Changes to Training Manuals

The year was changed to 2009 and the version number to 8.01.04 in all training manuals.

Additional changes for the 8.01.04 release were made to the following training manuals:

DB Admin Training Manual

- ROSS data is now downloaded from Cognos.
- I-Suite automatically places crew members into the appropriate crews. To complete the **Validate Crews** step, review the list of crew members listed in the grid for each crew. If a crew member was assigned to the wrong crew, click the Selector button for the incorrect crew member and click the **<** button to remove the crew member from the crew.
- The user can now only upload one Data Repository File, rather than three Data Repository Files.
- The user must now use the Export Data option to export Data Repository data, as well as Financial and Injury/Illness data.

Data Admin Training Manual

- A new **Incident Jurisdiction** box was added to the Data Admin screen.
- A note was added indicating that the user should only add accounting codes that belong to the selected Incident. Adding an accounting code to an incident it does not belong to can negatively impact incident cost data.

Resources Training Manual

- When **Status** is **D**, **Actual Release Date** is required.
- The **Demobilization Date** is calculated from the **First Work Day** and **Length of Assignment**.

Demob Training Manual

- When **Status** is **D**, **Actual Release Date** is required.
- The **Demobilization Date** is calculated from the **First Work Day** and **Length of Assignment**.
- The following note was added to the Tentative Poster section: The I-Suite system only excludes resources with a **D Status** when printing the Tentative Poster from the **Demob Reports** screen. If a user selects a resource in the **Resource** grid that has a **D Status** and then clicks the **Tentative Poster** button on the **Demob** screen, the I-Suite System will print the **Tentative Poster**, regardless of the **D Status**.
- The I-Suite system changes the **Status** to **D** when the **Actual Demob** report is run.
- The instructions for running the **Last Work Day Report** were updated to include the **Grouping**, **Date Range**, **Show Sections** and **Sort** boxes.

IAP Training Manual

- An **Add Last Day to Work** option was added to the **ICS-204 Template**.

Time Training Manual

- The I-Suite system now displays all Social Security Numbers as asterisks. In order to ensure that the user entered the number correctly, the user must now enter the Social Security Number a second time in a **Verify SSN** box.
- The I-Suite system now displays all Tax Identification Numbers as asterisks. In order to ensure that the user entered the number correctly, the user must now enter the Tax Identification Number a second time in the **Verify TIN** box.
- A **Final Invoice** checkbox is now available when printing an OF-288 or OF-286 Invoice.

Cost Training Manual

- The name of the **Contract Agency** box was changed to **Payment Agency**.
- The Accrual Matrix was redefined to simplify the Accrual Process. The Incident Jurisdiction box in Data Admin allows I-Suite to more accurately code Accruals. The updated Accrual Codes are as follows:
    - AD: Forest Services AD's
    - AMD: Aviation Management Directorate Resources
    - CONT: Contract Resources
    - EXCL: All resources that should not accrue costs.
    - INTL: International Resources
    - NOAA: National Weather Service Resources
    - States: Each State has a two letter designator as the Accrual Code, based on the Agency or Home Unit. This also includes Guam, Puerto Rico and the Virgin Islands.
- In an effort to speed up the Cost Process, I-Suite now allows resources to be excluded from the Cost Process by archiving the resources in the Cost module.
- The Quantity box was removed from the Daily Cost Details area.

Injury/Illness Training Manual

- A Pre-Existing option was added to the Injury/Illness screen that allows the user to identify whether a condition was pre-existing.

NOTE: All Power Point Presentations and Handouts were updated to reflect the changes in the Training Manuals.

Preparing for Training

- Book meeting rooms early. Advise attendees of the location and provide maps, if needed.
- Confirm the number of attendees.
- Confirm that computers for each attendee are available.
- Confirm the meeting room reservation.
- Assemble a backup emergency kit, including markers, masking tape, name cards, spare bulbs for equipment, pencils and pens.
- Test the equipment to make sure it is ready for your presentation.
- Confirm that training binders are assembled and shipped to the training location.
- Make sure you have any material for an Electronic Presentation (i.e. Power Point Presentation) ready and available at the training location.
- Make sure any handouts are ready and available at the training location.

NOTE: If you are training on the Cost module, make sure you bring copies of a **Cost Share Agreement** that your area uses. You will need these when you are teaching the Cost Apportionment section (8.10).

NOTE: The acronym EP stands for Electronic Presentation. These are usually Power Point Presentations. EPs and Handouts are identified in the I-Suite Training Overview section on page 6.

Day of the Session

- Know your material thoroughly.
- Arrive at the training room early.
- Make sure all students can see the visuals and have access to a computer.
- Check all equipment to make sure it is working properly.
- Make sure I-Suite is installed on all of the computers.
  NOTE: Each computer should be running I-Suite in a stand-alone environment (i.e. install the I-Suite Server, rather than the I-Suite Client on each computer.)
- Make sure the user names and passwords are working in the Training Database for I-Suite. (See *I-Suite Training Setup* for a list of the user names and passwords to use.)
- Mingle and get to know the students before the training session begins.
- Identify the location of the closest copying machine.
- Pass around the class signup sheet.

At the Start of the Session

- Begin on a high note. Memorize the opening to start off strongly and set the tone for the class.
- Introduce yourself and have the class members introduce themselves.
- Tell students what you expect of them and what they can expect of you.
- Provide other important information, such as rest room locations, fire exits, etc.
- Make the objectives clear.
- Review the agenda.

During Training

- Review the previous day's training.
- Keep on schedule by:
  - Negotiating break lengths with participants
  - Not waiting for stragglers
- Do not be afraid to admit you don't have an answer to a question. Ask others if they know the answer or try to find the answer and get back to the person once the answer is known.
- Repeat questions to make sure all of the class members heard it.
- Have students complete daily evaluations.
- Have a cadre meeting after each day to discuss how the session is going, issues, etc.
- Draw information out of the group whenever possible.

- Before installing I-Suite, make sure the training computers are using either Windows 2000 Pro or Windows XP Pro operating systems.
- Install the I-Suite Server application on each computer.
  NOTE: Do NOT install the client application. The training for I-Suite is in a stand-alone environment. When you install the Server application, the Client side is automatically installed.
- Make sure the Training Database is attached in I-Suite and is the database that is selected when the students log into the system.
- The user names and passwords that students can use to log into the system are:

User Name	Password
aplans	Isuitetraining1!
scost	Isuitetraining1!
ttime	Isuitetraining1!
iinjury	Isuitetraining1!
bsupply	Isuitetraining1!
jadmin	Isuitetraining1!

- Have students complete the course evaluations.
- Hand-out course certificates.
- Make sure the classroom is left the way you found it.

This section contains some general training tips.

- **Attend a Facilitative Instructors class.**
- **Review the NWCG's Course Coordinator's Guide (NFES 2262/PMS 907).**
- **Engage the audience and make the presentation portions of the training more interactive by:**
    - Using a variety of question types to involve students more directly.
    - Relating the application to the students' individual situations.
    - Allowing students to share experiences that would relate to using the application.
- **Keep the energy moving by:**
    - Changing something in the environment or presentation every so often (i.e. new visuals, activities, questions, new problem solving challenges, etc.)
    - Moving around as you teach. Do not stand in a single place behind a podium. Make sure you know the material enough so you can move around the room.
    - Showing enthusiasm.
    - Asking a trivia question after each break. Give a prize or some special treat to the winner.
- **Items to be aware of:**
    - **Content**: Make sure you know the concepts, procedures, sequences, screen locations, tips, etc., before teaching the class.
    - **Room and Technology Management**: Make sure the room is not too hot or cold and that there is enough room for everyone without it being crowded. Make sure the correct equipment is in the room and working.

Group Dynamics: Check to make sure the participants are paying attention and understanding the content. Make sure you are aware of the group's mood by looking for signs of boredom, confusion, anger, excitement, etc. Adjust your teaching method based on the mood.

UNIT 1 – INTRODUCTION Total Time: 1 hr 30 min		
EP: 1.0-01-ISUITE-EP-INTRODUCTION-70101 (**REQUIRED**) **HANDOUTS:** NONE		
Allotted Time	**Topic**	**Specifics**
10 Min	Course Overview	Identify course organization, topics, and required performance levels.
20 Min	Getting Started	• Identify the key I-Suite Security principles • Identify the components of the I-Suite application. • Identify the different methods to obtain help for the I-Suite application.
15 Min	Common Features	• Identify the common features of the I-Suite application, including the: o Menus. o Main I-Suite Toolbar. o Resource Filter buttons.
15 Min	Options	• Select options in the I-Suite application. • Change grid colors. • Select columns to display. • Change the order in which grid columns display.
15 Min	Working with Grids	• Work with grids in the I-Suite application. • Filter resources. • Sort resources.
15 Min	Modules	• Identify how roles determine access to each of the I-Suite modules. • Identify the I-Suite modules.

UNIT 2 – DATABASE ADMIN Total Time: 2 hrs		
EP: 2.0-01-ISUITE-EP-DATABASE_ADMIN-70101 (**OPTIONAL**) **HANDOUTS:** NONE		
Allotted Time	**Topic**	**Specifics**
10 Min	Overview	• Identify the purpose of the Database Admin module.
50 Min	Managing Incident Database	• Manage an Incident Database, which includes: o Creating an incident database. o Attaching an incident database. o Detaching an incident database.

		o Backing up an incident database manually. o Backing up an incident database automatically. o Restoring an incident database. o Copying an incident database. o Renaming an incident database. o Identifying the current versions of the I-Suite application, database, and installation.
15 Min	Manage Users & Roles	• Manage Users and Roles, which includes: o Creating Database Admin users. o Creating new users. o Managing users.
20 Min	Import ROSS Data	• Import ROSS data into I-Suite.
15 Min	Data Repository File	• Export Data by creating a Data Repository File.
10 Min	Purge SSN/EINs	• Purge SSN/EIN's from the database.

UNIT 3 – DATA ADMIN Total Time: 1 hr

EP: 3.0-01-ISUITE-EP-DATA_ADMIN-70101 (**OPTIONAL**)
HANDOUTS: 3.2-01-03-ISUITE-HO

Allotted Time	Topic	Specifics
10 Min	Overview	• Identify the purpose of the Data Admin module. • Manage incident data. • Manage lookup tables.
20 Min	Manage Incident Data	• Manage incidents. • Manage accounting codes.
30 Min	Manage Lookup Tables	• Manage lookup tables. • Add a new Kind to the Kind Codes Lookup table.

UNIT 4 – RESOURCES Total Time: 3 hrs 30 Min

EP: 4.0-01-ISUITE-EP-RESOURCES-70101 (**OPTIONAL**)
HANDOUTS: 4.2-01-ISUITE-HO, 4.2-02-ISUITE-HO, 4.2-03-ISUITE-HO, 4.2-04-ISUITE-HO, 4.2-05-ISUITE-HO, 4.2-06-ISUITE-HO, 4.2-07-ISUITE-HO, 4.2-08-ISUITE-HO, 4.2.09-ISUITE-HO, 4.2-10-ISUITE-HO, 4.2-11-ISUITE-HO, 4.2-12-ISUITE-HO, 4.2-13-ISUITE-HO, 4.2-14-ISUITE-HO, 4.2-15-ISUITE-HO, 4.2-16-ISUITE-HO, 4.2-17-ISUITE-HO, 4.2-18-ISUITE-HO, 4.2-19-ISUITE-HO, 4.2-20-ISUITE-HO

Allotted Time	Topic	Specifics
10 Min	Overview	• Identify the primary purpose of the Resources module. • Identify Options on the Resources window.
10 Min	Options	• Define Resources Options, which includes: o Selecting Resource Grid Columns and set

		order. o Changing "Other" Column Titles. o Setting Default Check-in Date. o Changing Quick Stats kinds. o Displaying Quick Stats. o Defining Label Settings.
20 Min	Filtering Data	• Use the Filter bar. • Filter using Exclude Demobed. • Filter using the Aircraft, Crews, Equipment, Overhead, All Resources, and All Personnel buttons. • Sort using table column headers.
140 Min	Managing Data and Resources	• Identify the importance of data entry guidelines. • Identify common data. • Manage all incidents as one. • Manage incidents separately. • Add Resources (Aircraft, Overhead, Crews, Equipment) using an ICS 211 or optional check in form. • Create a Strike Team/Task Force Parent Record. • Attach new resources to a Strike Team/Task Force Parent Record. • Attach existing resources to a Strike Team/Task Force Parent Record. • Edit Resources (Aircraft, Overhead, Crews, Equipment). • Refresh Data • Delete Resources
30 Min	Resources Reports	• Run and print standard reports.

UNIT 5 – DEMOB **Total Time: 1 hr 30 Min**

EP: 5.0-01-ISUITE-EP-DEMOB-70101 (**OPTIONAL**)
HANDOUTS: FROG INCIDENT DEMOB INSTRUCTOR NOTES, FROG INCIDENT DEMOB EXERCISE, 5.0-01-ISUITE-HO, 5.0-02-ISUITE-HO, 5.0-03-ISUITE-HO, 5.0-04-ISUITE-HO, 5.0-05-ISUITE-HO, 5.0-06-ISUITE-HO, 5.0-07-ISUITE-HO, 5.0-08-ISUITE-HO, 5.0-09-ISUITE-HO, 5.0-10-ISUITE-HO, 5.0-11-ISUITE-HO, 5.0-12-ISUITE-HO, 5.0-13-ISUITE-HO, 5.0-14-ISUITE-HO, 5.0-15-ISUITE-HO, 5.0-16-ISUITE-HO, 5.0-17-ISUITE-HO, 5.0-18-ISUITE-HO, 5.0-19-ISUITE-HO

Allotted Time	Topic	Specifics
10 Min	Overview	• Identify the Demob Module's Purpose. • Identify Demob Options.
10 Min	Options	• Select Demob Grid Columns and set order. • Customize the Checkout Form (ICS 221). • Select Travel Questions and set order.

30 Min	Demob a Resource	• Demob a Resource, which includes: o Defining demobilization information for a resource. o Defining tentative release information for a resource. o Defining actual release information for a resource.
40 Min	Demob Reports	• Generate reports using the Demob report buttons. • Generate standard Demob reports.

UNIT 6 – IAP Total Time: 3 hrs

EP: 6.0-01-ISUITE-EP-IAP-70101 (**OPTIONAL**)
HANDOUTS: 6.3-01-HO-202, 6.4-01-HO-203, 6.5-01-HO-205, 6.6-01-HO-204a, 6.6-01-HO-204b, 6.6-01-HO-204x, 6.6-01-HO-204y, 6.7-01-HO-206

Allotted Time	Topic	Specifics
15 Min	Overview	• Identify the purpose of the Incident Action Plan (IAP) module. • Use the data in the I-Suite database to produce the Incident Action Plan for the incident. • Produce various Incident Command System (ICS) forms. • Use the “Master Frequency List” to bring radio frequencies into the ICS 205 – Incident Radio Communications Plan. • Identify Options on the IAP window.
30 Min	Getting Started	• Define shifts. • Use IAP Options. • Set up and customize the ICS 203 template. • Set up and customize the ICS 204 template. • Create a Master Frequency List. • Delete a frequency from the Master Frequency List.
15 Min	Common Features	• Identify common features of most IAP forms. • Spell Check a Form. • Format Text on a Form. • Resize Areas on a Form. • Mark a Form Final vs. Draft. • Unlock a Finalized Form.
15 Min	ICS 202	• Create an ICS 202 – Incident Objectives.
15 Min	ICS 203	• Create an ICS 203 – Organization Assignment List.
15 Min	ICS 205	• Create an ICS 205 – Incident Radio Communications Plan.

15 Min	ICS 204	• Create an ICS 204 – Division Assignment List. • Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form.
15 Min	ICS 206	• Create an ICS 206 – Medical Plan.
15 Min	ICS 220	• Create an ICS 220 – Air Operations Summary.
15 Min	View, Copy, Delete Forms	• View a Single Type of Form (e.g. all 202's). • View All Forms Grouped by Form Number. • View All Forms Grouped by Incident Action Plan. • Copy a form. • Delete a form.
15 Min	Work with Output	• Print an IAP Form. • Export an IAP Form to a PDF file.

UNIT 7 – TIME Total Time: 5 hrs

EP: 7.0-01-ISUITE-EP-TIME-70101 (**OPTIONAL**)
HANDOUTS: 7.2-01-ISUITE-HO, 7.2-02-ISUITE-HO, 7.2-03-ISUITE-HO, 7.2-04-ISUITE-HO, 7.3-01-02-ISUITE-HO, 7.4-01-ISUITE-HO, 7.4-02-ISUITE-HO, 7.4-03-ISUITE-HO, 7.5-01-ISUITE-HO, 7.6-01-ISUITE-HO, 7.6-02-ISUITE-HO, 7.6-03-ISUITE-HO, 7.6-04-ISUITE-HO, 7.6-05-ISUITE-HO, 7.6-06-ISUITE-HO, 7.6-07-ISUITE-HO, 7.6-08-ISUITE-HO, 7.6-09-ISUITE-HO, 7.6-10-11-ISUITE-HO, 7.7.-01-02-ISUITE-HO, 7.7-03-ISUITE-HO, 7.8-01-ISUITE-HO, 7.8-02-ISUITE-HO, 7.10-01-ISUITE-HO, 7.10-02-03-ISUITE-HO, 7.10-04-05-ISUITE-HO, 7.10-06-ISUITE-HO, 7.10-07-08-ISUITE-HO

Allotted Time	Topic	Specifics
10 Min	Overview	• Identify the Purpose of the Time module. • Identify Options on the Time window.
10 Min	Options	• Select grid columns and set order. • Set the Enter key as Tab for Posting.
60 Min	Entering/Editing Personnel Information	• Identify the importance of data entry guidelines. • Identify common data. • Manage all incidents as one. • Manage incidents separately. • Enter and edit personnel data.
30 Min	Posting Personnel Time	• Post time for personnel. • Use special rates. • Repost a day of time. • Edit a day of posted time. • Delete a day of posted time. • Change the KindCode and Rate (one-time change). • Change the KindCode and Rate (permanent change). • Lock posted time to an established employment

		code. • Post return travel time. • Preview/print an Emergency FireFighter Time Report (OF 288) report.
30 Min	Entering/Editing Crews	• Define a crew as it pertains to Time. • Define the two levels within a crew: the actual crew and the crew members or operators. • View or print a Crew Roster report. • Edit crew information. • Edit crew members on a crew. • Add crew members to an existing crew. • Create a crew.
30 Min	Posting Crew & Operator Time	• Use the Select All, Select None, and Invert Selection buttons. • Post crew time using crew time reports (CTR's). • Repost a day of time. • Delete posted time. • Copy and paste posted time. • Post return travel time. • Preview/print an Emergency FireFighter Time Report (OF 288) report.
30 Min	Entering/Editing Contracted Resources	• Identify the relationship between contractors, agreements, and resources. • Add/edit common data. • Add/edit contractors, agreements, and administrative offices for payment. • Add/edit resource specifications. • Add/edit rates. • Add/edit operator(s) to a contracted resource.
30 Min	Posting Contract Resource Time	• Identify primary and special rate options. • Post for each unit of measure. • Identify when to use the ½ rate and the guarantee functions. • Post contracted resource time. • Repost a day of time. • Delete a row of time. • Preview/print an Emergency Equipment – Use Invoice and/or Itemized Deductions (OF 286) report.
20 Min	Working with Adjustments	• Post an adjustment. • Edit an adjustment. • Delete an adjustment.
20 Min	Time Reports	• Run and print standard Time reports. • Print/Fax a Personnel Time Report.

30 Min	Advanced Contracting (Optional)	• Add complex contract information. • Post time for complex contracts.

UNIT 8 – COST Total Time: 6 hrs

EP: 8.0-01-ISUITE-EP-COST-70101 (**OPTIONAL**)
HANDOUTS: 8.4-01-ISUITE-HO Resources, 8.4-01-ISUITE-HO HBM-7 A, 8.4-01-ISUITE-HO HBM-7 B, 8.4-01-ISUITE-HO HBM-7C, 8.4-02-ISUITE-HO Daily Costs, 8.6-01-ISUITE-HO Report Definitions, 8.7-01-ISUITE-HO Cost Graphs, 8.9-01-ISUITE-HO Projections, 8.9-01-ISUITE-HO Air Tanker1

NOTE: Make sure you also bring copies of a Cost Share Agreement that your area uses. Copies of the Current Incident Accrual Matrix may also be help for the Cost Accrual Unit (8.8).

Allotted Time	Topic	Specifics
20 Min	Overview	• Identify the purpose of the Cost module. • Identify the concept of Data Ownership and why Standard Operating Procedures are import. • Identify the basic features of the Cost screen.
10 Min	Options	• Select grid columns and set the column order. • Change the system date.
10 Min	Cost Processes	• Run Cost Processes. • Create Cost & Update with Actuals • Create Cost • Update with Actuals. • Lock or Unlock a Daily Cost Entry • Remove Estimates Where Actuals Exist
20 Min	Cost Rates	• View the default rates used to calculate costs for specific resources. • Create a new rate area. • Add rates to a rate area other than the “Default Standard” rate area.
60 Min	Cost Resources	• Add resource data from the Cost module. • Edit resource data from the Cost module. • Identify common data. • Identify Cost data.
40 Min	Daily Records	• Utilize the Manage Cost grid. • Define three different cost levels. • Use the Flow Down and Lock/Unlock processes. • Enter a Release Date and identify the impact. • Enter Daily data for resources.
30 Min	Cost Reports	• Run and print standard Cost reports. • Run and print other standard Cost reports. • Export Cost reports data.

40 Min	Cost Graphs	• Generate pre-designed graphs. • Customize a pre-designed graph.
50 Min	Cost Accruals	• Identify US Forest Service accruals. • Identify reportable US Forest Service accrual categories. • Explain the logic/criteria for each reportable accrual category. • Add/edit an Accrual Code (Accounting Code). • Assign an Accrual Override Code to incident resources. • Create an accrual extract. • Run/preview an accrual report. • Finalize and print an accrual report for submission to the host agency or forest. • Export an accrual report in PDF format.
40 Min	Cost Projections	• Define Cost projections. • Create a projection. • Edit a projection. • Update a projection. • Generate a projection graph. • Generate a projection report.
40 Min	Cost Apportionment	• Define cost apportionment. • Create and manage a division. • Assign resources to a division. • Generate cost share reports.

UNIT 9 – CUSTOM REPORTS Total Time: 1 hr 30 Min

EP: 9.0-01-ISUITE-EP-CUSTOM_REPORTS-70101 (**OPTIONAL**)
HANDOUTS: NONE

Allotted Time	Topic	Specifics
10 Min	Overview	• Identify the purpose of Custom Reports. • Identify basic features of Custom Reports.
30 Min	Report Designer	• Design Custom Reports using Report Designer. • Preview and Print from Report Designer.
30 Min	Advanced Designer	• Design Custom Reports using Advanced Designer. • Preview and Print from Advanced Designer. • Define components of a valid SQL statement.
20 Min	Manage Saved Reports	• Preview/Print saved custom reports. • Edit saved custom reports. • Delete saved custom reports. • Export saved custom reports.

		• Import saved custom reports.

UNIT 10 – Supply		Total Time: 4.5 hrs
EP: NONE **HANDOUTS:** NONE		
Allotted Time	**Topic**	**Specifics**
20 Min	Overview	• Identify the purpose of the Supply Module • Identify basic features of the Supply screen.
10 Min	Supply Options	• Select the incident to which the Supply option apply. • Define the Supply Address. • Turn Inventory Tracking ON or OFF.
30 Min	Supply Issue	• Identify Supply Items to issue to a Resource or Location. • Perform an Advanced Search for a Supply Item. • Remove or Change the Quantity for a Supply Item.
30 Min	Supply Issue Returns	• Filter Supply Items that are Listed • Perform an Advanced Search • Return Supply Items
30 Min	Transfer Supply Items	• Transfer selected items from one Resource or Location to another. • Perform an Advanced Search. • Remove Transfer Items from Items Transferred List before transferring.
30 Min	Release Supply Items	• Filter supply items in the Items for Release grid. • Permanently release supply items to an outside location. • Perform an Advanced Search. • Remove or change the Quantity for an item in the Items Released grid.
20 Min	Add/Edit Supply Items	• Add Supply Items • Edit Supply Items
30 Min	Add/Edit Locations	• Add Within Incident Locations. • Edit Within Incident Locations. • Add Outside Incident Locations. • Edit Outside Incident Locations.
15 Min	View Supply History	• View a History of Supply Transactions.
30 Min	Supply Inventory	• Turn Inventory Tracking ON. • Manually change inventory counts. • Perform an Advanced Search of supply items. • Change a supply item quantity.
30 Min	Receive Supplies	• Receive Supply Items.

		• Filter Supply Items. • Perform an Advanced Search in the Item to Receive grid. • Remove or change the quantity for an Item Being Received.

UNIT 11 – INJURY/ILLNESS Total Time: 2 hrs		
EP: 7.0-01-ISUITE-EP-Injury-Illness-70101 (**OPTIONAL**) **HANDOUTS:** NONE		
Allotted Time	**Topic**	**Specifics**
20 Min	Overview	• Identify the purpose of Injury/Illness. • Identify basic features of Injury/Illness.
10 Min	Injury/Illness Options	• Select Injury/Illness Columns and set the order. • Define a default Incident Type. • Define a default Management Level. • Define default Estimated Hours Worked / Day.
30 Min	Add an Injury or Illness	• Add injury, illness or prevention records. • Use advanced search to find an injury or illness type.
30 Min	Edit an Injury or Illness	• Edit injury, illness or prevention records. • Delete injury, illness or prevention records.
30 Min	Working with Output	• View history. • Create Stats Base. • Print Reports. • Export Injury/Illness Data.