Data Admin

Getting Help

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

Incident Data

Incident Tips

- Multiple incidents can be included in one database

- Each incident must have an **Incident Jurisdiction** defined for Cost Accrual purposes.

- Each incident must have a unique default **Accounting Code**.

- An **Agency** is required. You cannot define an **Accounting Code** until an **Agency** is selected.

- If you select the **FS Agency**, the **Accounting Code** can only include six characters.

- If you select the **FS Agency**, the **Region /Unit** box becomes active on the window. An entry in this box is not required.

- If a **Region / Unit** is selected, it prints on the **OF-288** in **Block 3** (Unit / Acct Code).

- Any changes to the **Accounting Code** cannot be made on the **Incidents** window. Changes must be made on the **Accounting Codes** window.

Accounting Codes Tips

- Additional **Accounting Codes** for an incident can be added on the **Accounting Codes** window.

- Changes can be made to an **Accounting Code** on the **Accounting Codes** window.

- Changes to **Accounting Codes** impact all users. Make sure to use caution when adding or editing accounting codes.

- When adding an **Accounting Code** to an incident, make sure the correct incident is selected in the **Incident** box, located in the top right corner.

- When adding an **Accounting Code** to an incident, you must first define an **Agency**.

Lookup Tables

Lookup Table Tips

- The I-Suite application includes default values in the Lookup Tables. These are considered the **Standard** values.

- If needed, values can be added to the Lookup Tables. Any values added to a Lookup Table by a user are considered **Non-Standard** values.

- **Non-Standard** values in a Lookup Table can be edited and deleted.

- **Standard** values in a Lookup Table cannot be deleted.

- Changes cannot be made to the **Standard** values in any Lookup Table, except the **Kind Codes** Table.

- When making changes to a **Standard Kind Code**, you can change all data, except the **Kind Code** and the **Description**.

- Changes to **Lookup Tables** impact all users. Make sure to use caution when making any changes.

- If the **Resource Unit Leader** (RESL) and **Computer Technical Specialist** (CTPS) are assigned to an incident, they should coordinate any changes to the Lookup Tables with the **Time Unit Leader** (TIME).

- A good rule to use when adding a new **Kind** value to the **Kind Codes** Lookup Table is to identify a resource similar in values to the new **Kind**. Write down those values and refer to them when adding the new code.