# Demob User guide

**Version 13.01.00**

April 29, 2013

# Table of Contents

# Chapter 1

# Demob

The **Demob** User Guide explains how to use the **Demob** module to assist users in preplanning and demobilizing resources. Information entered in **Demob** is shared with other I-Suite modules, including:

- Resources
- Incident Action Plan (IAP)
- Time
- Cost
- Supply

## Demob Window

The Demob window is organized in the following manner:

- The **Resources Grid** displays beneath the toolbars at the top of the window. This grid contains a list of the resources currently in the I-Suite database. Click a resource in the grid to either view or edit that resource's demobilization information.

- **Demobilization** information for a resource is defined on the left side of the window. If you select a **Person** resource in the **Resources Grid**, an **Other Quals** area displays at the bottom of the window in this area.

- **Tentative Release** information for a resource displays in the middle section of the window. This is the area where all tentative information is entered.

> If you select a **Return Travel Method** of **A/R** or **AIR** in either the Demobilization or Tentative Release areas, additional information about air travel displays at the bottom of the window.

- **Actual Release** information is defined on the right side of the window. This is the area where all actual information is entered.

- The **Close** button closes the **Demob** window.

- The **Previous** button moves to the previous record in the Resources grid.

- The **Next** button moves to the next record in the Resources grid.

- The **Save** button saves any changes made to the Demob information

## Demob Topics

Topics in this guide  include the following:

- Common Features (See Page 6)
- Selecting Demob Options (See Page 10)
- Reviewing Common Data (See Page 16)
- Define Demob Information (See Page 17)
- Demob Multiple Resources
- Tentative Release Poster (See Page 24)
- Available for Release Report (See Page 26)
- Air Travel Request Report (See Page 29)
- Last Work Day Report (See Page 46)
- Demobilization Checkout Form (See Page 33)
- Ground Support Report (See Page 38)
- Actual Demob Report (See Page 36)
- Other Demob Reports (See Page 41)
- Demob Reports for Selected Resources (See Page 48)

# Chapter 2

## Common Features

This section describes the menus and toolbars available in the Demob module.

## Menus

The following drop-down menus display at the top of the I-Suite windows:

### File Menu

The following options are available in the **File** menu in all modules:

- **Open Database** - Opens an incident database in I-Suite.
- **Print** - Prints the grid in the open module or a report selected on the Reports window.

The **Print** option is not available in the Database Admin module.

- **Refresh Data** - Refreshes the data on your window.
- **Exit** - Closes the I-Suite application.

### Modules Menu

The following options are available in the **Modules** menu:

- **Database Admin** - Opens the Database Admin Module.
- **Data Admin** - Opens the Data Admin Module.
- **Resources** - Opens the Resources Module.
- **Cost** - Opens the Cost Module.
- **Supply** - Opens the Supply Module.
- **IAP** - Opens the Incident Action Plan Module.
- **Demob** - Opens the Demob Module.
- **Time** - Opens the Time Module.
- **Injury/Illness** - Opens the Injury/Illness Module.

### Filters Menu

Select an option from the **Filters** drop-down menu to filter the **Resources** grid by:

- Aircraft
- Crews
- Equipment
- Overhead
- All

- All Personnel


## Reports Menu

Select an option from the **Reports** menu to print the following types of reports:

- Cost Reports
- Demob Reports
- Plans Reports
- Supply Reports
- Time Reports
- Custom Reports
- Injury/Illness Reports

## Tools Menu

The following options are available in the **Tools** menu in all modules:

- **Options** - Define the settings for the different modules in I-Suite.

The settings you can change in **Options** depends on the permissions that are assigned to you in the I-Suite system.

- **Quick Stats** - Quickly view Stats in the I-Suite system.
- **Change Password** - Change your I-Suite password.


## Help Menu

The following options are available in the **Help** menu:

- **I-Suite Help** - Opens Help information for the I-Suite application.
- **About** - Displays version information for I-Suite.
- **Support** - Displays contact information for the HelpDesk.
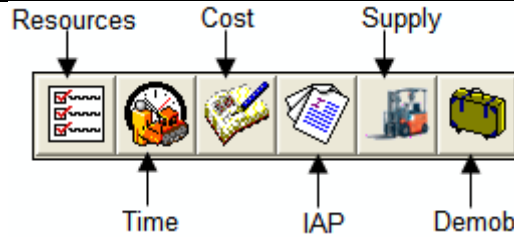

# Toolbars

The following toolbars display at the top of the I-Suite windows:


## Main Toolbar

The Main toolbar contains two separate types of buttons:

### Module Buttons

The Module buttons open modules in the I-Suite system. These buttons are located on the left side of the Main toolbar. The following example identifies the buttons and the modules that they open:

Resources  Cost  Supply

Time  IAP  Demob

**Action Buttons**
The Action buttons perform an action in one of the I-Suite modules. These buttons are located on the right side of the Main toolbar. The following example identifies the buttons and the action that occurs:

Reports  Preview  Edit  Refresh

Print  Add  Delete
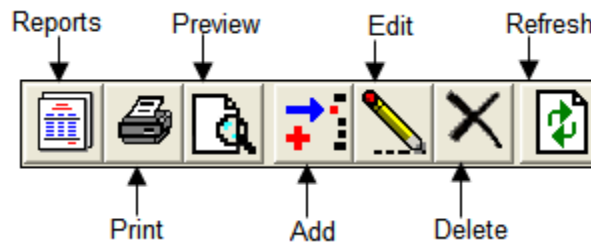
## Filter Toolbar
The **Filter** toolbar displays beneath the **Main** toolbar. Click the buttons in this toolbar to filter the information in the **Resources** grid. The following example identifies the buttons in this toolbar and the resources that display in the grid when you click the buttons:

All Resources  Crews  Overhead  Exclude Demobed

☐ Exclude Demobed
☐ Exclude Filled

Aircraft  Equipment  All Personnel  Exclude Filled
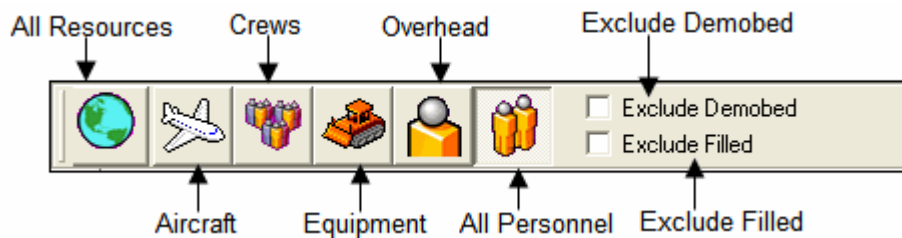
When the **Demob** module is open, a **Demobed Only** checkbox displays beneath the **Exclude Filled** checkbox. This option only displays in the **Demob** module.

## Demob Toolbar
The **Demob** toolbar displays to the right of the **Filter** toolbar when you are in the **Demob** module. The following example identifies the buttons in this toolbar.

| P | D | N | Tentative Poster | Available for Release | Air Travel Request | Check Out | Actual Demob | Ground Support | ☑ Resources Selected In Grid |
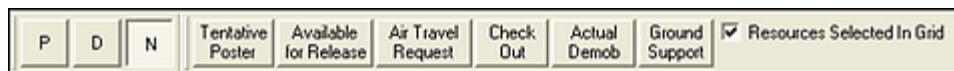
- **P** Button - Click a group of resources in the grid. Then click the **P** button to change the status of the selected group to **Pending**. .

- **D** Button - Click a group of resources in the grid. Then click the **D** button to change the status of the selected group to **Demobed**.

When you click either the **P** or **D** button, the **Save** button changes to **Save & Next**. You must click this button to save the changed status to the resource. When you click the **Save & Next** button, the changes are saved and the next selected record displays.

- **N** Button - If you have used the **P** or **D** button to change the status of a group of resources, you can change the status back by clicking the **N** button. You must click the **N** button before saving any changes to the resources. If you saved the status change to a resource, it will not be changed back to the original status code.

- **Demob Report** Buttons - Prints the following reports when you click the respective buttons:
  - o Tentative Poster
  - o Available for Release
  - o Air Travel Request
  - o Check Out
  - o Actual Demob
  - o Ground Support

- **Resources Selected in Grid** - When this checkbox is checked and you click a Report Button, the report is generated for the resource selected in the grid.

# Chapter 3

## Selecting Demob Options

Follow the steps in this section to select the options to use in the **Demob** area of the I-Suite system:

Also refer to Selecting Demob Checkout Options (See Page 11) and Selecting Travel Questions for Demob (See Page 13).

1.  From the **Tools** drop-down menu, select **Options** to open the **Options** window.

2.  Click the **Demob** tab.

3.  Click the lower **Demob** tab.
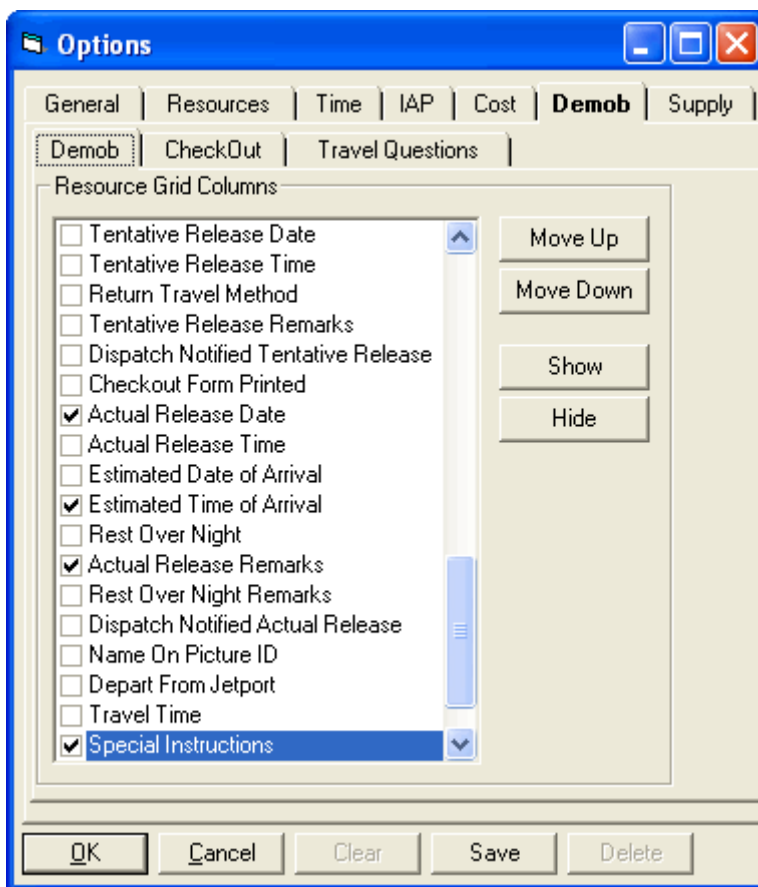


4.  Under **Resource Grid Columns,** hold down the **Ctrl** key and click to highlight each of the columns you want to select. The following columns are available:

5.  If you want to remove the selected columns from the **Demob** window, click the **Hide** button.

    If you want to display the selected columns on the **Demob** window, click the **Show** button.

Each column with a checkmark in the checkbox next to it is included in the grid. When you click the **Show** button, it places a checkmark in the checkbox. When you click the **Hide** button, it removes the checkmark from the checkbox. You can also click the checkbox next to a column to either **Show** or **Hide** it.

6.  To adjust the order in which the columns display on the **Demob** window, click a column. Then click the **Move Up** or **Move Down** button to move the column.

The order in which the columns display under **Resource Grid Columns** is the order in which they will display in the grid.

7.  When you have made all of your changes, click the **Save** button to save the changes. Click the **OK** button to close the Options window.

# Selecting Demob Checkout Options

Follow the steps in this section to select the checkout options to use in **Demob**:

1.  From the **Tools** drop-down, select **Options**. The **Options** window displays.

2.  Click the **Demob** tab to select it.

3.  Click the **Check-Out** tab to select it.
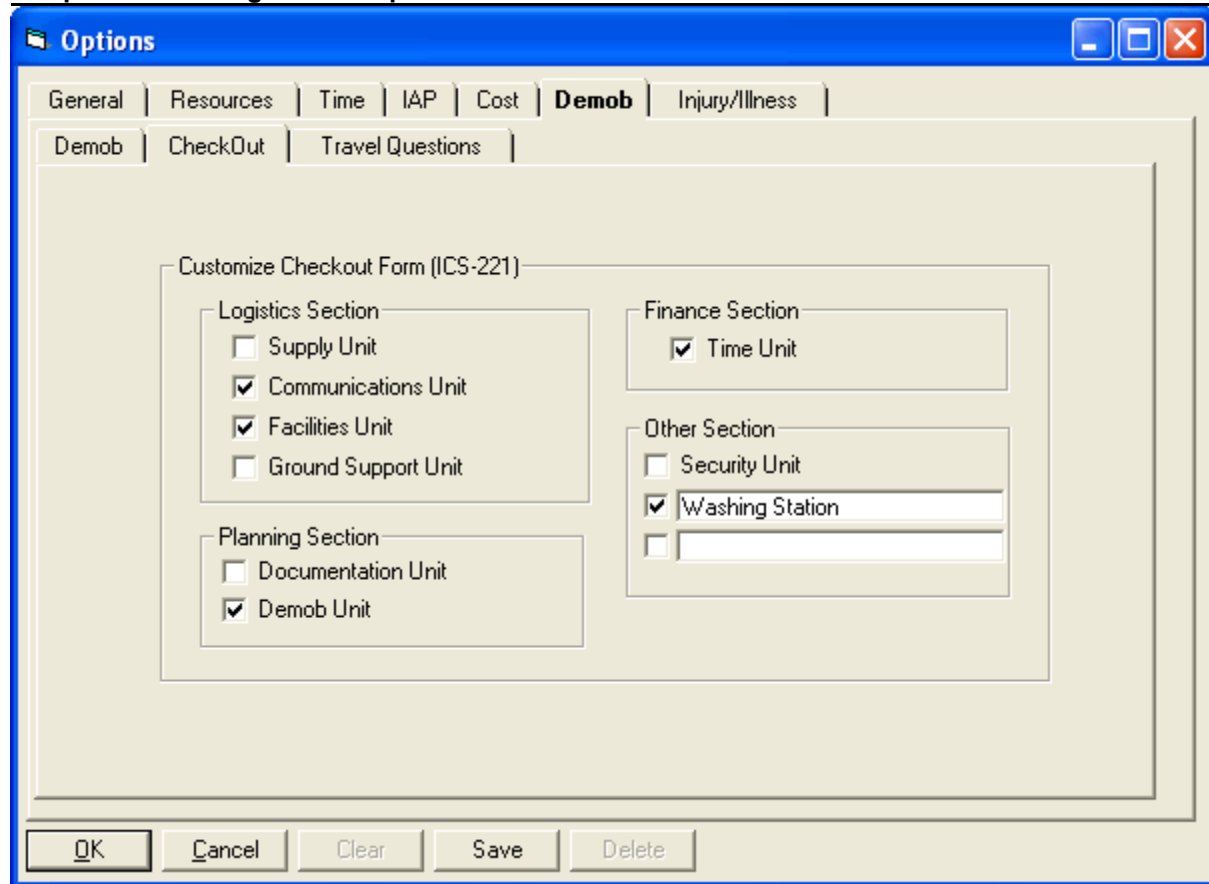
4.  Under the **Logistics Section**, click to check each of the options you want to check in the **Logistics** section of form **ICS-221**. You can include:

    - Supply Unit
    - Communications Unit
    - Facilities Unit
    - Ground Support Unit

5.  If you want to check the **Documentation Unit** in the **Planning Section** of the **ICS-221** form, click to check the **Documentation Unit** checkbox.

6.  If you want to check the **Demob Unit** in the **Planning Section** of the **ICS-221** form, click to check the **Demob Unit** checkbox.

7.  If you want to check the **Time Unit** in the **Finance Section** of the **ICS-221** form, click to check the **Time Unit** checkbox.

8.  If you want to check the **Security Unit** in the **Other Section** of the **ICS-221** form, click to check the **Security Unit** checkbox.

9. To include additional information in the **Other Section** of the **ICS-221** form, type the name of the option in either of the blank boxes under the **Other Section**. When the name is defined, click to check the checkbox next to the option.

An example of other additional information is **Washing Station**.

9. When you have made all of your changes, click the **Save** button to save the changes. Then click the **OK** button to close the **Options** window.

# Selecting Travel Questions for Demob

Follow the steps in this section to define the **Air Travel Questions** to use in the **Demob** area of the I-Suite system:

Also refer to Selecting Demob Options (See Page 10) and Selecting Demob Checkout Options (See Page 11).

Travel Questions only display in **Demob** if the **Travel Method** for the selected resource(s) is defined as **AIR** or **A/R** (Air with Rental) in the **Common Data** or **Tentative Release** areas. Travel questions and answers print on the **Commercial Air Travel Request Form**.

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.

2. Click the **Demob** tab to select it.

3. Click the **Travel Questions** tab to select it.
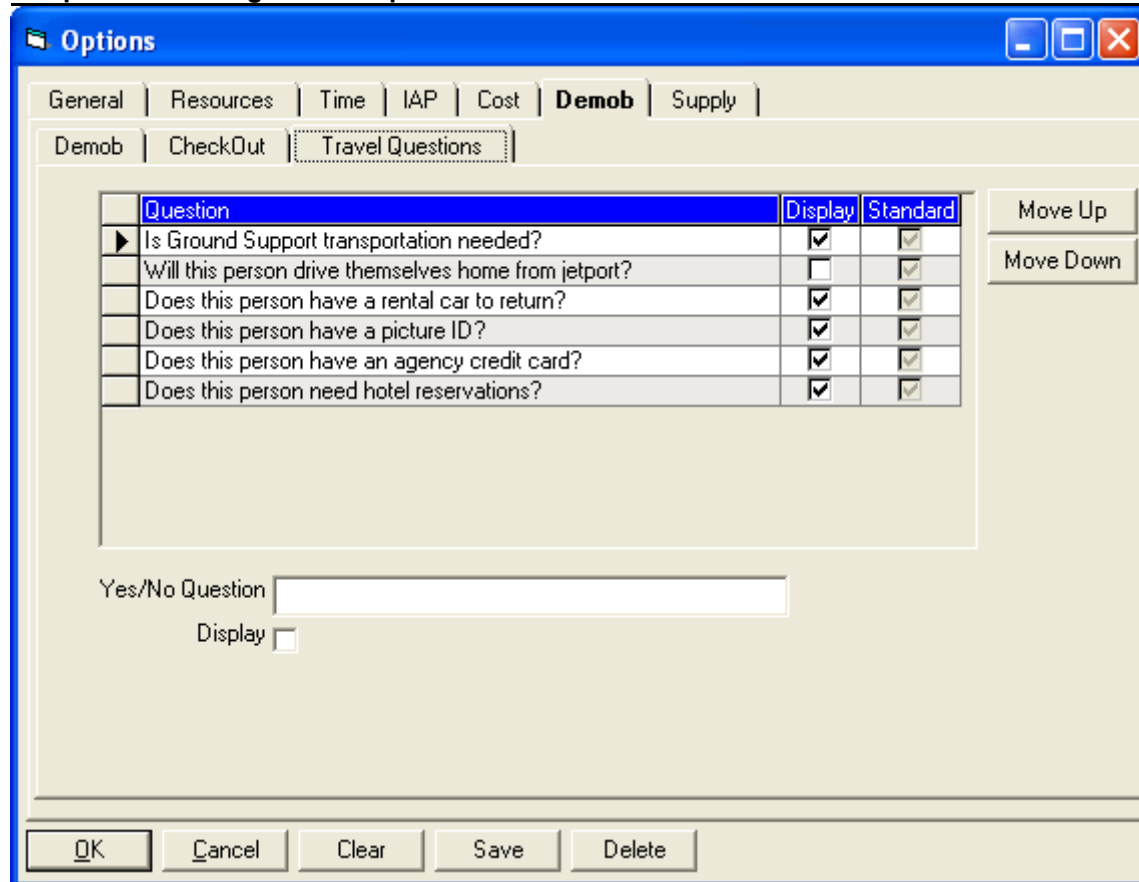
4. To display a listed question in the **Air Travel** grid for **Demob**, click to check the **Display** checkbox next to the question.

5. To adjust the order in which a travel question displays, click to select the **Question**, and then click the **Move Up** or **Move Down** button to adjust the order.

6. Click the **Save** button to save your changes.

If you uncheck **Display** for a **Travel Question**, the responses to the question no longer display. Although the responses do not display, they are still saved in the database.

## Add New Travel Question

Follow the steps in this section to add new travel questions for the Air Travel Request:

You must click in the grid for the **Add** button to display.

1. Click the **Add** button.

2. In the **Question** box, enter your new travel question.

3. Click to check the **Display** checkbox, if appropriate.

4. Click the **Save** button to save the new question.

5. When finished, click the **Save** button to save your changes. Click the **OK** button to close the Options window.

# Chapter 4

## Reviewing Common Data

This section explains how to review common data in the **Demob** module.

Information located above the tabs (if any) in the **Manage Resource - Edit Mode** area is considered the **Common Data** for a Resource.

Follow the steps in this section to review common data from Demob:

1. Click the **Demob** button to open the **Demob** window.

2. In the **Resources** grid, click to select a resource.

3. Click the **Edit** button in the **Main** toolbar to display the **Manage Resource - Edit Mode** area at the bottom of the window.

4. Review the following information for completeness and accuracy:

   - *Request Number
   - *Account Code
   - Person - checked, if applicable
   - Contracted - checked, if applicable
   - *Resource Name
   - *Kind/Position
   - Trainee - checked, if applicable
   - *Status
   - Unit ID
   - Agency
   - *Configuration
   - Actual Release Date
   - Actual Release Time

A label preceded by an asterisk (*) indicates that the information is required.

When the **Person** option is checked, **Resource Name** is replaced with **Last Name** and **First Name** and an **Other Quals** box displays. Only a **Last Name** or a **First Name** is required. You do not need to define both to save the record.

5. When you have finished reviewing the information, click the **Close** button.

# Chapter 5
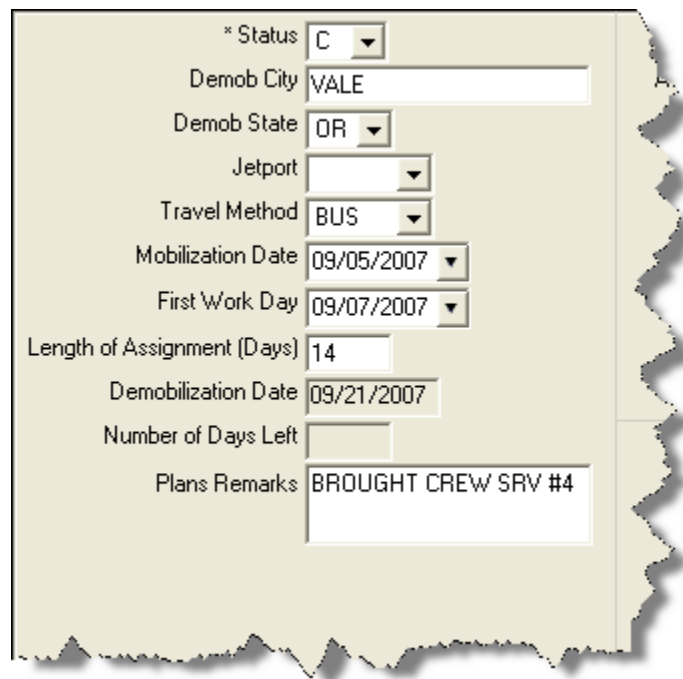
## Define Demob Information

This section explains how to define **Demob** information for **Resources**.

### Defining Demobilization Information for a Resource

Follow the steps in this section to define demobilization information for a resource:

1.  Click the **Demob** button to open the **Demob** window. **Demob** information is defined in the area on the left side of the window.



2.  In the **Resources** grid, click the resource for which you want to define demobilization information.

3.  Check the following resource data for accuracy or missing information. This information is automatically pulled from Resources. You can make changes, if needed.

    a. From the **Status** drop-down list, select the demobilization status to assign to the resource. The following options are available:

- **C** - Check-In

- **D** - Demobed

- **F** - Filled/Not Checked-In

- **P** - Pending Demob

- **R** - Reassigned

- **S** - Staging

When the **D** status is selected, the **Actual Release Date** is required.

   b. Enter the appropriate **Demob City**.

   c. From the **Demob State** drop-down list, select the demobilization state.

   d. From the **Jetport** drop-down list, select the jetport that is being used for the demobilization.

   e. From the **Travel Method** drop-down list, select the method in which the resource will be traveling.

   F. Enter the **Mobilization Date**.

   G. Enter the **First Work Day**.

When you define the **First Work Day** and a **Length of Assignment (Days)**, the system automatically calculates the demobilization date and inserts it into the **Demobilization Date** box. To change this date, adjust the **Length of Assignment Days**. This is important if you are creating **Demob Reports** from the Demob data (e.g. Last Day Work). Some Demob Dates may not need to be adjusted to reflect the current incident status (e.g. rain putting the fire out).

The system automatically calculates the **Number of Days Left** by subtracting the **Demobilization Date** from the **Current System** Date.

   g. Enter the **Length of Assignment (Days)** for the resource.

   h. The **Plans Remarks** box contains any remarks defined in the **Plans Remarks** box on the **Plans** tab in **Resources**. If needed, you can add remarks or make changes to the text in the **Plans Remarks** box.

   i. If the resource is a person, enter the appropriate information in the **Other Quals** area.

4.  When finished, click the **Save** button to save your changes.

If you need to edit **Common Data** that does not appear on the **Demob** window (e.g. Unit ID), click the resource in the grid. Then click the **Edit** button in the **Main** toolbar. Edit the information in the **Manage Resource - Edit Mode** area that displays. Follow Team protocol or Standard Operating Procedures when editing data.

## Defining Tentative Release Information

Follow the steps in this section to define **Tentative Release** information for the resource:

1.  In the **Resources** grid, click to select the resource for which you want to define tentative release information. **Tentative Release** information is defined in the middle area of the window.



2.  If the resource is available for reassignment, click to check the **Available for Reassignment** checkbox.

When the **Available for Reassignment** checkbox is checked, **Y** (for Yes) displays in the **Available for Release Report**. **Additional Quals** are then listed.

3.  Enter the **Tentative Release Date** for the resource.

When this is defined, the resource is listed on the Tentative Poster and Available for Release Report.

4.  Enter the **Tentative Release Time** for the resource.

5.  From the **Return Travel Method** drop-down list, select the most likely method of travel the resource will use to return from assignment. (Auto-fills from Common Data.)

If the **Return Travel Method** is different from the **Arrival Travel Method**, make sure you change the entry in this box. This is important when you are creating **Travel Method Reports**.

6.  In the **Remarks** box, enter any remarks related to the tentative release. If needed, you can click the **Remarks** button to add or review additional remarks.

Remarks do not print on the **Available for Release Report**.

7.  If dispatch was notified, click to check the **Dispatch Notified** checkbox.

When the **Dispatch Notified** checkbox is checked, the resource will no longer be included in the **Available for Release Reports**. The assumption is that the report will be faxed to **Dispatch**. This resource should not be sent again. If the resource needs to be sent again, click to check the **Resources Selected in Grid** checkbox, then select the resource in the grid. Click the **Available for Demob** button to print the report again.

8.  If the **Return Travel Method** is **A/R** or **AIR**, a Travel area displays at the bottom of the window.



Complete the following steps:

a.  Enter the **Name on Picture ID** for the resource. Because of Airline security, the resource must have a legal name on their reservations.

If the **Name on Picture ID** is not defined, the resource's **Name** will NOT print on the Air Travel Request form.

b.  Select the jetport method from the **Depart from Jetport** drop-down list. This is the jetport from which the resource is departing.

c.  Enter the **Travel Time from ICP to Airport** in the **(Hours)** and **(Minutes)** boxes. This information is important for Ground Support when scheduling shuttles to the airport.

d.  If you want to add special instructions for the tentative release, enter them in the **Special Instructions** box. Click the **Special Instructions** button to add even more instructions.

Special Instructions print on the Commercial Air Travel Request Form. However, you can only fill the window 1/3 in order for the information to print on the form. Preview the form and make adjustments to the information before printing.

e. If there will be air travel to the dispatch, click to check the **Air Travel to Dispatch** checkbox.

f. If you received an itinerary from dispatch, click to check the **Itinerary Received From Dispatch** checkbox.

g. If the response to any of the **Travel Questions** is **Yes**, click to check the checkbox next to the question. The **Travel Questions** display in the far right bottom of the Demob window.

9.  When finished, click the **Save** button to save your changes.

## Defining Actual Release Information

Follow the steps in this section to define actual release information for a resource:

1. In the **Resources** grid, click the resource for which you want to define actual release information. **Actual Release** information is defined in the area on the right side of the window.



2. Enter the **Actual Release Date** for the resource.

An Actual Release Date cannot be entered unless the Status is D or R. When Actual Release Date is more than 5 days after the system date a warning message will be displayed.

3. Enter the **Actual Time of Departure** for the resource.

4. Enter the **Estimated Date of Arrival** for the resource.

An Estimated Date of Arrival cannot be entered unless the Status is D or R. When Estimated Date of Arrival is more than 5 days after the system date a warning message will be displayed.

3. Enter the **Estimated Time of Arrival** for the resource.

4. If the resource is expected to rest overnight, click to check the **Rest Over Night** checkbox.

When the **Rest Over Night** checkbox is checked, the system prints **RON location** information on the **Actual Release Report**.

7. In the **Remarks** box, type any remarks that relate to the actual release of the resource. Click the **Remarks** button to add or view additional remarks.

Remarks do not print on the **Actual Release Report**.

8. If dispatch was notified about the release, click to check the **Dispatch Notified** checkbox.

When the **Dispatch Notified** checkbox is checked, the resource will no longer be included in the **Available for Release Reports**. The assumption is that the report will be faxed to **Dispatch**. This report should not be sent again for the resource. If the report needs to be sent again, click to check the **Resource Selected in Grid** checkbox, then select the resource in the grid. Click the **Available for Demob** button to print the report again.

9. When finished, click the **Save** button to save your changes.

# Change Status for Multiple Resources

This section explains how to change the status of multiple Resource's to either Pending Demob or Demob.

## Changing the Status to Pending Demob

Follow the steps in this section to change the status of multiple resources to Pending Demob:

1.  In the Resource's grid, select the resources for which you want to change the **Status** to **Pending Demob**.

2.  Click the **P** button. This opens the first selected resource in **Edit** mode and defaults the status to **P** (Pending Demob).

3.  Click the **Save and Next** button. Each time you click the **Save and Next** button, the system saves the status change and any other changes made to the demob information. The system then automatically moves to the next selected resource and defaults the status for that resource to **P**.

## Changing the Status to Demobed

Follow the steps in this section to change the status of multiple resources to Demobed:

1.  In the Resource's grid, select the resources that you want to demob.

2.  Click the **D** button. This opens the first selected resource in **Edit** mode and defaults the status to **D** (Demobed).

3.  Enter the **Actual Release Date** for each Resource you are demobing.

4.  Click the **Save and Next** button. Each time you click the **Save and Next** button, the system saves the status change and any other changes made to the demob information. The system then automatically moves to the next selected resource and defaults the status for that resource to **D**.

# Chapter 6

# Tentative Release Poster

This section explains how to print a **Tentative Release Poster**. This report identifies those resources that are tentatively ready to be released. The Tentative Release Poster is sorted by request category and then by request number.

## Tentative Poster Requirements

Only those resources that meet the following requirements are included in the report, unless the **Resources Selected In Grid** checkbox is checked:

If the **Resources Selected in Grid** checkbox is checked, the report prints for those Resources selected in the grid, regardless of the requirements.

- The **Resource Type** is **C**, **E**, **O** or **A**.
- The **Resource** contains a **Tentative Release Date** and **Time**.

If the Tentative Poster does not print, double check the **Tentative Release Date** and **Time**. This information is critical for generating the Poster.

- The **Release Date** is within a specified date range (when using a date range).
- The **Status** is NOT **D** (Demob).

## Generating Tentative Poster from Demob

Follow the steps in this section to generate a **Tentative Demob Poster** from the **Demob** window:

1. Click the **Demob** button to open the **Demob** window.

2. Click to check the **Resources Selected in Grid** checkbox.

3. In the **Resources** grid, click each of the resources you want to include in the Tentative Poster.

4. Click the **Tentative Poster** button to print a report for the current date. The report displays in the **Preview** window.

5. Click the **Print Report** button to print the report.

## Generating Tentative Poster from Demob Report

Follow these steps to print a **Tentative Demob Poster** from the **Demob Report** window:

1.  On the Demob window, click the **Reports** button in the **Main** toolbar.

2.  Click the **Tentative Poster** option to display those **Report Settings**.



These report settings also display if the **Resources Selected in Grid** checkbox is not checked, and you click the **Tentative Poster** button on the Demob window.

3.  Enter the **Date Range** to include in the report. You can either type the dates or select them from the drop-down lists.

4.  If you want to include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

5.  If you want to preview the report before you print it, click the **Preview** button. Then click the **Print Report** button to print the report.

    If you want to print the report without previewing it, click the **Print** button. Then click the **Print** button on the **Print** window that displays.

# Chapter 7

## Available for Release Report

This section explains how to print an **Available for Release Report**. This report identifies those resources that are available for release.

### Available for Release Report Requirements

Only those resources that meet the following requirements are included in the report, unless the **Resources Selected In Grid** checkbox is checked:

If the **Resources Selected in Grid** checkbox is checked, the report prints for those Resources selected in the grid, regardless of the requirements.

- The **Resource Type** is **C**, **E**, **O**, or **A**
- This **Resource Status** is **P** (Pending)
- The **Dispatch Notified** checkbox is NOT checked for the Resource
- The Resource contains a **Tentative Release Date** and **Time**

If the Available for Release report does not print for the resource, double check the **Tentative Release Date** and **Time**. This information is critical for generating this report.

### Generating Available for Release Report from Demob

Follow the steps in this section to generate an **Available for Release Report** from the **Demob** window:

1. Click the **Demob** button to open the **Demob** window.

2. Click the **Available for Release** button on the **Demob** toolbar.

3. The **Preview** window displays with the report. To print the report, click the **Print Report** button.

4. When the prompt displays asking whether you want to automatically check the **Dispatch Notified of Tentative Release** checkbox, click the **Yes** button if you want to check it. Click the **No** button if you do not want to check it.

5. When the **Print** window displays, click the **Print** button to print the report.

After printing the report, fax each page of the report to dispatch, as appropriate.

## Generating Available for Release Report from Demob Reports

Follow the steps in this section to generate an Available for Release Report from the Demob Reports window:

1. On the Demob window, click the **Reports** button in the **Main** toolbar to open the Demob Reports window.

2. Click the **Available for Release** option to display to display those **Report Settings**.
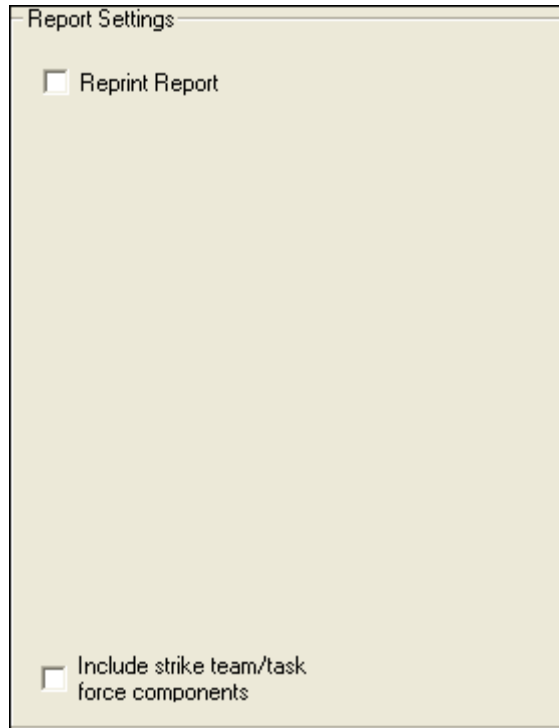


3. To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

4. To preview the report, click the **Preview** button. You can then print the report from the **Preview** window by clicking the **Print Report** button.
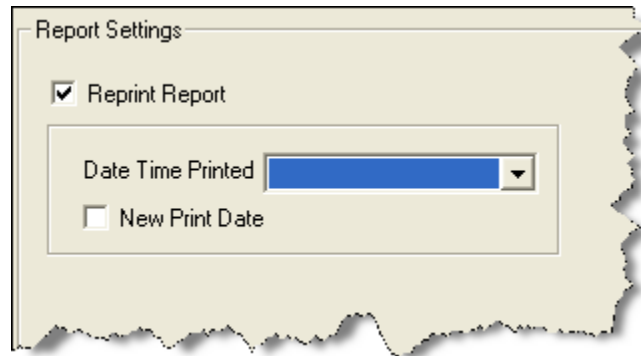
   To print the report without previewing it, click the **Print** button on the **Select Reports** window.

5. When the prompt displays asking whether you want to automatically check the **Dispatch Notified of Tentative Release** checkbox, click the **Yes** button if you want to check it. Click the **No** button if you do not want to check it.

## Reprinting the Available for Release Report

If you need to reprint the **Available for Release Report**, follow these steps:

1. From the **Reports** drop-down menu, select **Demob Reports**. The **Select Reports** window displays with the **Demob** tab selected.

2. Click the **Available for Release** option to display the **Report Settings**.



3. Under **Report Settings**, click to check the **Reprint Report** checkbox.

4. From the **Date Time Printed** drop-down list, select the date for the report that you want to reprint.

5. To print a new date on the report, click to check the **New Print Date** checkbox.

6. To preview the report, click the **Preview** button. You can then print the report from the **Preview** window by clicking the **Print Report** button.

   To print the report without previewing it, click the **Print** button on the **Select Reports** window. The **Dispatch Notified of Tentative Release** window displays.

7. When the prompt displays asking whether you want to automatically check the **Dispatch Notified of Tentative Release** checkbox, click the **Yes** button if you want to check it. Click the **No** button if you do not want to check it.

# Chapter 8

## Air Travel Request Report

This section explains how to create an **Air Travel Request Form**. This is a form that people can use to request commercial air travel.

### Air Travel Request Report Requirements

A form only prints for those resources that meet the following requirements, unless the **Resources Selected In Grid** checkbox is checked:

> If the **Resources Selected in Grid** checkbox is checked, the report prints for those Resources selected in the grid, regardless of the requirements.

- The **Resource Status** is **P** (Pending).

- The **Return Travel Method** for the Resource is **A/R** or **Air**.

> If the **Resources Selected in Grid** checkbox is checked, and you select a resource with a **Return Travel Method** other than **A/R** or **Air**, the resource's **Name** will NOT print on the **Air Travel Request**.
>
> Because the **Name** on the **Air Travel Request** must be the same as the **Name** defined on the resource's **Picture ID**, the name will not print on the **Air Travel Request** unless **A/R** or **Air** are the **Return Travel Method** and the **Name on Picture ID** is defined for the Resource.

- The **Air Travel to Dispatch** checkbox is NOT checked.

The following **Tentative Release** information must be defined to avoid printing blank fields in the **Commercial Air Travel Request** form:

- Tentative Release Date and Time

- Resource Name (May auto-fill - check against the name on the resource's picture ID. Fill-in if this does not auto-fill.)

- Departing Airport Code (usually closes to incident or where rental car was rented.)

- Special Remarks (e.g. aisle seat because leg is in split.)

- Travel Time (minutes) from the incident to the Departure airport

- Travel Questions - Click to check the checkbox next to each question for which a **Yes** response is appropriate. All questions and answers print.

The following additional items will print on the form if the data was entered:

- Resource Name

- Demob City, State

- Jetport (arrival airport from check-in information)

- If the Reassignment checkbox was checked under Tentative Release on the Demob window:

  o **Reassignment Pending Demob** prints in the upper right corner. If the checkbox is not checked, only **Demob** prints.

  o **Last Date Available to Work** (of 14 day tour). This is based on the **Length of Assignment** entry, which is used to calculate the remaining days of the tour. The Last Day Available to Work is the last day of the tour.

- **Other Quals** will be listed.

## Generating Air Travel Request from Demob

Follow the steps in this section print an Air Travel Request Report from the Demob window:

1. Click the **Demob** button to open the **Demob** window.

2. Click the **Air Travel Request** button.

3. The report displays in the **Preview** window. Click the **Print Report** button to print the report.

4. When the prompt displays asking whether you want to automatically check the **Air travel to Dispatch** checkbox, click the **Yes** button to check it. Click the **No** button if you do not want to check it.

5. When the **Print** window displays, click the **Print** button to send the report to the printer.

6. After printing the report, fax each page of the report to dispatch.

7. When the **Air Travel Itinerary** is received from dispatch, click to check the **Itinerary Received from Dispatch** checkbox for the appropriate Resource(s).

Only generate and print one resource's **Commercial Air Travel Request** at a time. A separate form will print for each Resource.

Only **Special Instructions** print on this report. The expanded **Special Instructions** window can only be filled about 1/3 full for all of the information to print on the form. Preview the form to make sure all of the appropriate information displays.

The application does not automatically check the **Itinerary Received from Dispatch checkbox**. This is a

manual operation. Use this box to track progress on air travel.

## Generating Air Travel Request from Demob Reports

Follow the steps in this section to generate an **Air Travel Request** from the **Demob Reports** window:

1. On the Demob window, click the **Reports** button in the **Main** toolbar to open the Demob Reports window.

2. Click the **Air Travel Request** option to display those **Report Settings**.
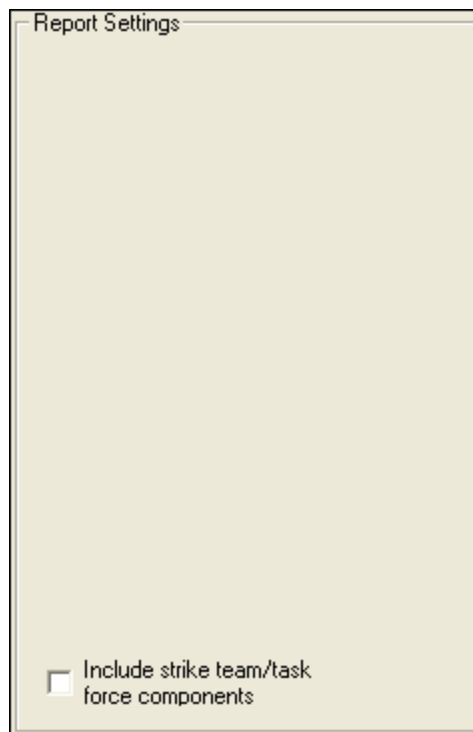


3. To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

4. If you want to preview the report before you print it, click the **Preview** button. Then click the **Print Report** button to print the report.

   If you want to print the report without previewing it, click the **Print** button. Then click the **Print** button on the **Print** window that displays.

5. When the prompt displays asking whether you want to automatically check the **Air travel to Dispatch** checkbox, click the **Yes** button to check it. Click the **No** button if you do not want to check it.

Only generate and print one resource's **Commercial Air Travel Request** at a time. A separate form will print for each resource.

Only **Special Instructions** print on this report. The expanded **Special Instructions** window can only be filled about 1/3 full for all of the information to print on the **Commercial Air Travel Request Form**. Preview the form to make sure all of the appropriate information displays.

The application does not automatically check the **Itinerary Received From Dispatch** checkbox. This is a manual operation to track progress on air travel.

# Chapter 9

## Demobilization Checkout Form

This section explains how to create a **Demobilization Checkout Form**. The Demobilization Checkout Form (ICS-221) must be completed for a resource that is being demobilized.

### Demobilization Checkout Form Requirements

Demobilization Checkout Forms are only generated for resources that do NOT have a checkmark in the **Checkout Form Printed** checkbox, unless the **Resources Selected In Grid** checkbox is checked.

If the **Resources Selected in Grid** checkbox is checked, the report prints for those Resources selected in the grid, regardless of the requirements.

### Generating Checkout Form from Demob

Follow the steps in this section to generate the **Checkout Form** from the **Demob** window:

1. Click the **Demob** button to open the **Demob** window.

2. Click the **Check Out** button.

If you click the **Checkout** button and the **Resources Selected in Grid** option is NOT checked, a message displays indicating that **All Resources That Have Not Had a Checkout Form Printed Will Be Printed**. If you click the **Yes** button to continue, a checkout form is printed for all of those resources. The forms do not print in any particular order. Make sure this is what you want to do before clicking the **Yes** button.

If you want to print individual forms, rather than all of them, click to check the **Resources Selected in Grid** option. In the **Resources** grid, click each of the resources you want to include, then click the **Check Out** button to generate the forms.

3. The report displays in the **Preview** window. To print the report, click the **Print Report** button.

4. When the prompt displays asking whether to automatically check the **Checkout Form Printed** checkbox, click **Yes** to check it. Click **No** if you do not want to check it.

5. When the **Print** window displays, click the **Print** button to send the report to the printer.

To change the signoff boxes that are automatically checked, follow the instructions for customizing the Checkout Form in Selecting Demob Checkout Options (See Page 11).

## Generating Checkout Forms from Demob Reports

Follow the steps in this section to generate the **Checkout Form** from the **Demob Reports** window:

When you print checkout forms from the **Demob Reports** window, a message displays indicating that **All Resources That Have Not Had a Checkout Form Printed Will Be Printed**. If you click the **Yes** button to continue, a checkout form is printed for all of those resources. The forms print in the order defined under **Sort**.

If you want to print individual forms, rather than all of them, click the **Resources Selected in Grid** option on the **Demob** window. In the **Resources** grid, click to select each resource to include, then click the **Check Out** button.

1. On the Demob window, click the **Reports** button in the **Main** toolbar to open the Demob Reports window.

2. Click the **Checkout Form** option to display those **Report Settings**.



3. Under **Sort**, double click to select each sort to use in the report. The sort order is based on the order in which you select the sort options.

To remove a selected sort, click the sort you want to remove in the right column under **Sort**. Then click the < button.

4.  To customize the **Checkout Form**, click the **Customize Checkout Form** button. Then follow the instructions in the options section. *(See Selecting Demob Checkout Options on Page 11)*

5.  To include strike team/task force components, in the report, click to check the **Include strike team/task force components** checkbox.

6.  If you want to preview the report before you print it, click the **Preview** button. Then click the **Print Report** button to print the report.

    If you want to print the report without previewing it, click the **Print** button. Then click the **Print** button on the **Print** window that displays.

After a checkout form prints for a resource, the **Checkout Form Printed** checkbox in the **Tentative Release** area is checked. This prevents the form from being printed again. If you need to print another form for that resource, click to check the **Resource Selected in Grid** checkbox. In the Resources grid, click to select the resource, then click the **Check Out** button.

# Chapter 10

# Actual Demob Report

This section explains how to create an **Actual Demob Report**. This report identifies those resources that have been released for demobilization.

## Actual Demob Report Requirements

Only those resources that meet the following requirements are included in the report, unless the **Resources Selected In Grid** checkbox is checked:

If the **Resources Selected in Grid** checkbox is checked, the report prints for those resource(s) selected in the grid, regardless of the requirements.

- The **Resource** contains an **Actual Release Date** and **Time**.

If the Actual Demob Report does not print for the resource, double check the **Actual Release Date** and **Time**. This information is critical for generating this report.

- The **Dispatch Notified of Actual Release** checkbox is NOT checked.

## Generating Actual Demob Report from Demob

Follow these steps to print an Actual Demob Report from the Demob window:

A new page is generated for each request category on the Actual Demob Report.

1. Click the **Demob** button to open the **Demob** window.

2. Click the **Actual Demob** button.

3. When you click the **Actual Demob** button, the **Preview** window displays with the report. To print the report, click the **Print Report** button.

4. When the prompt displays asking whether to check the **Dispatch Notified of Actual Release** checkbox, click **Yes** to check it. Click **No** if you do not want to check it.

5. When the **Print** window displays, click the **Print** button to print the report.

6. After printing the report, fax each page of the report to dispatch.

# Generating Actual Demob Report from Demob Reports

Follow these steps to print an Actual Demob Report from the Demob Reports window:

1. On the Demob window, click the **Reports** button in the **Main** toolbar to open the Demob Reports window.

2. Click the **Actual Demob** option to display the **Report Settings**.



3. To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

4. If you want to preview the report, click the **Preview** button. To print the report on the **Preview** window, click the **Print Report** button.

   To print the report without previewing it, click the **Print** button on the **Select Reports** window.

5. When the prompt displays asking whether to check **Dispatch Notified of Actual Release** checkbox, click **Yes** to check it. Click **No** if you do not want to check it.

6. When the **Print** window displays, click the **Print** button to send the report to the printer.

7. After printing the report, fax each page of the report to dispatch.

# Chapter 11

## Ground Support Report

This section explains how to create a **Ground Support Report**. This is a form that people can use to request ground support transportation.

### Ground Support Report Requirements

A form only prints for those resources that meet the following requirements, unless the **Resources Selected In Grid** checkbox is checked:

If the **Resources Selected in Grid** checkbox is checked, the report prints for the Resource(s) selected in the grid, regardless of the requirements.

- The **Resource Status** is **NOT D** (Demobed).

- The **Resource** contains a **Tentative Release Date**.

If the **Ground Support Report** does not print for the resource, double check the **Tentative Release Date** and **Time**. This information is critical for generating this report. **Leave ICP Time** is generated by the **Tentative Release Time** in the Resource record.

- The **Return Travel Method** for the Resource is **A/R** or **Air**.

- The checkbox **Is Ground Support transportation needed?** is checked.

- The **Tentative Release Date** is within a specified date range (when using a date range).

The **Form Date** is generated by the **Tentative Release Date(s)** selected in the **Date Range**. All flight information has to be hand entered and is based on the itineraries received from dispatch.

### Generating Ground Support Report from Demob

Follow these steps to print a Ground Support Report from the Demob window:
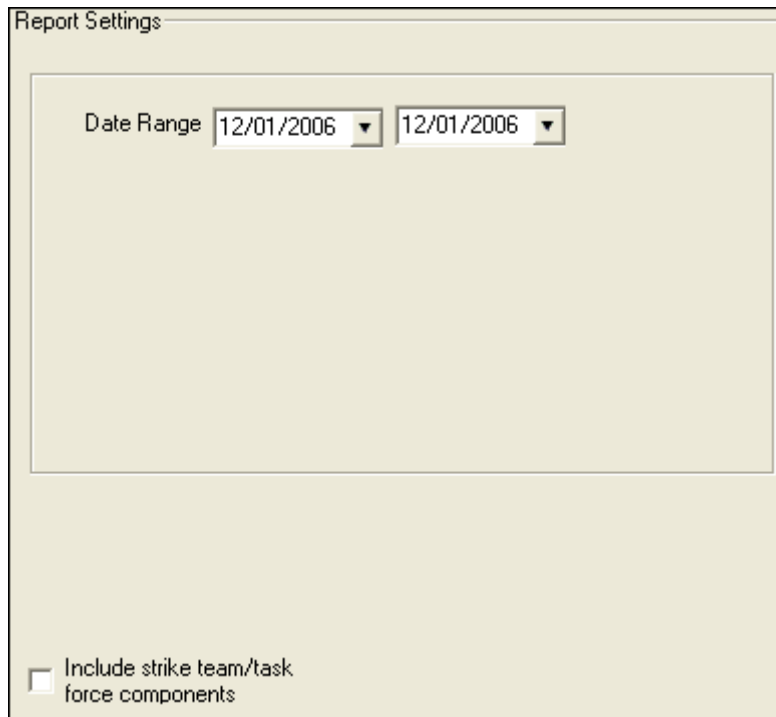
1. Click the **Demob** button to open the **Demob** window.

2. Click to check the **Resources Selected in Grid** option.

3. In the **Resources** grid, click each resource to include in the report.

4. Click the **Ground Support** button to print a report for the current date. The report displays in the **Preview** window.

5. Click the **Print Report** button to print the report.

## Generating Ground Support Report from Demob Report

Follow these steps to print a Ground Support Report from the Demob Report window:

1. On the Demob window, click the **Reports** button in the **Main** toolbar to open the Demob Reports window.

2. Click the **Ground Support** option to display the **Report Settings**.



These Report Settings also displays when the **Resources Selected in Grid** checkbox is not checked, and you click the **Ground Support** button on the Demob window.

3. Enter a **Date Range** to include in the report. If you only want to include one date, enter the same date into both boxes.

4. If you want to preview the report, click the **Preview** button. To print the report on the **Preview** window, click the **Print Report** button.

   To print the report without previewing it, click the **Print** button on the **Select Reports** window.

5. When the **Print** window displays, click the **Print** button to send the report to the printer.

A separate report prints for each date there are resources needing transportation.

# Chapter 12

## Other Demob Reports

This section explains how to print standard **Demob** reports.

### Print Standard Demob Reports

I-Suite has a number of features that allow you to produce standard reports. Follow the steps in this section to print **Demob** Reports.

1. On the Demob window, click the **Reports** button in the **Main** toolbar to open the **Demob Reports** window.

3. Click to select one of the following reports:

   - Checkout Form *(See Demobilization Checkout Form on Page 33)*
   - Demob Planning Report *(See Demob Planning Report on Page 41)*
   - Mob/Demob Report *(See Mob/Demob Report on Page 43)*
   - Qualifications Report *(See Qualifications Report on Page 44)*
   - Section Report *(See Section Report on Page 45)*
   - Tentative Poster *(See Tentative Release Poster on Page 24)*
   - Available for Release *(See Available for Release Report on Page 26)*
   - Air Travel Request *(See Air Travel Request Report on Page 29)*
   - Last Work Day *(See Last Work Day Report on Page 46)*
   - Actual Demob *(See Actual Demob Report on Page 36)*
   - Ground Support *(See Ground Support Report on Page 38)*

### Demob Planning Report

This report identifies resources and their current status for the incident. To generate a Demob Planning Report, complete the following steps:

1. On the **Demob Reports** window, click **Demob Planning Report** to display the **Report Settings**.

2.  Under **Select**, click to select one of the following resource categories to include in the report:

    - Checked-in, pending, staging

    - Demobed, reassigned

    - Pending demob

    - Not demobed

    - Filled

    - Unfilled

    - All resources

3.  Under **Sort**, double click to select each sort to use in the report. The sort order is based on the order in which you select the sort options.

To remove a selected sort, click the sort you want to remove in the right column under **Sort**. Then click the **<** button.
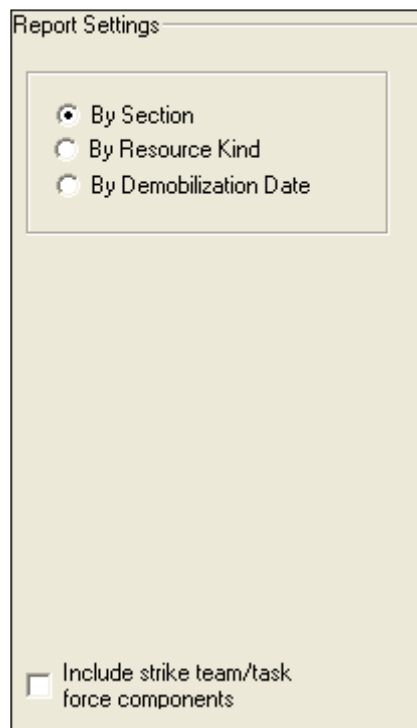
4.  To include strike team/task force components, click to check the **Include strike team/task force components** checkbox.

5.  To include subtotals on the first sort, click to check the **Include subtotals on first sort** checkbox.

6.  To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

7.  To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.

8.  To print the report without previewing, click the **Print** button.

## Mob/Demob Report

This report identifies those resources that were demobilized. To generate a Mob/Demob Report, complete the following steps:

1.  On the **Demob Reports** window, click **Mob/Demob Report** to display the **Report Settings**.



2.  Click one of the following options to identify how information is organized in the report:

    - **By Section** - This option groups by section and then sorts the information by Demob Date and then Request Number.

    - **By Resource Kind** - This option groups by KindAtegry and then sorts by Kind Code, Demob Date and then Request Number.

- **By Demobilization Date** - There is no grouping with this option. The data is sorted by Demob Date, Kind Code and then Request Number.

3. To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

4. To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.

5. To print the report without previewing, click the **Print** button.

## Qualifications Report

This report identifies the positions/kind codes defined in the I-Suite system and those resources that are assigned to the positions. To generate a Qualifications Report, complete the following steps:

1. On the **Demob Reports** window, click **Qualifications Report** to display the **Report Settings**.



2. To include **All Kinds** in the report, click to check the **All Kinds** checkbox.

To include specific kind codes in the report, double click the code you want to include to move it from the **Kind Codes** list to the **Selected Kinds** list.

To search for a code listed under **Kind Codes**, enter the code in the **Kind Search** box. The application automatically highlights the code that matches your search term. Double click the kind code or click the

>> button to add it to the **Selected Kinds** list.

3.  If you do not want to include trainees in the report, click to check the **Exclude Trainees** checkbox.

4.  If you only want to include trainees in the report, click to check the **Trainees Only** checkbox.

5.  To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.

6.  To print the report without previewing, click the **Print** button.

## Section Report

This report identifies those resources assigned to different sections (i.e. Command Staff, Operations Section, etc.). To print a Section Report, complete the following steps:

1.  On the **Demob Reports** window, click **Section Report** to display the **Report Settings**.



2.  Under **Sort**, double click to select each sort to use in the report. The sort order is based on the order in which you select the sort options.

The **RequestNumber** sort is automatically added as the first sort for the**Section Report**. When the sort is set to **RequestNumber**, the information in the report is grouped by **O**, **C**, **A**, and **E** Request Numbers.

To remove a selected sort, click the sort you want to remove in the right column under **Sort**. Then click the **<** button.

3.  To include strike team/task force components, click to check the **Include strike team/task force components** checkbox.

4.  To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.

5.  To print the report without previewing, click the **Print** button.

## Last Work Day Report

This report identifies those resources with last work days within a defined date range. Only those resources that meet the following requirements are included in the report:

- A **Tentative Release Date** or **Demobilization Date** is defined.
- The calculated **Last Work Day** falls within the defined date range.
- An **Actual Release Date** is not defined.
- The **Status** is not **D** (Demobed).

To print a Last Work Day Report, complete the following steps:

1.  On the **Demob Reports** window, click **Last Work Day Report** to display the **Report Settings**.

2.  Under **Grouping**, click to select one of the following options:

    - **Date,RequestCat** - Select this option to group the data in the report by the Last Work Date and then Request Category.

    - **Section,Date** - Select this option to group the data in the report by the Section and then Last Work Date.

    - **Section,RequestCat,Date** - Select this option to group the data in the report by the Section, Request Category and then the Last Work Date.

3.  In the **Date Range** boxes, enter the range of dates to include in the report. To only include one date in the report, enter the same date into both boxes.

4.  When either the **Section,Date** or **Section,RequestCat,Date** are selected, identify the sections to include in the Last Work Day report.

All Sections are automatically selected. If you do not want to include a section, click to uncheck that section.

The following sections are available for the report:
- Command

- External Res

- Finance

- Logistics

- Operations

- Plans

If you are in a 2007 database that was upgraded, an Area Command and a Medical section are also available.

5.  Under **Sort**, click to select a sort to use in the report, and then click the right arrow(>) button. Repeat this process for each sort to include in the report. The sort order is based on the order in which you select the sort options.

6.  To include strike team/task force components in the report, click to check the **Include strike team/task force components** checkbox.

7.  To preview and then print the report, click the **Preview** button. Then click the **Print Report** button.

8.  To print the report without previewing, click the **Print** button.

# Chapter 13

## Demob Reports for Selected Resources

This section explains how to generate a **Demob** report for resources selected in the grid.

1. Click the **Demob** button to open the **Demob** window.

2. Click to check the **Resources Selected in Grid** checkbox.

3. In the **Resources** grid, click the resource(s) for which you want to create the **Demob Report**.

4. On the **Demob** tool bar, click the appropriate report button to identify the report you want to print.

5. To print the report from the **Preview** window, click the **Print Report** button.

6. On any **Message** windows that display, click to select the appropriate response.

7. When the **Print** window displays, select the printer where you want to send the report, and then click the **Print** button.

# Chapter 13

## Demob Report Descriptions

The following Demob Reports are available in I-Suite:

### Demobilization Checkout Form

The Demobilization Checkout Form must be completed for a resource that is being demobilized. Demobilization Checkout Forms are only generated for resources that do NOT have a checkmark in the **Checkout Form Printed** checkbox.

### Demob Planning Report

This report identifies resources and their current status for the incident. You can print the report for:

- resources that are checked-in, pending, or in staging,
- demobed or reassigned resources,
- resources pending demob,
- resources that were not demobed,
- filled resource assignments,
- unfilled resource assignments,
- or all resources

### Mob/Demob Report

This report identifies those resources that were demobilized. You can print this report by:

- Section,
- Resource/Kind,
- or Demobilization Date.

### Qualifications Report

This report identifies the positions/kind codes defined in the I-Suite system and those resources that are assigned to the positions. The information in this report includes:

- the position and kind code,
- the request number assigned to the resource,
- the name of the resource assigned to the position,

- identification of trainee resources,
- the code for the agency assigned to the resource,
- the section assigned to the resource,
- and the demobilization date for the resource.

## Section Report

This report identifies those resources assigned to different sections (i.e. Command Staff, Operations Section, etc.).

## Tentative Poster

This report identifies those resources that are tentatively ready to be released. Only those resources that meet the following requirements are included in the report:

- The Resource **Type** is **C**, **E**, **O** or **A**.
- The Resource contains a **Tentative Release Date**.
- The **Tentative Release Date** is within a specified date range.

## Available for Release

This report identifies those resources that are available for release. Only those resources that meet the following requirements are included in the report:

- The Resource **Type** is **C**, **E** or **O**.
- The Resource **Status** is **P** (Pending).
- The **Dispatch Notified** checkbox is not checked.

## Air Travel Request

This is a form that people can use to request commercial air travel. A form only prints for those resources that meet the following requirements:

- The Resource **Status** is **P** (Pending).
- The **Return Travel Method** for the resource is **A/R** or **Air**.
- The **Air Travel to Dispatch** checkbox is not checked.

## Last Work Day

This report identifies those resources with last work days within a defined date range. Only those resources that meet the following requirements are included in the report:

- A **Tentative Release Date** or **Demobilization Date** is defined.
- The calculated **Last Work Day** falls within the defined date range.

- An **Actual Release Date** is not defined.
- The **Status** is not **D** (Demobed).

## Actual Demob

This report identifies those resources that have been released for demobilization. Only those resources that meet the following requirements are included in the report:

- The Resource **Status** is not **D** (Demobed).
- The Resource contains an **Actual Release Date** and **Time**.
- The **Dispatch Notified of Actual Release** checkbox is not checked.

## Ground Support

This is a form that people can use to request ground support transportation. A form only prints for those resources that meet the following requirements:

- The Resource **Status** is **P** (Pending).
- The Resource contains a **Tentative Release Date** and **Time**.
- The **Return Travel Method** for the Resource is **A/R** or **Air**.
- The **Is Ground Support transportation needed?** checkbox contains a check.

# Appendix A

## Revision History

| Revision Date | Revision Summary |
|---|---|
| 2011-03-31 | Revised instructions for the 11.01.00 version of I-Suite. |
| 2010-04-27 | Revised instructions for the 10.01.00 version of I-Suite. |
| 2009-05-01 | Revised instructions for the 9.01.00 version of I-Suite. |
| 2008-04-25 | Revised instructions for the 8.01.00 version of I-Suite. |
| 2007-07-25 | Revised instructions for the 7.01.05 version of I-Suite. |
| 2007-04-20 | Revised instructions for 7.01.00 release of I-Suite. |
| 2007-01-11 | Revised instructions based on changes received for Training Manuals. |
| 2006-12-04 | Revised instructions by adding more detail and graphics. |
| 2006-06-12 | Added instructions for printing a report for a resource selected in the grid. Revised instructions for the 6.02 version of I-Suite. |
| 2006-04-17 | Instructions for new module of the new I-Suite 2006 application. |

# Index

```
ERROR: undefined
OFFENDING COMMAND:

STACK:
```