

# Getting Started Guide

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# Chapter 1

# **Getting Started**

The Getting Started User Manual explains basic information for using the I-Suite application. Topics in this section include:

- I-Suite System Requirements (See Page 4)
- I-Suite Installation and Initial Setup (See Page 5)
- Logging into I-Suite (See Page 29)
- Common Features (See Page 35)
- Accessing Help (See Page 44)
- General Instructions (See Page 46)
- I-Suite Module Descriptions (See Page 48)
- Working with Grids (See Page 52)
- Options (See Page 55)
- Uninstalling I-Suite (See Page 74)

# **I-Suite System Requirements**

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

• Microsoft Windows XP

OR

- Windows 7
- Administrator Privileges



# Chapter 1

# **I-Suite Installation and Initial Setup**

This section explains how to download and install the I-Suite application.

To download and install software on an agency personal computer, you must follow that agency's regulations and requirements. You may also need to have Administrator access privileges granted before starting this process. For more information, contact your agency's System Administrator. If the computer will be the server or if you are running in stand-alone mode, make sure you install the **Server** application.

# **Downloading I-Suite**

Follow the steps in this section to download the I-Suite application from the I-Suite Website:

- 1. Open your Web browser and access the Internet.
- 2. In the Address box, type isuite.nwcg.gov to open the I-Suite Website.
- 3. Click the **Download** button that displays at the top of the Web page.
- 4. When the **Download** page displays, scroll down the page until you see the version you want to download.

The most recent version of the program displays at the top of the page.

- 5. Click the **Server** link to download the server version of the program. Click the **Client** link to download the client version of the program.
- 6. When the **Save** window displays, use the options on the window to identify where you want to download the program. Then click **OK** or **Save** (depending on your browser) to download the file to your computer.

# Installing I-Suite

Follow the steps in this section to install either the I-Suite **Server** application or the **Client** application. The main difference between the Server and Client applications is that the database and database servers are not installed with the Client system.

Make sure you exit all software applications before starting the installation process.

- 1. Access the folder where you downloaded the I-Suite program. (See Downloading I-Suite on Page 5)
- 2. Double click the **I-Suite** program file (either **Client** or **Server**) to begin the installation process.
- 3. When the first InstallShield Wizard window displays, click the Next button.
- 4. Follow the instructions that display on the **InstallShield Wizard** windows to install the I-Suite system.

The InstallShield creates and installs the I-Suite application to the correct folders. DO NOT select a different **Destination Folder**.

5. When the installation process is complete, click the **Finish** button to restart your computer. You can then delete the downloaded installation file.

If you were installing the I-Suite Client, refer to the First Time Logging into I-Suite - Client (See Page 19) instructions. If you were installing the I-Suite Server, refer to the First Time Logging into I-Suite -Server (See Page 16) Instructions.

### Enabling Server Connectivity for Windows XP/Windows 7

Follow the steps in this section to enable SQL server connectivity for Windows XP Service Pack 2:

To complete these procedures, you must be logged into Windows as an administrator. If you are running other instances of **SQL Server**, you will need to create an exception for the instance. If you decide at a later time that you do not want the instance included in the **Exception's** list, uncheck the checkbox next to the instance.

1. Click the Windows **Start** menu. Then click the **Run** option to open the **Run** window.

Run	? 🔀
1	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:	Firewall.cpl
	OK Cancel Browse

2. In the **Open** box, enter **Firewall.cpl**, and then click the **OK** button. The **Windows Firewall** window displays.

Windows Firewall	×
General Exceptions Advanced	
Windows Firewall is turned off. Your computer is at risk of attacks and intrusions from outside sources such as the Internet. We recommend that you click the General tab and select On.	
Programs and Services:	_
Name	
AOL	
☑ AOL □ File and Printer Sharing	
✓ Remote Assistance	
Remote Desktop	
UPnP Framework	
Add Program Add Port Edit Delete	]
Display a notification when Windows Firewall blocks a program	
What are the risks of allowing exceptions?	
OK Cancel	

3. Click the **Exceptions** tab to select it.

In Windows 7 machines, instead of click on the Exceptions TAB, the user will click on the words "Allow a program or feature through Windows Firewall" in the upper left corner of the Windows Firewall screen.

1. Click the Add Program button to open the Add Program window.

Add a Program	<
To allow communications with a program by adding it to the Exceptions list, select the program, or click Browse to search for one that is not listed.	
Programs:	
<ul> <li>QuickBooks Simple Start Special Edition</li> <li>QuickTime Player</li> <li>QuickTime Updater</li> <li>RealPlayer</li> <li>RealPlayer Setup</li> <li>Register Adobe Photoshop 5.5</li> <li>Snaglt 8</li> <li>Solitaire</li> <li>Spider Solitaire</li> </ul>	
💆 Spybot - Search & Destroy	1
sqlservr 🗸	
Path: C:\Program Files\Microsoft SQL Server\MSSQ Browse	]
Change scope OK Cancel	]

- 5. Click the **Browse** button to open a Browse window. Use this window to locate the instance of **SQL Server** that you want to add to the **Exceptions** list. It should be located in **C:\Program Files\Microsoft SQL Server\MSSQL\$ISUITE2\Bin**.
- 6. Click the name of the instance (sqlserver) and then click the Open button.
- 7. When the **Add a Program** window redisplays, make sure the name of the instance is highlighted, then click the **OK** button.
- 8. When the **Windows Firewall** window redisplays, make sure the instance displays under **Programs and Services**.
- 9. Click the checkbox next to the name of the instance to check it. Then click the **OK** button.

#### Setting ISuite Exceptions in Windows 7 Firewall:

Follow the steps in this section to set ISuite exceptions in Windows 7 Firewall.

1. In the Control Panel, select System and Security then Windows Firewall.



2. Select Allow a program or feature through Windows Firewall.



3. Click Change Settings then click Allow another program.

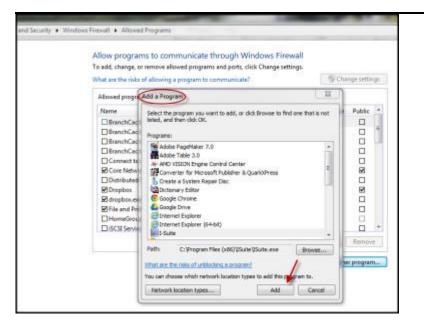
at are the risks of allowing a program to communicate?	Cha	nge settie	igs
illowed programs and features:			
Name	Home/Work (Private)	Public	
BranchCache - Content Retrieval (Uses HTTP)			
BranchCache - Hosted Cache Client (Uses HTTP5)			
BranchCache - Hosted Cache Server (Uses HTTPS)			u
BranchCache - Peer Discovery (Uses WSD)			
Connect to a Network Projector			
Core Networking	×		
Distributed Transaction Coordinator			
🗹 Dropbox		M	
✓ dropbox.exe	2		
File and Printer Sharing	X		
HomeGroup			
GiSCSI Service			
	Details	Remov	

### 4. Browse to C:\Program Files|ISuite\.

The location will be C:\Program Files(x86)\ISuite on Windows 64-bit systems.

Alloved program       Alloved program     22       Name     BranchCae       BranchCae     Organize - New Kalder       BranchCae     Data modified       Organize - New Kalder     Data modified       Distributed     Sargig Dive       Sargig Dive     Cameron Files       Distributed     Data modified       Distributed     Sargig Dive       BranchCae     Bata modified       Distributed     Sargig Dive       BranchCae     Bata modified       BranchCae <t< th=""><th>To add, change, o</th><th>ns to communicate through Windows Firewall remove allowed programs and ports, click Change sattings. of allowing a program to communicate?</th><th>S Change settings</th></t<>	To add, change, o	ns to communicate through Windows Firewall remove allowed programs and ports, click Change sattings. of allowing a program to communicate?	S Change settings
BarnchCae     Organice + New folder     Image: second part of the second	Nerve BranchCec	and a respective	
□ Connect to ○ Core New     □ Reimit Places ○ Gasgie Dave     □ Name     Date modellinet     Type       □ Connect to ○ Core New     □ Sasgie Dave     □ Connect Film     1/25/2012 9:37 AM     File tokine       □ Connect to ○ Conn	BranchCad		
	☐ Connect to Ø Core Netwo ☐ Ofstrikunde Ø Stroption Ø dissphanke Ø File and Pri ☐ Harmatina	Geogle Dave Geogle Dave Common Files Decimients Music Pictures Videos Homegroup Marcant Solvertight Microant Solveright Microant Solveright	1/25/2013 9:17 AM File folder 1/27/2013 19:05 AM File folder 11/07/2013 19:05 AM File folder 11/07/2013 19:05 AM File folder 11/07/2013 19:07 AM File folder 12/07/2013 19:07 AM File folder 12/07/2013 19:07 AM File folder 11/13/2012 5:44 PM File folder

5. Click **Open**. On the **Add a Program** window click **Add**.



6. Repeat the above steps for **sqlservr** (C:\Program Files\Microsoft SQL Server\mSSQL.1\MSSQL\Binn)\sqlservr)

Organize  Include in library  Share with	h • Burn Newfolder			
4 👾 Favorites	Name	Date modified	Туре	Size
E Desktop	🗼 Resources	12/3/2012 9:56 AM	File folder	
🗽 Downloads	🗟 batchparser90.dll	12/10/2010 5:37 PM	Application extens	122 KB
👽 Dropbox	B DBGHELP.DLL	11/24/2008 9:51 PM	Application extens	1,013 KB
W Recent Places	ODSOLE70.dll	12/10/2010 6:17 PM	Application extens	55 KB
🙆 Google Drive	🔿 opends60.dll	10/14/2005 3:45 AM	Application extens	21 KB
	perf-ISUITE2sqlctr	12/5/2012 8:11 AM	Configuration sett	98 KB
a 🔛 Libraries	🗟 sqlaccess.dll	12/10/2010 6:29 PM	Application extens	340 KB
Documents	SQLBOOT.dll	12/10/2010 6:29 PM	Application extens	46 KB
🗈 🎝 Music	sqictr.h	11/24/2008 12:56	H File	11 KB
Pictures	a sqictr	11/24/2008 12:56	Configuration sett	49 KB
🕨 🚼 Videos	III sqlmaint	12/10/2010 6:29 PM	Application	74 KB
	🗟 sqlos.dll	12/10/2010 6:29 PM	Application extens	14 KB
🛛 🚜 Homegroup	🗟 sqiresid90.dli	10/14/2005 3:49 AM	Application extens	19 KB
	SqlResourceLoader	10/14/2005 3:49 AM	Application extens	18 KB
# 🕵 Computer	Sqlscm90.dll	10/14/2005 3:50 AM	Application extens	30 KB
) 🛃 OS (C:)	💽 sqiservr 🍝	12/10/2010 6:29 PM	Application	28,607 KB
AIMEE DCMTN (E)	🗟 sqlsvc90.dll	12/10/2010 6:29 PM	Application extens	103 KB
🛙 🞯 isscshare (\\192.168.1.71\serverfolders) (Z:)	sqlwep-xp.mof	12/5/2012 8:10 AM	MOF File	138 KB
	🗟 xmlrw.dll	11/24/2008 10:31	Application extens	164 KB
+ On Maturali	Contract and	14 (24 (2000) 40 21	A 1 1 1 1	0.000.000

7. Repeat the above steps for **sqlbrowser** (C:\Program Files\Microsoft SQL Server\90\Shared\sqlbrowser)

Organize 🛪 📷 Open Burn Nev	v folder			
🔆 Favorites	A Name	Date modified	Туре	Size
Sesktop	👍 ErrorDumps	12/3/2012 9:56 AM	File folder	
🚡 Downloads	Resources	12/3/2012 9:55 AM	File folder	
🗘 Dropbox	custsat.dll	10/14/2005 3:31 AM	Application extens	40 KB
Necent Places	🚳 dbghelp.dll	11/24/2008 9:51 PM	Application extens	1,013 KB
📥 Google Drive	🚳 instapi.dll	10/14/2005 3:37 AM	Application extens	35 KB
	🗟 isacctchange.dll	12/10/2010 5:55 PM	Application extens	14 KI
🗃 Libraries	🕝 mdf_ndf_dbfiles	8/8/2005 1:09 AM	lcon	9 KI
Documents	Microsoft.NetEnterpriseServers.Exception	12/10/2010 6:10 PM	Application edens	130 Ki
J Music	Microsoft.SqlSac.Public.dll	12/10/2010 6:12 PM	Application extens	434 KI
E Pictures	🗉 🙆 msasspress.dll	12/10/2010 6:16 PM	Application extens	20 KI
Videos	🗟 msxmlsql.dll	12/10/2010 6:16 PM	Application extens	847 KE
	SAC /	12/10/2010 6:29 PM	Application	78 KE
🛃 Homegroup	💽 sqladhlp90	12/10/2010 6:29 PM	Application	44 KI
	SqlBoot.dll	12/10/2010 6:29 PM	Application extens	46 KI
🛀 Computer	📰 sqlbrowser 👫	12/10/2010 6:29 PM	Application	234 KB
🚢 OS (C:)	💽 SqlDumper	12/10/2010 6:29 PM	Application	65 KE
5c828eedfe12f0ca279df2e83c	Solftacet.dll	12/10/2010 5:29 PM	Application extens	24.KF

### **Enabling Programs for Client Version**

Follow the steps in this section to use **Windows Firewall** to enable programs for the client version by adding them to the **Exceptions** list.

Adding a program to the **Exception's** list, has the following advantages:

- You do not have to know a specific port number.
- The port in the **Exception's** list that the program uses will only open when the program is waiting to receive a connection.

If you later decide that you do not want the program included in the Exceptions list, uncheck the checkbox next to the program.

- 1. Click the Windows **Start** menu. Then click the **Run** option to open the **Run** window.
- 2. In the **Open** box, enter **Firewall.cpl**, and then click the **OK** button. The **Windows Firewall** window displays.
- 3. Click the **Exceptions** tab to select it.

4. Click the Add Program button to open the Add Program window.

Add a Program	<
To allow communications with a program by adding it to the Exceptions list, select the program, or click Browse to search for one that is not listed.	
Programs:	
🗸 FreeCell	
ar GIMP 2	
💛 Hearts	
Intel(R) PROSet for Wired Connections	
🥡 Internet Backgammon 🔤	
🥥 Internet Checkers 📃	1
Internet Explorer	
7 Internet Hearts	
O Internet Reversi	
Internet Spades	
ISuite 💌	
Path: C:\Program Files\ISuite\ISuite.exe Browse	)
Change scope OK Cancel	)

- 5. Click the name of the program (Isuite.exe) and then click the **Open** button.
- 6. When the **Add a Program** window redisplays, make sure the name of the program is highlighted, then click the **OK** button.
- 7. When the **Windows Firewall** window redisplays, make sure the program displays under **Programs and Services**.
- 8. Click the checkbox next to the name of the program to check it. Then click the **OK** button.

#### **Create an Exception for SQL Server 2005 in Windows Firewall**

In order for the SQL 2005 to communicate with the client machines, you must create an exception to the Windows Firewall.

These instructions apply to Microsoft SQL Server 2005 Developer Edition and Microsoft Server 2005 Express Edition.

1. Click the Windows **Start** menu. Then click the **Run** option to open the **Run** window.

2. In the **Open** box, enter **Firewall.cpl**, and then click the **OK** button. The **Windows Firewall** window displays.

In Windows 7 machines, instead of clicking on the Exceptions TAB, the user will click on the words "Allow a program or feature through Windows Firewall" in the upper left corner of the Windows Firewall screen.

- 3. Click the **Exceptions** tab to select it.
- 4. Click the Add Program button to open the Add Program window.

Add a Program
To allow communications with a program by adding it to the Exceptions list, select the program, or click Browse to search for one that is not listed.
Programs:
<ul> <li>FreeCell</li> <li>GIMP 2</li> <li>Hearts</li> <li>Intel(R) PROSet for Wired Connections</li> <li>Internet Backgammon</li> <li>Internet Checkers</li> <li>Internet Explorer</li> <li>Internet Hearts</li> <li>Internet Reversi</li> </ul>
🥔 Internet Spades
Path: C:\Program Files\ISuite\ISuite.exe Browse
Change scope OK Cancel

- 5. Click the **Browse** button next to the **Path** field.
- Navigate to the C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\BiNN\sqlserver.exe folder.

In Windows 7 64 Bit Machines, the folder will be in C:\Program Files(x86)\Microsoft SQL Server\MSSQL.1\MSSQL\BiNN.

7. Click the **sqlservr.exe** program and the **Open** button.

The folder in which the sqlservr.exe program is located may be different from the path listed in step 6. MSSQL.1 is a placeholder for the instance ID that you obtained in step 6. If you cannot find this program located in that directory, you may need to perform a search for the sqlservr.exe file.

8. Click the **OK** button on the **Add Program** window.

9. Repeat steps 4 - 8 for each instance of SQL Server 2005 that needs an exception.

### **Create an Exception for SQL Server Browser Service**

To create an exception for the SQL Server Browser service in Windows Firewall, follow these steps:

- 1. Click the Windows **Start** menu. Then click the **Run** option to open the **Run** window.
- 2. In the **Open** box, enter **Firewall.cpl**, and then click the **OK** button. The **Windows Firewall** window displays.
- 3. Click the Exceptions tab to select it.
- 4. Click the Add Program button to open the Add Program window.

Add a Program	K
To allow communications with a program by adding it to the Exceptions list, select the program, or click Browse to search for one that is not listed.	
Programs:	
💐 FreeCell 🔨	
ar GIMP 2	
💛 Hearts	
Intel(R) PROSet for Wired Connections	
🥡 Internet Backgammon 📲	
Internet Checkers	
Internet Explorer	
Internet Hearts	
O Internet Reversi	
🥥 Internet Spades	
Path: C:\Program Files\ISuite\ISuite.exe Browse	)
Change scope OK Cancel	]

- 5. Click the **Browse** button next to the **Path** field.
- 6. Navigate to the C:\Program Files\Microsoft SQL Server\90\Shared folder.

In Windows 7 64 Bit Machines, the folder will be C:\Program Files(x86)\Microsoft SQL Server\90\Shared.

7. Click the **sqlbrowser.exe** program and the **Open** button.

8. Click the **OK** button on the Add Program window.

The folder in which the sqlbrowser.exe program is located may be different from the path listed in step 6, depending on where SQL Server 2005 is installed. If you cannot find this program located in that directory, you may need to perform a search for the sqlbrowser.exe file.

### First Time Logging into I-Suite -Server

Follow the steps in this section if you are logging into the I-Suite server for the first time:

 Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."

*****Warning*****Warning*****Warning*****Warning*****
Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of data or a computer owned by or operated for the Government of the United States shall be punished by a fine under this title or imprisonment for not more then 10 years, or both. All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this USDA computer system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.
Press Yes to continue, or No to exit
Yes No

2. If you want to continue, click the **Yes** button. A **Login** window displays:

Login	
I-Suite Login Server Login Mode Version: 10.00.00	
User Name Password	Initial Server Setup
Type Server and Database or select from	ı lists.
Server:	
Database:	Advanced
OK Cancel << H	ide

- 3. Leave the User Name and Password boxes blank.
- 4. Click the **Initial Server Setup** button. A Rules of Behavior window displays for a Privileged User Account.

**Rules of Behavior** You must accept the Rules of Behavior prior to accessing I-Suite. Statement of Information Security USDA Responsibilities for Users with Privileged Access to Forest Service Systems I understand that, in addition to this document, I must understand and sign the Statement of Employee Security Responsibilities or the Statement of Information Security Responsibilities for Associate Users of Forest Service Systems. · I understand that I have been granted enhanced privileges in order to perform specific functions on information systems that are part of a FS GSS, and that these privileges are to be used only to perform my assigned job responsibilities. I will not use my privileges to grant myself or any other person unauthorized. privileges, or to modify any access accounts, privileges, system configurations, or data in an unauthorized manner. I understand that I have a special duty to safeguard FS information resources, and will implement and operate enterprise measures to protect those resources, as instructed by technical information bulletins (TIB), standard operating procedures, or other directives. Accept Qk Dedine

5. After you have read the rules of behavior, click the **Accept** option and the **OK** button to continue. A **New User** window displays:

🖻 New User 📃 🗖 🔀
Type required information to create new Admin User. All Passwords must: - be at least12 characters long. - contain at least 1 lowercase letter. - contain at least 1 uppercase letter. - contain at least 1 number. - contain at least 1 special character. Allowed characters: ! # % & * ^ _
* User ID : jdbadmin
* First Name : Joe
* Last Name : DBAdmin
* New Password : *******
* Confirm Password : x*******
OK Cancel

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**NOTE:** After you use the **Initial Setup** button to create a user account, the button will no longer display on the **Login** window. If you cannot access the I-Suite application after the Initial Setup, either contact a user with Database Admin rights (usually the CTSP) or call the Help Desk.

- 6. Enter the User ID you want to use to log into the I-Suite system.
- 7. Enter your **First Name** and **Last Name**.
- 8. Enter a **New Password** to use to log into the I-Suite system. Use the following rules to create your password:
  - The password must contain at least 12 characters.
  - The password must contain at least 1 lower case letter.
  - The password must contain at least 1 upper case letter.
  - The password must contain at least 1 number.
  - The password must contain at least 1 of the following special characters: ! # % & ^\_\_
  - The Password cannot be a dictionary word.
  - The Password cannot be one of the 24 previous passwords defined for the account.
- 9. In the **Confirm Password** box, enter your password a second time to make sure you entered it correctly.
- 10. Click the **OK** button to log into the I-Suite application.
- 11. After I-Suite opens, close the application. Then log into the system using your new user name and password.

Before you can perform any functions within I-Suite, you must attach a database (See Attaching an Incident Database in the *Database Admin User* Guide).

# First Time Logging into I-Suite - Client

Follow the steps in this section if you are logging into the I-Suite client for the first time:

Only one login per user for each database is allowed. If you attempt to log into a database more than once with the same user name, an error message displays indicating that you are already logged into the database under that user name.

 Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."

*****Warning*****Warning*****Warning*****Warning****
Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of data or a computer owned by or operated for the Government of the United States shall be punished by a fine under this title or imprisonment for not more then 10 years, or both. All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this USDA computer system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.
Press Yes to continue, or No to exit
Yes No

2. If you want to continue, click the Yes button. A Login window displays:

Login
I-Suite Login
Version: 10.00.00
User Name etudor
Password xxxxxxxxxxx
Type Server and Database or select from lists.
Server: (LOCAL)\ISUITE2
Database: 2009_Training Advanced
OK Cancel << Hide

- 2. Enter your I-Suite User Name.
- 3. Enter your I-Suite **Password**.

4. In the **Server** box, you can either select the appropriate server from the dropdown list or type the name of the server.

If you type the name of the server in the **Server** box, you will also have to type the name of the database in the **Database** box. The system will not display any names in the **Database** drop-down list.

- 5. In the **Database** box, either select the name of the appropriate database from the drop-down list or type the name of the database.
- 6. Click the **OK** button to log into the I-Suite application.
- 7. When the **Rules of Behavior** window opens, indicate whether you are a **Forest Service** employee or a **Non Forest Service** employee.

Rules of Behavior	
You must accept the Rules of Behavior prior to accessing I-Suit	e.
C Forest Service C Non Forest Service	
C Accept C Decline	QK

- 8. After you have read the Forest Service or Non Forest Service Rules of Behavior, click the **Accept** option and the **OK** button to continue logging into the system.
- 9. When the **Reset Password** window opens, enter a **New Password** and a **Confirm Password** to change the password to your User Account. Click the **OK** button to continue logging into the system.

Reset Password
Type required information to reset password. All Passwords must: - be at least 12 characters long. - contain at least 1 lowercase letter. - contain at least 1 uppercase letter. - contain at least 1 number. - contain at least 1 special character. Allowed characters: ! # % & * ^
* User ID : etudor
* First Name : Elizabeth
* Last Name : Tudor
* New Password : x*****
* Confirm Password : *******
OK Cancel



# Chapter 3

# Logging in & Logging Out

Follow the instructions in this section to log into and out of the I-Suite system.

# First Time Logging into I-Suite -Server

Follow the steps in this section if you are logging into the I-Suite server for the first time:

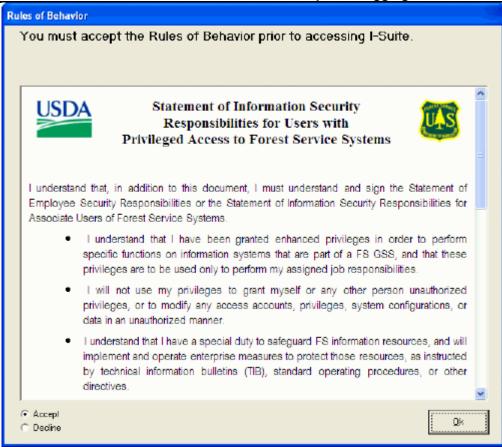
1. Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."

*****Warning*****Warning*****Warning*****Warning*****
Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of data or a computer owned by or operated for the Government of the United States shall be punished by a fine under this title or imprisonment for not more then 10 years, or both. All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this USDA computer system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.
Press Yes to continue, or No to exit
Yes No

2. Click the **Yes** button to acknowledge the warning and continue with the Login process. A **Login** window displays:

Login	
I-Suite Login Server Login Mode Version: 10.00.00	
User Name Initial S Password	
Type Server and Database or select from lists.	
Database: Adva	inced
OK Cancel << Hide	

- 3. Leave the User Name and Password boxes blank.
- 4. Click the **Initial Server Setup** button. A Rules of Behavior window displays for a Privileged User Account.



5. After you have read the rules of behavior, click the **Accept** option and the **OK** button to continue. A **New User** window displays:

New User
Type required information to create new Admin User. All Passwords must: - be at least12 characters long. - contain at least 1 lowercase letter. - contain at least 1 uppercase letter. - contain at least 1 number. - contain at least 1 special character. Allowed characters: ! # % & * ^ _
* User ID : jdbadmin
* First Name : Joe
* Last Name : DBAdmin
* New Password : xxxxxxxxx
* Confirm Password : *******
OK Cancel

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**NOTE:** After you use the **Initial Server Setup** button to create a user account, the button will no longer display on the **Login** window. If you cannot access the I-Suite application after the Initial Setup, either contact a user with Database Admin rights (usually the CTSP) or call the Help Desk.

- 6. Enter the User ID you want to use to log into the I-Suite system.
- 7. Enter your First Name and Last Name.
- 8. Enter a **New Password** to use to log into the I-Suite system. Use the following rules to create your password:
  - The password must contain at least 12 characters.
  - The password must contain at least 1 lower case letter.
  - The password must contain at least 1 upper case letter.
  - The password must contain at least 1 number.
  - The password must contain at least 1 of the following special characters: ! # % & ^\_\_
  - The Password cannot be a dictionary word.
  - The Password cannot be one of the 24 previous passwords defined for the account.
- 8. In the **Confirm Password** box, enter your password a second time to make sure you entered it correctly.
- 9. Click the **OK** button to log into the I-Suite application.
- 10. After I-Suite opens, close the application. Then log into the system using your new user name and password.

Before you can perform any functions within I-Suite, you must attach a database (See Attaching an Incident Database in the *Database Admin User Guide*).

### Logging into I-Suite as New User

If you are a new user in the I-Suite system, follow the steps in this section to log into the I-Suite system:

 Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."

*****Warning*****Warning*****Warning*****
Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of data or a computer owned by or operated for the Government of the United States shall be punished by a fine under this title or imprisonment for not more then 10 years, or both. All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this USDA computer system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.
Press Yes to continue, or No to exit
Yes     No

2. If you want to continue, click the **Yes** button. The **Login** window displays:

Login
I-Suite Login
Version: 10.00.00
User Name etudor
Password ********
Type Server and Database or select from lists.
Server: (LOCAL)\ISUITE2
Database: 2009_Training  Advanced
OK Cancel << Hide

- 3. If needed, click the **More>>** button to display additional fields.
- 4. Enter your **User Name**.

#### 5. Enter your temporary **Password**.

If you enter an incorrect password three consecutive times, the user account will be locked. If this occurs, contact your system administrator.

- 5. From the Server drop-down list, select the (LOCAL)\ISUITE2Server.
- 6. Click the **OK** button to log into the I-Suite application.
- 7. When the **Rules of Behavior** window opens, indicate whether you are a **Forest Service** employee or a **Non Forest Service** employee.

Rules of Behavior	
You must accept the Rules of Behavior prior to accessing I-Suite.	
<ul> <li>Forest Service</li> <li>Non Forest Service</li> </ul>	
C Accept	QK
C Dedine	<u>us</u>

8. After you have read the Forest Service or Non Forest Service Rules of Behavior, click the **Accept** option and the **OK** button to continue logging into the system.

9. Click the **OK** button to display the **Reset Password** window:

🖻 Reset Password
Type required information to reset password. All Passwords must: - be at least 12 characters long. - contain at least 1 lowercase letter. - contain at least 1 uppercase letter. - contain at least 1 number. - contain at least 1 special character. Allowed characters: ! # % & * ^ _
* User ID : etudor
* First Name : Elizabeth
* Last Name : Tudor
* New Password : [********
* Confirm Password : x*******
OK Cancel

- 10. In the **New Password** box, enter your new password. Use the following rules to create your password:
  - The password must contain at least 12 characters.
  - The password must contain at least 1 lower case letter.
  - The password must contain at least 1 upper case letter.
  - The password must contain at least 1 number.
  - The password must contain at least 1 of the following special characters: ! # % & ^ \_
  - The password cannot be the same as the temporary password.
  - The Password cannot be a dictionary word.
  - The Password cannot be one of the 24 previous passwords defined for the account.
- 8. In the **Confirm Password** box, type your password a second time to make sure you entered it correctly.
- 9. Click the **OK** button to log into the I-Suite application.

### Logging into I-Suite

Follow the steps in this section to log into the I-Suite application after your login and password are defined:

Only one login per user for each database is allowed. If you attempt to log into a database more than

once with the same user name, an error message displays, indicating that you are already logged into the database under that user name.

If you attempt to login to a user account with an invalid **Password** five consecutive times, the user account will be disabled. If this occurs, you will need to contact your system administrator and ask them to enable the user account.

 Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."

****Warning****Warning****Warning****Warning****
Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of data or a computer owned by or operated for the Government of the United States shall be punished by a fine under this title or imprisonment for not more then 10 years, or both. All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this USDA computer system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.
Press Yes to continue, or No to exit
Yes No

2. The **Login** window displays:

Login	
I-Suite Login Server Login Mode Version: 10.00.00	
User Name	
Password	
Type Server and Database or select from lists.	
Server:	
Database: Advanced	
OK Cancel << Hide	

- 3. Enter your I-Suite User Name.
- 4. Enter your I-Suite **Password**.

If you enter an incorrect password three consecutive times, the user account will be locked. If this occurs, contact your system administrator.

5. Click the **OK** button to log into the I-Suite application

Passwords expire every **60** days. If the password for your user account will expire in three or less days, a message displays indicating that the password is about to expire. To change your password at that time, click the **Change Password** button. If you do not want to change your password at that time, click the **Cancel** button.

If the password for your user account has expired, a message displays indicating that your password has expired. When you click the **OK** button, the **Reset Password** window opens. You must define a new password before you can access the I-Suite system.

### Logging into I-Suite After Your Password is Reset

Follow the steps in this section to log into I-Suite after your password is reset:

Occasionally, the DB Admin may need to reset your password. When this occurs, the DB Admin will give you a temporary password to use the next time you log into I-Suite. You will then need to create a new

password to complete the log in process.

1. Launch the I-Suite application. A Security Message displays indicating that "Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030."

*****Warning*****Warning*****Warning*****Warning*****
Unauthorized access to this United States Government Computer System and software is prohibited by Title 18, United States Code 1030. This statute states that: Whoever knowingly, or intentionally accesses a computer without authorization or exceeds authorized access, and by means of such conduct, obtains, alters, damages, destroys, or discloses information or prevents authorized use of data or a computer owned by or operated for the Government of the United States shall be punished by a fine under this title or imprisonment for not more then 10 years, or both. All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crimes found on this USDA computer system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE. REPORT UNAUTHORIZED USE TO AN INFORMATION SYSTEMS SECURITY OFFICER.
Press Yes to continue, or No to exit
(Yes No

2. Launch the I-Suite application. The Login window displays.

Login	
I-Suite Login Server Login Mode Version: 10.00.00	
User Name	
Password	
Type Server and Database or select from lists.	
Server:	
Database: Advanced	
OK Cancel << Hide	

3. Enter your **User Name** and temporary **Password**. Then click the **OK** button. The **Reset Password** window displays.

🖻 Reset Password
Type required information to reset password. All Passwords must: - be at least 12 characters long. - contain at least 1 lowercase letter. - contain at least 1 uppercase letter. - contain at least 1 number. - contain at least 1 special character. Allowed characters: ! # % & * ^
* User ID : etudor
* First Name : Elizabeth
* Last Name : Tudor
* New Password : ******
* Confirm Password : *******
OK Cancel

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- 4. In the **New Password** box, enter your new password. Use the following rules to create your password:
  - The password must contain at least 12 characters.
  - The password must contain at least 1 lower case letter.
  - The password must contain at least 1 upper case letter.
  - The password must contain at least 1 number.
  - The password must contain at least 1 of the following special characters: ! # % & ^ \_
  - The password cannot be the same as the temporary password.
  - The Password cannot be a dictionary word.
  - The Password cannot be one of the 24 previous passwords defined for the account.
- 4. In the **Confirm Password** box, enter the password a second time to make sure it was entered correctly.
- 5. Click the **OK** button to reset your password.

# Logging Out of I-Suite

From the **File** menu, select the **Exit** option.



# Chapter 5

# **Common Features**

This section describes some of the features that are common to all areas of the I-Suite system: Injury/Illness

### 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.

The following options are available in the **File** menu when the **IAP** module is open:

- New Form Creates a new form.
- Close Form Closes an open form.
- Save Saves a form.
- Save All Saves all open forms.
- Export Exports a form to a PDF file.
- Export Plan Exports an entire plan to one or more PDF files.
- Print Preview Previews the form.
- Print Preview Plan Previews an entire plan.
- Print Current Form Prints the current form that is open.
- **Print Plan** Prints an entire plan.

#### **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.

Chapter 5:Common Features

- **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

The Filters menu displays in all modules except IAP.

#### **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.

The following options are available in the **Tools** menu when the **IAP** module is open:

- **Copy Form** Copies an existing form to create a new one.
- Copy Plan Copies an existing plan to create a new one.
- Spell Check Spell checks a form.
- Form 203 Template Defines the template for the ICS 203 form.
- Form 204 Template Defines the template for the ICS 204 form.

- **Final** Finalizes a form.
- Master Frequency Creates a Master Frequency List.

#### 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.

#### Time Menu

The **Time** menu only displays when you are in the **Time** module. The following options are available in this menu:

- Admin Office For Payment Adds administrative office information to I-Suite.
- Contractor Adds contractors and agreements to I-Suite.

### Cost Menu

The **Cost** menu only displays when you are in the **Cost** module. The following options are available in this menu:

- Acres Burned Defines acres burned information.
- **Cost Analysis Benchmark Setup** Sets up the data to use in the Cost Analysis Report you can print on the Cost Report window.
- **Divisions** Defines a division for Cost Apportionment purposes.
- Graphs Creates standard or custom Cost Graphs.
- Accruals Creates an Accrual Extract.
- **Projections** Creates Cost Projections.
- Rates Defines Rate Areas and Rates.

#### Edit Menu

The **Edit** menu only displays when you are in the IAP Module. The following options are available in this menu:

- **Copy** Copies a form.
- Cut Cuts text that is highlighted in a form.
- Paste Pastes text that was cut or copied into a form.
- **Delete Form** Deletes a form.
- Format Changes the font style.

#### View Menu

The **View** menu only displays when you are in the IAP module. The following options are available in this menu:

- Form Displays all forms in the Tree View.
- Individual Form Displays only specific forms in the Tree View.
- Plan Displays plans in the Tree View.

#### Shifts Menu

#### **Chapter 5:Common Features**

The **Shifts** menu only displays when you are in the IAP module. The following options are available in this menu:

• **Define Shifts** - Adds shifts to IAP.

#### Window Menu

The **Window** menu only displays when you are in the IAP module. This menu contains a list of the forms that are currently open. Select a listed form, to make that the active form in the window. Select the **Close All Forms** option to close all forms that are open.

### Supply Menu

The **Supply** menu only displays when you are in the Supply Module. The following options are available in this menu:

- **Release (Permanent)** Permanently releases supply items to another location, such as a cache or another incident.
- Add/Edit Location Adds or edits a location.
- Add/Edit Supply Items Adds or edits a Supply item.
- Transfer (At Incident) Transfers a Supply item from one resource to another
- Import Shipment -- Import Supply shipment.
- Inventory Allows the user to manually change inventory counts.

# Toolbars

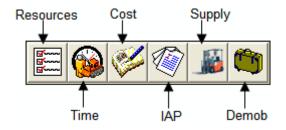
The following toolbars display at the top of the I-Suite windows:

### Main Toolbar

The Main toolbar contains two separate types of buttons:

#### **Module Buttons**

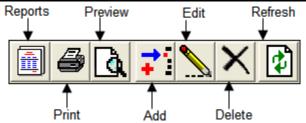
The Module buttons open modules in the I-Suite system. These buttons are located on the left side of the Main toolbar. The following example identifies the buttons and the modules that they open:



#### **Action Buttons**

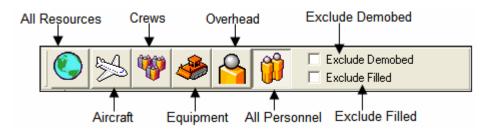
The Action buttons perform an action in one of the I-Suite modules. These buttons are located on the right side of the Main toolbar. The following example identifies the buttons and the action that occurs:

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### **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:



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

### **Resources Toolbar**

The **Print T-Card Labels** button displays to the right of the **Filter** toolbar when you are in the **Resources** module. Click this button to print T-Card Labels. The following is an example of this button:



The **Group Check-In** and **No Grouping** buttons display to the right of the **Print T-Card Labels** button when you are in the Resources module. Click the **C** button to open the Manage Resources window and select the users to check-in as a group. Click the **N** button to turn off the grouping option.

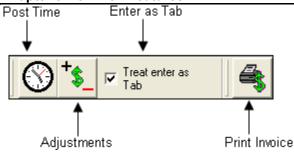


#### Time Toolbar

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

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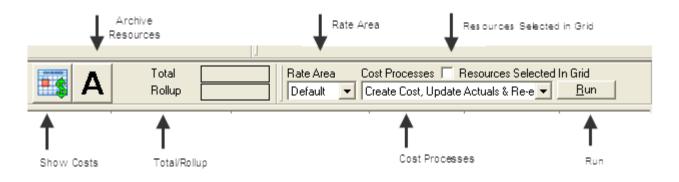
#### **Chapter 5:Common Features**



- **Post Time** Post time for a resource.
- Adjustments Make adjustments to the time for items such as Quarters and Lodging, Meals, Travel, etc.
- **Treat enter as Tab** If you would like the **Enter** key to work as the **Tab** key when moving between options, click to check the **Treat enter as Tab** checkbox.
- **Print Invoice** Print either an OF 288 or an OF 286, depending on the resource you have selected.

### **Cost Toolbar**

The **Cost** toolbar displays to the right of the **Filter** toolbar when you are in the **Cost** module. The following example identifies the buttons and options in this toolbar:



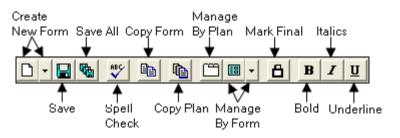
- Show Costs Click this button to display the Manage Cost grid at the bottom of the window. This grid contains a list of **Daily Costs** for a selected resource.
- Archive Resources Click this button to archive resources, so they are not included when Cost Processes are run.
- **Total** When this option is checked, the total cost displays for the selected resource, as well as any rollup costs.
- Flow Down When this option is checked, the flow-down feature for the Manage Cost grid occurs. Flow-down allows you to change the Quantity, Unit Cost, Units, Rate Type or Division in the Manage Cost grid. When that information

changes, the system changes (flows-down) the information in all of the Daily records below it that are not locked.

- **Rate Area** To use a rate area other than the Default Standard rate area, select the appropriate rate area from this drop-down list.
- **Cost Processes** Select a process from this drop-down list and click the **Run** button to run that process.
- **Resources Selected in Grid** When this checkbox is checked, you can run Cost Processes for one or more resources selected in the grid.
- **Run** Click this button after you have selected a **Cost Process** to run that process.

# IAP Toolbar

The **IAP** toolbar displays beneath the **Main** toolbar when you are in the **Incident Action Plan** module. The following example identifies the buttons in this toolbar:



- **Create New Form** Displays a list from which you can select the form you want to create.
- **Save** Saves the form.
- Save All Saves all open forms.
- Spell Check Checks the form for spelling errors.
- **Copy Form** Displays a list of forms you can copy.
- Copy Plan Displays a list of plans you can copy.
- Manage By Plan Displays all forms grouped by an Incident Action Plan.
- **Manage By Form** Displays all forms grouped by form number. You can also use this button to only display a certain type of form.
- Mark Final/Mark Draft When the form is marked Draft, this button changes it to Final. When the form is Final, this button changes it back to Draft.
- Bold Bolds text selected in a form.
- Italic Italicizes text selected in a form.
- **Underline** Underlines text selected in a form.

### **Supply Toolbar**

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



- **Issue** Issue supply items.
- Issue Returns Return supplies issued to a resource or location.
- Receive Receive supply items.
- Import Shipment -- Import supply shipment
- View History View a history of supply items that were issued.
- Add/Edit Location Add or edit locations that are either internal or external to the incident.
- Add Supply Item Add items to the Supply list.
- Incident Card -- Links supply card to a resource
- **Issue Report** -- Report of currently assigned supplies

### 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 Available Air Travel Poster for Release Request	Check Actual Ground Ground Ground I 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**.

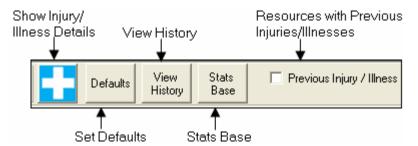
When you click either the **P** or **D** button, the **Save** button changes to **Save & Next**. You must click this button to save the changed status to the resource. When you click the **Save & Next** button, the changes are saved and the next selected record displays.

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.

### Injury/Illness Toolbar

The **Injury/Illness** toolbar displays to the right of the **Filter** toolbar when you are in the **Injury/Illness** module. The following example identifies the buttons in this toolbar.



- Show Injury/Illness Details Display the Manage Injury/Illness area.
- Defaults Set defaults for the Injury/Illness module.
- View History View a history of injuries and illnesses.
- Stats Base Define statistics to use in the Injuries and Frequency report.
- **Previous Injury/Illness** Only display resources with previous injury or illness records in the grid.



# Chapter 6

# **Accessing Help**

This section explains how to access I-Suite help information. There are several methods you can use to receive Help for the I Suite Application:

# **I-Suite Application Help**

Help is available within the I-Suite application. To access the I-Suite Application Help:

- 1. Select the **Help** drop-down menu at the top of any I-Suite window.
- 2. When the sub-menu displays, select the I-Suite Help option.

For additional help, contact the I-Suite Help Desk at (866) 224-7677.

Contact information for the I-Suite HelpDesk is available by selecting the Support option listed under the Help Menu in I-Suite.

# I-Suite Website

The I-Suite Website (**http://isuite.nwcg.gov**) contains a wide variety of I-Suite documentation, downloads and updates, including:

- Software Downloads Click the Download link to access software downloads.
- Updates Click the Download link to access software updates.
- User Guides Click the User Support link to access User Guides. These guides display in a PDF format.
- **Quick Reference Cards** Click the **User Support** link to access Quick Reference Cards in a PDF format.
- **Training Material** Click the **Training** link to access Training Material. The Training Manuals display in a PDF format.

When viewing a PDF file in Adobe Acrobat, you can use the **File/Save As** option to save the file to your computer.

To access other online help on the isuite.nwcg.gov web site, click the Bugs & Tips option to open the

Chapter 6: Accessing Help

Bugs & Tips Web page.



# Chapter 7

# **General Instructions**

This section contains general instructions for using the I-Suite system.

# Security

Make sure private information is kept confidential. Private information includes Social Security Numbers (SSNs) and IRS Federal Employer Tax ID Numbers (EINs),

For more information about clearing out SSNs and EINs, see **Purging Social Security Numbers** in the *Database Admin User's Guide*. For information about changing your password, see **Changing an I-Suite Password** in the *Database Admin User's Guide*.

# **Opening an I-Suite Module**

- 1. Click the **Modules** menu at the top of the window.
- 2. Click a module listed in the Modules menu to open it.

You can also click a module button in the toolbar at the top of the I-Suite window to open the module.

# Managing All Incidents as One

If you want to manage all of the incidents as if they were one, follow these steps:

- 1. At the top of the I-Suite window, click to check the **Manage All Incidents As One** checkbox.
- 2. When the **Manage All Incidents as One** message window displays, click the **OK** button.

When the **Manage All Incidents as One** option is selected and you are adding a resource, an **Incident Name** drop-down list is available on the **Manage Resource - Add Mode** window. Verify that the correct **Incident Name** and **Account Code** are selected for the new resource.

# Managing Incidents Separately

If you want to manage all incidents separately, follow these steps:

- 1. At the top of the I-Suite window, click to uncheck the **Manage All Incidents As One** checkbox, if it was selected.
- 2. From the **Incident** drop-down list, select the appropriate incident.

When managing incidents separately, verify that the correct incident displays in the Incident box at the top of the Main I-Suite window.



# Chapter 8

# **I-Suite Module Descriptions**

This section describes the primary purposes of each of the I-Suite modules:

The modules you can access in I-Suite depend on the permissions assigned to the you in the I-Suite system.

# Database Admin

You can perform the following functions in the Database Admin module:

- Create an Incident Database
- Attach an Incident Database
- Detach an Incident Database
- Backup an Incident database
- Restore an Incident Database
- Copy an Incident Database
- Rename an Incident Database
- Define I-Suite Users and Roles
- Import ROSS Data into I-Suite.
- Create a Data Repository File
- Export Financial Data
- Export Injury/Illness Data
- Purge SSN/EINs from the Database
- Merge Incident Databases

# Data Admin

You can perform the following functions in the Data Admin module:

- Define Incidents
- Define Accounting Codes
- Define Lookup Tables

# Resources

#### Chapter 8:I-Suite Module Descriptions

The primary purpose of the Resources module is to provide a standardized method to check-in resources when they arrive at an incident. This makes record keeping and status assessment easier.

You can perform the following functions in the Resources module:

- Add and Edit Resource Data
- Roster Crews and Equipment
- Create Strike Teams and Task Forces
- Generate Various Incident Reports (including the 209 Report, Section Report, Qualifications Report, and Daily Incident Report)

# Demob

The primary purpose of the Demob module is to assist in pre-planing and demobilization of resources. You can perform the following functions in the Demob module:

- Demob Planning
- Define Tentative Release Information.
- Define Actual Release Information.
- Generate Demob Reports.

# **Incident Action Plan (IAP)**

IAP uses the data in the I-Suite database to produce the Incident Action Plan for the incident. You can perform the following functions in the IAP module:

- Create a Master Frequency List
- Define Shifts
- Create Incident Action Plans Using ICS202, ICS203, ICS204, ICS205, ICS206 and ICS220 forms

# Time

The primary purpose of the Time module is to track time and create pay documents, including the Emergency FireFighter Time Report (OF-288) and the Emergency Equipment Use Invoice (OF-286). You can perform the following functions in the **Time** module:

- Post Personnel Time
- Post Crew Time
- Post Contracted Resource Time
- Post Adjustments
- Print Invoices
- Print Time Reports

# Cost

### **Chapter 8:I-Suite Module Descriptions**

The primary purpose of the Cost module is to track costs for individual resources. The system creates an estimated cost record for every resource for every day. The Cost user can then analyze, manipulate, and create outputs of this information in a variety of report formats.

You can perform the following functions in the Cost module:

- Update Daily Cost Records
- View Daily Cost Records
- Define Cost Rates
- Define Acres Burned
- Define Cost Apportionment Information
- Create Cost Projections
- Create Cost Graphs
- Create Accrual Extracts
- Generate Cost Reports

# **Custom Reports**

The primary purpose of Custom Reports is to use I-Suite data to create reports that are not available in the Standard Reports. You can perform the following functions in the Custom Reports module:

- Create custom reports with the Report Designer
- Create custom reports with the Advanced Report Designer
- Preview, Print, Export, Import, Edit, Delete and Copy custom reports

# Supply

The primary purpose of the Supply module is to track supply items at an incident. You can perform the following functions in the Supply module:

- Issue Supply Items
- Return Issued Supply Items
- Receive Supply Items
- Track Supply Inventory
- View History of Issued Supplies
- Print Supply Reports

# Injury/Illness

The primary purpose of the Injury/Illness module is to track injuries and illnesses that occur on an incident. You can perform the following functions in the Injury/Illness module:

- Add injury and illness information for resources
- Edit injury and illness information for resources
- Delete injury and illness information for resources
- View injury and illness histories

Chapter 8:I-Suite Module Descriptions

- Define statistics to use in the Injuries and Frequency report
- Print injury/illness reports
- •



# Chapter 9

# **Working with Grids**

Resource information in I-Suite displays in grids. There are several different ways you can filter information in the grids. This section identifies all of the methods you can use.

# **Filter Buttons**

Click the following buttons in the Filter toolbar to only display the identified types of resources:

### **All Resources**

Click this button to display all of the resources in the grid.

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# Aircraft

Click this button to display only aircraft resources in the grid.



### Crew

Click this button to only display crew resources in the grid.



# Equipment

Click this button to only display equipment resources in the grid.



**Overhead** <u>Click this button to only display overhead resources in the grid.</u>



# All Personnel

Click this button to display all personnel resources in the grid.



The Add and Edit buttons are disabled when the All Personnel filter is selected.

The **All Personnel** filter is not available in the Cost module.

# **Exclude Demobed**

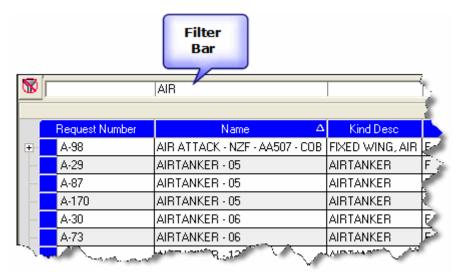
To remove resources that were already demobilized from the grid, click to check the **Exclude Demobed** checkbox.

# **Exclude Filled**

To remove resources with a Filled status from the grid, click to check the **Exclude Filled** checkbox.

# Filter Bar

A **Filter Bar** is located directly above the grid. Each of the empty boxes in the filter bar corresponds to headings in the grid. If you type a term in a filter box, I-Suite only displays those resources that match the filter term. For example, if you enter **AIR** above the **NAME** column in the grid, only those resources with names that begin with **AIR** display in the grid.



You do not have to enter an entire search term. When you enter the first few characters of a term for any column, all entries that begin with those characters display in the grid.

### % Wildcards

You can use the % wildcard to filter the grid based on a word within the column you are filtering. For example, enter %**Tanker** in the **Name** filter box to display all resources with the word Tanker in their name.

#### **Chapter 9:Working with Grids and Tables**

If you entered the search term **Tanker** without the % wildcard, I-Suite would only display those names that began with the word Tanker.

#### **Clear Filter Bar**

To clear the Filter Bar, click the Clear Filter Bar button located to the left of the Filter Bar.



# Sorting the Grid

To sort data in a grid, click a column heading. The grid is sorted based on the column that you select. When you click the heading once, the data is sorted in **Ascending** order. When you click it a second time, it is sorted in **Descending** order.

To use multiple columns to sort the data in the grid, hold down the **Shift** key and click each column heading you want to include in the sort.

# **Printing the Grid**

After you have filtered and sorted the grid, you can print the grid by clicking the **Print** button in the **Main** toolbar or selecting the **Print** option from the **File** menu.



# Chapter 10

# Options

This section explains how to set options for I-Suite. The following information is included in this section:

Selecting General Options (See Page 55) Selecting Resource Options (See Page 57) Defining Resource Label Parameters (See Page 59) Selecting Time Options (See Page 60) Selecting IAP Options (See Page 62) Selecting Cost Options (See Page 63) Selecting Demob Options (See Page 65) Selecting Demob Checkout Options (See Page 66) Selecting Travel Questions for Demob (See Page 67) Selecting Supply Options (See Page 69) Selecting Injury/Illness Options (See Page 70)

Only those modules for which you have user rights are available on the Options window.

# **Selecting General Options**

This section explains how to set General Options for the I-Suite application:

# **Changing Grid Colors**

Follow the steps in this section to change the colors that display in the grids within the I-Suite system:

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

irid Colors					
	Row	Column 1	Sample Grid Column 2	Column 3	
	HUW	1 R1 C1	R1 C2	R1 C2	
	Row	Column 1	Column 2	Column 3	
		2 R2 C1	R2 C2	R2 C2	
		3 R3 C1	R3 C2	R3 C2	
		4 R4 C1	R4 C2	R4 C2	
	Row	Column 1	Column 2	Column 3	
		5 R5 C1	R5 C2	R5 C2	
		6 R6 C1	R6 C2	R6 C2	
) lata Saved	Back Color I Data Saved Mes:		Color Reset	Colors	

- 2. Click the **General** tab to select it.
- 3. From the **Grid Area** drop-down list, select the area of the grid for which you want to change the color.
- 4. Click the **Color** box to open a **Color** window.
- 5. Click the color that you want to use. Then click the **OK** button to apply it to the grid.

When you change the color, you can preview the change under the Grid Colors area on the General tab.

- 6. Repeat steps 3 5 for each grid area that you want to change.
- 7. When you have finished defining the grid colors, click the **OK** button on the **Options** window to apply your changes.

# Data Saved

Follow the steps in this section to either show or hide the **Data Saved** message box when the **Save** button is clicked in any module in I-Suite:

- 1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
- 2. Click the General tab to select it.
- 3. If you want the **Data Saved** message to display when saving a record in I-Suite, click to check the **Show Data Saved Message Box** checkbox.

If you do not want the **Data Saved** message to display when saving a record in I-Suite, click to uncheck the **Show Data Saved Message Box** checkbox.

4. Click the **OK** button to save your changes and close the **Options** window.

# **Selecting Resource Options**

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

- 1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
- 2. Click the **Resources** tab.
- 3. Click the lower **Resources** tab.

Coptions		
General   Resources   Tir	me   IAP   Cost   I	Demob   Injury/Illness
Resources Labels Resource Grid Columns Request Number Name Kind Desc Status Agency Home Unit Release Date Incident Number Incident Number Checkin Date Checkin Time Release Time Number Personnel Configuration Original Order Request	Move Up Move Down Show Hide	"Other" Column Titles         Other 1:       Other 1         Other 2:       Other 2         Other 3:       Other 3         Default Check-in Date and Time         © System Date         Image: Blank         Additional Kinds used for QuickStats         Code       Description         ABRO       AIRCRAFT BASE RADIO OPR
<ul> <li>Demob City</li> <li>Demob State</li> </ul>		
Jetport		Kind/Position
<u> </u>	Clear Save	Delete

- 4. Under **Resource Grid Columns**, hold down the **Ctrl** key and click to highlight each of the columns you want to select.
- 5. If you want to remove the selected columns from the **Resource** grid, click the **Hide** button.

If you want to display the selected columns in the **Resource** grid, 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 next to the selected column. When you click the **Hide** button, it removes the checkmark from the checkbox. You can also click the checkbox next to a listed column to either **Show** or **Hide** it.

6. To adjust the order in which the columns display in the **Resource** grid, click a column listed under **Resource Grid Columns**. 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. If you want to change the titles that display for the **Other** columns, type the new name in the **"Other" Column Titles** box. For example, to change the name of the **Other 1** column, enter the new name in the box next to **Other 1**.

When the title for the **Other** columns are changed on the **Resources** tab, the changes are saved to the database. This means that all users will see the changes.

8. If you want to automatically insert the system date and time for the check-in, click the **System Date** option in the **Default Check-In Date and Time** area.

If you want to leave the check-in date and time blank, click the **Blank** option in the **Default Check-In Date and Time** area.

Each user can define the **Default Checkin Date and Time** they want to use in I-Suite.

9. To add additional **Kind Codes for Quick Stats**, select the code from the **Kind/Position** drop-down list. Then click the **Save** button.

To remove **Kind Codes for Quick Stats**, click the code listed in the **Additional Kinds used for Quick Stats** box. Then click the **Delete** button.

When you add additional **Kind Codes for Quick Stats**, the changes are saved to the database. This means that all users will see the changes.

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

# **Defining Resource Label Parameters**

Follow the steps in this section to define the parameters for **Resource Labels**:

- 1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
- 2. Click the **Resources** tab.
- 3. Click the Labels tab.

Options		
General   <b>Resources</b>   Tim	ne   IAP   Cost   Demob   Supply	
Resources Labels		
Special Purpose Label P	rinter \\tip\LaserJet5 🗾 👻	
Label Format		
First Fontsize 1	1	
Second Fontsize	)	
Top Offset	1	
Left Offset	1	
Font Name	vrial 🔍	
man Anna his	and the second and the second	in patrice

- 4. From the **Special Purpose Label Printer** drop-down list, select the label printer to use.
- 5. In the **First Fontsize** box, type the font size to use for the first line on the label.
- 6. In the **Second Fontsize** box, type the font size to use for the second line of the label.
- 7. In the **Top Offset** box, type the print offset to use at the top of the label. This identifies the amount of space to insert at the top of the label. Use this option, along with the **Left Offset** option, to define where to print the text on the label.
- 8. In the **Left Offset** box, type the print offset to use on the left side of the label. This identifies the amount of space to insert on the left side of the label. Use this option, along with the **Top Offset** option, to define where to print the text on the label.
- 9. From the **Font Name** drop-down list, select the type of font to print on the label.
- 10. Click the **OK** button to save any changes made to the label settings.

# **Selecting Time Options**

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

- 1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
- 2. Click the **Time** tab to select it.

D. A. H					
General Resources Tim Resource Grid Columns ✓ Request Number ✓ Name ✓ Status ✓ Kind	e IAP Cost Move Up	Demob	Supply )	Injury/Illness	
<ul> <li>Actual Release Date</li> <li>Agency</li> <li>Configuration         <ul> <li>Kind Description</li> <li>Home Unit</li> <li>Incident Name</li> <li>Incident Number</li> <li>Employment Code</li> <li>Contracted</li> <li>Contractor Name</li> <li>Agreement</li> <li>Accounting Code</li> <li>Unique Name</li> <li>Vehicle ID</li> </ul> </li> </ul>	Show Hide				
<u>D</u> K <u>C</u> ancel C	ear Save	Delete			

- 3. Under **Resource Grid Columns**, hold down the **Ctrl** key and click to highlight each of the columns that you want to select.
- 4. If you want to remove the selected columns from the **Resources** grid, click the **Hide** button.

If you want to display the selected columns on the **Resources** grid, 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 the column to either **Show** or **Hide** it.

5. To adjust the order in which the columns display on the **Time** window, click a column under **Resource Grid Columns**, then click the **Move Up** or **Move Down** button.

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

6. Click the **Save** button to save your changes. Click the **OK** button to close the Options window.

# Selecting IAP Options

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

- 1. From the **Tools** drop-down, select **Options**. The **Options** window displays.
- 2. Click the IAP tab to select it.

Options	
	IAP       Cost       Demob       Supply       Injury/Illness         Toolbar
<u> </u>	Delete

3. If you want name data to display in the order last name and then first name, click the **Last Name, First Name** option.

If you want the name data to display in the order first name and then last name, click the **First Name Last Name** option.

Identify the order in which to display the name data before creating forms in IAP. If you change the order after having saved some forms, the order is not changed for the already saved forms.

4. If you want to show the Filled resources that are known to be working on the Incident, click the **Include Filled** option. This is a User option and once set, will affect all databases that the user logs in to. It can be turned off and on by clicking the check box.

- 5. If you want to only show resources for the incident selected in the **Incident** dropdown on the IAP window, click to check the **Selected Incident** option.
- 6. If you want to show resources for all incidents, click to check the **All Incidents** option.
- To reduce the size of the buttons in the IAP toolbar, click to check the Small lcons checkbox.
   To change the size back to large buttons, click to uncheck the Small lcons checkbox.
- 8. To change the View Options, click **Manage by Plan** or **Manage by form**. **Manage by form** is the default option.
- 9. To identify the forms to display in the Tree View on the IAP window, click one of the following options under **Treeview Display**:
  - Show All Shows all saved forms.
  - **By Date** When you select this option, all forms with a date that is newer than the defined date display in the Tree View.

When you select the **By Date** option, you must enter a date into the text box that is next to the option. This is the date to which the application refers in order to identify the forms to include in the Tree View.

• Number of days prior to the system date and any newer forms- When you select this option, the application calculates the dates to display by subtracting the number of days defined from the Current System Date. The forms display from the calculated date forward.

When you select the **Number of Days** option, you must enter a number into the text box that is next to the option. This is the number to which the application refers in order to identify the forms to include in the Tree View.

10. Click the **Save** button to apply any changes made to the IAP settings. Click the **OK** button to close the Options window.

# **Selecting Cost Options**

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

- 1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
- 2. Click the **Cost** tab to select it.

Coptions	
General       Resources       Time       IAP       Cost       Demob       Supply       Injury/Illnes         Resource Grid Columns       Move Up       Incident Number       Move Up         Incident Name       Move Down       Move Down         Request Number       Move Down       Move Down         Name       Kind       Show         Payment Agency       Hide         Home Unit       Assign Date         CheckIn Date       Actual Release Date         Status       S/T         Remarks       Accrual Mix         Create Daily       Estimated Date of Arrival	s )
<u>DK</u> <u>Cancel</u> Clear Save Delete	

- 3. Under **Resource Grid Columns**, hold down the **Ctrl** key and click to highlight each column that you want to select.
- 4. If you want to remove the selected columns from the **Cost** window, click the **Hide** button.

If you want to display the selected columns on the **Cost** 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.

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

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

6. 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 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 66) and Selecting Travel Questions for Demob (See Page 67).

- 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.

Options	
General Resources Time IAP Co Demob CheckOut Travel Questions Resource Grid Columns Tentative Release Date Tentative Release Time Return Travel Method Tentative Release Remarks Dispatch Notified Tentative Release	Move Up Move Down
<ul> <li>Checkout Form Printed</li> <li>Actual Release Date</li> <li>Actual Release Time</li> <li>Estimated Date of Arrival</li> <li>Estimated Time of Arrival</li> <li>Rest Over Night</li> <li>Actual Release Remarks</li> <li>Rest Over Night Remarks</li> <li>Dispatch Notified Actual Release</li> <li>Name On Picture ID</li> <li>Depart From Jetport</li> <li>Travel Time</li> <li>✓ Special Instructions</li> </ul>	Show Hide
 KCancel Clear Sa	ve Delete

- 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**:

```
Also refer to Selecting Demob Options (See Page 65) and Selecting Travel Questions for Demob (See Page 67).
```

- 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.

🖻 Options 📃 🗖 🔀
General       Resources       Time       IAP       Cost       Demob       Injury/Illness         Demob       CheckOut       Travel Questions       Injury/Illness       Injury/Illness         Customize Checkout Form (ICS-221)       Example Checkout Form (ICS-221)       Injury/Illness         Logistics Section       Finance Section       Finance Section
Supply Unit         ✓ Communications Unit         ✓ Facilities Unit         ✓ Ground Support Unit         Planning Section         ✓ Documentation Unit         ✓ Demob Unit
<u>QK</u> <u>Cancel</u> Clear Save Delete

66

- 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 checkthe **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 65) and Selecting Demob Checkout Options (See Page 66).

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.

Options		
General Resources Time IAP Cost Demob Supply Demob CheckOut Travel Questions		
Question         Is Ground Support transportation needed?         Will this person drive themselves home from jetport?         Does this person have a rental car to return?         Does this person have a picture ID?         Does this person have an agency credit card?         Does this person need hotel reservations?	Display Standard	Move Up Move Down

- 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.

# **Selecting Supply Options**

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

- 1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
- 2. Click the **Supply** tab to select it.

General DB Admin Default Incident Incident Supply Address Address 1 Address 2 City State Zip Code Phone	FROG		IAP   ▼	Cost	Demob	Supply	Injury/Illness	
Incident Supply Address Address 1 Address 2 City State Zip Code	· 		•					
- Supply Address Address 1 Address 2 City State Zip Code	· 		•					
Address 1 Address 2 City State Zip Code	1							
Address 1 Address 2 City State Zip Code	1			_		-		
Address 2 City State Zip Code	1			_		-		
State Zip Code				-				
Zip Code	-							
	•	1						
Phone		-						
	() -							
Inventory								
<u>DK</u> <u>C</u> ancel				Jelete				

- 3. From the **Incident** drop-down list, select the incident to which the supply options apply.
- Under Supply Address, enter the supply address, including Address 1, Address 2, City, State, Zip Code and Phone Number.
- 5. If you want to track the supply inventory, click to check the **Track Inventory** checkbox.
- 6. 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.

# Chapter 10:Options Selecting Injury/Illness Options

Follow the steps in this section to select the options to use in the Injury/Illness area of the I-Suite application:

- 1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
- 2. Click the Injury/Illness tab.

You can also click the **Defaults** button on the **Injury/IIIness** window to open the **Options** window with the **Injury/IIIness** tab selected.

🛱 Options	
General       Resources       Time       IAP         Resource Grid Columns       Move         Incident Number       Move         Request Number       Move         Name       Sho         Status       Sho         Home Unit       Hid         Ochractor       Agency         Parent Position       CheckIn Date         Actual Release Date       Actual Release Date	Management Level
<u>OK</u> <u>Cancel</u> Clear Save Delete	

- 3. Under **Resource Grid Columns**, hold down the **Ctrl** key and click to highlight each of the columns you want to select.
- 4. If you want to remove the selected columns from the **Resource** grid, click the **Hide** button.

If you want to display the selected columns in the **Resource** grid, 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 next to the selected column. When you click the **Hide** button, it removes the checkmark from the checkbox. You can also click the checkbox next to a listed column to either **Show** or **Hide** it.

- 5. To define a default **Incident Type** to display in the **Incident Type** box on the **Injury/Illness** window, select one of the following options from the **Incident Type** drop-down list:
  - All Hazard
  - Prescribed Fire
  - Wildland Fire
  - Wildland Fire Use
- 6. To define a default **Management Level** to display in the **Management Level** box on the **Injury/Illness** window, select a level (1-5) from the **Management Level** drop-down list.
- 7. To define a default **Est. Hrs Worked / Day** on the **Stats Base** window, enter the amount in the **Estimated Average Hours worked per Day per Resource** box.
- 8. Click the **Save** button to save your changes. Click the **OK** button to close the **Options** window.

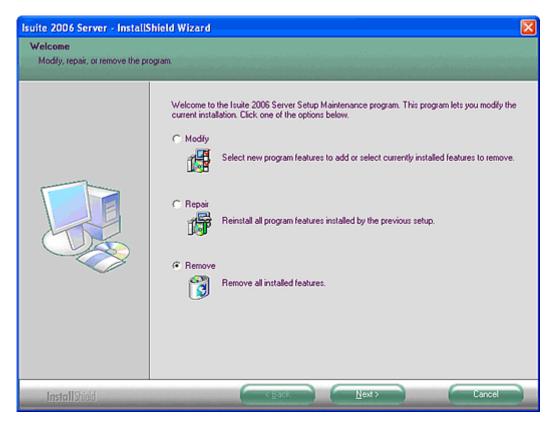


# Chapter 11

# **Uninstalling I-Suite**

Follow the steps in this section to uninstall the I-Suite application from your computer:

- 1. Access the folder where you downloaded the I-Suite program.
- 2. Double click the **I-Suite program file** (either Client or Server) to open the **InstallShield Wizard**.



- 3. Click the **Remove** option to select it. Then click the **Next** button.
- 4. When the message displays asking whether you want to completely remove the application, click the **Yes** button.
- 5. When the uninstall process is complete, a window displays indicating that the **Uninstall is Complete**. Click the **Finish** button to close the window.

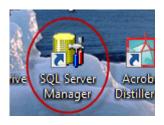
- 6. To remove other I-Suite components from your personal computer, do one of the following:
  - To delete all I-Suite components and I-Suite databases, in the **Program Files** folder, delete the **ISuite** folder.
  - To delete all I-Suite components, but not the I-Suite databases, access the **Program Files** folder. Then open the **ISuite** folder. Delete the **Bin** folder.
- 7. To complete the uninstall process, restart your computer.

# Uninstalling I-Suite Server from Windows 7 machines

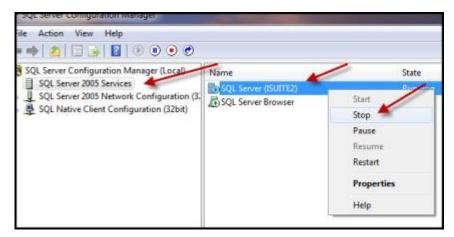
Follow the steps in this section to uninstall the I-Suite application from your computer:

Uninstalling ISuite Server from Windows 7 Machines requires an extra step PRIOR TO running the ISuite Uninstaller (which is located under the Start Menu under All Programs in the ISuite folder). You must first stop the SQL Server 2005 Service named SQL Server (ISUITE2) as follows:

1. From the desktop, double click the SQL Server Manager icon to start the SQL Server Configuration Manager.



2. This will open the SQL Server Configuration Manager. Right click on SQL Server (ISUITE2) in the right panel and select **Stop**.



3. SQL Server (ISUITE2) is now stopped.

#### Chapter 11: Uninstalling I-Suite



- 4. Do not stop the SQL Server Browser service.
- 5. Close the window by clicking on the red X in the upper right corner.
- 6. Proceed to uninstall ISuite using the ISuite Uninstaller provided with the ISuite application.



# Appendix A

# **Revision History**

### Revision Revision Summary

<u>Date</u>

- 2010-08-20 Revised instructions for SQL Server Exception Procedures.
- 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.
- 2008-09-04 Revised instructions for the 8.01.04 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 the 7.01.00 version of I-Suite.
- 2007-01-09 Revised instructions based on changes received for Training Manuals.
- 2006-12-04 Revised instructions by adding more detail and graphics.
- 2006-06-26 Added instructions for installing the I-Suite Client version. Added instructions for adding a SQL Server instance and the I-Suite program to the Windows Firewall Exceptions list.
- 2006-05-01 Revised instructions for initial install and setup of I-Suite.
- 2006-04-17 Instructions for Getting Started with the new I-Suite 2006 application.



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