Data Repository

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

Creating a data repository file

To create an I-Suite data repository file

1. From the **Modules** drop-down menu, select **Database Admin**.
2. Click the **Export Data** button to open the Data Export window.
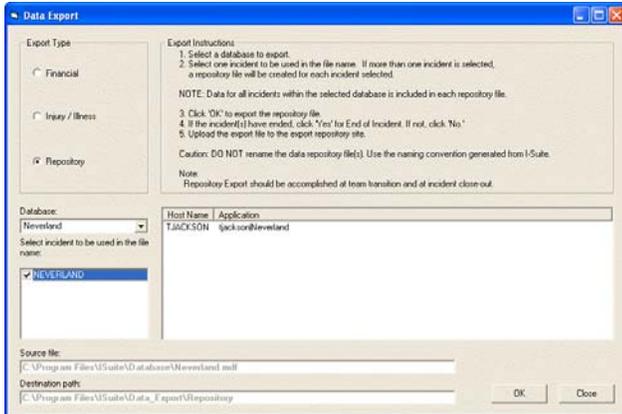
3. Under **Export Type**, select **Repository**.
4. Select the appropriate database file from the **Database** drop-down list.
5. Under **Select incident to be used in the file name**, click to check the incident you want to use in the file name. If you click more than one name, multiple files will be created.

    Each file that is created contains data for all incidents in the selected database.

6. Click the **OK** button.
7. When the **End of Incident** window displays, click **Yes** if the incident has ended. Click **No** if it has not ended.

8. When the **Repository Files Created** window displays, click the **OK** button to close the window.
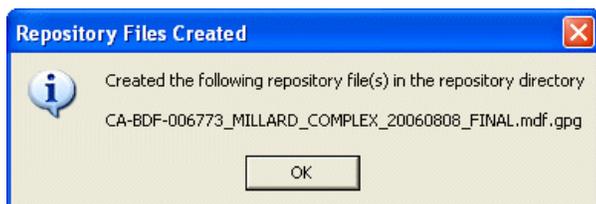
*Caution: **DO NOT rename** the data repository file(s). Use the naming convention generated from I-Suite.*

Uploading a data repository file

To upload an I-Suite data repository file

1. Start your Internet browser.
2. In the **Address** bar, enter **http://isuite.nwcg.gov**.
3. On the I-Suite website, click the **Data Repository** button.

4. On the **Enter Network Password** dialog box, type your **DMS User Name** and **DMS Password**, and then click **OK**.

5. On the **Data Repository page**, select the file you want to upload by clicking the **Browse** button next to the **File** box.
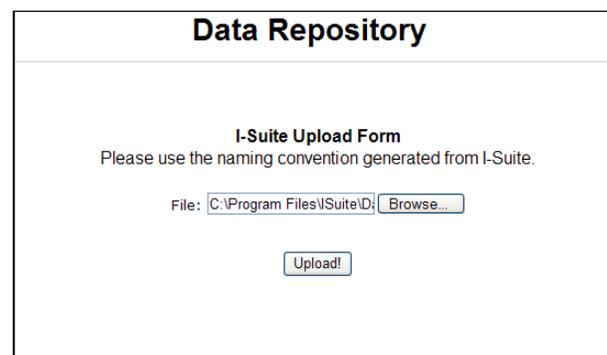
6. To upload the file, click the **Upload** button.

Upload I-Suite data repository files to the data repository at each team transition and at the end of an incident.

The default folder location to save data repository files is C:\isuite\Repository.

To access the data repository, you must have a DMS username and password.