I-Suite 2013 Training - Instructor Outline

UNIT 2

I-Suite Database Admin

5/3/2013

This Training Manual is for use with the 13.01.00 version of the I-Suite System.

TOTAL SUGGESTED TIME: 3 hours

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DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	2.0 – Database Admin: Overview.
SUGGESTED TIME:	10 minutes
OBJECTIVES:	Upon completion of this unit, the trainee will be able to:

1. Identify the purpose of the Database Admin module.

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INTRODUCE THE UNIT.	◄—Instructor Comments
PRESENT UNIT OBJECTIVES.	2.0-01-ISUITE-EP
NOTE: Although Database Admin is the primary responsibility of the Computer Technical Specialist (CTSP), if you are only using one module in I-Suite or if you are an separate individual using I-Suite (i.e., not networked) you will need to be familiar with the Database Admin module to setup your system.	◄—Read Note
I. DATABASE ADMIN	2.0-02-ISUITE-EP
NOTE: You must be assigned the **Database Admin** role and be working on the I-Suite server computer to perform **Database Admin** functions.	◄—Read Note
A. The purpose of the Database Admin module is to: 1. Manage the incident database, which includes: a. Creating an incident database. b. Attaching an incident database. c. Detaching an incident database. d. Backing up an incident database. e. Restoring an incident database. f. Copying an incident database. g. Renaming an incident database. 2. Define I-Suite users and roles. 3. Import ROSS data into I-Suite. 4. Create the data repository file. 5. Export financial and injury/illness data. 6. Purge SSN/EIN's from the database. 7. Merge an incident database.	
NOTE: Procedures for **Merging** a database can be found in the **Help** system and the *Database Admin User Reference Manual*.	◄—Read Note
REVIEW UNIT OBJECTIVES.	◄—Instructor Comment

DETAILED LESSON OUTLINE

COURSE: I-Suite

UNIT: 2.1 – Database Admin: Managing Your Incident Database.

SUGGESTED TIME: 50 minutes

TRAINING AIDS: Computer projector, screen, computer (one for instructor and one per trainee).

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

1. Manage an Incident Database:
    a. Creating an incident database.
    b. Attaching an incident database.
    c. Detaching an incident database.
    d. Backing up an incident database manually.
    e. Backing up an incident database automatically.
    f. Restoring an incident database.
    g. Copying an incident database.
    h. Renaming an incident database.
    i. Identifying the current versions of the I-Suite application, database, and installation.

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INTRODUCE THE UNIT.

◄── **Instructor Comments**

PRESENT UNIT OBJECTIVES.

I. MANAGE INCIDENT DATABASE

2.0-03-ISUITE-EP

- A. Create an incident database.
- B. Copy an incident database.
- C. Attach an incident database.
- D. Detach an incident database.
- E. Back up an incident database manually.
- F. Back up an incident database automatically.
- G. Restore an incident database.
- H. Rename an incident database.
- I. Identify the current versions of your I-Suite application, database, and installation.

NOTE: Use your team's naming standards to name the new incident database. General Database Naming Rules are as follows:

◄── **Read Note**

- The database name should include the incident name.
- The name must not include any spaces, semi-colons, dollar signs, or any characters not allowed by MS Windows File Naming Conventions.

NOTE: All activities in the Database Admin module can only be performed on the I-Suite Server.

◄── **Read Note**

II. CREATE NEW DATABASE/COPY DATABASE

A. To create a blank incident database:

1. From the **Modules** drop-down menu, select **Database Admin** to open the **Database Admin** window.
2. Click the **Copy/New DB** button to open the **Copy Database** window.
3. Click the **Create New Database** button.
4. In the **Database Name** box, type the name you want to assign to the new database.

NOTE: The database name should follow the General

◄── **Read Note**

Database Rules that were previously defined.

5. In the **Database Password** box, type the password to assign to the database.
6. Retype the password in the **Verify Password** box to make sure it was entered correctly.

NOTE: The password you define must be at least 12 characters long and include at least one lowercase letter, one uppercase letter, one number, and one Special Character. The only Special Characters you can use are **!#%&*^_**. You cannot use any other special characters in the password.

◄—Read Note

6. Click the **OK** button to create the new database.

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

◄—Read Note

HAVE STUDENTS PRACTICE CREATING A NEW INCIDENT DATABASE.

◄—Instructor Comment

B. To create a new database by copying the master database:

1. Open the **Database Admin** module.
2. On the **Database Admin** window, click the **Copy/New DB** button.
3. From the **Name of Database to Copy** drop-down list, select the database you want to copy.

   Notice that the path for the database automatically displays in the **Database File** box when you select a database. If the path is not correct, you can either type a new path in this box or use the browse button to select the path.
4. In the **Database Password** box, type the password for the database you are copying.
5. Under **New Database**, type the name to assign to the new database in the **Database Name** box.

NOTE: Follow your team's naming standards to name the new incident database. Make sure you follow the General Database Naming Rules that were previously defined.

◄—Read Note

6. In the **Database Password** box, type the password to assign to the new database. Retype the password in the **Verify Password** box to make sure it was

entered correctly.

7. Click the **OK** button to create the new database.

NOTE: The **Copy Database** procedure automatically attaches the new copy of the incident database.

◄—Read Note

HAVE STUDENTS PRACTICE COPYING AN INCIDENT DATABASE.

◄—Instructor Comment

III. ATTACH/DETACH DATABASE

A. Attach an incident database.

1. Open the **Database Admin** module.
2. On the **Database Admin** window, click the **Attach** button to open the **Attach Database** window.
3. Click the browse button next to **IDB.GPG File of database to attach**.
4. On the **Browse for Existing Database File** window, click to select the master database file (extension .gpg) you want to attach. Then click the **OK** button.

   The name of the database you are attaching displays in the **Attach as** box. This is the name the system automatically assigns to the database. You cannot change this name.

NOTE: You cannot use the attach function to attach the Master (ISuite.gpg) database.

◄—Read Note

5. In the **Database Password** field, type the password for the database you are attaching.

HAVE STUDENTS PRACTICE ATTACHING AN INCIDENT DATABASE.

◄—Instructor Comment

B. Detach an incident database.

NOTE: Make sure no one is using the database when it is detached or their unsaved data will be lost.

◄—Read Note

When you detach a database, other users will no longer have access to the database.

1. Open the **Database Admin** module.
2. Click the **Detach** button to open the **Detach Database** window.
3. From the **Name of Database to Detach** drop-down list, select the database you want to detach.

4. In the **Database Password** box, type the password for the database you are detaching.
5. Click the **OK** button.
6. A message displays indicating that you are about to detach the database. Click the **Yes** button to continue.
7. If there are open connections to the database, a message displays indicating that there are connections open. Click the **Yes** button to close the connections and detach the database.

DISCUSS THE FREQUENCY FOR CREATING A BACKUP DATABASE.

Instructor Comment

IV. BACKUP DATABASE

A. To Manually backup an incident database:

1. Open the **Database Admin** module.
2. On the **Database Admin** screen, click the **Backup** button.
3. On the **Backup Database** window, click the **Manual Backup** tab.
4. From the **Database** drop-list, select the database you want to backup.
5. I-Suite automatically inserts a name for the backup in the **Name** box. This name contains the name of the database and the date and time of the backup. If needed, you can change this entry.
6. I-Suite automatically inserts the path **C:\Program Files\ISuite\Database\Backup** into the **Backup To** box. If needed, you can change this path by either typing a new one or using the **Browse** button to select the path.

NOTE: If you change the default path for the backup, I-Suite will back the database up to both the default path and the directory specified in the **Backup To** box.

Read Note

7. Click the **Backup Now** button.

HAVE STUDENTS PRACTICE MANUALLY BACKING UP AN INCIDENT DATABASE.

Instructor Comment

B. To automatically backup an incident database:

NOTE: Once initiated, automatic backups will continue at the

Read Note

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specified intervals until automatic backups are deactivated.	
1. Open the **Database Admin** module.	
2. On the **Database Admin** window, click the **Backup** button.	
3. On the **Backup Database** window, click the **Auto Backup** tab.	
4. Click to check the **Auto Backup Enabled** checkbox.	
5. Under **Selected Databases**, click to check the checkbox next to each of the Databases you want to include in the backup procedure.	
6. From the **Backup Interval** drop-down list, select the total amount of time the system should wait before performing the backup.	
7. In the **Backup Destination** box, either type the path for the directory where you want to save the backup copy or use the browse button to select the path.	
NOTE: If you change the default path for the backup, I-Suite will back the database up to both the default path and the directory specified in the **Backup To** box	◄—**Read Note**
8. Click the **Save** button, and then click the **Close** button to close the **Backup Database** window. Click the **OK** button to acknowledge that automatic backups have been activated.	
NOTE: If you close the I-Suite application, Automatic Backups will not occur. For security reasons, lock your computer screen when you leave the computer.	◄—**Read Note**
HAVE STUDENTS PRACTICE SETTING UP AN INCIDENT DATABASE TO BE AUTOMATICALLY BACKED UP.	
	◄—**Instructor Comment**
V. RESTORE DATABASE	
NOTE: You can restore either the **.bak** or the **.gpg** file.	◄—**Read Note**
A. Restore an incident database.	
1. Open the **Database Admin** module.	
2. On the **Database Admin** window, click the **Restore** button to open the Restore Database window.	

3. Click the browse button next to **Restore From**.
4. On the **Browse for Existing Database Backup File** window, click to select the backup file (bak) you want to restore. Then click the **OK button**.
5. In the **Restore as database** box, type the name to assign to the restored database.

NOTE: Restoring the database with the same name as the original database will rename the original database with 1 appended to the end of the name.

Read Note

The Database Name should follow the same General Database Naming Rules that were previously defined.

6. In the **Database Password** box, type the password for the database you are restoring. Then click the **OK** button.

Instructor Comment

HAVE STUDENTS PRACTICE RESTORING AN INCIDENT DATABASE.

VI. RENAME DATABASE

A. To rename an incident database:

1. Open the **Database Admin** module.
2. Click the **Rename** button.
3. From the **Name of Database to Rename** drop-down list, select the database you want to rename.

   Notice that the path for the database automatically displays in the **Master Data File Source of Database** box when you select a database. If the path is not correct, you can either type a new path in this box or use the browse button to select the path.
4. In the **New Database Name** box, type the new name for the database.
5. In the **Database Password** box, type the password for the renamed database.

NOTE: Make sure you follow the General Database Naming Rules that were previously defined.

Read Note

6. Click the **OK** button to rename the database.

HAVE STUDENTS PRACTICE RENAMING AN INCIDENT DATABASE.

Instructor Comment

VII. DATABASE VERSION

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A. To identify the current versions of your I-Suite application, database, and installation.	
1. From the **Help** drop-down menu, select **About**.	
2. Review the version information on the **About** window.	
3. Click the **OK** button to close the window when you have finished reviewing the information.	
REVIEW UNIT OBJECTIVES.	◄— **Instructor Comment**

DETAILED LESSON OUTLINE

COURSE: I-Suite

UNIT: 2.2 – Database Admin: Managing Users and Roles.

SUGGESTED TIME 15 minutes

TRAINING AIDS Computer projector, screen, computer (one for instructor and one per trainee).

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

1. Manage Users and Roles:
   a. Creating Database Admin users.
   b. Creating new users.
   c. Managing users.
   d. Exporting Users
   e. Importing Users
   f. Disconnecting Users

OUTLINE | **AIDS & CUES**

INTRODUCE THE UNIT. ◄—Instructor Comments

PRESENT UNIT OBJECTIVES.

I. MANAGE USERS AND ROLES

  A. Create the Database Admin user.

  B. Create a new user.

  C. Manage users.

  D. Export users.

  E. Import users.

  F. Disconnect users.

II. DATABASE ADMIN USER

NOTE: The Database Admin user is a special account that is added to the I-Suite server, rather than a database in I-Suite. ◄—Read Note

  A. To create an initial Database Admin user:

    1. Open I-Suite on the server.

    2. After reading the security message that displays, click the **Yes** button to continue.

    3. Click the **Initial Server Setup** button on the Login window.

    4. On the **New User** window, complete the following:

      a. In the **User Name** box, type a **User Name** for the **Database Admin** user.

      b. Type the **First Name** and **Last Name** of the new **Database Admin** user in the appropriate boxes.

      c. In the **New Password** box, type a **New Password** following the requirements specified on the window.

      d. In the **Confirm Password** box, enter the **New Password**.

    4. To save the **New User**, click the **Save** button.

NOTE: All rights except for the Injury/Illness module are automatically assigned to the Database Admin. To change the rights for the Database Admin, refer to step **III-B - Manage**

Users.

Read Note

III. I-SUITE USERS

NOTE: I-Suite users are added to a selected database.

Read Note

A. To create a new user:

1. Open the **Database Admin** module.
2. Click the **Users** button to open the User Management window.

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3. Click the **ISuite Users** tab.
4. From the **Database** drop-down list, select the database to which you are adding the user. Then click the **Connect** button.
5. In the **User Name** box, type the user name to assign to the person.
6. Enter the person's **First Name** and **Last Name**.
7. Type a temporary **Password** for the person in the **Password** box. Type the password a second time in the **Verify Password** box to make sure it was entered correctly.

NOTE: The password you enter is a temporary password for the person. When they log into the system for the first time, they will be required to enter a new password.

Read Note

8. To activate the user account, click to check the **Active** checkbox.
9. Click to check the appropriate rights for the user (e.g. **Resources**, **Time**, **Cost**, etc.).

NOTE: If you click the **All Rights** button, all rights except **Injury/Illness** are assigned to the user. You must click to check the **Injury/Illness** checkbox to assign those rights to a user.

Read Note

10. After you have defined the user's rights, click the **Save** button to save the user to the system.
11. To add another **New User**, click the **Add** button. Then follow the preceding instructions for adding a new user.

NOTE: Each user must have a unique user name to log into a database. You cannot have multiple users logged into a

Read Note

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database with the same user name. If you try to log into the database under a user name that is already logged in, a message displays indicating that they are already logged into the system (e.g. jdoe is currently logged in on IBM-98se4200).	
B. To manage users:	
1. Open the **Database Admin** module.	
2. On the **Database Admin** window, click the **Users** button to open the **User Management** window.	
3. Under **Users** on the **I-Suite Users** tab, click to select a **User Name**.	
4. To change the rights of the **User**, click to check or uncheck the rights you want to assign (e.g. **Resources**, **Time**, **Cost**, etc.).	
NOTE: Deselecting a user's rights restricts the user's access to those modules in I-Suite.	◄—**Read Note**
5. To activate or deactivate the user, click to check or uncheck the **Active** checkbox.	
6. When you are finished, click the **Save** button to save your changes. Then click the **Close** button to close the **User Management** window.	
HAVE STUDENTS PRACTICE CREATING NEW USERS AND ASSIGNING RIGHTS TO USERS.	◄—**Instructor Comment**
IV. EXPORT USERS	
NOTE: This process exports all users with an **Active** status to a file. The export includes all of the user information, including their permissions. After you export users from a database, use the **Import Users** option to import the users into a different database.	◄—**Read Note**
A. To export users from a database:	
1. Open the Database Admin module.	
2. Click the **Users** button to open the **User Management** window.	
3. Click the **Export Users** button to open the **User Export** window.	
4. From the **Name of database with users to export**	

drop-down list, select the appropriate database.

5. In the **Export File Name** box, type the name to assign to the user file you are exporting.
6. Click the **OK** button to export the users to a file.
7. When the message **Isuite User Data Export complete** message displays, click the **OK** button to close the window.
8. When the **User Export** window re-displays, notice that the path where the file was exported displays in the **Export File Name** box. Click the **Close** button to close the **User Export** window.

V. IMPORT USERS

NOTE: You must first export the users to a file before you can import them into a different database (See section IV. Export Users).

← **Read Note**

1. Open the **Database Admin** module.
2. Click the **Users** button to open the **User Management** window.
3. Click the **Import Users** button to open the **User Import** window.
4. From the **Name of database for User Data Import** drop-down list, select the database into which you want to import the users.
5. Click the **Browse** button next to the **User Data file for import** box to search for the user data file you want to import. On the **Browse for Existing User Data File** window, click the file you want to import then the **OK** button to insert it into the **User Data file for import** box.
6. In the **Generic password for imported users** box, type a temporary password to assign to all of the imported users.
7. In the **Confirm password for imported users** box, re-type the temporary password to ensure it was entered correctly.
8. Click the **OK** button to import the users to the selected database.
9. A message displays identifying any fields that were not updated for the users. Click the **OK button** to close this window.
10. When the **Isuite User Data Import Successful** message

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displays, click the **OK** button to close the window.	
11. Click the **Close** button on the **User Import** window to close the window.	
VI. DISCONNECT USER	
A. To clear a user connection if problems occur when logging into the system:	
1. Open the **Database Admin** module.	
2. In the **Connection Information** grid, click the user that you want to disconnect.	
3. Click the **Disconnect User** button in the bottom right-hand corner of the window.	
4. When the confirmation window displays, click the **Yes** button to disconnect the user.	
REVIEW UNIT OBJECTIVES.	◄──**Instructor Comment**

DETAILED LESSON OUTLINE

COURSE: I-Suite

UNIT: 2.3 – Database Admin: Importing ROSS Data.

SUGGESTED TIME: 20 minutes

TRAINING AIDS: Computer projector, screen, computer (one for instructor and one per trainee).

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

1. Import ROSS data into I-Suite.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT	◄—**Instructor Comments**
PRESENT UNIT OBJECTIVES.	
I. ROSS FILE DOWNLOAD AND IMPORT	
A. Check Internet Settings	
B. Download ROSS File	
C. Import ROSS data into I-Suite.	
D. Import Excluded Resources	
II. IMPORT ROSS DATA	
A. Check Internet Settings Prior to Download	
IF THE INSTRUCTOR HAS AN INTERNET CONNECTION, THEY MAY WANT TO DEMOSTRATE THE ROSS DOWNLOAD PROCEDURE.	◄—**Instructor Comment**
1. In Internet Explorer, select the **Tools** menu and the **Internet Options**.	
2. Click the **Security** tab and select the **Trusted sites** option.	
3. Click the **Sites** button.	
4. In the **Add this website to the zone** box, enter **http://fam.nwcg.gov** and click the **Add** button.	
5. Click the **Close** button to close the Trusted sites window.	
6. Click the **Custom Level** button.	
7. Under **Active X controls and plug-ins**, select **Enable** for the following options: • Download unsigned ActiveX controls. • Initialize and script ActiveX controls not marked as safe for scripting.	
8. Click the **OK** button on the Trusted Sites Zone window to apply the changes.	
9. Close Internet Explorer.	
B. Download a ROSS data file.	
NOTE: For training purposes, you will be importing the	◄—**Read Note**

ROSS Data File provided by the instructor.

◄—Read Note

NOTE: This process can be run either from ROSS or directly from Internet Explorer. If you run this process from ROSS, select the Administration/Reports Menu option, then skip to step 6. When running the process directly from Internet Explorer, complete all steps.

1. Open your **Internet** browser.
2. In the **Address** box, type **http://fam/nwcg.gov/crn/cgi-bin/cognos.cgi**.
3. From the Namespace drop-down on the Login page, select **ROSSLDAPSSL** and click the **OK** button.
4. Enter your ROSS **User ID** and **Password**. Click the **OK** button to log into Cognos.
5. On the **Public Folders** tab, select **ROSS**.
6. Select the **User Community Reports** option.
7. Select the **System Extracts** option.
8. Select the **I-Suite Import File** option.
9. Click the **Incident** label on the top left side of the page to expand or collapse the incident selection area.
10. To filter the list of incidents, enter the filter criteria and click the **Filter** button.
11. Select an incident from the list.
12. Click the **View Report** button.
13. After the report opens on the page, click the **Create ISuite Extract** button to extract the data in the report for I-Suite.

◄—Read Note

14. In the **Enter a Filepath and Filename** box, enter the path and name to assign to the file you are extracting. Click the **OK** button to extract the file.

NOTE: The path and name defaults to c:\Isuite.text. The Isuite.txt file will overwrite an existing Isuite.txt file. If needed, you can change this name and path. If you change the file name, make sure the extension .txt is appended to the end of the name or the file will not import into the I-Suite system.

15. When the extract is complete, a message displays indicating that the extract was successful. Click the

OK button to close the message.

16. Click the **Log Off** option on the top left corner of the page.
17. Close Internet Explorer.

C. Import ROSS data into I-Suite.

NOTE: ROSS Data Files are updated every two hours. You can import ROSS data into an I-Suite Database as many times as needed.

← Read Note

NOTE: There might be more characters in ROSS data than are allowed for the corresponding data in I-Suite. If this occurs, you will be prompted to shorten the data.

← Read Note

1. Open the **Database Admin** module.
2. Click the **Import Data** button.

NOTE: The **Status Bar** in the bottom left corner of the **Ross Import** window identifies the database into which you are importing data. It also shows the current step on which you are working in the process.

← Read Note

3. On the **ROSS Import** window, click the **Import from File** option under **Import Type**.

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4. Click the browse button next to **Import File Name**.
5. On the **Browse for Existing ROSS Import File** window, click the **Look in** drop-down list. Then select the folder into which you copied the ROSS data file.
6. Click to select the ROSS data file to be imported into I-Suite, and then click the **OK** button.
7. On the **ROSS Import** window, click the **Load Data** button.
8. After the data has finished loading, the **Match/Add Incident** step displays as the first step under **Import Steps** on the ROSS Import window. Click the >> button to move the **ROSS Incident** to the **I-Suite Incidents** grid, and then click the **Next** button.

   OR

9. If you want to match a **ROSS incident** to an **I-Suite**

incident, click the **Selector** button to select the ROSS incident. Then click the **Selector** button to select the **I-Suite incident**. Click **Match** to match the incidents. Then click the **Next** button.

◄—Read Note

NOTE: I-Suite uses Ross IDs to match Resources in the Ross Data File with resources in the I-Suite Database. One or more of the following steps may be required, depending on the Resource Matches:

- **PREVIOUS MATCHES** – Previously Matched Ross and I-Suite Resources.
- **VALIDATE MATCHES 1** – Ross and I-Suite Resources matched by **Request Number** and **Name**.
- **VALIDATE MATCHES 2** – Ross and I-Suite Resources matched by **Request Number**. This step requires the user to manually match a ROSS resource to an I-Suite resource.
- **MANUALLY MATCH/ADD** – Ross Resources that were not matched to I-Suite Resources. Ross Resources can be manually matched or added to I-Suite Resources.
- **VALIDATE CREWS** – Crew Members with similar **Request Numbers** that were not matched to a Crew.

9. To complete the **Add Resources** step, click the >> button to add all resources from the **ROSS Resources** grid to the **I-Suite Resources** grid. To add individual resources, click the **Selector** for each ROSS resource, and then click the > button.
10. After all of the appropriate **ROSS Resources** have been added to the **I-Suite Resources** grid, click the **Next** button to import the ROSS resources into the I-Suite database.
11. To complete the **Previous Matches** step, 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**. To edit the I-Suite resources, type directly into the **I-Suite** grid.
12. When you are finished editing I-Suite resources,

click the **Next** button.

13. To complete the **Validate Matches** step, compare **ROSS Resources** that were matched to **I-Suite Resources**.

14. If you find there are resources that were incorrectly matched, click the **Selector** button to select the I-Suite resource. Then click the **Unmatch** button. To edit an I-Suite resource, type directly into the **I-Suite** grid.

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

16. To complete the **Manually Match/Add Resources** step, click the **Selector** button to select the **ROSS resource** and the **I-Suite resource**. Then click the **Match** button. To edit an I-Suite resource, type directly into the **I-Suite** grid.

◄—**Read Note**

17. To add all resources from the **ROSS Resources** grid to the **I-Suite Resources** grid, click the >> button. To add individual ROSS resources to the **I-Suite Resources** grid, click the **Selector** button for each ROSS resource, and then click the > button.

◄—**Read Note**

NOTE: An "X" displays in the **Ross Resources** grid next to each resource that was manually matched to an I-Suite Resource.

18. 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.

NOTE: The I-Suite system will not import a crew member that was removed from a crew. To import that resource as a single resource, you must use the Import From Previous Exclusions option after completing the ROSS Import process.

18. Click the **Next** button. Then repeat the **Validate Crews** step for all remaining unassigned crew members.

◄—**Read Note**

19. When all of the crews are validated, click the **Next**

button to move to the next step in the import process.

◄—**Read Note**

20. To complete the **Excluded Resources** step, review the list of excluded resources that displays.

NOTE: A list of excluded resources only displays if you did not import all of the resources in the ROSS Import file.

21. When you have finished reviewing the excluded resources, click the **Next** button to display the message **Import process is complete**. Click the **OK** button to close the window.

◄—**Instructor Comment**

HAVE STUDENTS PRACTICE IMPORTING ROSS DATA INTO I-SUITE.

III. Import Excluded Resources

A. To import resources that were excluded when importing a ROSS Import file:

NOTE: This process is only available if you did not import all resources in a ROSS Import file.

1. Open the **Database Admin** module.
2. Click the **Import Data** button.
3. Click the **Import from Previous Exclusions** option under **Import Type**.

◄—Instructor Comment

4. From the **Import Incident** drop-down list, select the ROSS Import File that included the resources that were excluded from the import.
5. Click the **Load Data** button.
6. Complete the remaining import steps listed under the **Import Steps** area on the **Ross Import** window.

HAVE STUDENTS PRACTICE IMPORTING EXCLUDED RESOURCES INTO I-SUITE

REVIEW UNIT OBJECTIVES.

◄—**Instructor Comment**

DETAILED LESSON OUTLINE

COURSE: I-Suite

UNIT: 2.4 – Database Admin: Creating Export Files.

SUGGESTED TIME: 15 minutes

TRAINING AIDS: Computer projector, screen, computer (one for instructor and one per trainee).

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

1. Export Data by creating a Data Repository File.
2. Identify how to export Financial and Injury/Illness Data.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	◄—Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. EXPORT FILES	
A. Create the data repository file.	
B. Identify how to export Financial and Injury/Illness Data.	
II. DATA REPOSITORY EXPORT	
A. Create an I-Suite data repository file.	2.0-06-ISUITE-EP
NOTE: You must have a **DMS User Name** and **Password** to access the I-Suite Data Repository Site. For more information, contact your incident commander or the I-Suite HelpDesk.	◄—Read Note
1. Open the **Database Admin** module.	
2. Click the **Export Data** button to open the **Data Export** window.	
3. Under **Export Type**, click the **Repository** option.	
4. From the **Database** drop-down list, select the attached database for which you are creating the repository file.	
5. Under **Select incident to be used in the file name**, click to check the checkbox for one or more incident(s) to export.	
6. Click the **OK** button to create the Repository file.	
7. When the **End of Incident** window displays, identify whether this is the end of the incident. If it is, click the **Yes** button. If it is not, click the **No** button.	
8. When the system has finished creating the repository files, a **Repository Files Created** window displays. Click the **OK** button to close the window.	
B. Upload an I-Suite data repository file.	
NOTE: The default folder in which I-Suite Data Repository Files are saved is **C:\Program Files\ISuite\Database\Backup\Repository**.	◄—Read Note
Start your **Internet** browser.	
In the **Address** box, type **http://isuite.nwcg.gov**.	

OUTLINE	AIDS & CUES
On the **Welcome to I-Suite** webpage, click **Data Repository**.	
On the **Security Alert** window, click the **Yes** button.	
On the **I-Suite Login** window, type your **DMS User Name** and **DMS Password** in the appropriate boxes, and then click the **OK** button.	
On the **I-Suite Upload Form**, click the browse button next to the **File** box. Browse to where the file is located. Then click the file to select it.	
Click the **Upload** button.	
III. FINANCIAL AND INJURY/ILLNESS EXPORTS	
A. The **Financial** option under **Export Type** is used by the CTSP to export Financial data (Accrual and Casual Pay). The Injury/Illness option under Export Type is used by the CTSP to export Injury/Illness data.	
REVIEW UNIT OBJECTIVES.	← **Instructor Comment**

DETAILED LESSON OUTLINE

COURSE: I-Suite

UNIT: 2.5 – Database Admin: Purging SSN/EIN’s from the database.

SUGGESTED TIME: 10 minutes

TRAINING AIDS: Computer projector, screen, computer (one for instructor and one per trainee).

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

1. Purge SSN/EIN’s from the database.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	◄— **Instructor Comments**
PRESENT UNIT OBJECTIVES.	
I. PURGE SSN/EIN	
A. Purge SSN/EIN's from the database.	
II. PURGE PROCESS	
A. To purge SSN/EIN's from the database:	2.0-07-ISUITE-EP
1. Open the **Database Admin** module.	
2. Under **Databases**, click to select the **Database** you want to purge. Then click the **Purge SSN/EIN** button.	
3. On the **Clear SSN's and EIN's** window, click the **Yes** button to set all SSN's and EIN's in the database to 9's.	
4. When the second **Clear SSN's and EIN's** window displays, click **Yes** to confirm that you want to set all SSN's and EIN's in the database to 9's.	
NOTE: Because the purge process cannot be reversed, two warning messages for the procedure display.	◄— **Read Note**
HAVE STUDENTS PRACTICE PURGING SSN/EIN'S FROM A DATABASE DESIGNATED BY THE INSTRUCTOR.	◄— **Instructor Comment**
REVIEW UNIT OBJECTIVES.	◄— **Instructor Comment**

DETAILED LESSON OUTLINE

COURSE: I-Suite

UNIT: 2.6 – Database Admin: Auditing.

SUGGESTED TIME: 1 hour

TRAINING AIDS: Computer projector, screen, computer (one for instructor and one per trainee).

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

1. Audit activity in the I-Suite system.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	◄—**Instructor Comments**
PRESENT UNIT OBJECTIVES.	
I. AUDITING	
A. View I-Suite Login History.	
B. View External Access History	
C. View User Account History	
D. View External Account History	
II. View I-Suite Login History	
A. To view a history of logs into and out of different databases in the I-Suite System:	2.0-07-ISUITE-EP
1. Open the **Database Admin** module.	
2. Click the **Auditing** button.	
3. Make sure the **I-Suite Login History** tab is selected.	◄—**Read Note**
NOTE: The **Login History** identifies the user name logged into the database, the name of the database into which the user is logged, whether the login attempt was successful and the date and time when the login occurred.	
3. When you have finished viewing the login history, click the **Close** button to close the **Auditing** window.	
HAVE STUDENTS PRACTICE VIEWING A LOGIN HISTORY.	
	◄—**Instructor Comment**
II. View External Access History	
A. To view a history of external user accounts that accessed an I-Suite database in an external application:	
1. Open the **Database Admin** module.	
2. Click the **Auditing** button.	
3. Click the **External Access History** tab.	
4. If **External Auditing** is **Disabled**, click the **Enabled** option under **External Account Auditing**. Then and click the **Save** button to enable this auditing function.	
	◄—**Read Note**
NOTE: Enabling the **External Account Auditing** function	

starts the auditing process. The external access audit history will only contain a history of external accounts that accessed an external application from that point on. It will not include any history that occurred prior to that point.

5. Click the **Import External Account Data** button to import all of the external access history that occurred since this function was either last enabled or run.

← **Read Note**

NOTE: Depending on the amount of history that is available, it may take several minutes for the system to import the current external access history.

6. When you have finished viewing the external access history, click the **Close** button to close the **Auditing** window.

HAVE STUDENTS PRACTICE VIEWING AN EXTERNAL ACCESS HISTORY.

← **Instructor Comment**

III. View User Account History

A. To view a history of changes made to User and Admin Accounts in the I-Suite system:

1. Open the **Database Admin** module.
2. Click the **Auditing** button.
3. Click the **User Account History** tab.

← **Read Note**

NOTE: The **User Account** history identifies the user name, the audit event, the database associated with the account, the user who created the account and the date and time when the account was created.

4. When you have finished viewing the User Account history, click the **Close** button to close the **Auditing** window.

← **Instructor Comment**

HAVE STUDENTS PRACTICE VIEWING AN EXTERNAL ACCESS HISTORY.

IV. View External Account History

A. To view a history of changes made to External User Accounts in the I-Suite system:

1. Open the **Database Admin** module.
2. Click the **Auditing** button.

← **Read Note**

OUTLINE	AIDS & CUES
3. Click the **External Account History** tab.	
NOTE: The **External Account History** identifies the user name, the audit event, the database associated with the External User Account, the user who created the account and the date and time when the account was created.	← **Instructor Comment**
4. When you have finished viewing the External Account history, click the **Close** button to close the **Auditing** window.	
HAVE STUDENTS PRACTICE VIEWING AN EXTERNAL ACCESS HISTORY.	
REVIEW UNIT OBJECTIVES.	← **Instructor Comment**

```
ERROR: undefined
OFFENDING COMMAND:

STACK:
```