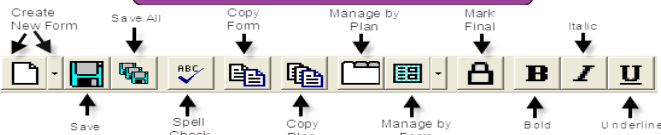


## Getting help

- Access the I-Suite website at: <http://isuite.nwcg.gov>
- Contact the I-Suite Helpdesk at: (866) 224-7677

## IAP toolbar and toolbar buttons



## Setting up your IAP

### To define shift names and times

You must define shift names and times before you can create IAP forms. You can define as many color-coded shifts as you need, so that you won't confuse day shift forms with night shift forms.

1. From the **Shifts** menu on the IAP window, select **Define Shifts**.
3. On the **Incident Action Plan - Define Shifts** window, complete the following:
  - Shift
  - Shift End Time
  - Shift Start Time
  - Shift Shade.
4. To save the new shift, click the **Save** button.

Shifts Entered:			
Name	StartTime	EndTime	Shade
Day	0800	1600	White
Night	1600	0800	White

**Add Mode**

\* Shift (Ex: Day):  Shift Shade: **White**

\* Shift Start Time (0600):

\* Shift End Time (1800):

Buttons: Close, Add, Clear, Save

### Master Frequency List

1. Click the **Master Frequency List** option in the **Tree View**.
2. Add the frequencies for the incident to the list.
3. Click the **Show** option next to each frequency to include it in the **Frequency** drop-down list on the **ICS 205** form.
4. Click the **Save** button to save any changes.

### ICS 204

1. Users must first complete the ICS 205 before the radio frequency portion of the ICS 204 form can be completed using the drop down boxes.

## Common Form Features

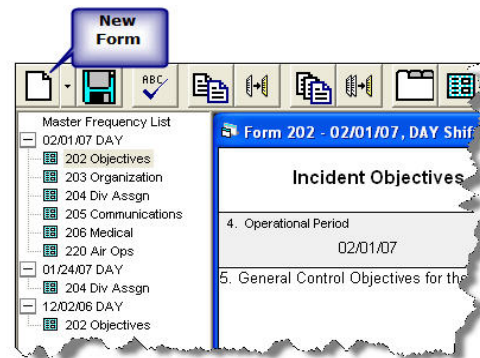
- ◆ IAP automatically enters the **Incident Name**, **Date**, and **Time**.
- ◆ The current date and time are automatically defined as the **Date** and **Time Prepared** on a new form.

- ◆ The **Operational Period** displays the current date and day.
- ◆ You can manually edit the **Operational Period**, if needed.
- ◆ You must save a form after editing it. IAP does not automatically save your forms. If you close a form without first saving it, IAP prompts you to save it.
- ◆ You can manually edit or override almost every entry in a form.

## Common Form Features Cont.

### To create a new form

1. Click the arrow on the **New Form** button in the IAP toolbar.
2. Select the form you want to create from the drop-down list that displays.



### To show multiple page numbers on a form

1. Use the scroll bar to scroll to the bottom of the new form.
2. In **Page \_\_\_ of \_\_\_**, enter the page numbers.

For example, for a two-page form, enter **Page 1 of 2** on the first page, and then enter **Page 2 of 2** on the second page of the form

5. Date Prepared: 08/17/06      6. Time Prepared: 0955

Page 1 of 2 ICS 205 Forms

### To finalize a form

Until you mark it as "final," a form is automatically marked "draft" at the top and bottom of each page.

1. Click the **Mark Final** button in the IAP toolbar.



### ICS 204 Copy/Delete/Insert

#### Selector Options

1. Click a **Selector** button next to a row. From the menu that displays, you can select to: **Delete Row**, **Insert Row**, **Move Row Up**, **Move Row Down**, **Cut Row** or **Paste Row**.



2. Highlight information in a form, and then right click your mouse. From the menu that displays, you can select to: **Cut**, **Copy**, or **Paste** the highlighted information.

### ICS 205 Copy/Delete

#### Selector Options

1. Click a **Selector** button next to a row. From the menu that displays, you can select to: **Delete Row**, **Insert Row**.



2. Highlight information in a form, and then right click your mouse. From the menu that displays, you can select to: **Cut**, **Copy**, or **Paste** the highlighted information.