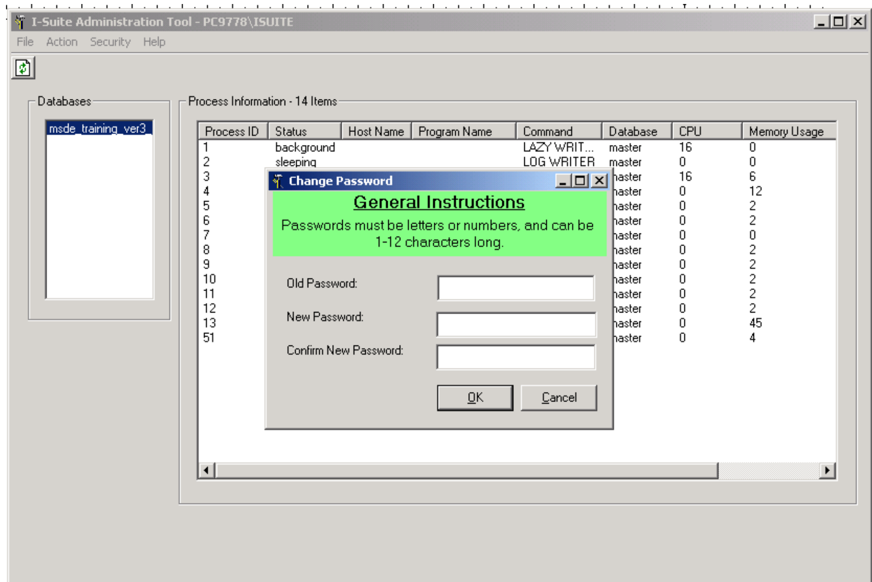
6 In the **New Password** box, type the **New Password**.

7 In the **Confirm New Password** box, type the **New Password**, and then click **OK**.

The following diagram shows the Login dialog box.



The following diagram shows the Change Password dialog box and the I-Suite Administration Tool screen.



To set or change your ITS password

Changing your password is performed using the Administrative Tool that is located on your personal computer.

1 On your desktop, double-click the **AdminTool** icon.

2 On the **Login** dialog box, click the **Server** drop-down arrow, and then click to select the **Server name** of your choice.

3 In the **Password** box, type the current **Password**, and then click **OK**.

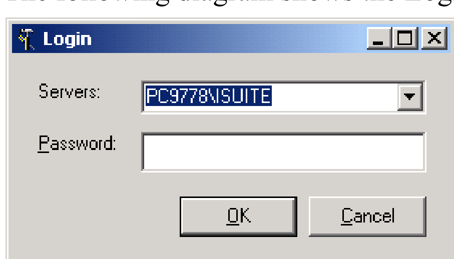
4 On the **I-Suite Administration Tool** screen on the **Security** menu, click **Set ITS Password**.

5 On the **Set ITS Password** dialog box in the **Old Password** box, type the current **Password**.

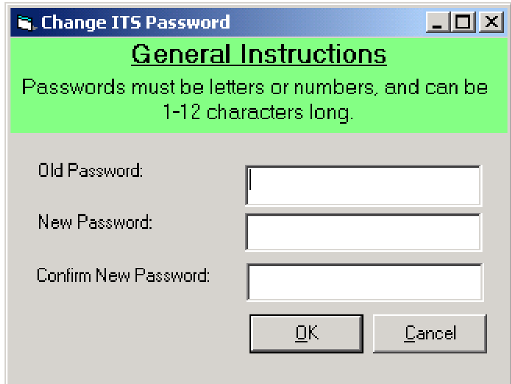
6 In the **New Password** box, type the **New Password**.

7 In the **Confirm New Password** box, type the **New Password**, and then click **OK**.

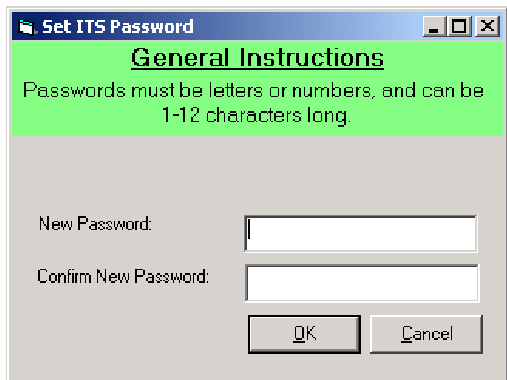
The following diagram shows the Login dialog box.



The following diagram shows the Set ITS Password dialog box.



The following diagram shows the Set ITS Password dialog box that displays when a previous password did not exist.



To clear your ITS password

1. On the **ITS menubar**, click **Exit ITS**, or click **Exit** on the **File** menu.
2. Start **Windows** explorer, and then locate **C:\isuite\program files\admin**.
3. Double-click **Admintool.exe**.
4. Click the **Server** drop-down arrow, and then click to select the **Server name** of your choice.
5. In the **Password** box, type the current **Password**, and then click **OK**.
6. On the **I-Suite Administration Tool** screen on the **Security** menu, click **Clear ITS Password**.

Clearing out Social Security Numbers

I-Suite data contains private and personal information including Social Security Numbers (SSN) and IRS Federal Employer Tax ID Numbers (EIN). Before publishing any report that might jeopardize this private data, you must remove this sensitive information from the I-Suite database.

To clear SSNs and EINs from the I-Suite database

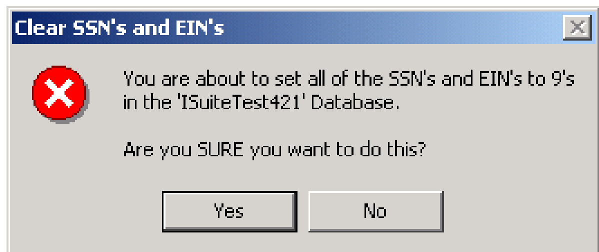
1 On the **I-Suite Administration Tool** screen on the **Security** menu, click **Clear SSN/EIN**.

2 On the first warning message on the **Clear SSN's and EIN's** dialog box, click **OK**.

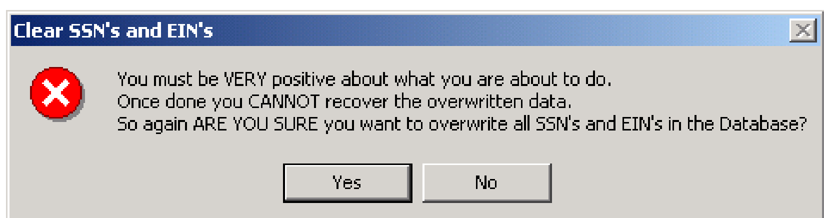
3 On the second warning message on the **Clear SSN's and EIN's** dialog box, click **OK**.

4 On the **Complete** dialog box, click **OK**.

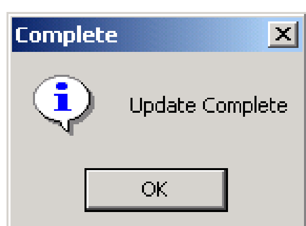
The following diagram shows the first warning message on the Clear SSN's and EIN's dialog box.



The following diagram shows the second warning message on the Clear SSN's and EIN's dialog box.



The following diagram shows the Complete dialog box.



Setting up the server and client personal computers

This section explains how to set up server and client personal computers for an incident. Remember these key points when running I-Suite in fire camp:

- Remove all DNS and WINS addresses from the Advanced TCP/IP settings.
- Verify that the personal computer has Internet Explorer version 5.5 or higher before installing I-Suite. Otherwise, you must uninstall I-Suite, upgrade Internet Explorer, and then reinstall I-Suite.

- If McAffee virus protection is running, stop it before installing I-Suite.
- For Forest Service A31 laptops, ignore the .dll error messages during the installation. These errors do not affect performance.
- Use an empty database whenever you start a new incident. Keep an empty database available for your next incident.
- Backup the incident database many times during the day, especially after significant data entry. Save it to another location other than the server machine, such as a compact disc, zip disk, or thumb drive at least once daily.
- To avoid a hanging connection when you shut down IRSS, or when running a backup or compact and repair, map to the snap server IP address instead of a drive letter.

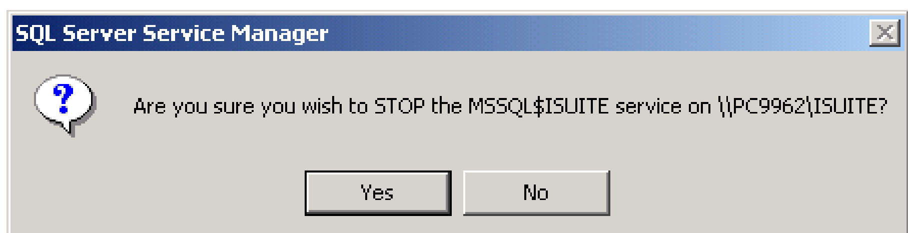
To stop the MS SQLServer on a client machine - for Windows 2000

Stop the MS SQLServer on your client machines to enhance server performance.

1 On the **Windows** taskbar, right-click the **MS SQLServer** icon, and then point to **MS SQLServer - Stop**.

2 On the **SQL Server Service Manager** dialog box, click **Yes**.

The following diagram shows the SQL Server Service Manager dialog box.



Managing your incident databases

This section explains how to use the AdminTool to create, attach, and detach incident databases to your I-Suite applications. This section also explains how to backup and restore an incident database, and outlines two methods for accessing the database from MS Access.

To access the administrative tool

1 On your desktop, double-click the **AdminTool** icon.

2 On the **Logon** dialog box in the **Server** box, type the name of the **Server**, in the format [computername]\ISUITE.

The server name consists of your personal computer's full computer name and the folder name \isuite. For example a valid computer name is pc9962\isuite.

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*To locate the full computer name for your personal computer, right-click **My Computer** on your **Desktop**, and then click the **Network Identification** tab.*

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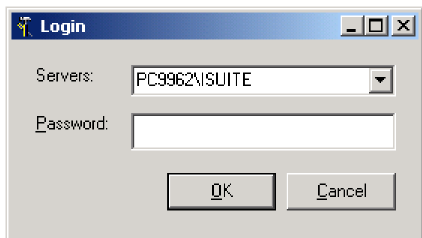
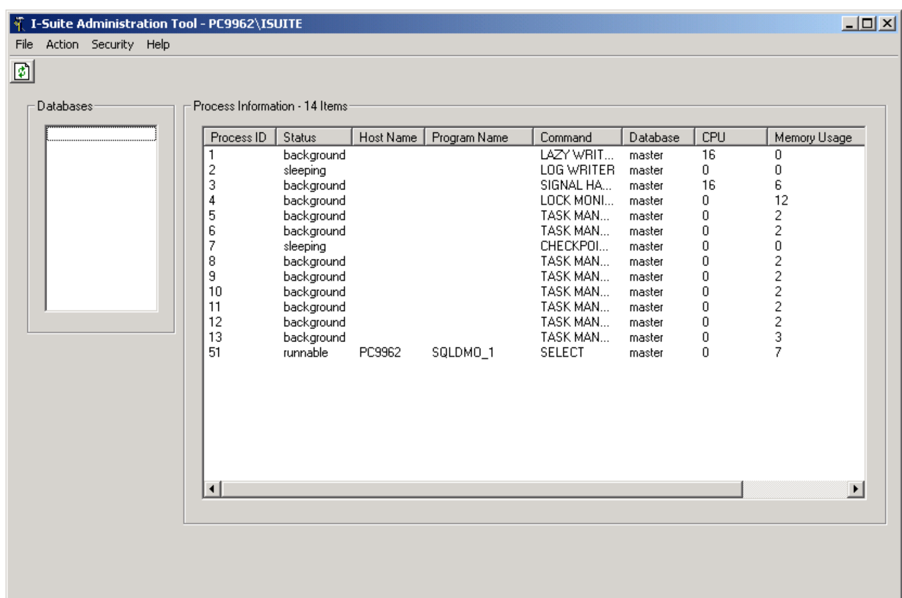
3 In the **Password** box, type the admin tool password, and then click **OK**.

The following diagram shows the Login dialog box.



The following diagram shows the I-Suite Administration Tool screen.



To create an incident database

Use your team's naming standards to name your incident database.

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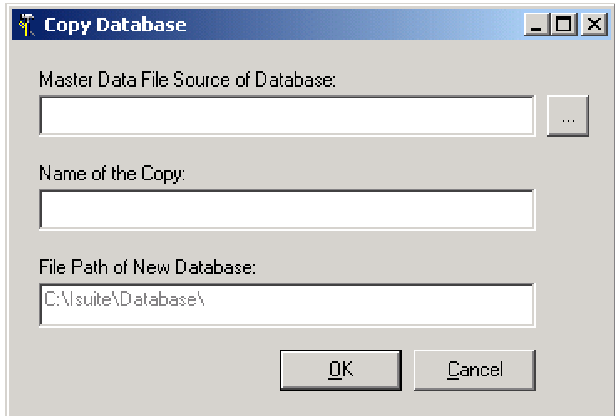
1 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Copy** database.

2 On the **Copy Database** dialog box, click the **Master Data File Source of Database** drop-down arrow, and then click to select **C:\isuite\database\isuite.mdf**.

3 In the **Name of the Copy** box, type the **Incident Name**, and then click **OK**.

*The **File Path of New Database** box displays the complete file location of the new incident database.*

The following diagram shows the Copy Database dialog box.

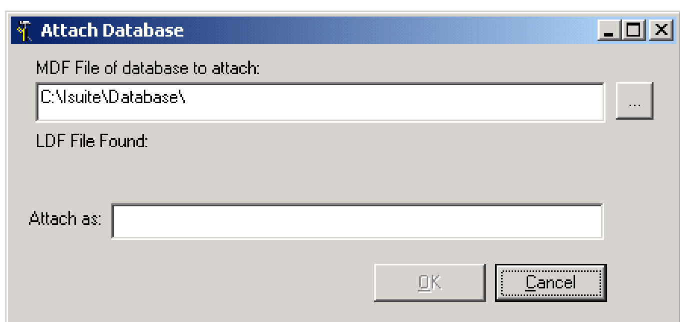


To attach the incident database

1 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Attach** database.

2 On the **Attach Database** dialog box, click the **MDF File of Database to attach** drop-down arrow, click to select **C:\isuite\database\[incident name].mdf**, and then click **OK**.

The following diagram shows the Attach Database dialog box.



To detach the incident database

Before you can copy, move, or rename an incident database, you must first detach it.

1 On the **I-Suite Administration Tool** screen under **Database**, click to select the database name you want to detach.

2 On the **Action** menu, click **Detach Database**.

To access the attached incident database from a client machine

1 Double-click the **I-Suite application** of your choice.

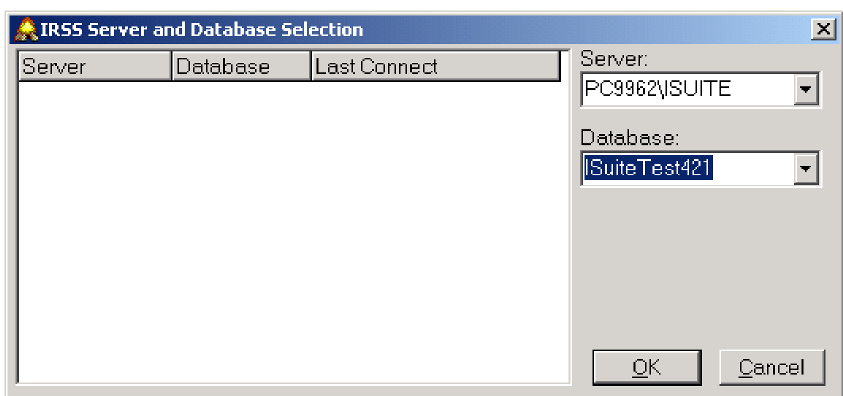
2 On the dialog box that appears, click the **Server** drop-down arrow, and then click to select the **Server** of your choice.

*If the server name does not display as a choice, type the name of the server in the **Server** box.*

3 Click the **Database** drop-down arrow, click to select the **Database** of your choice, and then click **OK**.

*If the incident database name does not display as a choice, type the name of the incident database in the **Database** box.*

The following diagram shows the IRSS Server and Database Selection dialog box.



To backup the incident database

To recover a backup incident database, you must know the logon password.

You do not need to log off or close applications during this process.

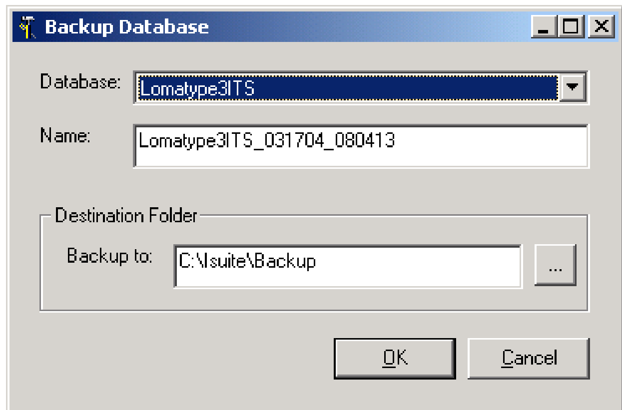
1 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Backup database**.

2 On the **Backup Database** dialog box, click the **Database** drop-down arrow, and then click to select the **database name** of your choice.

*The backup name is automatically created in the **Name** box, in the format [filename]_date_time.*

3 Click the **Backup to** drop-down arrow, click to select the **file location** of your choice, and then click **OK**.

The following diagram shows the Backup Database dialog box.



To restore the backup database

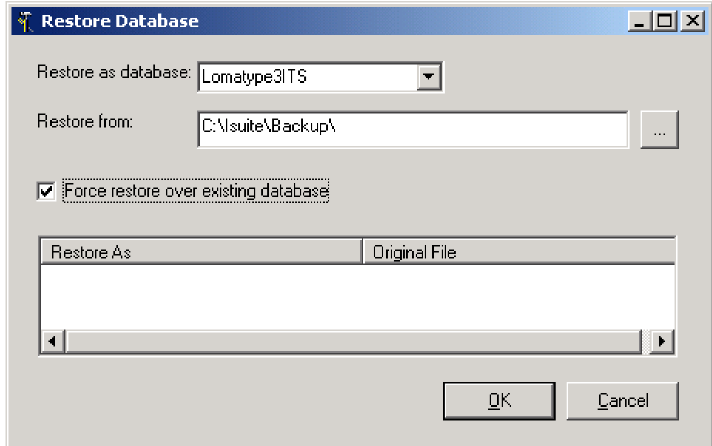
Restoring the backup database overlays your current incident database with the backup database. Before starting this process, create a copy of the current incident database.

1 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Restore database**.

2 On the **Restore Database** dialog box, click the **Restore as database** drop-down arrow, and then click to select the **database** of your choice.

3 Click the **Restore from** drop-down arrow, click to select the **file location of the backup database**, and then click **OK**.

The following diagram shows the Restore Database dialog box.



Accessing the database from MS Access

This section explains two methods for accessing an I-Suite database from MS Access.

To access a database from MS Access - preferred method

This method allows you to create queries and reports in the same manner as if you were directly in MS Access, but also allows you to perform limited editing of the database tables.

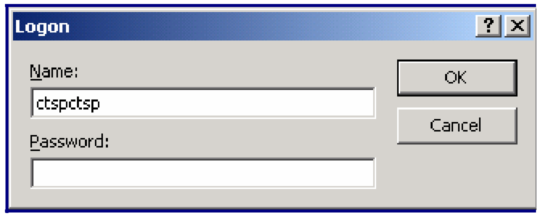
1. Start **Windows Explorer**, and then navigate to **c:\isuite\database**.
2. Double-click **ISuiteMSDE.adp**.
3. On the **Login** dialog box, click **Cancel**.
4. On the **File** menu, click **Connection**.
5. On the **Data Link Properties** dialog box under **1. Select or enter a server name**, click the drop-down arrow or type the **server name**.

   *For example, type **ISUITE\ISUITE**.*

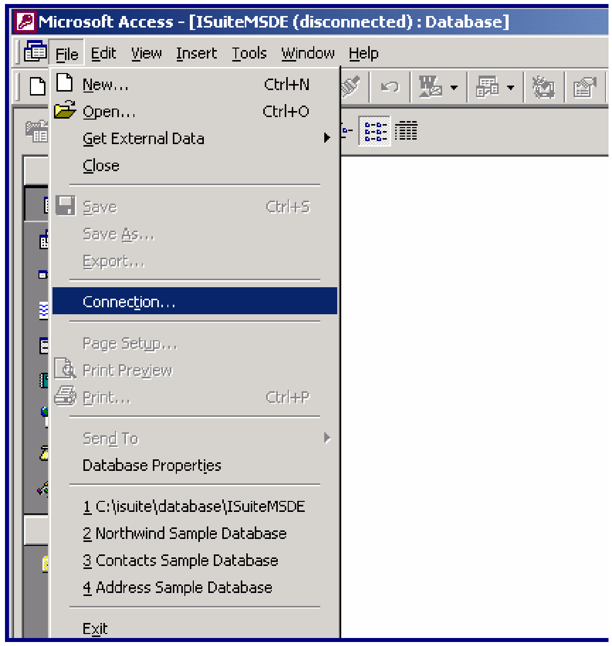
6. Under **Enter information to log on to the server**, click **Use a specific user name and password**, and then type **ctspctso** in the **User name** box.
7. In the **Password** box, type the **AdminTool password**.
8. Click to select **3. Select the database on the server**, and then click the drop-down arrow or type the **database name**.
9. Click the **Test Connection** button.
10. On the **Data Link Properties** dialog box, click **OK**.

You can now display all tables in the database window. Queries are linked as tables and display on the tables window, not the queries window.

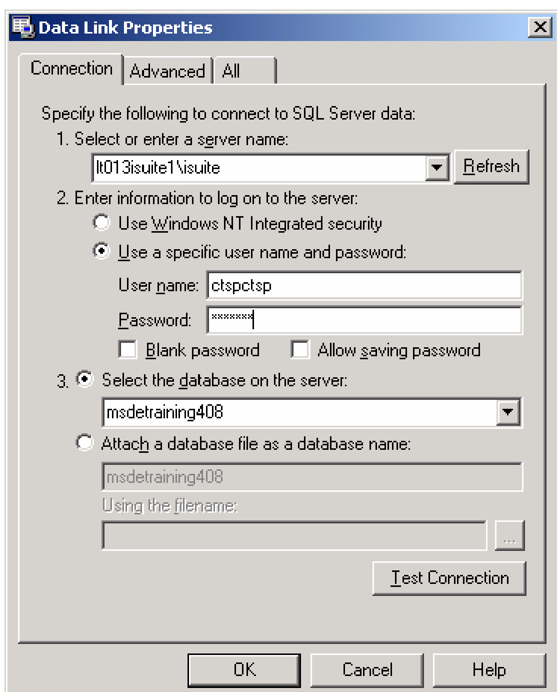
The following diagram shows the Login dialog box.



The following dialog shows the Connection option selected on the File menu.



The following diagram shows the Data Link Properties dialog box.



To access a database from MS Access - use with caution

1 Start **Windows Explorer**, and then navigate to **c:\isuite\database**.

2 Right-click **ISuiteMSDE.dsn**, click **Open**, and then click to select **Notepad** on the **Open With...** dialog box.

3 In **Notepad**, change the following information

- DATABASE=your database name
- SERVER=the name of your server with \isuite
- WSID=your computer name.

4 When finished, click **Save** on the **File** menu, and then close **Notepad**.

5 Start **MS Access,** and then create a new blank database.

6 On the **File** menu, point to **Get External Data**, and then click **Link Tables**.

7 On the **LINK** dialog box, click the **Files of type** drop-down arrow, and then click to select **ODBC Database()**.

8 On the **Select Data Source** dialog box, click the **File Data Source** tab, click the **Look in** drop-down arrow, click to select **c:\isuite\database\ISuiteMSDE.dsn**, and then click **OK**.

9 On the **SQL Server Login** dialog box, type **ctspctso** in the **Login ID**, type the **AdminTool password** in the **Password** box, and then click **OK**.

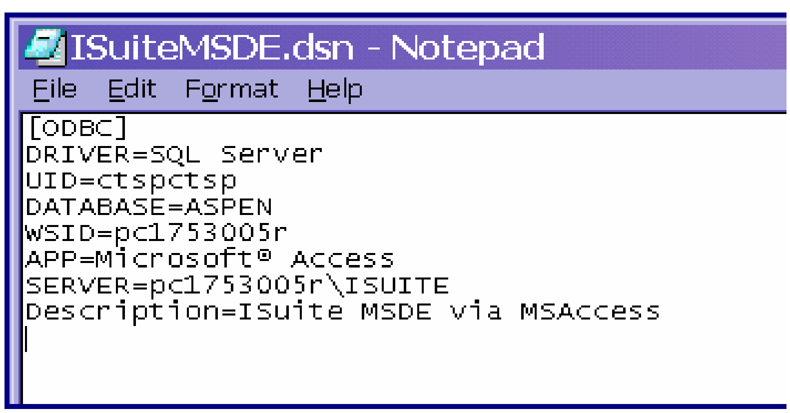
10 On the **Link Tables** dialog box, click the **Select All** button, and then click **OK**.

*Yo may also click to select only those tables you want to access, and then click **OK**.*

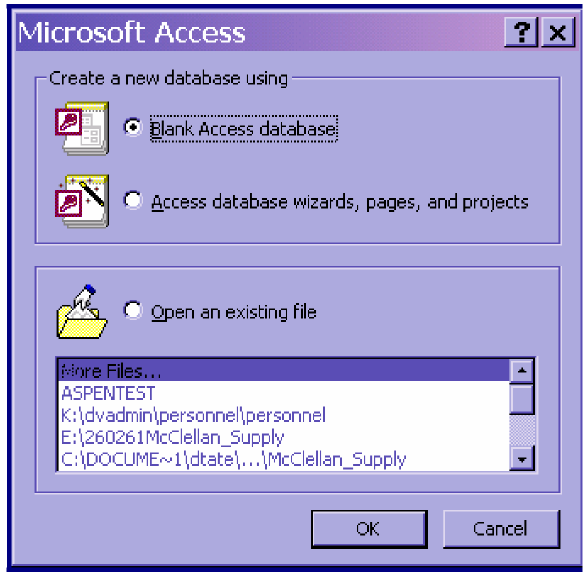
11 For each table that displays on the **Select Unique Record Identifier** dialog box, double-click the **first field on the top in the list**.

You can now display all tables in the database window. Queries are linked as tables and display on the tables window, not the queries window.

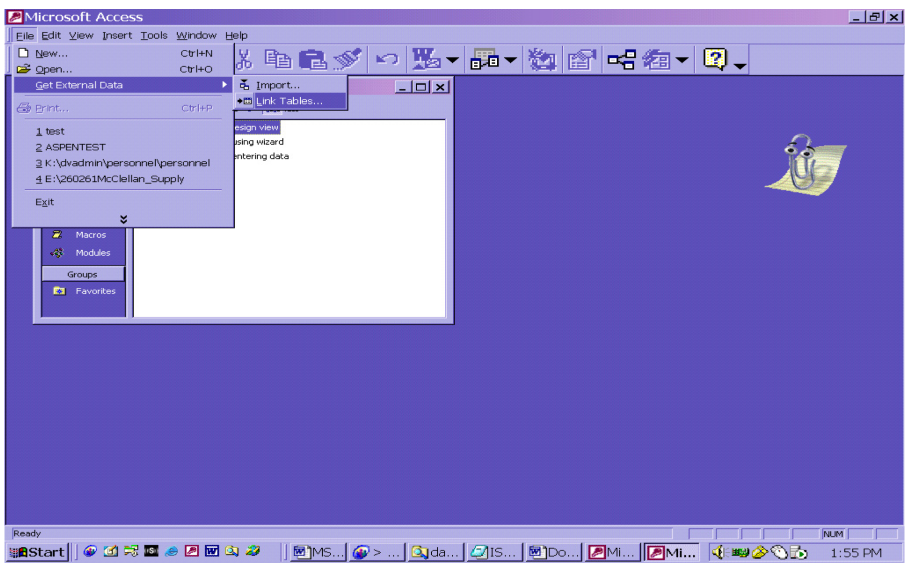
The following diagram shows the ISuiteMSDE.dsn database as displayed in Notepad.



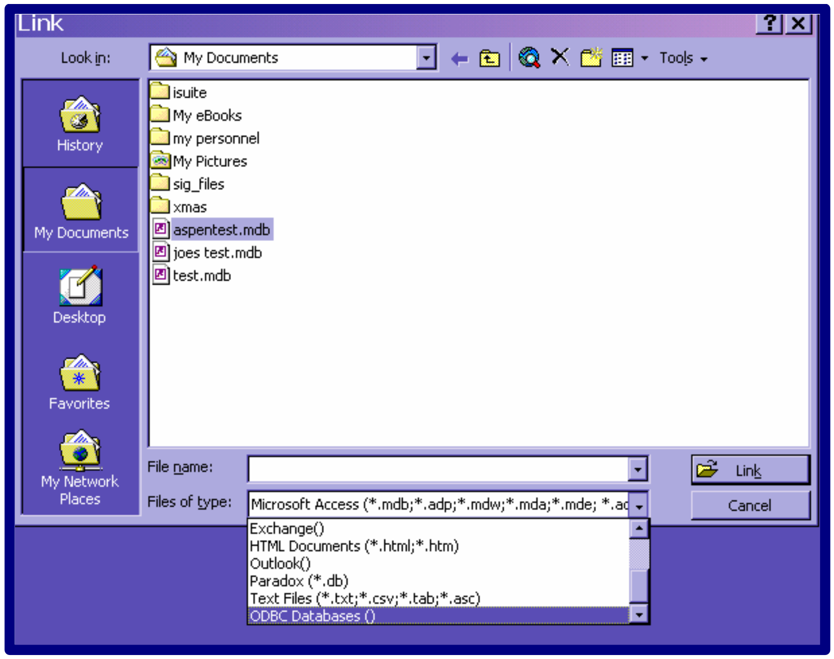
The following diagram shows the Microsoft Access dialog box where you can create a new database.



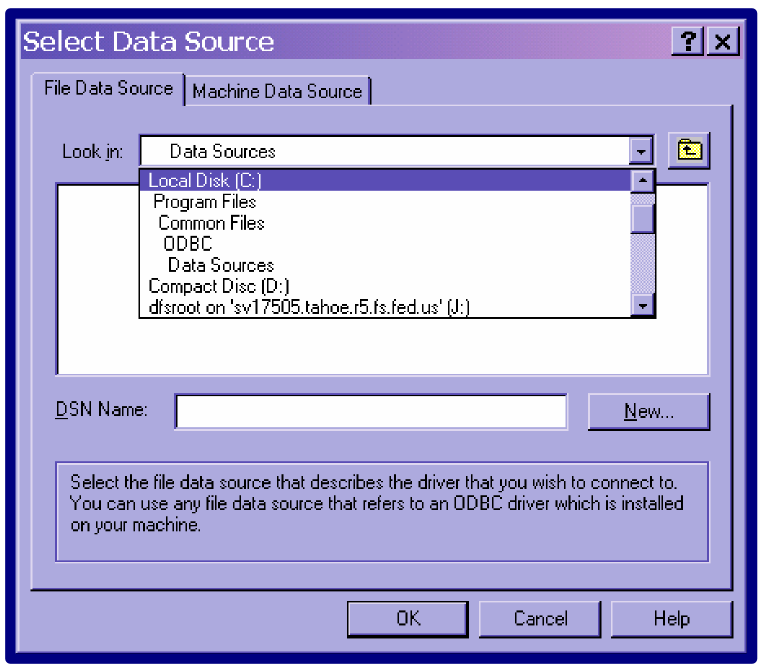
The following diagram shows the Link Tables option selected under Get External Data on the File menu.



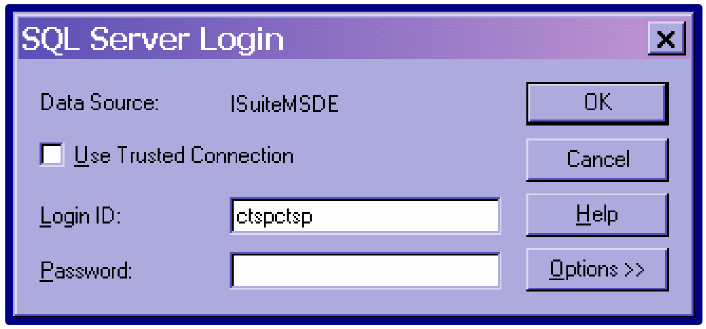
The following diagram shows the options under the Files of type drop-down arrow.



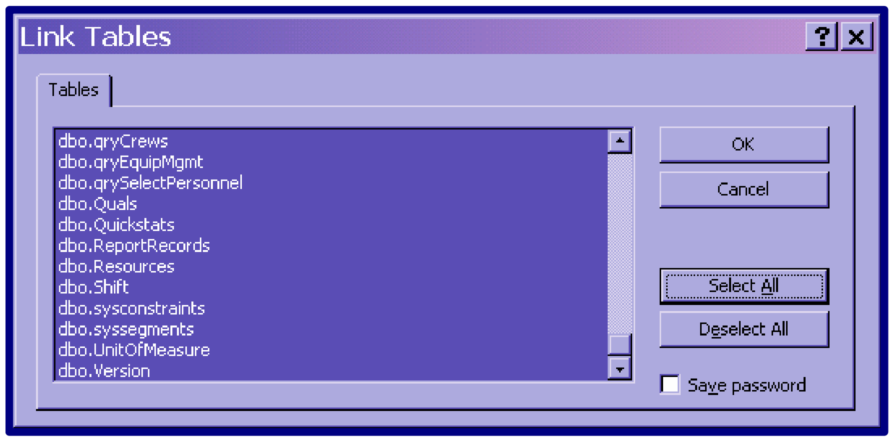
The following diagram shows the Select Data Source dialog box.



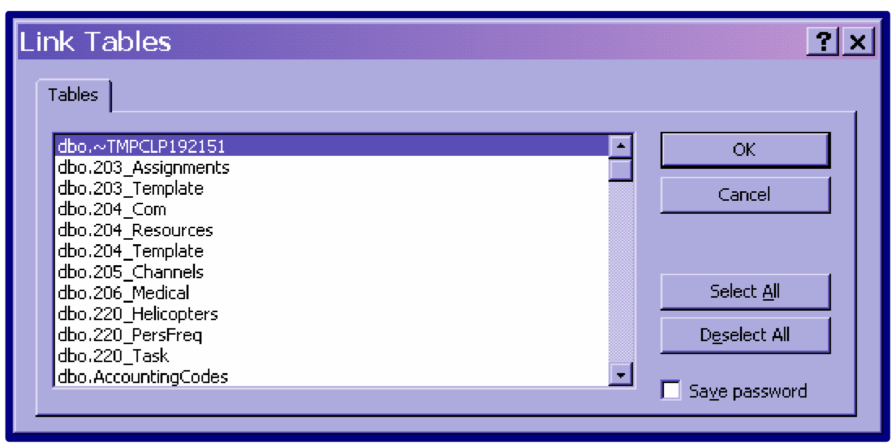
The following diagram shows the SQL Server Login dialog box.



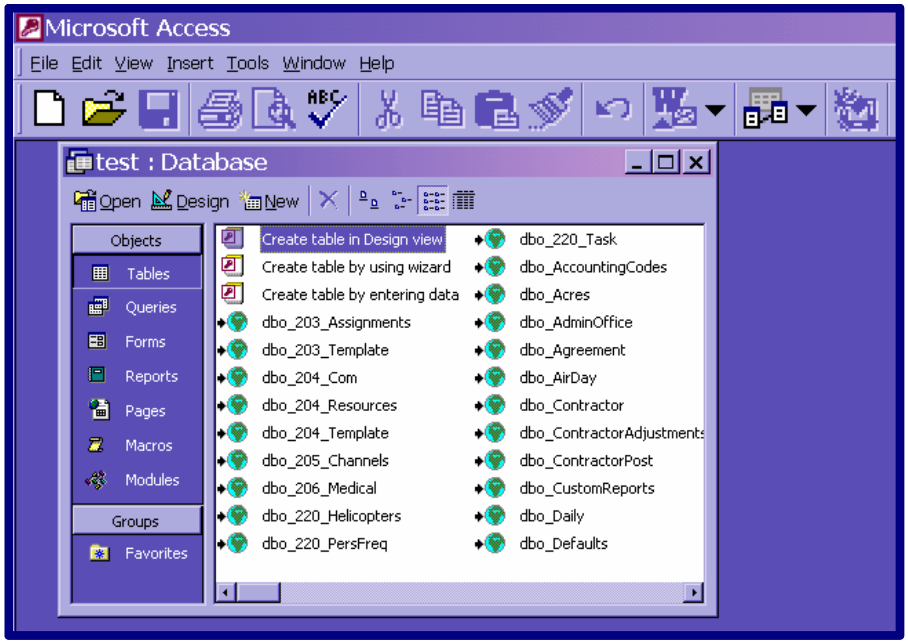
The following diagram shows the Link Tables dialog box where you can select the table(s) of your choice.



The following diagram shows the Link Tables dialog box where you select the unique record identifiers.



The following diagram shows the database window in Microsoft Access that displays all tables.



Exporting files to the data repository

This section explains how create and then export I-Suite data files to the data repository. At each team transition and at the end of an incident, upload all I-Suite database files to the data repository.

Save repository files in your isuite/Repository folder on the C: drive of your personal computer.

You must know your team's DMS username and password to access the repository site. Contact your Incident Commander or the I-Suite helpdesk for more information.

To create a data repository file

1 On the **I-Suite Administration Tool** screen on the **Action** menu, click **Create Repository file**.

2 On the **Create Repository File** dialog box under **Managed As**, click to select one of the following

- Incident
- Complex.

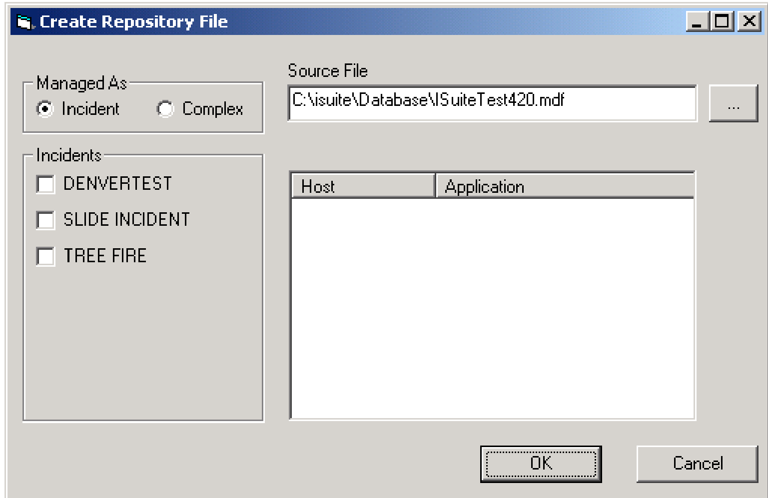
3 Under **Incidents**, click to select one or more **incident name** check boxes to export that incident data to the repository.

4 Under **Source File**, click to select the **database file** of your choice.

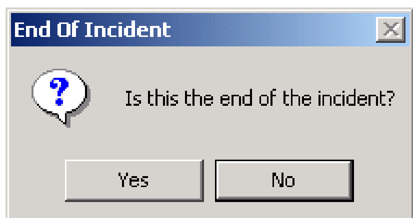
5 On the **End of Incident** dialog box, click **Yes** or **No**, as appropriate.

6 On the **Repository Files Created** dialog box, click **OK**.

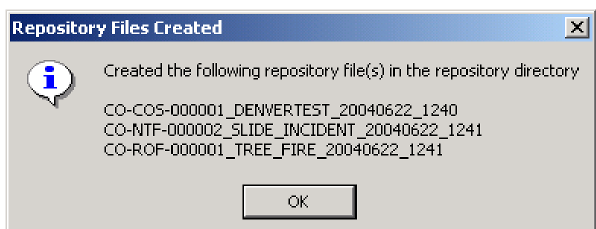
The following diagram shows the Create Repository File dialog box.



The following diagram shows the End of Incident dialog box.



The following diagram shows the Repository Files Created dialog box.



To upload the data repository file

1 Start your Internet browser.

2 In the **Address** bar, type **https://isuitetest.nwcg.gov/** and then press ENTER.

3 On the first **Security Alert** dialog box, click **OK**.

4 On the second **Security Alert** dialog box, click **Yes**.

5 On the **Enter Network Password** dialog box, type your team's **DMS User Name** and **DMS Password**, and then click **OK**.

6 On the **ISUITE Upload Form** dialog box, click the **Browse** button for **File 1**, navigate to, and then click to select the **data repository file** of your choice.

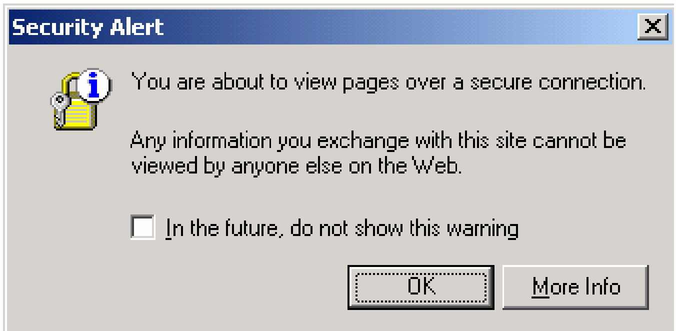
Remember, the default folder location to save data repository files is C:\isuite\Repository.

7 Repeat step #6 for every **data repository file** of your choice.

You can upload up to three data repository files at a time.

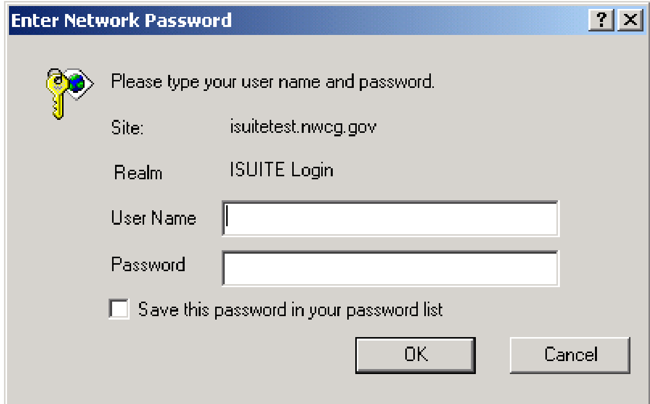
8 Click the **Upload** button.

The following diagram shows the second Security Alert dialog box.

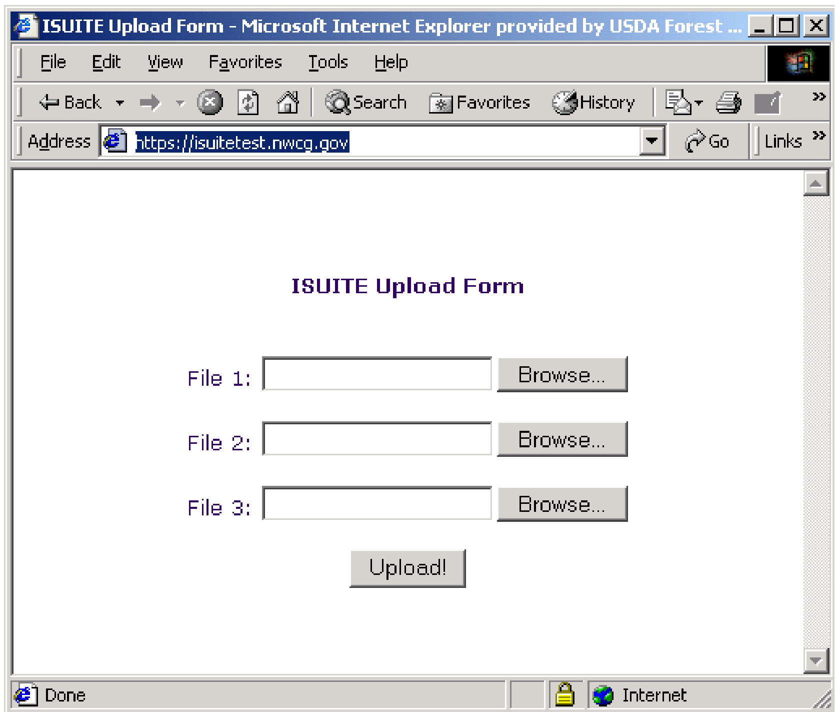


The following diagram shows the second Security Alert dialog box.

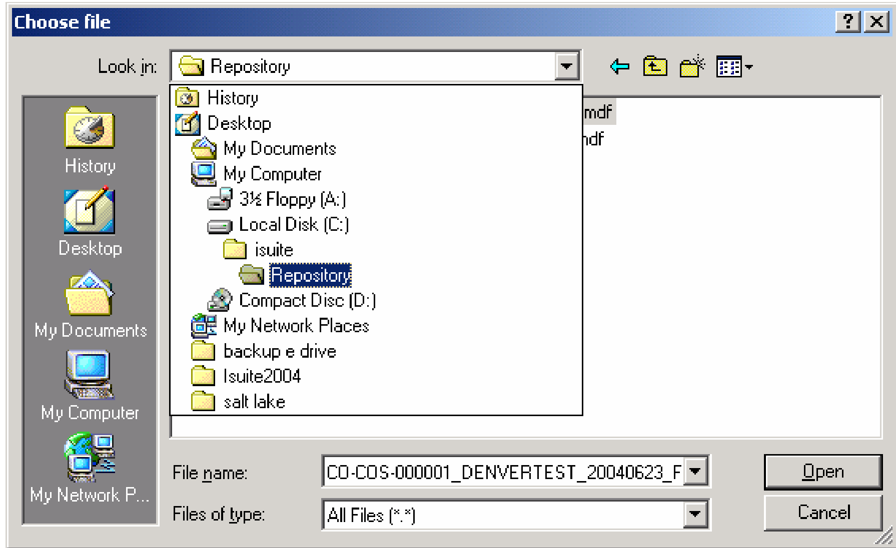
The following diagram shows the Enter Network Password dialog box.



The following diagram shows the ISUITE Upload Form dialog box.



The following diagram shows the Choose file dialog box that shows the default folder location for your repository files.



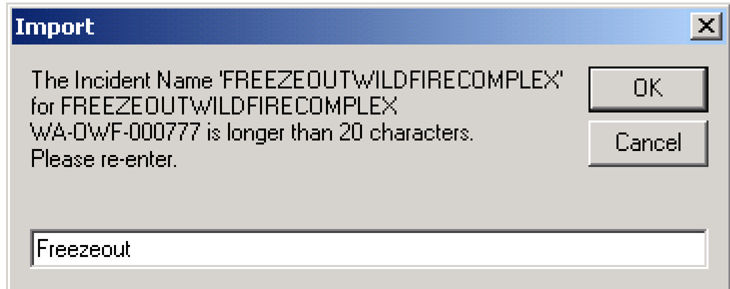
Importing ROSS data files

This section explains how to download a ROSS data file and then import the data file into the I-Suite database. Remember these key points when importing ROSS data into an I-Suite database:

- ROSS data files are updated every two hours.
- ROSS data can be imported into an I-Suite database as many times as needed.
- Some ROSS data fields allow more characters than are allowed in the corresponding I-Suite data fields. If the data imported from ROSS exceeds the corresponding I-Suite data field limit, you will be prompted to input data with less characters. The I-Suite data fields affected are:
  - Incident Name: limit 20 characters
  - Incident Number: limit 13 characters
  - Agency: limit 4 characters
  - KindCode: limit 4 characters
  - HomeUnitCode: limit 6 characters
  - Resource Name: limit 53 characters

  Important Note: The IRSS Add/Edit screen only allows the first 20 characters to be displayed and saved. *When you save a ROSS imported resource in IRSS, you must rename the resource to 20 or fewer characters.*
- Contracted overhead resources are not identified during import. You must change the agency code to PVT when these resources check in.

The following diagram shows the **Data Length Change** screen.



You must know your DMS username and password to access the ROSS data file site. Contact your Incident Commander or the I-Suite helpdesk for more information.

To download a ROSS data file

1 Start your Internet browser.

2 In the **Address** bar, type **https://datadraw.ross.nwcg.gov/**, and then press **ENTER**.

3 On the **Security Alert** dialog box, click **OK**.

4 On the **Enter Network Password** dialog box, type your **DMS User Name** and **DMS Password**, and then click **OK**.

5 On the **Index of /** screen, click on the **Isuite/** link.

6 Navigate to your incident file by incident number – Incident Number, date and time, file extension .txt.
(e.g. UT-CCD-000043_20040813_085929.txt)

7 Right click on file name, and then click **Save Target As**.

8 On the **Save As** dialog box, navigate to the desired folder on your local computer and then click **Save**.

9 On the **Download Complete** dialog box, click **Close**.

To access the administrative tool

1 On the computer being used as the server, open the **AdminTool** module.

2 On the **Logon** dialog box in the **Server** box, type the name of the **Server**, in the format [computername]\ISUITE.

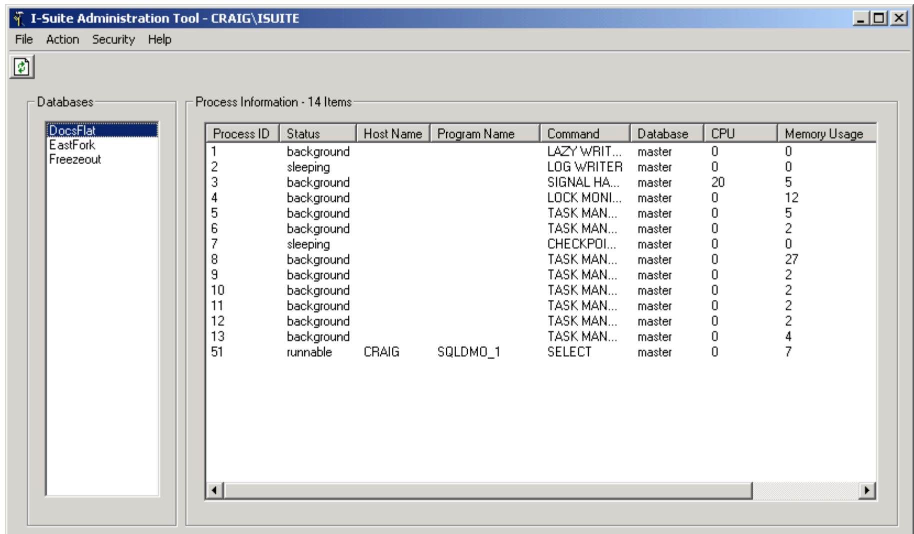
The server name consists of your personal computer’s full computer name and the folder name \isuite. For example a valid computer name is pc9962\isuite.
To locate the full computer name for your personal computer, right-click ***My Computer*** *on your* ***Desktop****, and then click the* ***Network Identification*** *tab.*

3 In the Password box, type the admin tool password, and then click **OK**.

To import a ROSS data file into an I-Suite database

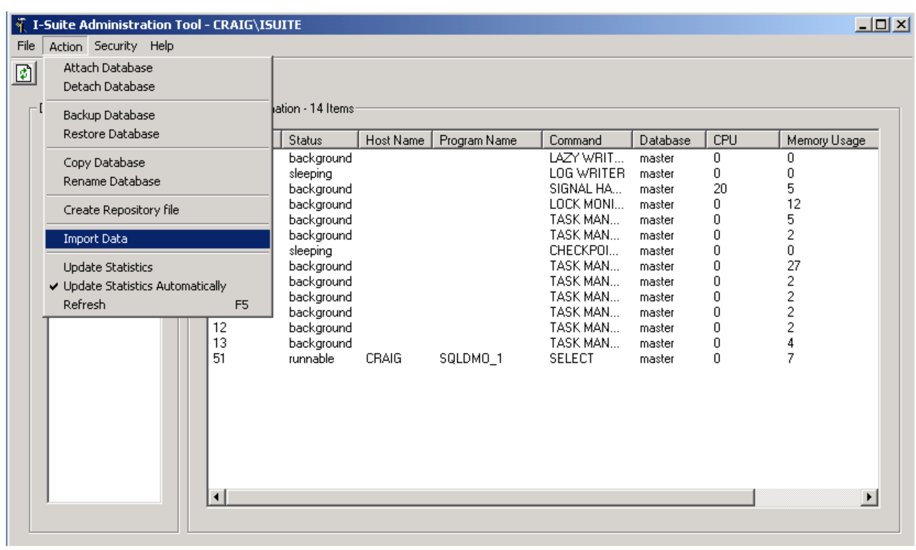
1 On the **I-Suite Administration Tool** screen under **Databases**, click on the database to which you will be importing the ROSS data file.

The following diagram shows the **I-Suite Administration Tool** screen.



2 In the **I-Suite Administration Tool** screen on the **Action** menu, click **Import Data**.

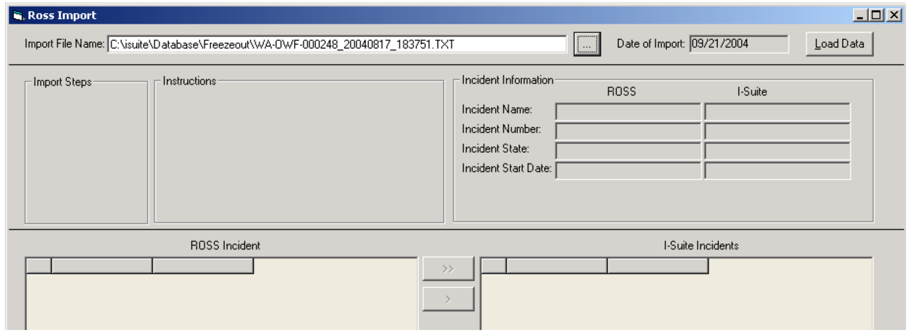
The following diagram shows the **Action** menu.



3 On the ROSS Import screen, type or browse to select the Import File Name (ROSS data file) to import, and then click **OK**.

4 Click **Load Data**.

The following diagram shows the **ROSS Import** screen.



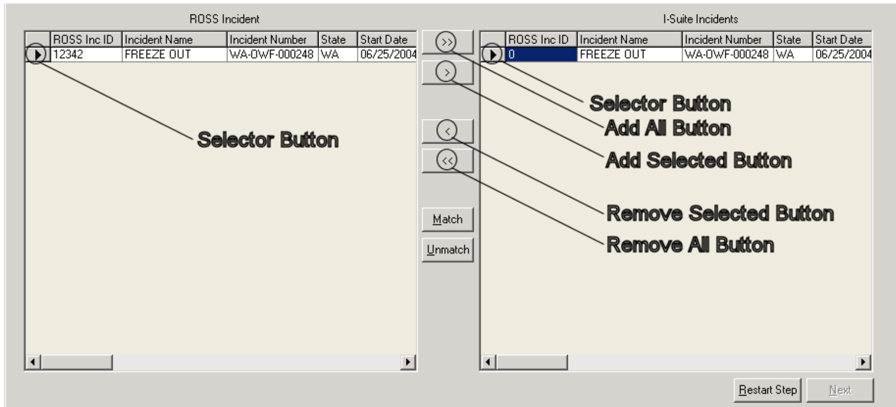
*ROSS data is first displayed on a grid. User chooses which ROSS data to add to the I-Suite grid. User also compares ROSS data with I-Suite data and matches data when appropriate. All ROSS data moved onto the I-Suite grid is then imported (saved) into I-Suite when the user clicks **Next**.*

ROSS Import Buttons:

- **Selector** – selects/highlights the row to the right of the button
- >> (add all) – moves ALL data in the ROSS grid to the I-Suite grid
- > (add selected) – moves SELECTED data in the ROSS grid to the I-Suite grid
- < (remove selected) – moves SELECTED data that has been added to the I-Suite grid back to the ROSS grid
- << (remove all) – moves ALL data that has been added to the I-Suite grid back to the ROSS grid
- **Match** – matches the selected ROSS and I-Suite incidents or resources
- **Unmatch** - unmatches the selected ROSS and I-Suite incidents or resources
- **Restart Step** – restarts the current step without importing data from the current step into I-Suite
- **Next** – imports (saves) into I-Suite all added/changed data currently in the I-Suite grid

The remove buttons only remove data from the I-Suite grid that hasn’t already been imported (saved) into the I-Suite database. Data previously entered or imported into the I-Suite database cannot be removed using the ROSS Import function.

The following diagram shows the **ROSS Import** screen buttons.



There are two basic scenarios for importing a ROSS data file into an I-Suite database:

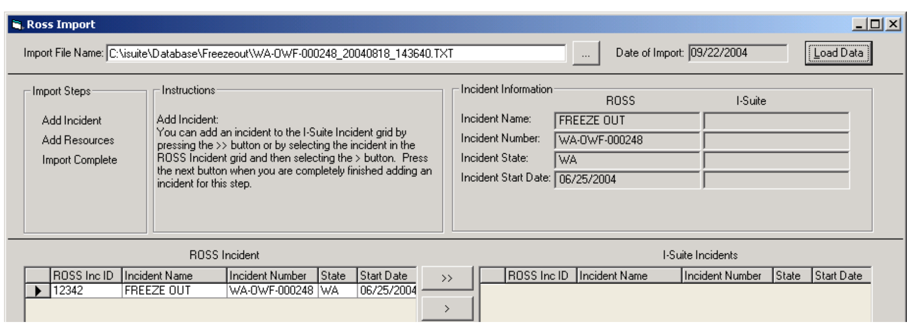
- Importing incident data into a blank I-Suite database or adding an incident to an I-Suite database that contains other incidents.
- Importing incident data into an I-Suite database that already contains manually entered data and/or previously imported ROSS data for that incident.

Instructions for each scenario are listed below.

To import an incident into a blank database

1 To add a ROSS incident to a blank I-Suite database, on the **Add Incident** screen, click the >> button to move the ROSS Incident to the I-Suite Incidents grid, and then click **Next**.

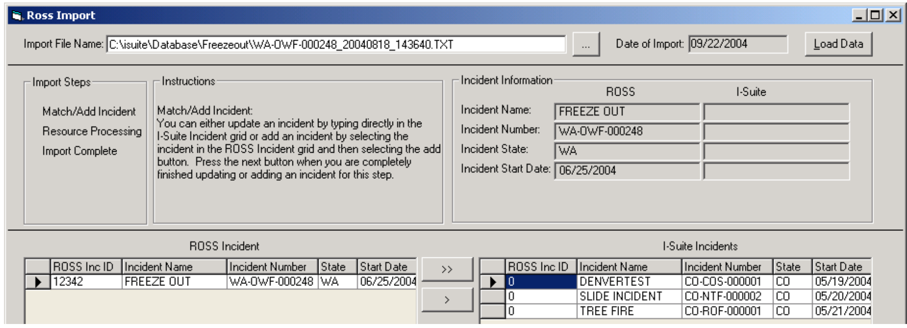
The following diagram shows the **Add Incident** screen.



To import an incident into a database that contains other incidents

1 To add a ROSS incident to an I-Suite database that contains other incidents, on the **Add Incident** screen, click the >> button to move the ROSS Incident to the I-Suite Incidents grid, and then click **Next**.

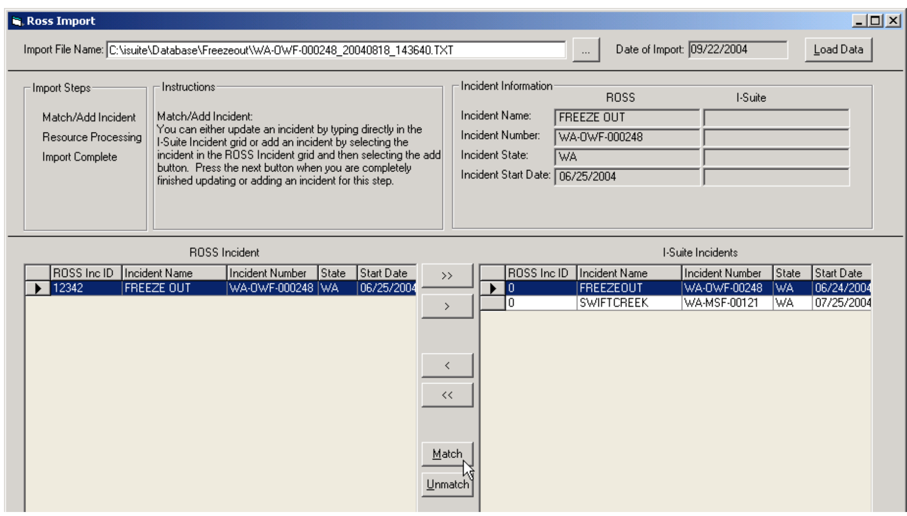
The following diagram shows the **Match/Add Incident** screen.



To match a ROSS incident to an I-Suite incident

1 To match a ROSS incident to an I-Suite incident, click the **Selector** button for the ROSS incident and for the I-Suite incident, click **Match**, and then click **Next**.

The following diagram shows the **Match/Add Incident** screen.



The system matches resources in the ROSS data file with resources in the I-Suite database using ROSS IDs. One or all of the following steps will be used depending on resource matches:

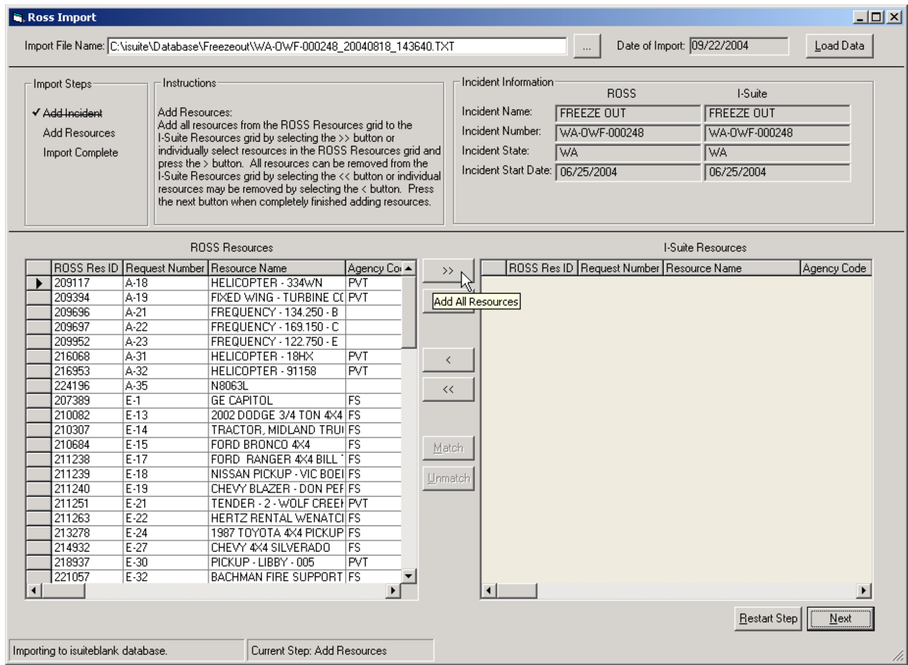
- Previous Matches – shows previously matched ROSS and I-Suite resources
- Validate Matches 1 – shows ROSS and I-Suite resources matched by request number and name
- Validate Matches 2 – shows ROSS and I-Suite resources matched by request number
- Manually Match/Add – shows ROSS resources that have not be matched to I-Suite resources; ROSS resources can be manually matched or added to I-Suite resources

Instructions for each step are listed below.

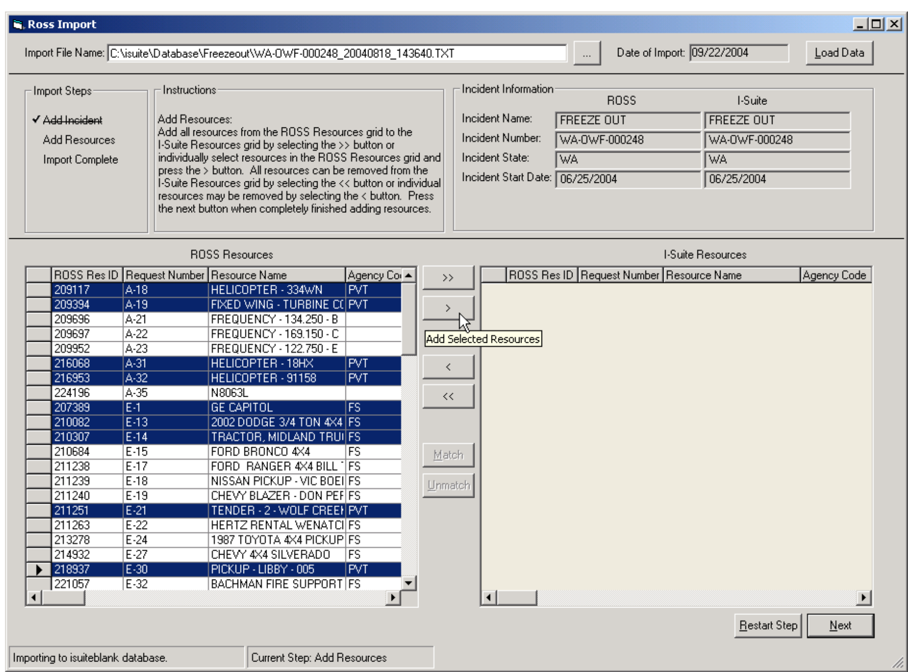
To import ROSS Resources into a blank I-Suite database

1 On the **Add Resources** screen, to add all resources from the ROSS Resources grid to the I-Suite Resources grid, click the >> button; or to add individual resources, click the **Selector** for each ROSS resource, and then click the > button.

The following diagram shows the **Add Resources** screen.



The following diagram shows the **Add Resources** screen with individual ROSS resources selected.



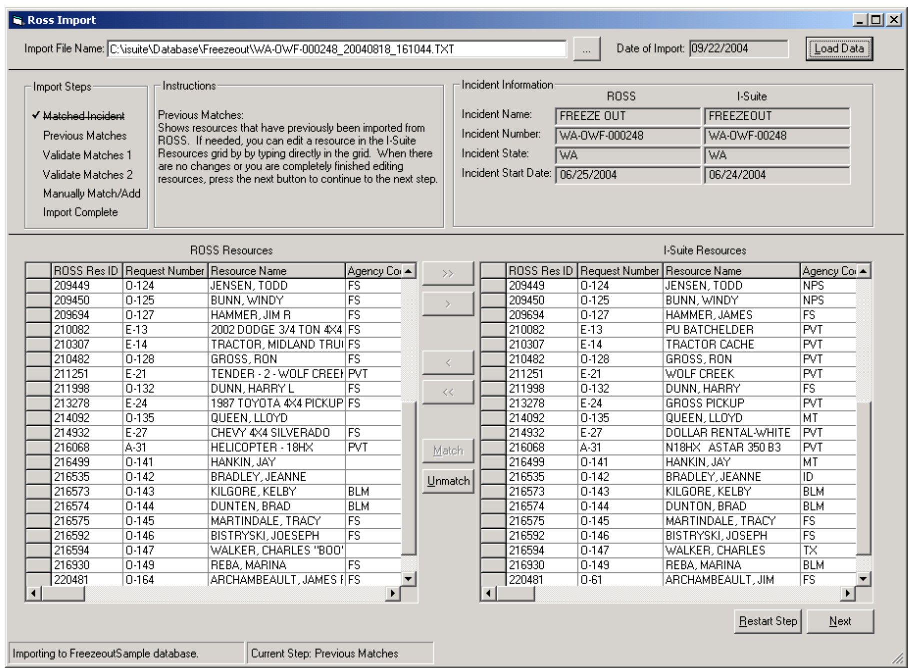
2 After all desired ROSS resources have been added to the I-Suite Resources grid, click **Next** to import the ROSS resources into the I-Suite database.

To import ROSS resources into an I-Suite database that already contains data either manually entered or previously imported from ROSS

1 On the **Previous Matches** screen, compare the ROSS Resources to the I-Suite Resources. If matched resources that should not be matched are found, click the **Selector** button for the I-Suite resource, and then click **Unmatch**; or to edit I-Suite resources, type directly into the I-Suite grid.

2 When you are finished editing I-Suite resources, click **Next**.

The following diagram shows the **Previous Matches** screen.



To validate resources matched by request number and name

1 On the **Validate Matches 1** screen, compare ROSS Resources that have been matched to I-Suite Resources by request number and name.

2 If matched resources that should not have been matched are found, click the **Selector** button for the I-Suite resource, and then click **Unmatch**; or to edit I-Suite resources, type directly into the I-Suite grid.

3 When you are finished editing the I-Suite resources, click **Next**.

To validate resources matched by request number

1 On the **Validate Matches 2** screen, compare ROSS Resources that have been matched to I-Suite Resources by request number.

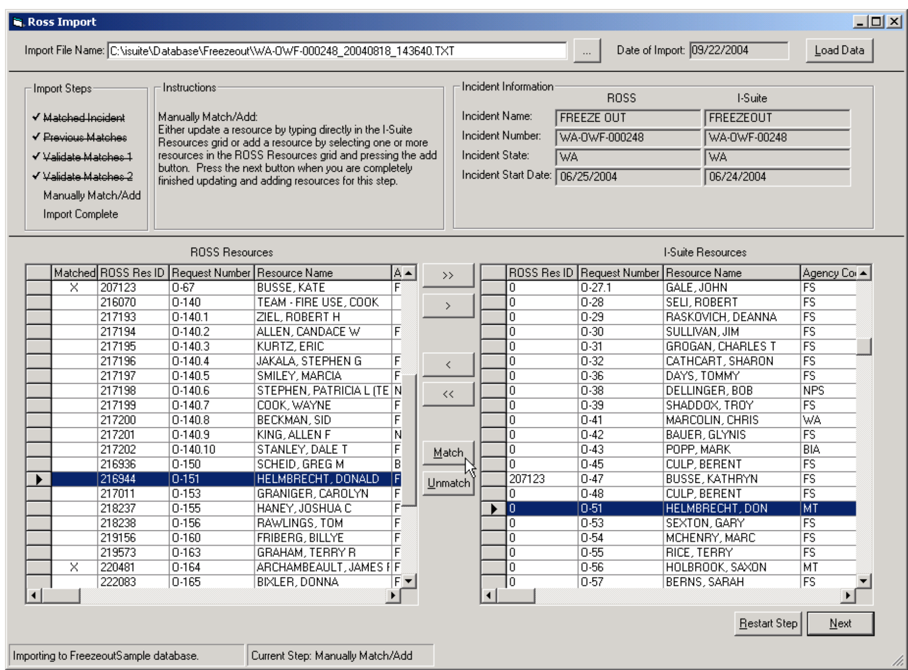
2 If matched resources that should not have been matched are found, click the **Selector** button for the I-Suite resource, and then click **Unmatch**; or to edit I-Suite resources, type directly into the I-Suite grid.

3 When you are finished editing the I-Suite resources, click **Next**.

To manually match/add resources

1 On the **Manually Match/Add Resources** screen, to manually match a ROSS resource to an I-Suite resource, click the **Selector** button for the ROSS resource and for the I-Suite resource, and then click **Match**; or to edit I-Suite resources, type directly into the I-Suite grid.

The following diagram shows the **Manually Match/Add** screen with manually matched resources.

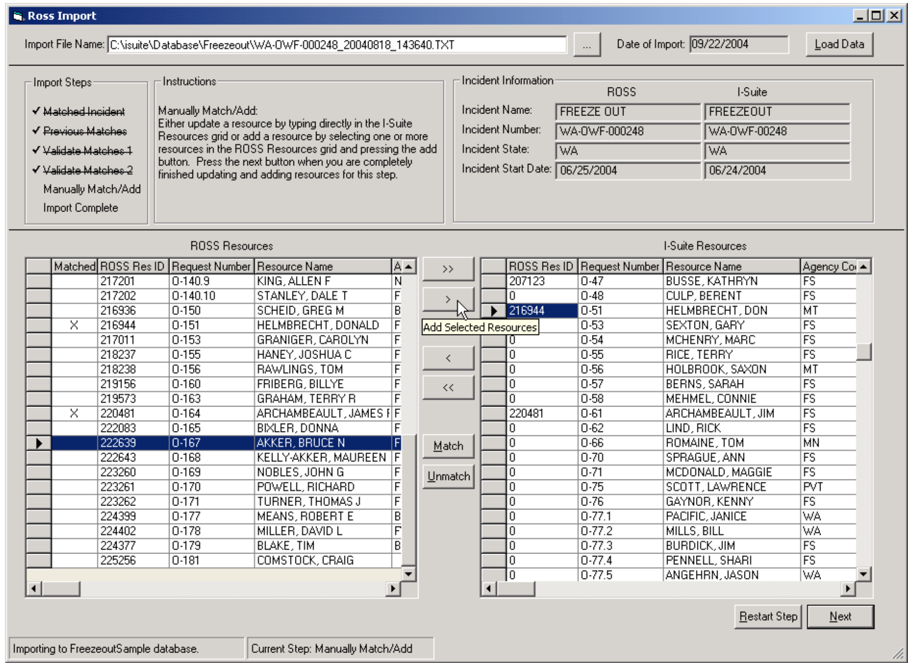


2 On the **Manually Match/Add Resources** screen, to add all resources from the ROSS Resources grid to the I-Suite Resources grid, click the >> button; or to add individual ROSS resources to the I-Suite Resources grid, click the **Selector** button for each ROSS resource, and then click the > button.

An "X" will appear in the ROSS Resources grid next to each ROSS resource that has been manually matched to an I-Suite resource.

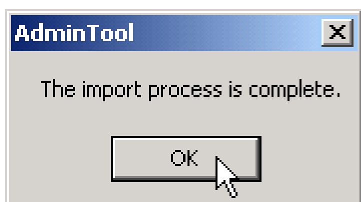
3 When you are finished editing the I-Suite resources, click **Next**.

The following diagram shows the **Manually Match/Add** screen with a resource ready to be added manually.



4 When the ROSS Import process is finished, the ROSS Import complete screen will appear, click **OK**.

The following diagram shows the ROSS Import complete screen.



Revision History

REVISION DATE	REVISION SUMMARY
2004-09-22	Added instructions for importing ROSS data files into I-Suite.

Incident Action Plan User's Guide

The Incident Action Plan (IAP) is part of the I-Suite group of software programs. IAP, along with the I-Suite database, allows you to produce the Incident Action Plan for an incident. Using IAP, you can produce the following Incident Command System (ICS) forms:

- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-204 Division Assignment List
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-220 Air Operations Summary.

You can also produce the Master Frequency List, which lists radio frequencies from the ICS-205 Incident Radio Communications Plan.

Topics in this guide include the following:

- About this guide
- Getting Started
- Setting up your IAP
- Understanding form navigation basics
- Creating new forms for your IAP.

For information about installing IAP, please refer to the "I-Suite Administrator's Guide," which is available for download on http://isuite.nwcg.gov.

About this guide

This Incident Action Plan User's Guide is organized into sections, based on the types of tasks you will commonly perform. At the beginning of each section you will find an overview of the topics explained. Where appropriate, diagrams are shown immediately following each task. Topics in this section include:

- Before you begin
- Conventions.

Before you begin

Before using IAP, you must be feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with Windows 2000, Windows XP, or Windows NT and can log on and log off.

Conventions

The following conventions are used within this guide:

- Button names, option labels, screen names, tab names, and text box names appear in bold, in the same case as on your keyboard or screen. For example, the fist step in a procedure might instruct you to

   1 On the **Tools** menu, click **Master Frequency**.

- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example, the following note appears in the section, "Setting up your IAP."

Until you mark it as "final," forms are automatically marked "draft" at the top and bottom of each page.

Getting Started

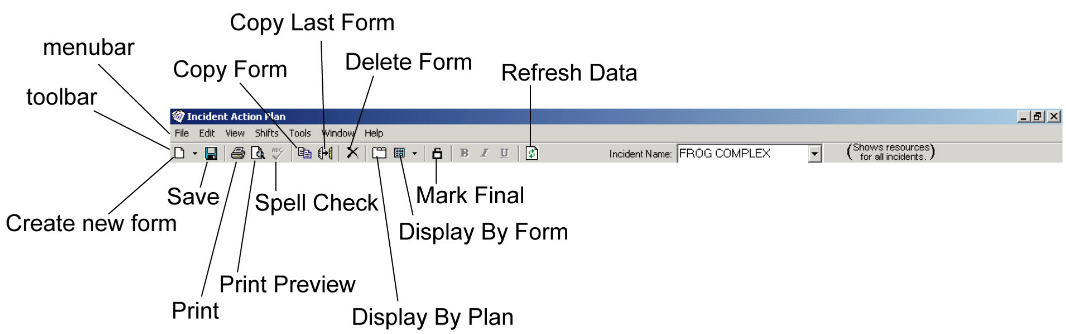
This section explains the basic concepts and information you need to begin using IAP. Topics in this section include:

- Terms and concepts
- Logging on and logging off
- Getting help
- Understanding the stand-alone and integrated environments.

Terms and concepts

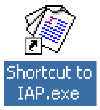
This section outlines some of the screens, toolbars, and menus that you will be using in IAP. If you aren't already familiar with IAP or have forgotten a few things since training, review these terms and concepts before proceeding with the remaining sections in this guide.

The following diagram shows the IAP toolbar and a brief explanation of the toolbar buttons.



Logging on and logging off

This section explains how to log on and log off of IAP.



To log on to IAP

1 From your **Desktop**, double-click the **IAP** icon or click **Programs** from the **Start** menu, point to **I-Suite**, and then click **IAP**.

If you have trouble logging on to IAP, please refer to the "Handling installation problems," in the "I-Suite Administrator's Guide," which is available for download on http://isuite@nwcg.gov.

To log off IAP

- On the **File** menu, click **Exit**.

Getting help

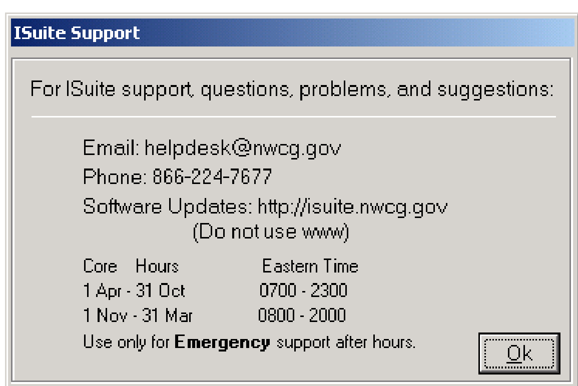
This section explains how to access and locate help information. There are three basic ways to obtain help information for ITS:

- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.
- **Review this Incident Action Plan User's Guide**. This guide is available in Acrobat format. To locate topics of interest, click to select the **Bookmark** of your choice. Bookmarks are listed along the left-hand side of the Acrobat document. When you click the **Bookmark**, you will advance to that topic within the document.

To display help information within IAP

- On the **IAP menubar**, click **Help**, and then click **Support**.

The following diagram shows the ISuite Support dialog box.

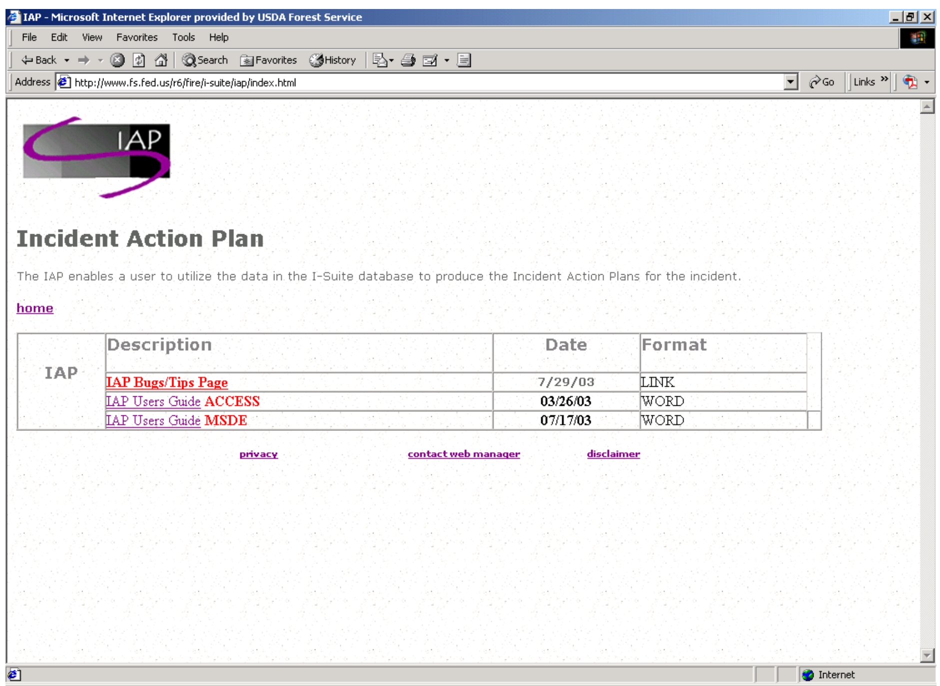


To locate help information on the I-Suite website

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.
3. On the **Welcome to I-Suite** webpage, click the **IAP** application icon.
4. On the **IAP webpage**, click to select the **topic** of your choice.

The following diagram shows the IAP application icon on the Welcome to I-Suite webpage.

The following diagram shows the IAP webpage and a list of available topics.



To contact the I-Suite Helpdesk

The I-Suite Helpdesk is available 24-hours per day, seven days per week.

- Call **(866) 224-7677**, or email **helpdesk@dms.nwcg.gov**.

To obtain a copy of this Incident Action Plan User's Guide

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **IAP** application icon.

4 On the **IAP webpage**, click to select **IAP User's Guide**.

5 In **Acrobat Reader**, save the file to your personal computer in a folder location of your choice.

Setting up your IAP

This section explains how to create your IAP database and define the shift names and times.

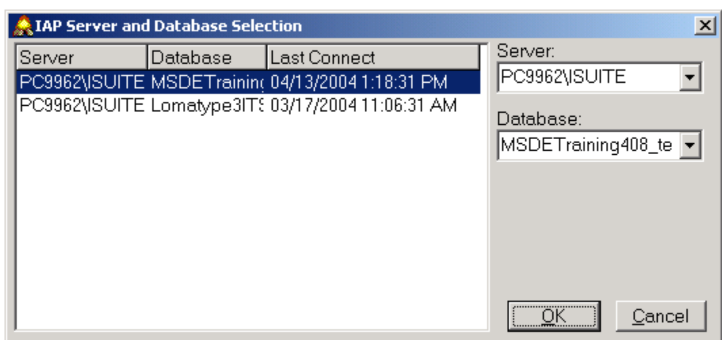
To create an IAP database

1 On your **Desktop**, double-click the **IAP** icon.

2 On the **IAP Server and Database Selection** dialog box, click the **Server** drop-down arrow, and then click to select the **Server Name** of your choice.

3 Click the **Database** drop-down arrow, and then click to select the **Database Name** of your choice.

The following diagram shows the IAP Server and Database Selection dialog box.



To define shift names and times

You must define shift names and times before you can create IAP forms. You can define as many color-coded shifts as you need, so that you won't confuse day shift forms with night shift forms.

1 Log on to **IAP**.

2 On the **Shifts** menu, click **Define Shifts**.

3 On the **Incident Action Plan - Define Shifts** dialog box, complete the following

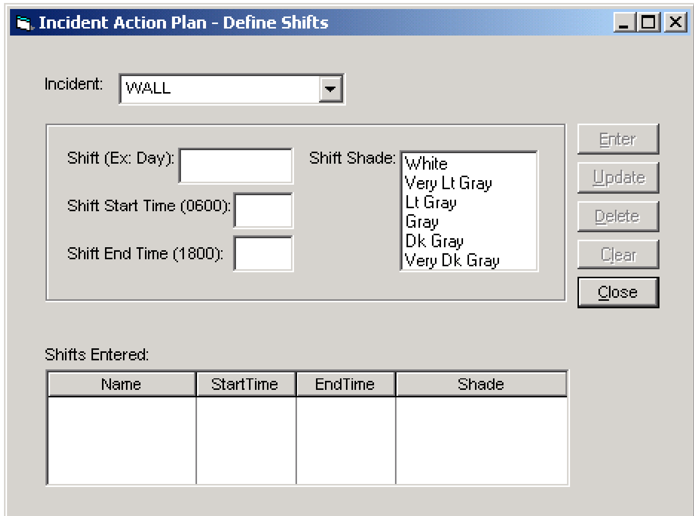
- in the **Shift** box, type the name of the **Shift**
- in the **Shift Start Time** box, type the **starting time** of the shift, in the format 0000

- in the **Shift End Time** box, type the **ending time** of the shift, in the format 0000
- under **Shift Shade**, click to select a **shade** to help identify the shift.

4 To save the new shift, click the **Enter** button.

5 When finished creating all shifts, click the **Close** button.

The following diagram shows the Incident Action Plan - Define Shifts dialog box.



Understanding form navigation basics

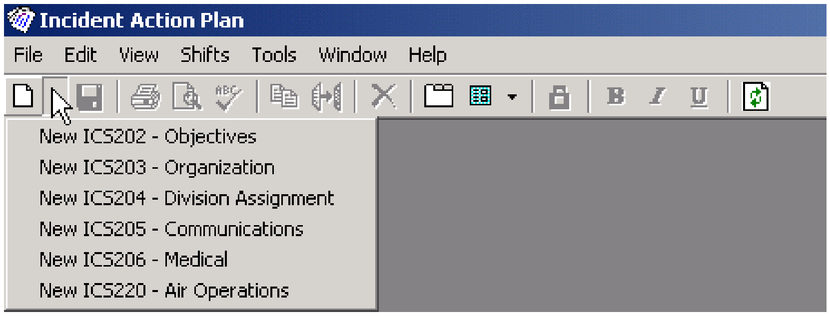
Remember the following key points when creating a new IAP form:

- IAP automatically enters the Incident Name, Date, and Time.
- The Date and Time Prepared boxes display the current date and time.
- The Operational Period box displays the current date and day.
- If preparing a form for a different date other than the current date, you can manually edit the Operational Period box.
- You must save a form after editing. IAP does not automatically save your forms. If you close a form without first saving it, IAP displays a prompt.
- For the most part, you can manually edit or override almost every entry in a form.

To create a new form

- On the **File** menu, click **New Form** or click the **New Form** icon on the **IAP toolbar**, and then click to select the form of your choice.

The following diagram shows the New Form icon and the drop-down menu of available forms.



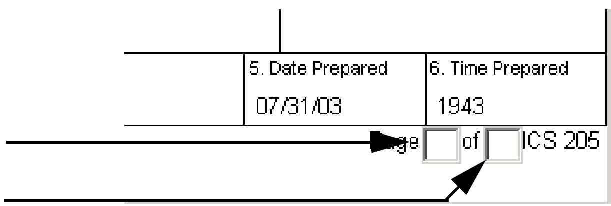
To show multiple page numbers on a form

1 Using the scroll bar, scroll to the bottom of the new form of your choice.

2 In the **Page ___ of ___** boxes, type to replace the **page numbers** of your choice.

*For example, for a two-page form, type Page **1** of **2** on the first page, and then type Page **2** of **2** on the second page of the form*

The following diagram shows the bottom portion of a form.The arrows point to the boxes where you can type page numbers.

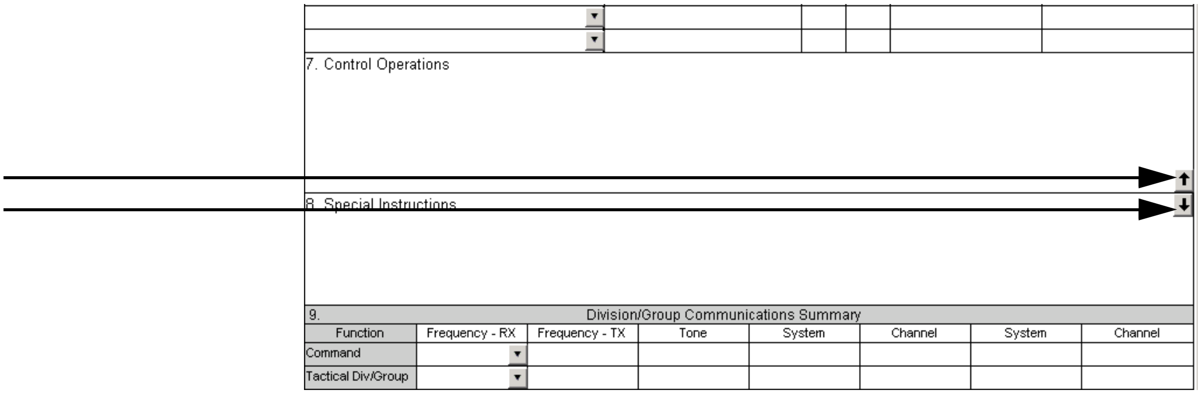


To resize a text box on a form

The up and down arrows are located on the right-hand side of text boxes on a form.

- To resize a text box, click the **Up arrow** or **Down arrow**.

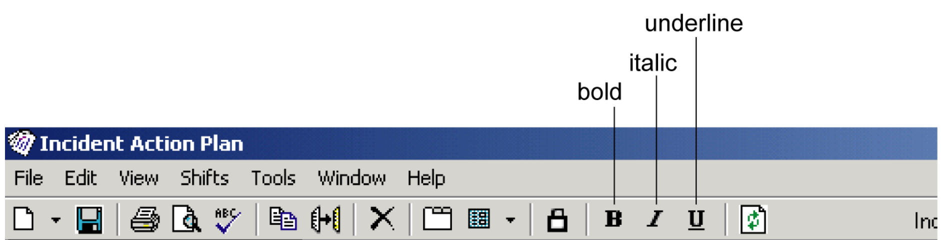
The following diagram shows some up and down arrows on a portion of a 204 form.



To format text on a form

- Click to highlight the **text** of your choice, and then click the **text format** icon of your choice.

The following diagram shows the location of the text format icons on the IAP toolbar.

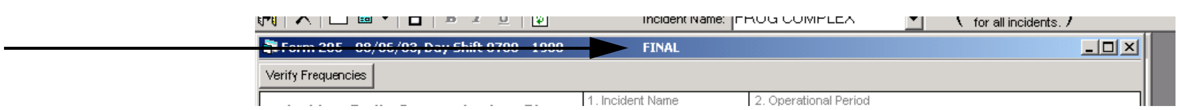


To finalize a form

Until you mark it as "final," forms are automatically marked "draft" at the top and bottom of each page.

- On the **Tools** menu, click **Mark Final**, or click the **Padlock** icon.

The following diagram shows the a portion of a 205. The arrow points to the location of where the form is marked "Final."



To edit a finalized form

Once you mark a form as "final," you must first unlock it before you can edit it.

- On the **Tools** menu, click **Mark Draft**, or click the **Padlock** icon.

To display the tree view of forms

You can open more than one form at a time and click to switch between forms.

- Perform one of the following
  - on the **View** menu, click **Form**
  - from the **IAP toolbar**, click the **Display by Form** icon
  - on the **View** menu, point to **Individual Form**, and then click to select the form of your choice.

To display the tree view of plans

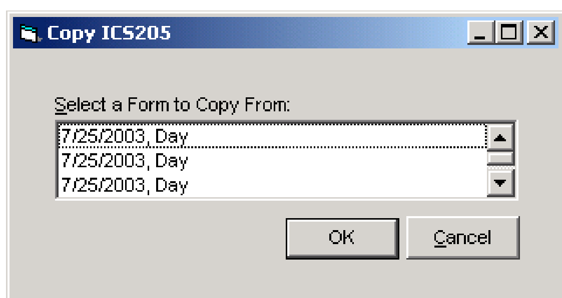
- Perform one of the following
  - on the **View** menu, click **Plan**
  - from the **IAP toolbar**, click the **Display by Plan** icon.

To copy any form

You can create new forms by copying forms from previous operational periods.

1. From the **Tree View**, click to highlight the form of your choice, and then click the **Copy Form** icon.
2. On the **Copy [form name]** dialog box, click to select the **Form** you wish to copy, and then click **OK**.

The following diagram shows the Copy [form name] dialog box.



To copy the last form created

You can copy the last form you created, not the last form edited.

- On the **IAP toolbar**, click the **Copy Last Form** icon.

To change the order entry for first name and last name

This option allows you to toggle between entering First Name Last Name or entering Last Name, First Name.

Before creating forms in IAP, determine the order in which you wish to enter first names and last names. Once you begin entering names, previously entered names are not retroactively changed.

1. On the **Tools** menu, click **First Name Last Name**.
2. To toggle back to the previous setting, click **Last Name, First Name** on the **Tools** menu.

To enable the exporting of IAP forms to HTML

Performing this task allows you to post a form on a website.

- On the **File** menu, click **HTML Export**.

Creating new forms for your IAP

This section explains how to complete the following forms:

- Master Frequency List
- ICS-202 Incident Objectives
- ICS-203 Organization Assignment List
- ICS-204 Division Assignment List
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-220 Air Operations Summary.

Topics in this section include:

- Working with the Master Frequency List (MFL)
- Creating ICS forms.

Working with the Master Frequency List (MFL)

This section explains how to create the database of frequencies to be used on a specific incident.

You must add every frequency you need for the incident to the MFL.

To enter frequencies into the MFL

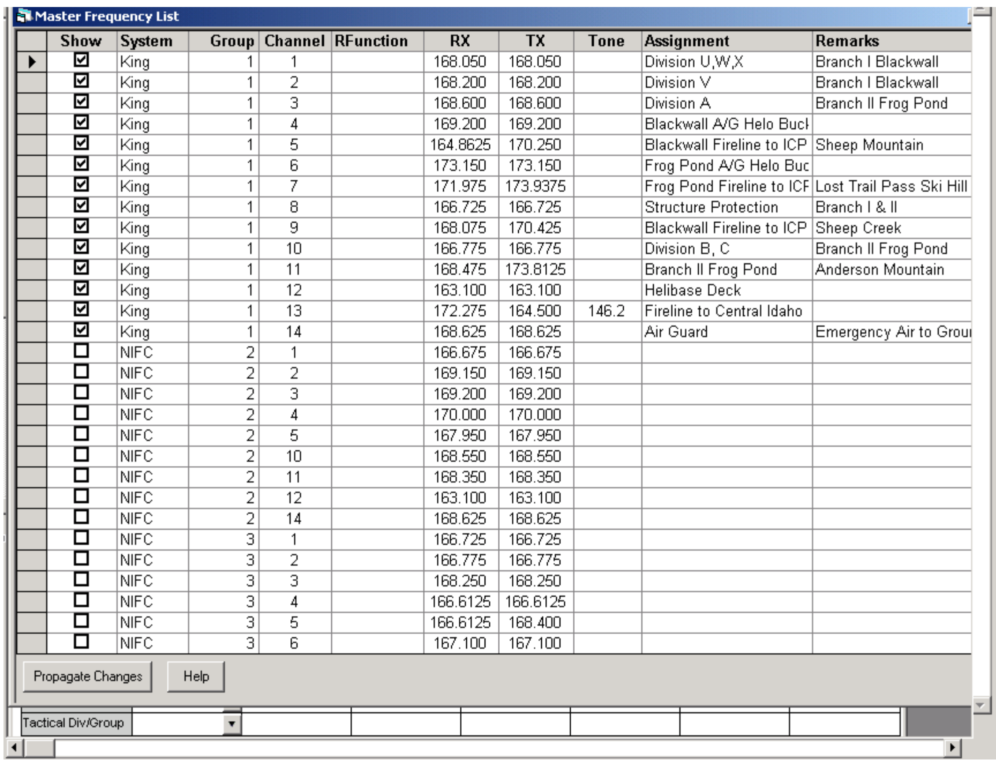
1. On the **Tools** menu, click **Master Frequency**.
2. Click the **System** drop-down arrow, and then click to select the **System** of your choice.

3 Complete the remaining boxes in the row

- Group
- Channel
- RFunction
- TX
- Tone
- Assignment
- Remarks.

4 When finished, click to select the check box in the **Show** column for that new **Frequency**, and then click the **Propagate Changes** button.

The following diagram shows the Master Frequency List.



Master Frequency List

Show	System	Group	Channel	RFunction	RX	TX	Tone	Assignment	Remarks
☑	King	1	1		168.050	168.050		Division U,W,X	Branch I Blackwall
☑	King	1	2		168.200	168.200		Division V	Branch I Blackwall
☑	King	1	3		168.600	168.600		Division A	Branch II Frog Pond
☑	King	1	4		169.200	169.200		Blackwall A/G Helo Buck	
☑	King	1	5		164.8625	170.250		Blackwall Fireline to ICP	Sheep Mountain
☑	King	1	6		173.150	173.150		Frog Pond A/G Helo Buc	
☑	King	1	7		171.975	173.9375		Frog Pond Fireline to ICF	Lost Trail Pass Ski Hill
☑	King	1	8		166.725	166.725		Structure Protection	Branch I & II
☑	King	1	9		168.075	170.425		Blackwall Fireline to ICP	Sheep Creek
☑	King	1	10		166.775	166.775		Division B, C	Branch II Frog Pond
☑	King	1	11		168.475	173.8125		Branch II Frog Pond	Anderson Mountain
☑	King	1	12		163.100	163.100		Helibase Deck	
☑	King	1	13		172.275	164.500	146.2	Fireline to Central Idaho	
☑	King	1	14		168.625	168.625		Air Guard	Emergency Air to Grou
☐	NIFC	2	1		166.675	166.675			
☐	NIFC	2	2		169.150	169.150			
☐	NIFC	2	3		169.200	169.200			
☐	NIFC	2	4		170.000	170.000			
☐	NIFC	2	5		167.950	167.950			
☐	NIFC	2	10		168.550	168.550			
☐	NIFC	2	11		168.350	168.350			
☐	NIFC	2	12		163.100	163.100			
☐	NIFC	2	14		168.625	168.625			
☐	NIFC	3	1		166.725	166.725			
☐	NIFC	3	2		166.775	166.775			
☐	NIFC	3	3		168.250	168.250			
☐	NIFC	3	4		166.6125	166.6125			
☐	NIFC	3	5		166.6125	168.400			
☐	NIFC	3	6		167.100	167.100			

To delete a frequency on the MFL

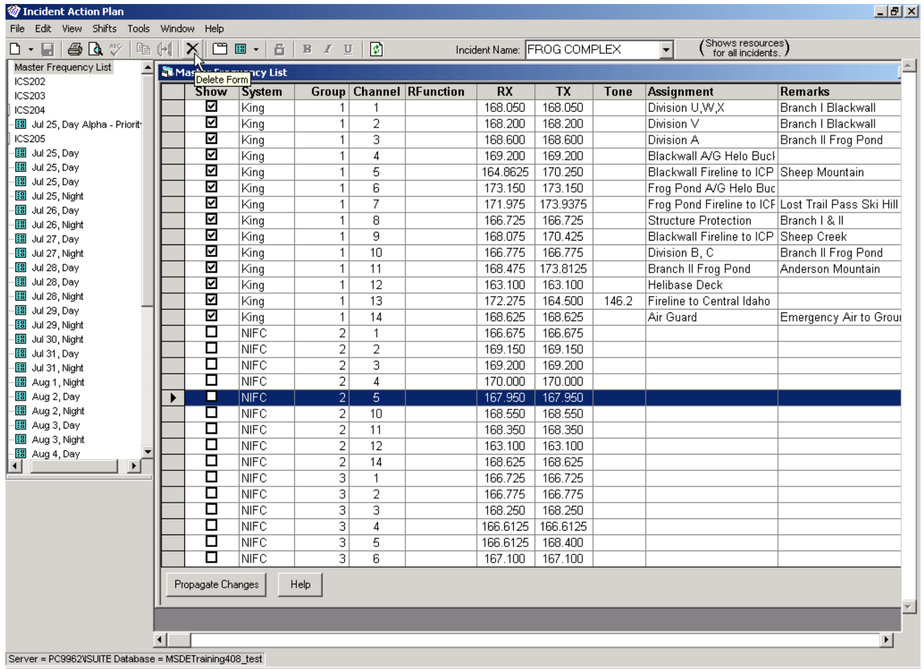
This process only deletes the frequency you select, not the entire MFL.

1 On the **Master Frequency List**, click the **Show** column to select the **Frequency** you want to delete.

2 Perform one of the following

- click the **Delete Form** icon
- on your keyboard, press DELETE.

The following diagram shows a selected frequency and the Delete icon on the Master Frequency List.



To refresh data on the MFL

- Click the **Refresh Data** icon.

Creating ICS forms

This section explains how to complete the ICS forms you can create in IAP.

To create an ICS 202 Incident Objectives

1. On the **File** menu, point to **New Form**, and then click **New Form 202 - Objectives**.
2. In the **4. Operational Period** box, click the drop-down arrow, and then click to select the **Shift** of your choice.
3. Complete the following information
   - 5. General Control Objectives for the incident (include alternatives)
   - 6. Weather Forecast for Period
   - 7. General Safety Message.

4 Under **Attachments**, click to select all that apply

- Organization List - ICS 203
- Div. Assignment Lists - ICS 203
- Medical Plan - ICS 206
- Air Operations Summary - ICS 220
- Incident Map
- Safety Message
- Traffic Plan
- Weather Forecast.

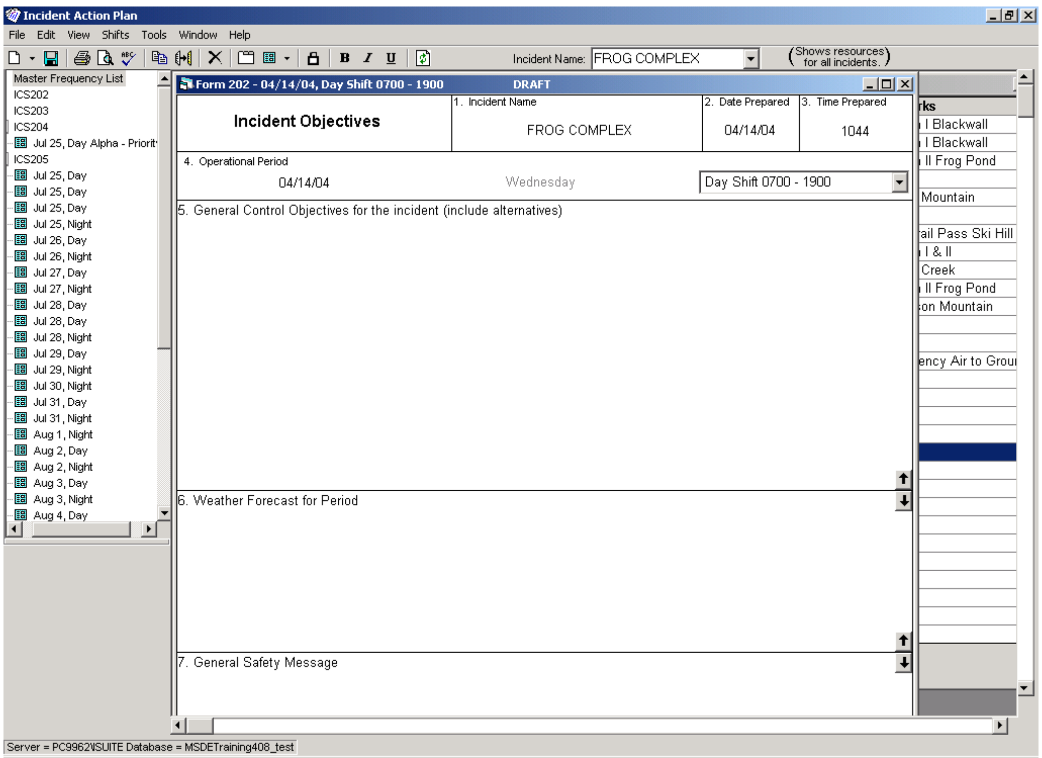
5 To add an additional attachment, click to select a **check box** next to a blank line, and then type the appropriate **attachment** next to that **check box**.

6 In the **9. Prepared by (Planning Section Chief)** box, type the **Planning Section Chief Name**.

7 In the **10. Approved by (Incident Commander)** box, type the **Incident Commander Name**.

8 When finished, click the **Save** icon.

The following diagram show a blank ICS 202 form.



To create an ICS 203 Organization Assignment List

The ICS 203 identifies which positions are filled and by whom. People qualified for each position mnemonic are identified in the I-Suite database. However, if a name does not display in the drop-down list, you may manually type in that name. Keep in mind that some position boxes display more than one position mnemonic

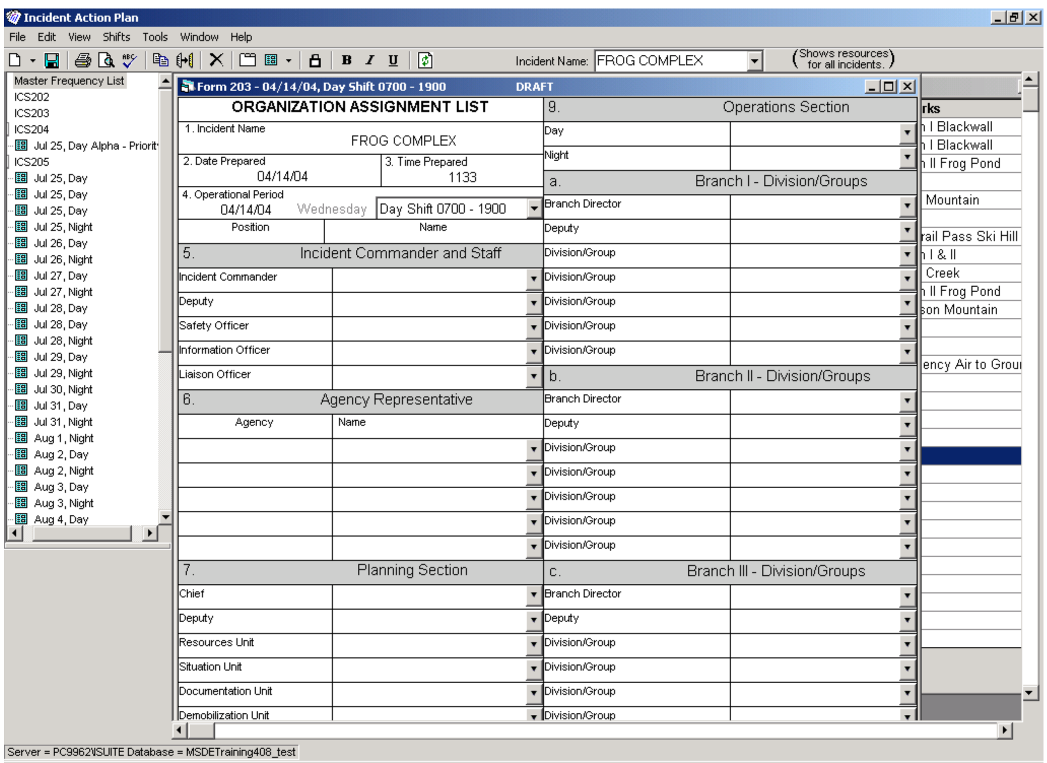
1 On the **File** menu, point to **New Form**, and then click **New Form 203 - Organization**.

2 For each position, click the drop-down arrow, and then click to select the **Person** of your choice.

3 Under **6. Agency Representative**, type the **Agency** for each agency representative.

4 In the **Prepared by** box, type the **Resource Unit Leader Name**, and then click the **Save** icon.

The following diagram shows a blank ICS 203 form.



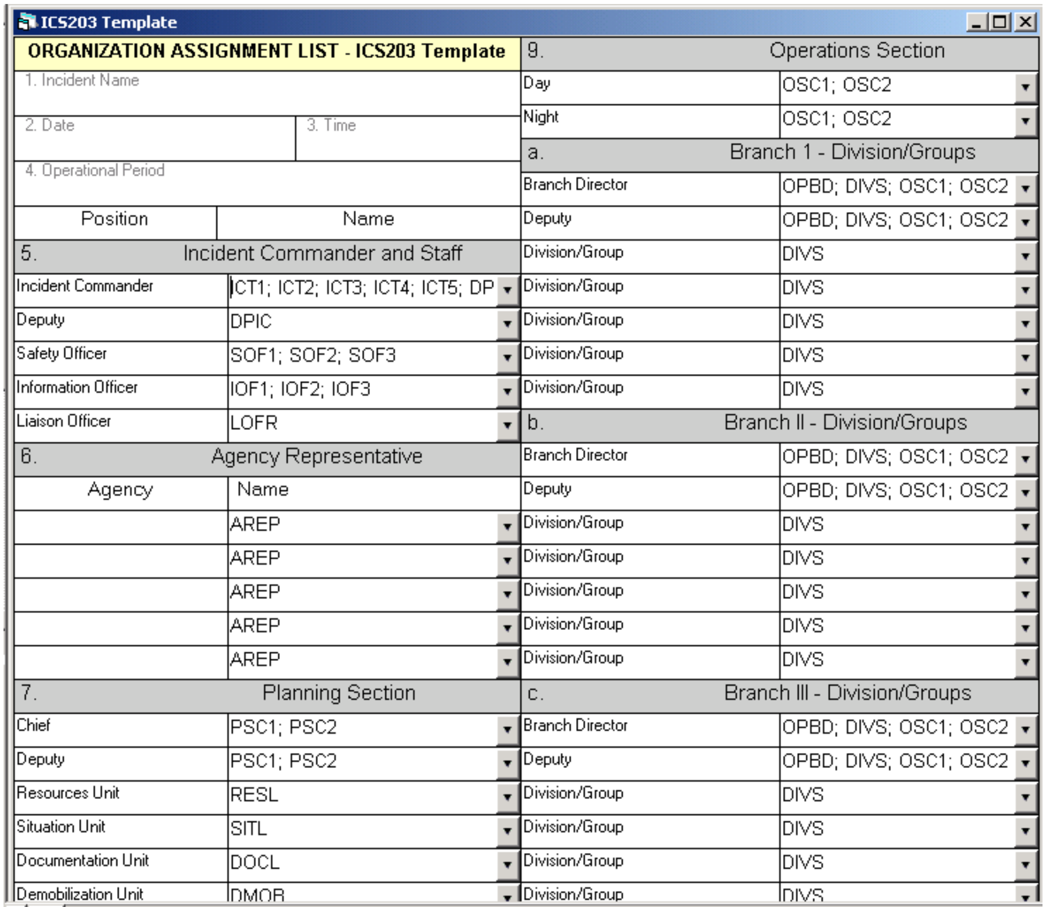
To customize your mnemonics (kindcode) filter

1 On the **Tools** menu, click **Form 203 Template**.

2 For each section, click in the appropriate box, and then type additional **Mnemonics** as needed, separated by a semi-colon.

3 To save your additions, click the **Save** button.

The following diagram shows a sample ICS 203 template.



ICS203 Template

ORGANIZATION ASSIGNMENT LIST - ICS203 Template		9. Operations Section	
1. Incident Name		Day	OSC1; OSC2
		Night	OSC1; OSC2
2. Date	3. Time	a. Branch 1 - Division/Groups	
4. Operational Period		Branch Director	OPBD; DIVS; OSC1; OSC2
Position	Name	Deputy	OPBD; DIVS; OSC1; OSC2
5. Incident Commander and Staff		Division/Group	DIVS
Incident Commander	ICT1; ICT2; ICT3; ICT4; ICT5; DP	Division/Group	DIVS
Deputy	DPIC	Division/Group	DIVS
Safety Officer	SOF1; SOF2; SOF3	Division/Group	DIVS
Information Officer	IOF1; IOF2; IOF3	Division/Group	DIVS
Liaison Officer	LOFR	b. Branch II - Division/Groups	
6. Agency Representative		Branch Director	OPBD; DIVS; OSC1; OSC2
Agency	Name	Deputy	OPBD; DIVS; OSC1; OSC2
	AREP	Division/Group	DIVS
	AREP	Division/Group	DIVS
	AREP	Division/Group	DIVS
	AREP	Division/Group	DIVS
	AREP	Division/Group	DIVS
7. Planning Section		c. Branch III - Division/Groups	
Chief	PSC1; PSC2	Branch Director	OPBD; DIVS; OSC1; OSC2
Deputy	PSC1; PSC2	Deputy	OPBD; DIVS; OSC1; OSC2
Resources Unit	RESL	Division/Group	DIVS
Situation Unit	SITL	Division/Group	DIVS
Documentation Unit	DOCL	Division/Group	DIVS
Demobilization Unit	DMOB	Division/Group	DIVS

To create an ICS 204 Division Assignment List

1 On the **File** menu, point to **New Form**, and then click **New Form 204 - Division Assignments**.

2 In the **1. Branch** box, type the **Branch Name**, and then press TAB.

3 In the **2. Division/Group** box, type the **Division/Group** name, and then press TAB.

4 Under **Operations Personnel**, click the drop-down arrow for each **Position**, and then click to select the **Person** of your choice.

5 Under **5. Resources Assigned this Period**, click to select the option of your choice

- All, to display all resources
- Crew, to limit the drop-down list to display only hand crews
- Engine, to limit the drop-down list to display only engines
- Equipment, to limit the drop-down list to display dozers, water tenders, tractor plows, and other heavy equipment
- Line Overhead, to limit the drop-down list to display individual line overhead such as Strike Team Leaders and Field Observers.

6 Complete the following boxes for each resource, as appropriate

*You can complete the drop off and pick up locations and times for the first resource, and then click the **Auto-Fill** buttons to fill-in the remaining locations and times for all other resources. Edit the remaining drop off and pick up locations and times as appropriate.*

- Strike Team/Task Force/Resource Designator
- Leader
- Number of Persons
- Trans Needed
- Drop Off PT./Time
- Pick Up PT./Time.

7 Complete the following boxes as appropriate

- 7. Control Operations
- 8. Special Instructions.

8 Under **9. Division/Group Communications Summary**, complete the following boxes as appropriate for each **Function**

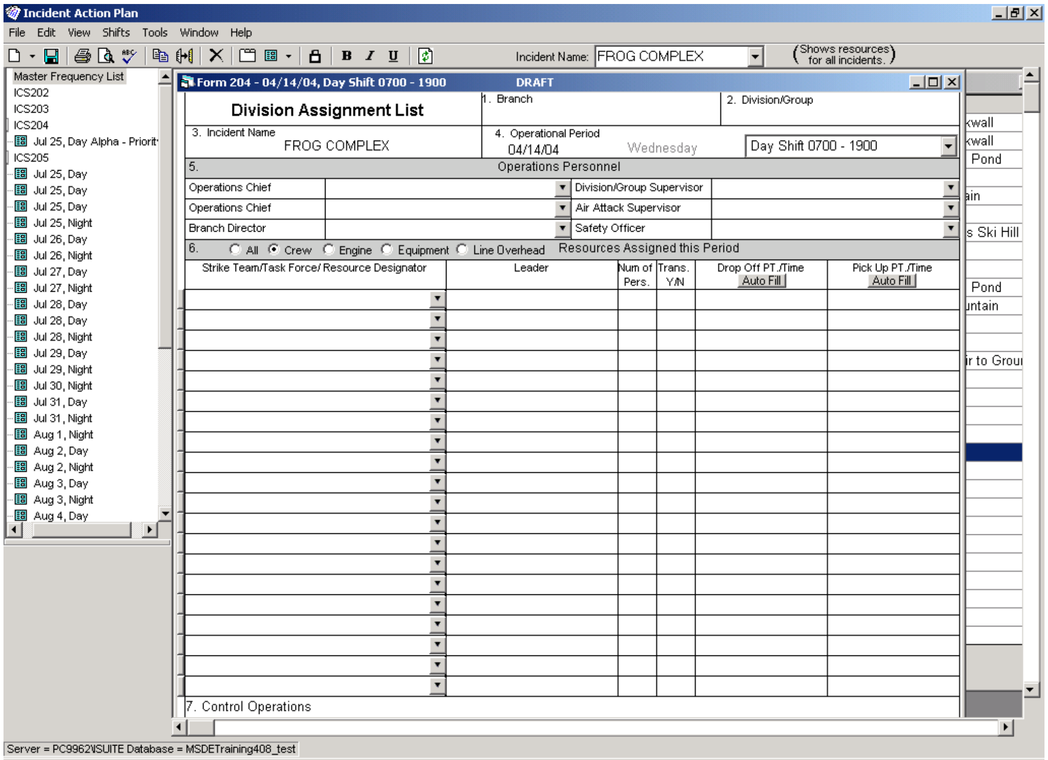
*This section allows you to import frequencies from the ICS 205 Radio Communications Plan, if one exists for that operational period. If the Frequency - RX drop-down list does not contain any frequencies, an ICS 205 has not yet been created for that operational period. To display frequencies added to the ICS 205 since the last time you started IAP, click the **Refresh Data** icon.*

- Frequency - RX
- Frequency - TX
- Tone
- System
- Channel
- System
- Channel.

9 In the **Prepared By** box, type the **Resource Unit Leader Name**, and then press TAB.

10 In the **Approved By** box, type the **Planning Section Chief Name**, and then click the **Save** icon.

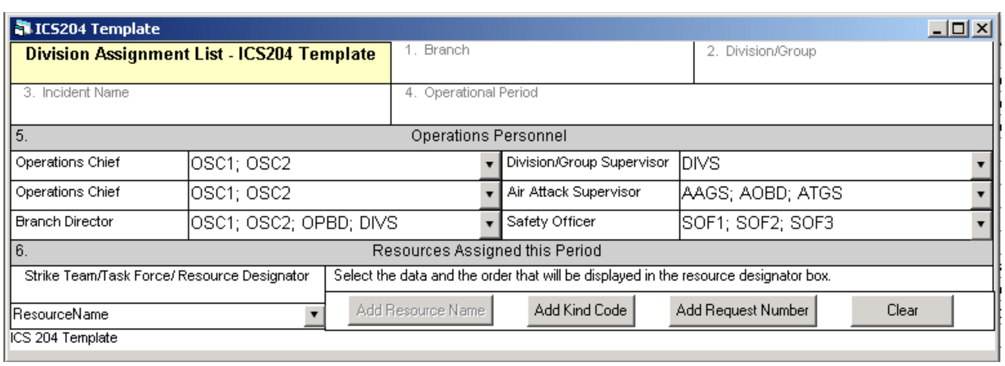
The following diagram shows a blank ICS 204 form.



To customize your mnemonics (kindcode) filter

1. On the **Tools** menu, click **Form 204 Template**.
2. Under **Operations Personnel**, click in the appropriate box, and then type additional **Mnemonics** as needed, separated by a semi-colon.
3. To save your additions, click the **Save** button.

The following diagram shows a sample ICS 204 template.



To edit the 204 template

You can change the order of the resource, kind code, and resource name fields on the 204 template. This change affects all newly created ICS-204s, but does not affect ones already created.

1 On the **Tools** menu, click **Form 204 Template**.

2 Click one or more of the following buttons, in the order of your choice, to customize the 204

- Add Resource
- Add Kind Code
- Add Resource Name.

3 To save your changes to the 204 template, click the **Save** icon.

To manipulate rows on the 204 form

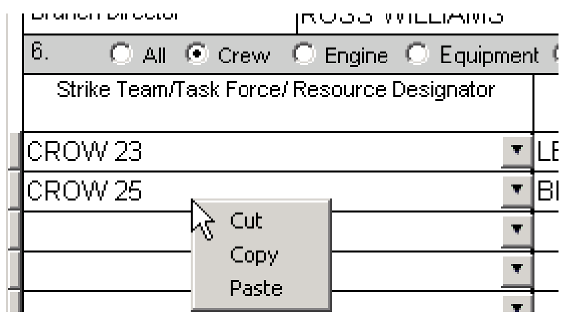
You can cut, copy, paste, and delete rows on the 204 form.

1 To cut a row, click to select the row of your choice, right-click in the left-most column of that row, and then click **Cut**.

2 To copy a row, click to select the row of your choice, right-click in the left-most column of that row, and then click **Copy**.

3 To paste the cut or copied row, click to select the target row of your choice, right-click in the left-most column of that target row, and then click **Paste**.

The following diagram shows a sample row of the 204 and the cut/copy/paste options available when you right-click the mouse.



To spell check the 204 form

- On the **Tools** menu, click **Spell Check**.

To complete the ICS 205 Incident Radio Communications Plan

The Communications Leader completes the ICS 205. All frequencies on the ICS 204 are also on the approved ICS 205 for that operational period.

1 On the **File** menu, point to **New Form**, and then click **New Form 205 - Communications**.

2 For each frequency, click the **Radio Type/Cache** drop-down arrow, and then click to select the **Frequency** of your choice.

Once you select the frequency, the remaining data from the MFL auto-fills on the form.

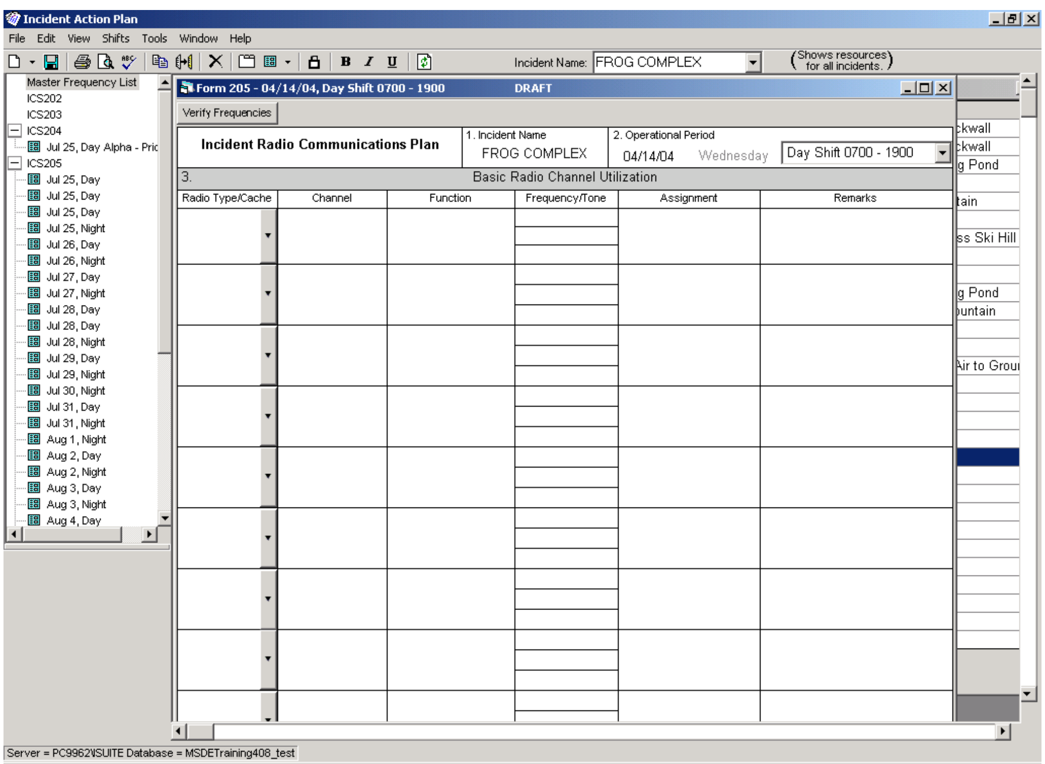
3 Click the **Verify Frequencies** button.

The Verify Frequencies button verifies the following:

- *All frequencies on the ICS 204 and ICS 205 are approved frequencies on the MFL.*
- *All frequencies for that operational shift are assigned on at least one of the ICS 204s for that operational period.*
- *Any frequency on an ICS 204 is also on the approved ICS 204 for that operational period.*

If there are any discrepancies between the ICS 204, ICS 205, and the MFL, IAP displays a notification message.

The following diagram shows a blank ICS 205 form.



To create an ICS 206 Medical Plan

The ICS 206 is a narrative, fill-in form.

1 On the **File** menu, point to **New Form**, and then click **New Form 206 - Medical**.

2 Complete the following sections as appropriate

- Incident Medical Aid Station
- Ambulance Services
- Incident Ambulances.

3 In the **Paramedics** column, click to select the **Yes** or **No** check boxes, as appropriate, to designate the available **Paramedics** for each type of medical service.

4 Complete the **Hospitals** section, and then click to select the **Yes** or **No** check boxes, as appropriate, to designate if a **Helipad** and/or **Burn Center** is available.

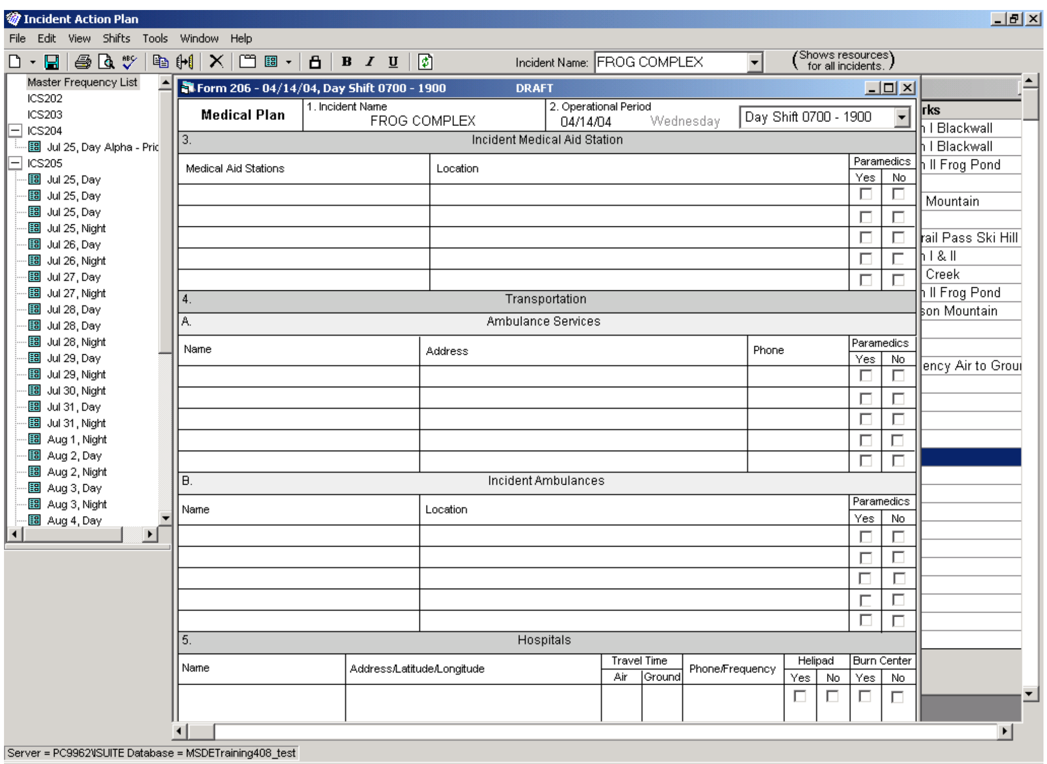
5 In the **Medical Emergency Procedures** box, type a description of the **medical emergency procedures**, as appropriate.

6 Complete the following boxes

- Prepared by (Medical Unit Leader)
- Reviewed by (Safety Officer).

7 When finished, click the **Save** icon.

The following diagram shows a blank ICS 206 form.

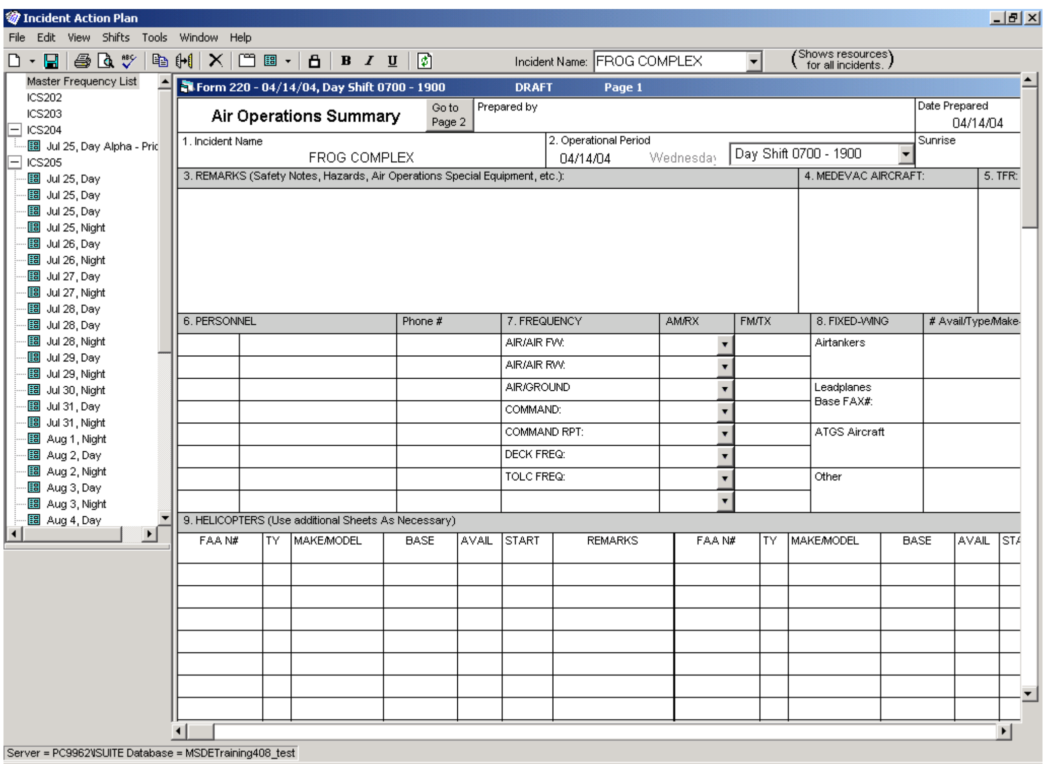


To create an ICS 220 Air Operations Summary

The ICS 220 is mostly a narrative, two-page form

1. On the **File** menu, point to **New Form**, and then click **New Form 220 - Air Operations**.
2. Complete the following sections as appropriate
   - Sunrise Hour
   - Sunset Hour
   - 3. REMARKS
   - 4. MEDEVAC AIRCRAFT
   - 5. TFR
   - 6. PERSONNEL
   - 7. FREQUENCY
   - 8. FIXED WING
   - 9. HELICOPTER.
3. To advance to the next page of the form, click the **Go to Page 2** button.
4. Complete section **10. TASK, MISSION, ASSIGNMENT**, as appropriate.

The following diagram shows a blank ICS 220 form.



ICARS-2004

Incident
Cost Accounting
&
Reporting System

Users Guide

Updated 6/10/04

CHAPTER 1 Introduction

The **I**ncident **C**ost **A**ccounting and **R**eporting **S**ystem (ICARS) is designed to allow you to easily track individual resources in a database format. The system creates a line for every resource for every day. The ICARS user can then analyze, manipulate, and create outputs of this information in a variety of report formats.

ICARS has been integrated into the I-Suite of applications and is now capable of running networked with many PC's all working from the same database. I-Suite also includes the Incident Resource Status System (IRSS), Incident Time System (ITS) and Incident Action Plan (IAP). All of these programs now function off the same set of common tables. Thus common data only needs to be entered one time and can be used by all programs.

The system is designed to track any and all incident resource costs that are assigned to that particular incident. The INCIDENT table contains basic incident information and the RESOURCE table is where header record information for all resources assigned to the incident are input. ICARS ties the RESOURCE table to a variety of lookup tables, which contain acceptable entries for the fields in the RESOURCE table. These lookup tables include the AGENCY, KIND, DIVISION, HOME UNIT, OBLIGATION and RATES tables.

The system involves the daily creation of records in the DAILY and AIRDAY tables, for each RESOURCE table record. At the end of the incident the combined records of the DAILY and AIRDAY tables will contain a line for every resource for every day.

What's New With ICARS

ICARS-04 Updates

- Obligations
  - Update Obligation buckets to remove lines 3 Fixed Wing and 7—Misc.
  - Allow reversal of current day finalization.
  - Split AD's out of mixed crews, so only the AD personnel will be included in the obligation bucket for AD's.
  - Correctly identifies Rural, County and City resources to the correct STO or STL category based on the Home Unit.
  - Correctly identifies PVT resources based on the contracting agency.
  - Adds Cost Share category, which can be manually used to identify resources that should not be obligated because they are covered under a cost share agreement.
- *Projections*
  - Allow updating of prior days projections to the current day.
  - Allow editing of per unit costs.
  - Add flow down of data entry in lower section.
  - Corrects error in support calculation
  - Corrects graphing error for projections over 46 days
- Other
  - Add Business Ratio/Analysis reports
  - Add Fire characteristics to acres burned table for future use in calculating weighted costs per acre.
  - Add weekly/monthly rate type, which will only allow daily cost to be created once a week/month.
  - Fixed Incident End date in Incident table so it will stop the creation of daily records.
  - Added function to pick up an AD crew rate from the rates table if the crew is >50% AD's.
  - Corrects error in add screen.
  - Added ability to drag and drop resources into the add resources screen

ICARS-03 Updates

- Addition of an Obligations module used to track and report expenditures, by obligation categories.
- Changes ITS updates to:
  - Interpret R&R, travel home and COP as 8 hours of work time.
  - Lock feature in ICARS will lock out ITS updates
  - ICARS will ignore deductions in ITS where commodity=Partial Pay.
  - The Assign date is equal to the hire date in ITS.

    - Updates from ITS for crews is changed to only bring in average hours. The dollars will be left as the default rate from the rates table. This corrects a problem where AD crew rates were not functioning correctly.
- An Incident Start date has been added to the Incident table. Dates prior to that date will not be allowed in any I-Suite applications.
- Fixed bug where costs auto generate to incident start date.
- The Creation of Daily records and ITS updates have been placed in the database as procedures, thus dramatically improving performance times.
- Modifications to reports screen to summarize as either sort categories or other.
- Request Number is now required.
- You can now export a graph as a .jpg file.
- Various new Kinds were added to the Kind table.
- Added OAS agency, to track costs for Office of Aircraft Services.
- Replace Access, as the database engine, with Microsoft Database Engine (MSDE)

Where to Get ICARS

The ICARS application is available for Downloading, as a part of the I-Suite software from the Internet at: http://www.fs.fed.us/r6/fire/i-suite.

How to get help

There is a National ISuite helpdesk, which should be your first call for support 916-799-3586. Support for bugs, etc. can also be obtained from the websites listed above. Other support can be obtained from other ICARS users. Any comments or questions not answered by those sources can be directed to Jeff Park at the Region 6 Regional Office in Portland, Oregon.

Phone: 503-808-2978
Fax: 503-808-2467
e-mail: jgpark@fs.fed.us
Mailing Address:
Jeff Park
c/o Financial Management
333 SW First Avenue, Box 3623
Portland, OR 97208-3623

CHAPTER 2 Installing and Starting ICARS

This chapter contains instructions for installing and starting ICARS. Preferably, installation and a quick start-up test should be done prior to a call to an incident, but can be done once arriving at the incident.

Running Setup

Obtain I-Suite Final Release CD and follow the instructions on the CD or use the one step network install from the download site. The advantage of the network install is that the installation wizard will first look to your PC, to see what files are already there. It will only download files that are not already loaded on your PC.

Set Date/Time

You will want to be sure that the date and time is properly set for any PC running ICARS. You can change the date and time from within ICARS menu options (UTILITIES | SET SYSTEM DATE/TIME) or from the Window's Control Panel. Some computers have dead batteries; thus, the correct date and time are lost when the computer is turned off. The correct date is critical to the proper running of the ICARS application.

Starting ICARS

At the conclusion of the install, there will be an ICARS icon placed on your desktop. To use ICARS in the MSDE environment it is necessary to use the admin tools provided to attach a database. Please see the Administrators Guide for these instructions.

CHAPTER 3 General Cost Collection and Analysis Techniques

This chapter discusses what to do before leaving your home unit. It also talks about cost collection and analysis techniques.

Prework

What to bring

The following equipment should be available when arriving on an incident:

- IBM-compatible computer (computer rentals are readily available).
- Printer (May not be necessary if networked to a printer).
- Blank disks for backups and sharing information.
- I-Suite application on a CD-ROM.
- Surge Protector Power strip and extension cord.
- Office supplies--paper, stapler, highlighters, pens, pencils, clipboard, folders and envelopes.
- Calculator.
- Boise Interagency Fire Center (BIFC) contract rates manual.
- ICARS manual and Quick Reference Guide
- Field Operations Guide (FOG) Handbook (Definitions).

Computer Site Preparation

1. As dust free an environment as possible to reduce computer wear and tear.
2. Electricity availability. An extension cord will afford you more flexibility.
3. Since you may need to network to computers and information from personnel time, equipment time and IRSS, proximity to the finance unit and the IRSS unit will be necessary.

Empty tables

If you are using an I-Suite database that has been previously used it will be necessary to assure the data from the previous incident has been removed. The best approach is to start with a clean database, which is loaded when you install the software, or is available from the web site. If you want to re-use a database you can simply Delete All the Incident records in the Incident Table. Because of the built-in relationships, deleting an Incident record will delete all records associated to that Incident. This essentially, empties the I-Suite database"

Data Collection

Evaluate Sources

Upon arriving on a fire, one of your first tasks is to evaluate the sources of cost data you will be using in your cost analysis. You must determine what sources are available and decide what data appears to be the most accurate. Following are some sources of data that will be used both to build your *RESOURCE* table and to use for daily updating.

1. **T-Cards** from Resource Unit to verify resources, names and assignments.
2. **Resource Orders** from Ordering Manager or Supply Unit Leader; also Expanded Dispatch.
3. **Check In** - Has anything new come in during the last 24 hours?
4. **DEMOB** - What left yesterday, today and is planned for tomorrow?
5. **ICS-209** - Previous day numbers used for overhead and total personnel for supplies.
6. **IRSS Reports** - Some IRSS reports or **RESOURCE.DB** file can help fill ICARS gaps.
7. **I.A.P. (Incident Action Plan)** - Used to verify resources on the ground; especially critical in a Cost Share agreement where division assignments play a part of the agreement.
8. **Equipment rental agreements and use invoices** from Equipment Time for identification of contract resources and actual rates.
9. **Time sheets** from Time Unit for actual crew hours worked.
10. **Air Cost** - Summaries from Air OPS for previous day. Also used to estimate current day.
11. **Caterer** - Costs from Food Unit Leader for previous day. Also used to estimate current day.
12. **Bus** - Count from Ground Support
13. **Pickup** - Count from Equipment time, Equipment Manager or Ground Support.
14. **Crew** - Updates from Time Unit.
15. **Claims** - From Claims (Comp/Claims normally list all injuries).
16. **Unit Logs** for other misc records.

Initial Data Entry

The table called INCIDENT contains Incident information and should be updated to reflect the basic information about this incident. You can track multiple Incidents within a single database by assigning different numbers in the incident table (IE: 1,2,3). Another option is to store different Incident information in two separate ICARS database files.

The table called RESOURCE is where all basic information on resources assigned to the incident will be entered. If you are using ICARS as a stand-alone application you will have to enter all resources. If using ICARS, in a networked Isuite setup, resources will be entered into the RESOURCE table through IRSS and ITS as explained below.

If IRSS and/or ITS are being used on the Incident then you will need to work with the Computer Technical Specialist to get networked with the other PC's. Once you are networked you will use the same I-Suite database, as IRSS and ITS and all your ICARS tables will be filled with the data entered through check in by IRSS, and Time System through ITS. The IRSS/ITS data can be supplemented and verified by data from the other sources as listed above. Of course you will need to enter all cost information not supplied by ITS. You will need to work closely with the IRSS/ITS personnel and communicate on any changes to the common database. Generally IRSS will be the owner of the resource information and any changes will be either entered by or communicated to the IRSS personnel. This may vary from incident to incident depending on the working relationship that is built. See Chapter 12 for a further discussion of I-Suite.

General Data Input Information

Level of detail

When inputting information different levels of detail may be used, depending on the incident size, predicted length, management needs, etc. Of course if IRSS is entering the data you will not need, or have the option to summarize, as all individual records will be entered into the system through check in. Examples of different levels of detail are:

1. Summarize overhead personnel into support and direct instead of entering every person. Direct overhead are defined as the Incident Commander and direct staff as well as any individual that has direct duties on or around the fire line. This information can be generated from the shift plan, T-cards, or ICS-209

2. Summarize crews into hotshots, regulars and ADs as opposed to entering crews by crew name.

3. Summarize buses into cost categories as opposed to entering every bus by name.

Use of actual vs. estimates

Included in ICARS is a standard rates table, which includes estimated rates for most resources that will be found on an incident. ICARS will automatically enter these rates into the DAILY table, when you enter a resource.

Since these rates are only estimates they can be updated to actual rates at any time. If no rate is available in the rates table, it is best to enter estimates at the outset with the plan to update to an actual cost later. This is usually the case with costs such as aircraft and caterers. The current day's cost will be entered as a projection based on the prior day's cost (or other information, if available) and then updated with the actual cost when it becomes available. Such updates are accomplished by editing the *DAILY and AIRDAILY records for a particular resource.* When entering actual costs, you can use the Locked field to flag that entry as an actual cost and locking edit access to that particular Daily record.

Strike Teams

A strike team will be entered in IRSS as a Parent record (the strike team name) with various children records (individual crews or engines). The parent record will show in ICARS, but you will not be able to add costs to it. The costs will show with the individual children records. This process allows strike teams to be built and dismantled. All the daily records will be maintained with the strike team element.

Quantities and Units

The *Quantity* and *Units* fields in the *DAILY* table are also important for calculating a resource's daily costs. A resource's daily cost is calculated by multiplying the resource's unit cost, quantity, and units together to determine the total cost of the resource. The *Units* field can be handled various ways. You can use a standard number of hours like 14, assuming that on average everyone is working a 14 hour day or you can enter the actual hours or you can enter a 1 if the rate you are using is a daily not hourly rate. It is preferable to enter hourly rates because this allows a direct comparison of resource cost (daily costs are not always based on the same number of hours so comparisons where daily costs are used, may be misleading). Some examples of quantities to use are as follows:

Crew Strike Team	=	Quantity of 2
Engine Strike Team	=	Quantity of 5

Backing Up

By default, as you enter data into ICARS it is automatically saved into the database. It is always wise to make a copy of the database and that is what we refer to as "Backing Up". Backing up is usually handled by the CTSP on the incident. If you are running stand alone refer to the Administrator Guide for instructions on backing up.

Cost Share Apportionment

Cost share apportionment capabilities are built into ICARS. Cost sharing is provided for incidents where there is more than one jurisdictional agency involved and costs are to be shared between agencies. The Cost apportionment section functions through the assignment of resources to divisions, with those divisions potentially having unique percentage breakdowns per division, per day. The *DIVISION* table is where you set up divisions and shifts and cost sharing percentages by agency. For example the day shift on division A would beA1 (A=division, 1=day shift). Once a division is set up you may assign resources to that division in the *DAILY* table. Only resources with the division and shift fields filled in, in the *DAILY* table, will be included in the cost share.

About Cost Sharing an Incident

The information developed in the Cost Share reports can be used in two ways depending on the agencies involved and the cost share agreement for the incident:

1. To develop a percentage split between agencies, which will then be applied, at a later date, against the actual expenditures as determined by agency financial statements.

2. To develop each agency's dollar share of the incident cost so billings can be produced immediately by the appropriate agency.

If you are using ICARS to determine the actual dollar responsibility of each agency then you must also deal with how support costs will be allocated. Support costs will usually be allocated based on the direct cost percentages. This can be accomplished by adding a division code of S1 to all support resources in the *DAILY table* (if some support resources will not be shared leave the division field blank on those resources) or creating separate allocation lines with S1 in the division field (see below). Follow this by adding division S1 to the Division table for all days. You can then enter into the division table the direct cost split by agency from report R1 for each day. This will create some extra complexity in the daily process because you don't know the direct cost split for the current day until you have completed steps 1-3 below for that day. Thus to do this you must complete steps 1-3 below first, then update the division table with the S1 percents for the current day and then complete step 3 again and step 4.

An alternative to putting an S1 in for each resource is to determine the support costs each day that will be allocated and enter two allocation lines into the DAILY table with the kind ALL. The first line would be a minus number with the division field blank. The second entry would be a positive number with a S1 in the division field. These entries will not affect the total cost but will allow you to show support dollars in the cost share module.

When using ICARS to determine each Agencies actual dollar responsibility you will also want to know how much each agency spent, so you can determine who owes whom. Under menu option Reports is 1) cost summary by agency 2) cost detail by agency report, which will give you the amount spent by each agency.

Daily Steps for Cost Apportionment

The daily steps when doing cost apportionment include the following:

1. Finish normal daily processing and updating of the *Resource, Daily and AirDay Table*, including the assignment of divisions to the resource that are involved in the Cost Apportionment for the particular incident.
2. Edit the Division table to enter the current day percentages by division.
3. Print "Cost Share Summary" report CAT R1.

4. Print detail reports:
   Cost Share By Shift and Kind (CAT R2) and
   Cost Share Resource Worksheet (CAT R3).

Alternative Cost Sharing Approaches

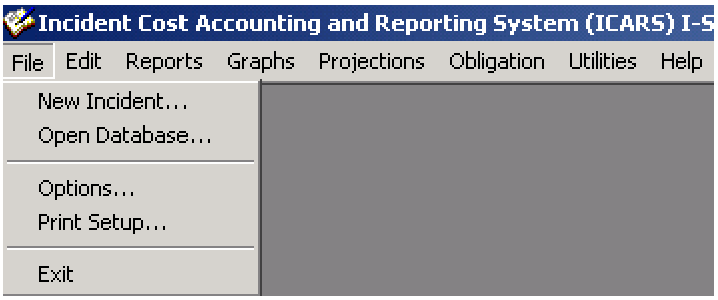
1. Variations to the basic structure above can be made, by being flexible, with the division assignments. For example if the determined method of cost sharing were to identify specific resources that are the responsibility of each agency without regard to what division they are working on a modified approach would be to designate a division for each agency and proceed accordingly. For example A1 could be designated to represent Federal costs and division B1 to represent State costs. Under this scenario you would assign a status of A1 or B1 to all resources identified, regardless of where they actually worked.

2. Since only those resources with the status field filled out will be included in Cost apportionment reports, another modification is to only include a status entry for specific resources. For example on a Predominantly Federal fire you might have six engines and one hand crew supporting the State portion of the fire. You could chose to identify those resources with an A1 in the status field and leave the status on all other resources blank. You would then fill out the Status table showing 100% State for A1. This would just pull in the resources with state responsibility and the cost share reports would determine the state portion of the fire based on those resources alone.

CHAPTER 4 ICARS File Menu

This chapter deals with all File menu options from within ICARS. The ICARS menu is broken down into different modules of the program (i.e.) Editing, Reporting, Graphing, Projecting, etc. Similar to any Windows application you may use your mouse to click on a menu item or use a common keyboard combination of the “ALT” key and the underlined letter of the menu option (ie) Alt-F to activate the File menu. This manual will now describe each menu option and its function. Below is an image of the ICARS main menu.

IMAGE 4-1 ICARS Main Menu

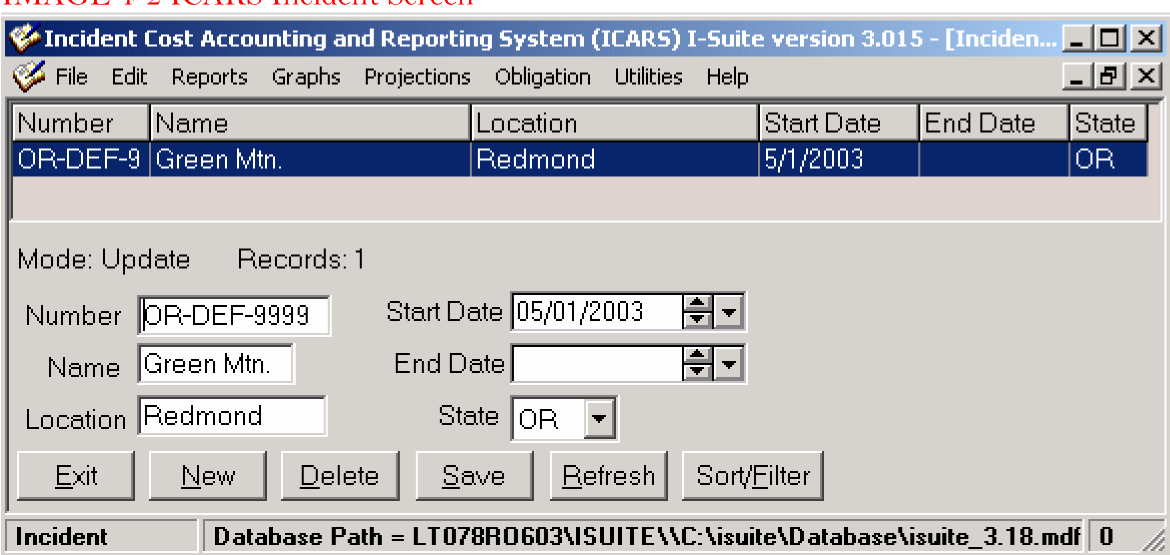


Under the File menu is where all basic Open, Printer Setup, and Exit Functions are located. When you start ICARS for the first time it opens a default database called ISuite.mdf. Using the file menu options you can Open or Reopen an existing database or create a new incident using the ISuite.mdf. Each menu option is discussed below.

NEW INCIDENT

The NEW INCIDENT menu option is used for adding a new incident to an existing ICARS database. You may have many different databases, each potentially storing a single or multiple incident. By default, the ISuite.mdf file is the default database.

IMAGE 4-2 ICARS Incident Screen

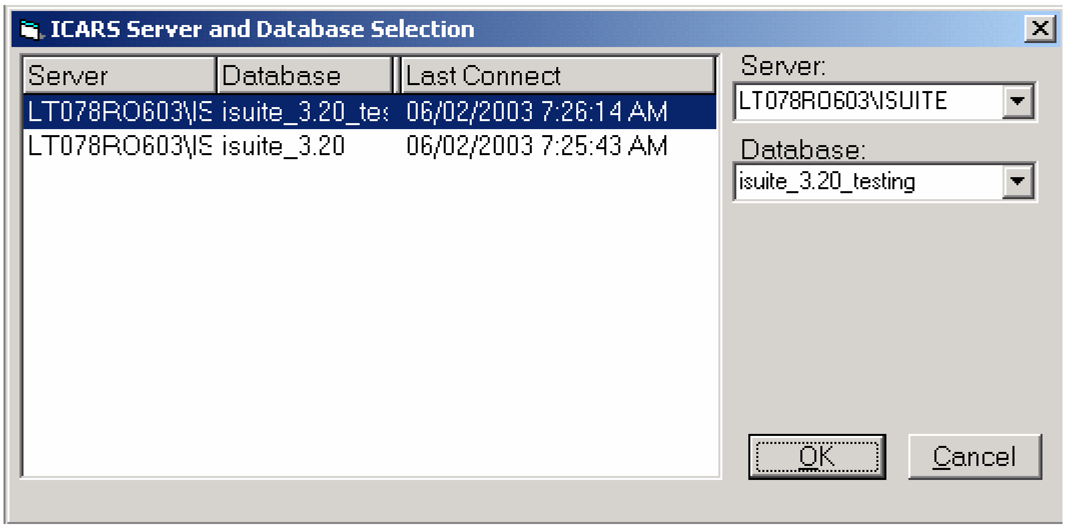


If you open a database without an incident ICARS will take you to this screen immediately. Because the ICARS application uses a relational database, you must first create a new incident before adding any resource. If you wish to remove an incident, you may delete the incident from the Incident table. Because of its relationships with the other tables all resource records and their accompanying daily records will be deleted.

The image above shows the Incident Screen, where you can ADD, DELETE or MODIFY Incidents. To add a new incident, simply press the "NEW" button and fill out the fields below the grid. Once you have filled out all the fields, press "SAVE" to save that incident's information. You may have multiple incidents within any ICARS database. Press "Exit" to close the incident Screen. See Menu option Edit | Incident for greater detail of the fields.

OPEN DATABASE

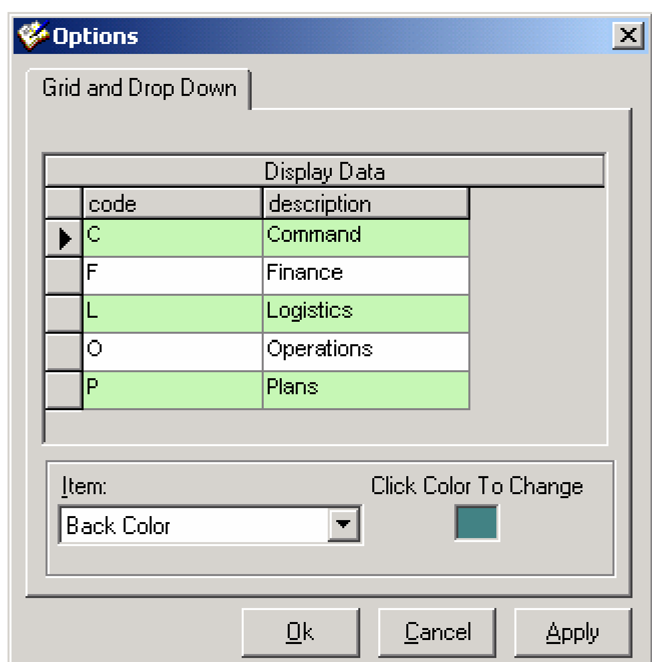
IMAGE 4-3 Open Database Screen



The OPEN menu option will prompt the user with a dialogue box that will display current databases (*.mdf) that have been attached through the Admin Tool. You must the select the appropriate server, which may be your PC or another PC, operating as a server, and database. For further instructions on attaching databases see the I-Suite Administrators Guide.

OPTIONS

IMAGE 4-6 ICARS Options Screen

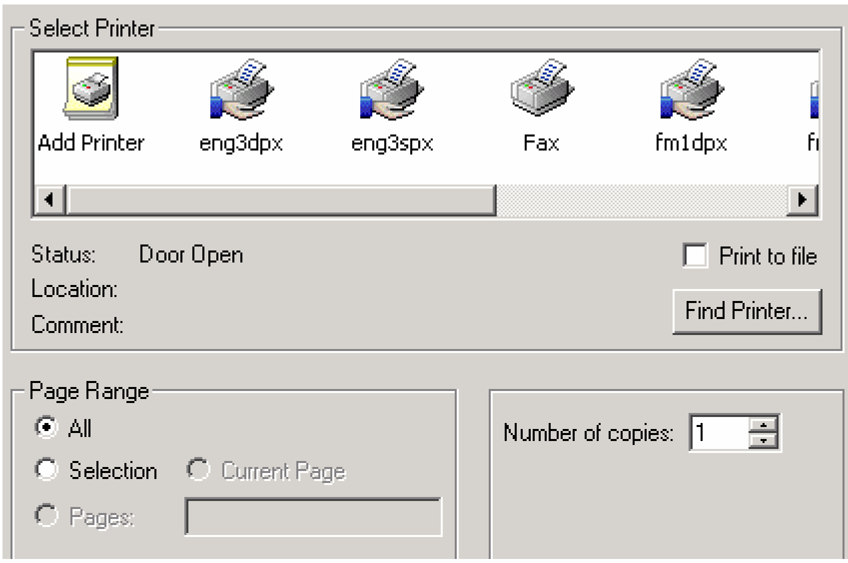


By choosing Options, you may customize the colors of all the grids in ICARS. ICARS grids are commonly referred to as "Even" and "Odd" rows. You can change colors for the row backgrounds, font foregrounds, and grid columns. These new settings are saved automatically and are used until they are changed again.

After first installing ICARS, a default set of colors for the grids and column headers will be installed. You may change colors at anytime. These color settings are independent of any Windows color settings you have set previous to changing ICARS colors.

PRINT SETUP

IMAGE 4-7 ICARS Printer Setup Screen



The Print Setup menu option simply calls up a Window's Printer Setup. This will differ depending on the version of Windows you are using.

EXIT

The EXIT menu option exits the ICARS application. This is always the preferred method of exiting any Windows application.

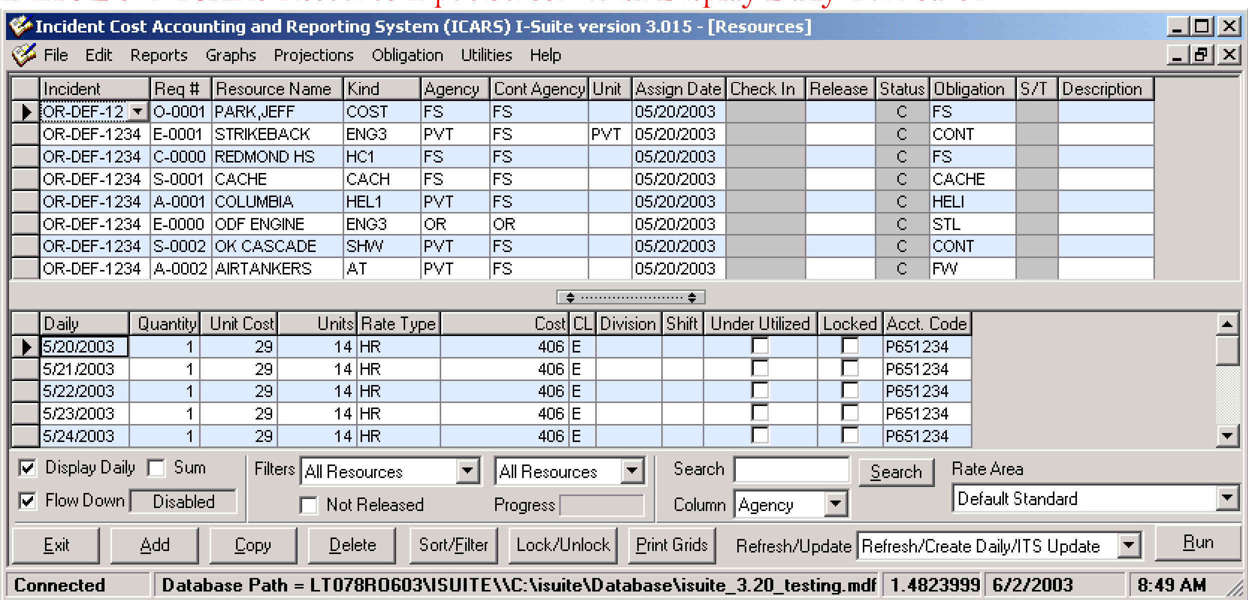
CHAPTER 5 ICARS Edit Menu

IMAGE 5-1 ICARS Edit Main Menu

This chapter deals with all Edit menu options from within ICARS. From the Edit Menu, you can edit all ICARS tables necessary to run the application. The ICARS application is based on a relational database and one table has relationships to other tables and so on and so on. For instance: The Incident table is the master table; you must have an Incident in the Incident table before entering Resources in the Resource table. Taking this a little further, you must have a resource in the resource table before you can create daily records for that resource. One table works off the other.

RESOURCES

IMAGE 5-2 ICARS Resource Input Screen With Display Daily Turned On



The Resource/Daily screen is the primary ICARS screen. The Resource screen contains all the Resource header information for each resource (i.e.) Crews, Engine, Dozers, Aircrafts, Toilets, Caterers, etc. The Daily records, can be displayed by toggling on and off the "Display Daily" check box at the bottom of the Resource Screen. This is where daily entries for that particular resource are kept. The relationship between a single Resource and its charges to the incident is a one-to-many relationship (i.e.) for a single resource there may be one or many Daily records, more commonly, one for each day the resource is charging to the incident.

Required fields for a Resource record are: Incident Number, Req #, Kind, and Assign Date. Daily records are auto created and can be edited. Daily's Cost field is calculated and can only be changed by adjusting the Quantity, Unit Cost, and Units.

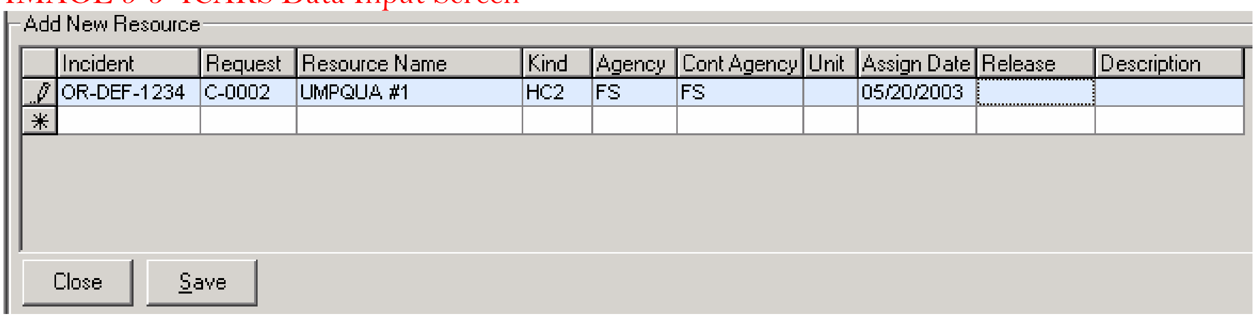
A user may rearrange the order or column width of any and all fields in the Resource and Daily tables and those settings will be saved.

Buttons, and their function, found at the bottom of the screen are:

Enable Flow down – When checked the flow down features of the daily table will function. When unchecked all flow down in the daily table will stop.

Add – Add a resource record. Will bring up the add resource screen which can be filled out and saved as a new resource. Resources in the resources table can be dragged and dropped into the input screen, and then edited for quick creation of like resources.

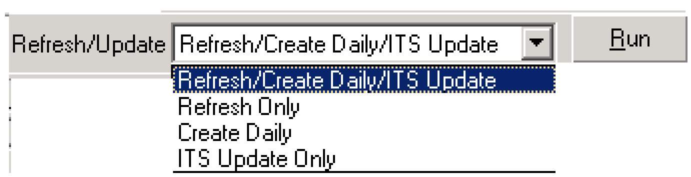
IMAGE 5-3 ICARS Data Input Screen



Copy – Copy a resource record. Will bring up the add resource screen, pre-filled with the information of the resource record currently highlighted. Changes can be made to the record and the record can be saved as a new resource.

Delete – Delete a daily or resource record.

Refresh/Update – Use to update the database. Select the type of update you want in the dropdown box and then click on the Run button. The choices of update types are:



Refresh Only – Refresh the database to reflect any changes made by I-Suite partners.
Create Daily Only – Daily records are created from the check in through release dates.
Apply ITS Only – Updates daily records with postings from the Incident Time System.
Refresh/Create Daily/Update ITS – Will do all of the above.

Sort/Filter – To sort and filter based on multiple criteria. See detail in **Chapter 11**.

Lock\Unlock – Lock or unlock all daily records for a resource.

Print Grids – Print the Resource or Daily screen as seen.

Incident Filter – Filters on all incidents or only the incident you select.

Resource Filter – Filters based on the first letter of the Request # field (E=Equipment, A=Aircraft, C=Crews, O=Overhead, S=Supplies, or just filters out Overhead)

Not Released Filter – Filters based on only currently assigned (not demobed) resources.

Search – The search routine will search for an entry in the column selected.

Rate Area – If you have set up a custom rate area, you can choose to activate it here.

Daily Sum – When checked the total cost will display for the resource selected.

Flow Down – Can be unchecked to turn off the flow down feature in the Daily table.

Below is a brief description of each field found in the Resource table.

Incident: This value is a lookup value to the Incident table. Only values that pre-exist in the Incident table are valid here. *Note:* You will not be able to add resource records unless you have already added an incident record to the Incident table. This field is a pull-down box that allows you to either pick from the list of valid Incident numbers or simply type in it in. The Incident field is a required field.

REQ Num: This value is the Request Number. This number is found on the Resource Order Forms and is used on various other incident related documents to identify the specific resource. This field required and so if you are not sure, at the time of entering the resource, what the number is, just enter the identifier A=Aircraft, C=Crew, E=Equipment, O=Overhead and S=Supplies with a zero for the number. The actual number can be entered later.

Name: This value is the name that you wish to use to identify that particular resource. (ie) Engine 2395 or Redmond Hotshots, or Duncan Toilets. Consistency is important when you are naming the resources. This will facilitate using the SORT function. For example, Engine 555 vs Eng 8. Be consistent. **Note:** Since the kind of the resource you are entering is typically in the kind field, you do not need to include the kind in the name.

Kind: This value is a required field and plays a very critical role in ICARS. Each resource must be assigned a Resource Kind (ie) ENG3 = Engine Type-3, TLT = Toilets, HC1 = Hand Crew Type-1. The Kind selected will affect where the resource groups on the reports and what default rate is picked up from the Rates table.

Agency: This value is the Agency this resource belongs to (ie) USFS, BIA, NPS, or PVT. All contract equipment should use the PVT agency value. This value could potentially be very important in a cost apportionment scenario. Though this field is not required the Agency value helps to determine the default Unit Cost for a particular Resource. Every ICARS user is strongly encouraged to assign an Agency to each Resource.

Contracting Agency: This field is optional. When used, it will track the agency that is actually responsible for payment of the resource. Always use in cost apportionment situations. This field uses the Agency lookup table. It will be filled with FED, STATE, COUNTY, RURAL, BLM, BIA, NPS, FWS, DOD, FS.

Unit: This field is optional and can be left blank. Similar to Agency, is a more specific value for which a resource belongs to. (i.e.) If the Agency was USFS, the Unit might be a particular Forest: DES for Deschutes NF. The main use of the Unit field in ICARS is to track local resources. There is a field in the Unit lookup table where you can identify which units are local. Reports can then be run identifying local resources.

Obligations: Obligations can now be tracked and reported through ICARS. This field will be auto filled with values from the Obligation table. These values are based on the Request #, Agency, Kind, Incident State, Contracting Agency and AD identifier. A new obligation module is present on the menu, to extract certain obligation categories into obligation reports that can be reported to the incident unit.

Assign Date: This field is optional if a check in date is entered. Otherwise this is a required field and plays a critical role in ICARS. The assign date for a particular resource is the date the resource first started charging to the incident and determines how many days of cost information is created in the Daily table. This date overrides the check in date and allows for the creation of cost information before a resource checks in.

Check In Date: The Check In date is a field used by IRSS and can't be changed in ICARS. If a check in date is not entered, you must enter an assign date.

REL Date: This value is a release date for a particular Resource. This also plays a critical role in ICARS. The release date is used similar to the assign date, and there can never be charges in the daily table prior to the assign or check in date or after the release date. If a release date is prior to the current date, ICARS will not insert daily records for that resource for that day. When resources are released, it is critical that a release date is entered.

Status: Display for information only. This record is entered and used by IRSS to track the status of a resource. C = Checked In A = Assigned, D = Demobed, P = Pending Demob.

S/T: Strike Team identifier. A strike team parent record will show as P-xxx. All component records will show as C-xxx. Daily costs will be created for the components but not the parent record, since the parent is not a real record but just a placeholder in the database for IRSS and IAP to use for assignments of the strike team.

Description: This value is used to better describe a particular resource or add relevant information.

DAILY

The Daily table is where the detail records for each resource are kept. A detail or Daily record stores information about a single day's activity and its cost relation to the incident.

When initially placing Resources in the Resource table, ICARS will create daily records from the check-in or assign date to the current date. This automatic Daily record is generated only as an estimate and is based on a lookup from the Rates table based on the Agency and Kind that you have entered. If you know the actual rate for a resource you may replace the estimate, generated by ICARS with the actual rate for this particular Resource. If ITS is inputting actual time, clicking the Apply ITS button will enter Actual time and/or costs. There is a cost unit field which will show a E for the original estimate, a U for user updated or an A for actual costs from ITS.

Built into ICARS is an automatic flow down function, which allows a user to change the Daily table's Quantity, Unit Cost, Units, Rate Type or Division and that information will change (flow down) to all the daily records below it, that are not locked. The flow down can be turned off using the checkbox on the resource table screen.

Below is a brief description of each field found in the Daily table.

Daily Date: This value is a required field. This value is the date for this particular resource's charges for that day.

Quantity: This value is a required field. This field indicates the number of items assigned to the resource. For example, a strike team is a quantity of five.

Unit Cost: This value is a required field. This value is the dollar amount that is associated with *Quantity* and *Units* and represents the unit cost of the resource.

Units: This value is a required field. This value is commonly associated to the *Rate Type*. For example, the units will equal "1" if a Daily Rate Type is used or possibly 14 if an hourly rate type is used.

Rate Type: This value is a required field. An example of values might be Hourly, Daily, Guaranteed, Gallon, etc.

Cost: This value is a calculated field. The calculation is derived from three fields: Quantity multiplied by Unit Cost multiplied by Units. When Quantity, Units, or Unit Cost fields are changed, the Cost field is automatically re-calculated, after leaving the record.

Cost Level (CL): Will show an E for the original estimate, a U for user updated or an A for actual costs from ITS.

Division: This value is the division the resource is assigned to for that day. The Division field can be either blank or can be filled in with a valid Division, which is stored in the Division Table. The lookup table for this field will only display Divisions, for that particular day of the daily record you are editing (i.e.) If you are editing a Daily record for 7/11/98, the division pull-down will only show the division assignments for 7/11/98.

Shift: This value represents the shift that a particular resource is being worked. "D" for Day or "N" for night. This will allow you the option of sorting for cost based on day versus night.

Underutilized: This field is a check box that's toggles on or off. On is represented with a check mark in the box. This field is used for reporting potential resources that might not be currently used.

Locked: This field is a check box that's toggles on or off. On is represented with a check mark in the box. When the locked field is checked, the entries in the record can't be changed by the user or the ITS update process. This is often used when you have entered the actual amount for a resource and don't want it to be changed. If this field is not locked the Flow Down method can and will change all daily records below the changed value for Quantity, Unit Cost, Units, and Rate Type.

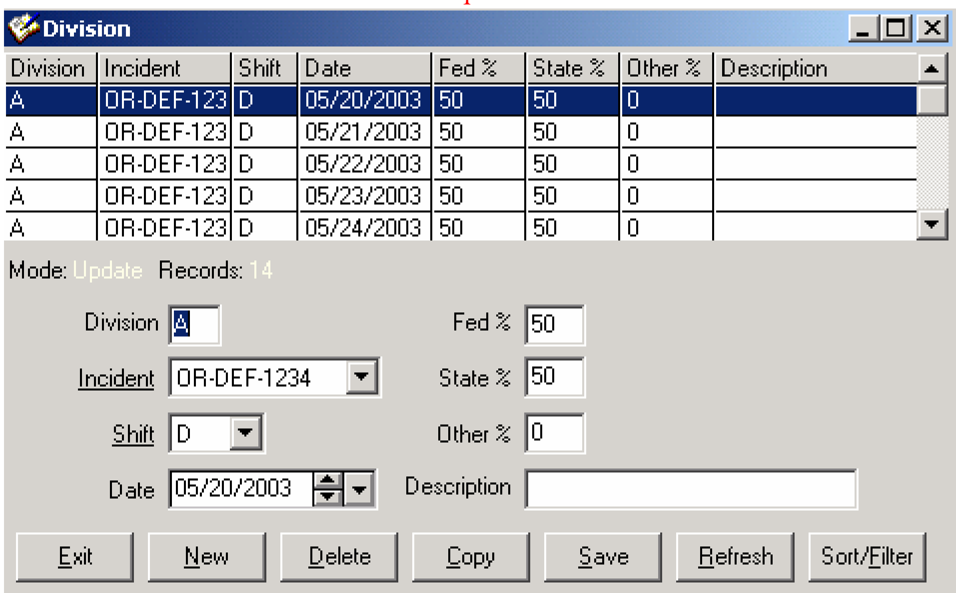
Accounting Code: This value is used to reflect the accounting code that the incident is being charged to. The accounting code may be changed on a daily basis and is limited to entries in the Accounting Code lookup table.

AIRDAILY

See Aircraft Analysis in Chapter 12

DIVISIONS

IMAGE 5-4 ICARS Division Input Screen



The Division table is where division information is stored for an incident. This is a critical piece when on a cost apportionment incident. The division table is where you enter the percentage break down of a particular division by Federal, State, and Other responsible parties. The combined three columns (Fed %, State %, and Other %) must add up to 100%. The *Fed %, State % and Other %* fields represent percentage of their cost obligations to that division for that specific date. For example, if Division A for June 1 has a 60-40 split, this is shown as 60 % Fed and 40% State.

Using Division assignments on an incident is totally optional, unless required for cost apportionment. The values in this table are used as lookup values to the Daily Table. The values that a user will see from the Daily table are only the divisions for the particular day that the resource is charging to the incident. Similar to Daily records, divisions will automatically be duplicated each day if there are divisions for the prior day. The records themselves will be copied and use the current computers date as their date. If the percentages are different for that next day, the ICARS user will be required to change the percentages for that particular day. If there are no division records for the prior day the replication of the division records will not occur and will require the user to insert them. There is a copy at the bottom of the division screen, where you can copy one division record and then go back in and change the date and potentially the percentages.

Below is a brief description of each field found in the Division Table.

Incident: This value is a required field. It is a lookup to the Incident table.

Division: This value is a required field. Normally this value would be a “A”, “B” or a “1”, “2” type value. This value would be the letters or numbers that the Incident is calling these divisions

Shift: This value will be a “D” for day or a “N” for night. If costs are not being apportioned by shift a “D” may still be used.

Date: This value is a required field. This value is the date associated with the cost apportionment percentages.

Fed %: This field is a required field. This field represents the Federal percentage of their cost obligations to that division for that specific date.

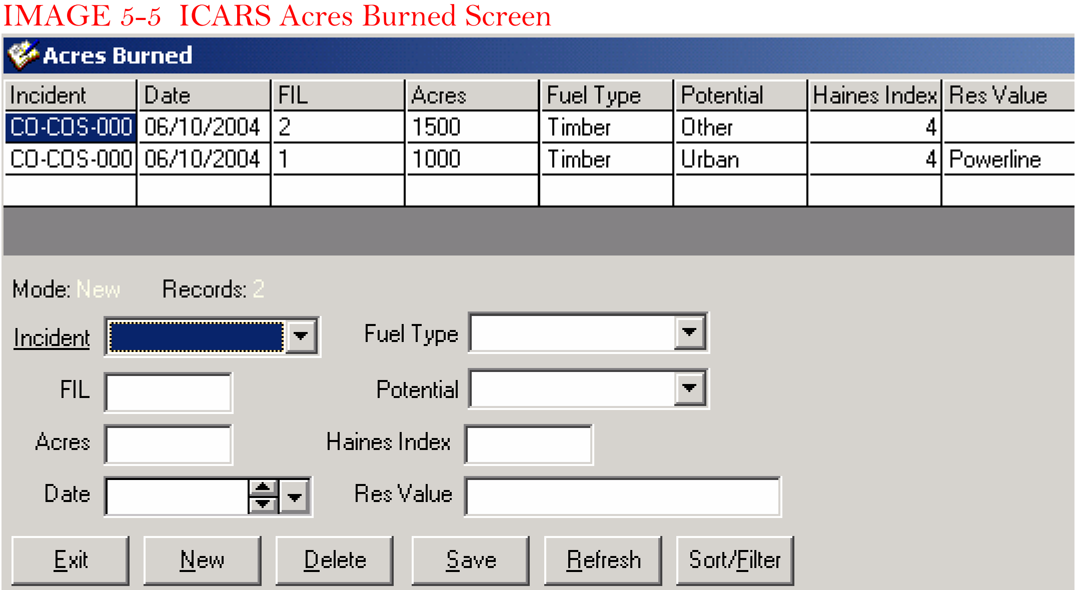
State %: This field is a required field. This field represents the State percentage of their cost obligations to that division for that specific date.

Other %: This field is a required field. This field represents the Other percentage of their cost obligations to that division for that specific date. Other represents any other agency or group that is not either Federal or State (ie) County, City, etc. ICARS has the capability to divide the cost obligations into a maximum of three entities.

Description: This field is an area where you could place additional information about that division.

ACRES BURNED

IMAGE 5-5 ICARS Acres Burned Screen



The acres burned is tied to the Net Value Change “NVC” module where you can calculate the dollar loss for various types of predefined resources.

Similar to the division table, you would insert new acres burned records for each day on the incident (just the new acres…not the total). Then in the NVC FIL(Fire Intensity Level) table you can assign the cost per acre for each type of resource for each FIL.

As a future enhancement the acres burned now also includes fields to track fire characteristics. These will eventually be used to calculate the cost per a weighted acres, with the weighting being based on the potential and risk of the fire.

INCIDENTS

The Incident table contains all the basic information for the incident including the incident number, name, location, and Start & end date.
Below are brief descriptions of each field found in the Incident table.

Number: This should be the actual # assigned to the fire.

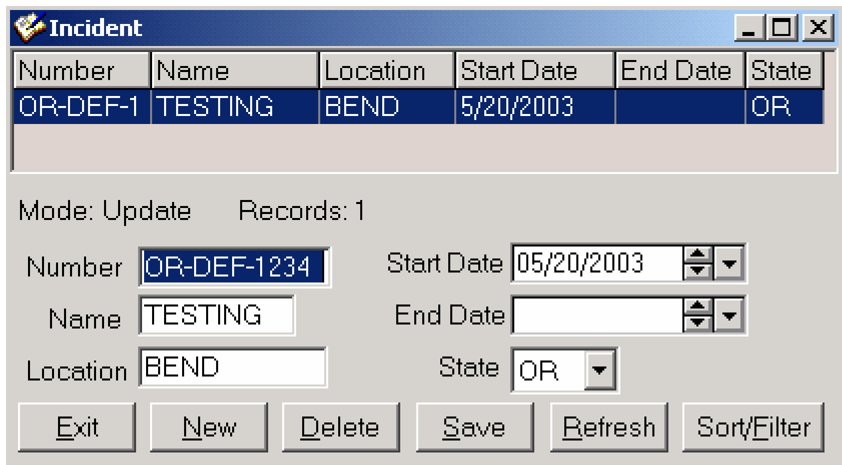


IMAGE 5-6 ICARS Incident Input Screen

Name: This will be the Common name of the incident (ie) "Canyon Fire"

Location: Usually represents a city but can be a more specific location.

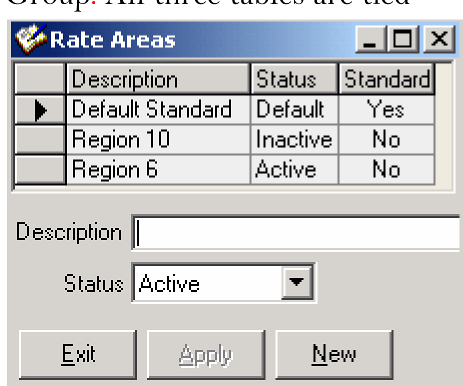
State: Must be the two letter state code. This is critical to the obligations reporting.

Start Date: All Dates entered in I-Suite will verify against this date. This will stop keypunch, etc. errors where check in and ITS posting dates are prior to the start date.

End Date: The End Date is used for stopping ICARS from creating daily records, if opened after the end of an incident. No daily records can be created after the Incident End Date.

RATES

Standard rates are included for single resources such as crews, engines, overhead, fallers, pickups, and fuel tenders. The RATES tables main function is to determine a default rate for a resource entered into the Resource table. There are numerous types of rates for a number of different groups. When you choose Rates from the Edit menu you will see that there are three different tables to edit. Those are Rates, Rate Type, and Rate Group. All three tables are tied together. Below is a brief description of each of the Rates tables



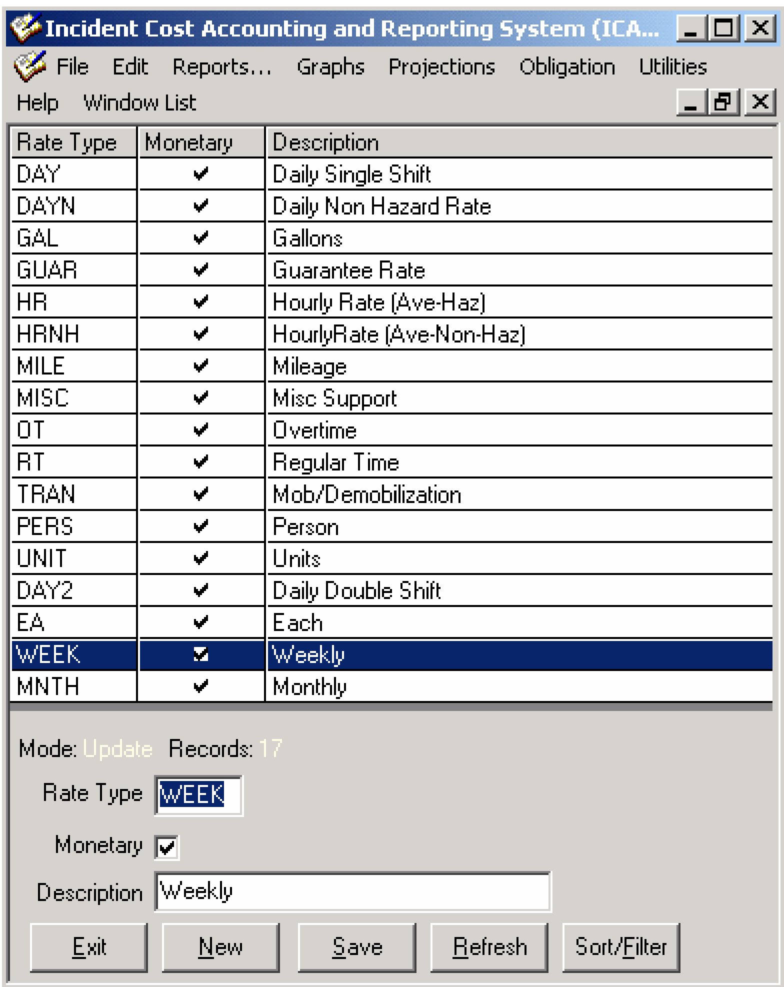
Rate Area

IMAGE 5-8a ICARS Rate Area Input Screen

The Rate Area table contains a default rate identifier and specific rate areas set up by the user. After setting up a rate area in this table you then make that rate are active and utilize that rate area in the rates table to set up specific rates for that area. In the Resources screen you can then specify to use your new rate area as the first rate to pick up. If you do not set up rates for a certain Kind, the default rates will then be used.

Rate Type

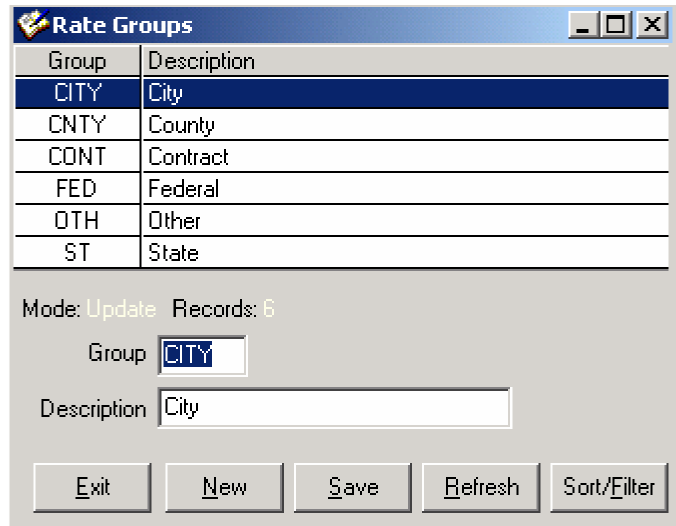
IMAGE 5-7 ICARS Rate Types Input Screen



The Rate Type table stores information about the different types of rates that are available in the Rate Type pull down combo box in the Daily table. Rate types for Weekly and Monthly rates have been added. These rate types only allow the creation of daily records every week or month. So if you know resource is only paid weekly or monthly use these rate types. Otherwise ICARS will try to create a cost for every day, which would be incorrect.

Rate Group

IMAGE 5-7a ICARS Rate Group Input Screen

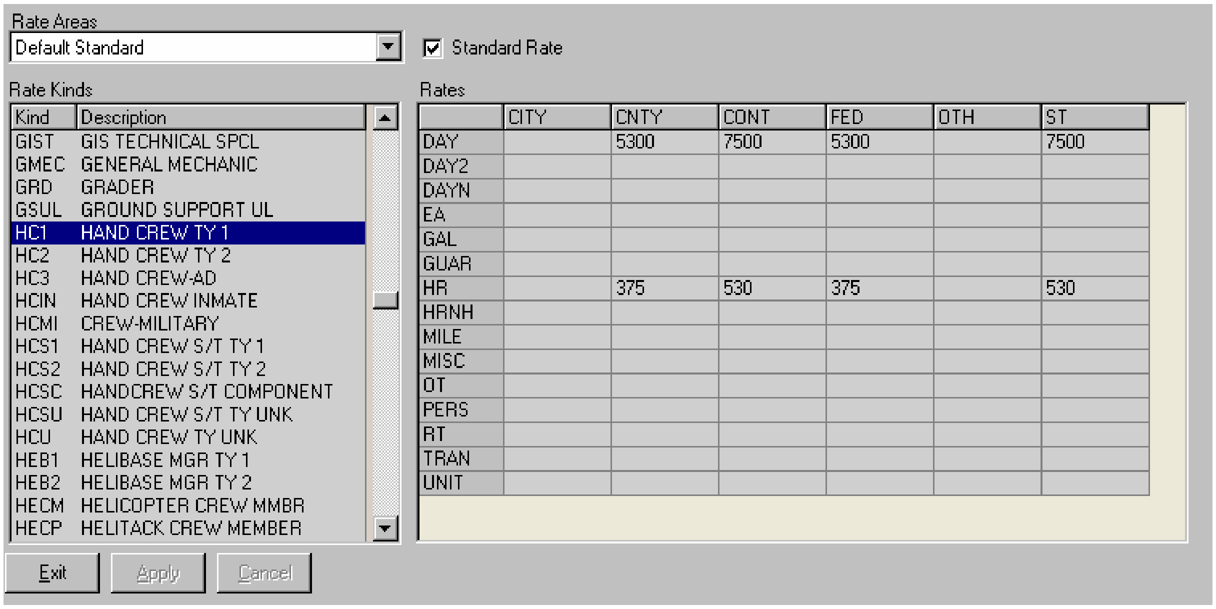


The Rate Group field is used in the Rates Table to allow different rates for the same kind of resource, but for different agencies (Fed, State, Contract, etc).

Rates

The Rates Table stores rate information about each Kind of resource within ICARS. These rates may be negotiated prior to Fire Season or simply rough estimates so that ICARS has something to use as a default rate for any kind of resource that is used on an incident. All Daily rates for any resource may be over-written by changing the rate inside the Daily table for a particular resource. If you want to set up a specific Rate Area, first enter the new Rate Area in the Rate Area table, and then select that rate area from the box in the upper left corner of the Rates screen. Rates can be entered in the grid and then saved by clicking on Apply.

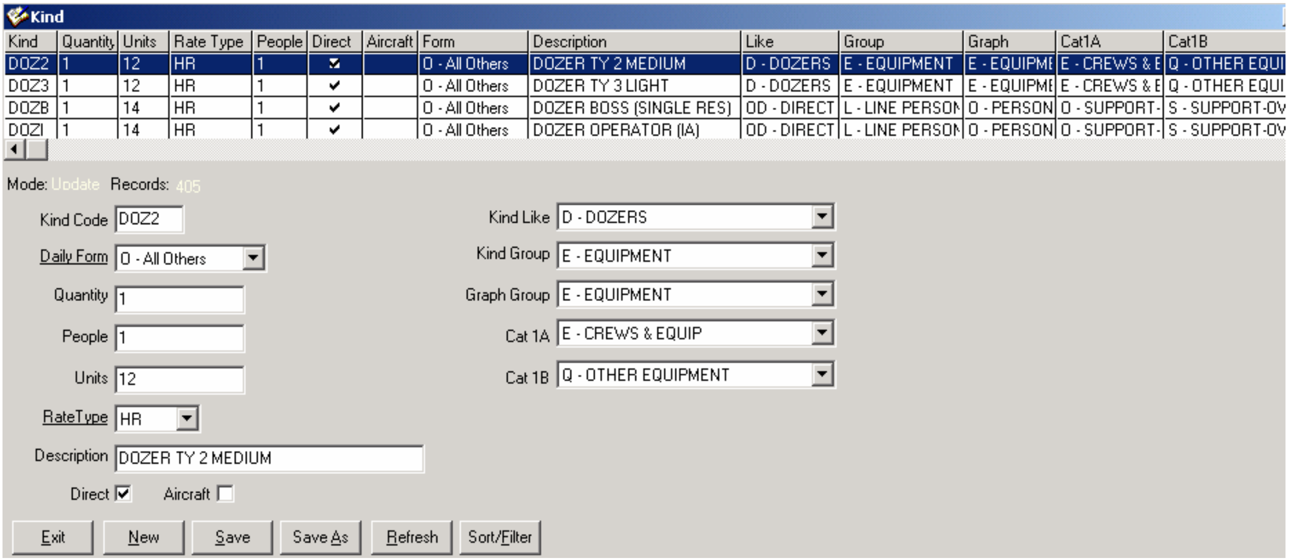
IMAGE 5-9 Rates Table Input Screen



KINDS OF RESOUCES

The Kind table is a lookup table containing a two to four letter abbreviation for all acceptable kinds. Every resource added to the resource table requires a Kind to be assigned. The Kind table should contain all the Kinds you will need. However, there may be times when you will need to add a new Kind to the Kind table. The best way to add a resource, is to find an existing resource that is similar to the one you want to add. Click on this resources which will populate the edit fields at the bottom of the screen. Then change the KIND and any other information that is difference. Then click SAVE AS, which will save the KIND with the new name that you gave it. You can also just choose NEW from the KIND screen and enter all the fields from scratch. If you do add new KINDS be aware of all the fields in the Kind table as they play a critical role in the Reporting and Graphing of ICARS data. Minor changes in the Kind table can significantly change the way ICARS data is reported and graphed. The KIND table also includes fields used by IRSS, which you do not see in ICARS, so if you are adding kinds coordinate with your IRSS partners, so they can assure that their fields are also filled in.

IMAGE 5-10 Kind Table Input Screen



Below are brief descriptions of each field found in the Kind table.

Kind Code: This value is the Kind Code that is used in the Resource Table. Before adding a Kind to the Kind table you should be sure and see that no other Kind in the Kind table will suit the need.

Description: This value is a more descriptive word to the Kind Code.

Quantity: Is the value that is used as the default Quantity for a particular Kind that is inserted into the resource table. Quantity is the number of that Kind.

Units: Is the value that is used as the default Units for a particular Kind that is inserted into the resource table. Units correlate closely to Rate Type. A "Daily" Rate Type would most likely have a Unit value of 1 (one day), where a "Hourly" Rate Type might have a Unit value of 12 or 14.

RateType: Is the value that is used as the default Rate Type for a particular Kind that is inserted into the resource table. Rate Type correlates closely to Units. A "Daily" Rate Type would most likely have a Unit value of 1 (one day), where a "Hourly" Rate Type might have a Unit value of 12 or 14.

Direct: The Direct Check box is a toggle for a Direct Cost or an In-Direct Cost. Examples of a Direct cost would be an engine directly on the fire line. An example of an In-direct cost might be Showers that support the Incident in a In-direct means.

Aircraft: This Aircraft check box is a toggle to determine if the Kind is an aircraft or not. It is used for reporting purposes throughout ICARS. Examples of aircrafts would be air tankers, helicopters, lead planes, etc.

Daily Form: This value is used to determine what kind of Daily form to use. If you notice, the

Daily form is much different for an air tanker than it is a dozer. On the same note, you'll notice a helicopter is different from a lead plane. The majority of the Kind of resource on an incident will fall under the "O" category of "All Other". Helicopters and Aircraft have their own daily form and that is primarily when you will see different Daily Form codes used.

Like Kind: This value is used to group very similar kinds together for reporting on the daily and weekly cost summaries. For instance ENG, ENG1, ENG2, and ENG3 are all engines, just different types. There are times when we wish to know just how many engines, irrelevant to the type of engine they are. Following are the current Like Kind groupings that are set up.

Group Code	Kind Like Description
C	CREWS
D	DOZERS
E	ENGINES
H	HELICOPTERS
T	TRACTOR/PLOWS
W	WATER TENDERS
OD	LINE PERSONNEL
OS	CAMP PERSONNEL
VE	MISC. VEHICLES
F	MISC. FACILITIES
EQ	MISC. EQUIPMENT
H1	HEAVY HELI
H2	MEDIUM HELI
H3	LIGHT HELI
H4	OTHER HELI
CC	CAMP CREW
SUP	SUPPLIES
MC	MILITARY CREW
LO	LOWBOY-TRANSP.
MI	MISC. SUPPORT
FW	FIXED WING AIR
AT	AIRTANKER
RET	RETARDENT
BUS	BUSSES
CAT	CATERER
SHW	SHOWER
TLT	TOILETS
RES	RESCUE MEDICAL
TRA	MOB/DEMOB
TRC	TRASH COLLECTOR

Kind Group: This value further breaks down the cost group from within the Direct or Support Cost Sections. Under the Direct section there are four groups, those are: "A" (Air), "C" (Crews), "E" (Equipment), "L" (Overhead-Line). For the Support section there are three groups, those are: "M" (Camp Support), "O" (Overhead-Support), "S" (Supplies).

Graph Group: This value determines where the cost of this particular kind falls into place, in the graphs. All the graphs for ICARS are broken up into six groups, those are: "A" (Air), "C" (Crews), "E" (Equipment), "M" (Camp Support), "O" (Overhead), and "S" (Supplies).

Function Group: This value is used in a few ICARS reports for breaking down costs into the I.C.S. functions, those are: "F" (Finance), "L" (Logistics), "O" (Operations), "P" (Plans), "M" (Other-Support Costs)

Cost Group A: This value is used in the cost apportionment reports to break down costs into "A" (Aircraft), "E" (Equipment) and "O" (Support-Overhead).

Cost Group B: This value is used in the cost specific apportionment reports to break down costs in greater detail than the COST APP group. Categories are "A" (Fixed Wing and Retardant), "C" (Crews), "E" (Engines), "H" (Helicopters), "Q" (Other Equipment), and "S" (Support - Overhead).

Report Z1: In ICARS, there has been an additional fields left blank for each kind. This will allow you to group ICARS kinds into any grouping you wish for reporting purposes.

AGENCIES

Agency

The Agency table stores the information about every agency used by ICARS. For each Agency listed there is an abbreviation and description If you wish to group all Federal Agencies, you may choose FED. At any time, you may add an agency to the *AGENCY* table.
Below are brief descriptions of each field found in the Agency table.

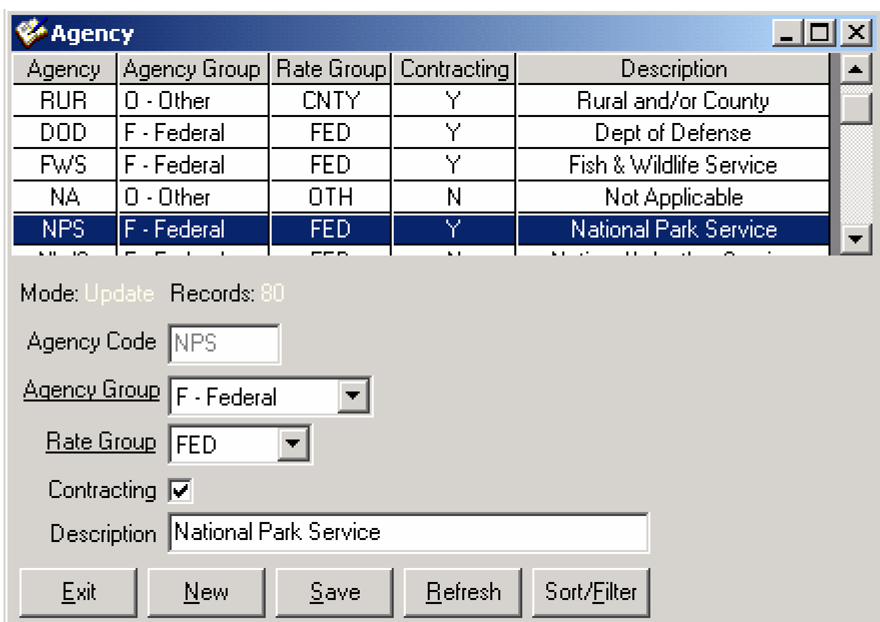


IMAGE 5-11 ICARS Agency Table Screen

Agency: This value is the Agency the resource belongs to (ie) FS, BIA, NPS, or PVT. All contract equipment should use the "PVT" Agency value. The values in the Agency field are the values seen when looking up an Agency from the

Resource Table.

Agency Group: This value is Federal, State, or Other.

Rate Group: This value of the Rate grouping that particular Agency falls under. (IE) Federal, State, County, Contract, etc. Used for determining the default rate in the Rates Table.

Contracting: A "Y" in this field allows you to use that agency in the Resource table to identify the agency that has contracted and will pay for the resource.

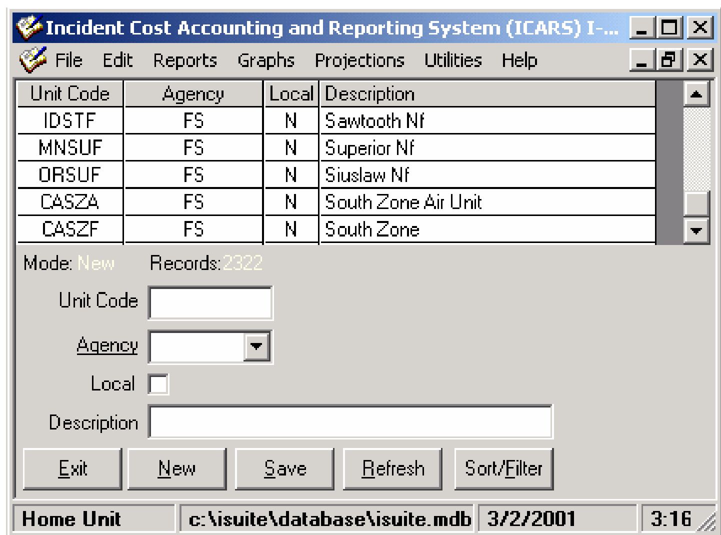
Description: This value is a description of the Agency

Agency Groups

Agency group table is strictly a look-up table and only has 6 values in it. (Federal, State, County, City, Private and Other)

HOME UNIT

IMAGE 5-12 Home Unit Table



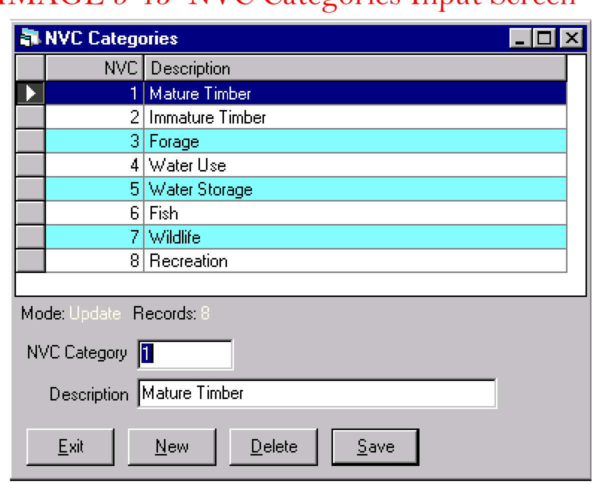
The values found in this table are "sub" agency codes. With the example of the Forest Service these values would be Forests. The Local box can be checked to identify a local resource, which when used in the Resource table will allow the tracking and reporting of local resources.

NVC

This section of ICARS will estimate Net Value Change (NVC) which is derived from the number of acres burned, the Fire Intensity Level (FIL) of the acres burned and the NVC categories affected. This area involves three tables, NVC categories, NVC values by FIL and acres burned. Acres burned has been defined, so below are NVC categories and NVC by FIL.

NVC Categories

IMAGE 5-13 NVC Categories Input Screen



The values in this table are predefined upon installing ICARS. These are the categories that are often affected by Fire related incidents. Examples are Timber, Wildlife, Water Usage, etc.

NVC Values by FIL

The values in this table represent the Cost per Acre for each NVC Category for each Fire Intensity Level (FIL). Normally as the FIL increases, the cost per acre increases. By default, the Cost Per Acres field has been left blank, as this value differs greatly from one area to the next. You will have to obtain these values from the area the incident is on. The reports for this section of ICARS will only report categories that have a Cost per Acre value in that field.

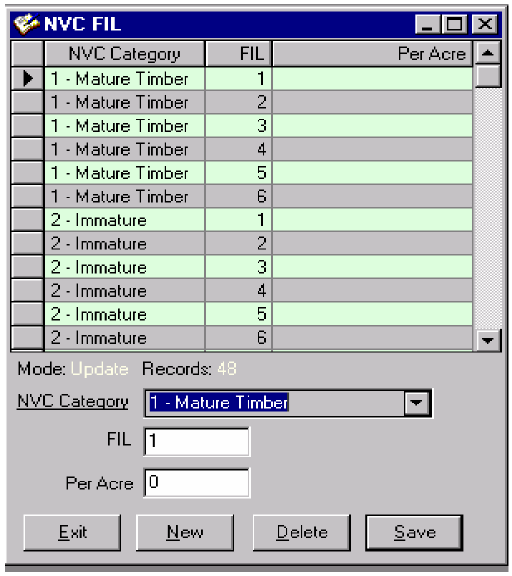


IMAGE 5-14 NVC FIL Input Screen

Narrative

The Narrative file is a text document where you can create and print text documents for Unit Logs or other documentation purposes.

CHAPTER 6 Reports

This chapter discusses the different menu items or reports located under the Reports main menu. The Reports in ICARS are built with Crystal Reports. There is one main menu for the reports. This chapter will first review the report categories and report filters and formats.

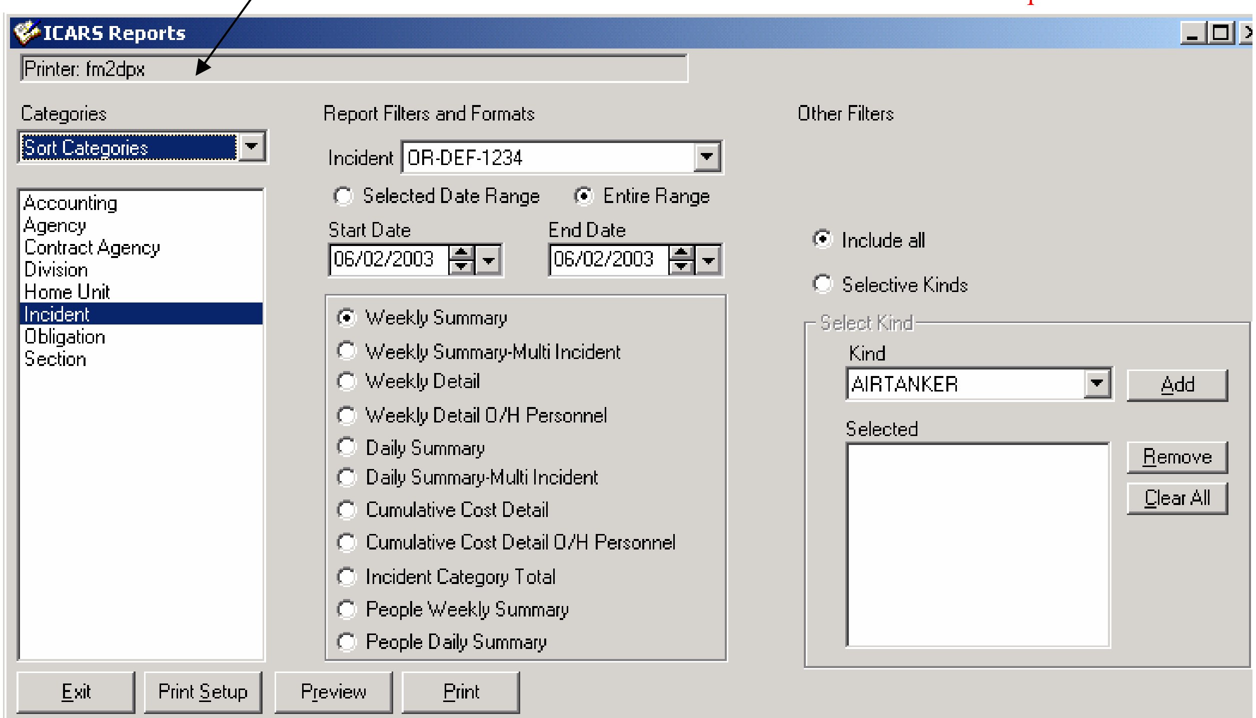
Available Reports

There are a variety of Available reports in the reports menu as displayed in the left column of the screen print above. When you select a report category the report options for that report will display to the right.

Sort Categories

The first set of reports is displayed by selecting the Category **Sort Categories**. These reports are all split out by specific categories. After you select the sort category, you can then select the Incident, Date Range, Specific Report and whether you want to see all occurrences, or just selected ones.

IMAGE 6-1 Report Main Menu



Accounting

Reports split out by Accounting Code.

Agency

Reports split out by specific Agencies.

Contracting Agency

Like the Agency report but, allows for the tracking of who pays the resource, regardless of who it belongs to.

Division

Using the division reports allows the user to expand the use of the division field. It can now, not only be used to track costs by an actual division, but also be used as a cost center-tracking tool, where each division represents a cost center. For example if you had a quick response base, where resources would go from incident to incident and you want to track the costs to each accounting code. In this scenario each division would represent an accounting code.

Home Unit

Includes an additional feature to select a check box for local resources. This will then display in your reports only the Home Units that you have selected as local in the Home Unit table (you did this by going to EDIT—HOME UNIT and editing the local field).

Incident

Includes an additional feature to select kind of resources you want to display in the report. For example you can select Engines and then run the Weekly detail report. This will give you a listing of all the engines. The most typically run reports are the Daily and Weekly Summaries under Incident reports.

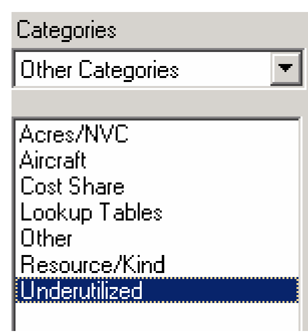
Obligation

The obligation module should be used for basic obligation reports. This section may be used for more detail report to be used for analysis and documentation.

Section

Splits the reports out by the Incident Team sections of Operations, Logistics and Finance.

Other Categories



In the Other category are all other reports that are not based on a sorting category as described below.

Acres/NVC

Three levels of reports, from a summary level to a detail by resource level, to display the Net Value Change information as described in Chapter 5.

Aircraft

This report is used for reporting cumulative air costs for a particular incident. It will display all the data entered into the AirDaily table.

Cost Share

The Cost Apportionment reports are a series of reports that are used to show the break down of the incident's costs by agency involved. There are currently four reports, commonly referred to as CAT-1, CAT-2, CAT-3, and CAT-4 reports. CAT-1 starts our very broad and CAT-4 is down to the single resource per day detail. These reports are building blocks to each other. CAT-3 supports CAT-2, which supports CAT-1.

Lookup Tables

Ability to print all lookup tables as described in Chapter 5. When becoming familiar with the data in ICARS, it is sometimes useful to print out these lookup tables as a resource.

Resource Kind

This report shows all Kinds currently on the Incident sorted by Cost. It is very useful during demob to identify the release of costlier resource first. It will also display local resources as identified in the Home Unit table. See the Home Unit table for a description of how to designate local resources.

UnderUtilized

For tracking of resources that are underutilized. Based on the check box in the Daily table.

Standard Reports Options

Weekly Summary & Weekly Summary-Multi Incident

This report is one of the more common reports used in ICARS and provides supporting data for the Cost by Date graph. The multi incident option will show a section for each Incident.

IMAGE 6-3 ICARS Weekly Summary Report

SalemTower
Weekly Incident Report
Cost Summary
6/28/98

	4/8/98	4/9/98	4/10/98	4/11/98	4/12/98	4/13/98	4/14/98
AIR TANKER	0	0	38,000	53,000	58,500	0	0
Sub total	**0**	**0**	**38,000**	**53,000**	**58,500**	**0**	**0**
MEDIUM TYPE 2 HELI	0	75,000	56,000	92,000	87,500	94,000	94,000
Sub total	**0**	**75,000**	**56,000**	**92,000**	**87,500**	**94,000**	**94,000**
HAND CREW-TY 1	4,396	4,396	4,396	4,396	4,396	4,396	4,396
HAND CREW-TY2	5,040	5,040	5,040	5,040	5,040	5,040	5,040
Sub total	**9,436**	**9,436**	**9,436**	**9,436**	**9,436**	**9,436**	**9,436**
DOZER	0	400	400	400	400	400	400
ENGINE	3,612	3,612	4,038	4,038	4,178	4,178	4,178
FALLER	0	2,128	1,064	1,064	1,064	1,064	1,064
LOWBOY	0	1,250	450	0	0	0	0
WATER TENDER	0	1,050	1,050	1,050	1,050	1,050	1,050
Sub total	**3,612**	**8,440**	**7,002**	**6,552**	**6,692**	**6,692**	**6,692**
PERSONNEL DIRECT	1,960	3,920	5,880	7,056	7,840	10,192	10,192
Sub total	**1,960**	**3,920**	**5,880**	**7,056**	**7,840**	**10,192**	**10,192**
Direct/Indirect Sub total	**15,008**	**96,796**	**116,318**	**168,044**	**169,968**	**120,320**	**120,320**

Daily Summary and Daily Summary-Multi Incident

This is ICARS most popular or used report. This report is used on a daily basis to get an estimated cost of resource on the incident for the current day and cumulatively.

IMAGE 6-4 ICARS Daily Summary Report

SalemTower
Daily Incident Report
Cost Summary
4/14/98

Resource Kind	Qty	People	Daily Cost	Cumulative To Date
AIR TANKER	1	1	0	149,500
DOZER	1	1	400	4,000
ENGINE	4	12	4,178	48,724
FALLER	1	1	1,064	12,768
HAND CREW-TY 1	1	20	4,396	52,752
HAND CREW-TY2	1	20	5,040	55,440
LOWBOY	0	0	0	1,700
MEDIUM TYPE 2 HELI	2	2	94,000	968,500
PERSONNEL DIRECT	26	26	10,192	98,000
WATER TENDER	1	1	1,050	10,500
Direct Cost		84	120,320	1,401,884
BUS	5	5	3,000	28,200
CATERER	1	10	9,000	82,680
PERSONNEL SUPPORT	50	50	16,800	145,152
POTABLE WATER TRUCK	1	1	1,150	11,500
TOILET	30	0	900	8,700
TRUCK	14	14	9,800	81,200
Support Cost		80	40,650	357,432
Grand Totals:		164	160,970	1,759,316

Weekly Detail and Weekly Detail-O/H Personnel

The same format as the Weekly Summary, except shows detail to the level of each resource. There are two reports in this format. The Weekly Detail does not include line and support overhead personnel. There is a separate report just for these personnel.

Cumulative Cost Detail & Cumulative Cost Detail-O/H Personnel

Lists each resource with all detail. This will print all Resource and daily detail.
This report is normally going to be one of ICARS longer reports. This is sometimes printed at the end of an incident to have hardcopy of all the resource and their costs for every.

IMAGE 6-5 ICARS Cumulative Cost Detail Report

SalemTower
Incident Cumulative Detail
6/15/98

Resource Kind / Name	Req No.	Agency	Unit	Assign Date	Prj. Release	Release Date	Resource Description
AIR TANKER							
Tanker 202	**A2**	**CONT**		**4/10/98**			

Date	Shift	Div	Qty	Unit Cost	Units	Rate Type	Daily Cost
4/10/98	D	A	1	38,000	1		38,000
4/11/98	D	A	1	53,000	1		53,000
4/12/98	D	A	1	58,500	1		58,500
4/13/98	D	B	1	0	1		0
4/14/98	D	B	1	0	1		0
4/15/98	D	B	1	0	1		0
4/16/98	D	B	1	0	1		0
4/17/98	D	B	1	0	1		0
4/18/98	D	B	1	0	1		0
4/19/98	D	B	1	0	1		0
	Subtotal:						**149,500**
	Kind Subtotal:						**149,500**

Category Total

Across the top are the categories depending on the category of report you are running (ie: agencies, divisions, etc). On the side are the cost categories.

BACHELOR BUTTE
Agency Category Total
With Agency Assignments

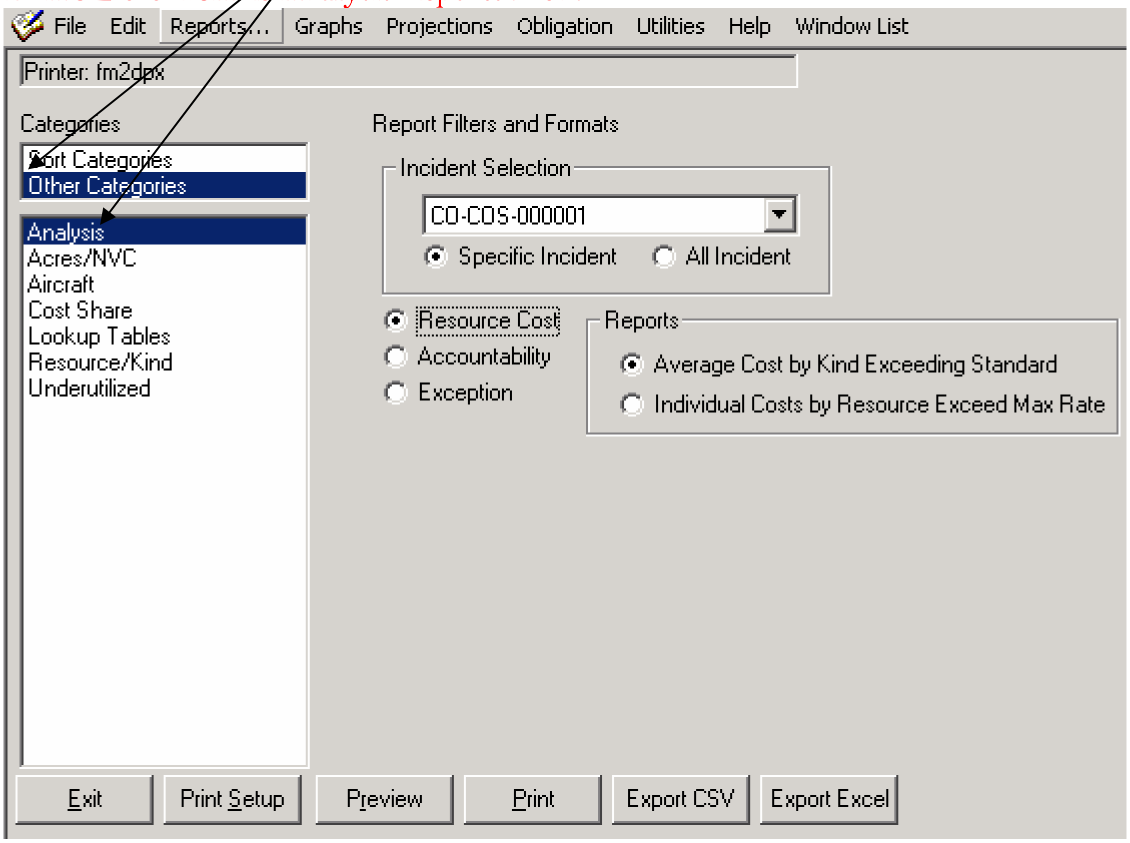
5/16/01

	DOD	FS	NPS	PVT	ST	Total
RETARDENT	0	36,000	0	0	0	36,000
MEDIUM HELI	0	0	0	138,000	0	138,000
LIGHT HELI	0	0	0	22,600	0	22,600
HEAVY HELI	0	0	0	216,000	0	216,000
FIXED WING AIR	0	0	0	18,000	0	18,000
AIRTANKER	0	0	0	820,000	0	820,000
Kind Group Subtotal	0	36,000	0	1,214,600	0	1,250,600
ENGINES	0	31,812	0	83,466	51,988	167,266
Kind Group Subtotal	0	31,812	0	83,466	51,988	167,266
MILITARY CREW	66,000	0	0	0	0	66,000
CREWS	0	292,270	0	0	0	292,270
Kind Group Subtotal	66,000	292,270	0	0	0	358,270
WATER TENDERS	0	0	0	65,360	0	65,360
LOW BOY-TRANSP.	0	0	0	360	0	360
DOZERS	0	12,694	0	20,220	0	32,914
Kind Group Subtotal	0	12,694	0	85,940	0	98,634
DIRECT PERSONNEL	0	27,342	0	0	0	27,342
Kind Group Subtotal	0	27,342	0	0	0	27,342
Direct/Indirect Subtotal	66,000	400,118	0	1,384,006	51,988	1,902,112
RESCUE MEDICAL	0	0	0	36,000	0	36,000
OTHER VEHICLES	0	1,800	0	900	0	2,700
OTHER EQUIPMENT	0	0	0	0	0	0
MOB/DEMOB	0	133,850	0	0	0	133,850
INDIRECT PERSONNEL	0	337,064	8,428	2,460	0	347,952
FACILITIES	0	77,700	0	0	0	77,700
CATERER	0	0	0	1,295	0	1,295
BUSSES	0	0	0	148,000	0	148,000
Kind Group Subtotal	0	550,414	8,428	188,655	0	747,497
SUPPLIES	0	788,760	0	0	0	788,760
Kind Group Subtotal	0	788,760	0	0	0	788,760
Direct/Indirect Subtotal	0	1,339,174	8,428	188,655	0	1,536,257
Grand Total	66,000	1,739,292	8,428	1,572,661	51,988	3,438,369

Specialized Report Options

There are several reports which will present analytical cost information. These can be accessed through the reports screen by selecting "Other Categories" and then "Analysis" as shown in the image below. Follows are descriptions of the reports and their usage.

IMAGE 6-6 ICARS Analysis Reports Menu



Resource Cost report.--There are two report options as follows:

Average Cost by Kind Exceeding Standard—This report displays the average cost of all major kinds of resources, like Engine, Type 3 and Dozer, Type 1, compared to a standard rate table.

Individual Costs by Resource Exceed Max Rate—This report displays individual resources that exceed the maximum rate contained in a standard rate table.

Accountability Report—This report displays a number of ratios and comparable costs. An example of the report follows the description and uses of the contents below:

Percentages breakdown of resources—The Upper section of the report shows how the fire breaks out cost wise with percentages for each type of resource (Aircraft, Crews and Direct Equipment) and for total Support and Direct costs.

Support cost per person—The middle section of the report displays the support costs per person. These costs are broken down into the support cost categories.

Ratio of support costs to direct costs—This is an indicator of the level of support costs. The standard is set at 47% meaning that support costs and direct costs are typically about equal. As support costs rise above this level it is an indicator that support costs are to high and should be evaluated for cost savings.

Ratio of support personnel to direct personnel--The standard is set at 35% meaning that approximately 1 out of every 3 persons on a fire are considered support personnel. As the percentage increases it may indicate that the fire is overstaffed with support personnel.

Total Support Cost Per Direct Person—This cost can be used when sharing costs with other cooperators like the State Fire Marshal protecting structures, that are being supported out of the fire camp. This support cost includes all support services and equipment as well as all support personnel (Incident Team Members, etc)

Cost Per Acre—This report will only display cost per acre if the acres burned are entered into the acres burned table, which is found under the Edit tab on the main menu. A weighted average cost per acre burned is being discussed, but until that is developed, keep in mind that the cost per acre is not always a relevant comparable, due to factors such as urban interface and timber type and values at risk.

IMAGE 6-7 ICARS Aircraft Cumulative Summary Report

Incident Cost Accounting and Reporting System (ICARS)

Page 1 of 1
6/9/2004 2:44:00PM

Analysis - Accountability

	Current Value	Standard Value	Difference	Std. Deviation.
Aircraft %	**0**	**20**	**-20**	**10**
Crew %	**75**	**26**	**49**	**10**
Direct Equipment %	7	15	-8	10
Support %	**11**	**32**	**-21**	**10**
Direct %	**89**	**68**	**21**	**10**
Non-Personnel Support Cost Per Person				**10**
BUSSES	1			0
CAMP CREW	6			0
FACILITIES	1			0
OTHER EQUIPMENT	5			0
OTHER SUPPORT	6			0
OTHER VEHICLES	5			0
RESCUE MEDICAL	2			0
SHOWERS	6			0
	32	**133**	**-101**	**10**
Support Cost/Direct Cost	**13**	**47**	**-34**	**10**
Ratio of Support Personnel to Direct Personnel	29	35	-6	10
Total Support Cost Per Direct Person	**110**	**249**	**-139**	**20**
Cost Per Acre	11,863,727	0	11,863,727	0

Exception Report—The exception report aids the Cost Unit Leader in determining if there are costs in the database that are not accurate. The user can determine which options to include in the report by clicking on the options button on shown on the reporting screen below. If the user clicks all the options, then the resulting report will include all options. The options can be used as follows:

Resource Status is D, But no Release Date Entered—Costs will continue to accrue on a resource until it has a release date. But if a resource status is D, it indicates that the resource was release, but a release date was never entered. Check these resources out with plans and/or time to determine if they have been release and have plans either change the status or remove enter a release date.

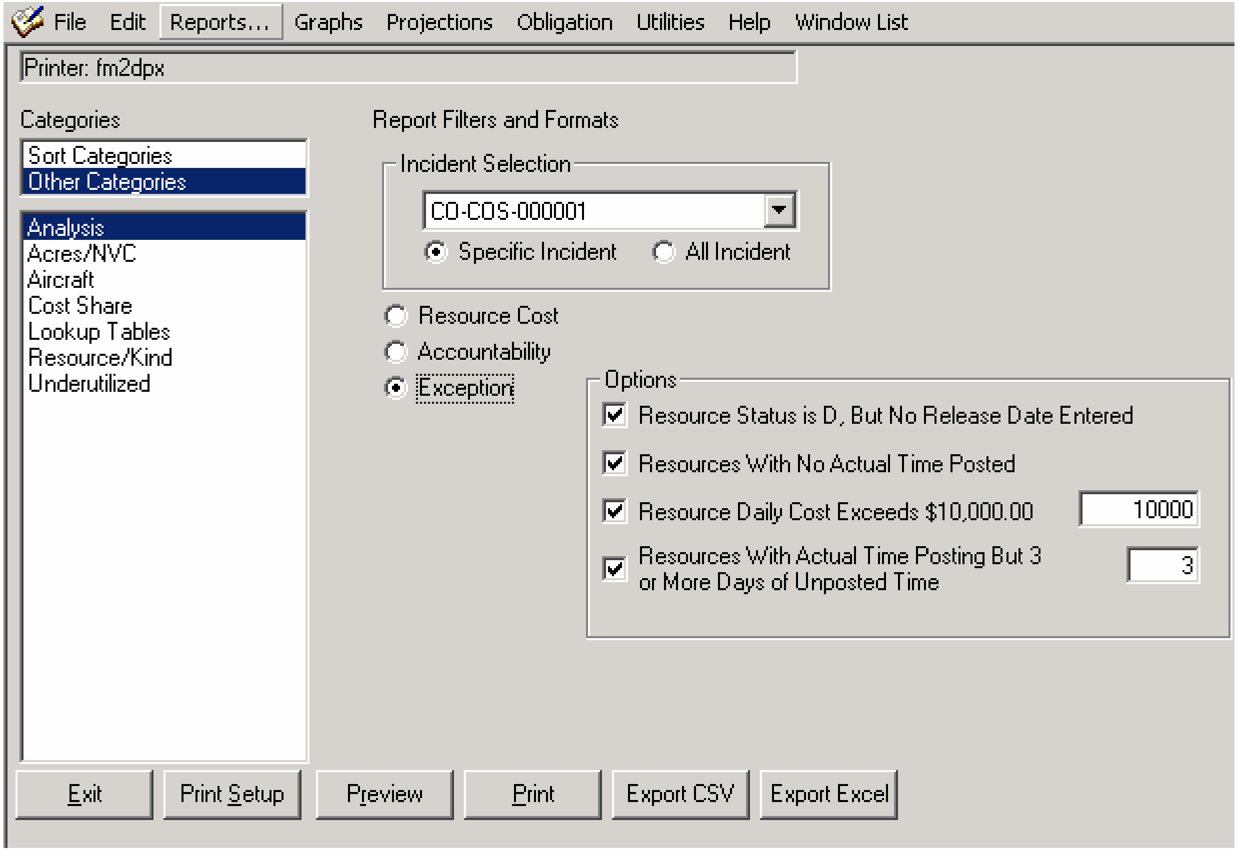
Resources With No Actual Time Posted—Most resources will have time posted to them in ITS. This will include all personnel and contracts. This report will display all resources with no actual time posted and tell you how many days of unposted time there are. This can be an indicator of duplicate resources or resources that never checked in. In both these cases the resources are accruing costs and should be deleted from the database. Some resources will never have actual time posted, like supplies, caterer, etc.

Resource Daily Cost Exceeds $x,xxx—This report will show resources with costs over a user defined limit. The default is $10,000 but that limit can be changed. The purpose of this report is to analyze high value cost items. This could identify errors in your data, where maybe you have a daily cost with an hourly rate, but it can also identify items that may be worth more analysis, due to the expense of the item.

Resource with Actual time posting but x or more days of unposted time—Sometimes resources will leave the incident, but either they never check out or the release date never gets entered. This report will display those resources that we know have checked in, because there is actual time posted, but have multiple days with no posting along with the number of unposted days. The user can define how many days of non-posting it takes to get on the report. This report may also be of use to the time unit for identifying resources that are not turning in their time.

There is an additional feature on the main ICARS menu under Utilities and Tools to remove all estimates from time postings. This feature will change all estimates to zero. Of course when you re-run the create daily routine estimates will again flow down to all days following the last actual posting. However this is a good tool to remove estimates in the middle of a person or contracts time as those estimates will not be re-generated with create daily. So for instance a resource might have actual posted time from 6/1 to 6/5. But then leaves the incident and has no time posted from 6/6 to 6/10. The resource comes back and has time from 6/11 on. Currently ICARS will include estimates for 6/6 to 6/10 based on whatever time was posted on 6/5. You can manually change the hours for those days to 0, or you could run this routine which would do it for you.

IMAGE 6-8 ICARS Aircraft Cumulative Summary Report



Aircraft Cumulative Detail

IMAGE 6-9 ICARS Aircraft Cumulative Summary Report

SalemTower
Cumulative Air Costs
6/15/98

Date	Div	Name	Kind	Total Aircraft	Tot Hrs	# Trips	# PAX	lbs Cargo	gal Retard	gal Water	Retard $
4/10/98	A	Tanker 202	AT	38,000	7.50	12	12	45,000	88,000	64,000	20,000
4/11/98	A	Tanker 202	AT	53,000	9.50	18	15	68,050	96,000	70,000	24,000
4/12/98	A	Tanker 202	AT	58,500	9.50	18	423	1,450,000	100,000	76,000	25,500
4/13/98	B	Tanker 202	AT	0							

Resource Kind By Cost

IMAGE 6-10 ICARS Resource Kind By Cost Report

Resource Kind By Cost

4/14/98

Kind / Name	Agency	Unit Cost	Rate Type	Rate Units	Assign Date
AIR TANKER					
Tanker 202	CONT	0		1	4/10/98
BUS					
Marion Co. School	CONT	600	DAY	1	4/8/98
CATERER					
Delta Catering	CONT	9,000	MISC	1	4/10/98
DOZER					
Johnson Dozer	USFS	400	DAY	1	4/9/98

Cost Share Summary (CAT-1)

This report is broken down by the Cost Apportionment Type (Aircraft, Crews & Equipment, and Support & Overhead) and then by Day and Shift

IMAGE 6-11 ICARS Cost Share Summary Report (CAT-1)

Operational Period Consolidation Worksheet

Cost Share Apportionment

6/15/98

Date	Shift	Daily Cost	FED Cost	FED %	ST Cost	ST %	OTH Cost	OTH %
AIRCRAFT								
4/9/98	Day Shift	**75,000**	30,000	40	45,000	60	0	0
4/10/98	Day Shift	**94,000**	94,000	100	0	0	0	0
4/11/98	Day Shift	**145,000**	53,000	37	92,000	63	0	0
4/12/98	Day Shift	**146,000**	102,200	70	21,900	15	21,900	15
4/13/98	Day Shift	**94,000**	94,000	100	0	0	0	0

Cost Share By Shift and Kind (CAT-2)

This report supports the numbers found in the CAT-1 report. This report is once again grouped by Cost Apportionment Type, Day and Shift, and then by Kind Type.

IMAGE 6-12 ICARS Cost Share By Shift and Kind (CAT-2)

Detail By Shift and Resource Kind

Cost Share Apportionment

6/15/98

Date	Shift	Resource Kind	Qty	Daily Cost	FED Cost	FED %	ST Cost	ST %	OTH Cost	OTH %
AIRCRAFT										
4/9/98	D	MEDIUM TYPE 2 HELI	2	75,000	30,000	40	45,000	60	0	0
		4/9/98 Day Shift Subtotal:		**75,000**	**30,000**	**40**	**45,000**	**60**	**0**	**0**
4/10/98	D	AIR TANKER	1	38,000	38,000	100	0	0	0	0
4/10/98	D	MEDIUM TYPE 2 HELI	2	56,000	56,000	100	0	0	0	0
		4/10/98 Day Shift Subtotal:		**94,000**	**94,000**	**100**	**0**	**0**	**0**	**0**
4/11/98	D	AIR TANKER	1	53,000	53,000	100	0	0	0	0
4/11/98	D	MEDIUM TYPE 2 HELI	2	92,000	0	0	92,000	100	0	0
		4/11/98 Day Shift Subtotal:		**145,000**	**53,000**	**37**	**92,000**	**63**	**0**	**0**

Cost Resource Worksheet (CAT-3)

This report supports the numbers found in the Cost Share or CAT-2 report. This report is once again grouped by Cost Apportionment Type, Day and Shift, Kind Type, and then by individual resources.

IMAGE 6-13 ICARS Cost Share Resource Worksheet Report (CAT-3)

Detail Report

Cost Share Apportionment

6/15/98

Date	Shift	Div	Name	Agency	Kind	Qty	Daily Cos	Fed Cost	Fed %	ST Cost	St %	OTH Cost	OTH %
AIRCRAFT													
4/10/98	D	A	Tanker 202	CONT	AT	1	38,000	38,000	100	0	0	0	0
			4/10/98 Day Shift Subtotal:				**38,000**	**38,000**	**100**	**0**	**0**	**0**	**0**
4/11/98	D	A	Tanker 202	CONT	AT	1	53,000	53,000	100	0	0	0	0
			4/11/98 Day Shift Subtotal:				**53,000**	**53,000**	**100**	**0**	**0**	**0**	**0**
4/12/98	D	A	Tanker 202	CONT	AT	1	58,500	40,950	70	8,775	15	8,775	15
			4/12/98 Day Shift Subtotal:				**58,500**	**40,950**	**70**	**8,775**	**15**	**8,775**	**15**

Cost Share Detail Report (CAT-4)

This report is the last of the Cost Apportionment reports within ICARS. This report reports the Cost share amounts at their lowest level. This report is slightly different from the first three CAT reports, in that it is not grouped by any of the fields. This report is simply sorted by Kind Code and then by Day. This one doesn't support the CAT-3 report like the other CAT reports have, though it is the same data, just presented differently.

IMAGE 6-14 ICARS Cost Share Resource Worksheet Report (CAT-4)

Resource Worksheet

Cost Share Apportionment

6/15/98

Name	Agency	Kind	Div	Date	Qty	Daily Cost	FED Cost	FED %	ST Cost	ST %	OTH Cost	OTH %
Tanker 202	CONT	AT	A	4/10/98	1	**38,000**	38,000	100	0	0	0	0
Tanker 202	CONT	AT	A	4/11/98	1	**53,000**	53,000	100	0	0	0	0
Tanker 202	CONT	AT	A	4/12/98	1	**58,500**	40,950	70	8,775	15	8,775	15
Tanker 202	CONT	AT	B	4/13/98	1	**0**	0	35	0	65	0	0
Tanker 202	CONT	AT	B	4/14/98	1	**0**	0	50	0	50	0	0
Tanker 202	CONT	AT	B	4/15/98	1	**0**	0	0	0	100	0	0
Tanker 202	CONT	AT	B	4/16/98	1	**0**	0	0	0	100	0	0
Tanker 202	CONT	AT	B	4/17/98	1	**0**	0	0	0	100	0	0
Tanker 202	CONT	AT	B	4/18/98	1	**0**	0	0	0	100	0	0
Tanker 202	CONT	AT	B	4/19/98	1	**0**	0	0	0	100	0	0
Marion Co. School	CONT	BUS	A	4/8/98	1	**600**	480	80	120	20	0	0
Marion Co. School	CONT	BUS	B	4/9/98	2	**1,200**	0	0	1,200	100	0	0
Marion Co. School	CONT	BUS	B	4/10/98	3	**1,800**	0	0	1,800	100	0	0

Other Reports (Currently disabled)

Another feature within the Reports section is the ability to run additional reports that might have been added since the release of the ICARS application. This feature is executed from the "Other Reports" option in conjunction with "Utilities | Edit Graph/Report Query. You must first add the new report through the Utilities menu before you can run the report from the Other Report Menu option. Because ICARS allows you to rename, save as, and run multiple ICARS databases, running ad-hoc ICARS reports requires you tell ICARS the query name and the SQL statement that you wish to have run. The query you are entering is the query the new Crystal Report needs in order to run. Press "New" enter the query name and the SQL statement for that query and press "Save"

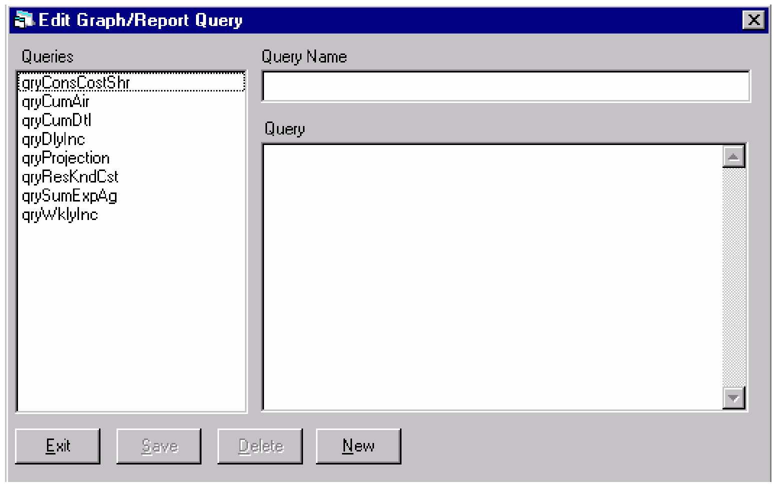


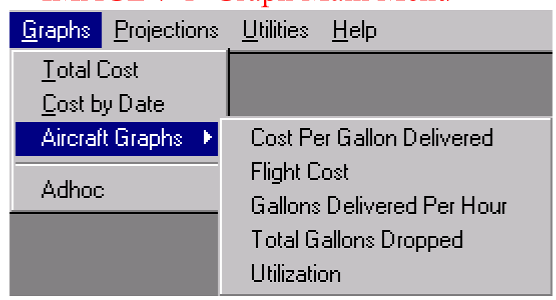
IMAGE 6-15 ICARS Edit Graph / Report Query Screen

CHAPTER 7 Graphs

There are a variety of graphical presentations that are pre-designed including Pie, Area and Stacked Bar graphs. The two most common graphs are the Total Cost and the Cost to date. These graphs are typically run on a daily basis. There are also graphs when tracking costs by division to display the splits between divisions. Aircraft graphs are discussed under the Aircraft Analysis, Chapter 11.

Graph Setup and Printing

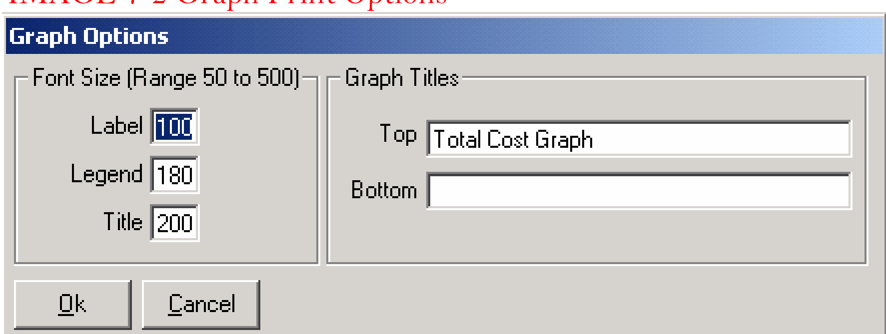
IMAGE 7-1 Graph Main Menu



This chapter deals with the different menu choices located under the Graph menu of ICARS. The graph section of ICARS uses a third-party graph control, so the limitations to ICARS graphs are the limitations of this third-party control.

After selecting a graph you can customize the graph prior to printing. There are several ways to do this. The easiest is to select the options button at the bottom of the screen to adjust the fonts and labels.

IMAGE 7-2 Graph Print Options



Then select the print button at the bottom of the screen, where you can set the rest of the print layout.

IMAGE 7-3 Graph Print

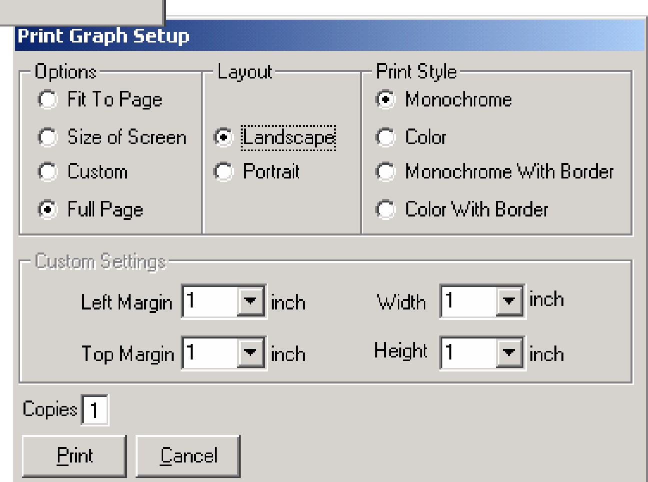
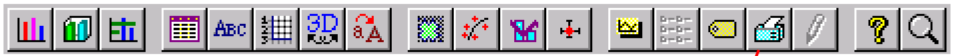


IMAGE 7-4 Graph Control Button Bar



If you wish to do more complex editing of the graph, anytime a graph is presented to the screen, you will see the graph control button bar across the top. From there you can modify many aspects of your graph. The question mark button will activate the graph control helps file, where you can get detailed information about each tab and option on the graph control.

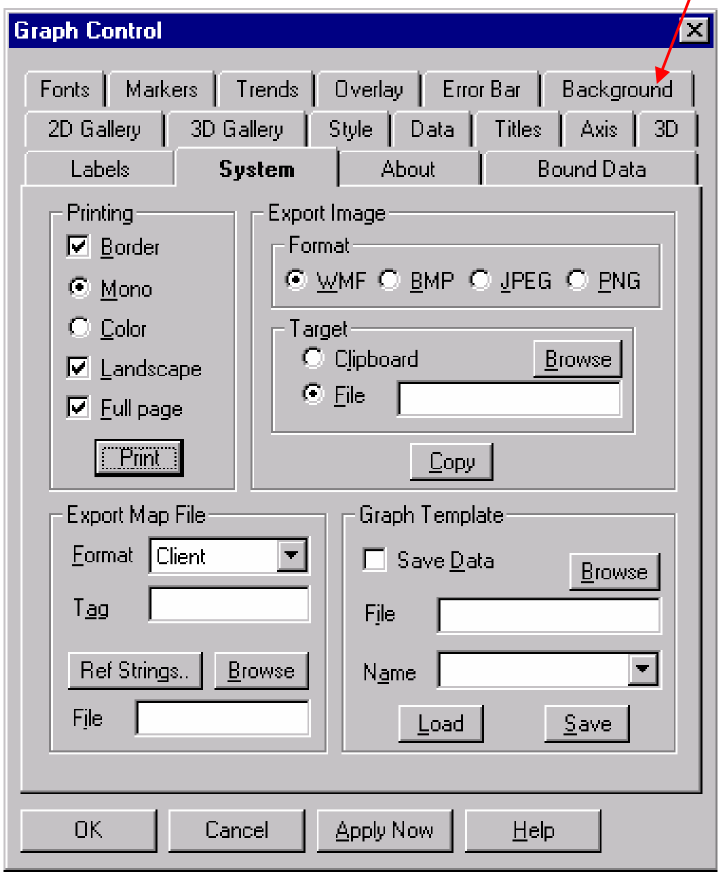


IMAGE 7-5 Graph Control Properties

The options now available in ICARS graphs are quite extensive. You can get to the graph control by selecting any of the buttons on the button bar.

The graph control (seen to the left) has many tabs with options to many to name here. Some of the main tabs are: "System", "Titles", "Fonts", "Style", "Background", "Markers" and “Data”.

One nice feature is the graph template. You may make customized settings for a particular graph and then use those each time that graph is used. Again, using these new features may take some time in learning all of its functionality.

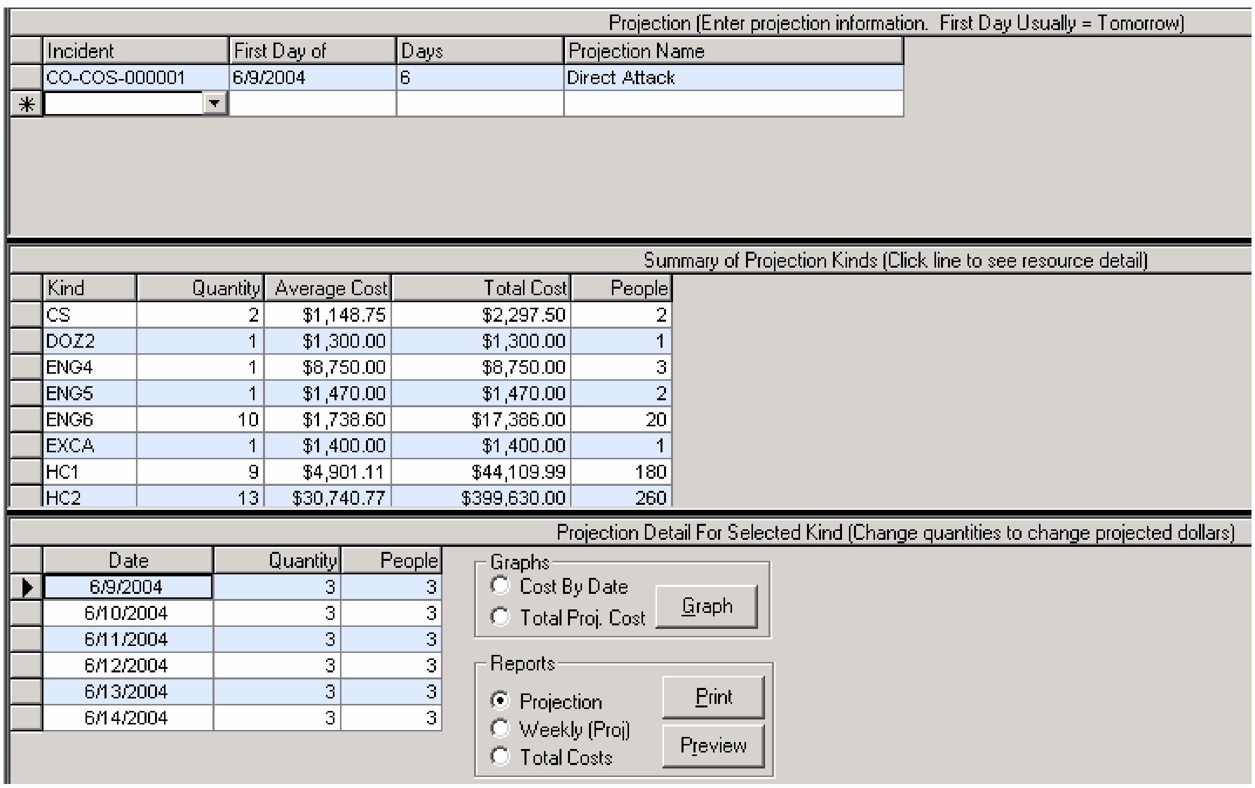
Please use the Graphics Control Help file for further information about the graphics control and it’s features.

CHAPTER 8 Projections

IMAGE 8-1 Projection Main Menu

Selecting the Projection menu option will bring up the three-grid projection module screen seen below in Image 8-2. This section is for projecting costs for future dates of the incident. There are actually two methods of accomplishing this. One is by using this projection module and the other is to set your computers system date ahead and let the daily records be created and then edit those daily records to reflect what is predicted for those future days.

IMAGE 8-2 Projection Screen



Setting Up the Projection

To create a projection, go to the first of the three grids and select an Incident value from the Incident Field Combo-box. Only current Incidents will be available to choose from. The program will then enter a Start Date for the projection to begin of the next day. This is because today's costs are already accounted for in the Resource and Daily tables, so usually you want your projection to begin the next day. The third field is the number of days you wish to project out. In the last field of the top grid, you can name the projection. You may create an unlimited number of projections. After you have successfully entered in information into the upper grid you should see the second and third grids fill up with information.

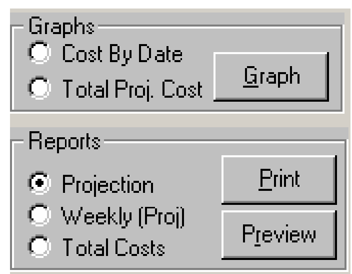
The second grid works from the first grid and will have the sum of all "Direct" Kind types that are currently on the Incident today, their quantity, average cost, the total cost, and the total number of people on the incident for those direct resources. The values found in the second grid are values that are generated when the projection in the header record is first created. The average cost field can be edited, if you feel that the average cost created by the program is not accurate for future days.

Similar to the second grid, the third grid works off the record that is highlighted in the second grid. The third grid is where users change the quantity of resources for that resource kind for future days. The fields found in the third grid are: Date, Quantity, and People. Of those three fields only the quantity field can be edited. As the quantity number increases or decreases, so should the number for people. These two fields have a direct correlation.
A flow down feature has been added to the quantity field so as you change the quantity for a given day, all future days will change to that same quantity. This should save significant time when editing projections for many days.

Reports & Graphs

A variety of Graphs and Reports that mimic the other basic reports in ICARS are available for projections.

IMAGE 8-2 Projection Screen



Support Cost Calculation

Support costs are generated in a pre-determined method and users have very little control over projected support costs. If you need greater control over projected support costs, it is recommended that you do projections the second method which is to set your computer's system date to a date in the future and then adjust the Daily table to reflect what future resources will be charging to the incident.

The algorithm that is used to generate support costs for a particular projection is to:

1. Sum up all "In-direct" costs for the current day. That number is used as a maximum number or 100% of the support cost pie.
2. All the people are then added up for all the "Direct" resources.
3. A per person support cost is then generated by the amount in number 1 divided by the amount from number 2. This will be a support cost dollar amount per direct person on the incident.
4. The total support cost for any particular day is derived by the number of people still left on the incident multiplied by the amount in number 3 (per person cost).

As the number of direct resources decreases, so will the number of people. When the number of people decreases the amount of support costs will also decrease in direct proportion to the number of direct resource people still left on the incident.

You will not see any support costs in the 3 tiered projection grid. The only place you will see the support costs for a projection will be in the projection reports.

Updating Projections

Once a projection is completed you can now come back to that projected days or weeks later and update the projections with new information. There is a button at the bottom of the projection screen. 

When this button is clicked the following actions will automatically take place. You will be asked to update the projection days, meaning how many days you want to project? Then the program will automatically change the start date of the projection to tomorrow, cut off all days prior to tomorrow and project out for as many days as you tell it. For days that you previously projected, the quantities that you entered in the projection will remain. So lets say you did a projection for 6/1 to 6/10 and indicated that you had 5 dozers from 6/1 to 6/5 and 2 dozers from 6/6 to 6/10. If on 6/3 you updated the projection, and said you wanted it to go 10 days, the projection would now show 5 dozers from 6/4 to 6/5, 2 dozers from 6/6 to 6/13.

You can come back and update a projection as many times as you want, or if your assumptions totally change, you can just start over with a totally new projection at any time.

CHAPTER 9 Obligations

Obligation Basics

The obligations module in ICARS, which is accessed from the main menu, is set up to track obligations and creates reports that can be sent to the home unit for daily obligation reporting. The basis of the module is the auto filling of the obligation field in the Resources table. This takes no direct input from the user as the values automatically populate this field based on the Request #, Agency, Kind, Incident State, Contracting Agency and AD identifier (FedCode in ITS). The values entered by the application can be overwritten by the user, however when any of the above information is changed in I-Suite. The application is designed to re-evaluate the obligation field to determine if it needs to be changed, and then change it accordingly.

As data is changed that affects the obligation category or the accounting code, the obligation module is designed to track those changes. Daily there is a change amount tracked, which is the daily change. If a resource category or the accounting code used for the resource, changes, the change amount will adjust up or down to reflect this.

Since the obligation field auto populates, it is critical that the fields mentioned above are accurate. If they are not, the obligation field may be populated incorrectly. Thus verify for each resource being tracked that the following information is correct:

1. The **Agency** field is accurately entered based on who will pay the resource
    a. Paid by a Forest Service EERA Agency=PVT.
    b. Paid by a state government Agency=two letter state identifier.
    c. Paid by a govt agency-exc. EERA's Agency= The Govt agency
    d. Aircraft paid by OAS Agency=OAS
    e. National Weather Service Personnel Agency=NWS
2. **AD** Crews paid by other federal or state agencies must show an agency of the federal agency or state. Only show the agency as FS if the Forest Service will process the AD payment at the EFF Payment Center.
3. **Time is being posted to ITS** on a current basis (**within 72 hours** of the completion of a shift).
4. **Accurate Check In and Release dates** are being entered and Release dates are entered **within 24 hours** of the resource demobilization.
5. **The incident state** is accurately entered in the Incident table as the two letter state identifier (i.e. OR, WA, CA)
6. **Local Aircraft and National contracts** have the correct Obligation category identified.
7. For **state** resources, that will be paid by the state, confirm that accurate rates are being used.
8. The **Kind** field is accurately entered.
9. There is an **accounting code** for each daily record.

Obligation Categories

Extract data is captured into 8 categories, by accounting code. The eight categories are:

1. CONT—EERA's and National Contracts-(Excluding Aircraft)
2. HELI—Helicopters (Local and National)—exclude OAS
3. AD—Casual Hires
4. STL—State Costs from the Incident State
5. STO—State Costs from Other States
6. OAS—Office of Aircraft Services (OAS) aircraft.
7. NWS—National Weather Service Personnel

Additional obligation categories that are not included in the extract are as follows:

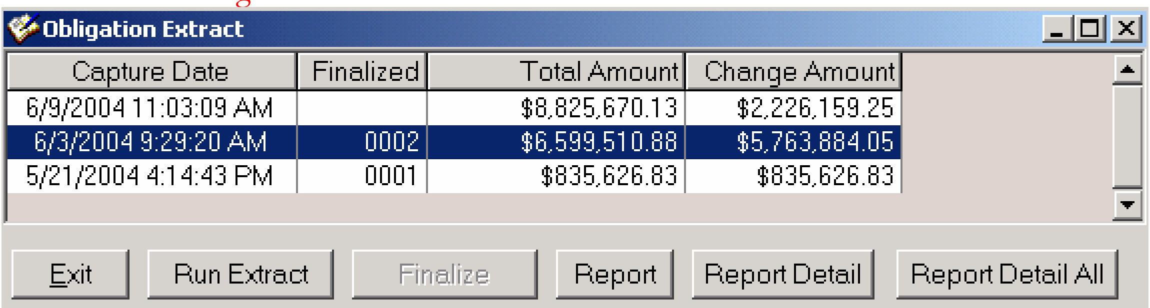
1. FW—Fixed Wing Aircraft (Local and National)—exclude OAS
2. FS—All Forest service not identified elsewhere
3. FED—All other federal agencies
4. CACHS—All Cache supplies

The application determines obligation categories using the following sequence of if statements. The obligation resulting categories are highlighted. **This is provided for enquiring minds only.**

If Agency =OAS OAS
If Agency-NWS NWS
Else IF Agency=CITY, RUR or CNTY
    Then If Home unit first two characters = Incident→Incident State STL
    Then If Home unit first two characters not equal Incident→Incident State STO
Else If Agency→RateGroup=FED
    Then If Agency=FS
        Then If Kind=CACHE CACHE
        Then If Persons→FedCode=AD
            Then If ContratorPost→Amt =0 AD
            Else ADMIX
    Else FED
Else If Agency→RateGroup=ST
    Then IF Agency=Incident→IncidentState STL
    Else STO
Else If Agency=PVT
    Then If ContractingAgency=Incident→IncidentState STL
    Then If RequestCat=A
        Then if Kind=HEL1, HEL2, HEL3, HEL4, HELU HELI
        Else FW (**retardant excluded from this number)
    Then If Persons→FedCode=AD ADMIX (split in the extract routine)
    Else CONT
Else Leave blank

Daily Extract

IMAGE 9-1 Obligation Extract Screen



Daily there is an extract that can be run to capture and summarize obligation data. The extract can be run multiple times in a day. However each day, before transmitting the information you must run the finalize process. This is accomplished by clicking the Finalize button. The result of this is to post a sequential number in the Finalized field and close obligation postings for that day. Any future changes to the obligations will be reflected in the next days extract. Once you have run the finalize process for a day, the Finalize button will be immobilized until the next day, thus preventing you from running the finalize process more than once a day.

It is possible, for the current day only, to Re-Extract the data and finalize again. This should only be done if there are significant errors, and the obligation extract has not yet been submitted to the Incident Unit (Forest) for input into the accounting system. It is critical that the data for each sequential obligation number in the database matches what is sent to the incident Unit (Forest). To do this, if you highlight the current day extract, you will notice that the Run Extract button changes to Reextract. Clicking it will remove the finalized sequential number and allow you to finalize again.

Obligation Extract Reports

Once the extract is run there are three reports that can be viewed and printed. The report you will see, will be for the extract line that you have highlighted in the Obligation Extract grid. The first is a summary report, for submission to the home unit. The second is a detail report by specific vendor and the third is the Report Detail All, which will provide all the individual daily detail reports in one report file. The detail reports should either be provided to the home unit daily or at the end of the incident for audit support. If running at the end of the incident use the Report Detail All, instead of running the daily reports individually, as this will produce the same data.

The summary and detail reports are displayed below.

IMAGE 9-2 Obligation Summary Report

Incident Cost Accounting and Reporting System (ICARS)

Page 1 of 1
6/5/2003 9:25:32AM

Obligation

Capture Date: 06/05/2003
Sequence: 00003
Export Date:

Accounting Code	RC Line #	Obligation	Total Amount	Previous Amount	Change Amount
P651234					
	001	All non-air contracts	$123,658.00	$62,080.00	$61,578.00
	002	Contract Helicopters	$0.00	$0.00	$0.00
	003	Fixed Wing Air	$0.00	$0.00	$0.00
	005	Incident State Resources	$20,230.00	$19,040.00	$1,190.00
	006	State Resources From Out of State	$20,230.00	$19,040.00	$1,190.00
			$164,118.00	**$100,160.00**	**$63,958.00**
Grand Total:			**$164,118.00**	**$100,160.00**	**$63,958.00**

IMAGE 9-3 Obligation Detail Report

Incident Cost Accounting and Reporting System (ICARS)

Page 1 of 2
6/5/2003 9:40:00AM

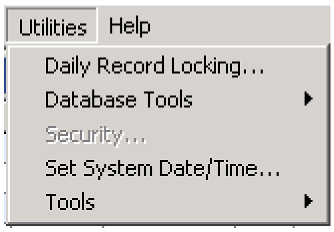
Obligation Detail

Capture Date: 06/05/2003
Sequence: 00003
Export Date:

Accounting Code / Resource	Obligation / Request #	Kind	Total Amount	Previous Amount	Change Amount
P651234					
	All non-air contracts				
STRIKEBACK	E-0001	ENG1	$28,560.00	$26,880.00	$1,680.00
OK CASCADE	S-0002	SHW	$37,400.00	$35,200.00	$2,200.00
JONES	E-0010	WAT1	$28,560.00	$0.00	$28,560.00
WILLIES WATER	E-0011	WAT1	$28,560.00	$0.00	$28,560.00
ARBIES	E-0012	TLT	$578.00	$0.00	$578.00
All non-air contracts Total:			**$123,658.00**	**$62,080.00**	**$61,578.00**
	Contract Helicopters				
COLUMBIA	A-0001	HEL1	$0.00	$0.00	$0.00
Contract Helicopters Total:			**$0.00**	**$0.00**	**$0.00**
	Fixed Wing Air				
AIRTANKERS	A-0002	AT	$0.00	$0.00	$0.00
Fixed Wing Air Total:			**$0.00**	**$0.00**	**$0.00**
	Incident State Resources				
ODF ENGINE	E-0000	ENG3	$20,230.00	$19,040.00	$1,190.00
Incident State Resources Total:			**$20,230.00**	**$19,040.00**	**$1,190.00**
	State Resources From Out of State				
DNR ENGINE	E-0006	ENG3	$20,230.00	$19,040.00	$1,190.00
State Resources From Out of State Total:			**$20,230.00**	**$19,040.00**	**$1,190.00**
P651234 Total:			**$164,118.00**	**$100,160.00**	**$63,958.00**

Chapter 10 Utilities

IMAGE 10-1 Utilities Main Menu



This chapter deals with the different menu items located under the Utilities main menu. Under this menu, you'll find extra ICARS "utilities", such as setting the computer's system clock and locking daily records.

Set System Date and Time

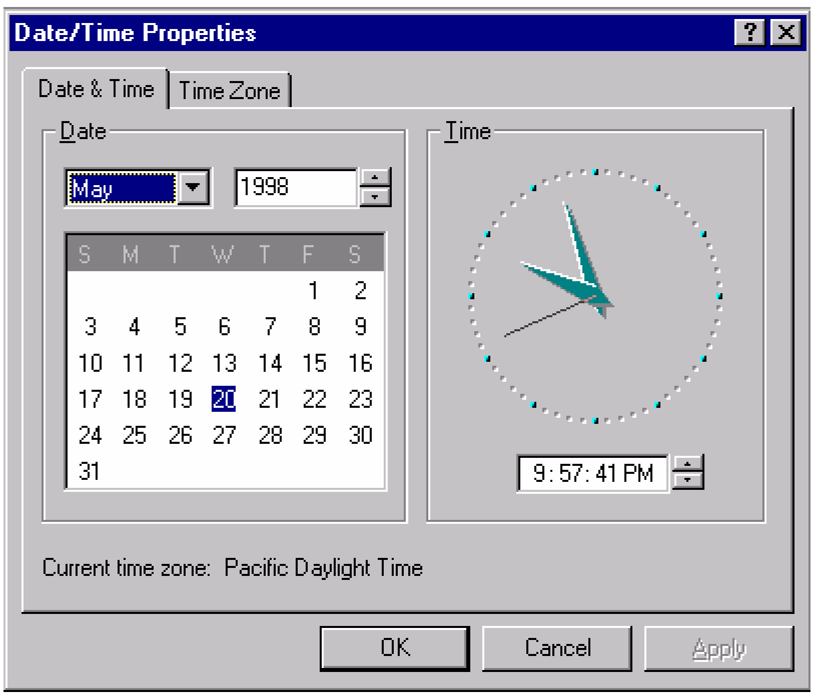


IMAGE 10-2 Date / Time Property Screen

The ICARS application relies heavily on the computers system date. It is important that you know what your computers date is and how to change it. There are other means of getting to this same Date / Time Properties window in Windows 95, but we chose to add a menu option for ICARS users to run it from within ICARS. From this window you can select a new date and time for your computer.

LockDaily Records

IMAGE 10-3 Daily Record Locking Screen

There are times when you may wish to "freeze" ICARS Daily records for a particular period of time. This new feature in ICARS allows a user to do this very easily. Locking or unlocking daily records are as easy as picking a start date and an end date.

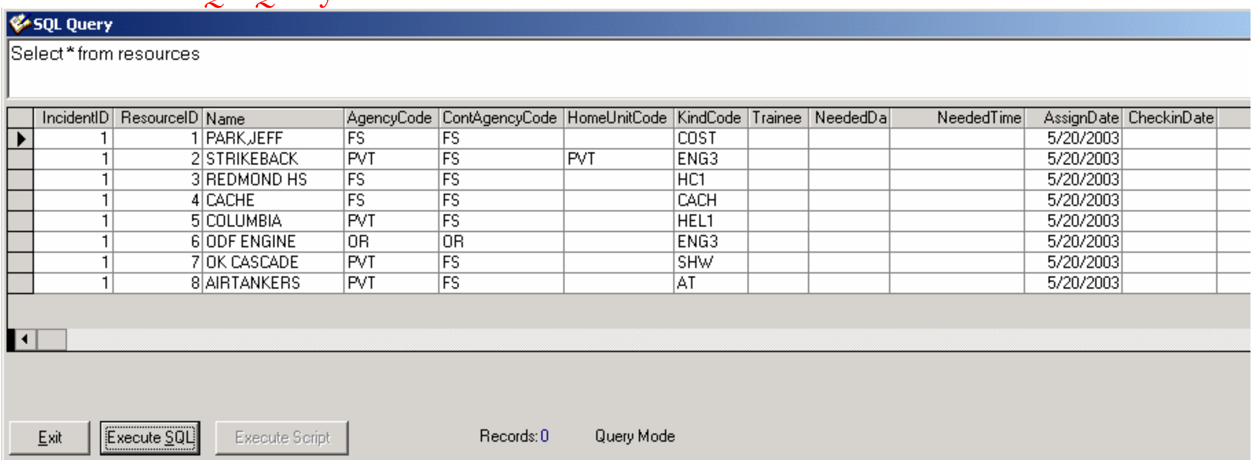
Database Tools

SQL Query

Using the SQL Query language you can use select statements to view the actual data in tables. Editing of tables is disabled from this tool. To view the data in a table enter a select statement into the sql query box like the following:

Select * from resources

IMAGE 10-4 SQL Query Screen



IncidentID	ResourceID	Name	AgencyCode	ContAgencyCode	HomeUnitCode	KindCode	Trainee	NeededDa	NeededTime	AssignDate	CheckinDate
1	1	PARK,JEFF	FS	FS		COST				5/20/2003	
1	2	STRIKEBACK	PVT	FS	PVT	ENG3				5/20/2003	
1	3	REDMOND HS	FS	FS		HC1				5/20/2003	
1	4	CACHE	FS	FS		CACH				5/20/2003	
1	5	COLUMBIA	PVT	FS		HEL1				5/20/2003	
1	6	ODF ENGINE	OR	OR		ENG3				5/20/2003	
1	7	OK CASCADE	PVT	FS		SHW				5/20/2003	
1	8	AIRTANKERS	PVT	FS		AT				5/20/2003	

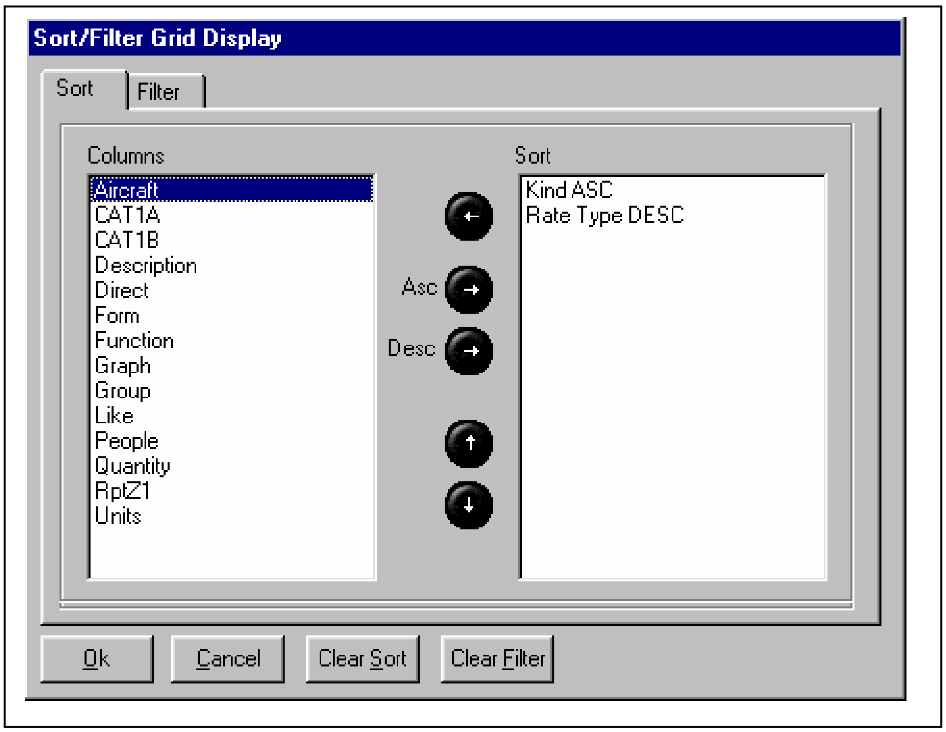
CHAPTER 11 SORTING & FILTERING

Sorting

Sort Description

The sort function allows the user to display the data in descending or ascending order. The user sets the order of display by selecting column headings in a specific order. The **Sort** tab includes a *Columns* lists, a *Sort* lists, and several buttons, that will be identified in this section.

IMAGE 11-1 Sort Screen



Sort Tab Basics

Lists in the Sort tab

Within the **Sort** tab are two lists labeled *Columns* & *Sort*. The *Columns* list contains the heading of each column on the grid. The *Sort* list contains the ordered heading titles transferred from the *Columns* list.

Moving the cursor inside a list

To move the cursor inside the *Columns* or *Sort* box, use the ↑ button to move the cursor up-wards or the ↓ button to move the cursor down-wards.

Moving a selected heading within a list

To move a heading within a list, select the heading and hold the **Ctrl** key while moving the cursor. The heading will move with the cursor movement. At the desired position let go of the **Ctrl** key and the heading will no longer move with the cursor.

Choosing Ascending or Descending order

Both buttons transfer the selected heading from the *Columns* lists to the *Sort* list but the way the information is listed varies according to the selected button. To choose ascending order, select the A*sc* button. To choose descending order, select the *Desc* button.

Ascended headings will be listed from first to last alphabetically (A-Z). The information within each heading may also be listed from first to last alphabetically or numerically smallest to largest, when there is no conflict with the heading order.

Descended headings will be listed from last to first alphabetically. The information within each heading may also be listed from last to first alphabetically or numerically largest to smallest, when there is no conflict with the heading order.

Moving a heading from the *Sort* list to the *Columns* list

To move a heading from the Sort list to the Columns list, select a heading from the *Sort* list. Select the ← button. The selected heading will appear in the *Columns* list.

Sorting headings

Select the desired heading in the Columns list and choose ascending or descending order. The selected heading will appear in the Sort list. Multiple headings can be selected by repeating above steps. Select the **OK** button at the bottom of the dialog box and the data will be displayed sort order chosen.

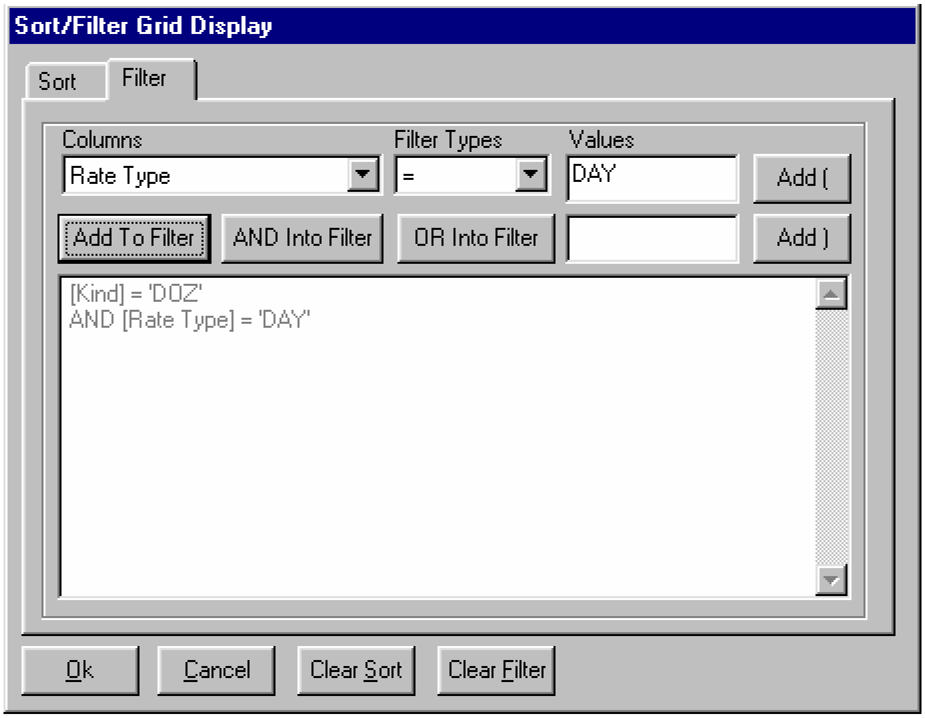
Filter

Filter Description

The filter function allows the user to display data according to specified criteria. The user specifies the criteria by using one or more of the filtering options. The **Filter** tab includes a *Column* dropdown list, a *Filter Type* dropdown list, two *Specifications* boxes, and a *Filter Display* box. The **Filter** tab also includes several buttons that will be identified in this section,

See **Figure 11-2.**

IMAGE 11-2 Filter Tab Screen



Filter Tab Basics

Choosing a column

The first dropdown list at the top right of the **Filter** tab is the *Column* list. When the drop arrow at the right of the box is selected, all the available column titles appear. While still holding the mouse button, move the cursor to the desired column title. Release the mouse button to select the desired column title. This column will now be the primary column in the filter. The column titles may vary with each display grid selected and filter.

Choosing a filter type

The second dropdown list box at the top of the **Filter** tab lists the filter types when the drop arrow at the right of the box is selected. While still holding the mouse button, move the cursor to the desired filter type. Release the mouse button to select the filter type. The filter type options are: =, >, >=, <, <=, <>, LIKE, and BETWEEN. The selected filter type will now be the primary method of filtering. The filter types will remain the same with every display gird but may change with each filter. For specific filter type information, see **Figure 3**.

SPECIFIC FILTER TYPE INFORMATION		
SYMBOL	HOW SYMBOL WORKS	**SPECIAL INFORMATION**
=	Signifies the filter results will be an exact match to the specification. Case sensitive.	Can be used with words or numbers
>	Signifies the filter results will be greater than the specification	Use only with numbers
>=	Signifies the filter results will be greater than or equal to the specification	Use only with numbers
<	Signifies the filter results will be less than the specification	Use only with numbers
<=	Signifies the filter results will be less than or equal to the specification	Use only with numbers
<>	Signifies the filter results will exclude only the specification	Use only with numbers
LIKE	Signifies the filter results will be similar to the specification	Can be used with words, numbers or % (wilcard)
BETWEEN	Signifies the filter results will be between two specifications	Use only with numbers

Figure 3

Choosing filter specifications

The two parallel boxes towards the left of the **Filter** tab are for the Filter Specifications. The specific filter information is inputted into these boxes. This information may be words, numbers, or a combination of both. To input this information, select the top box and type the specifications in the box. The second box may only be used with the BETWEEN filter type.

Viewing the Filter

The large box in the middle of the **Filter** tab shows the current Filters to be applied to the display grid. All the current filters will be applied to the data.

Filtering Information

Creating a Filter

By selecting the **Add Filter**, the **And into Filter**, and/or the **Or Into Filter** button, the information input into the *Column*, *Filter Type*, and *Filter Specifications* boxes is displayed in the *Filter Display* box. Select the **OK** button to apply the filter to the data.

Using the Add Filter

*The **Add Filter** button should be chosen when adding the first filter to the* Filter Display *box but can be used for any and all additional filters.*

Using the And Into Filter

The **And Into Filter** button can be used for any filter after the first filter is added. The "And" signifies that in addition to the first filter specification, this filter specification must be met as well. This filter will only show data that meets both specifications.

Using the Or Into Filter

The Or Into Filter button can be used for any filter after the first filter is added. The "Or" signifies that this filter specification can be substituted for the first filter specification. The filter will show all the data that fits either filter specifications.

Grouping Multiple Filters

The **Add[** and **Add]** buttons allow brackets to be placed around a group of filter specifications within the *Filter Display* box. Placing brackets around a group will separate that group from any other filter specifications.

Examples

[Kind] = 'DOZ'
AND [Rate Type] = 'DAY'

Select only the data where the Kind Code is equal to DOZ and the Rate Type Code is equal to DAY

[Kind] Like 'DOZ%'

Select only the data where the Kind Code starts with DOZ

Clearing, Deleting and Saving

Clearing information

To clear the sort information, select the Clear Sort button at the bottom of the dialog box. New information can be sorted now. This button will clear the information even if the Filter tab is selected. To clear the filter specifications, select the Clear Filter button at the bottom of the dialog box. New information can be filtered now. This button will clear the information even if the Sort tab is selected.

Cancel

To cancel the sort or filter modifications select the Cancel button at the bottom of the dialog box. The sort/filter screen will disappear and the original screen where the sort/filer button was selected with no changes to the data displayed.

Saving information

To save and apply the current sort/filter select the Ok button at the bottom of the dialog box. The display grid on the original screen where the sort/filter button was selected will not be refreshed with the selected sort and filters applied.

CHAPTER 12 AIRCRAFT ANALYSIS

The aircraft analysis function in ICARS allows you to compare different types of aircraft. You can look at the aircraft summarized by kind or by individual aircraft. The analysis tool is based on graphical presentation. The following types of graphical presentations can be used:

1. Cost per gallon of retardant/water dropped.
2. Total Gallons dropped and gallons dropped per hour.
3. Total flight hours and flight cost.

Aircraft analysis involves the following functions:

1. You must be receiving the daily aircraft information sheets from air operations. If you are not receiving this information it should be available if requested. When you get the air information review it for reasonableness and completeness. Enter each individual aircraft into the Resource table.
2. Fill out the AirDaily table as described below.
3. Run the graphs which are provided under the GRAPH item on the main menu. The AIRDAILY table is like the DAILY table except it is used for Aircraft records. There are two views of the AIRDAILY table. One is for entering daily information on Airtankers and the other for Helicopters. The information you enter into these tables determines what the aircraft graphs display so there are some specific ways you need to enter the data in these tables.

Some analysis tips to be aware of:

1. For the analysis to be useful and accurate it is sometimes necessary so split helicopter flight hours and costs between water/retardant drops and other assignments. This is only necessary if the helicopter is doing a mix of activities.
2. There are typically mobilization and demobilization costs associated with ferrying (flight time) an aircraft to the fire. These costs can be ignored, included in the first day of costs or allocated based on the expected days that the aircraft will be assigned. How you deal with these costs will affect the outcome of your analysis. If you are doing a post analysis, after the fact, or need additional aircraft and are trying to decide what type of aircraft you are going to order then I would allocate the costs. If you are doing a use analysis to see which type of aircraft is the most cost effective, once it is there, I would exclude the ferry costs because they are really irrelevant to a day to day decision.

IMAGE 12-1a ICARS Resource Input Screen for ***Helicopter*** with Display Daily On

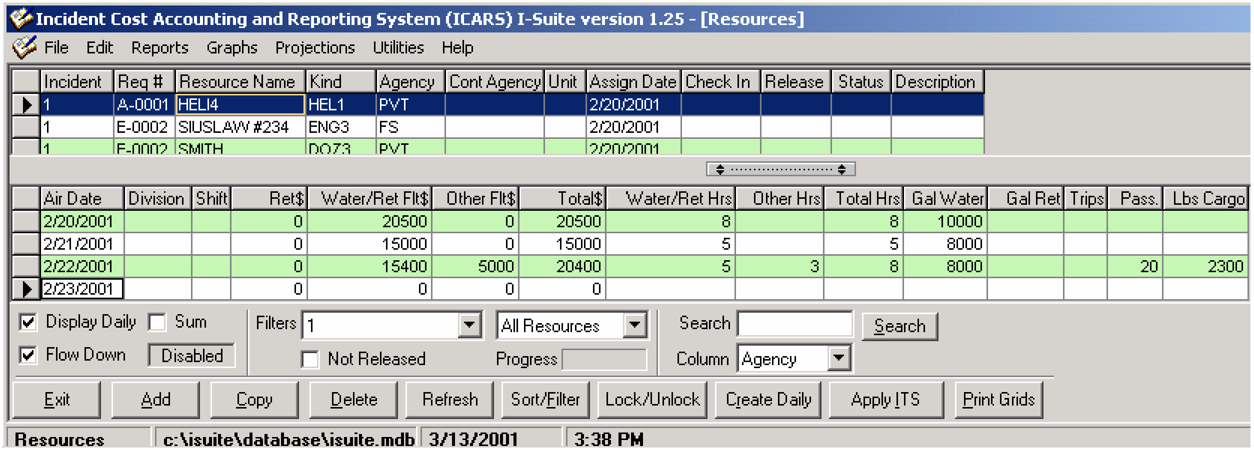
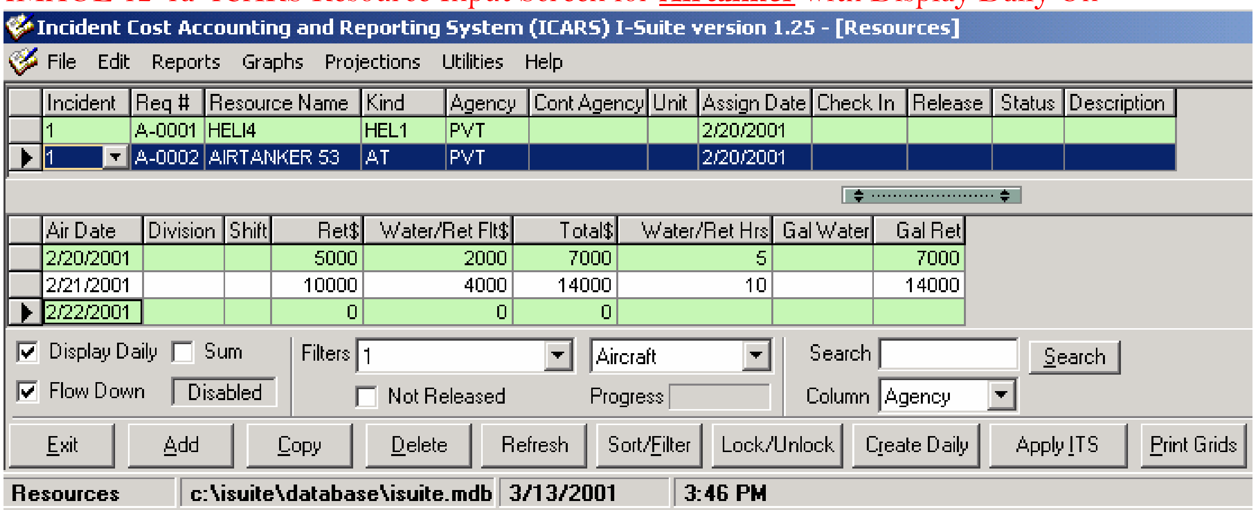


IMAGE 12-1a ICARS Resource Input Screen for ***Airtanker*** with Display Daily On



The fields in the helicopter and airtanker view of AIRDAILY are:

Incident, Division and Shift: The use of these fields is consistent with the DAILY table.

Retardant $: If you are dropping retardant you can show the cost here.

Water/Ret Flt $ and Water/Ret Hrs: Use these fields to enter Flight dollars and hours associated with dropping water or retardant. For helicopters, if the helicopter is also doing other things like moving equipment or people. Then the flight costs and hours for those activities should be included in the other fields (see next field).

Other Flt $ and Other Hrs: For use with helicopters only. Use these fields for flight dollars and hours associated with activities other than dropping water or retardant. If an aircraft is dropping water/retardant as well as other activities, it will be necessary to have air ops split the time between the activities. If air ops can't do this then treat all the flight time and hours as other. This is because the analysis graphs will include all aircraft $ and hours shown. If you do not have accurate dollars and hours you do not want to include these aircraft in your analysis. In the above example, for helicopters the first day was split between activities, whereas the second day was all water and the third day was all passengers and cargo.

Total $ and Total Hrs: Calculated fields.

Num Trips, Num Passengers and Num Lbs Cargo: These fields, for helicopters only, are not used in the air graphs but do show on the air report. They are mainly informational.

Gal Water and Gal Ret: Enter the actual gallons dropped. If the aircraft was involved in multiple activities and you were unable to get a split from air ops on how much time was spent dropping water/ret then leave the gallons fields blank. Only lines with gallons on them will be included in the aircraft analysis graphs, so leaving the gallons blank will have the effect of removing that line from the analysis.

Chapter 13 I-SUITE

ICARS is distributed as a part of the I-Suite of applications. Most Computer Technical Specialists should be able to set up incident networks that will allow ICARS users to be networked into the I-Suite application. I-Suite includes the Incident Resource Status System (IRSS), Incident Action Plan (IAP) and the Incident Time System (ITS). What does this mean to you?

Data Sharing

When ICARS is being used in a network environment with I-Suite you will need to clearly establish working guidelines with the other users of the database. These guidelines will include:

1. How to update the data,
2. Who is authorized to make what changes,
3. When will backups occur.

Data & Data Standards

Data entered into I-Suite will come for the most part from the check in sheets. Most resources will be entered so you will have a line for every overhead person, pickup, bus, etc. While this does simplify your data entry, you will have a database that looks different than you might build yourself. You may have 400 lines of overhead personnel instead of two summarized lines for Support and Direct overhead.

To reflect total costs in ICARS the data that comes in from IRSS will have to be supplemented. All resources will initially either reflect the estimated costs from the Rates table or will show a zero costs. Where the costs are zero, like for all aircraft, you will have to get and enter a cost. Where an estimate is being shown, you will have to assess the reasonableness of that estimate and change it if necessary, to an actual cost or a better estimate. IRSS will bring in all direct firefighting resources and all personnel, but may not include the following resources or cost areas:

1. Mobilization/Demobilization travel costs.
2. Supplies, both from the cache and buying team.
3. Some support equipment and services trash collection, caterer, telephones, cell phones, copier, land use, etc.
4. Some, or all, Aircraft.
5. Off incident costs, like expanded dispatch and buying team personnel.
6. Actual costs for all contract equipment.

Data Manipulation

There are a variety of data standards to be aware of when changing data. Samples of these are listed below.

1. Before **deleting a record**, make sure that it is ok with all users. One application may have additional information attached to that record like manifests, or daily cost records.
2. A new feature, added in 2002, is the handling of **strike teams**. A strike team will be entered in IRSS as a Parent record (the strike team name) with various children records(individual crews or engines). The parent record will show in ICARS, but you will not be able to add costs to it. The costs will show with the individual children records. This process allows strike teams to be built and dismantled. All the daily records will be maintained with the strike team element.
3. **Adding Kinds** to the kind table. Make sure all ICARS fields are completed if someone else adds the Kind and make sure to notify other partners if you are adding the kind.
4. **Check in and Release dates**. If resources are mobilizing prior to the check in date either include additional costs in the cost of mobilization or move the check in date back to the order date. Use the same methodology for demobilization.
5. Make sure that when **release dates** are entered, that the resource actually demobs, because costs will stop accruing based on the release date.
6. If the Agency, Kind and Check in Date fields are not filled out, **no daily costs** will be created for resources.
7. Changing the check in date will delete ICARS daily cost records if changed to a more current date. Thus if a resource checks in, is released, and then comes back…either check it in twice, or leave the original check in date. DO NOT just change the check in date on the original record, as you will lose all costs generated between the first and second check in.

APPENDIX A

ICARS Individual Table Structures

Table: AccountingCodes

Columns

Name	Type	Size
AccountingID	Number (Long)	4
IncidentID	Number (Long)	4
AccountingCode	Text	20
AgencyCode	Text	4

Table: Acres

Columns

Name	Type	Size
AcresID	Number (Long)	4
IncidentID	Number (Long)	4
AcresDate	Date/Time	8
NVCID	Number (Long)	4
Acres	Number (Double)	8
Fuel Type		
Potential		
Haines Index		
Res Value		

Table: L_Agency

Columns

Name	Type	Size
AgencyCode	Text	4
AgencyGroupID	Number (Long)	4
RateGroupID	Number (Long)	4
Agency Desc	Text	35
Contracting	Y/N	1

Table: L_AgencyGroup

Columns

Name	Type	Size
AgencyGroupID	Number (Long)	4
AgencyGroupCode	Text	1
Description	Text	40

Table: AirDay

Columns

Name	Type	Size
AirDayID	Number (Long)	4
ResourceID	Number (Long)	4
DivisionID	Number (Long)	4
ShiftID	Number (Long)	4

AirDate	Date/Time	8
DolTotal	Number (Long)	4
DolRet	Number (Long)	4
DolWater	Number (Long)	4
DolOther	Number (Long)	4
HrsTotal	Number (Single)	4
HrsWater	Number (Single)	4
HrsOther	Number (Single)	4
NumTrips	Number (Long)	4
NumPasg	Number (Long)	4
NumLbsCargo	Number (Double)	8
GalRet	Number (Long)	4
Loads	Number (Long)	4
GalWater	Number (Long)	4

Table: L_Cost

Columns

Name	Type	Size
CostID	Int	4
Item	nvarchar	50
StandardValue	money	8
MaxValue	money	8
CostType	nvarchar	20
FireType	nvarchar	20
StandardDeviation	money	8

Table: Daily

Columns

Name	Type	Size
DailyID	Number (Long)	4
ResourceID	Number (Long)	4
DailyDate	Date/Time	8
Quantity	Number (Single)	4
UnitCost	Number (Single)	4
Units	Number (Single)	4
CostUpdateLevel	Text	1
DivisionID	Number (Long)	4
ShiftID	Number (Long)	4
RateTypeID	Number (Long)	4
UnderUtilized	Number (Integer)	2
Locked	Number (Single)	4
AccountingID	Number(Long)	4

Table: L_DailyForm

Columns

Name	Type	Size
DailyFormID	Number (Long)	4
DailyFormCode	Text	1
Description	Text	20

Table: Division

Columns

Name	Type	Size
DivisionID	Number (Long)	4

IncidentID	Number (Long)	4
DivisionCode	Text	1
ShiftID	Number (Long)	4
DivisionDate	Date/Time	8
FedPct	Number (Integer)	2
StatePct	Number (Integer)	2
OtherPct	Number (Integer)	2
Description	Text	25

Table: Incidents

Columns

Name	Type	Size
IncidentID	Number (Long)	4
IncidentNumber	Text	13
IncidentName	Text	20
IncidentLocation	Text	15
Incident State	Text	2
StartDate	Date/Time	8
EndDate	Date/Time	8

Table: L_Kind

Columns

Name	Type	Size
KindCode	Text	4
Direct	Number (Integer)	2
DailyFormID	Number (Long)	4
Aircraft	Number (Integer)	2
Quantity	Number (Single)	4
Units	Number (Single)	4
RateTypeID	Number (Long)	4
People	Number (Long)	4
KindLike	Number (Long)	4
KindGroup	Number (Long)	4
GraphGroup	Number (Long)	4
CAT1A	Number (Long)	4
CAT1B	Number (Long)	4
RptZ1	Text	5
KindDescription	Text	25

Table: L_KindGroupRpt

Columns

Name	Type	Size
KindLUID	Number (Long)	4
KindRptGroup	Text	20
GroupCode	Text	3
KDescription	Text	50

Table: NextNumber

Columns

Name	Type	Size
TableName	Text	40
FieldName	Text	25
Description	Text	150

Table: NVC

Columns

Name	Type	Size
NVCID	Number (Long)	4
NVCTypeID	Number (Long)	4
FIL	Number (Integer)	2
NVCPerAcre	Number (Single)	4

Table: L_NVCType

Columns

Name	Type	Size
NVCTypeID	Number (Long)	4
NVCTypeCode	Number (Integer)	2
Description	Text	25

Table: L_Oblig

Columns

Name	Type	Size
ObligCode	Text	5
ObligDesc	Text	40
SumReport	Bit	1
RCLineNumber	Text	5
BOC	Text	4

Table: Projection

Columns

Name	Type	Size
ProjectionId	Number (Long)	4
ProjectionGroupID	Number (Long)	4
ProjectionDate	Date/Time	8
KindCode	Number (Long)	4
Quantity	Number (Single)	4
AverageCost	Number (Single)	4
People	Number (Long)	4
ProjectionType	Text	1

Table: ProjectionGroup

Columns

Name	Type	Size
ProjectionGroupId	Number (Long)	4
IncidentId	Number (Long)	4
StartDate	Date/Time	8
Days	Number (Integer)	2
Description	Text	30

Table: L_RateArea

Columns

Name	Type	Size
ContAgencyGroup	Text	4
Description	Text	35
Status	Text	4

Table: L_RateGroup

Columns

Name	Type	Size
AreaID	Number (Long)	4
Description	Text	30
Status	Text	4

Table: L_Rates

Columns

Name	Type	Size
RateID	Number (Long)	4
KindID	Number (Long)	4
RateTypeID	Number (Long)	4
AreaID	Number (Long)	1
RateGroupID	Number (Long)	4
UnitCost	Number (Single)	4
Comment	Text	50
UpdatedDate	Date/Time	8

Table: L_RateType

Columns

Name	Type	Size
RateTypeID	Number (Long)	4
RateTypeCode	Text	4
Description	Text	30
Monetary	Number (Integer)	2

Table: Resource

Columns

Name	Type	Size
ResourceID	Number (Long)	4
IncidentID	Number (Long)	4
RequestNum	Text	6
Name	Text	20
AgencyCode	Number (Long)	4
ContAgencyCode	Number (Long)	4
HomeUnitCode	Number (Long)	4
KindCode	Number (Long)	4
ObligCode	Text	5
AssignDate	Date/Time	8
CheckinDate	Date/Time	8
ReleaseDate	Date/Time	8
Status	Text	2
Description	Text	255
AccountingID	Number(long)	

Table: L_Shift

Columns

Name	Type	Size
ShiftID	Number (Long)	4
ShiftCode	Text	1
Description	Text	50

Table: L_HomeUnit

Columns

Name	Type	Size
HomeUnitCode	Text	8
AgencyCode	Number (Long)	4
HomeUnitDesc	Text	35
Local	Y/N	1

Incident Resource Status System User's Guide

The Incident Resource Status System (IRSS) is part of the I-Suite group of software programs. IRSS is an automated resource tracking system that allows you to collect and manage incident resource information. IRSS minimizes the time and effort you need to enter and track these resources by reducing the paperwork and potential for data entry errors.

IRSS provides a standardized way to check-in resources when they arrive at an incident. In the integrated environment, the information entered in IRSS is then shared with the other I-Suite programs, including:

- **Incident Time Reporting System (ICARS)**. For tracking incident resource costs assigned to an incident.
- **Incident Time System (ITS)**. For collecting and tracking incident resource time.
- **Incident Action Plan (IAP)**.For producing Incident Action Plans.

Topics in this guide include the following:

- About this guide
- Getting Started
- Adding and editing an incident name and number
- Adding, editing, and deleting resources
- Working with databases, T-card labels, and Checkout Forms
- Working with Index Lists and table views
- Running and printing reports.

For information about installing IRSS, please refer to the "I-Suite Administrator's Guide," which is available for download on http://isuite@nwcg.gov.

About this guide

This Incident Resource Status System User's Guide is organized into sections, based on the types of tasks you will commonly perform. At the beginning of each section you will find an overview of the topics explained. Where appropriate, diagrams are shown immediately following each task. Topics in this section include:

- Before you begin
- Conventions.

Before you begin

Before using IRSS, you must be feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with Windows 2000, Windows XP, or Windows NT and can log on and log off.

Conventions

The following conventions are used within this guide:

1 Button names, option labels, screen names, tab names, and text box names appear in bold, in the same case as on your keyboard or screen. For example, the second step might instruct you to

2 On the **Tools** menu, click **Options**.

- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example, the following note appears in the "Working with tables" section.

The percent sign (%) is a "wildcard" that allows you to perform searches without specifying the entire filter criteria. You can use one or more wildcards in any combination to locate records that match your search.

Getting Started

This section explains the basic concepts and information you need to begin using IRSS. Topics in this section include:

- Terms and concepts
- Security
- Logging on and logging off
- Getting help
- Understanding the stand-alone and integrated environments
- Working with tables.

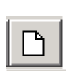
Terms and concepts

This section outlines some of the screens, toolbars, and menus that you will be using in IRSS. If you aren't already familiar with ROSS or have forgotten a few things since training, review these terms and concepts before proceeding with the remaining sections in this guide.

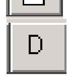
The IRSS toolbar identifies thirteen buttons that allow you to perform common tasks, including:

- **Print**. Print the current screen, form, or report.

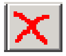
- **Edit Resource**. Edit an existing record in form view.



- **Add Resource**. Open a blank form to add a new record.

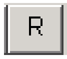


- **Demob Resource**. Navigate through selected records in form view. Changes the status code to D for "demob" and positions the cursor on the Release Date field.



- **Delete Resource**. Delete the selected records form the database. Prompts you to verify that you want to complete the delete action.

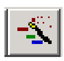
Do not delete records without first conferring with the Finance and Cost groups!



- **Reassign Resource**. Changes the status of the selected records to R for “reassigned.” Creates a second record and duplicates all fields except Incident Order Number, Request Number, and Kind/Position. Allows you to track resources over time with multiple assignments. The record retains the original Order Request Number, no matter how many times you reassign it.

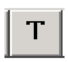
- **Add/Edit Incident**. Add records to or edit records in the Incident table.

- **Run Reports**. Open the report module and run existing reports.

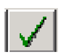


- **Design Reports**. Create new custom and advanced reports.

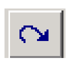
- **Print Barcode**. Print a barcode label for the selected record(s).



- **Print T-Card Labels**. Print a T-card label for the selected record(s).

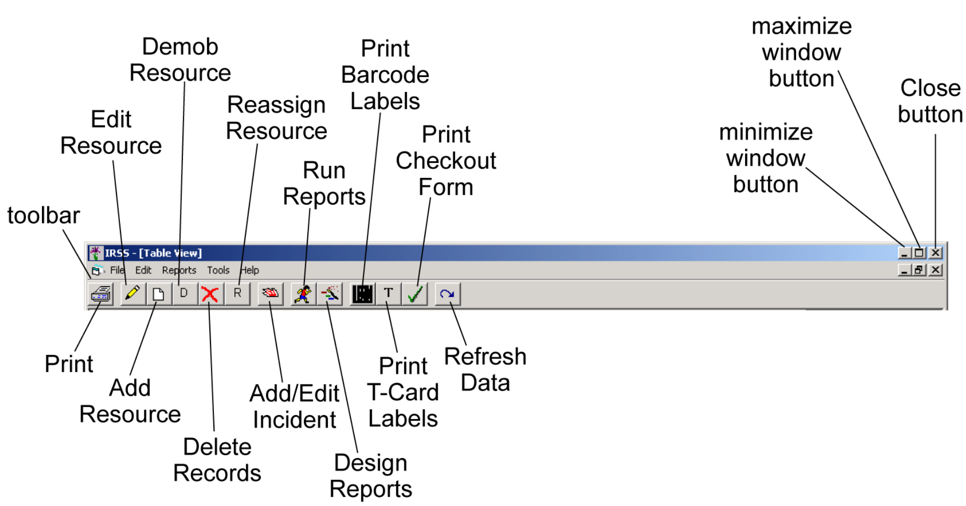


- **Print Checkout Form**. Print a checkout form for the selected record(s).



- **Refresh Data**. Refresh the Table View screen.

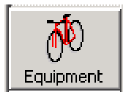
The following diagram shows the IRSS toolbar and the toolbar buttons.



The following buttons that display along the left-hand side of your screen identify the types of resources you can view:

Aircraft. Display only those resources with the “A” request category.

Crews. Display only those resources with the “C” request category.



Equipment. Display only those resources with the “E” request category.

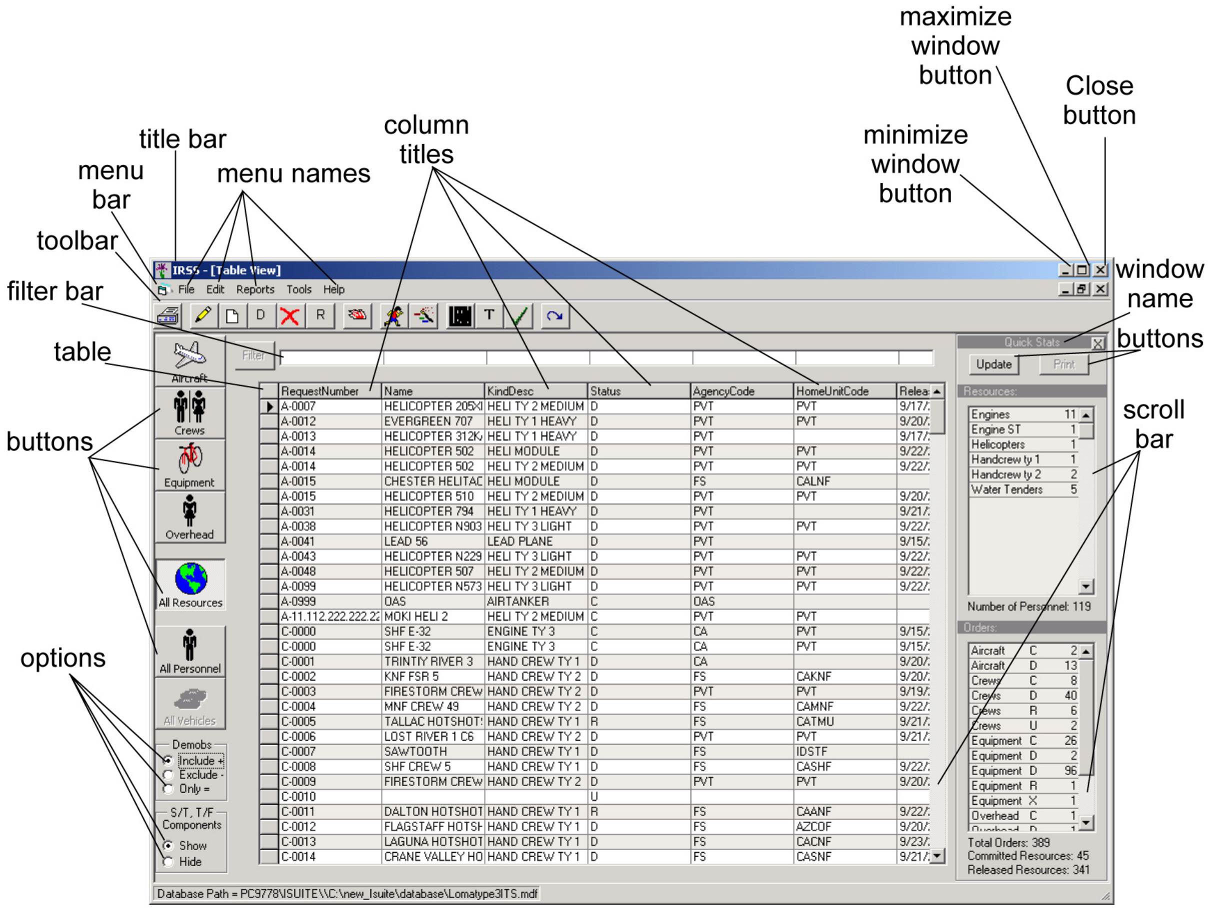
Overhead. Display only those resources with the “O” request category.

All Resources. Display all resource categories.

All Personnel. Display an alphabetical list of all personnel on an incident, including names of crew members and personnel with equipment and aircraft records that have been rostered.

All Vehicles. Display a list of all vehicles that have been rostered and the resource they are attached to.

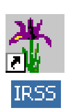
The following diagram shows screen elements and screen terminology used throughout this guide.



Logging on and logging off

This section explains how to log on and log off of IRSS.

To log on to IRSS



1 From your **Desktop**, double-click the **IRSS** icon or click **Programs** from the **Start** menu, point to **I-Suite**, and then click **IRSS**.

If you have trouble logging on to IRSS, please refer to the "Handling installation problems," in the "I-Suite Administrator's Guide," which is available for download on http://isuite@nwcg.gov.

To log off IRSS

- On the **File** menu, click **Exit**.

Getting help

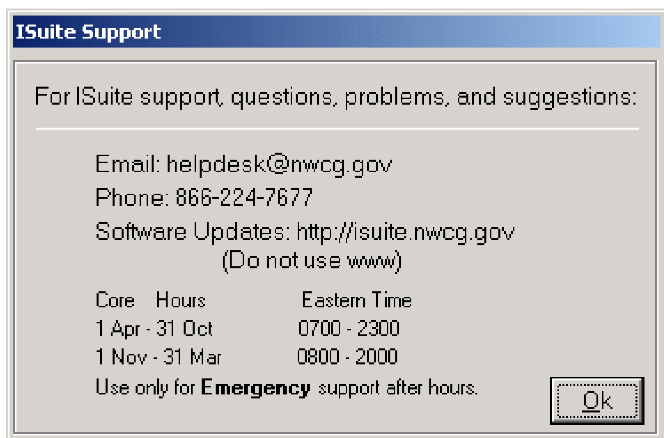
This section explains how to access and locate help information. There are three basic ways to obtain help information for IRSS:

- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.
- **Review this Incident Time System User's Guide**. This guide is available in Acrobat format. To locate topics of interest, click to select the **Bookmark** of your choice. Bookmarks are listed along the left-hand side of the Acrobat document. When you click the **Bookmark**, you will advance to that topic within the document.

To display help information within IRSS

- On the **Help** menu, click **Support**.

The following diagram shows the I-Suite Support dialog box.



To locate help information on the I-Suite website

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.
3. On the **Welcome to I-Suite** webpage, click the **IRSS** application icon.
4. On the **IRSS webpage**, click to select the **topic** of your choice.

To obtain a copy of this Incident Resource Status System User's Guide

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite@nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **IRSS** application icon.

4 On the **IRSS webpage**, click to select **IRSS User's Guide**.

5 In **Acrobat Reader**, save the file to your personal computer in a folder location of your choice.

Understanding the stand-alone and integrated environments

This section explains the difference between working in the stand-alone environment or the integrated environment. While you may only be using IRSS for your work, it is important to understand how the information you enter in IRSS affects other I-Suite programs.

As a team working in the integrated environment, establish guidelines and standard operating procedures (SOPs) that will accommodate all functional groups.

- **Integrated environment**. Using IRSS, enter resources, crews, and operators. This data is then shared between the Resource Planning and Finance groups. Maintain data standards. Changes, additions, and/or deletions to data affect all functional groups.
- **Stand-alone environment**. While data from IRSS populates other I-Suite programs, data ownership issues are eliminated.

Working with tables

In IRSS, resource information display in tables. Using the filtering function in IRSS, you can locate and display specific records or subsets of records based on your own criteria.

You can filter resource information by three different levels:

- **Incident leve**l. Display records associated with one incident at a time.
- **Resource type level**. Display records based on the resource type: Aircraft, Crews, Equipment, Overhead, or all records.
- **Selected fields level**. Display records by specific field and filter criteria.

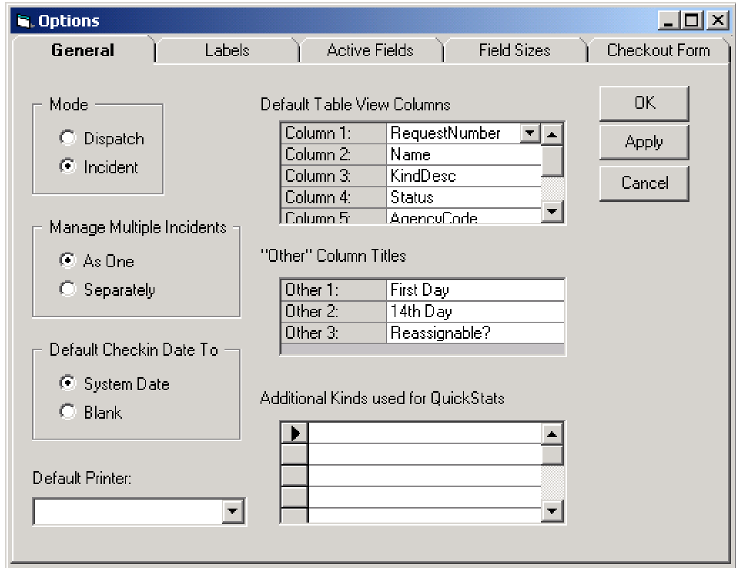
To display all resources associated with one incident at a time

1 Click the **All Resources** button.

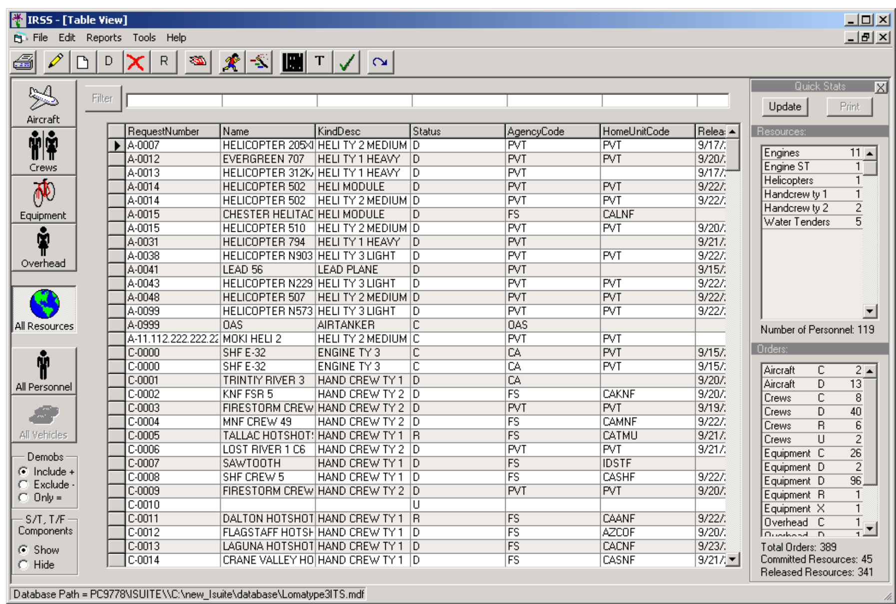
2 On the **Tools** menu, click **Options**.

3 On the **Options** dialog box under **Manage Multiple Incidents**, click **As One**.

The following diagram shows the Options dialog box.



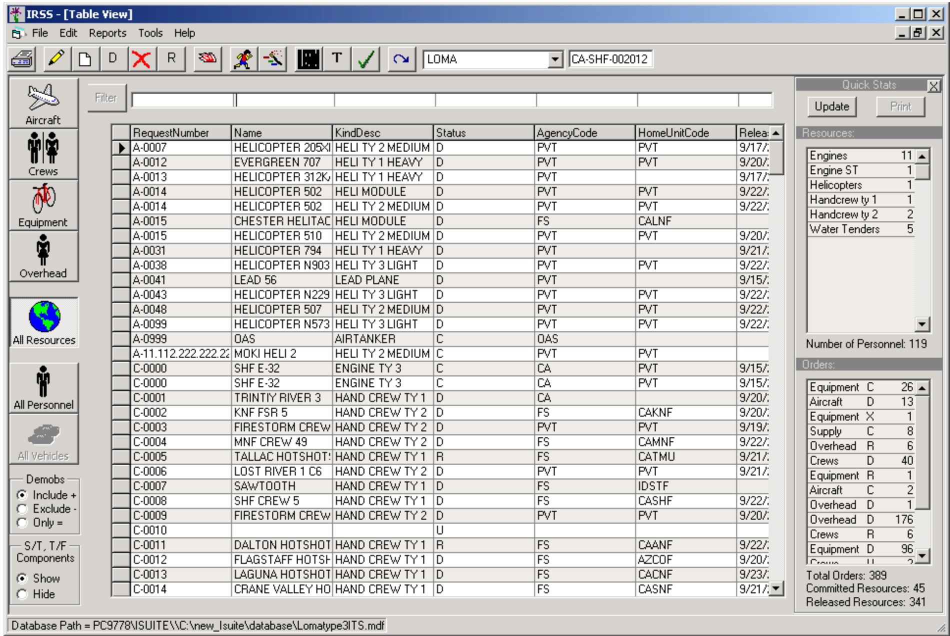
The following diagram shows all resources with incidents managed as one.



To display all resources separately

1. Click the **All Resources** button.
2. On the **Tools** menu, click **Options**.
3. On the **Options** dialog box under **Manage Multiple Incidents**, click **Separately**.

The following diagram shows all resources with incidents managed separately.



To display records based on the resource type

1 Click the resource type button of your choice

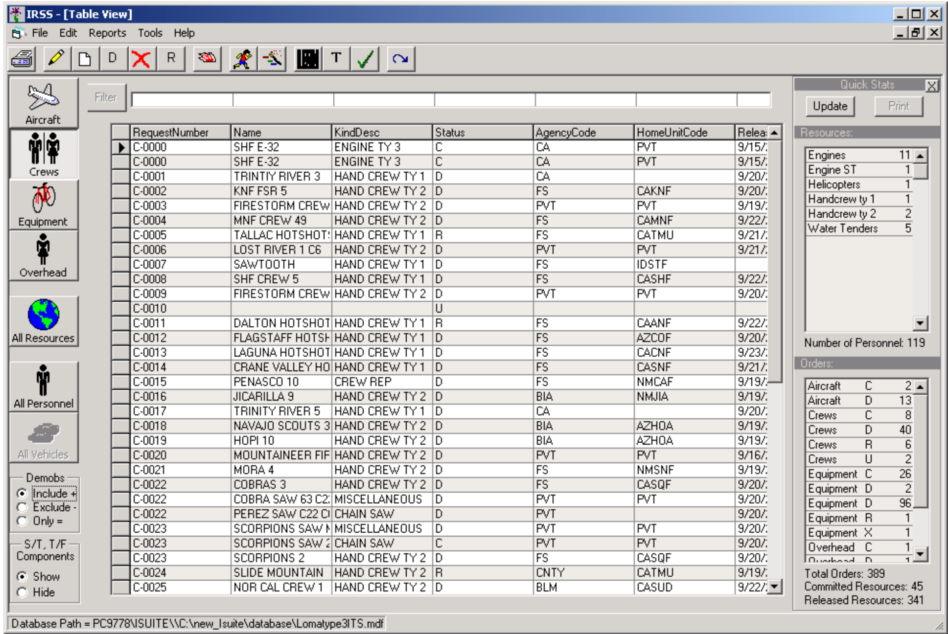
- to display aircraft, click the **Aircraft** button
- to display crews, click the **Crews** button
- to display equipment, click the **Equipment** button
- to display overhead, click the **Overhead** button.

2 On the **Tools** menu, click **Options**.

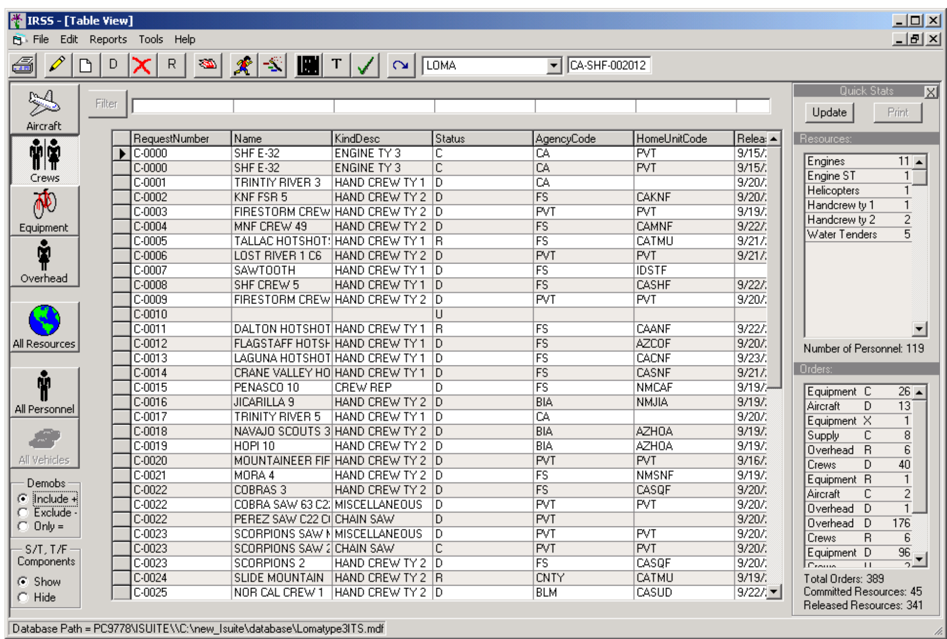
3 On the **Options** dialog box under **Manage Multiple Incidents**, perform one of the following

- to manage incidents as one, click **As One**
- to manage incidents separately, click **Separately**.

The following diagram shows crew resources with incidents managed as one.



The following diagram shows crew resources with incidents managed separately.



To display records by specific field using a wildcard

The percent sign (%) is a "wildcard" that allows you to perform searches without specifying the entire filter criteria. You can use one or more wildcards in any combination to locate records that match your search.

1 Click the resource type button of your choice

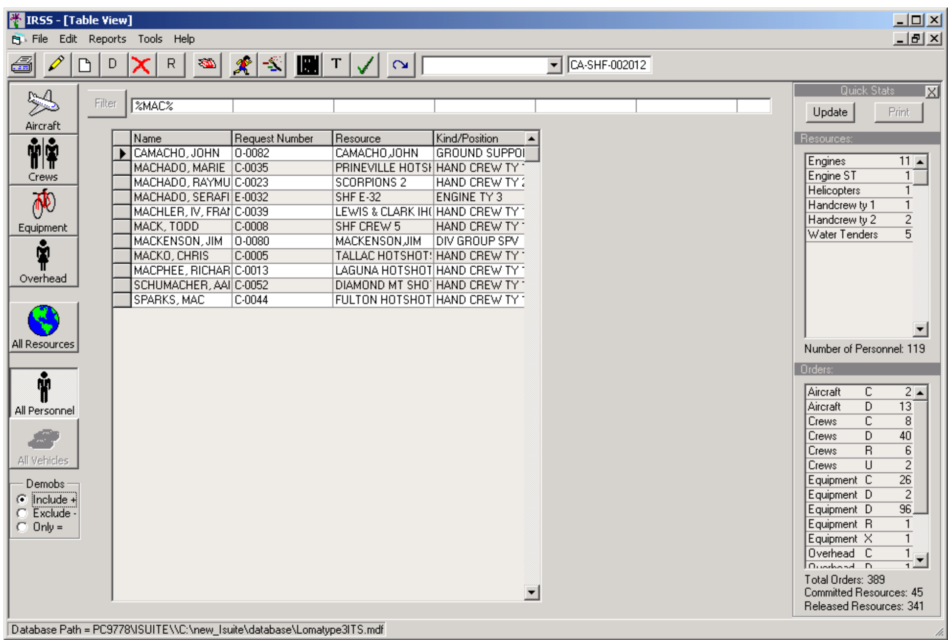
- to display aircraft, click the **Aircraft** button
- to display crews, click the **Crews** button
- to display equipment, click the **Equipment** button
- to display overhead, click the **Overhead** button
- to display all resources, click the **All Resources** button
- to display all personnel, click the **All Personnel** button.

2 On the **filter bar**, click in the box above the **column title** of your choice.

3 In that box, type the filter criteria of your choice and then click the **Filter** button.

For example:
- *type MA% to search for records beginning with the letters "MA"*
- *type %MA to search for records ending with the letters "MA"*
- *type %MA% to search for records containing any instance of the letters "MA."*

The following diagram shows a sample wildcard search for personnel records with last names containing the letters "MA."



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*To deactivate the **Filter** button, clear the filter criteria from the filter bar, and then click the **Filter** button again. The table will redisplay in its original form.*

Adding and editing an incident name and number

This section explains how to add an incident name and number.

To add an incident name and number

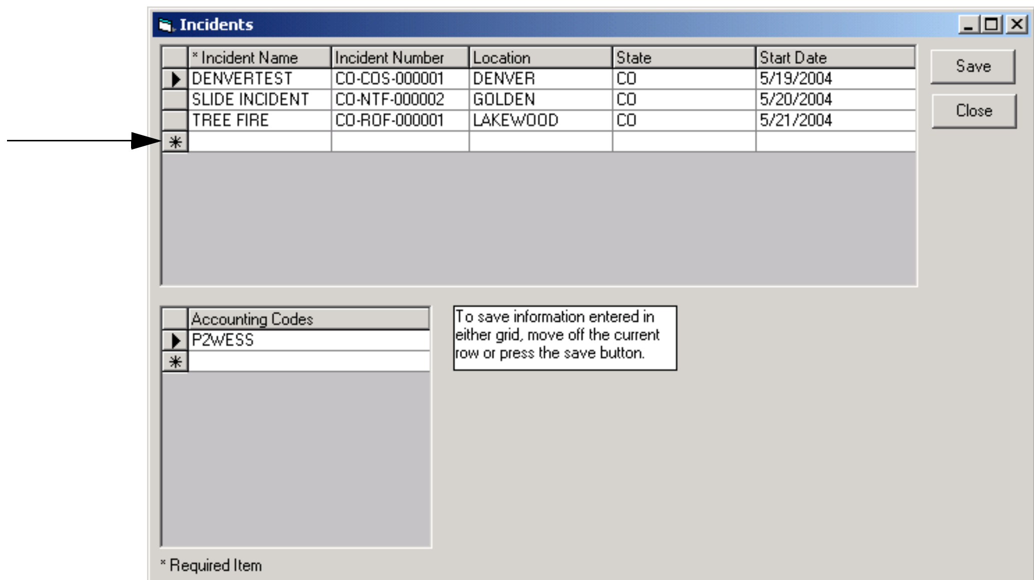
1 On the **IRSS** menu bar, click the **Add/Edit Incident** button.

2 On the **Incidents** dialog box, click in the first available blank row, in the cell to the right of the *

3 In the **Incident Name** box, type the name of the new **Incident**, and then press TAB.

4 In the **Incident Number** box, type the **Incident Number**, and then click the **Save** button.

The following diagram shows the Incidents dialog box.The arrow points to the first blank row where you can begin to add an incident.



To edit an incident name and number

1 On the **IRSS** toolbar, click the **Add/Edit Incident** button.

2 To change the Incident Name, click to highlight the **Incident Name** of your choice, and then type to replace the **Incident Name**.

3 To change the Incident Number, click to highlight the **Incident Number** of your choice, and then type to replace the **Incident Number**.

4 To save your changes, click the **Save** button.

Adding, editing, and deleting resources

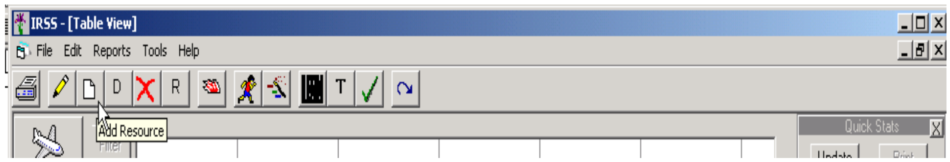
This section explains how to add and edit resources, demobilize resources, and delete resources. Remember these key points when working with resource information:

- Data is organized and presented according to the ICS-211 form.
- Before saving a resource, you must complete the following required fields
  - Request Number
  - Resource Name
  - Configuration
  - Kind/Posiiton
  - Status.
- Before rostering members or adding additional qualifications, you must complete the mandatory fields and save the resource.
- It is better to edit an existing resource than to delete one and then add it back to the incident database.
- When you choose a type of resource, the data entry screen options may change. Be sure to look over the data entry screen.
- Once you demobilize a resource you can no longer post time to it.
- You can delete resources and/or rostered members of a resource. If there are any dependencies attached, IRSS displays warning messages. Be sure to read all these warning messages before committing to the delete request.

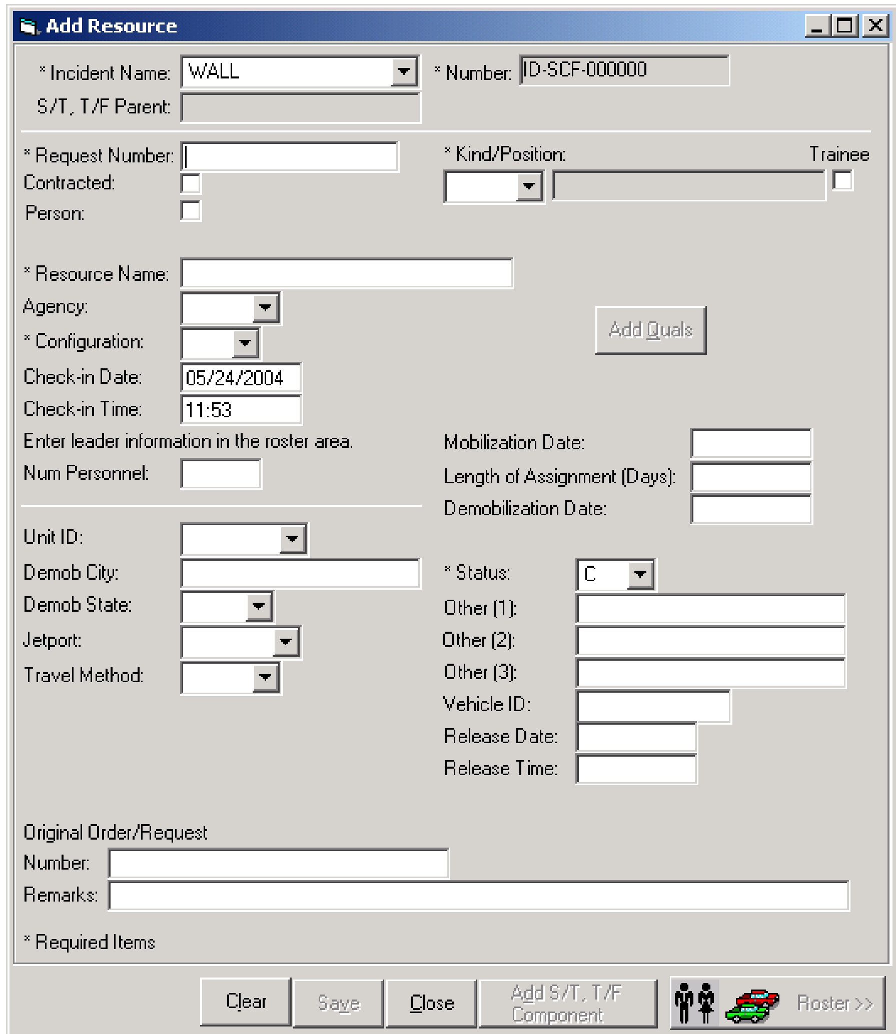
To add resources using an ICS-211 and/or optional check-in form

1. On the **IRSS** task bar, click the **Add Resource** icon.
2. On the **Add Resource** dialog box, complete the following information as required or appropriate
   - Request number
   - Contracted
   - Person
   - Resource Name
   - Agency
   - Configuration
   - Check-in Date
   - Check-in Time
   - Num Personnel
   - Unit ID
   - Demob City
   - Demob State
   - Jetport
   - Travel Method
   - Kind/Position
   - Mobilization Date
   - Length of Assignment
   - Demobilization Date
   - Status
   - Other (1)
   - Other (2)
   - Other (3)
   - Vehicle ID
   - Release Date
   - Release Time
   - Original Order/Req Number
   - Remarks.
3. Click the **Save** button.

The following diagram shows the location of the Add Resource icon.



The following diagram shows the Add Resource dialog box.

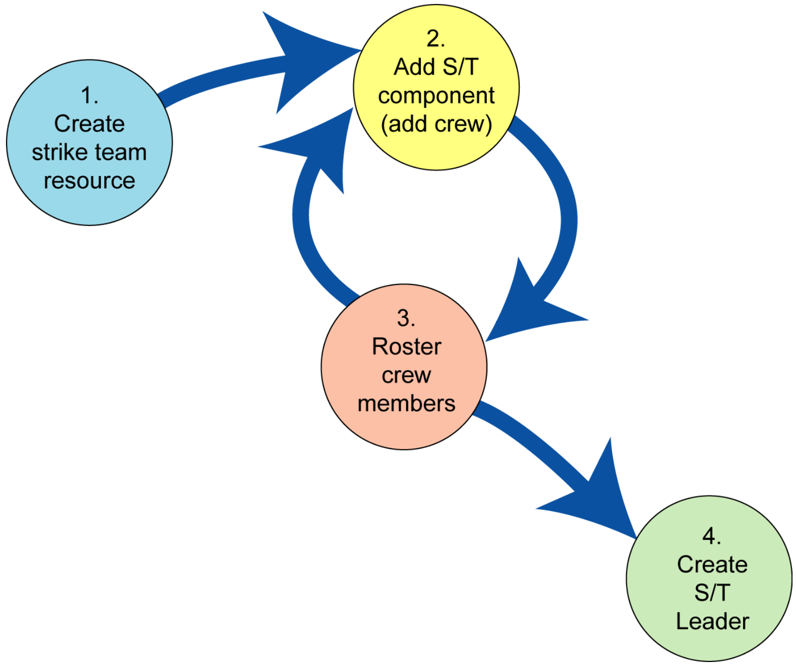


Creating strike teams

This section outlines two basic examples for creating a strike team. Whichever method you choose, remember these key points:

- Follow the numbering structure set up by the dispatch organization that sent you the strike team.
- Add and designate the strike team leader last.

The following diagram shows the basic process for creating a strike team, adding crews, rostering crew members, and adding a strike team leader.



To create a strike team resource - example 1

1 On the **IRSS** task bar, click the **Add Resource** icon.

2 On the **Add Resource** dialog box, complete the following information

- in the **Request Number** box, type the **Request Number of the strike team**
- click the **Agency** drop-down arrow, and then click to select the **Agency of the strike team**
- click the **Configuration** drop-down arrow, and then click to select **S/T**
- complete the **Check-in Date** and **Check-in Time**.
- in the **Num Personnel** box, type the total number of **strike team members**

3 Complete the following information as required or appropriate

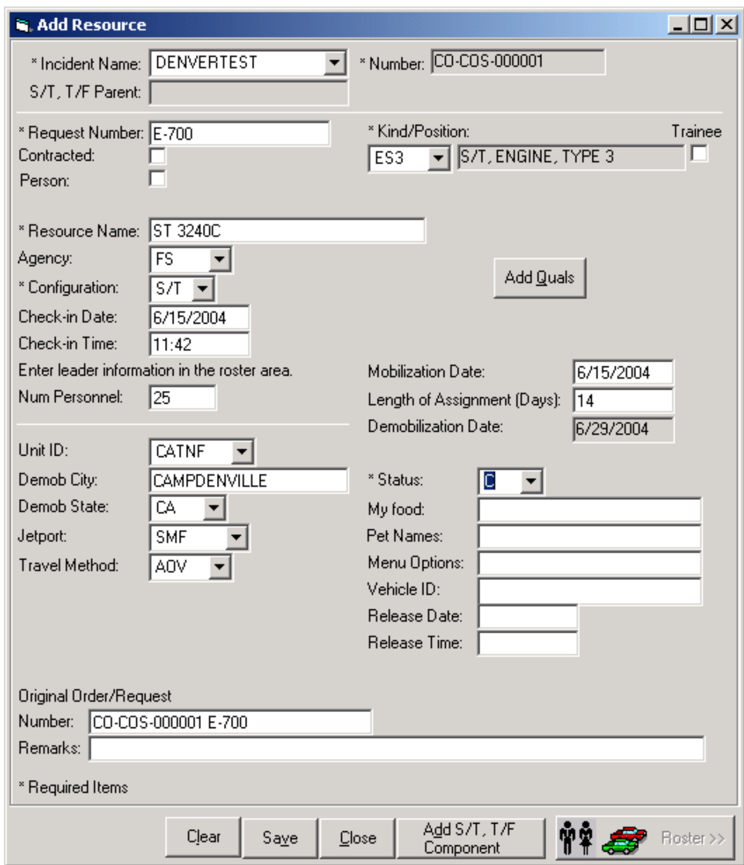
- Unit ID
- Demob City
- Demob State
- Jetport
- Travel Method

4 Click the **Kind/Position** drop-down arrow, and then click to select the **strike team type**.

5 Complete the following information as required or appropriate

- Mobilization Date
- Lenght of Assignment (Days)
- Status
- My food
- Pet Names
- Menu Options
- Vehicle ID
- Release Date
- Release Time.

The following diagram shows a sample Add Resource dialog box for adding a strike team. Here, a Type 3 Engine Strike Team is created.



To add a crew to the strike team

6 Click the **Add S/T, T/F Component** button.

7 On the **irss** dialog box, click the **Yes** button.

8 On the **Add Strike Team, Task Force Component** dialog box, complete the following information

- in the **Resource Name** box, type the name of the crew
- click the **Agency** drop-down arrow, and then click to select the **Agency of the strike team**
- click the **Configuration** drop-down arrow, and then click to select **C**
- complete the **Check-in Date** and **Check-in Time**.
- in the **Num Personnel** box, type the total number of **crew team members**

9 Complete the following information as required or appropriate

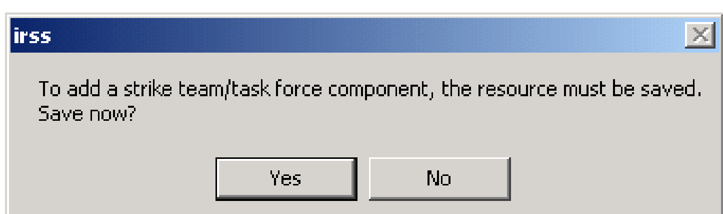
- Unit ID
- Demob City
- Demob State
- Jetport
- Travel Method

10 Click the **Kind/Position** drop-down arrow, and then click to select the **crew type** for the strike team.

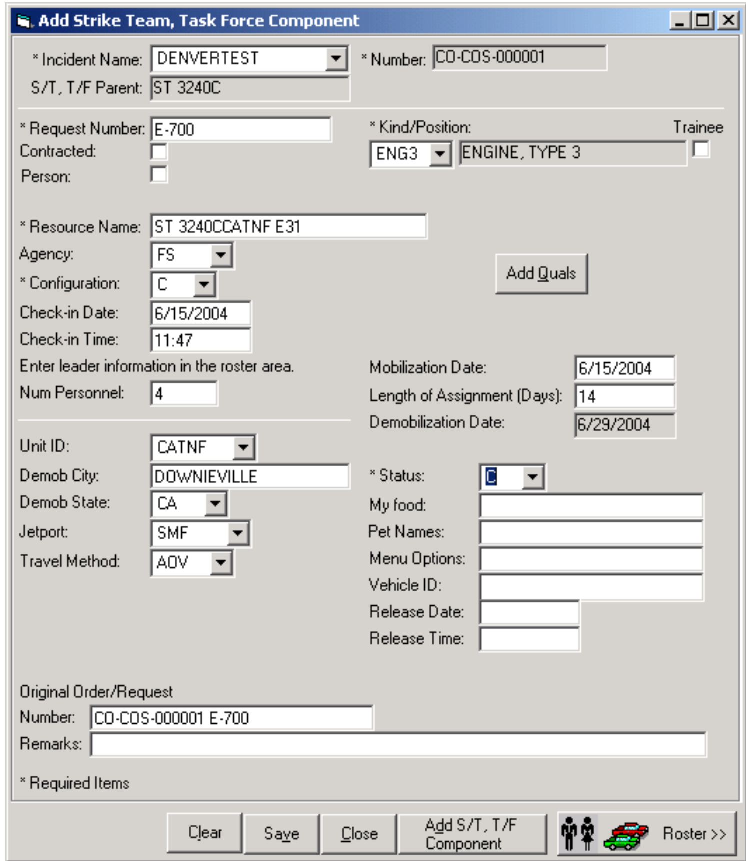
11 Complete the following information as required or appropriate

- Mobilization Date
- Lenght of Assignment (Days)
- Status
- My food
- Pet Names
- Menu Options
- Vehicle ID
- Release Date
- Release Time.

The following diagram shows the irss dialog box.



The following diagram shows a completed Add Strike Team, Task Force Component dialog box. Here, a Type 3 engine crew of 4 members is being added.



To roster crew team members on the strike team

12 Click the **Roster** button.

13 On the **irss** dialog box, click the **Yes** button.

14 In the **Roster** section of the **Add Strike Team, Task Force Component** screen, complete the following boxes, pressing TAB after each entry

- Request Num
- Leader
- Last name
- First Name
- Kind
- Status.

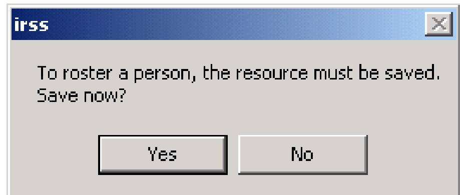
After adding the last crew member, be sure to press TAB to advance the cursor to the next available blank row. Otherwise, you will not save that last entry!

---

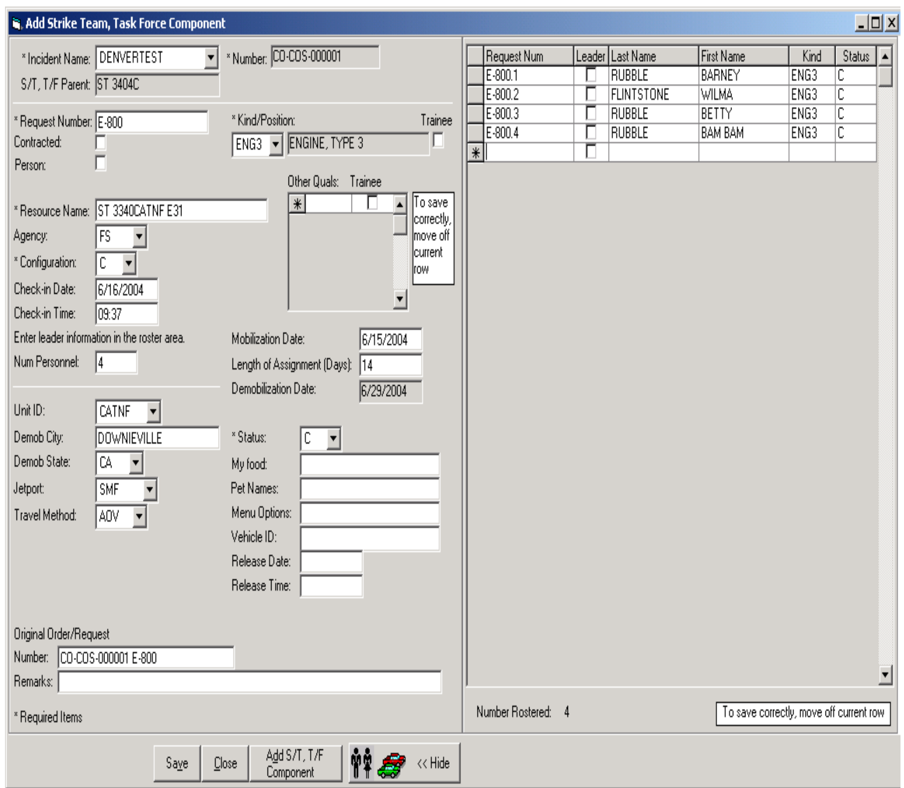
15 When finished rostering that crew, click the **Add S/T, T/F Component** button.

16 Add additional crews and crew members to the strike team as appropriate.

The following diagram shows the irss dialog box for saving the crew before rostering members.



The following diagram shows a completed Roster for a strike team crew. Here, a Type 3 engine crew of 4 members is added.



To add the strike team leader

17 On the **Add Strike Team, Task Force Component** dialog box, complete the following information

- click to select the **Person** check box
- in the **Last Name** box, type the **Last Name** of the strike team leader
- in the **First Name** box, type the **First Name** of the strike team leader
- click the **Agency** drop-down arrow, and then click to select the **Agency of the strike team**
- click the **Configuration** drop-down arrow, and then click to select **C**
- complete the **Check-in Date** and **Check-in Time**.

18 Complete the following information as required or appropriate

- Unit ID
- Demob City
- Demob State
- Jetport
- Travel Method

19 Click the **Kind/Position** drop-down arrow, and then click to select **STEN** to designate the strike team leader.

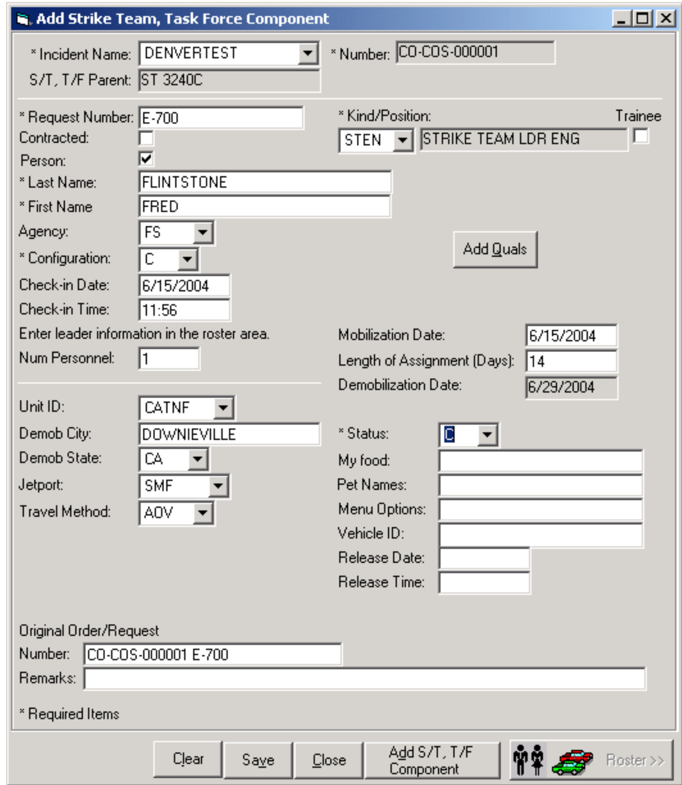
20 Complete the following information as required or appropriate

- Mobilization Date
- Lenght of Assignment (Days)
- Status
- My food
- Pet Names
- Menu Options
- Vehicle ID
- Release Date
- Release Time.

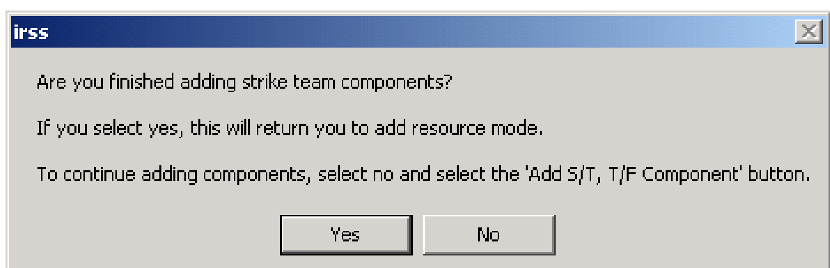
21 When finished adding all strike team crews, crew members, and the strike team leader, click the **Save** button.

22 On the **irss** dialog box, click **Yes**.

The following diagram shows the strike team leader being added to the strike team.



The following diagram shows the irss dialog box. Here, you can click Yes to finished or click No to continue adding additional strike team components.



To create a strike team resource - example 2

1 On the **IRSS** task bar, click the **Add Resource** icon.

2 Complete the **Add Resource** dialog box as appropriate, and then click the **Save** button.

3 On the **Edit** menu, click **Strike Teams/Task Forces**.

4 On the **Edit Strike Team/Task Forces** dialog box, click the **Select a Strike Team or Task Force** drop-down arrow, and then click to select the **Strike Team** you created in step 2.

5 Under **Resource List**, click the **Equipment** button, click the **Kind** drop-down arrow, and then click to select the **Equipment** for that Strike Team**.**

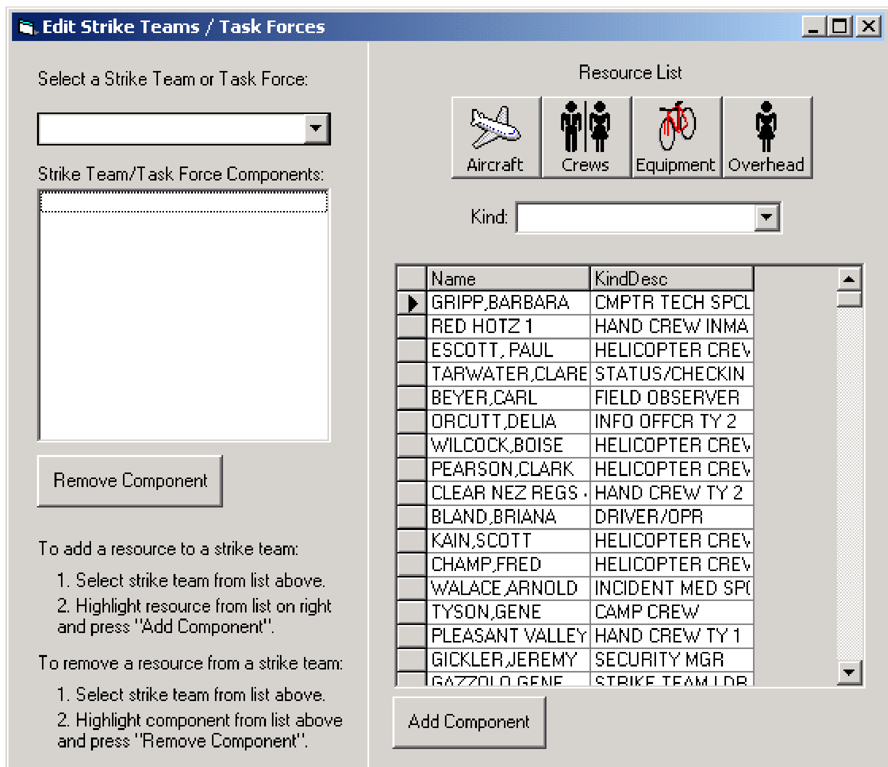
6 Click to select the **Equipment** of your choice, and then click the **Add Component** button.

7 Click the **Overhead** button, click the **Kind** drop-down arrow, and then click to select the **Overhead** of your choice for that **Strike Team**.

8 Click to select the **Overhead** of your choice, and then click the **Add Component** button.

9 When finished adding all components for the strike team, click the **Close** button.

The following diagram shows the Edit Strike Team/Task Forces dialog box.



To edit a resource

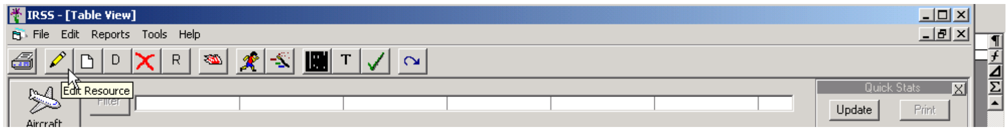
1 Click to **highlight** a **resource** of your choice.

2 On the **IRSS** task bar, click the **Edit Resource** icon.

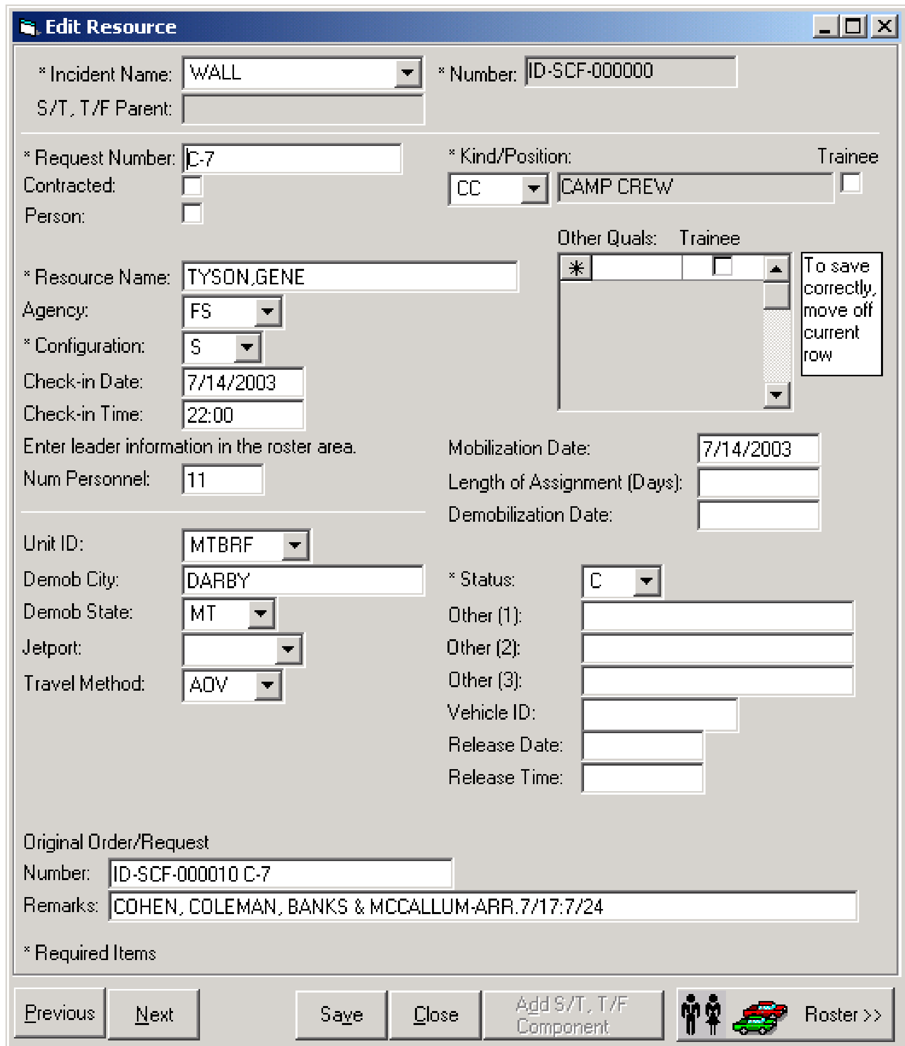
3 On the **Edit Resource** dialog box, edit the data as appropriate.

4 When finished making your changes, click the **Save** button.

The following diagram shows the location of the Edit Resource icon.



The following diagram shows the Edit Resource dialog box.



To add qualifications to a resource

1 Click to highlight a **resource** of your choice.

2 On the **IRSS** task bar, click the **Edit Resource** icon.

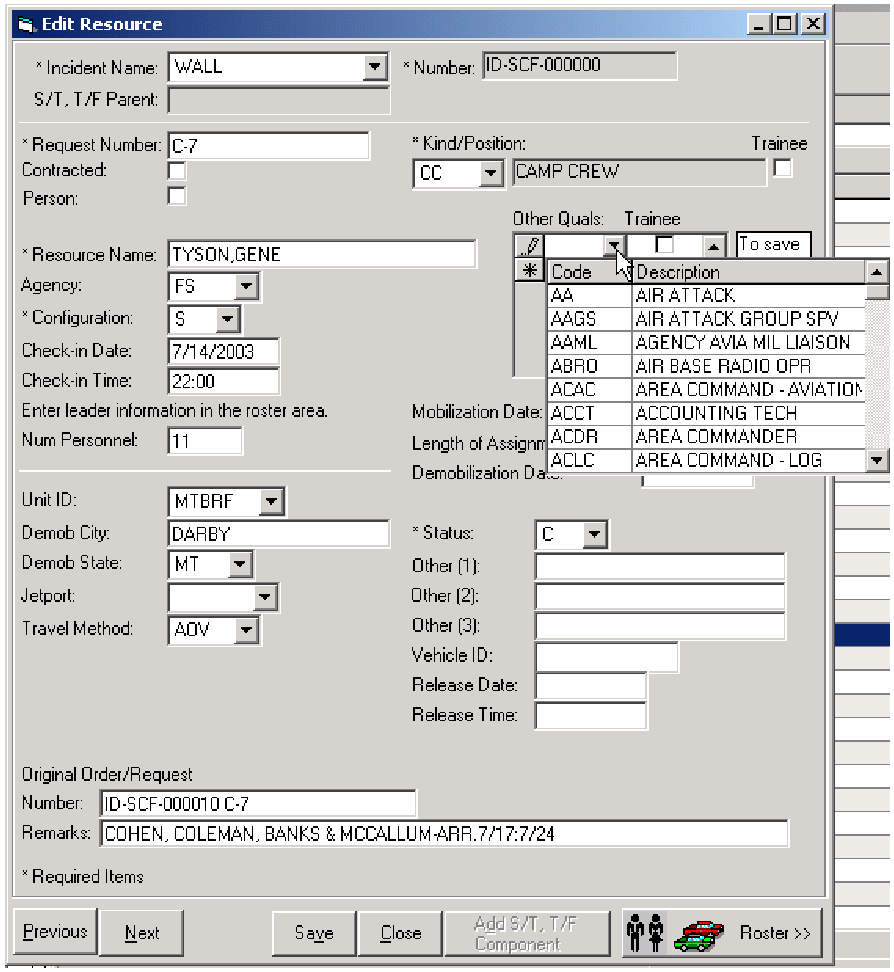
3 On the **Edit Resources** dialog box under **Other Quals**, click the box, and then click the drop-down arrow to select the **Code/Description** of your choice.

4 To designate the qualification as trainee acceptable, click the **Trainee** check box.

5 Edit the remaining data as appropriate.

6 Click the **Save** button.

The following diagram shows the Other Quals drop-down arrow on the Edit Resources dialog box.



To demobilize a resource

1 Click to highlight a **resource** of your choice.

2 On the **IRSS** task bar, click the **Edit Resource** icon.

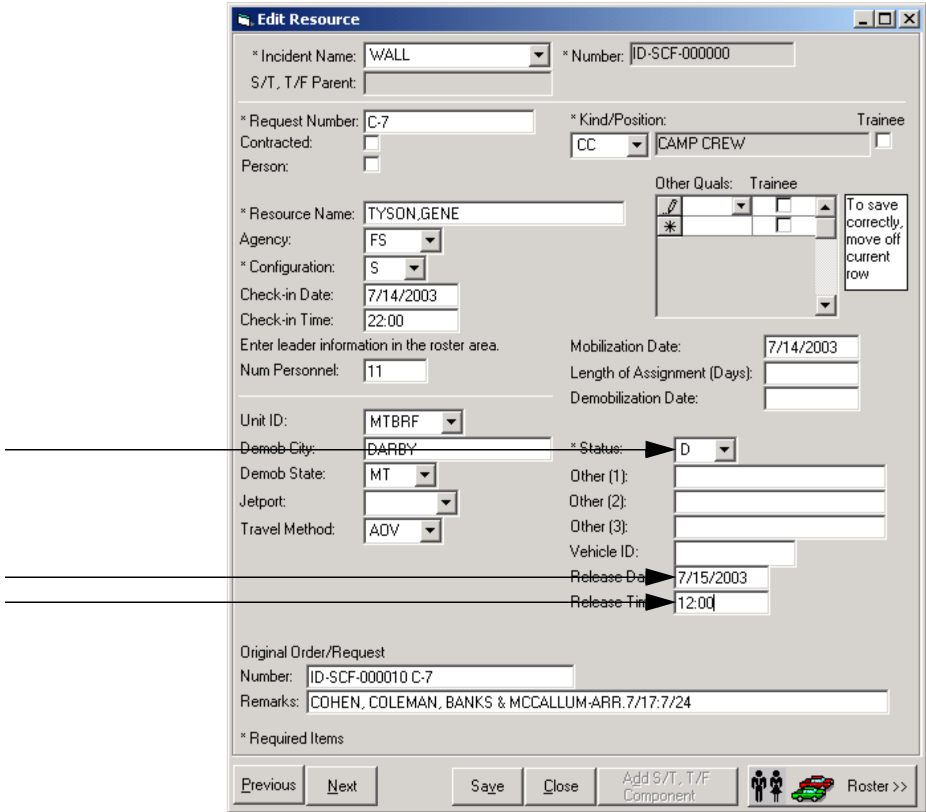
3 Click the **Status** drop-down arrow, and then click to select **D** to demob the resource.

4 Complete the following information

- Release Date
- Release Time.

5 Click the **Save** button.

The following diagram shows the Edit Resource dialog box. The arrows point to the Status, Release Date, and Release Time boxes.



To delete a resource

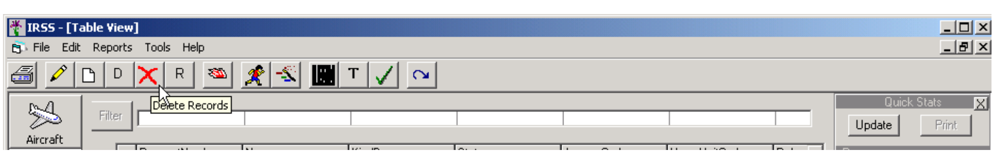
1 Click to **highlight** a **resource** of your choice.

2 On the **IRSS** menu bar, click the **Delete Records** button.

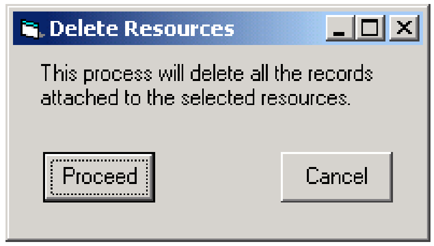
3 On the **Delete Resources** dialog box, click the **Proceed** button.

4 On the **ISuite Warning** dialog box, click **Yes** to confirm or click **No** to cancel.

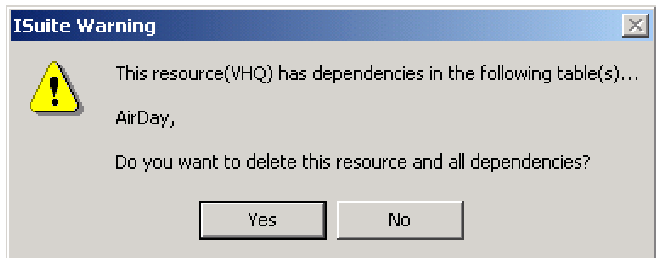
The following diagram shows the location of the Delete Records button on the IRSS menu bar.



The following diagram shows the Delete Resources dialog box.



The following diagram shows the ISuite Warning dialog box.



Working with databases, T-card labels, and Checkout Forms

The IRSS File menu allows you to perform the following functions:

- **Open and close a specific IRSS database.** You can have only one database open at a time. When you open a database, the previous one is automatically closed.
- **Select a printer and printer options**.
- **Print a T-Card label**. T-Card labels identify individual resource information. These labels are put on T-Cards, which replaces the hand-written header information.
- **Print a Checkout Form**. The Checkout Form keeps track of an individual resource that demobs from an incident before actual demob has started for the incident. This allows you to print out one checkout form without running the checkout form report.

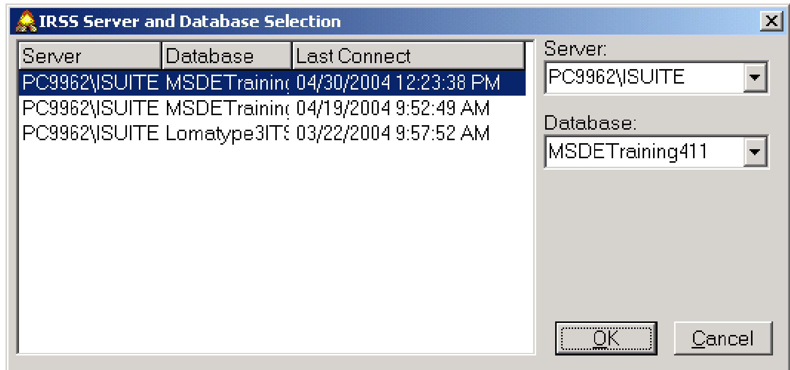
To open another IRSS database

If the database you want to open does not appear on the IRSS Server and Database Selection dialog box, you must use the AdminTool. For more information see, "Managing your incident databases," in the "I-Suite Administrator's Guide."

1. On the **File** menu, click **Open Database**.
2. On the **IRSS Server and Database Selection** dialog box, click the **server** drop-down arrow, and then click to select the **Server** of your choice.

3 Click the **Database** drop-down arrow, click to select the **Database** of your choice, and then click the **OK** button.

The following diagram shows the IRSS Server and Database Selection dialog box.



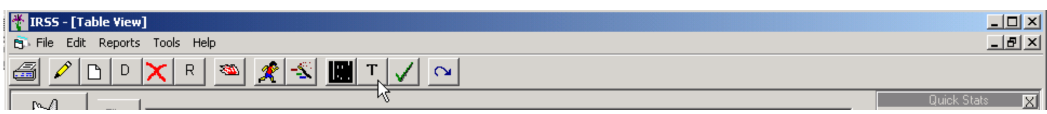
To close the current database

- On the **File** menu, click **Close Database**.

To print T-Card labels

- On the **IRSS** task bar, click the **Print T-Card Labels** icon.

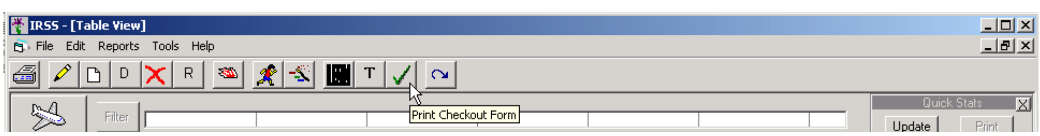
The following diagram shows the location of the Print T-Card Labels icon.



To print a Checkout Form

1 On the **IRSS** task bar, click the **Print Checkout Form** icon.

The following diagram shows the location of the Print Checkout Form icon.



Working with Index Lists and table views

The Tools menu allows you to modify Index Lists and customize the layout of your IRSS windows and screens.

Modifying Index lists can negatively impact other I-Suite programs and adversely affect your reports. Change an index list only after you have followed appropriate agency channels and have obtained proper approval.

To add a new code to an Index List

1 On the **Tools** menu, click **Index Lists**.

2 On the **Index Lists** dialog box under **Select Index List**, click to select the **Index List** of your choice.

3 Scroll to the bottom of the table, and then click in the first available blank row, in the cell to the right of the *.

4 Type the new data as appropriate for that Index List.

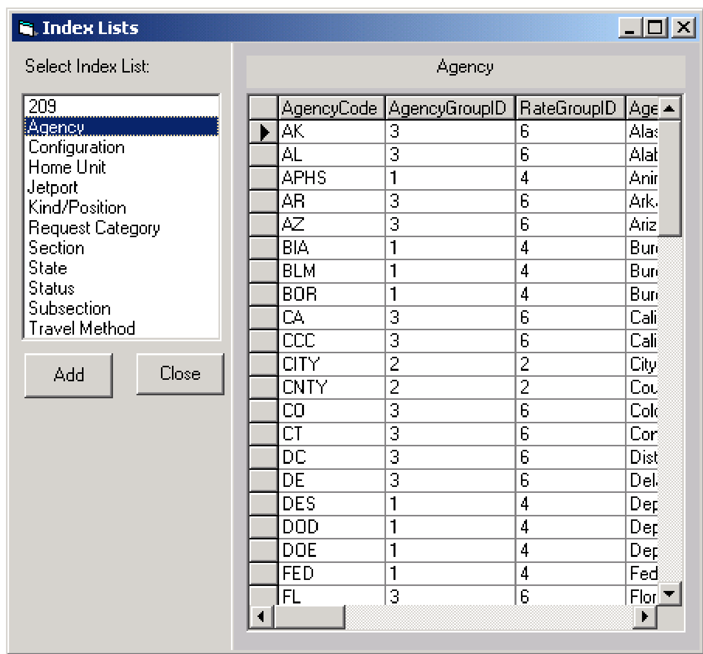
5 To save your entries, press TAB to advance the cursor to the next available blank row.

You must advance the cursor to the next available blank row or your entry will not be saved!

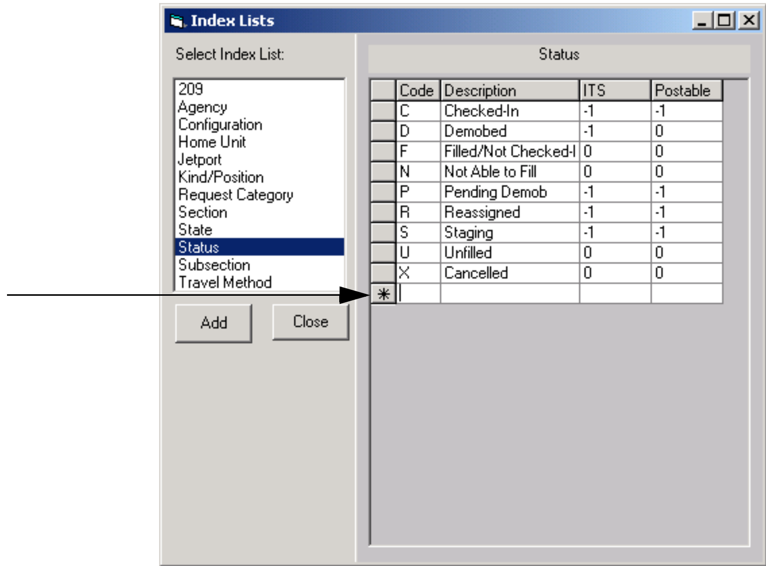
---

6 When finished, click the **Close** button.

The following diagram shows the Index Lists dialog box. In this example, the Index List for agency is selected



The following diagram shows the Index List for Status. The arrow points to the first available blank row.



Working with the Options dialog box

The Options dialog box lists five tabs that allow you to set parameters and define what is available to you in many IRSS screens. These tabs include:

- **General**. Change Other Column Titles, change the Table View to display only a certain set of records, add additional Kinds for QuickStats.
- **Labels**. Print barcode and T-card labe.s
- **Active Fields**. Display new field names on your screen.
- **Field Sizes**.Change the size of fields on your screen.
- **Checkout Form**. Customize the Checkout Form.

To change Other Column Titles

Changing Other Column Titles will reflect on the Add Resource/Edit Resource forms. Column titles in the table view, Report Design field names, and report titles are not affected and remain as "Other 1," "Other 2," and "Other 3."

For more information about changing report titles, see "Working with Custom reports," in the section, "Running and printing reports," later in this IRSS User's Guide.

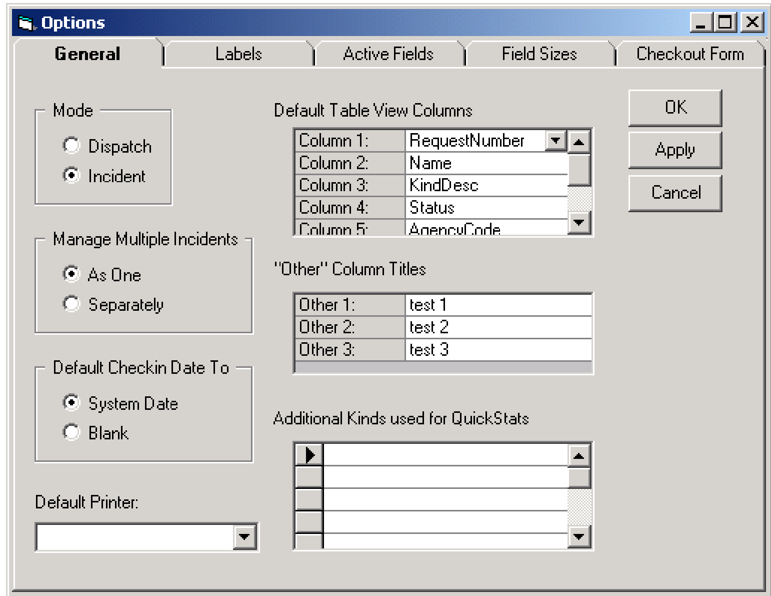
1 On the **Tools** menu, click **Options**.

2 On the **General** tab under **Other Column Titles**, type to replace the existing text in the following boxes with the **Titles** of your choice

- Other 1
- Other 2
- Other 3.

3 When finished, click the **Apply** button and then click the **OK** button.

The following diagram shows the General tab on the Options dialog box.



To change the Table View

Use caution when changing your default table view columns.

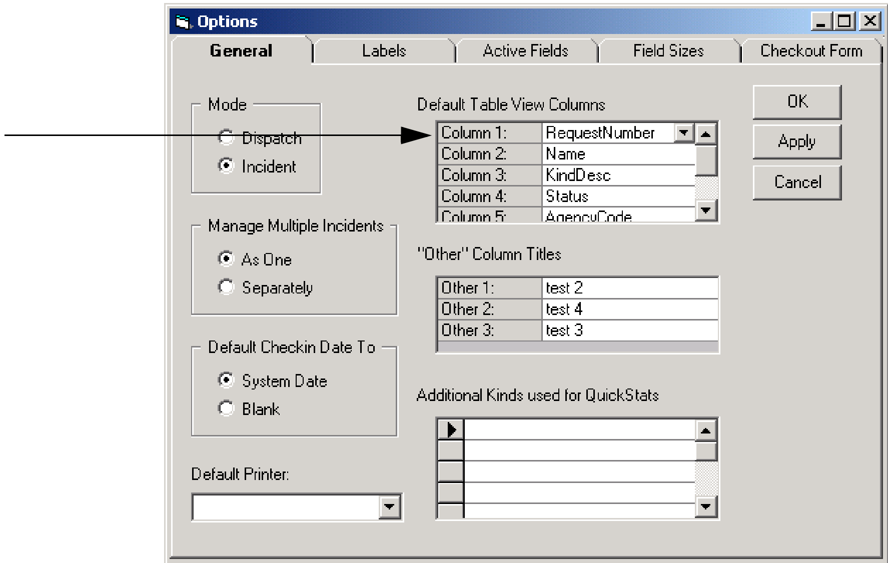
1 On the **Tools** menu, click **Options**.

2 On the **General** tab under **Default Table View Columns**, click to select the box of your choice, and then click the drop-down arrow to select the **Title** of your choice for the following boxes

- Column 1
- Column 2
- Column 3
- Column 4
- Column 5
- Column 6
- Column 7.

3 When finished, click the **Apply** button and then click the **OK** button.

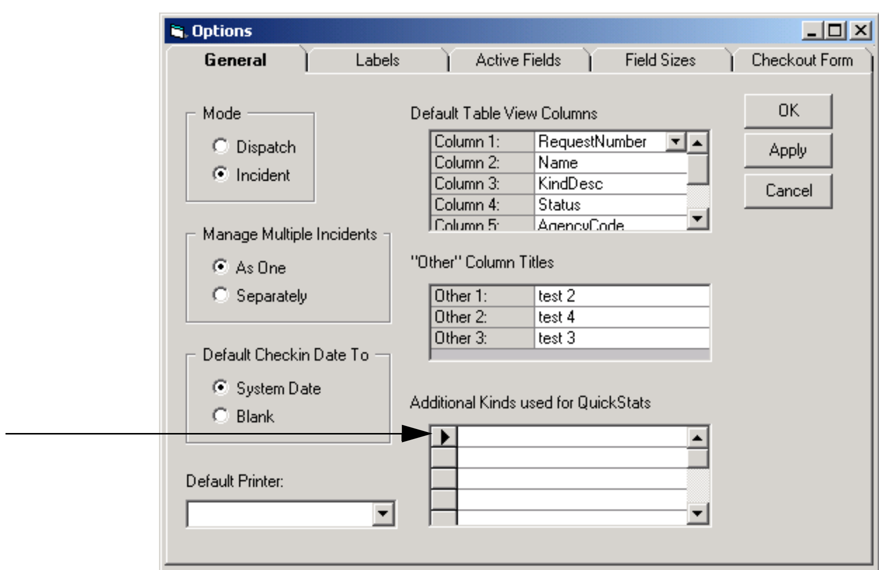
The following diagram shows the General tab on the Options dialog box. The arrow points to the Default Table View Columns.



To add additional Kinds for Quick Stats

1. On the **Tools** menu, click **Options**.
2. On the **General** tab under **Additional Kinds used for QuickStats**, click to select the first box, and then click the drop-down arrow to select the **Kind** of your choice.
3. Add additional **Kinds** as appropriate.
4. When finished, click the **Apply** button and then click the **OK** button.

The following diagram shows the General tab on the Options dialog box. The arrow points to the Additional Kinds used for QuickStats columns.



To change field sizes

1 On the **Tools** menu, click **Options**.

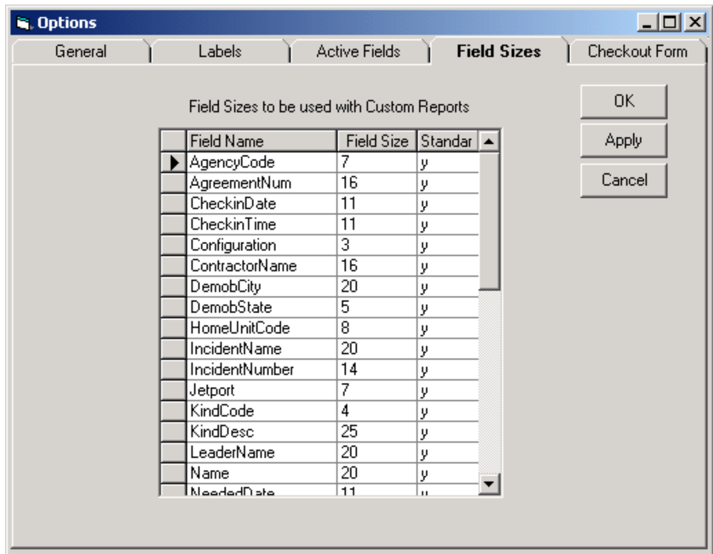
2 On the **Options** dialog box, click the **Field Sizes** tab.

3 On the **Field Sizes** tab under **Field Sizes to be used for Custom Reports** click the **Field Size** box for the corresponding **Field Name** that you want to change, and then type to replace the existing **Field Size** with the new **Field Size** number.

4 Change additional **Field Sizes** as appropriate.

5 When finished, click the **Apply** button and then click the **OK** button.

The following diagram shows the Field Sizes tab on the Options dialog box.



To display a new field name

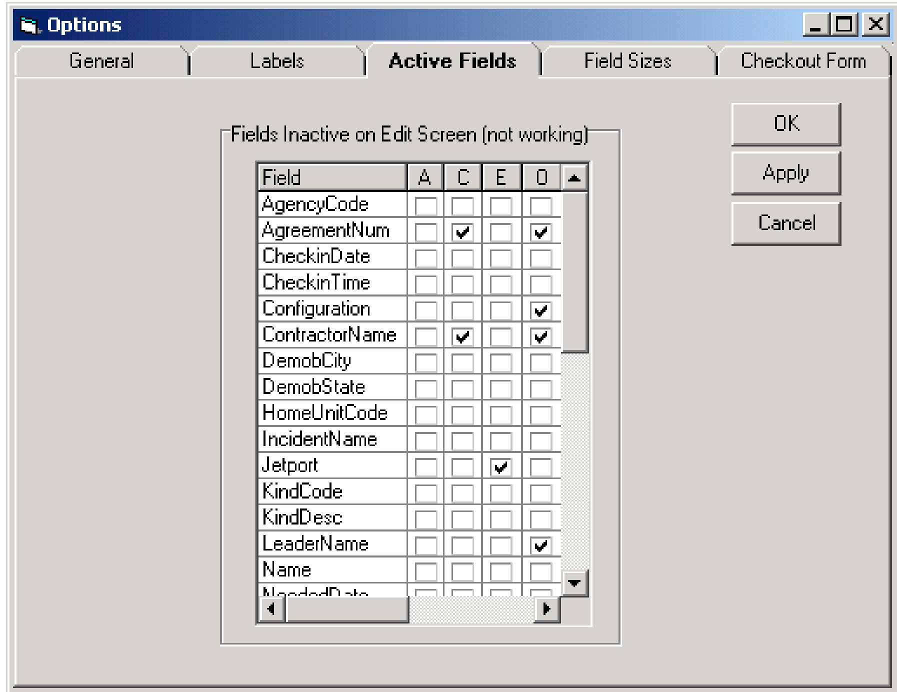
1 On the **Tools** menu, click **Options**.

2 On the **Options** dialog box, click the **Active Fields** tab.

3 For each **Field** and for each **resource type (A, C, E, O)**, click to select or click to clear the appropriate check boxes of your choice.

4 When finished, click the **Apply** button, and then click the **OK** button.

The following diagram shows the Active Fields tab on the Options dialog box.



To customize a Checkout Form

1 On the **Tools** menu, click **Options**.

2 On the **Options** dialog box, click the **Checkout Form** tab, and then click the **Customize Checkout Form** button.

3 On the **Checkout Form** dialog box under **Logistics Section**, click to select one or more of the check boxes of your choice

- Supply Unit
- Communications Unit
- Facilities Unit
- Ground Support Unit.

4 Under **Planning Section**, click to select the **Documentation Unit** check box, as appropriate.

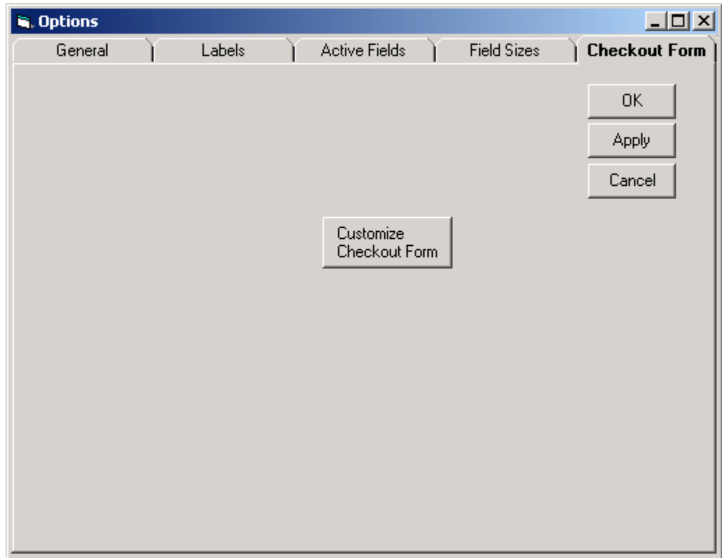
5 Under **Finance Section**, click to select the **Time Unit** check box, as appropriate.

6 Under **Other Section**, click to select the **Security Unit** check box, as appropriate, and then complete the following fields as appropriate

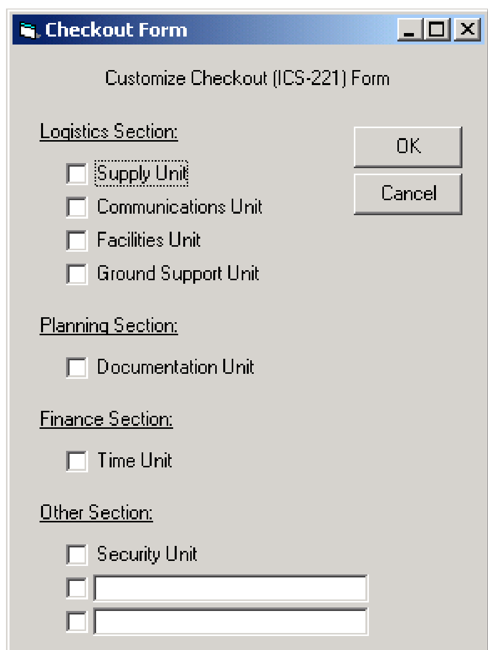
- To add an additional **unit** in the **Other Section**, click to select the check box, and then type the **unit name** of your choice in the text box.
- Complete the second check box and **unit name** as appropriate.

7 When finished, click the **OK** button on the **Checkout Form** dialog box, click the **Apply** button and then click **OK** on the **Options** dialog box.

The following diagram shows the Checkout Form tab on the Options dialog box.



The following diagram shows the Checkout Form dialog box.



Running and printing reports

The Reports menu allows you to run and print standard reports and to create custom reports. Topics in this section include:

- Understanding queries, wildcards, and date ranges
- Working with standard reports
- Working with custom reports.

Understanding queries, wildcards, and date ranges

This section briefly introduces how to efficiently create queries, use wildcards, and specifying a range of dates when running standard and custom reports. Remember these key points:

- When developing an SQL query and where clauses, type the statements into a word processor such as Notepad or MS Word, and then copy and paste it into the dialog box.
- Type your keywords in uppercase.
- Separate each condition of the where clause with a new line to give visual structure to the SQL statement.
- A wildcard allows you to retrieve records that include the string of characters you specify. In IRSS, this wildcard is the "%" (percent sign).

Working with standard reports

This section explains how to select and sort available fields to produce standard reports, and how to create a custom "where" clause in SQL.

To run and print a standard report

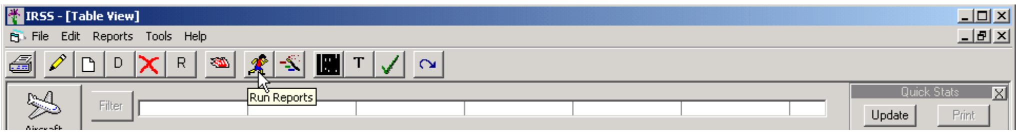
1. On the **Reports** menu, click **Run Reports**, or click the **Run Reports** icon.
2. On the **Run Reports** dialog box under **Incident Reports**, click to select one of the following
   - Aircraft Report
   - Crew Report
   - Equipment Report
   - Overhead Report
   - 209 Resource List
   - Checkout Form
   - Daily Cost Estimate
   - Demob Planning Report
   - R&R Report
   - Qualifications Report
   - Section Report
   - Unfilled Orders Report.

3 For the **Incident Report** you selected in step 2, complete the **Report Parameters** as appropriate.

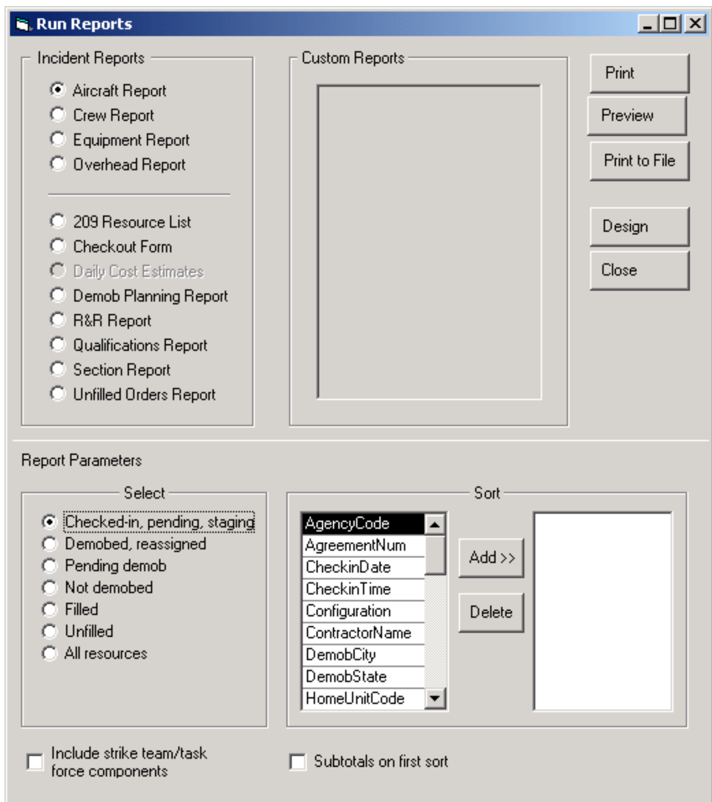
4 To preview the report, click the **Preview** button, and then click the **Print Report** button.

5 To print the report without previewing, click the **Print** button, and then click **OK** on the **Print** dialog box.

The following diagram shows the location of the Run Reports icon.



The following diagram shows the Run Reports dialog box.



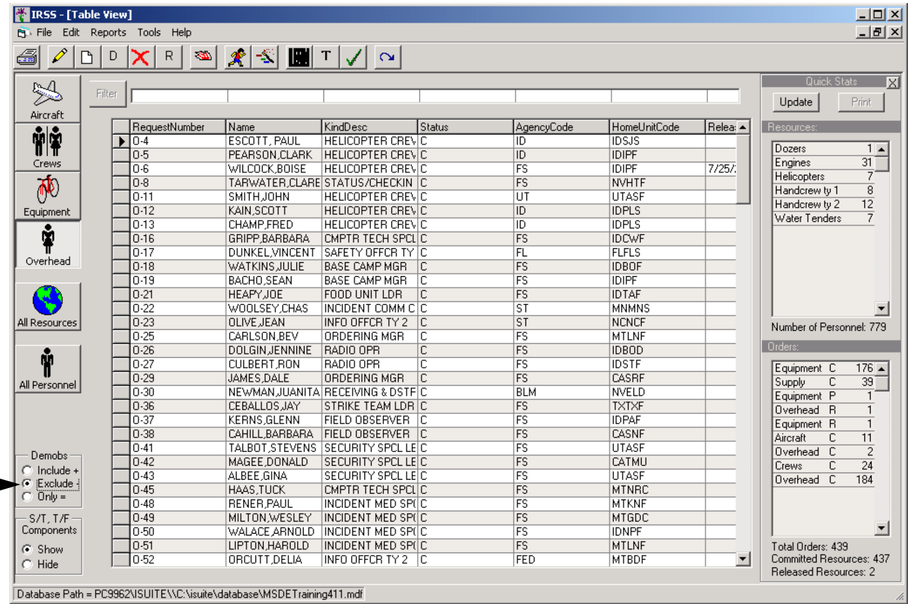
To display all overhead resources not demobed from Nevada - an example

1 Click the **Overhead** button.

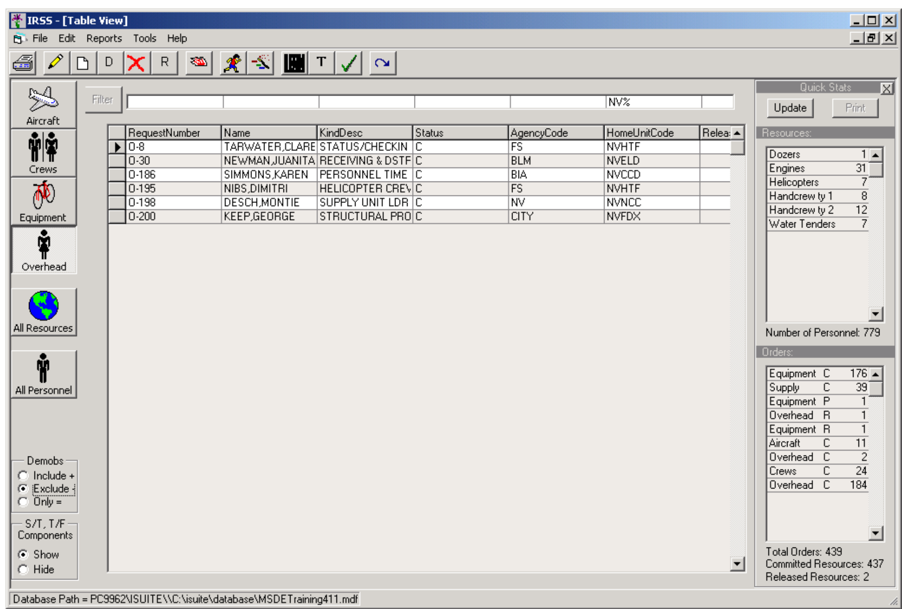
2 Under **Demobs**, click to select **Exclude**.

3 On the filter bar, click in the **HomeUnitCode** box, type **NV%**, and then click the **Filter** button.

The following diagram shows the table view of overhead resources. The arrow points to the Exclude option.



The following diagram shows the resulting filtered record.



To print a filtered record

You can copy and paste the filtered record into most any word processing or graphics software.

1 Obtain the filtered record of your choice.

2 On your keyboard, press ALT + PRINT SCREEN.

3 Open the word processing or graphics software package of your choice, and then create a new document.

4 Press CTRL +V.

5 On the **File** menu, click **Print**.

To design, save, and print a report

1 On the **Reports** menu, click **Design Reports**.

2 On the **Design Reports** dialog box on the **Design Regular** tab, type the **name of the report** in the **Title** box.

3 Under **Fields**, click to select the following **Fields** of your choice, in order in which you want to sort.

4 If appropriate, type a valid **SELECT**....**WHERE** statement in the **Select** box.

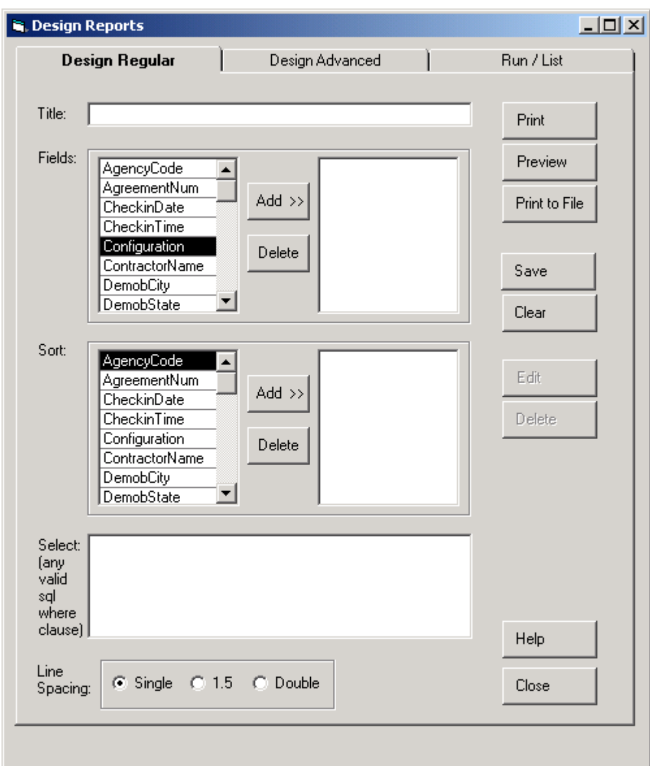
5 Under **Line Spacing**, click to select on of the following

- Single
- 1.5
- Double.

6 To preview the report, click the **Preview** button, and then click the **Print Report** icon.

7 To save your report, click the **Save** button.

The following diagram show the Design Reports dialog box.



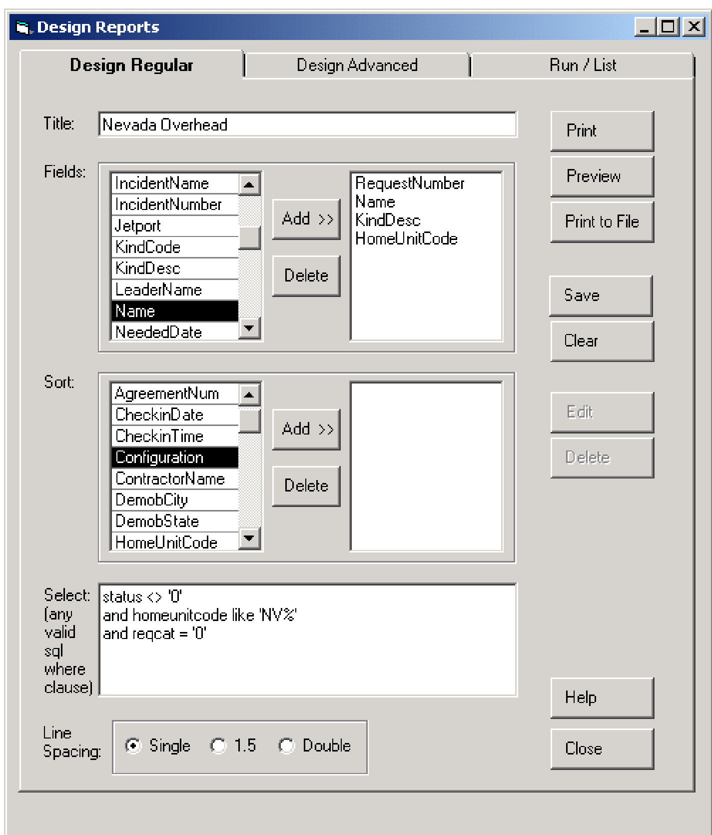
To design a regular report using a where clause - an example

1. On the **Reports** menu, click **Design Reports**.
2. On the **Design Reports** dialog box on the **Design Regular** tab, type the **name of the report** in the **Title** box.
3. Under **Fields**, click to select the following **Fields**, in the following order
   - RequestNumber
   - Name
   - KindDesc
   - HomeUnitCode.
4. In the **Select** box, type the following WHERE clause

   status <> '0'
   and homeunitcode like 'NV%'
   and reqcat = '0'

5. To preview the report, click the **Preview** button.
6. To save the report, click the **Save** button.

The following diagram shows the resulting Design Regular tab on the Design Reports dialog box.



Working with custom reports

This section explains how to select, sort, group, and order fields using SQL statements to create custom reports. Remember these key points when working with custom reports:

- **Queries**. Also known as data retrievals, search the database and fetch information you requested in the most efficient way possible.
- **SELECT**. Identifies the data.
- **FROM**. Identifies the table.
- **WHERE**. Limits the data that the **Select** statement returns.
- **BETWEEN**. Spans two specific fields, such as between two dates.
- **GROUP BY**. Organizes data into sets.
- **COUNT(*)**. Gives a summary value per set.

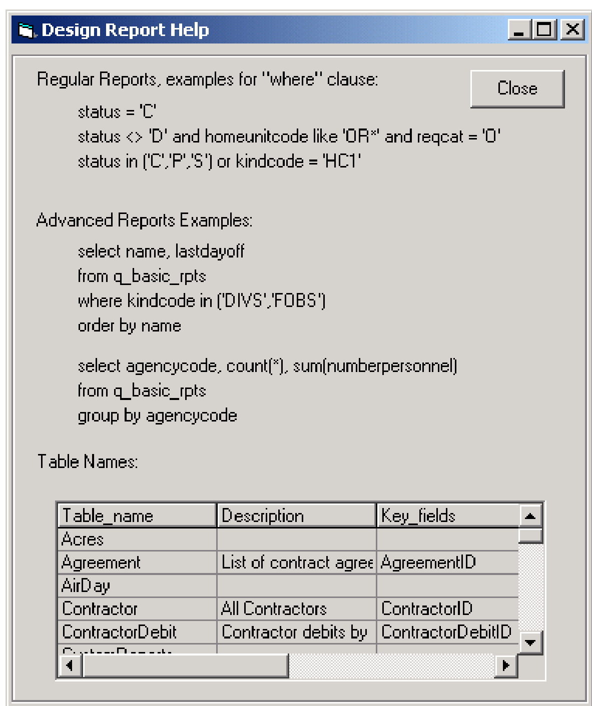
The Design Reports Help File is a valuable resource for understanding and creating correct SQL syntax.

To access the Help file for creating SQL statements

1 On the **Design Reports** dialog box, click the **Help** button.

2 When finished reviewing the information, click the **Close** button.

The following diagram shows the Design Report Help window.



To create a custom where clause and between clause for an SQL query - an example

1 On the **Reports** menu, click **Design Reports**.

2 On the **Design Reports** dialog box, click the **Design Advanced** tab.

3 In the **Title** box, type the **name of the report**.

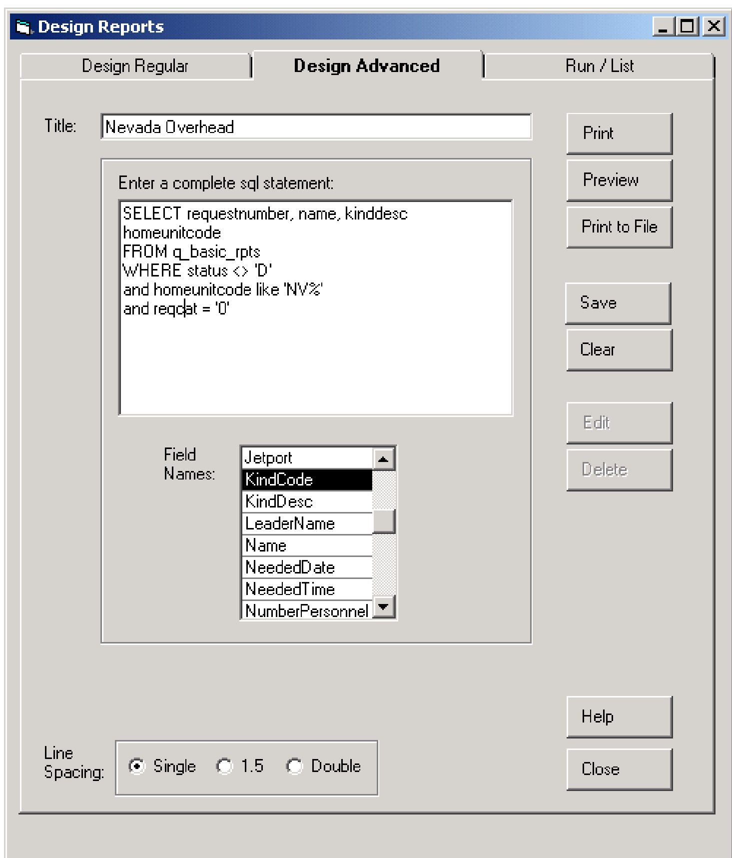
4 In the **Select** box, type the following

SELECT requestnumber, name, kinddesc
homeunitcode
FROM q_basic_rpts
WHERE status <> 'D'
and Checkindate between '07/01/2004' and '07/14/2004'
and homeunitcode like 'NV%'
and reqcat = '0'

5 To preview the report, click the **Preview** button.

6 To save the report, click the **Save** button.

The following diagram shows the resulting Design Advanced tab on the Design Reports dialog box.



To change report titles using an SQL "AS" statement - an example

1 On the **Reports** menu, click **Design Reports**.

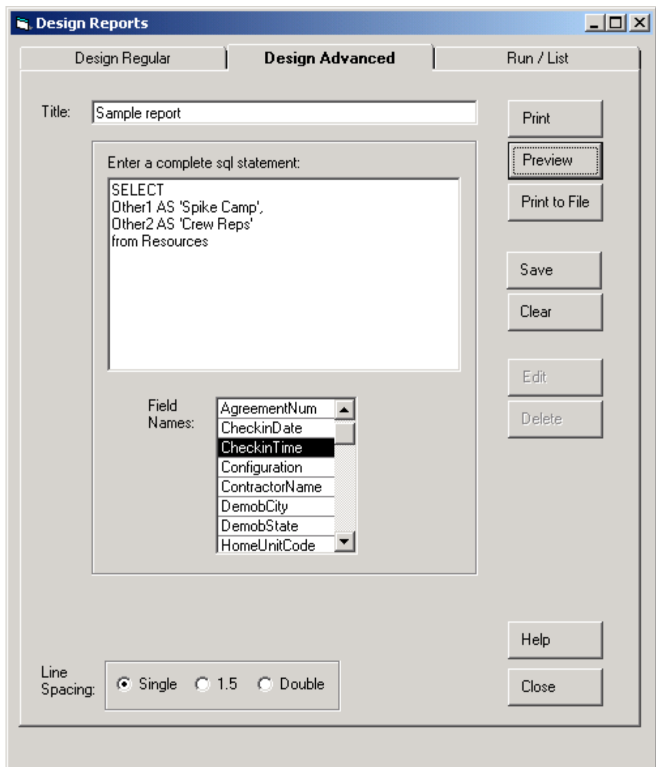
2 On the **Design Reports** dialog box, click the **Design Advanced** tab.

3 In the **Title** box, type the name of the report.

4 In the **Enter a complete sql statement** box, type the following

```
SELECT
Other1 AS 'Spike Camp',
Other2 AS 'Crew Reps'
from Resources
```

The following diagram shows the resulting Design Advanced tab on the Design Reports dialog box.



Incident Time System User’s Guide

The Incident Time System (ITS) is part of the I-Suite group of software programs. ITS allows you to collect and track incident time for Federal, Casual (AD), and other personnel, and for Emergency Contracted Resourses. ITS allows you to create pay documents, the Fire Time Report (OF-288) and the Equipment Use Invoice (OF-286). By collecting accurate time data, you can generate meaningful management reports.

Topics in this guide include the following:

- About this guide
- Getting Started
- Working with incident information
- Working with personnel information
- Working with crews and members/operators
- Working with contractor and agreement data
- Working with commissary debits and additions
- Working with reports
- Performing searches for personnel or equipment
- Putting it all together.

For information about installing ITS, please refer to the “I-Suite Administrator’s Guide,” which is available for download on http://isuite.nwcg.gov.

About this guide

This Incident Time System User’s Guide is organized into sections, based on the types of tasks you will commonly perform. At the beginning of each section you will find an overview of the topics explained. Where appropriate, diagrams are shown immediately following each task. Topics in this section include:

- Before you begin
- Conventions.

Before you begin

Before using ITS, you must be feel confident that:

- You are familiar with your personal computer and function keys and understand personal computer concepts.
- You are familiar with Windows 2000, Windows XP, or Windows NT and can log on and log off.

Conventions

The following conventions are used within this guide:

- Button names, option labels, screen names, tab names, and text box names appear in bold, in the same case as on your keyboard or screen. For example, the fist step in a procedure might instruct you to

  1 On the **Incident Data** menu, click the **Incident #** drop-down arrow, and then click to select the **Incident** of your choice.

- Topics of special interest or hints that will help you perform a specific task show a line before and after the text. The text appears in italic type. For example, the following note appears in the “Working with incident information” section

  ---
  *While working in the **Manage All Incidents as One** mode, you must select an incident for posting each resource’s time.*

Getting Started

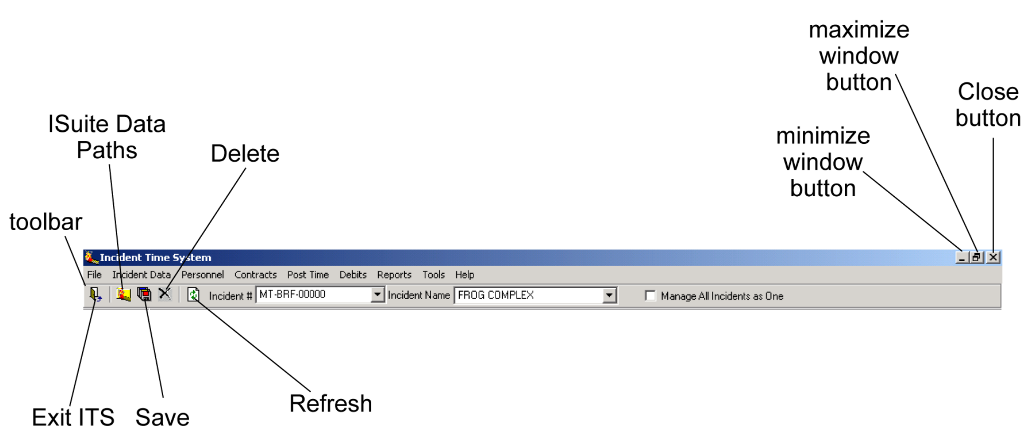
This section explains the basic concepts and information you need to begin using ITS. Topics in this section include:

- Terms and concepts
- Security
- Logging on and logging off
- Getting help
- Understanding the stand-alone and integrated environments.

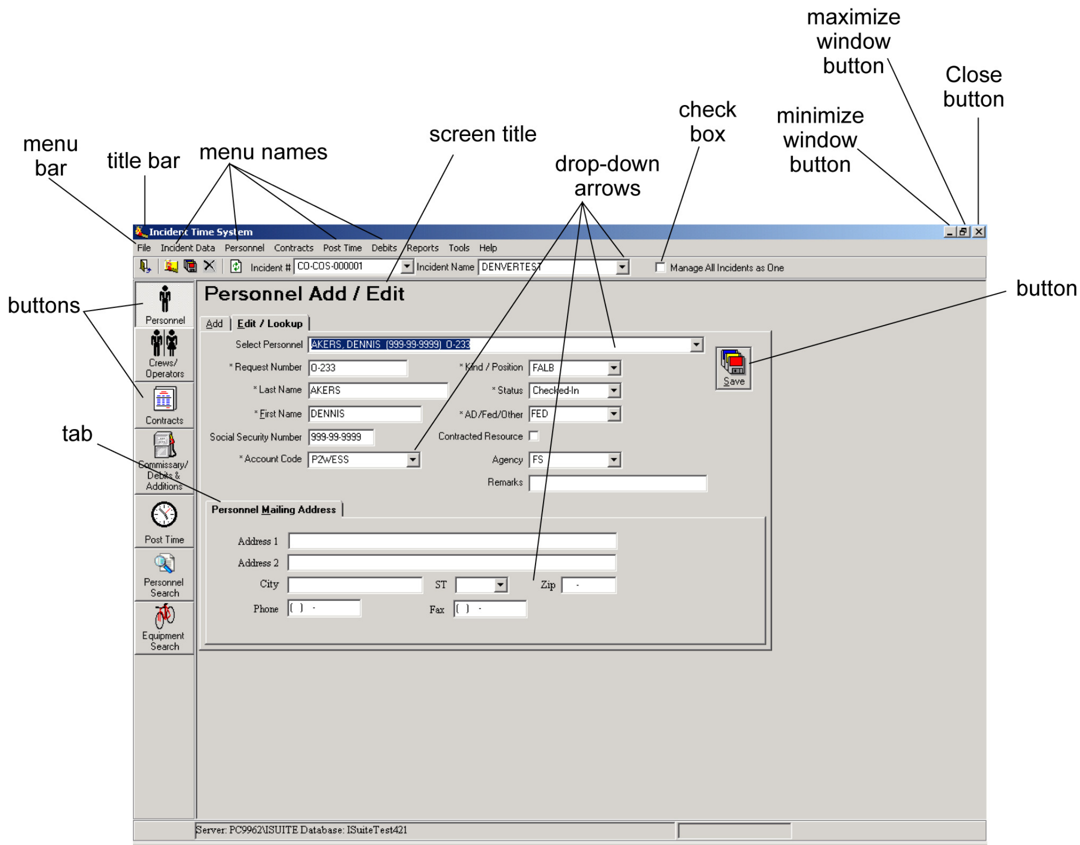
Terms and concepts

This section outlines some of the screens, toolbars, and menus that you will be using in ITS. If you aren’t already familiar with ITS or have forgotten a few things since training, review these terms and concepts before proceeding with the remaining sections in this guide.

The following diagram shows the ITS toolbar and a brief explanation of the toolbar buttons.



The following diagram shows the top portion of the ITS application and a brief explanation of the screen elements and terminology used throughout this guide.



Security

Be prudent when working with private information such as Social Security Numbers (SSNs) and IRS Federal Employer Tax ID Numbers (EINs).This information is to be kept confidential.

Your CTSP manages the ITS password, who can change it using the AdminTool that is shipped with the I-Suite software. Only under special circumstances, such as operating in a stand-alone environment, would you ever need to change your ITS password.

For more information about clearing out SSNs and EINs, see "Clearing out Social Security Numbers," in the "I-Suite Administrator's Guide. For more information about changing the ITS password, see "Managing security" in the "I-Suite Administrator's Guide," or contact your CTSP.

Logging on and logging off

This section explains how to log on and log off of ITS.

To log on to ITS

ITS

1 From your **Desktop**, double-click the **ITS** icon or click **Programs** from the **Start** menu, point to **I-Suite**, and then click **ITS**.

If you have trouble logging on to ITS, please refer to the “Handling installation problems,” in the “I-Suite Administrator’s Guide,” which is available for download on http://isuite@nwcg.gov.

To log off ITS

- On the **ITS menubar**, click **Exit ITS**, or click **Exit** on the **File** menu.

Getting help

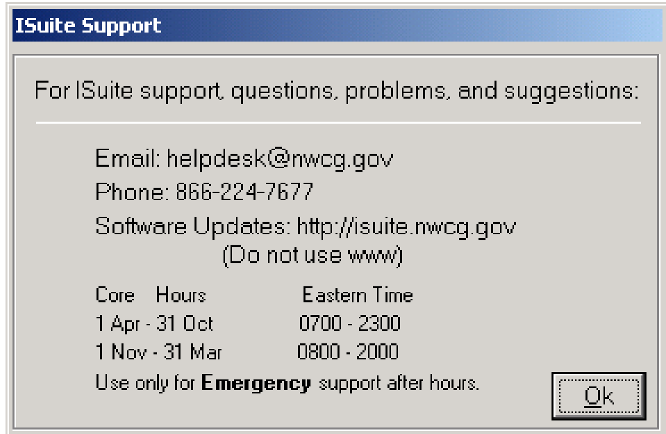
This section explains how to access and locate help information. There are three basic ways to obtain help information for ITS:

- **Access the I-Suite website.** This site contains a wide array of I-Suite information, including software downloads, updates, and user documentation.
- **Contact the I-Suite Helpdesk.** If you are unable to answer your question using the I-Suite website, contact the I-Suite Helpdesk at (866) 224-7677.
- **Review this Incident Time System User’s Guide**. This guide is available in Acrobat format. To locate topics of interest, click to select the **Bookmark** of your choice. Bookmarks are listed along the left-hand side of the Acrobat document. When you click the **Bookmark**, you will advance to that topic within the document.

To display help information within ITS

- On the **ITS** menu bar, click **Help**, and then click **Support**.

The following diagram shows the ISuite Support dialog box.



To locate help information on the I-Suite website

1 Start your Internet browser.

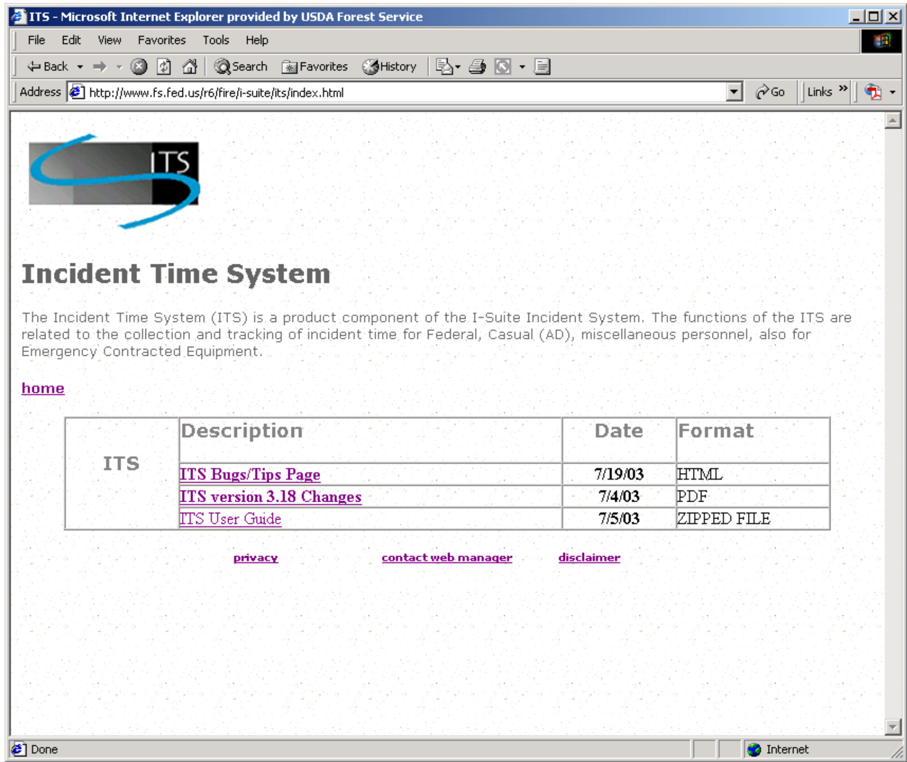
2 In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.

3 On the **Welcome to I-Suite** webpage, click the **ITS** application icon.

4 On the **ITS webpage**, click to select the **topic** of your choice.

The following diagram shows the ITS application icon on the Welcome to I-Suite webpage.

The following diagram shows the ITS webpage and a list of available topics.



To contact the I-Suite Helpdesk

The I-Suite Helpdesk is available 24-hours per day, seven days per week.

- Call **(866) 224-7677**, or email **helpdesk@dms.nwcg.gov**.

To obtain a copy of this Incident Time System User’s Guide

1. Start your Internet browser.
2. In the **Address** box, type **http://isuite.nwcg.gov**, and then press ENTER.
3. On the **Welcome to I-Suite** webpage, click the **ITS** application icon.
4. On the **ITS webpage**, click to select **ITS User’s Guide**.
5. In **Acrobat Reader**, save the file to your personal computer in a folder location of your choice.

Understanding the stand-alone and integrated environments

This section explains the difference between working in the stand-alone environment or the integrated environment. While you may only be using ITS for your work, it is important to understand how the information you enter in ITS affects other I-Suite programs in the integrated environment.

Typically, you will be working in the integrated environment.

- **Integrated environment**. Data ownership is shared between the Resource Planning and Finance groups. Resources, crews, and operators are already entered in IRSS. Maintaining data standards is critical.
- **Stand-alone environment**. All data is entered and managed by ITS users for timekeeping and making payments.

Since data is shared between IRSS, ICARS, and ITS, any changes you make within ITS affects the data within ICARS and IRSS.

Remember, what works for one incident may not work well for another!

Working with incident information

This section explains how to enter and edit incident information. Topics in this section include:

- Managing incident data
- Managing accounting codes.

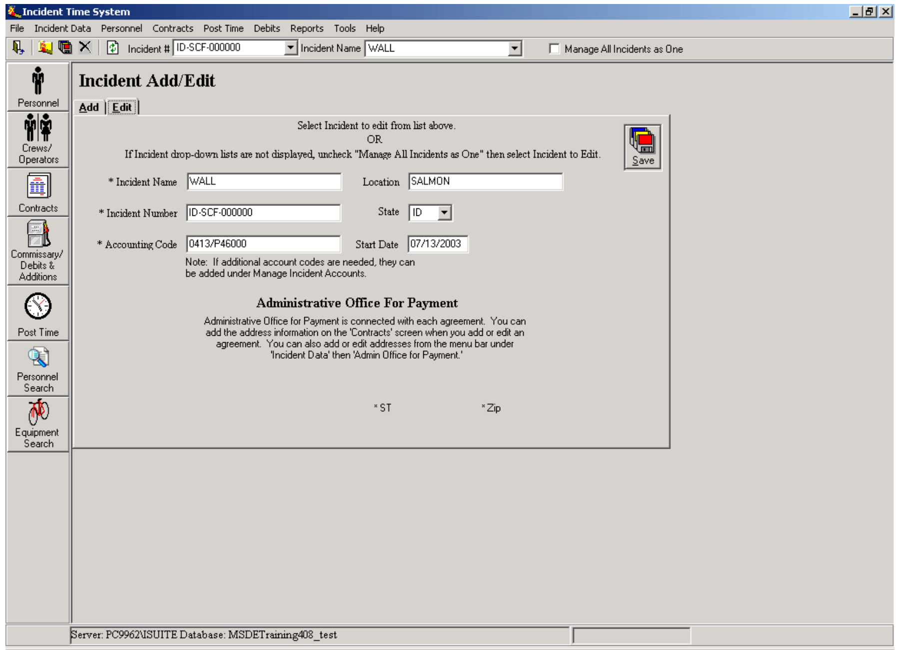
Managing incident data

This section explains how to review, edit, and add incident data and how to list all resources together and manage all incidents as one.

To review and edit incident data

1. On the **Incident Data** menu, click **Incident Add/Edit**.
2. Click the **Incident #** drop-down arrow, click to select the **Incident** of your choice, and then click the **Edit** tab.
3. Modify the following information as appropriate
   - Incident Name
   - Incident Number
   - Accounting Code
   - Location
   - State
   - Start Date.
4. To save your changes, click the **Save** button.

The following diagram shows the Edit tab on the Incident Add/Edit screen.



To create a new incident

Be sure to follow the appropriate data standards!

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

2 Click the **Add** tab.

3 In the **Incident Name** box, type the **Incident Name**.

4 In the **Incident Number** box, type the **Incident Number**, in the format [HOST ID] - 99999.

5 In the **Accounting Code** box, type the **Accounting Code** number.

6 In the **Location** box, type the **Location** name.

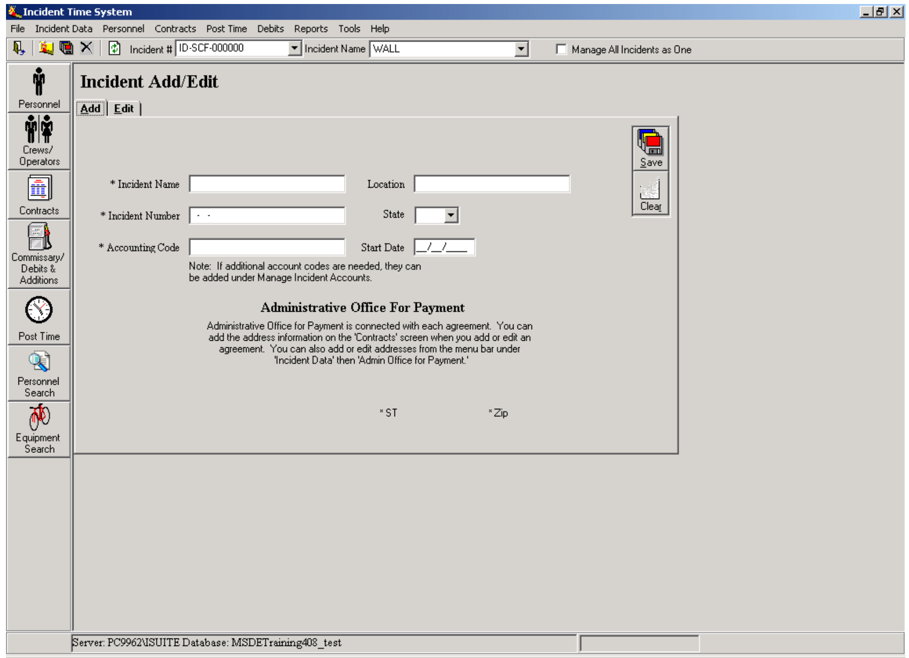
7 Click the **State** drop-down arrow, and then click to select the **State** where the incident is located.

8 In the **Start Date** box, type the incident **Start Date**, in the format MMDDYYYY.

9 To save your changes, click the **Save** button.

*To clear your entries before saving the new incident, click the **Clear** button.*

The following diagram shows the Add tab on the Incident Add/Edit screen.



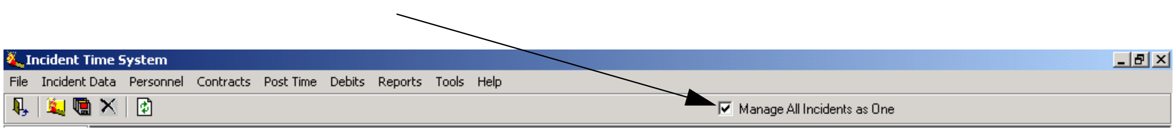
To manage all incidents as one

The Manage All Incidents as One check box allows you to display all resources together on a single list. While these resources must be reporting to the same ICP, they may not be from the same incident.

When working in this mode, you must select an incident to post each resource's time.

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

The following diagram shows the location of the Manage All Incidents as One check box.



Managing accounting codes

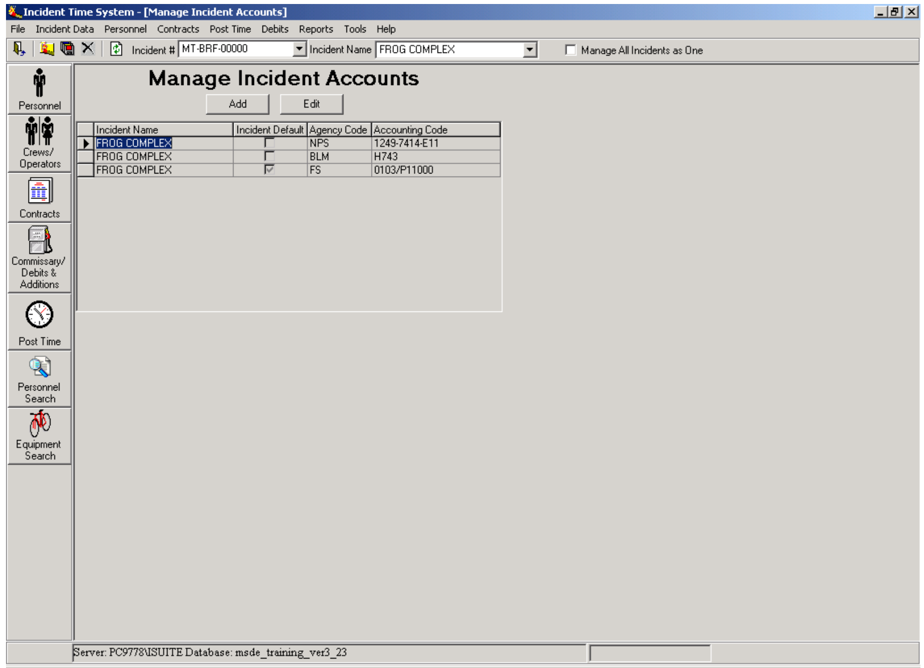
This section explains how to review, edit, and assign accounting codes to an incident and to resources.

To review an accounting code for an incident

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.

The following diagram shows the Manage Incident Accounts screen.



To edit an accounting code

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 On the **Manage Incident Accounts** screen, click the **Edit** button.

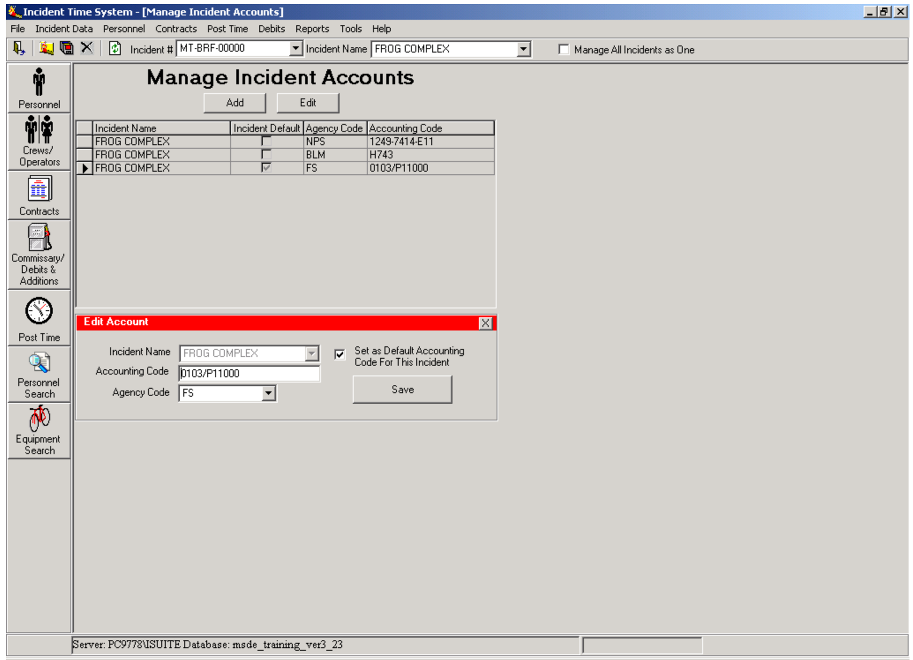
4 On the **Edit Account** dialog box, modify the following information as appropriate

- Accounting Code
- Agency Code.

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

6 To save your changes, click the **Save** button.

The following diagram shows the Edit Account dialog box on the Manage Incident Accounts screen.



To add multiple accounting codes to an incident

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

2 On the **Manage Incident Accounts** screen, click the **Add** button.

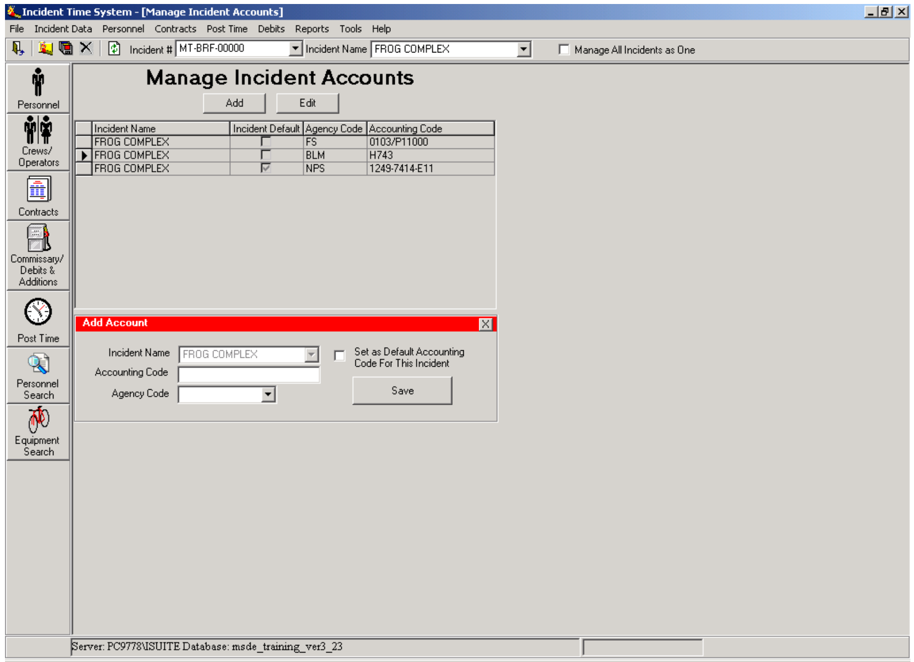
3 On the **Add Account** dialog box, add the following information as appropriate

- Accounting Code
- Agency Code.

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

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

The following diagram shows the Add Account dialog box on the Manage Incident Accounts screen.



To identify the administrative office(s) for payment

Identify the administrative office during the initial startup for an incident.

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

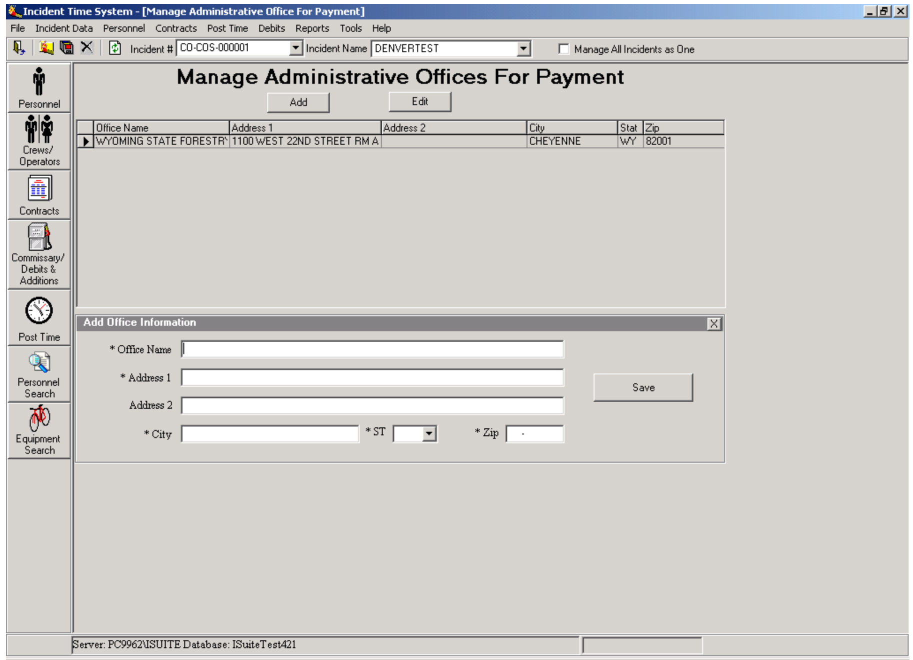
2 Click the **Add** button.

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

- Office Name
- Address 1
- Address 2
- City
- ST
- Zip.

4 When finished, click the **Save** button.

The following diagram shows the Add Office Information dialog box on the Manage Administrative Offices For Payment screen.



Working with personnel information

This section explains how to edit and add personnel information. Topics in this section include:

- Editing and adding personnel data
- Posting personnel time.

Editing and adding personnel data

Remember these key points when working with personnel data for posting time and tracking payments:

- In the integrated environment, you will edit personnel data entered by Check-In (IRSS) personnel.You share data ownership between Resource Planning and Finance groups.
- In the stand-alone environment, you must enter all personnel data. You do not share data ownership.
- By default, all Social Security Numbers that originate from IRSS are "999-99-9999." For AD employees, you must enter the exact SSN for that individual, or enter "999-99-9999" if the SSN is not currently available.

To edit personnel data - integrated environment

1 On the **Personnel Add/Edit** screen, click the **Edit/Lookup** tab.

2 Click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

3 For AD personnel, type the person's **Social Security Number** in the **Social Security Number** box, in the format 123456789.

When completing the Social Security Number box, the cursor will automatically advance to the next field as you type.

4 Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

5 Click the **AD/Fed/Other** drop-down arrow, and then click to select the the **Employment Code** of your choice

- AD - for casual Federal employees
- Fed - for Federal employees
- Other - for other types of employees, such as county and state.

6 To specify a contracted resource, click to select the **Contracted Resource** check box.

7 For **AD** personnel, complete the **Payment Information** tab as appropriate:

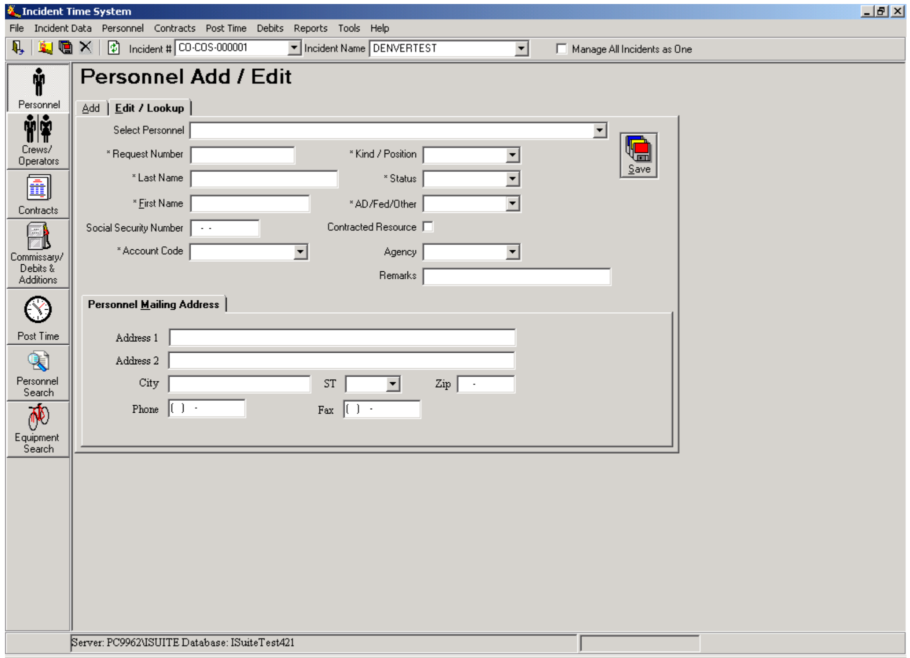
- Initial Employment
- Return Travel
- Point of Hire
- Area
- Class
- Current Rate.

8 On the **Personnel Mailing Address** tab, complete the following information as appropriate:

- Address 1
- Address2
- City
- ST
- Zip
- Phone
- Fax.

9 To save your changes, click the **Save** button.

The following diagram shows the Edit/Lookup tab on the Personnel Add/Edit screen.



To add personnel data - stand-alone environment

1 On the **Personnel Add/Edit** screen, click the **Add** tab.

2 In the **Request Number** box, type the **Request Number** for that person, in the format X1234.

*Valid **Request Numbers** include:*
A - for Aircraft
C - for Crews
E - for Equipment
I - for Initial Attack
O - for Overhead
S - for Supplies.

3 In the **Last Name** box and **First Name** box, type the **First** and **Last Name** of the person.

4 For AD personnel, type the person's **Social Security Number** in the **Social Security Number** box, in the format 999999999.

*For resources not requiring an SSN for payment, type **999999999**.*

When completing the Social Security Number box, the cursor will automatically advance to the next field as you type.

5 Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

6 Click the **Kind/Position** drop-down arrow, and then click to select the **Kind/Position** of your choice.

7 Click the **Status** drop-down arrow, and then click to select the current **Status**.

8 Click the **AD/Fed/Other** drop-down arrow, and then click to select the the **Employment Code** of your choice

- AD - for temporary Federal employees
- Fed - for full-time Federal employees
- Other - for other types of employees, such as seasonal and state.

9 To specify a contracted resource, click to select the **Contracted Resource** check box.

10 Click the **Agency** drop-down arrow, and then click to select the **Agency** of your choice.

11 In the **Remarks** box, type any appropriate **Remarks**.

12 On the **Payment Information** tab, complete the following information as appropriate:

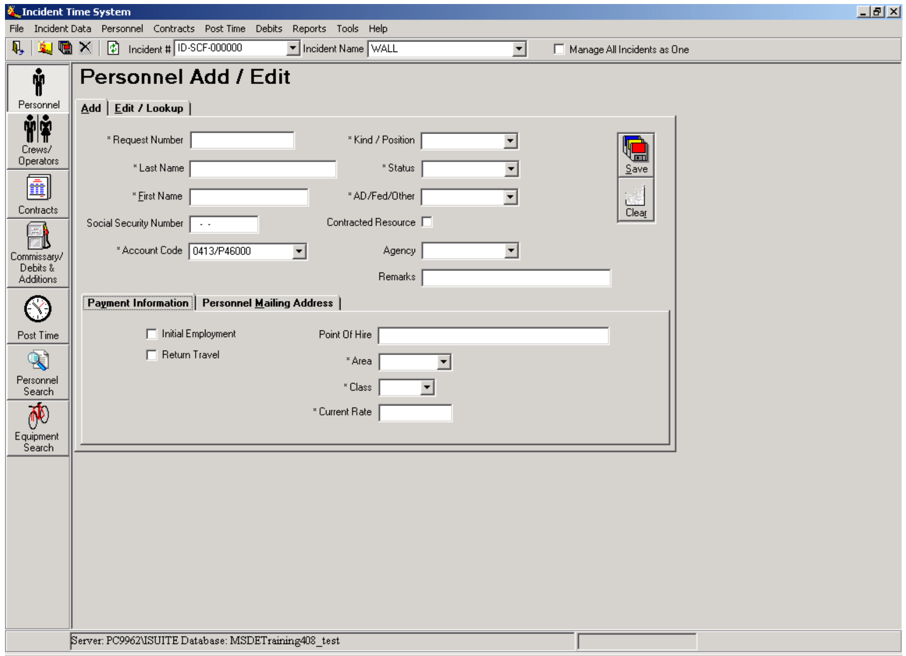
- Initial Employment
- Return Travel
- Point of Hire
- Area
- Class
- Current Rate.

13 Click the **Personnel Mailing Address** tab, and then complete the following information as appropriate:

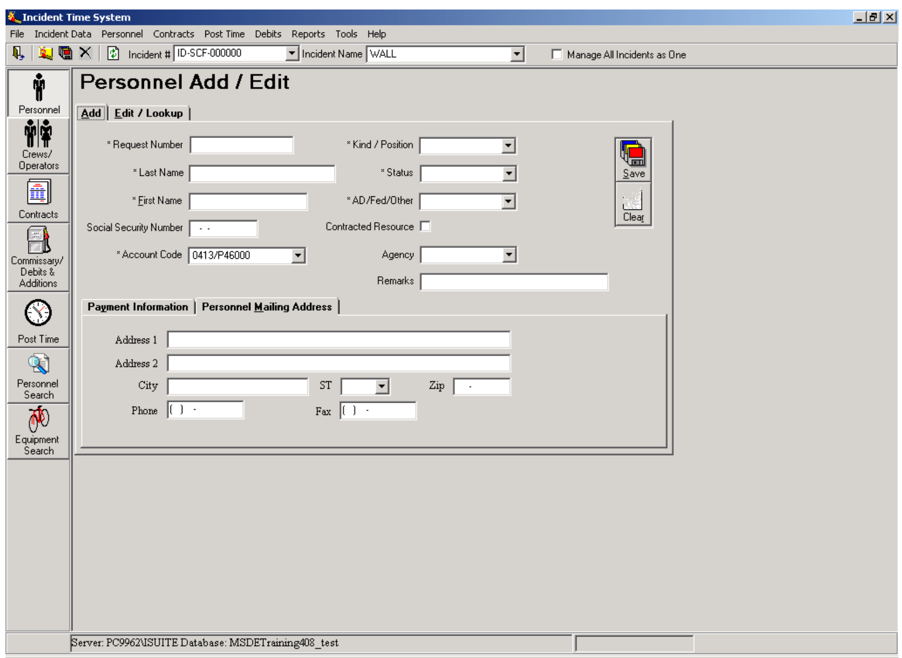
- Address 1
- Address2
- City
- ST
- Zip
- Phone
- Fax.

14 To save your changes, click the **Save** button.

The following diagram shows Add tab on the Personnel Add/Edit screen.



The following diagram shows the Personnel Mailing Address tab on the Personnel Add/Edit screen.



Posting personnel time

This section explains how to post time for personnel. Remember these key points when posting personnel time:

- Posting time is performed the same, whether working in the stand-alone or integrated environments.
- You can edit the Stop and Start times, Special codes, and rates directly on the Personnel Post Detail.
- You can not edit the Date. To change the Date you must delete and then repost that entry.
- The Date automatically changes for posting that extends beyond midnight for any given shift.
- If you post overlapping hours, you must verify the hours before you can proceed.

To post personnel time

*Remember, you can click to select the **Use Enter Key as Tab for Posting** check box for faster, 10-key data entry!*

1. Click the **Post Time** button.
2. On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.
3. Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.
4. In the **Date** box, type the **Date**, in the format MMDDYYYY.

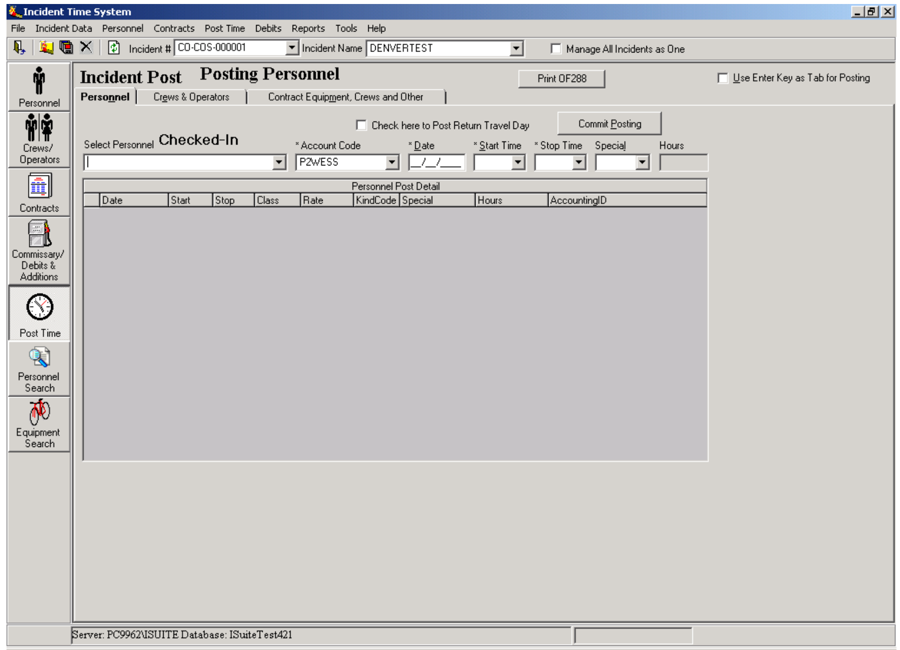
   *When completing the **Date** box, the cursor will automatically advance to the next date field as you type.*

   *To enter the current **Date**, type **=** (equal sign). To enter yesterday's **Date**. type **-** (minus sign). To enter a Future **Date**, type + (plus sign).*

5. Click the **Start Time** drop-down arrow, and then click to select the **Start Time** of your choice.
6. Click the **Stop Time** drop-down arrow, and then click to select the **Stop Time** of your choice.
7. Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.
8. To commit the posting, click the **Commit Posting** button.

   *Clicking the **Commit Posting** button saves your data.*

The following diagram shows the Incident Post screen for posting personnel time.



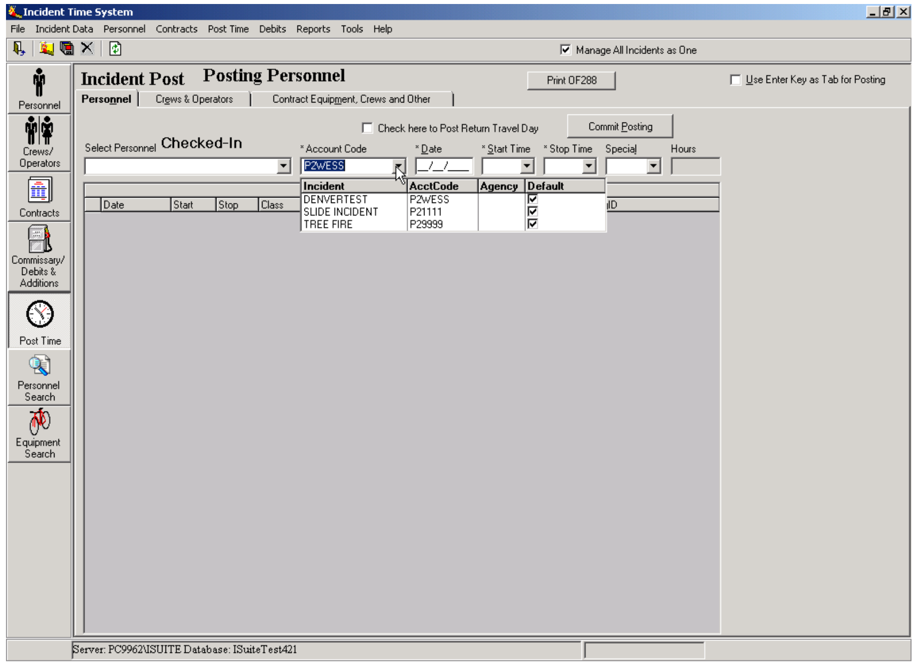
To post time when managing all incidents as one

1. On the **ITS toolbar**, click to select the **Manage All Incidents as One** check box.
2. On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drip-down arrow, and then click to select the **Person** of your choice.
3. Click the **Account Code** drop-down arrow, and then click to select the **Incident/Acct Code** combination of your choice.

Be sure to select the correct person, incident, and account code.

4. Complete the remaining information as appropriate
   - Date
   - Start Time
   - Stop Time
   - Special.
5. To commit the posting, click the **Commit Posting** button.

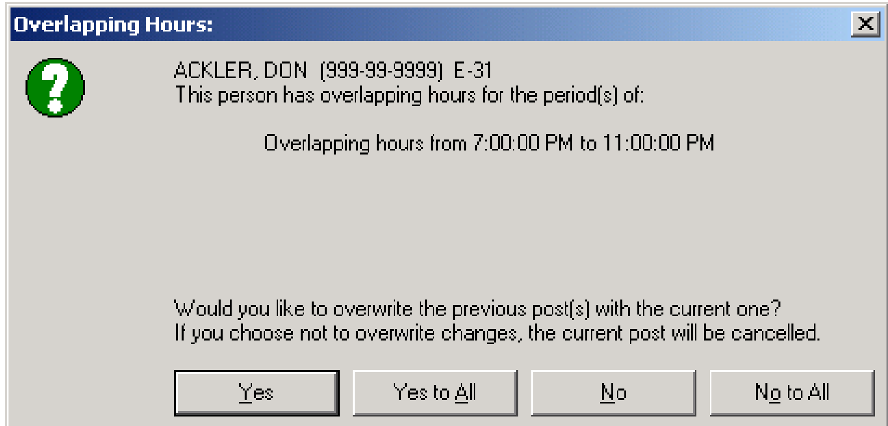
The following diagram shows the Incident Post screen when managing all incidents as one. In this example, the Account Code drop-down arrow lists three different incidents.



To repost a day of time with different hours

1. On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.
2. In the **Date** box, type the **Date** in the format MMDDYYYY.
3. Click the **Start Time** drop-down arrow, and then click to select the **Start Time** of your choice.
4. Click the **Stop Time** drop-down arrow, and then click to select the **Stop Time** of your choice.
5. Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.
6. To commit the posting, click the **Commit Posting** button.
7. On the **Overlapping Hours** dialog box, click **Yes** or click **Yes to All**.

The following diagram shows the Overlapping Hours dialog box.



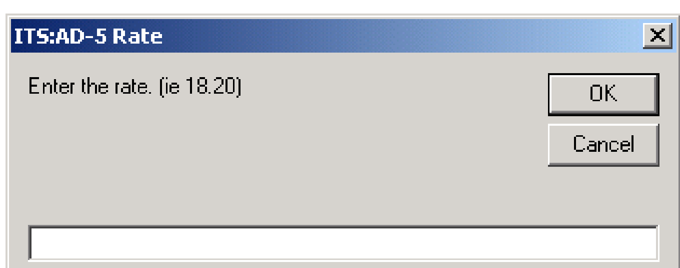
To change the AD rate, Kind Code, and Special code - one-time change only

1. On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the non-federal **Person** of your choice.
2. Locate the row containing the **Class** and **Rate** you want to change.
3. Click to select the **Class** box, and then type to replace the existing AD designation with the new AD designation.

   *For AD-5 rates, type the **Rate** on the **ITS:AD-5** dialog box, in the format 99.99, and then click **OK**.*

4. To change the **Kind Code**, click the **Kind Code** drop-down arrow, and then click to select the **Kind Code** of your choice.
5. Locate the row containing the **Special** code you want to change.
6. Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.
7. To commit the posting, click the **Commit Posting** button.

The following diagram shows the ITS:AD-5 dialog box for entering an AD-5 rate.



To permanently change the AD rate and/or Kind Code for all future personnel postings - to change all subsequent postings

1 On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** who has the AD rate you want to change.

2 On the **Payment Information** tab, click the **Class** drop-down arrow, click to select the **AD Rate** of your choice.

3 To change the **Kind Code**, click the **Kind Code** drop-down arrow, and then click to select the **Kind Code** of your choice.

4 When finished, makingclick the **Save** button.

To delete a row of time

1 On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

2 Click in the cell for the row you want to delete, and then click the **Delete** button.

To post return travel time

---

*Posting end travel time sets the number of Hours to **0** (zero) and the Special code to **TVL**.*

---

1 On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

2 Click to select the **Check here to Post Return Travel Day** check box.

3 In the **Date** box, type the **Date**, in the format MMDDYYYY.

4 Click the **Start Time** drop-down arrow, and then click to select the **Start Time** of your choice.

5 To commit the posting, click the **Commit Posting** button.

To view and/or print an OF-288

1 On the **Incident Post** screen, click the **Print OF288** button, or click **OF-288** on the **Reports** menu.

2 On the **OF-288** dialog box, perform one of the following

- to view the OF-288 by request number, click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
- to view the OF-288 for a person, click the **Person** drop-down arrow, and then click to select the **Person** of your choice.

3 To view the final OF-288 for a resource leaving the incident, click to select the **Final Invoice** check box.

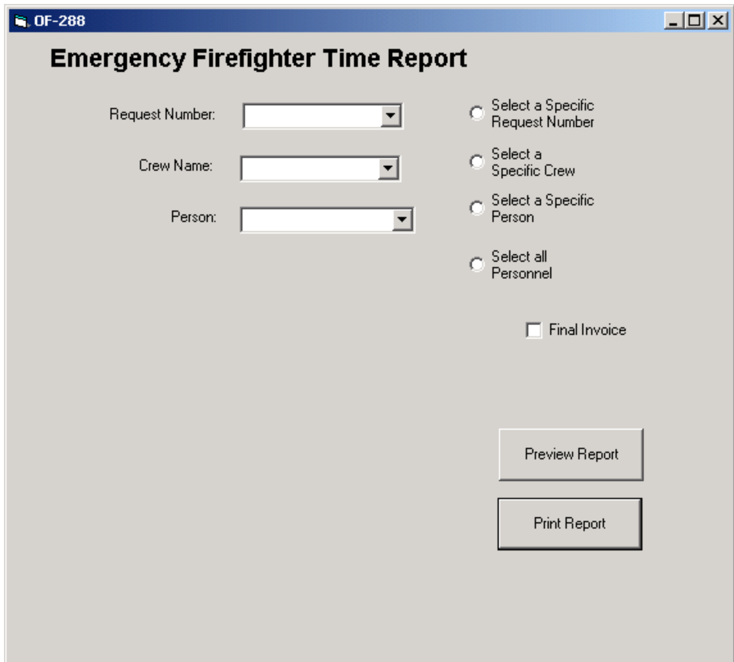
4 To preview the OF-288, click the **Preview Report** button.

5 To print the OF-288, click the **Print Report** button.

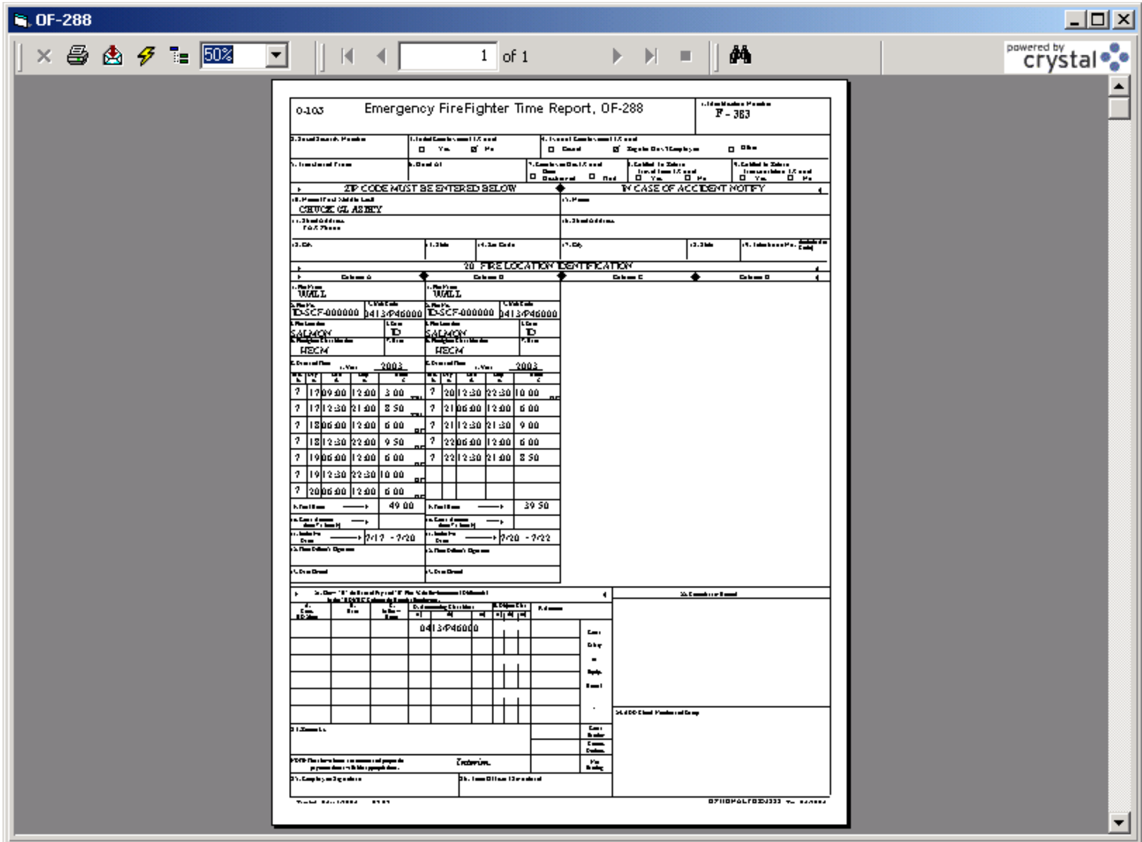
---

*If this is a partial payment and you want the resource's social security number to print on the OF-288, you must click to select the **Final Invoice** check box.*

The following diagram shows the OF-288, "Emergency Firefighter Time Report" dialog box.



The following diagram shows a sample Emergency FireFighter Time Report OF-288 for an individual overhead resource, as it appears on your screen.



Working with crews and members/operators

This section explains how to view, add, edit, and print crews and crew members/operators, and how to demobilize (demob) a crew and/or crew members/operators. Topics in this section include:

- Understanding crews
- Creating and editing crews
- Posting time for crews and crew members/operators
- Reviewing an OF-288 for crews.

Understanding crews

Remember these key points when working with crews and members/ operators:

- In ITS, a crew is more than one resource sharing the same request number. A crew may be a hand crew, engine crew members, or a contract pickup with an AD driver.
- There are two levels of crew information:
  - At the crew level, you can add and/or edit information about the crew.
  - At the member/operater level, you can add and/or edit information

about the individual crew members/operators on a crew.

- You can build a crew by attaching or rostering members to a resource
  - In the integrated environment, IRSS populates ITS with shared data. If members are being rostered in IRSS, then you will primarily need to edit members. If members are not being rostered in IRSS, then you must add members to a crew or to a piece of equipment.
  - In the stand-alone environment, you will manage all data, including adding and then rostering members/operators to a crew.

To view and print a crew manifest

1 Click the **Crews/Operators** button.

2 On the **Crew/Operator Roster** screen, perform one of the following

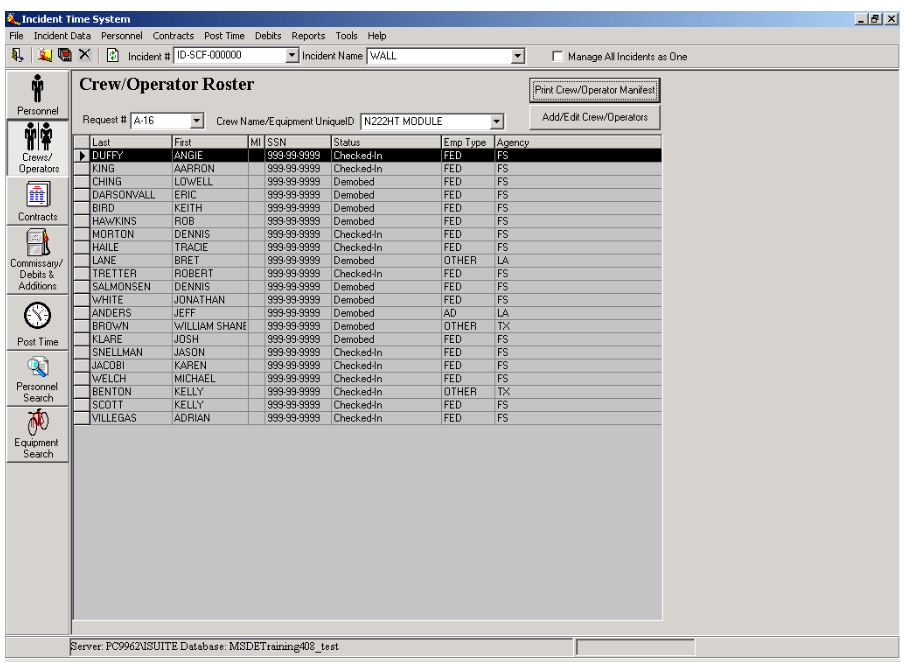
- click the **Request #** drop-down arrow, and then click to select the **Request #** of your choice
- click the **Crew Name/Equipment UniqueID** drop-down arrow, and then click to select the **Crew Name/Equipment** of your choice.

3 To view the crew manifest, click the **Print Crew/Operator Manifest** button.

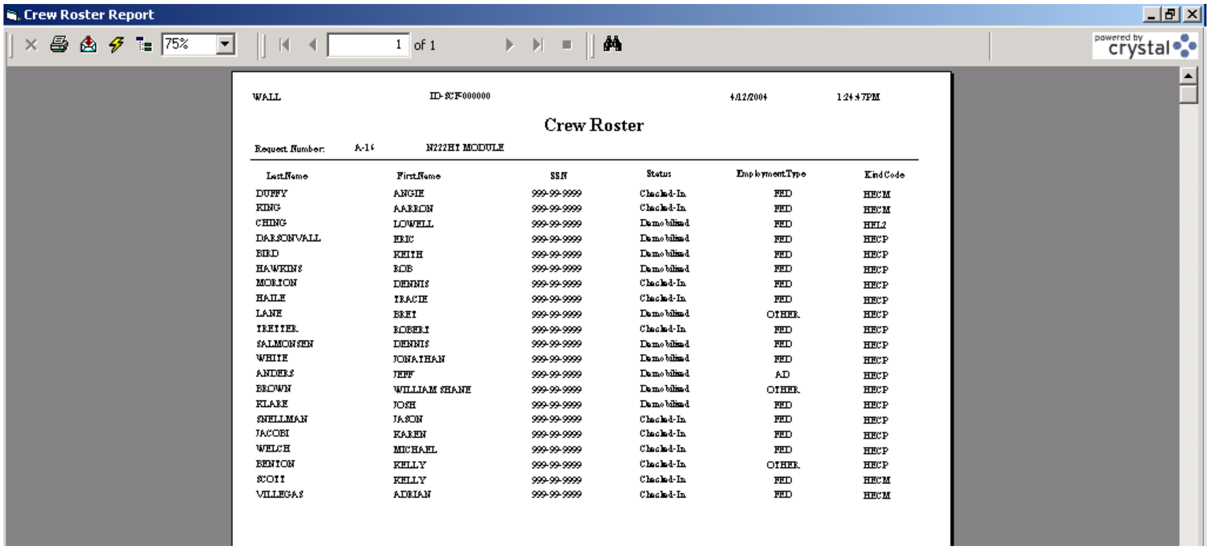
The crew manifest is a good place to view the initial crew data entered from IRSS.

4 To print the crew manifest, click the **Print** icon on the **Crew Roster Report** dialog box, and then click **OK** on the **Print** dialog box.

The following diagram shows the Crew/Operator Roster screen.



The following diagram shows a sample crew manifest on the Crew Roster Report dialog box.



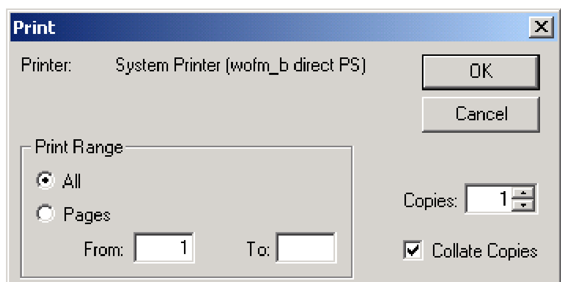
WALL ID-SCF000000 4/12/2004 1:24:47PM

Crew Roster

Request Number: A-1 N222HT MODULE

LastName	FirstName	SSN	Status	EmploymentType	KindCode
DUFFY	ANGIE	999-99-9999	Checked-In	FED	HECM
KING	AARRON	999-99-9999	Checked-In	FED	HECM
CHING	LOWELL	999-99-9999	Demobilized	FED	HEL2
DARSONVALL	ERIC	999-99-9999	Demobilized	FED	HECP
BIRD	KEITH	999-99-9999	Demobilized	FED	HECP
HAWKINS	ROB	999-99-9999	Demobilized	FED	HECP
MORTON	DENNIS	999-99-9999	Checked-In	FED	HECP
HAILE	TRACIE	999-99-9999	Checked-In	FED	HECP
LANE	BRET	999-99-9999	Demobilized	OTHER	HECP
TRETTER	ROBERT	999-99-9999	Checked-In	FED	HECP
SALMONSEN	DENNIS	999-99-9999	Demobilized	FED	HECP
WHITE	JONATHAN	999-99-9999	Demobilized	FED	HECP
ANDERS	JEFF	999-99-9999	Demobilized	AD	HECP
BROWN	WILLIAM SHANE	999-99-9999	Demobilized	OTHER	HECP
KLARE	JOSH	999-99-9999	Demobilized	FED	HECP
SNELLMAN	JASON	999-99-9999	Checked-In	FED	HECP
JACOBI	KAREN	999-99-9999	Checked-In	FED	HECP
WELCH	MICHAEL	999-99-9999	Checked-In	FED	HECP
BENTON	KELLY	999-99-9999	Checked-In	OTHER	HECP
SCOTT	KELLY	999-99-9999	Checked-In	FED	HECM
VILLEGAS	ADRIAN	999-99-9999	Checked-In	FED	HECM

The following diagram shows the Print dialog box that displays when printing a crew manifest.



Creating and editing crews

This section explains how to add and edit crew data in the integrated and stand-alone environments. There are two levels of crew information:

- **Crew level**. Add and/or edit information about the crew.
- **Member/operator level**. Add and/or edit information about individual crew members/operators on a crew.

To edit crew information

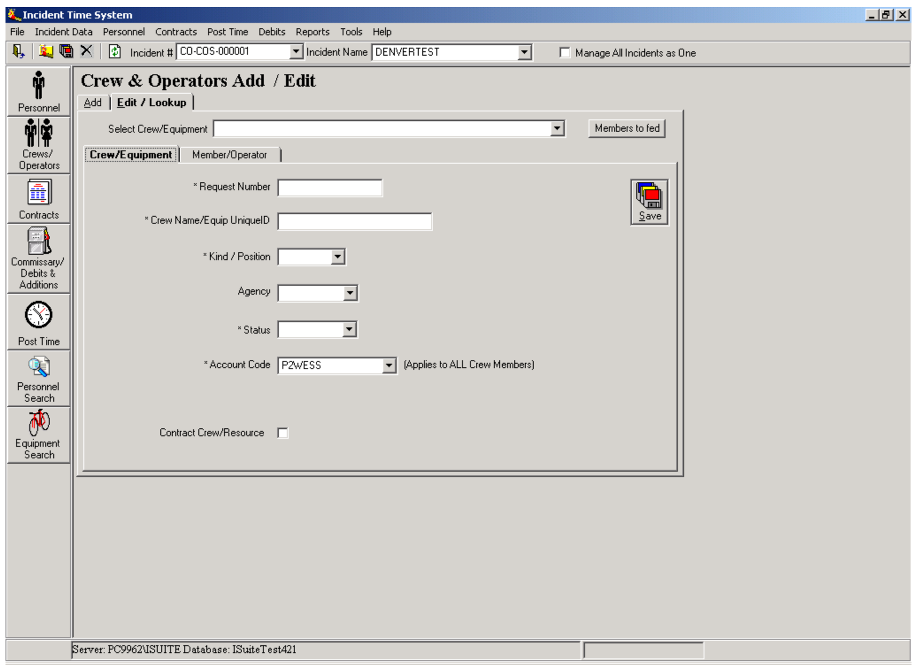
1. On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.
2. Click the **Edit/Lookup** tab.
3. Click the **Select Crew/Equipment** drop-down arrow, and then click to select the **Crew** or **Equipment** of your choice.
4. Click the **Crew/Equipment** tab.

5 On the **Crew/Equipment** tab, modify the following information as appropriate

- Request Number
- Crew Name/Equipment UniqueID
- Kind/Position
- Agency
- Status
- Account Code
- Contact Crew.

6 To save your changes, click the **Save** button.

The following diagram shows the Crew/Equipment tab on the Crew & Operators Add / Edit screen.



To edit crew members on a crew

1 On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.

2 Click the **Edit/Lookup** tab.

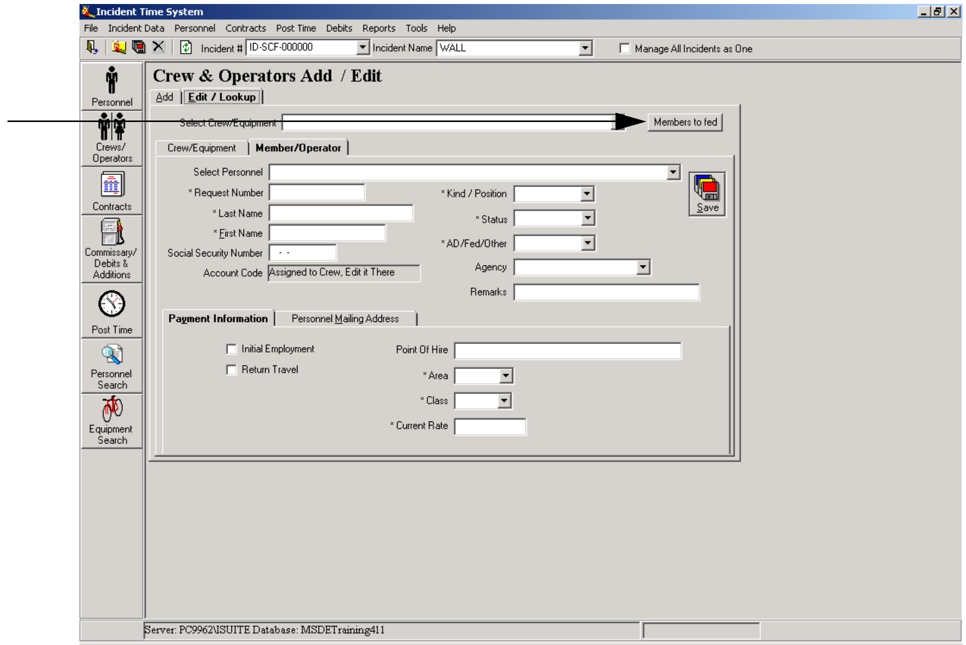
3 Click the **Select Crew/Equipment** drop-down arrow, and then click to select the **Crew** or **Equipment** of your choice.

4 Click the **Member/Operator** tab.

5 Click the **Select Personnel** drop-down arrow, and then click to select the **Crew member/Operator** of your choice.

6 Complete the remaining personnel data as appropriate, and then click the **Save** button.

The following diagram shows the Member/Operator tab on the Crew & Operators Add / Edit screen. The arrow points to the Members to fed button.



To set all crew members/operators with unassigned employment types to “fed”

1 On the **Crew & Operators Add/Edit** screen, click the **Crew/Member/ Edit** tab.

2 Click the **Select Crew/Equipment** drop-down arrow, click to select the **Crew** of your choice, and then click the **Members to fed** button.

To add crew members to an existing crew

In some cases, the crew leader will already be listed on the crew. You can add the remaining crew members, but can only edit the crew leader.

---

1 On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.

2 On the **Crew & Operators Add/Edit** screen, click the **Add** tab, and then click the **Member/Operator** tab.

3 Click the **Crew/Equipment to Add To** drop-down arrow, and then click to select the **Crew** or **Equipment** of your choice.

4 Complete the following information as appropriate

- First Name
- Last Name
- Social Security Number
- Account Code

- Kind/Position
- Status
- AD/Fed/Other
- Agency
- Remarks.

5 On the **Payment Information** tab, complete the following information as appropriate

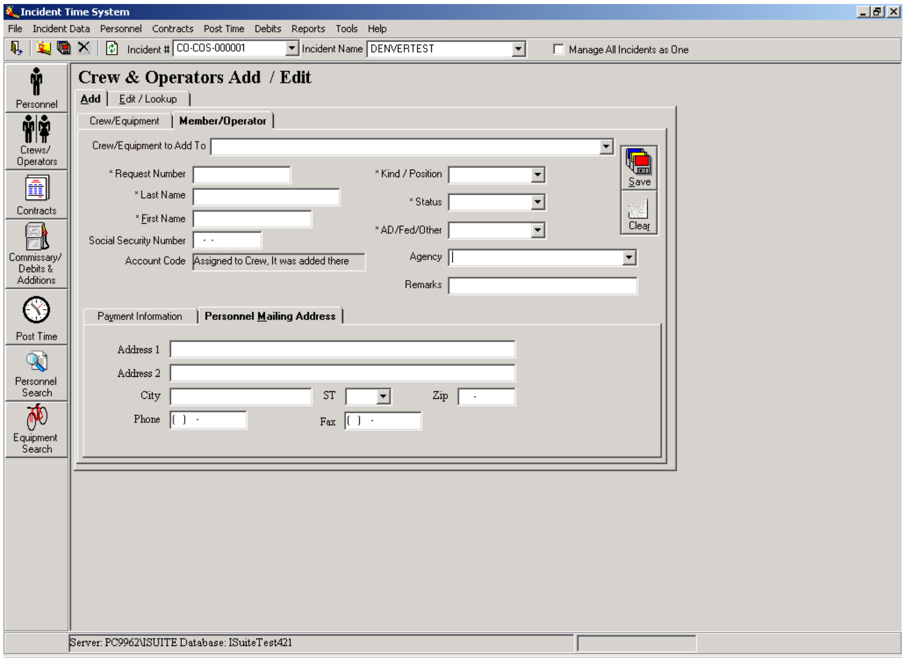
- Initial Employment
- Return Travel
- Point of Hire
- Area
- Class
- Current Rate.

6 Click the **Personnel Mailing Address** tab, and then complete the following information as appropriate

- Address 1
- Address2
- City
- ST
- Zip
- Phone
- Fax.

7 Click the **Save** button.

The following diagram shows the Member/Operator tab on the Add tab on the Crew & Operators Add/Edit screen.



To edit the leader of a crew to add crew members

1 On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.

2 On the **Edit/Lookup** tab, click the **Select Crew/Equipment** drop-down arrow, and then click to select the **Crew** that contains the .

3 Click the **Member/Operator** tab.///

To create a crew

1 On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.

2 On the **Crew & Operators Add/Edit** screen, click the **Add** tab.

3 On the **Crew/Equipment** tab, complete the following information as appropriate

- Request Number
- Crew Name/Equipment UniqueID
- Kind/Position
- Agency
- Status
- Account Code
- Contract Crew.

4 Click the **Save** button.

5 Add crew members as appropriate.

For more information about adding crew members, see the previous task, "To add crew members to an existing crew."

To demob a crew

1 On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.

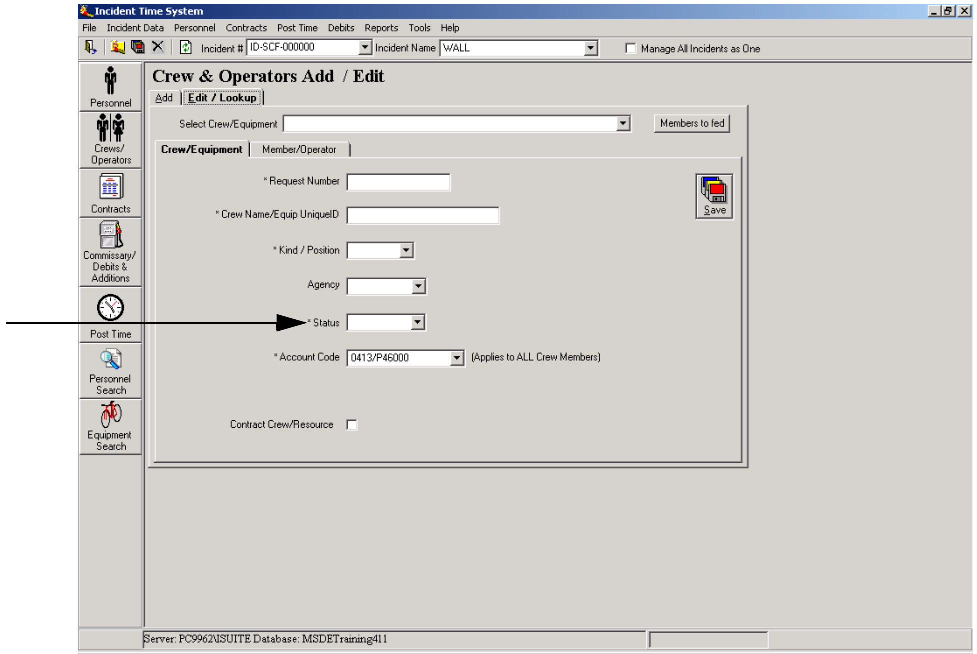
2 Click the **Edit/Lookup** tab.

3 Click the **Select Crew/Equipment** drop-down arrow, and then click to select the **Crew** or **Equipment** of your choice.

4 Click the **Crew/Equipment** tab.

5 Click the **Status** drop-down arrow, click to select **Demobed**, and then click the **Save** button.

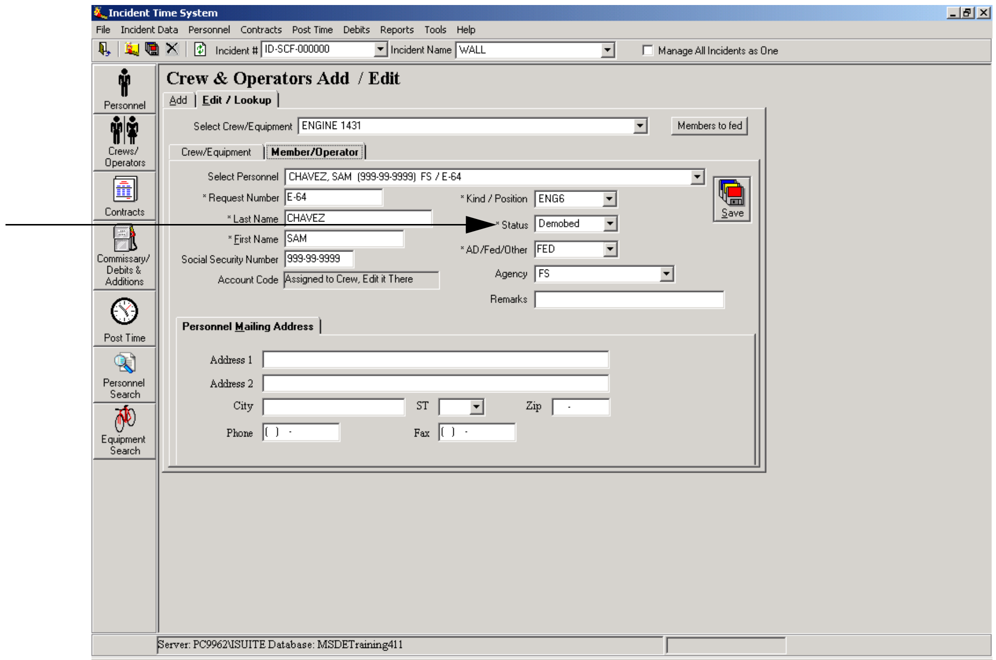
The following diagram shows the Edit/Lookup tab on the Crew & Operators Add / Edit screen. The arrow points to the “Demobed” Status for the crew.



To demob a crew member/operator

1. On the **Crew/Operator Roster** screen, click the **Add/Edit Crew/ Operators** button.
2. Click the **Edit/Lookup** tab.
3. Click the **Select Crew/Equipment** drop-down arrow, and then click to select the **Crew** or **Equipment** of your choice.
4. Click the **Member/Operator** tab.
5. Click the **Select Personnel** drop-down arrow, and then click to select the **Crew member/Operator** of your choice.
6. Click the **Status** drop-down arrow, click to select **Demobed**, and then click the **Save** button.

The following diagram shows the Edit/Lookup tab on the Crew & Operators Add / Edit screen. The arrow points to the "Demobed" Status for the crew member.



Posting time for crews and crew members/operators

This section explains how to post time for crews and crew members/ operators. Remember these key points when posting time for crews and crew members/operators:

- Posting time is performed the same, whether working in the stand-alone or integrated environments.
- Do not edit the Stop and Start times, Special codes, and rates on the Crew Member/Operator Post Detail.
- You cannot edit the Date. To change the Date you must delete and then repost that entry.
- The Date automatically changes for posting that extends beyond midnight for any given shift.
- If you post overlapping hours, you must verify the hours before you can proceed.
- Post all time to a crew member before he/she is demobed. If you use the Select All button and select a demobed crew member, that time will not be posted!
- explain grid functionality, editing, deleting, copy and past, reviewing.///

To post time crew time

*Remember, you can click to select the **Use Enter Key as Tab for Posting** check box for faster, 10-key data entry!*

1 Click the **Post Time** button.

2 On the **Incident Post** screen, click the **Crews & Operators** tab.

3 Click the **Crew Name/Equip UniqueID** drop-down arrow, and then click to select the **Crew Name** or **Equipment Name** of your choice.

4 Under **Crew Members**, click to select the **Crew Member(s)** of your choice.

*To select more than one **Crew Member**, press and hold CTRL, and then click to select every **Crew Member** of your choice.*

5 In the **Date** box, type the **Date**, in the format MMDDYYYY.

*When completing the **Date** box, the cursor will automatically advance to the next date field as you type.*

*To enter the current **Date**, type **=** (equal sign). To enter yesterday’s **Date**. type **-** (minus sign).*

6 Click the **Start Time** drop-down arrow, and then click to select the **Start Time** of your choice.

7 Click the **Stop Time** drop-down arrow, and then click to select the **Stop Time** of your choice.

8 Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

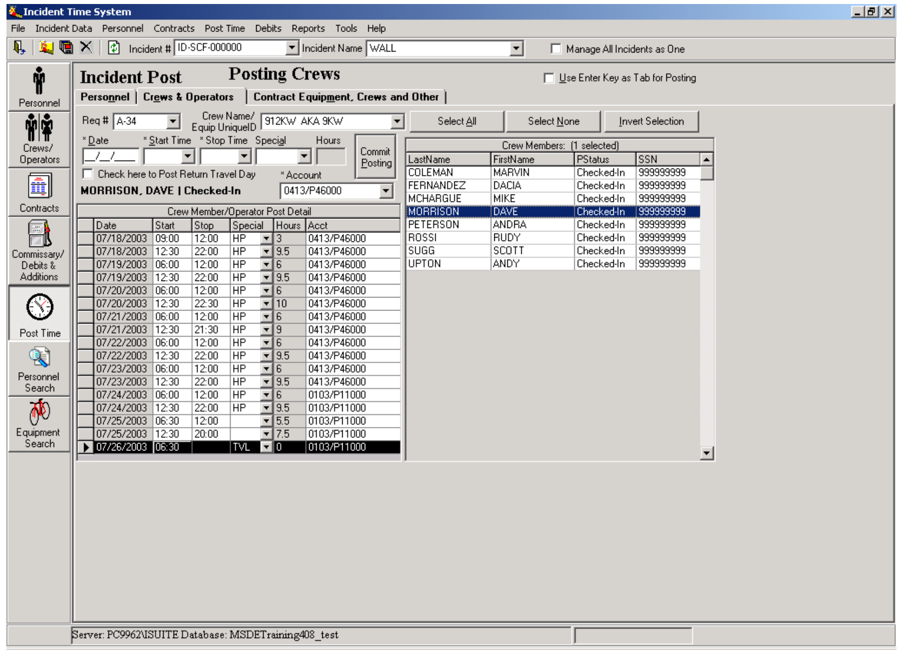
9 Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.

10 To commit the posting, click the **Commit Posting** button.

*Clicking the **Commit Posting** button saves your data.*

11 On the **Incident Time System: Post Results** dialog box, click **OK**.

The following diagram shows the Crews & Operators tab on the Incident Post Posting Crews screen.



To select all crew members/operators

- On the **Incident Post** screen, click the **Crews & Operators** tab, and then click the **Select All** button.

To cancel all selected crew members/operators

- On the **Incident Post** screen, click the **Crews & Operators** tab, and then click the **Select None** button.

To cancel all selected crew members/operators and select all others

The Invert Selection button makes posting crew leader and crew member time easier. First, post the Crew Leader's time, click the Invert Selection button, and then post the crew members' time.

- On the **Incident Post** screen, click the **Crews & Operators** tab, and then click the **Invert Selection** button.

To repost a day of time

1 On the **Incident Post** screen, click the **Crews & Operators** tab.

2 Click the **Crew Name/Equip UniqueID** drop-down arrow, and then click to select the **Crew Name** or **Unique ID** of your choice.

Be sure to select the correct crew member.

3 Under **Crew Members**, click to select the **Crew Member** of your choice.

4 Locate the day and time you want to repost, and then type the same **Date** as the existing **Date**.

5 Complete the **Start Time**, and **Stop Time** boxes with the new information.

6 Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

7 Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.

8 To commit the posting, click the **Commit Posting** button.

9 On the **Overlapping Hours** dialog box, click **Yes** to overwrite the previous post with the current one.

10 On the **Incident Time System: Post Results** dialog box, click **OK**.

To delete a row of posted time

The Delete button is located on the ITS toolbar.

1 On the **Incident Post** screen, click the **Crews & Operators** tab.

2 Click the **Crew Name/Equip UniqueID** drop-down arrow, and then click to select the **Crew Name** or **Unique ID** of your choice.

Be sure to select the correct crew member.

3 Under **Crew Members**, click to select the **Crew Member** of your choice.

4 Under **Crew Member/Operator Post Detail**, click to select the day and time you want to delete.

5 Click the **Delete** button.

6 On the **ITS: Delete Posting for Crew Member(s)** dialog box, click **Yes**.

To copy and paste posted time

1 On the **Incident Post** screen, click the **Crews & Operators** tab.

2 Click the **Crew Name/Equip UniqueID** drop-down arrow, and then click to select the **Crew Name** or **Unique ID** of your choice.

3 Under **Crew Members**, click to select the **Crew Member** of your choice.

4 Under **Crew Member/Operator Post Detail**, click to select the day and time you want to copy.

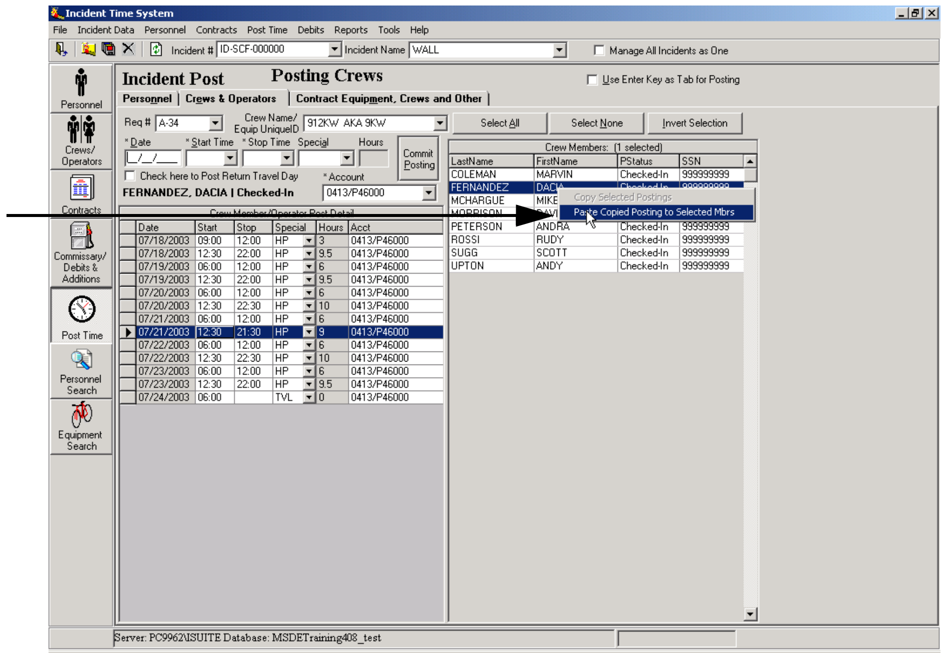
5 Right-click on that row, and then point to **Copy Selected Postings**.

6 Under **Crew Members**, click to select the destination **Crew Member** for the copied row of time.

7 Right-click the destination **Crew Member** and then point to **Paste Copied Posting to Selected Mbrs**.

8 On the **Incident Time System: Post Results** dialog box, click **OK**.

The following diagram shows the Incident Post - Posting Crews screen. The arrow points to the Paste Copied Posting the Selected Mbrs option highlighted on the Incident Post Posting Crews screen.



To post return travel time

1 On the **Incident Post** screen, click the **Crews & Operators** tab.

2 Click the **Crew Name/Equip UniqueID** drop-down arrow, and then click to select the **Crew Name** or **Unique ID** of your choice.

3 Under **Crew Members**, click to select the **Crew Member** of your choice.

4 Under **Crew Member/Operator Post Detail**, click to select the row of time of your choice, and then click to select the **Check here to Post Return Travel Day** check box.

5 Complete the **Date**, **Start Time**, and **Stop Time** boxes.

6 To commit the posting, click the **Commit Posting** button.

7 On the **Overlapping Hours** dialog box, click **Yes** to overwrite the previous post with the current one.

8 On the **Incident Time System: Post Results** dialog box, click **OK**.

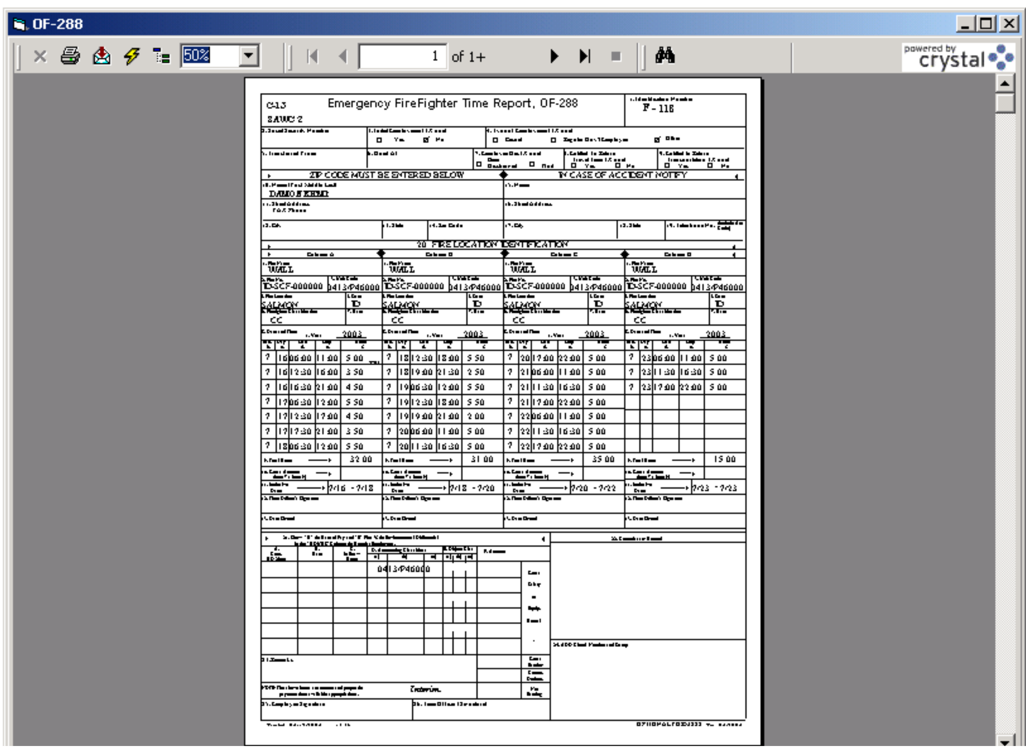
Reviewing an OF-288 for crews

The OF-288 lists all incidents and all accounting codes for the selected request number, crew name, person, or all personnel.

To review an OF-288

1. On the **Reports** menu, click **OF-288**.
2. On the **OF-288** dialog box, click the **Crew Name** drop-down arrow, and then click to select the **Crew Name** or **Unique ID** of your choice.
3. To view the final OF-288 for the crew leaving the incident, click to select the **Final** check box.
4. To preview the OF-288, click the **Preview Report** button.
5. To print the OF-288, click the **Print Report** button.

The following diagram shows a sample OF-288 for crews.



Working with contractor and agreement data

This section explains how to add and edit contractor and agreement data. In ITS, you must add and attach contractor and agreement data to a resource to process payment documents. Remember these key points when working with contractor and agreement data:

- You only need to enter contractor and agreement data once.
- For multiple resources sharing the same contractor and agreement, pick the specific contractor and agreement and then attach it to the resource.
- You can assign up to six rates to each resource.
- Units of measure include Daily, Each, Hourly, and Mileage.

Topics in this section include:

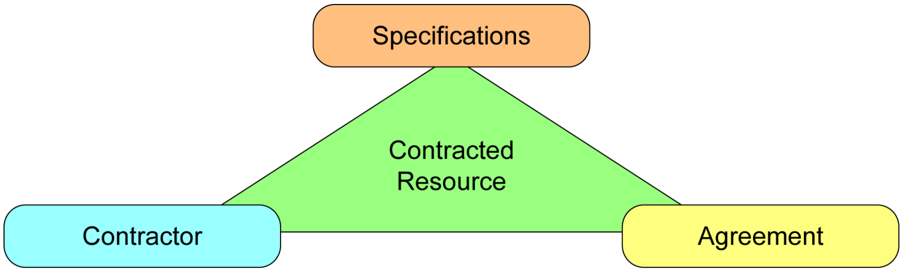
- Understanding the contractor, agreement, and resource relationship
- Understanding rate types and units of measure
- Managing contractor and agreement data.

Understanding the contractor, agreement, and resource relationship

In ITS, a contract consist of three parts:

- **Contractor.** A business entity that has available resources.
- **Agreement**. One or more OF-294 - Emergency Equipment Rental Agreement (EERA) attached to the contractor. A contractor may have multiple agreements.
- **Specifications**. Conditions the resource must meet to fulfill the agreement.

The following diagram shows the relationship between the contractor, agreement, specifications, and resource.



Understanding rate types and units of measure

Together, rate types and units of measure allow ITS to calculate the cost of the contracted resource. The following list briefly explains rate types and units of measure:

- **Primary rate**. All contracted resources must have a primary rate designation.
- **Special rate**. A contracted resource may or may not have one to five special rate designations.

- **Units of measure**. Units of measure include Daily, Each, Hourly, and Mileage.

Be sure to match the correct rate with the correct unit of measure! For example, a contracted piece of equipment may have a primary, daily rate of $52.00 and a special, mileage rate of $0.32.

Managing contractor and agreement data

This section explains how to review and create contractors and agreements, and how to attach an agreement to the contractor.

To review the list of existing contractors

Determine if the contractor already exists before creating a new one.

---

1 Click the **Contracts** button.

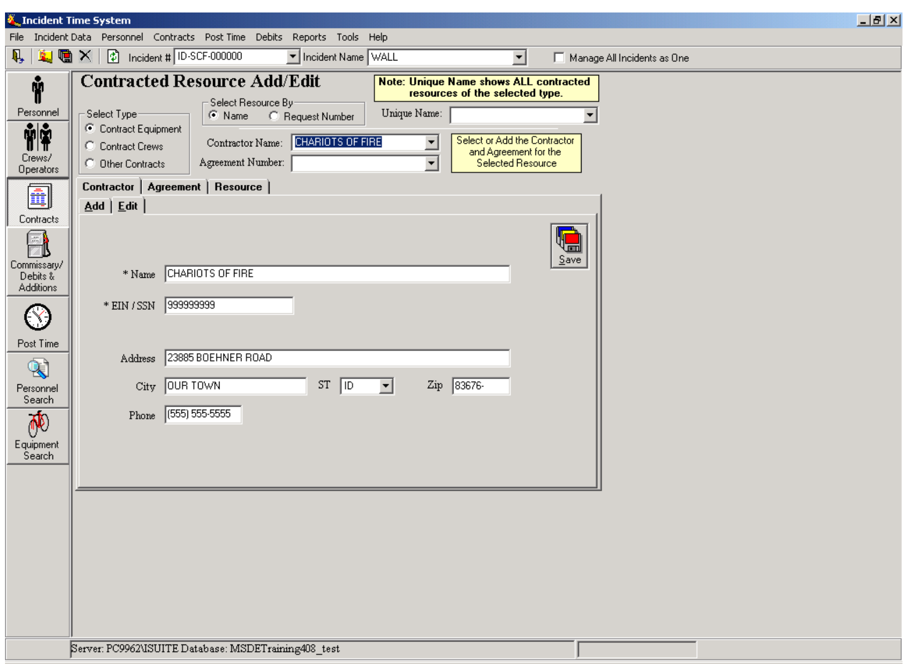
2 On the **Contracted Resource Add/Edit** screen under **Select Type**, click to select one of the following resource **Types**:

- Contract Equipment
- Contract Crews
- Other Contracts.

3 Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor** of your choice.

If the contractor does not appear on the drop-down list, then create one!

The following diagram shows the Contracted Resource Add/Edit screen for contracted equipment.



To create a contractor

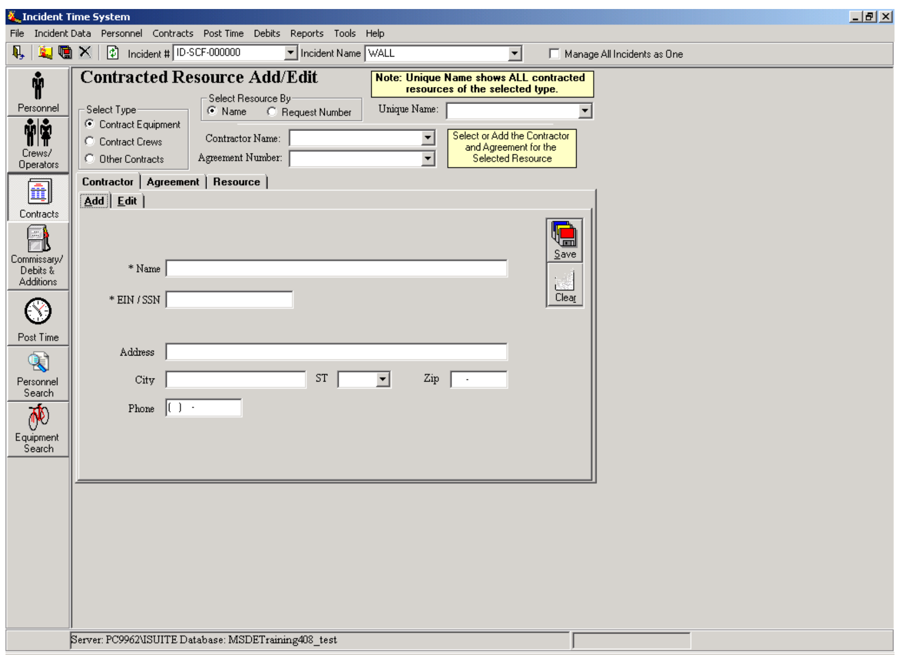
1 On the **Contracted Resource Add/Edit** screen, complete the following information as appropriate

- Name
- EIN/SSN
- Address
- City
- ST
- Zip
- Phone.

2 Click the **Save** button.

Next, determine if an agreement already exists and is attached to the contractor. If not, create an agreement and attach it to the contractor. If so, edit the resource specifications and then link them to the contractor/ agreement.

The following diagram shows the Add tab on the Contracted Resource Add/ Edit screen.



To create an agreement and attach it to the contractor

1 On the **Agreement** tab, click the **Add tab**.

2 In the **Agreement Number** box, type the **Agreement Number**.

3 In the **Begin Date** box, type the beginning date of the agreement, in the format MMDDYYYY.

4 In the **Expiration Date** box, type the expiration date of the agreement, in the format MMDDYYYY.

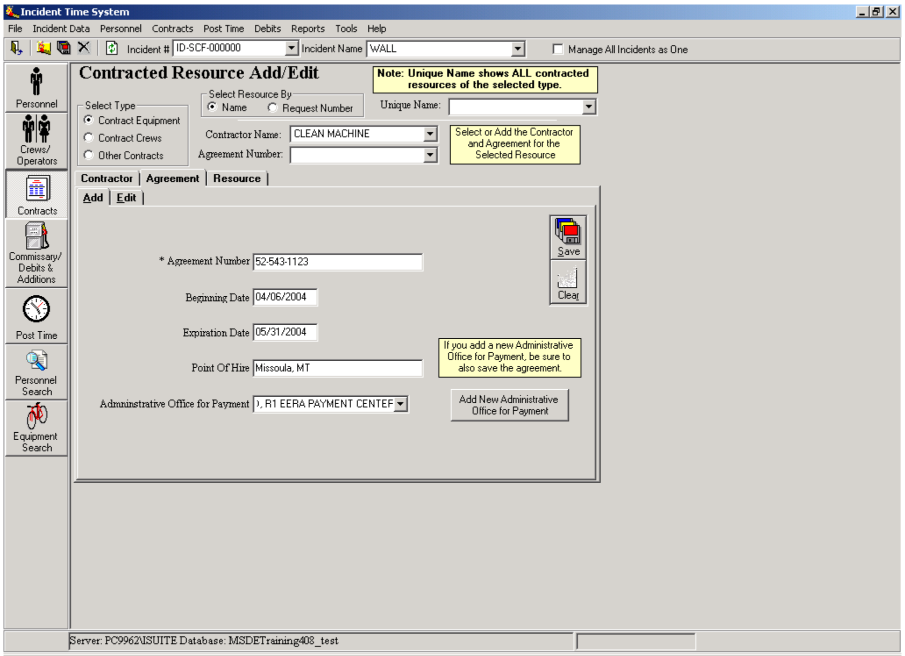
5 In the **Point of Hire** box, type the location at the time of hire.

6 Click the **Administrative Office for Payment** drop-down arrow, and then click to select the **Administrative Office** of your choice.

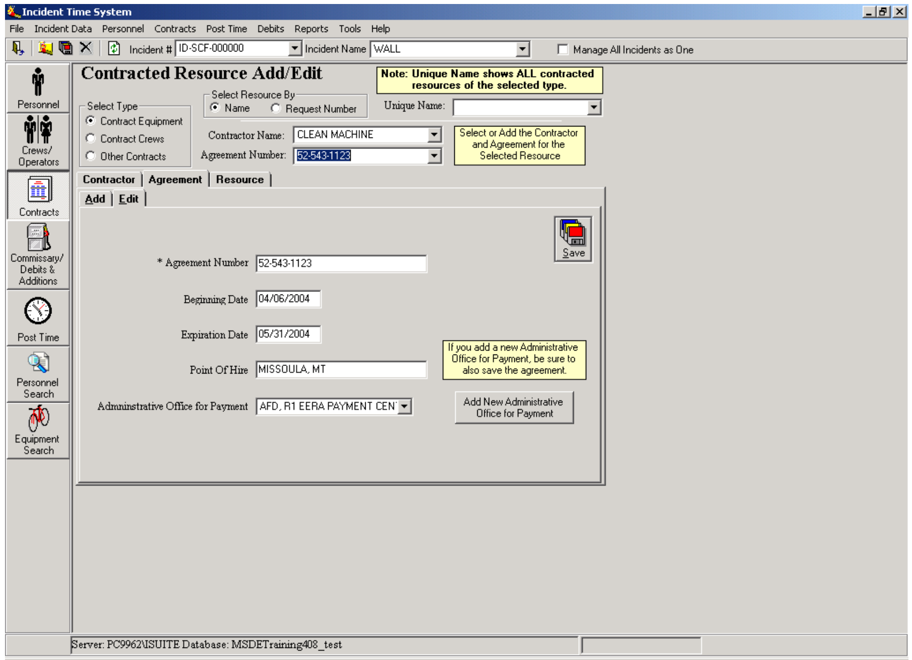
7 To attach the agreement to the contractor, click the **Agreement Number** drop-down arrow, and then click to select the **Agreement Number** of your choice.

8 Click the **Save** button.

The following diagram shows an example of a new agreement on the Contracted Resource Add/Edit screen.



The following diagram shows the new agreement attached to the contractor.



To edit resource specifications and link it to a contractor and agreement

In the integrated environment, the resource is already added to the incident database from IRSS. In ITS, you must edit the resource specifications and create a new name for it, then link the resource together with the contractor and agreement.

1. On the **Contracted Resource Add/Edit** screen under **Select Resource By**, click **Name** or **Request** number.
2. Click the **Unique Name** or **Request Number** drop-down arrow, and then click to select the **Name** or **Request Number** of your choice for the **Contractor/Agreement** of your choice.
3. On the **Resource** tab on the **Edit** tab, type a new, unique name for the resource in the **Unique ID** box.
4. Complete the **Make**, **Model**, and **Remarks** boxes as appropriate.
5. Click to select the **Gov't Operator** and **Gov't Supplies** check boxes, as appropriate.
6. Complete the **Hired Date** and **Time** boxes and the **Release Date** and **Time** boxes, as appropriate.
7. Click to select the **Withdrawn** check box, as appropriate.
8. Click the **Rate Type** drop-down arrow, and then click to select the **Rate Type** of your choice.

9 Click the **Rate** box, and then type the appropriate **Rate** for that **Rate Type** and **Unit of Measure**.

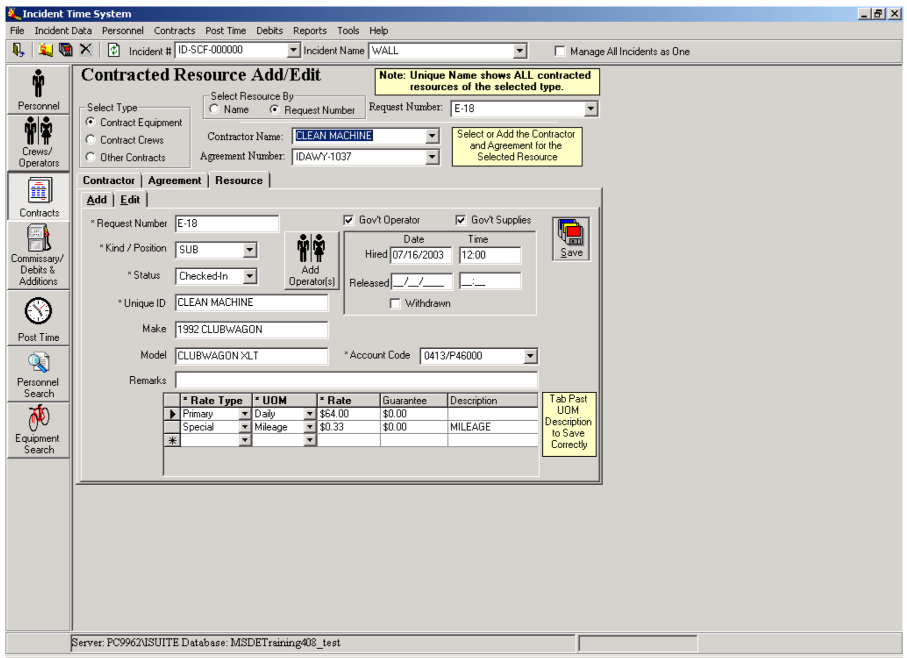
10 Press TAB twice to advance the cursor to the next **Rate Type** box.

11 Verify that the correct **Request Number**, **Contractor Name**, and **Agreement Number** display on the upper portion of the **Contracted Resource Add/Edit** screen.

12 Click the **Save** button.

13 On the **Warning - Check for Correct Agreement/Contractor** dialog box, click **Yes.**

The following diagram shows the Contracted Resource Add/Edit screen for linking a resource to the contractor and agreement.



To add an operator to a resource

If a leader was added by IRSS into the incident database, you will only need to edit the operator information.

1 On the **Contracted Resource Add/Edit** screen under **Select Resource By**, click **Name** or **Request** number.

2 Click the **Unique Name** or **Request Number** drop-down arrow, and then click to select the **Name** or **Request Number** of your choice for the **Contractor/Agreement** of your choice.

3 On the **Resource** tab on the **Edit** tab, click the **Add Operator(s)** button.

4 On the **Crews & Operators Add/Edit** screen, on the **Add** tab on the **Member/Operator** tab, add or edit the following information as appropriate

- First Name
- Last Name
- Social Security number
- Account Code
- Kind/Position
- Status
- AD/Fed/Other
- Agency
- Remarks.

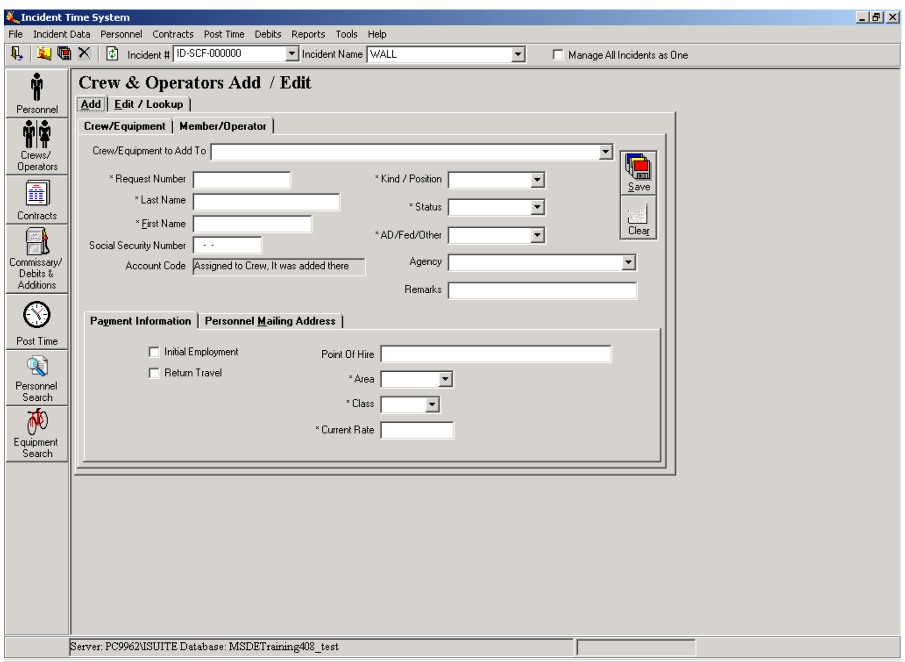
5 Complete the **Payment Information** tab as appropriate.

6 Click and then complete the **Personnel Mailing Address** tab as appropriate.

7 Click the **Save** button.

Add any additional contracted resources using information listed on the EERAs.

The following diagram shows the Member/Operator tab on the Crews & Operators Add/Edit screen for adding an operator to a resource.



Posting time for contracted resources

This section explains how to post time for contracted resources. The SF-297, "Emergency Equipment Shift Ticket," lists the information you need to post contracted resources time in ITS.

Remember these key points when posting time for contract equipment:

- **Daily rate**. You can post for one date or for a range of dates.
- **Hourly rate**. To ensure a guarantee is posted for equipment not currently being used on any given day but still under hire, enter a minimum of 15 minutes of work time and 1 mile of mileage.
- **Guarantee**. If applicable, the guarantee amount is shown only on the OF-286, but will not display on the Incident Post - Posting Equipment screen.

The following table outlines how to post units of measure for contracted resources in ITS.

To post	*Do this*
Daily rate	Complete **Start Date** and **End Date**.
Hourly rate	Complete **Date** and **Start** and **Stop** times.
Mileage	Complete **Date** and **Miles**.
Each	Complete **Date** and **Each**.
equipment not being used on any given day but still under hire	Enter a minimum of **15 minutes** of work time and **1 Mile**.

The guarantee amount is shown only on the OF-286 but does not display on the Incident Post-Posting Equipment screen.

To post contracted resource time

*Remember, you can click to select the **Use Enter Key as Tab for Posting** check box for faster, 10-key data entry!*

1. Click the **Post Time** button, and then click the **Contract Equipment, Crews and Other** tab.
2. Under **Select Type**, select the equipment type of your choice.
3. Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.
4. Perform one of the following
   - click the **Equipment Unique ID** drop-down arrow, and then click to select the **Equipment** of your choice
   - click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
5. Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

6 Under **Post Options**, click to select the **Rate Type** of your choice.

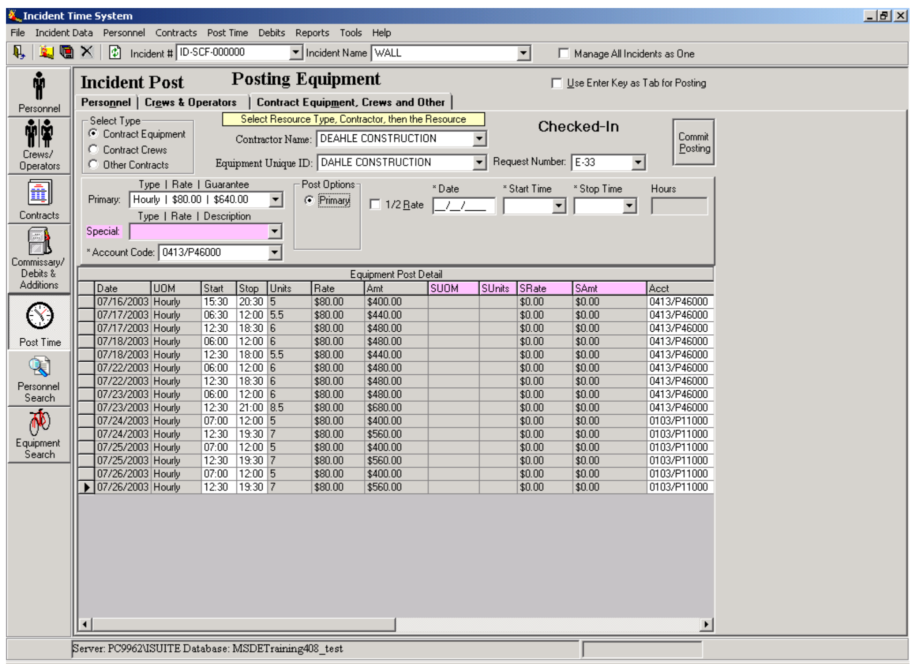
7 If one-half rate applies, click to select the **1/2 Rate** check box.

8 Post the required information as appropriate for that **Rate Type** and **Unit of Measure**.

Remember to review the previous table for posting rates and units of measure.

9 To commit the posting, click the **Commit Posting** button.

The following diagram shows the Incident Post screen for posting contract equipment time.



To repost a day of time by overwriting the existing entry

When reposting contracted resource time, you can either add to the original posting or overwrite the existing entry.

1 Click the **Post Time** button, and then click the **Contract Equipment, Crews and Other** tab.

2 Under **Select Type**, select the equipment type of your choice.

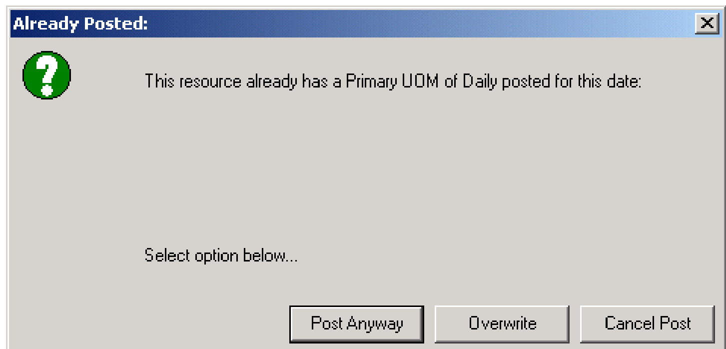
3 Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.

4 Perform one of the following

- click the **Equipment Unique ID** drop-down arrow, and then click to select the **Equipment** of your choice
- click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.

5. Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.
6. Under **Post Options**, click to select the **Rate Type** of your choice.
7. Complete the appropriate **Start Date** and **End Date** boxes.
8. To commit the posting, click the **Commit Posting** button.
9. On the **Already Posted** dialog box, click the **Overwrite** button.

The following diagram shows the Already Posted dialog box.



To delete a row of posted time

1. Click the cursor in the **Acct** column for the row of time you want to delete.
2. On the **ITS toobar**, click the **Delete** button.

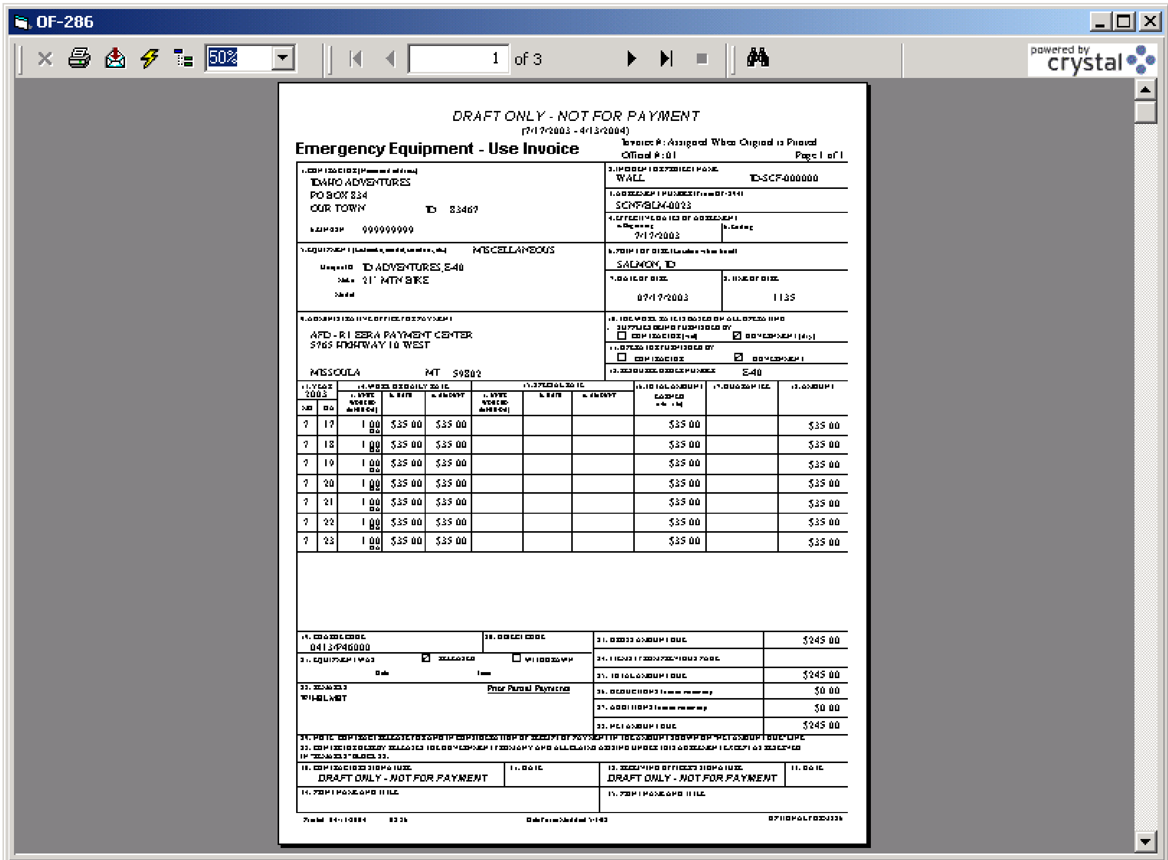
To review an OF-286 for contracted resources

The OF-286 is an invoice for a contracted resource on an incident, and lists the rates and dates the contracted resource was used.

1. On the **Reports** menu, click **OF-286 w/ Deductions**.
2. On the **OF-286** dialog box, perform one of the following
   - click the **Contractor** drop-down arrow, and then click to select the **Contractor Name** of your choice
   - click the **Agreement** drop-down arrow, and then click to select the **Agreement** of your choice.
   - click the **Equipment** drop-down arrow, and then click to select the **Equipment** of your choice.
3. Under **Report Options**, click to select one of the following
   - OF-286 with Itemized Deductions
   - OF-286 Only
   - Itemized Deductions Only.
4. To preview the report, click the **Preview Report** button.

5 To print the report, click the **Print Report** button.

The following diagram shows a sample OF-286 for a contracted resource.



Working with commissary debits and additions

Working with commissary debits and additions is straightforward. Once you select a resource, enter the date, description, and amount. Then review the details of the transactions on the OF-288 and OF-286.

To preview a Commissary Authorization form

You can view and/or print a Commissary Authorization form by request number, crew name, or person.

1 On the **Reports** menu, click **Commissary Authorization**.

2 On the **Commissary Authorization** dialog box, perform one of the following

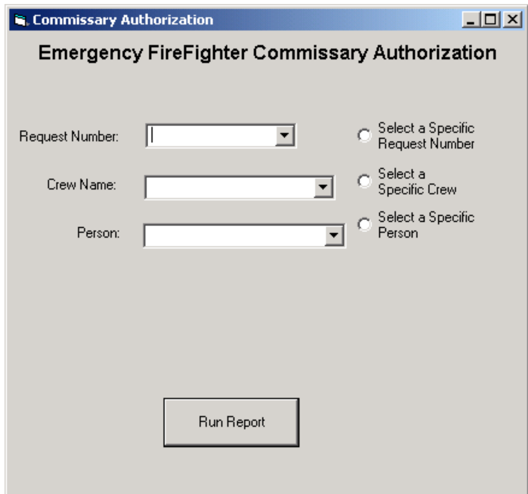
- click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice
- click the **Crew Name** drop-down arrow, and then click to select the **Crew Name** of your choice.

- click the **Person** drop-down arrow, and then click to select the **Person** of your choice.

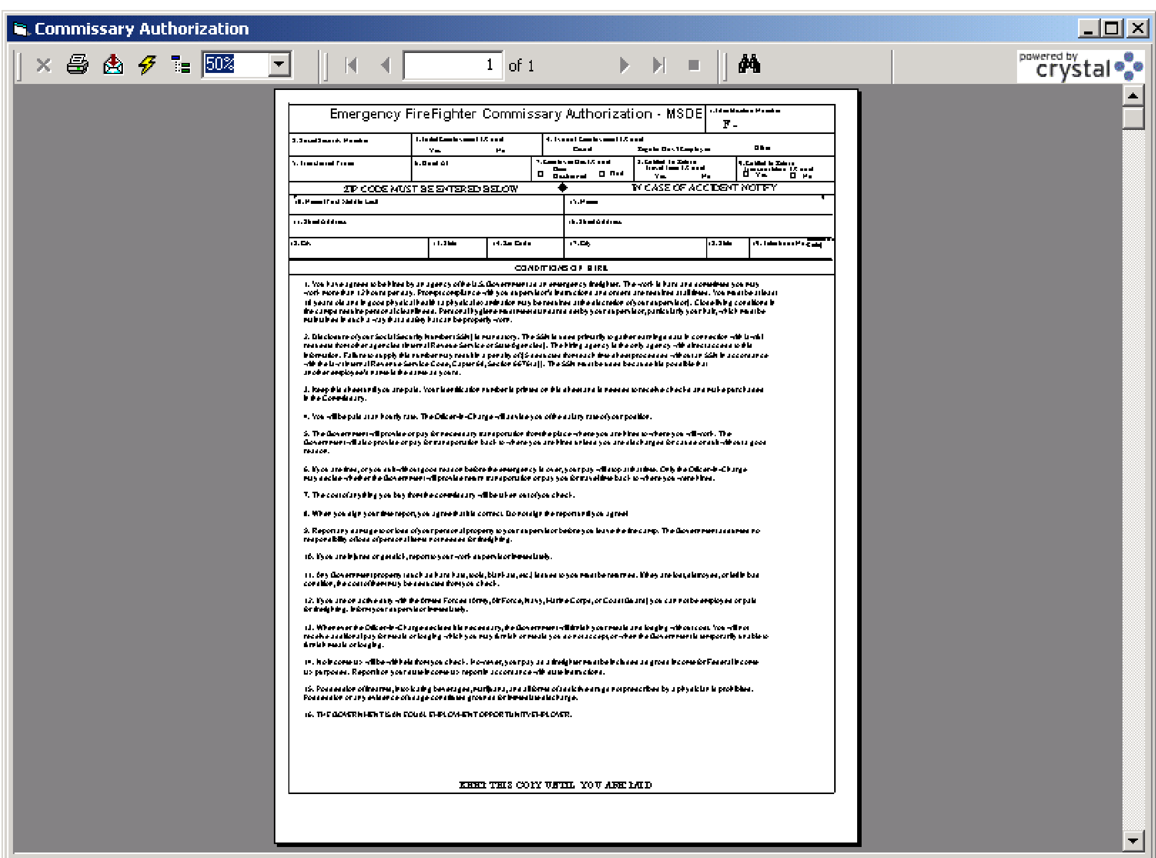
3 Click the **Run Report** button.

4 To print the report, click the **Print Report** icon.

The following diagram shows the Commissary Authorization dialog box.



The following diagram shows a sample Emergency FireFighter Commissary Authorization as it appears on your screen.



To post deductions to a personnel resource

Remember to press TAB to advance the cursor to the next box. Information you enter is auto-saved as soon as you enter a new blank line.

1 Click the **Commissary/Debits & Additions** button.

2 On the **Personnel** tab, click the **Person** drop-down arrow, and then click to select the **Person** of your choice.

3 In the **Activity Date** column, type the **Date** in the format MMDDYYYY.

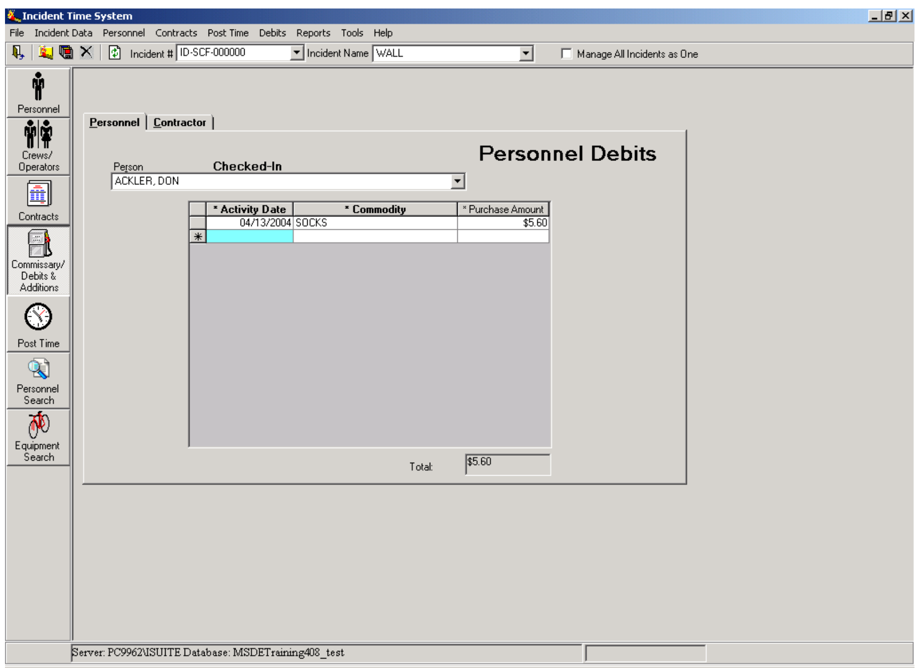
4 In the **Commodity** column, type the name of the **Commodity**.

Commodities include items such as socks, boots, and toiletries.

5 In the **Purchase Amount** column, type the **Purchase Amount** for those commodities, in the format 99.99.

6 To save the charges and advance to the next new line, press TAB.

The following diagram shows a sample Personnel Debits screen.



To post contractor deductions to a resource

1 Click the **Commissary/Debits & Additions** button, and then click the **Contractor** tab.

2 Under **Select Type**, click to select one of the following

- Contract Equipment
- Contract Crews
- Other Contracts.

3 Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.

4 Click the **Contract Resource** drop-down arrow, and then click to select the **Contract Resource** of your choice.

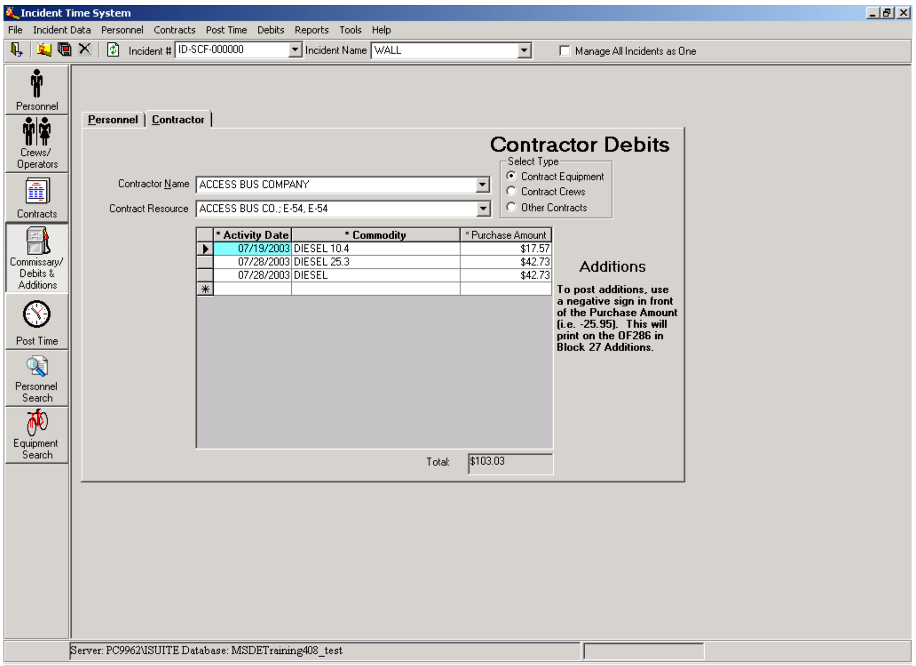
5 In the **Activity Date** column, type the **Date** in the format MMDDYYYY.

6 In the **Commodity** column, type the name of the **Commodity**.

7 In the **Purchase Amount** column, type the **Purchase Amount** for those commodities, in the format 99.99.

8 To save the charges and advance to the next new line, press TAB.

The following diagram shows the Contractor Debits screen.



To post a contractor addition

1 Click the **Commissary/Debits & Additions** button, and then click the **Contractor** tab.

2 On the **Contractor** tab under **Select Type**, click to select the **Type** of your choice.

3 Click to select the **Contractor Name** and **Contract Resource** of your choice.

4 In the **Activity Date** column, type the **Date** in the format MMDDYYYY.

5 In the **Commodity** column, type the **Commodity**.

6 In the **Purchase Amount** column, type **-Purchase Amount** for those commodities.

Typing "-" (minus sign) in front of the Purchase Amount allows you to post an addition to the OF-286 report.

7 To save the charges and advance to the next new line, press TAB.

Notice that the negative symbol is replaced by parentheses in the purchase amount column.

To review an OF-288 for resources with posted deductions and additions

The deductions page displays on a separate window, behind the OF-288 and the OF-286.

1 On the **Reports** menu, click **OF-288**.

2 On the **OF-288** dialog box, click to select one of the following

- Request Number
- Crew Name
- Person.

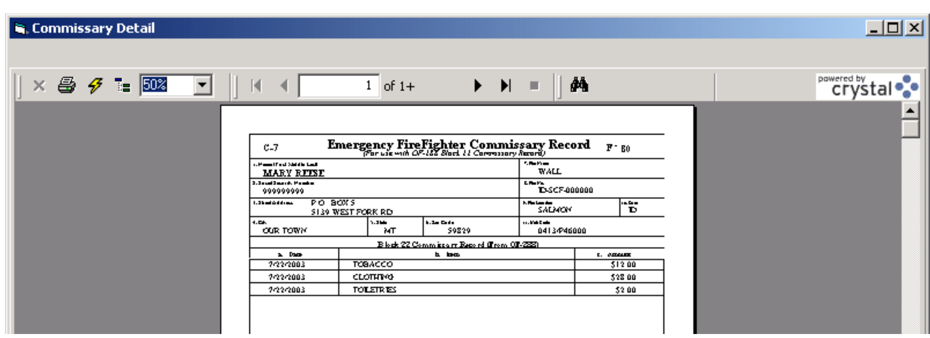
3 To view the final OF-288 for the crew leaving the incident, click to select the **Final** check box.

4 To preview the OF-288, click the **Preview Report** button.

5 To review the deductions page of the OF-288, click the **Minimize** button on the OF-288 window.

6 To print the OF-288, click the **Print Report** button.

The following diagram shows a sample Commissary Record as it appears on your screen.



To review an OF-286 for resources with posted deductions and additions

1 On the **Reports** menu, click **OF-286 w/ Deductions**.

2 On the **OF-286** dialog box, click the **Contractor** drop-down arrow, and then click to select the **Contractor Name** of your choice.

3 Click the **Agreement** drop-down arrow, and then click to select the **Agreement** of your choice.

4 Click the **Equipment** drop-down arrow, and then click to select the **Equipment** of your choice.

5 Under **Report Options**, click to select one of the following

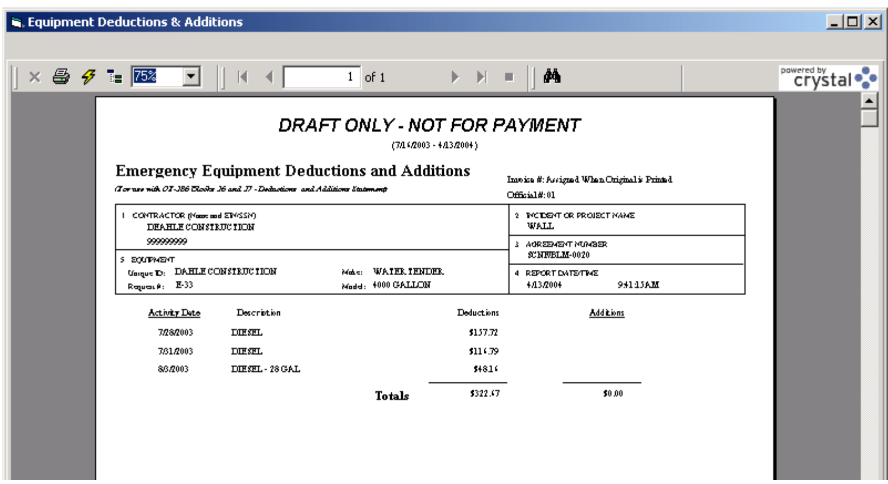
- OF-286 with Itemized Deductions
- OF-286 Only
- Itemized Deductions Only.

6 To preview the OF-288, click the **Preview Report** button.

7 To review the deductions page of the OF-286, click the **Minimize** button on the OF-286 window.

8 To print the OF-286, click the **Print Report** button.

The following diagram shows a sample Emergency Equipment Deductions and Additions report as it appears on your screen.



Working with reports

This section explains how to prepare, view, and print reports available in ITS. The Reports menu lists management, equipment, commissary authorization, crew roster, and pay document reports.

To review and print a Commissary Authorization form

You can view and/or print a Commissary Authorization form by request number, crew name, or person.

1 On the **Reports** menu, click **Commissary Authorization**.

2 On the **Commissary Authorization** dialog box, perform one of the following

- click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice
- click the **Crew Name** drop-down arrow, and then click to select the **Crew Name** of your choice.
- click the **Person** drop-down arrow, and then click to select the **Person** of your choice.

3 Click the **Run Report** button.

4 To print the report, click the **Print Report** icon.

To view and print a crew roster

This report lists the names of individual crew members for a crew.

1 On the **Reports** menu, click **Crew Roster**.

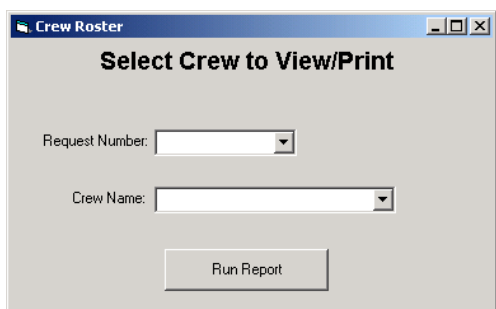
2 On the **Crew Roster** dialog box, perform one of the following

- click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice
- click the **Crew Name** drop-down arrow, and then click to select the **Crew Name/Equipment** of your choice.

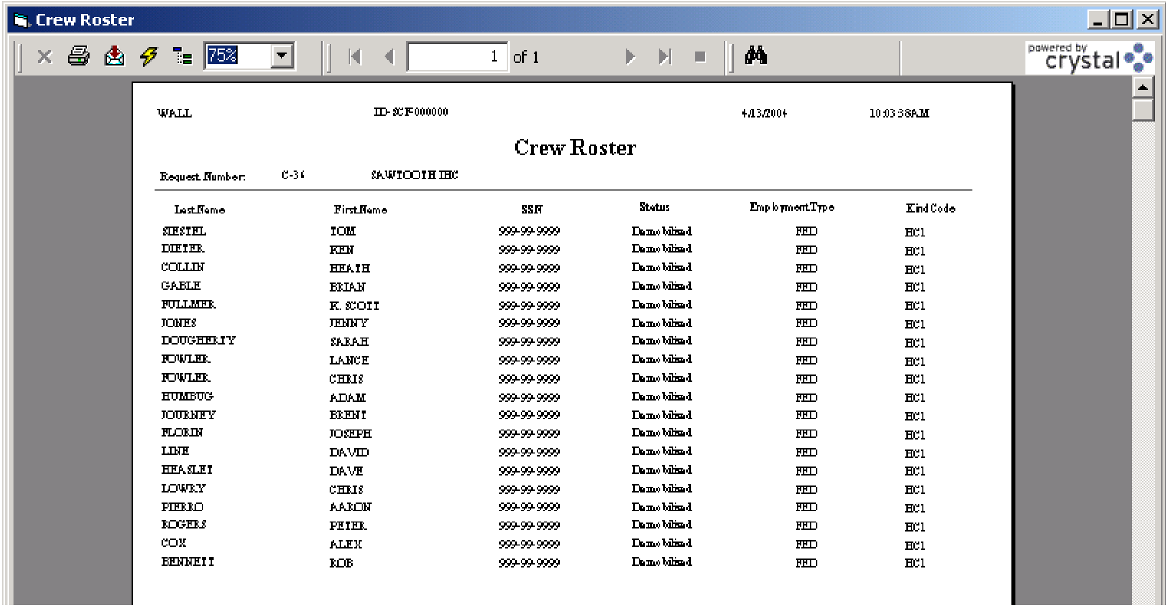
3 Click the **Run Report** button.

4 To print the report, click the **Print Report** icon.

The following diagram shows the Crew Roster dialog box.



The following diagram shows a sample Crew Roster as it appears on your screen.



WALL ID-SCF000000 4/13/2004 10:03:38AM

Crew Roster

Request Number: C-34 SAWTOOTH IHC

LastName	FirstName	SSN	Status	EmploymentType	KindCode
SIESTEL	TOM	999-99-9999	Demobilized	FED	HC1
DIETER	KEN	999-99-9999	Demobilized	FED	HC1
COLLIN	HEATH	999-99-9999	Demobilized	FED	HC1
GABLE	BRIAN	999-99-9999	Demobilized	FED	HC1
FULLMER	K. SCOTT	999-99-9999	Demobilized	FED	HC1
JONES	JENNY	999-99-9999	Demobilized	FED	HC1
DOUGHERTY	SARAH	999-99-9999	Demobilized	FED	HC1
FOWLER	LANCE	999-99-9999	Demobilized	FED	HC1
FOWLER	CHRIS	999-99-9999	Demobilized	FED	HC1
HUMBUG	ADAM	999-99-9999	Demobilized	FED	HC1
JOURNEY	BRENT	999-99-9999	Demobilized	FED	HC1
FLORIN	JOSEPH	999-99-9999	Demobilized	FED	HC1
LINE	DAVID	999-99-9999	Demobilized	FED	HC1
HEASLET	DAVE	999-99-9999	Demobilized	FED	HC1
LOWRY	CHRIS	999-99-9999	Demobilized	FED	HC1
PIERRO	AARON	999-99-9999	Demobilized	FED	HC1
ROGERS	PETER	999-99-9999	Demobilized	FED	HC1
COX	ALEX	999-99-9999	Demobilized	FED	HC1
BENNETT	ROB	999-99-9999	Demobilized	FED	HC1

To prepare a Shifts in Excess of Standard Hours report

This report lists shifts that exceed standards and allows you to identify initial attack shifts and other shift issues that need documentation.

1 On the **Reports** menu, click **Shifts in Excess of Standard Hrs**.

2 On the **Shifts in Excess of Standard Hours Report** dialog box, perform one or more of the following as appropriate

- click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice
- click the **Person** drop-down arrow, and then click to select the **Person** of your choice.

3 Click the **Start Date** drop-down arrow, and then click to select the **Start Date** of your choice.

4 Click the **End Date** drop-down arrow, and then click to select the **End Date** of your choice.

5 In the **Excess Hours** box, type the minimum total number of **Excess Hours** to be reported.

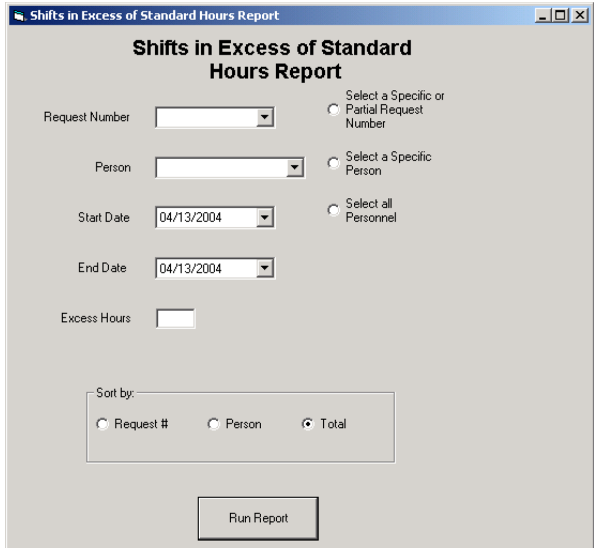
6 Under **Sort by**, click to select one of the following

- Request #
- Person
- Total.

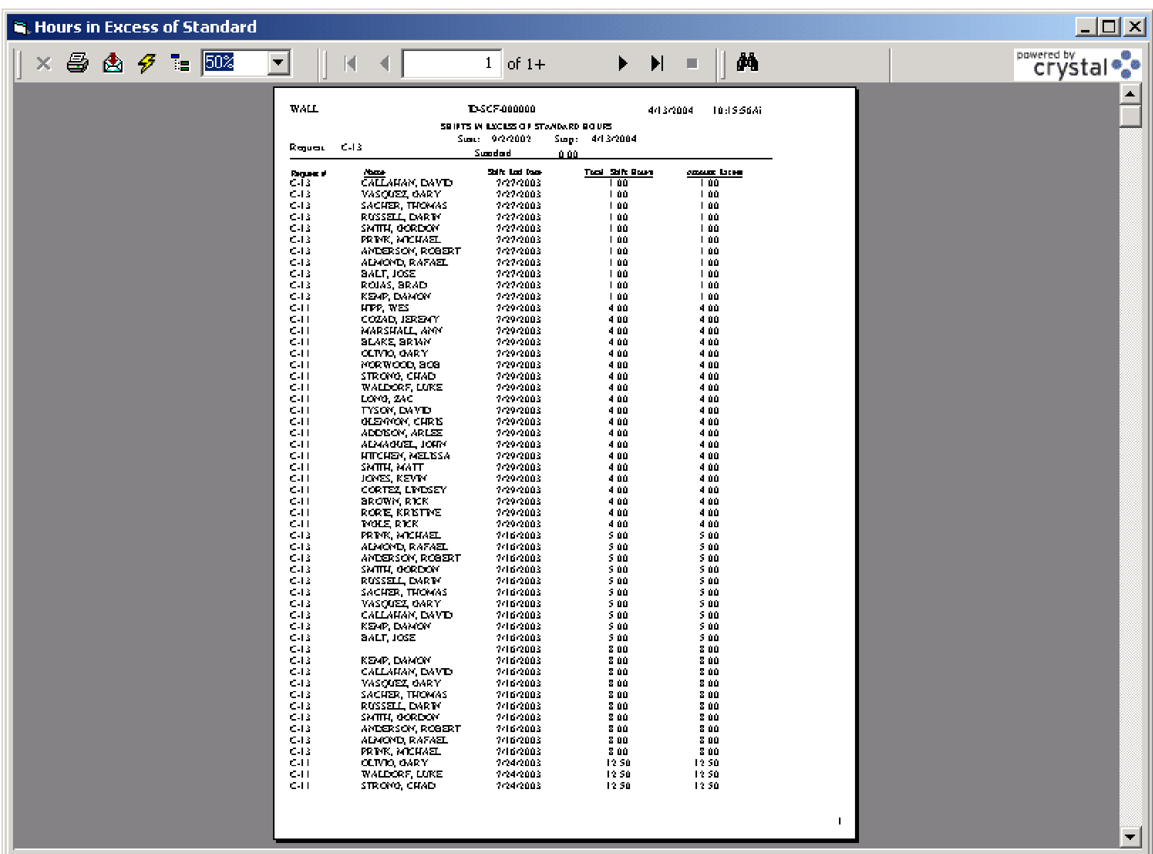
7 Click the **Run Report** button.

8 To print the report, click the **Print Report** icon.

The following diagram shows the Shifts in Excess of Standard Hours Report dialog box.



The following diagram shows a sample Shifts in Excess of Standard Hours report, as it appears on your screen.

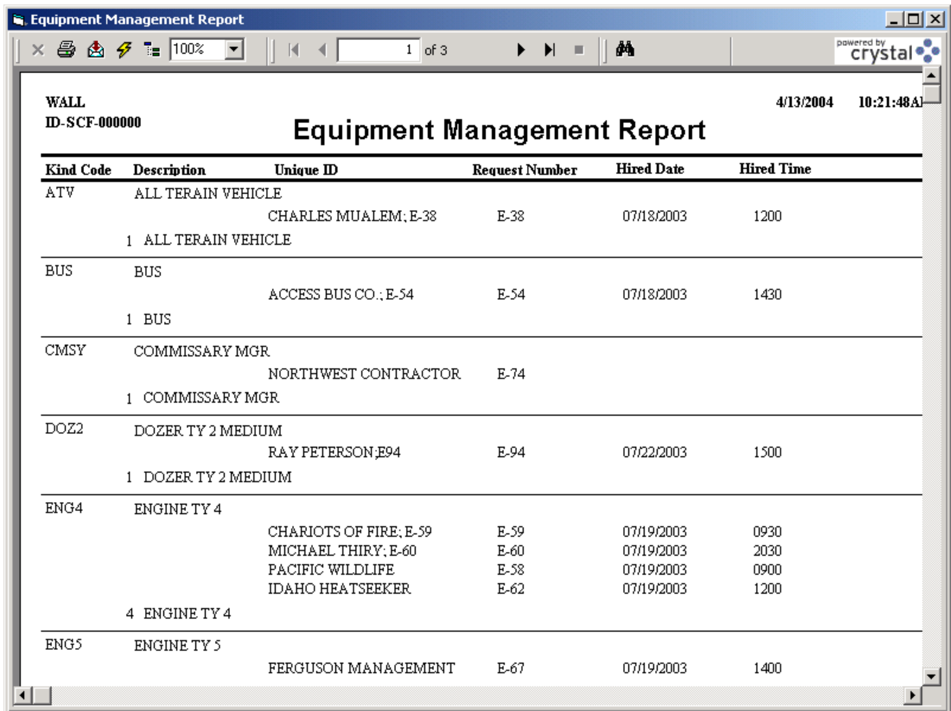


To view the Equipment Management Report

1 On the **Reports** menu, click **Equipment Management**.

2 To print the report, click the **Print Report** icon.

The following diagram shows a sample Equipment Management Report as it appears on your screen.



Equipment Management Report

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ID-SCF-000000

4/13/2004 10:21:48A

Equipment Management Report

Kind Code	Description	Unique ID	Request Number	Hired Date	Hired Time
ATV	ALL TERAIN VEHICLE				
		CHARLES MUALEM; E-38	E-38	07/18/2003	1200
	1 ALL TERAIN VEHICLE				
BUS	BUS				
		ACCESS BUS CO.; E-54	E-54	07/18/2003	1430
	1 BUS				
CMSY	COMMISSARY MGR				
		NORTHWEST CONTRACTOR	E-74		
	1 COMMISSARY MGR				
DOZ2	DOZER TY 2 MEDIUM				
		RAY PETERSON;E94	E-94	07/22/2003	1500
	1 DOZER TY 2 MEDIUM				
ENG4	ENGINE TY 4				
		CHARIOTS OF FIRE; E-59	E-59	07/19/2003	0930
		MICHAEL THIRY; E-60	E-60	07/19/2003	2030
		PACIFIC WILDLIFE	E-58	07/19/2003	0900
		IDAHO HEATSEEKER	E-62	07/19/2003	1200
	4 ENGINE TY 4				
ENG5	ENGINE TY 5				
		FERGUSON MANAGEMENT	E-67	07/19/2003	1400

To view the Contractor Debits Report

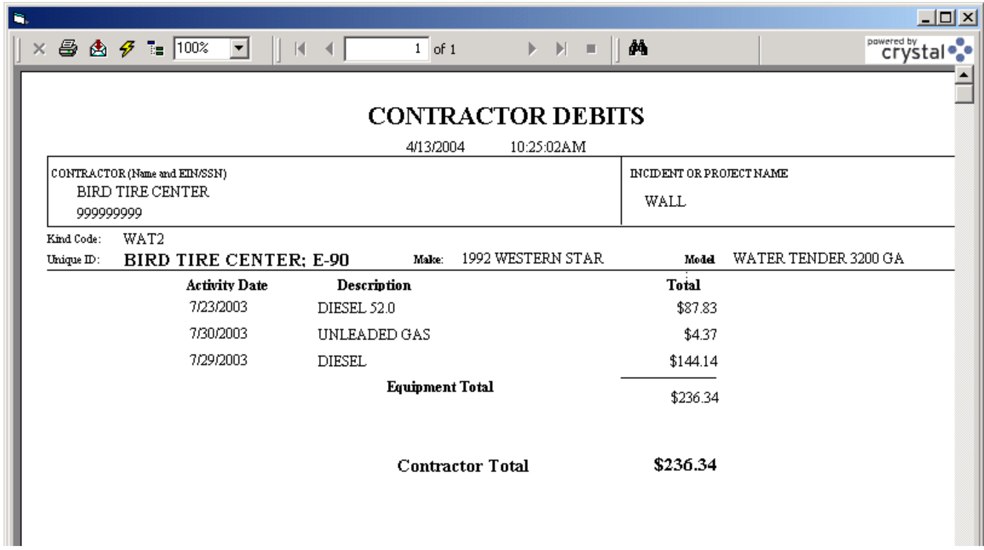
1 On the **Reports** menu, click **Contractor Debits**.

2 On the **Contractor Debits** dialog box, click the **Contractor** drop-down arrow, and then click to select the **Contractor** of your choice.

3 Click the **Run Report** button.

4 To print the report, click the **Print Report** icon.

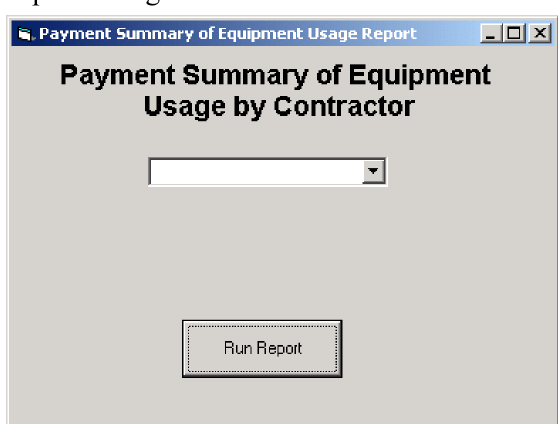
The following diagram shows a sample Contractor Debits report as it appears on your screen.



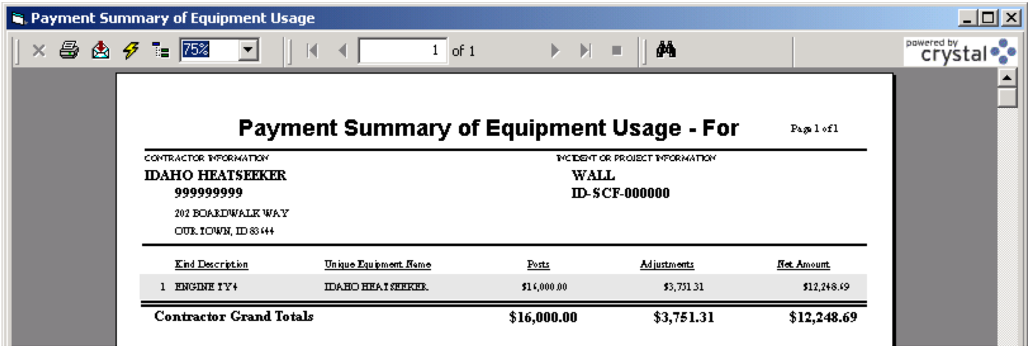
To view the Payment Summary of Equipment report

1. On the **Reports** menu, click **Payment Summary of Equipment**.
2. On the **Payment Summary of Equipment Usage Report** dialog box, click the drop-down arrow, and then click to select the **Contractor** of your choice.
3. Click the **Run Report** button.
4. To print the report, click the **Print Report** icon.

The following diagram shows the Payment Summary of Equipment Usage Report dialog box.



The following diagram shows a sample Payment Summary of Equipment report as it appears on your screen.



To view the Summarization of Hours Worked report

1 On the **Reports** menu, click **Summary of Hours Worked**.

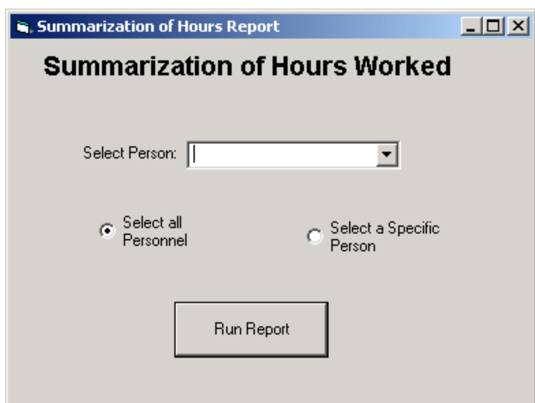
2 On the **Summarization of Hours Report** dialog box, perform one of the following

- to obtain information for an individual, click the **Select Person** drop-down arrow, and then click to select the **Person** of your choice.
- to obtain information for all personnel, click **Select All Personnel**.

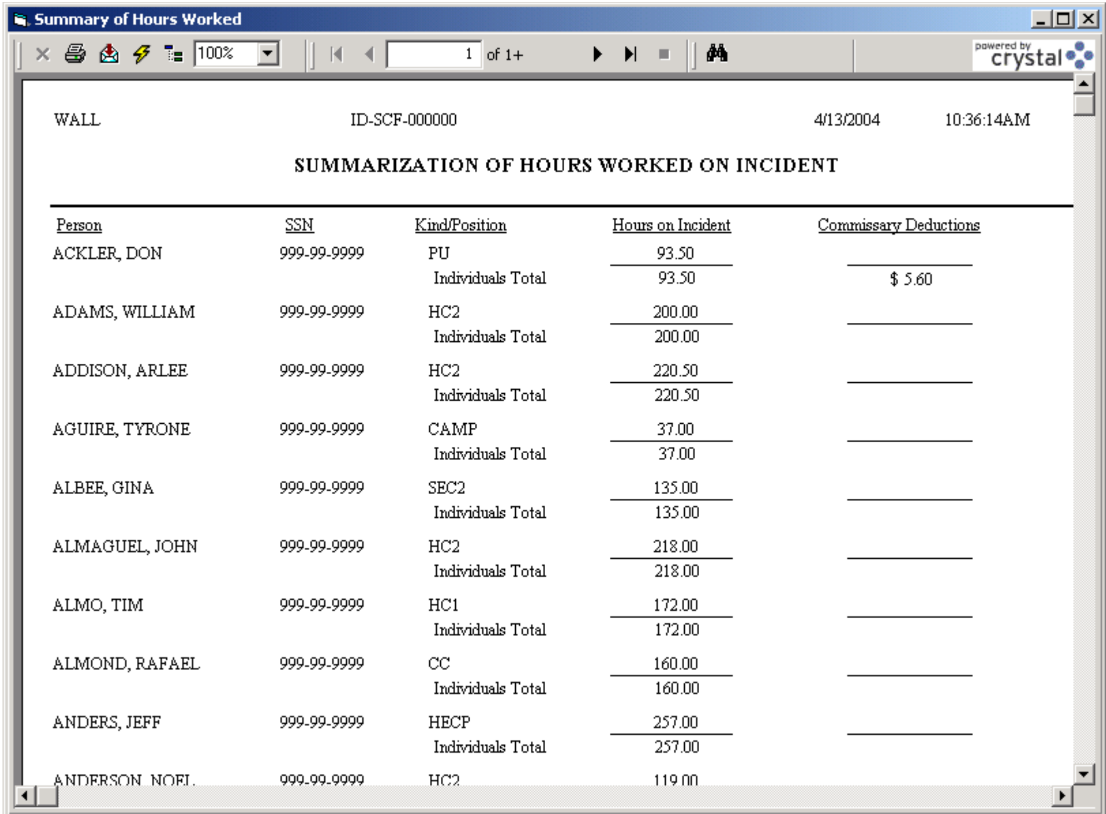
3 Click the **Run Report** button.

4 To print the report, click the **Print Report** icon.

The following diagram shows the Summarization of Hours Report dialog box.



The following diagram show a sample Summarization of Hours Worked on Incident report as it appears on your screen.



WALL ID-SCF-000000 4/13/2004 10:36:14AM

SUMMARIZATION OF HOURS WORKED ON INCIDENT

Person	SSN	Kind/Position	Hours on Incident	Commissary Deductions
ACKLER, DON	999-99-9999	PU	93.50	
		Individuals Total	93.50	$ 5.60
ADAMS, WILLIAM	999-99-9999	HC2	200.00	
		Individuals Total	200.00	
ADDISON, ARLEE	999-99-9999	HC2	220.50	
		Individuals Total	220.50	
AGUIRE, TYRONE	999-99-9999	CAMP	37.00	
		Individuals Total	37.00	
ALBEE, GINA	999-99-9999	SEC2	135.00	
		Individuals Total	135.00	
ALMAGUEL, JOHN	999-99-9999	HC2	218.00	
		Individuals Total	218.00	
ALMO, TIM	999-99-9999	HC1	172.00	
		Individuals Total	172.00	
ALMOND, RAFAEL	999-99-9999	CC	160.00	
		Individuals Total	160.00	
ANDERS, JEFF	999-99-9999	HECP	257.00	
		Individuals Total	257.00	
ANDERSON, NOEL	999-99-9999	HC2	119.00	

Performing searches for personnel or equipment

This section explains how to perform personnel and equipment searches and how to sort data elements by column heading.

Personnel and equipment searches are performed in the same manner. By performing a search, you can:

- query on one or more data elements
- find a resource and determine whether a name is connected to the wrong resource.

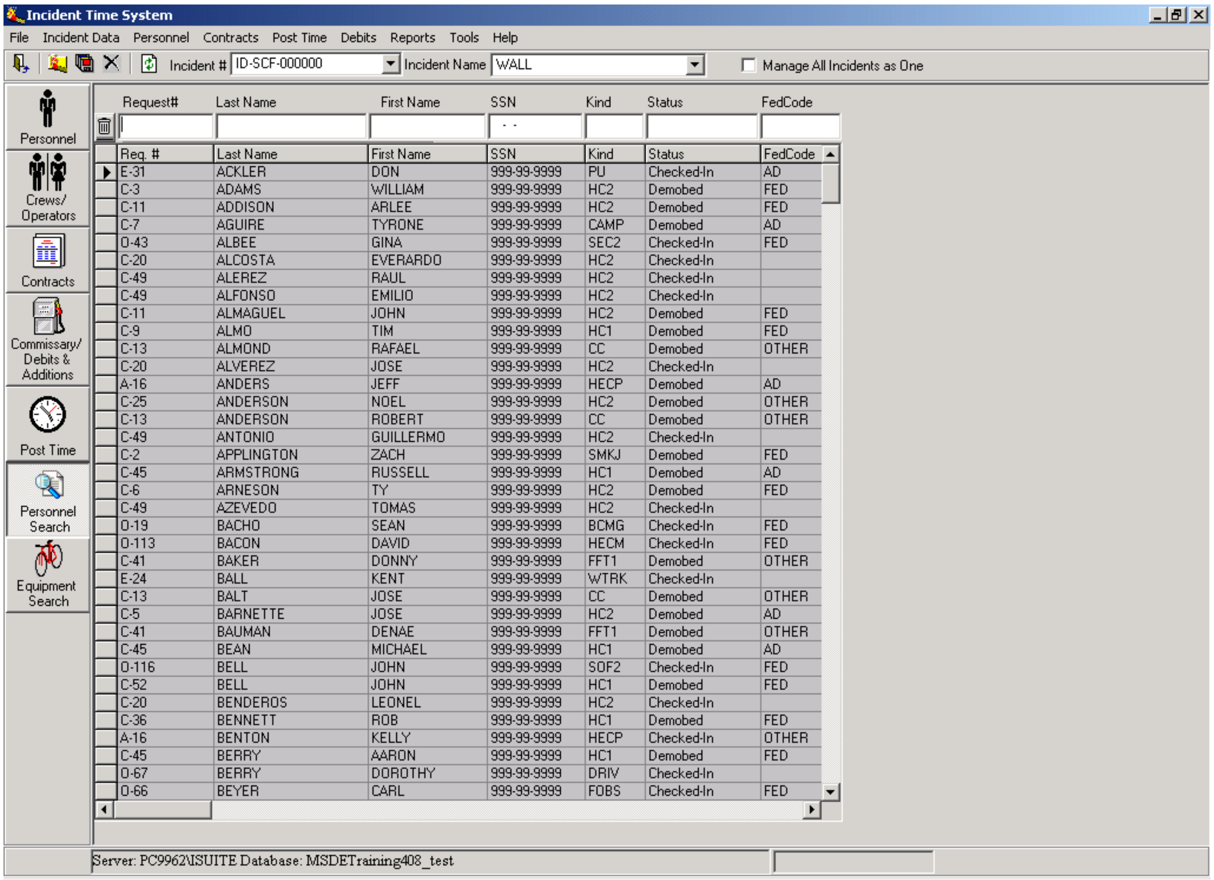
By using the sort feature in ITS, you can organize the data elements to suit your reporting needs.

To perform a personnel or equipment search

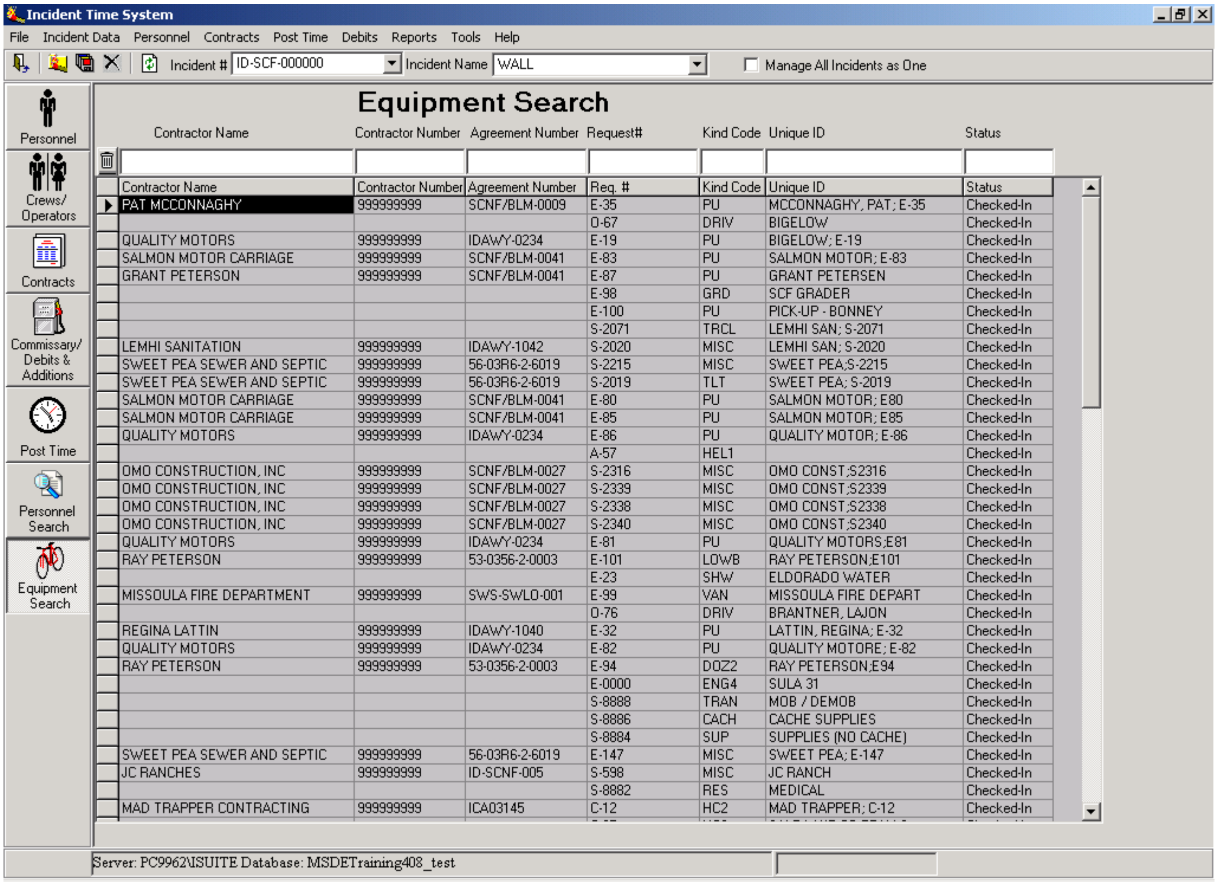
1. Click the **Personnel Search** button or the **Equipment Search** button.
2. Locate the column heading that identifies the data element for your search.

3 To narrow your search, click in the blank cell above the column heading of your choice, type the first several characters of the target data element, and then press TAB.

The following diagram shows the Personnel Search screen.



The following diagram shows the Equipment Search screen.



To sort data elements by column heading

1. Click the **Personnel Search** button or the **Equipment Search** button.
2. Locate the column heading that identifies the data element you want to sort, and then click that column heading title.

Putting it all together

This section explains some advanced topics you can perform in ITS, including how to:

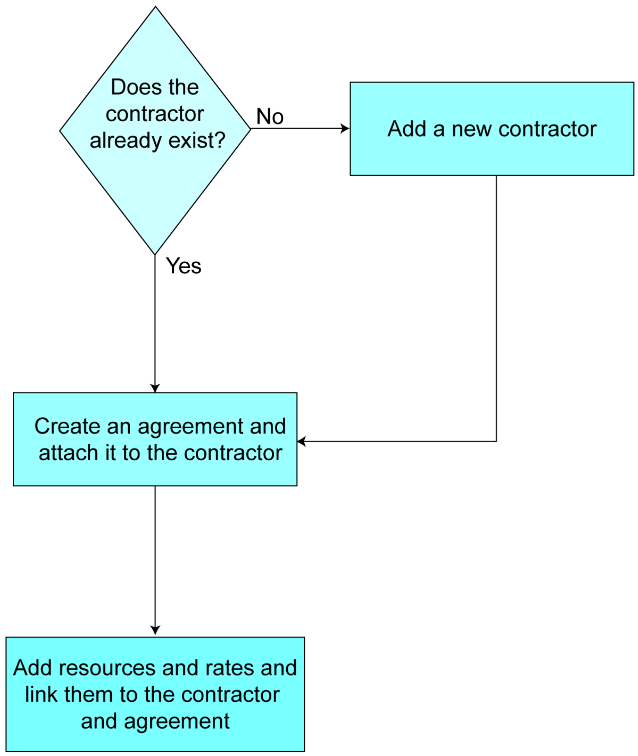
- manage contractor and agreement data from IRSS input
- work with the appropriate Unit of Measure (UOM) and coordinating with cost
- handle complicated contracts
- work with auditing functions for personnel and crew time, equipment time, and commissary time
- close out pay documents
- manage multiple incidents.

Managing contractor and agreement data from IRSS input

This section explains how to work with complex contracts for resources such as contract crews and engines, portable toilets, and resources with multiple rates based on duration.

Review contracts and shift tickets to add contractor data and to post time to contracted resources.

The following diagram outlines the basic process for working with contractor and agreement data.



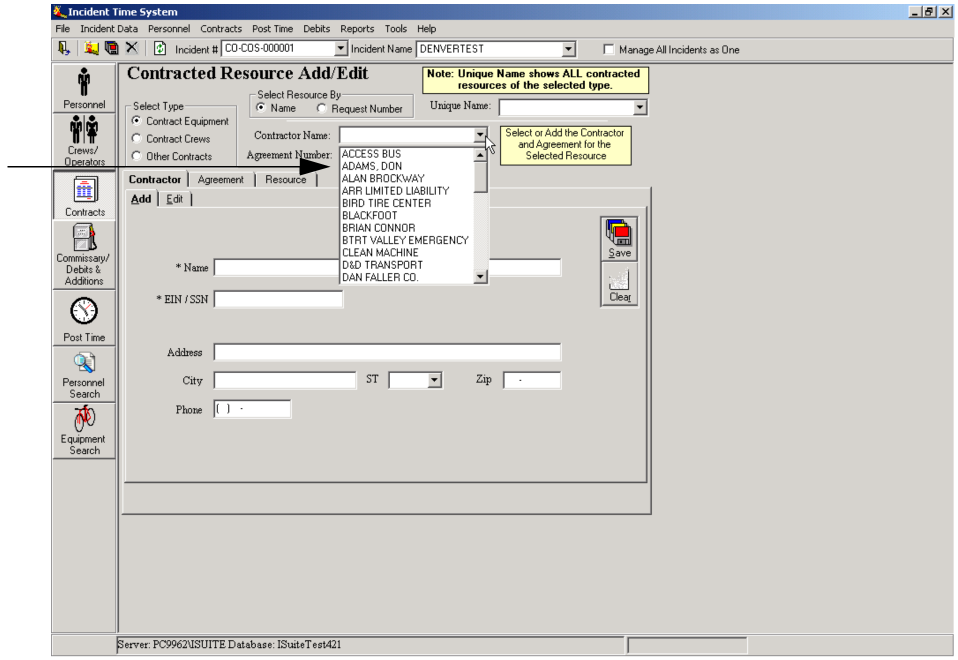
To determine if the contractor already exists in the I-Suite database

1 Click the **Contracts** button.

2 On the **Contracted Resource Add/Edit** screen under **Select Type**, click to select the **Contract Resource** of your choice.

3 Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor** of your choice.

The following diagram shows the Contracted Resource Add/Edit screen. The arrow points to the list of existing contractors in the I-Suite database.



To add a new contractor

Refer to the contract to add new contractor data. For more information about adding a contractor, see the previous section, "Working with contractor and agreement data."

1 Click the **Contracts** button.

2 On the **Contracted Resource Add/Edit** screen, click the **Add** tab.

3 Complete the following information as appropriate

- Name
- EIN/SSN
- Address
- City
- ST
- Zip
- Phone.

4 Click the **Save** button.

For an example of the Contracted Resource Add/Edit screen, see the previous section, "Working with contractor and agreement data."

To create an agreement and attach it to a contractor

Before creating the agreement, be sure the Contractor Name is displaying on the Contracted Resource Add./Edit screen.

1 On the **Contracted Resource Add/Edit** screen, click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.

2 Click the **Agreement** tab, and then click the **Add** tab.

3 Complete the following information

- Agreement Number
- Begin Date
- Expiration Date
- Point of Hire
- Administrative Office for Payment.

4 To attach the agreement to the contractor, click the **Agreement Number** drop-down arrow, and then click to select the **Agreement Number** of your choice.

5 Click the **Save** button.

For an example of the Contracted Resource Add/Edit screen, see the previous section, "Working with contractor and agreement data."

To add resources and rates and link them to the contractor and agreement

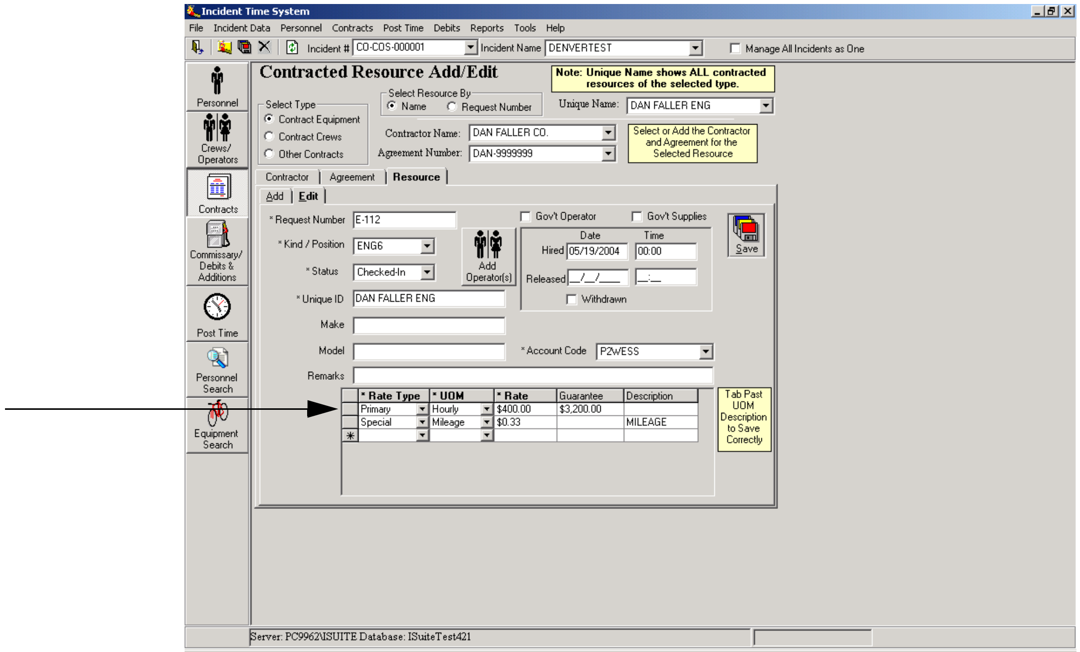
1. On the **Contracted Resource Add/Edit** screen under **Select Resource By**, click **Name** or **Request Number**.
2. Click the **Unique Name** or **Request Number** drop-down arrow, and then click to select the **Name** or **Request Number** of your choice.
3. Complete the **Contractor Name** and **Agreement Number** boxes for the **Contractor/Agreement** of your choice.
4. On the **Resource** tab on the **Edit** tab, complete the following information
   - in the **Unique ID** box, create a unique name for the resource
   - complete the **Make**, **Model**, and **Remarks** boxes, as appropriate
   - click to select the **Gov't Operator** and **Gov't Supplies** check boxes, as appropriate
   - complete the **Hired Date** and **Time** boxes and the **Released Date** and **Time** boxes, as appropriate
   - click to select the **Withdrawn** check box, as appropriate
   - click the **Rate Type** drop-down arrow, and then click to select the **Rate Type** of your choice
   - click the **UOM** drop-down arrow, and then click to select the **Unit of Measure** of your choice.
   - click in the **Rate** box, and then type the appropriate **Rate** for that **Rate Type** and **Unit of Measure**.
   - press TAB twice to advance the cursor to the next **Rate Type** box.

Remember to add all primary rates, and use special rates for mileage.

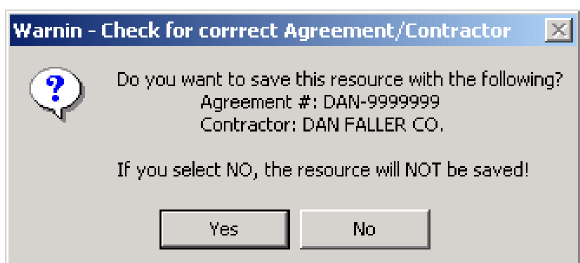
Be sure to press TAB to advance the cursor to the next blank row!

5. Verify that the correct **Request Number**, **Contractor Name**, and **Agreement Number** display on the upper portion of the **Contracted Resource Add/Edit** screen.
6. Click the **Save** button.
7. On the **Warning - Check for Agreement/Contractor** dialog box, click **Yes**.

The following diagram shows the Contracted Resource Add/Edit screen. The arrow points to the Primary and Special Rate Types.



The following diagram shows the Warning - Check for Agreement/Contractor dialog box.



Understanding rate types and Units of Measure

Remember these key points when working with rate types and Units of Measure (UOM):

- All contracted resources must have a primary rate designation.
- A contracted resource may or may not have one to five special rate designations.
- Units of Measure include Daily, Each, Hourly, and Mileage.
- Be sure to match the correct rate type with the correct UOM.

Posting time for contracted resources

This section explains how to post time for contracted resources using the appropriate primary and secondary rates, and how to print the OF-286.

To post time for contracted resources

1. Click the **Post Time** button, and then click the **Contract Equipment, Crews and Other** tab.
2. Under **Select Type**, select the equipment type of your choice.
3. Click the **Contractor Name** drop-down arrow, and then click to select the **Contractor Name** of your choice.
4. Perform one of the following
   - Click the **Equipment Unique ID** drop-down arrow, and then click to select the **Equipment** of your choice.
   - Click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.
5. Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.
6. Under **Post Options**, click to select the **Rate Type** of your choice.
7. If one-half rate applies, click to select the **1/2 Rate** check box.
8. Post the required information as appropriate for that **Rate Type** and **Unit of Measure**.
9. To commit the posting, click the **Commit Posting** button.

Once you have correctly posted the time for the resources, you can print the OF-286.

To print the OF-286

*You can also print the OF-286 by clicking the **Print OF-286** button on the **Incident Post-Posting Equipment** screen.*

Once you create an original invoice, you cannot edit it.

1. On the **Reports** menu, click **OF-286 w/ Deductions**.
2. On the **OF-286** dialog box under **Select Type**, click to select the **equipment type** of your choice.
3. Click the **Contractor** drop-down arrow, and then click to select the **Contractor Name** of your choice.
4. Click the **Agreement** drop-down arrow, and then click to select the **Agreement** of your choice.
5. Click the **Equipment** drop-down arrow, and then click to select the **Equipment** of your choice.

6 Click the **Last Date Included on Invoice** drop-down arrow, and then click to select the **Last Date** for the partial payment.

7 Under **Report Options**, click to select one of the following

- OF-286 with Itemized Deductions
- OF-286 Only
- Itemized Deductions Only.

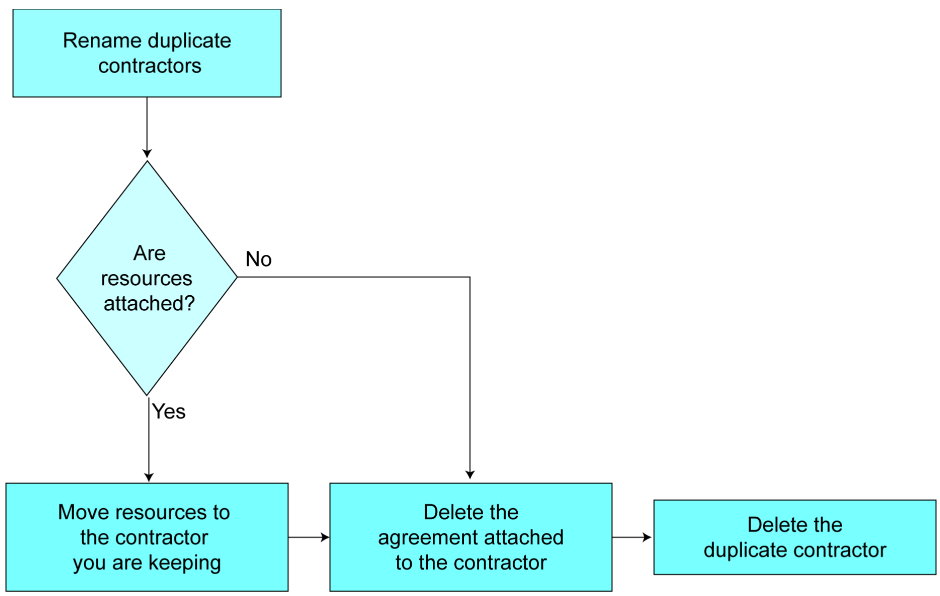
8 To preview and then print the report, click the **Preview/Print Report** button, and then click the **Print Report** icon.

Deleting a duplicate contractor

You may find that a contractor was entered in ITS twice. This duplicate resource may or may not have attached resources.

You cannot delete a contractor with attached resources and/or an agreement.

The following diagram outlines the basic process for deleting a duplicate contractor.

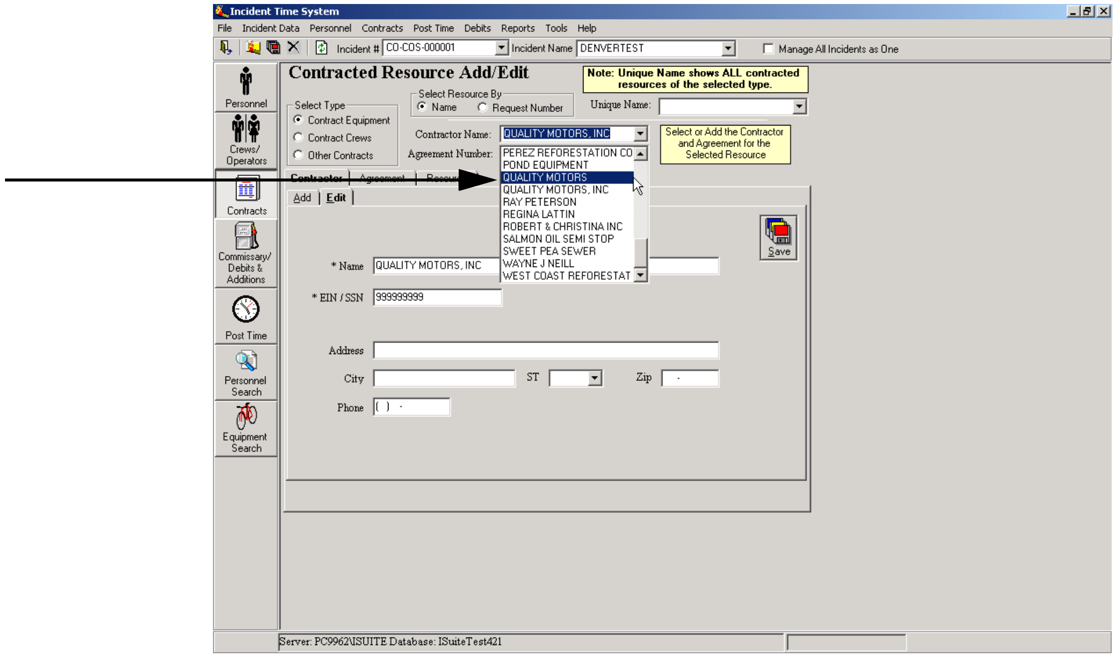


To locate duplicate contractors

1 Click the **Contracts** button.

2 Click the **Contractor Name** drop-down arrow, and then locate the duplicate **Contractor Names**.

The following diagram shows the Contracted Resource Add/Edit screen. The arrow points to two duplicate contractors.



To rename duplicate contractors

1. On the **Contracted Resource Add/Edit** screen, on the **Contractor** tab, click the **Edit** tab.
2. Click the **Contractor Name** drop-down arrow, and then click to select the first duplicate **Contractor Name** you want to rename.
3. In the **Name** box, edit the **Contractor Name**, and then click the **Save** button.

For example, insert the number "1" to the end of the first duplicate contractor name.

4. On the **Edit** tab, click the **Contractor Name** drop-down arrow, and then click to select the second duplicate **Contractor Name**.
5. In the **Name** box, edit the **Contractor Name**, and then click the **Save** button.

For example, insert the number "2" to the end of the second duplicate contractor name.

To determine if the duplicate contrator has attached resources

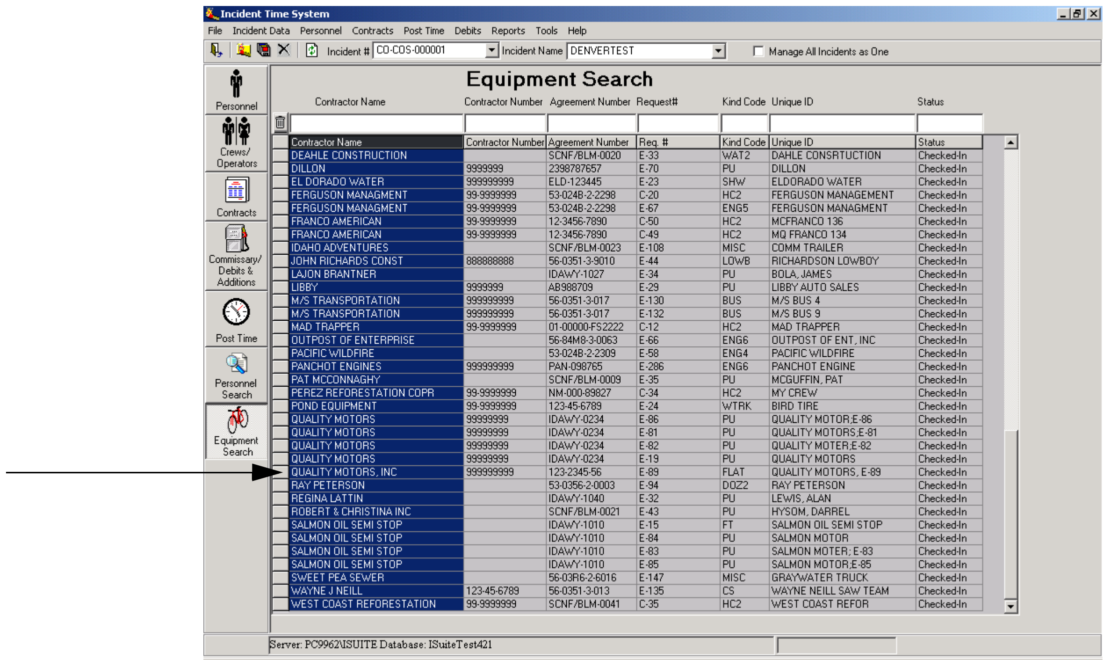
1. Click the **Equipment Search** button.

2 To sort data by **Contractor Name**, click the **Contractor Name** column heading.

3 Scroll to the duplicate **Contractor Name(s)**.

If the Contractor Name is listed on the ***Equipment Search*** *screen, it has attached resources. If one of the duplicate contractors does not appear on the* ***Equipment Search*** *screen, then it does not have attached resources.*

The following diagram shows an example of the Equipment Search screen. The arrow points to the contractor, “Quality Motors, Inc”



Quality Motors and Quality Motors, Inc are duplicate contractors. Since both contractors show up on the Equipment Search screen, they both have attached resources.

To move attached resources from one contractor to another

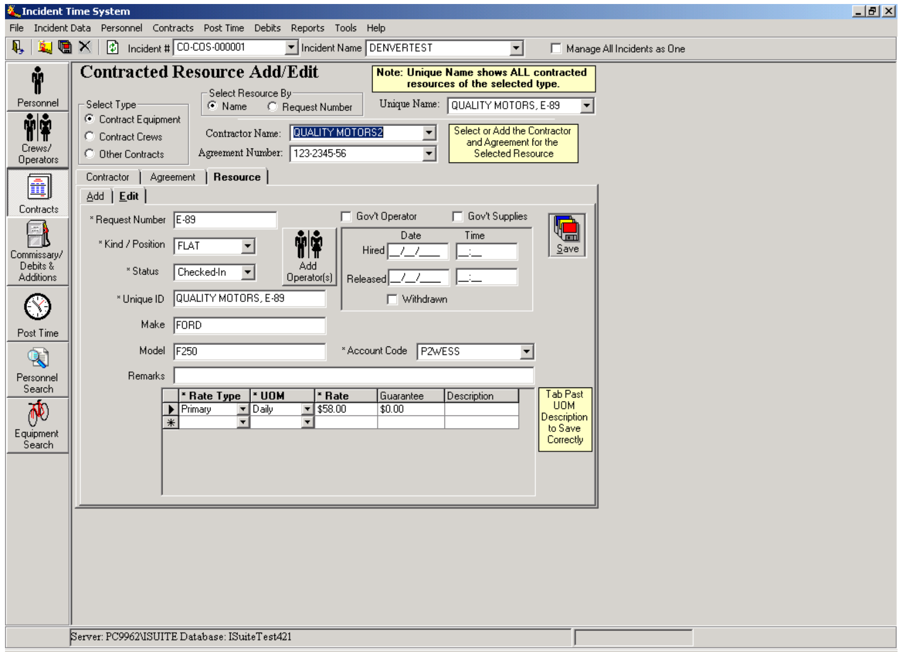
1 Click the **Contracts** button.

2 On the **Contracted Resource Add/Edit** screen under **Select Resource By**, click **Name** or **Request Number**, and then click to select the **Name** or **Request Number** to be moved.

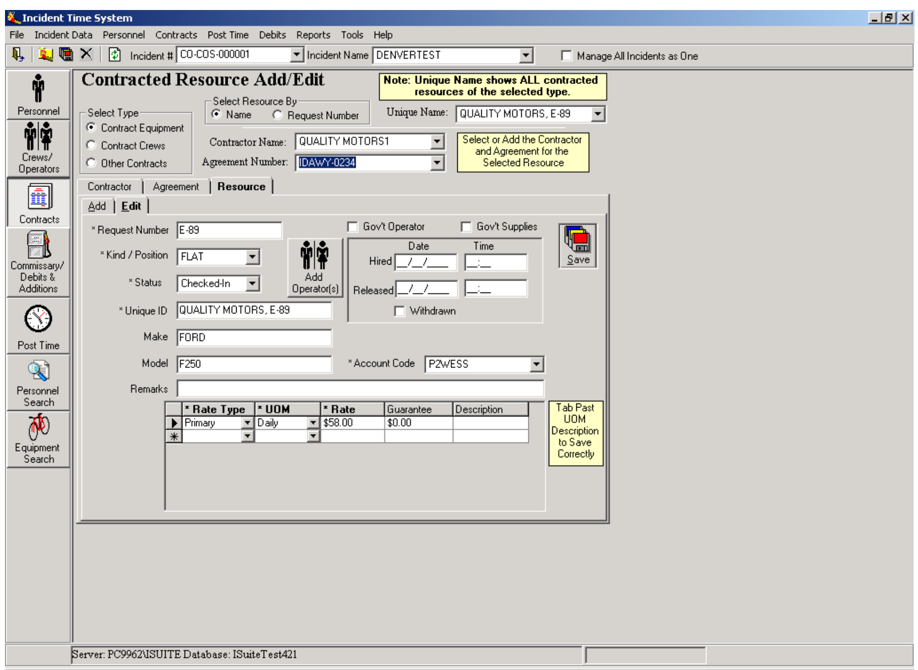
3 Click to select the **target Contractor Name** and **Agreement Number** for the resource to be moved, and then click the **Save** button.

4 Move all remaining **resources** to the **target Contractor Name/ Agreement Number**.

The following diagram shows the Contracted Resource Add/Edit screen. The resource, "E-89" is currently attached to QUALITY MOTORS2.



The following diagram shows the same resource, "E-89" moved to QUALITY MOTORS1.

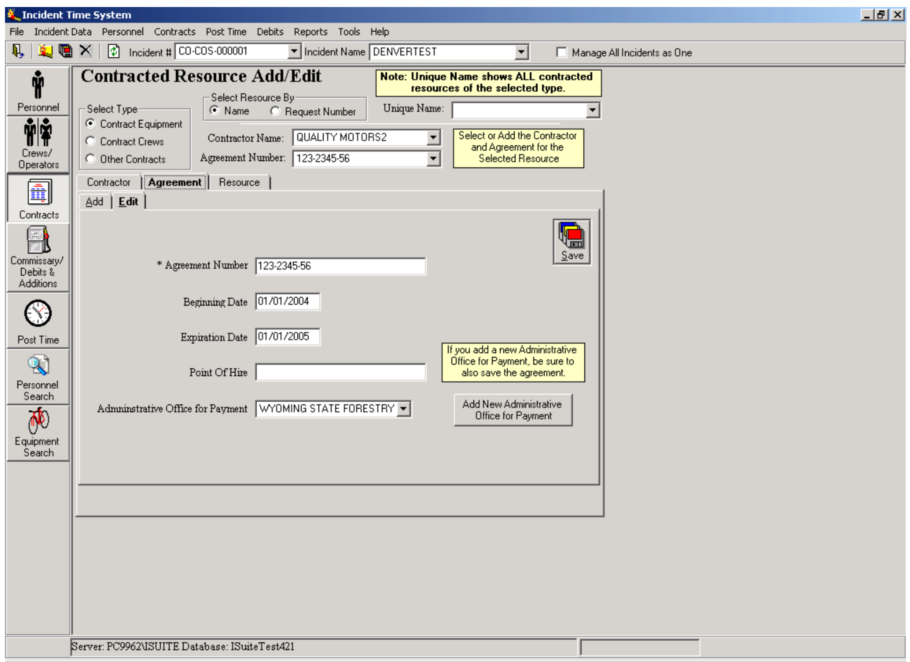


To delete a duplicate contractor with no attached resources

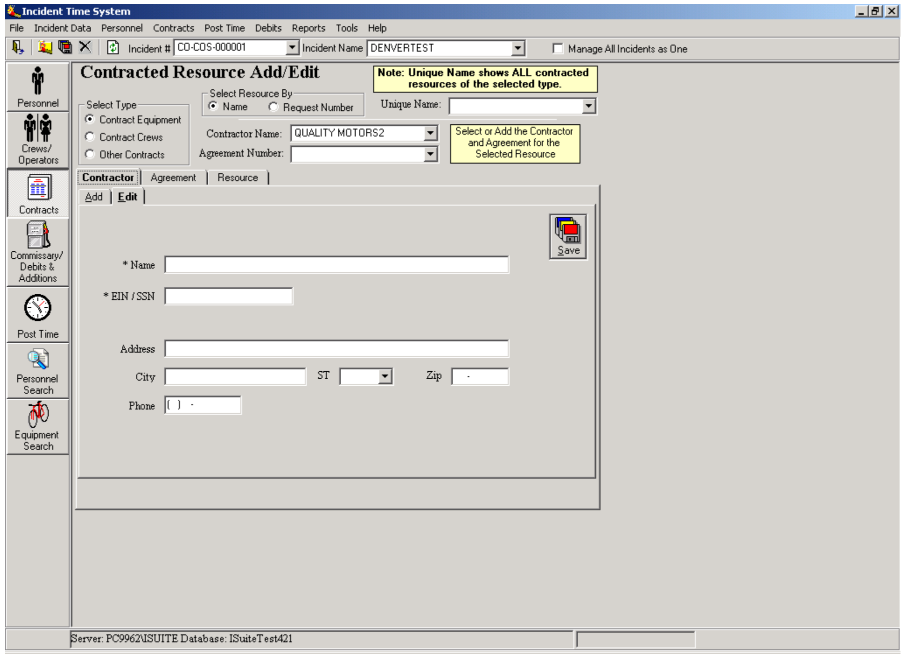
You must first delete the agreement before you can delete the contractor.

1. Click the **Contracts** button.
2. Click the **Agreement Number** drop-down arrow, click to select the appropriate **Agreement Number**, and then click the **Delete** button.
3. Click the **Contractor Name** drop-down arrow, click to select the **Contractor Name** you want to delete, and then click the **Delete** button.
4. To verify that you deleted the duplicate contractor, click the **Refresh** button.

The following diagram shows the agreement to be deleted from QUALITY MOTORS2.



The following diagram shows the agreement deleted from QUALITY MOTORS2.



Working with partial payments

This section explains how to post a partial payment for a firefighter or to a contractor.

Be sure to notify cost personnel about the partial payment!

To post a partial payment for a firefighter

Contact the responsible hiring agency for processing procedures if you need to post a partial payment for an OF-288.

To post a partial payment to a contractor

After printing the Original invoice, you can send it to the payment center for payment.

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1 On the **Reports** menu, click **OF-286**.

2 On the **OF-286** dialog box, complete the **Contractor**, **Agreement**, and **Equipment** boxes.

3 Click the **Last Date Included on Invoice** drop-down arrow, and then click to select the **Last Date** for the partial payment.

4 Under **Print Options**, click to select **Preview/Print ORIGINAL Invoice**, and then click the **Preview/Print Invoice** button.

Once you create an original invoice, you cannot edit it.

5 Click the **Print Report** icon, and then click the **OK** and **Yes** buttons on the **IReports** dialog boxes.

To delete a previous invoice for payment to a contractor

Do not recreate an invoice if one has already been sent to the payment center. Use this option only if the previous invoice has not been sent to the payment center.

If creating the final invoice, set the release date and time, so that the information will be carried over to the resource edit screen for equipment.

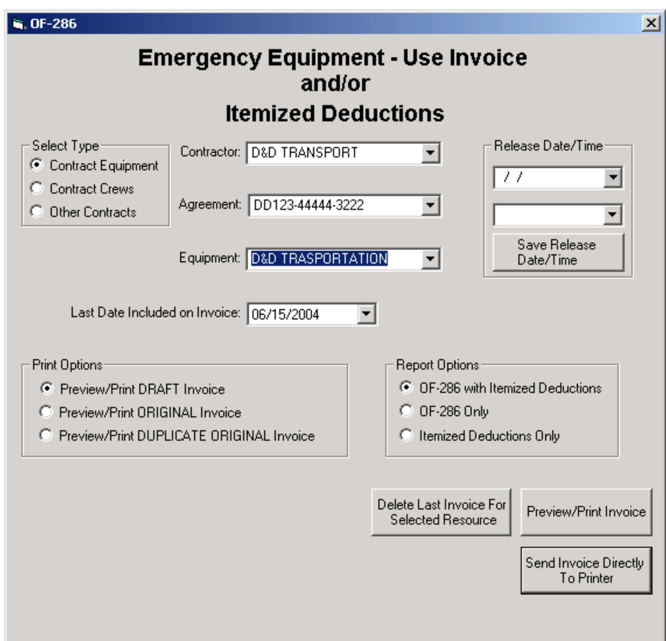
1 On the **Reports** menu, click **OF-286**.

2 On the **OF-286** dialog box, complete the **Contractor**, **Agreement**, and **Equipment** boxes.

3 Click the **Delete Last Invoice For Selected Resource** button.

4 On the **Warning** dialog box, click **Yes.**

The following diagram shows the OF-286 dialog box.



The following diagram shows the Warning dialog box.