

SITE NAVIGATION

To navigate within the ICS-209 screens you can use either a mouse or a combination of keys including the Tab key. The Tab key can be used to navigate through the data entry blocks. Using your mouse to navigate will allow you to move forward and backward through the data entry blocks. You can also use your mouse to scroll up and down or from left to right within a screen in order to view the rest of the data entry blocks.

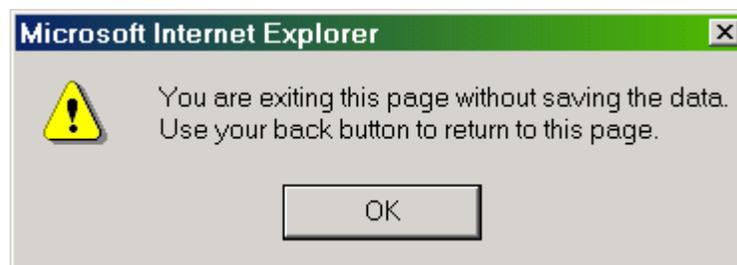
To use the keyboard for the Data Entry screens:

- Pressing the **Shift** key and then pressing the **Tab** key will move the cursor back to the previous field.
- The **Tab** key can be used to advance through various fields.
- **Up** and **Down Arrow** keys will allow you to move through pull-down menu choices.
- Pressing the **Tab** key selects the highlighted choice and moves the cursor to the next block.
- **Arrow** keys can be used to navigate through the radio buttons, and the **Space Bar** can be used to select or deselect one.
- The **Tab** key can be used to navigate through the check boxes, and the **Space Bar** can be used to select or deselect one.

Use the following tips for effective data entry:

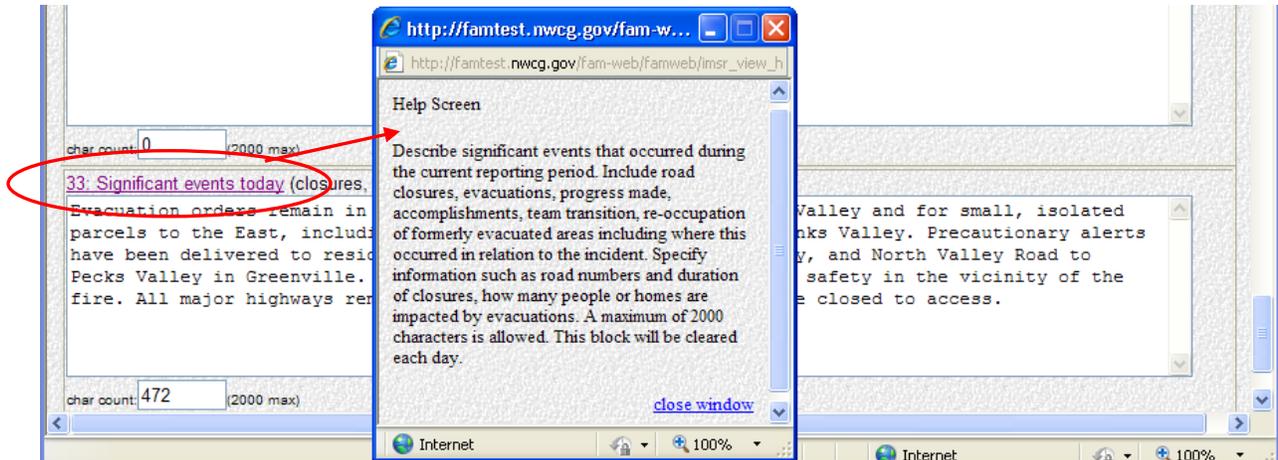
- ❖ **Don't use the "Enter" key** - it could submit the data you have entered (depending on the browser you are using) before you have filled in all the blocks on the screen, but it is not completely dependable as a method of submitting data.
- ❖ The **"Submit Data"** button is the most important button on any screen in the program. By clicking this button, the information you just entered is transmitted and stored in the database. It also will automatically take you to the next data entry screen.

If you forget to click the **"Submit Data"** button before leaving a screen, an alert message (shown below) will pop up.



Click **“OK”**. This will take you to the next data entry screen. Use the **“Back”** button on your browser to return to the previous screen. You will see this window again. Clicking the **“OK”** button will take you to the screen you just entered data. Click the **“Submit Data”** button.

- ❖ Help Links for each data entry block exist. By clicking on any of the links a help screen explaining what information is needed for that specific block will appear. In the example shown below, a link to Block **“33. Significant events today”** was clicked.



- ❖ Certain fields have pull-down lists (marked with down arrows, as shown below) that will let you select from the different choices available with a click of your mouse.

Do not use any special characters such as #, &, !, @, *, ?, etc. in numeric fields. A window, like the one shown below, will pop up and state you need to enter a positive number if you have entered a character in a numeric field.



Press **“OK”** to go back and make the correction.

- ❖ If you notice that you made a mistake while entering your data, don't panic. If you're still in that screen, you can use the mouse to go back and select another value or clear out the field. Go to [“EDITING an ICS-209”](#) instructions on page 17 for additional information.

“DELETE” Button Function

Located in the bottom right corner of Screen #1 adjacent to the “Submit Data” button you will see the “Delete” pull-down menu, as shown below.

New Incident	Previous Final 209 Reports				
1- Date* 01/11/2011	2- Time*	3- Initial Update Final <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	4- Incident Number*	<input checked="" type="radio"/> Single <input type="radio"/> Complex	5- Incident Name
6- Incident Kind* Wildfire	7- Start Date / / 2011 Time	8- Cause	9- Incident Commander	10- Incident Command Organization	11- State-Unit*
*Strategy Required for Wildland Fires					
12- County	13- Latitude and Longitude* Lat: ° ' " Long: ° ' " Ownership at origin: / /		14- Short Location Description* (in reference to nearest town):		
<input type="button" value="Submit Data"/>					Delete: No ▾

The delete button drop-down menu defaults to “No”. You would only select “yes” from the drop-down on the rare occasion that an ICS-209 was entered that did not need to be. This will only delete the current ICS-209 and not any other ICS-209s for that incident number.

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