



UNIT - 10

I-Suite Supply

11/6/2007

TOTAL SUGGESTED TIME: 5 hours

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I-Suite Supply

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DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	10.0 - Supply Overview
SUGGESTED TIME:	20 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Identify the purpose of the Supply module.2. Identify the basic features of the Supply screen.

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INTRODUCE THE UNIT	← Instructor Comments
PRESENT OBJECTIVES	
I. SUPPLY	
A. Identify the purpose of the Supply Module:	
1. The primary purpose of the Supply module is to track supply items that are issued to resources and returned to Supply.	
2. The Supply module can also be used to track the Supply Inventory.	← Read Note
NOTE: Inventory Tracking is optional. When using the Supply module to track the Supply Inventory , it is a good idea to receive supply items in order to ensure accurate counts.	
B. Identify the basic features of the Supply window:	
EXPLAIN THE BASIC FEATURES OF THE SUPPLY WINDOW AND CONDUCT A QUICK, UNINTERRUPTED WALK-THROUGH OF THE MENU AND TOOLBAR BUTTONS.	← Instructor Comment
DO NOT FIELD STUDENT QUESTIONS DURING THE WALK-THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE).	← Instructor Comment
1. The Supply drop-down menu at the top of the window includes the following Supply options:	
a. Release (Permanent) - Permanently releases supply items to another location, such as a cache or another incident.	
b. Add/Edit Location - Adds or edits a location.	
c. Add/Edit Supply Items - Adds or edits a Supply item.	
d. Transfer (At Incident) - Transfers a Supply item from one resource to another.	
e. Inventory - Allows the user to manually change inventory counts.	
2. The Supply toolbar is located to the right of the Filter toolbar. The buttons in this toolbar include:	
a. Issue - Issue supply items.	
b. Issue Returns - Return supplies issued to a	

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<p>resource or location.</p> <ul style="list-style-type: none"> c. Receive - Receive supply items. d. View History - View a history of supply items that were issued. e. Add/Edit Location - Add or edit locations that are either internal or external to the incident. f. Add Supply Item - Add items to the Supply list. <p>3. Each window in the Supply module contains two to three grid areas. The following grids may display on the screen, depending on the Supply area that is open:</p> <ul style="list-style-type: none"> a. Resources Grid b. Locations Grid c. Supply Items Grid d. Items for Transfer Grid e. Items Issued Grid f. Items Received Grid g. Items Released Grid h. Items Transferred Grid <p>4. Additional Supply buttons display on the right side of the window. The buttons that display are based on the area that is open within the Supply module.</p>	

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	10.1 - Supply Options
SUGGESTED TIME:	10 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Select the incident to which the Supply option apply.2. Define the Supply Address.3. Turn Inventory Tracking ON or OFF.

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<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>I. SUPPLY OPTIONS</p> <ul style="list-style-type: none"> A. Define Incident for Supply B. Define Supply Address C. Turn Track Inventory On or Off <p>II. SUPPLY INCIDENT</p> <ul style="list-style-type: none"> A. To define the Supply Incident: <ul style="list-style-type: none"> 1. From the Tools drop-down menu, select Options to open the Options window. 2. Click the Supply tab. 3. From the Incident drop-down list, select the incident to which the supply options apply. 4. When finished, click the Save button to save your changes. Then click the OK button to close the Options window. <p>III. SUPPLY ADDRESS</p> <ul style="list-style-type: none"> A. To define the Supply Address: <ul style="list-style-type: none"> 1. From the Tools drop-down menu, select Options to open the Options window. 2. Click the Supply tab. 3. Under Supply Address, enter the supply address, including Address 1, Address 2, City, State, and Zip Code. 4. When finished, click the Save button to save your changes. Then click the OK button to close the Options window. <p>IV. TRACK INVENTORY</p> <ul style="list-style-type: none"> A. To turn Track Inventory ON or OFF: <ul style="list-style-type: none"> 1. From the Tools drop-down menu, select Options to open the Options window. 2. Click the Supply Tab. 3. If you want to track the supply inventory, click to check the Track Inventory checkbox. 	<p>← Instructor Comments</p>

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<p>If Track Inventory is ON and you want to turn it OFF, click to uncheck the Track Inventory checkbox.</p> <p>4. When finished, click the Save button to save your changes. Then click the OK button to close the Options window.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	10.2 - Supply Issue
SUGGESTED TIME:	30 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Identify Supply Items to issue to a Resource or Location.2. Perform an Advanced Search for a Supply Item.3. Remove or Change the Quantity for a Supply Item.

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<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>I. ISSUE SUPPLIES</p> <p>A. Issue Supply Items to a Resource or Location.</p> <p>B. Perform an Advanced Search for a Supply Item.</p> <p>C. Remove or Change the Quantity for a Supply Item.</p> <p>II. ISSUE SUPPLY ITEMS</p> <p>A. To use the Select Item button to select Supplies to issue to a Resource or Location:</p> <p>1. From the Modules drop-down menu select the Supply option.</p> <p>OR</p> <p>Click the Supply button in the Main toolbar.</p> <p>2. To issue a Supply Item to a resource, click the Resource in the Resources grid.</p> <p>OR</p> <p>To issue a Supply Item to a resource and a location, click a Resource in the Resources grid. Then select the location from the Location drop-down list.</p> <p>OR</p> <p>To issue a Supply Item to a location, click the UnSelect Resource button. Then select the location from the Location drop-down list.</p> <p>3. In the Items for Issue grid, click the Supply Item you want to issue to the Resource or Location.</p> <p>4. Click the Select Item button.</p> <p>5. When the Issue Item(s) window displays, enter the quantity of the items being issued in the Enter the Quantity to Issue box.</p> <p>6. Click the Save button. The item displays in the Items Issued grid at the bottom of the window.</p> <p>7. To add another supply item to the Items Issued grid,</p>	<p>← Instructor Comments</p>

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<p>repeat steps 3 - 6.</p>	
<p>NOTE: You can only issue items to one Resource or Location at a time.</p>	<p>← Read Note</p>
<p>8. When all items to be issued to the resource or location are in the Items Issued grid, click the Save Item(s) button to issue the items.</p>	
<p>NOTE: If one or more of the items had a Property Number defined, a Waybill for the item displays in a Preview window. Click the Print Report button to print the Waybill. If the Waybill does not display, click the Preview/Print Waybill button.</p>	<p>← Read Note</p>
<p>B. To use the Quick Issue button to issue Supply Items:</p>	
<p>1. From the Modules drop-down menu select the Supply option</p>	
<p>OR</p>	
<p>Click the Supply button in the Main toolbar.</p>	
<p>2. Select the Resource or Location to Issue To.</p>	
<p>3. Click the Quick Issue button to open the Quick Issue Item(s) window.</p>	
<p>4. In the Enter the NFES # to Issue box, enter the appropriate NFES number.</p>	
<p>5. If you are issuing more than one supply item with the same NFES number, click to check the Do not clear NFES # checkbox. This leaves the NFES number in the NFES# box after you click the Save button.</p>	
<p>6. If applicable, enter a property number for the item in the Property Number box. If a number was previously defined for the item, you can select the number from the drop-down list. Otherwise, type the number in the Property Number box.</p>	
<p>7. Enter the Quantity to Issue.</p>	
<p>NOTE: If you defined a Property Number, the Quantity to Issue can only be 1.</p>	<p>← Read Note</p>
<p>8. Enter any comments about the item being issued in the Remarks box.</p>	
<p>9. Click the Save button to save the items to the Item</p>	

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<p>Issued grid.</p>	
<p>NOTE: The Quick Issue Item(s) window remains open after you save the new item count. This enables you to quickly issue another item.</p>	<p>← Read Note</p>
<p>10. To enter additional items, repeat the steps 4 - 9.</p>	
<p>11. After all of the items have been added to the Item Issued grid, click the Cancel button, to close the Quick Issue Item(s) window.</p>	
<p>12. To finish issuing, click the Save Item(s) button next to the Items Issued grid.</p>	
<p>III. ADVANCED SEARCH</p>	
<p>A. To perform an Advanced Search in the Supply Items grid:</p>	
<p>1. In the Advanced Search box on the right side of the window, enter the term for which you want to search.</p>	
<p>2. Click the Search Name/Desc button. The grid now only contains those items with the search term in either the name or the description. For example, if you entered AXE as your search term, only those items with AXE in the name or description would display in the grid.</p>	
<p>3. To clear the filter and display all items in the grid, click the Clear Advanced Search button.</p>	
<p>IV. REMOVE/CHANGE ISSUE</p>	
<p>A. To remove or change the quantity of an item on the Items Issued grid:</p>	
<p>1. In the Items Issued grid, click to select the item you want to remove or change.</p>	
<p>2. Then click the Remove/Change Issue button. A Remove Item(s) window displays.</p>	
<p>3. In the Enter the correct quantity to Issue box, enter the quantity of the item to issue.</p>	
<p>NOTE: To remove the item from the Item Issued grid, enter 0 (zero) in the Enter the correct quantity to Issue box.</p>	<p>← Read Note</p>
<p>4. Click the Save button to change the quantity or remove the item.</p>	
<p>NOTE: To remove all items from the Items Issued grid, click</p>	<p>← Read Note</p>

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the Clear Issue button. REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	10.3 - Supply Issue Returns
SUGGESTED TIME:	30 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Filter Supply Items that are Listed2. Perform an Advanced Search3. Return Supply Items

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ISSUE RETURNS	
A. Filter listed Supply Items.	
B. Perform an Advanced Search	
C. Return Supply Items	
II. FILTER SUPPLY ITEMS	
A. To identify the Supply Items to display in the Items Issued grid:	
1. To display items issued to a location only, click the List Items For All Locations Without A Resource button.	
2. To display items issued to a specific resource, click a resource in the Resources grid at the top of the window.	
3. To display items issued to a specific location, select the location from the Location drop-down list.	
4. To display items currently issued to a resource, location, or both, click the All Items Issued button.	
NOTE: The All Items Issued button displays all items currently issued.	← Read Note
4. To display all supply items regardless of whether they were issued, click the Return by Item button.	
NOTE: Use the Return by Item feature to return items that may not have been issued using I-Suite.	← Read Note
III. ADVANCED SEARCH	
A. To perform an Advanced Search in the Items Issued grid:	
1. Select a location from the Location drop-down list.	
NOTE: The Advanced Search option searches for a supply item issued to the location selected in the Location box, regardless of the other filters selected. A location must be selected to perform an Advanced Search in Issue Returns . If the item you want to find was not issued to a location, select the Blank location option.	← Read Note

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<ol style="list-style-type: none"> 2. In the Advanced Search box on the right side of the window, enter the term for which you want to search. 3. Click the Search Name/Desc button. The grid now only contains those items with the search term in either the name or the description. For example, if you entered AXE as your search term, only those items with AXE in the name or description would display in the grid. 4. To clear the filter and display all items in the grid, click the Clear Advanced Search button. 	
<p>IV. RETURN SUPPLY ITEMS</p>	
<p>A. To use the Return Items button to return a Supply Item:</p> <ol style="list-style-type: none"> 1. Click the item being returned in the Items Issued grid. 2. Click the Return Items button to open the Return Item(s) window. 3. In the first box, enter the total quantity , then select READY FOR ISSUE or NOT READY FOR ISSUE from the drop-down list. 4. In the second box, enter the total quantity, then select READY FOR ISSUE or NOT READY FOR ISSUE from the drop-down list. 5. Click the Save button to return the item. 	
<p>B. To use the Return Quantity Same as Issue button to return a Supply Item:</p> <ol style="list-style-type: none"> 1. Click the item being returned in the Items Issued grid. 2. Click the Return Quantity Same as Issue button. 	
<p>NOTE: Use the Return Quantity Same As Issue option when the return quantity is the same as the issue quantity and all items are not ready for issue.</p>	<p>← Read Note</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comments</p>

DETAIL LESSON OUTLINE

COURSE:	I-Suite
UNIT:	10.4 - Transfer Supply Items
SUGGESTED TIME:	30 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Transfer selected items from one Resource or Location to another.2. Perform an Advanced Search.3. Remove Transfer Items from Items Transferred List before transferring.

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<p>5. Click the Select Item button to open the Transfer Item window.</p> <p>6. In the Remarks area, type any remarks concerning the transfer.</p> <p>NOTE: You can only enter Remarks on the Transfer Item window. The name of the item and the quantity being transferred are automatically defined, based on the information specified when it was initially issued.</p> <p>7. Click the Save button to save the transfer item to the Item Transferred grid.</p> <p>8. If there are multiple items being transferred to the selected person, repeat steps 4 - 7 for each item.</p> <p>9. Click the Transfer Item(s) button to transfer the item(s) listed in the Items Transferred grid to the selected resource or location.</p> <p>10. When the Waybill displays in the Preview window, click the Print Report button to print the Waybill.</p> <p>11. When the Print window displays, click the Print button to print the Waybill.</p> <p>III. ADVANCED SEARCH</p> <p>A. To perform an Advanced Search for a Supply Item in the Items for Transfer grid:</p> <ol style="list-style-type: none"> 1. In the Advanced Search box on the right side of the Supply Transfer window, enter the term for which you want to search. 2. Click the Search Name/Desc button. The grid now only contains those items with the search term in either the name or the description. For example, if you entered AXE as your search term, only those items with AXE in the name or description would display in the grid. 3. To clear the filter and display all items in the grid, click the Clear Advanced Search button. <p>IV. REMOVE TRANSFER ITEMS</p> <p>A. To remove an item from the Items Transferred grid:</p> <ol style="list-style-type: none"> 1. Click the item you want to remove in the Items Transferred grid. 2. Click the Remove Item button to open the Transfer 	<p>← Read Note</p>

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<p>Item window.</p> <p>3. Enter any applicable remarks in the Remarks box, and click the Save button. The item is removed from the Items Transferred grid.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAIL LESSON OUTLINE

COURSE:	I-Suite
UNIT:	10.5 - Release Supply Items
SUGGESTED TIME:	30 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Filter supply items in the Items for Release grid.2. Permanently release supply items to an outside location.3. Perform an Advanced Search.4. Remove or change the Quantity for an item in the Items Released grid.

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<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>I. RELEASE SUPPLY ITEMS</p> <ul style="list-style-type: none"> A. Filter Supplies listed in Items for Release grid. B. Permanently release supply items. C. Advanced Search. D. Remove/Change Release Items. <p>II. FILTER SUPPLY ITEMS</p> <ul style="list-style-type: none"> A. Use the filter buttons at the top of the window to filter the Items for Release grid based on the following: <ul style="list-style-type: none"> 1. To list all supply items, click the All button. 2. To list only those supply items without an NFES number, click the Non NFES button. 3. To list only those supply items with an NFES number, click the Only NFES button. 4. To list only accountable supply items, click the Account button. B. Use the options listed under Show Items to filter the Items for Release grid based on the following: <ul style="list-style-type: none"> 1. To list all supply items, regardless of the incident selected, click the All option under Show Items. 2. To list only those supply items for the incident, click the Only at Incident option under Show Items. <p>III. PERMANENTLY RELEASE SUPPLIES</p> <ul style="list-style-type: none"> A. To use the Select Item button to permanently release supply items to an outside location: <ul style="list-style-type: none"> 1. From the Modules drop-down menu, select the Supply option. <p style="text-align: center;">OR</p> <p style="text-align: center;">Click the Supply button in the Main toolbar.</p> <ul style="list-style-type: none"> 2. From the Supply drop-down menu, select the Release (Permanent) option. 3. In the Location grid at the top of the window, click to 	<p>← Instructor Comments</p>

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<p>select the Location to which items will be released.</p> <ol style="list-style-type: none"> 4. In the Items for Release grid, click to select the Supply Item to release. 5. Click the Select Item button to open the Release Items window. 6. In the Enter Quantity box, type the total quantity to release. 7. In the Remarks box, type any applicable remarks. 8. Click the Save button to save the release information. 9. Repeat steps 4 - 8 for each item being released to the selected location. 10. In the ETD box, enter the Estimated Time of Departure. 11. In the ETA box, enter the Estimated Time of Arrival. 12. Click the Save Items button to release those items listed in the Items Released grid to the selected location. The Waybill opens in the Preview window. If it does not, click the Preview/Print WayBill button. 13. When the Print window opens, select the printer where you want to send the Waybill. Then click the Print button. <p>B. To use the Quick Release button to permanently release supply items to an outside location:</p> <ol style="list-style-type: none"> 1. From the Modules drop-down menu, select the Supply option. <p style="padding-left: 40px;">OR</p> <p style="padding-left: 40px;">Click the Supply button in the Main toolbar.</p> <ol style="list-style-type: none"> 2. From the Supply drop-down menu, select the Release (Permanent) option. 3. In the Location grid, click the location to which you are releasing the items. 4. Click the Quick Release button to open the Quick Release Item(s) window. 5. In the Enter the NFES # to Release box, enter the 	

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appropriate NFES number.

6. If you are issuing more than one supply item with the same NFES number, click to check the **Do not clear NFES #** checkbox. This leaves the NFES number in the **NFES#** box after you click the **Save** button.
7. If applicable, enter a property number for the item in the **Property Number** box. If a number was previously defined for the item, you can select the number from the drop-down list. Otherwise, type the number in the **Property Number** box.
8. Enter the **Quantity to Release**.
9. Enter any comments about the item being issued in the **Remarks** box.
10. Click the **Save** button to save the items to the **Items Released** grid.

NOTE: The **Quick Release Item(s)** window remains open after you save the new item count. This enables you to quickly add another release item.

← Read Note

11. To enter additional items, repeat the steps 5 - 10.
12. After all of the items have been added to the **Item Issued** grid, click the **Cancel** button, to close the **Quick Release Item(s)** window.
13. In the boxes above the **Items Released** grid, enter the **ETD** (Estimated Time of Departure) and the **ETA** (Estimated Time of Arrival).
14. To finish the release process, click the **Save Item(s)** button next to the **Items Released** grid.

IV. ADVANCED SEARCH

- A. To perform an Advanced Search in the Items for Release grid:
 1. In the **Advanced Search** box on the right side of the window, enter the term for which you want to search.
 2. Click the **Search Name/Desc** button. The grid now only contains those items with the search term in either the name or the description. For example, if you entered AXE as your search term, only those items with AXE in the name or description would display in the grid.

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<p>3. To clear the filter and display all items in the grid, click the Clear Advanced Search button.</p> <p>V. REMOVE/CHANGE RELEASE ITEMS</p> <p>A. To remove or change the quantity of an item listed in the Items Released grid:</p> <ol style="list-style-type: none"> 1. In the Items Released grid, click to select the incorrect item. 2. Click the Remove/Change Release button to open the Release Item(s) window. 3. In the Enter quantity to Release box, enter the quantity of the item to release. <p>NOTE: To remove the item from the Items Released grid, enter 0 (zero) in the Enter quantity to Release box.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Read Note</p> <p>← Instructor Comment</p>

DETAIL LESSON OUTLINE

COURSE:	I-Suite
UNIT:	10.6 - Add/Edit Supply Items
SUGGESTED TIME:	30 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Add Supply Items2. Edit Supply Items

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<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>I. ADD/EDIT SUPPLIES</p> <p>A. Add Supplies</p> <p>B. Edit Supplies</p> <p>II. ADD SUPPLIES</p> <p>A. To add Supply Items:</p> <ol style="list-style-type: none"> 1. From the Modules drop-down menu, select the Supply option. <p style="text-align: center;">OR</p> Click the Supply button in the Main toolbar. 2. From the Supply drop-down menu, select the Add/Edit Supply Item option. <p style="text-align: center;">OR</p> Click the Add Supply Item button in the Supply toolbar. 3. On the Supply - Add Supply Item window, click the Add button. 4. In the Name box, type the name of the supply item. This information is required. 5. In the Description box, type a description of the supply item. This information is required. 6. In the NFES # box, type the National Fire Equipment System (NFES) number for the item. 7. If applicable, type the property number assigned to the item in the Property # box. 8. From the From Location drop-down list, select the location where the item originated. 9. From the Category drop-down list, select the category for the item. 10. From the Supply Catalog Access drop-down list, select the departments who should have access to the item. The options include Supply Only, 	<p>← Instructor Comments</p>

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<p>Communications Only, or All.</p> <ol style="list-style-type: none"> 11. In the Cost box, type the cost of the item. 12. If the item is a rental, click to check the Rental Item checkbox. 13. In the Qty On Hand box, type the total number of the item currently available at the incident. 14. In the ReOrder Qty box, type the quantity at which the item should be re-ordered. 15. From the Qty Per Container drop-down list, select the total quantity included in each container for the item. 16. From the Issue by Unit of Issue drop-down list, select the unit at which the item is issued. 17. From the Order by Unit of Issue drop-down list, select the unit at which you can order the item. 18. If the item is a hazardous material, select the hazard type from the Hazardous drop-down list. 19. Type the item's measurements in the Weight-US (lbs), Weight-Metric (kgs), or Cubes (ft³) box. 20. In the Remarks box, type any applicable remarks for the item. 21. To save the Supply Item, click the Save button. 22. When you have finished adding all of the appropriate items, click the Close button to close the Supply - Add Supply Item window. <p>III. EDIT SUPPLIES</p> <p>A. To edit supply items:</p> <ol style="list-style-type: none"> 1. From the Modules drop-down menu, select the Supply option. <p style="padding-left: 40px;">OR</p> <p style="padding-left: 40px;">Click the Supply button in the Main toolbar.</p> <ol style="list-style-type: none"> 2. From the Supply drop-down menu, select the Add/Edit Supply Item option. <p style="padding-left: 40px;">OR</p>	

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<p>Click the Add Supply Item button in the Supply toolbar.</p> <ol style="list-style-type: none"> 3. Click one of the following buttons to filter the Supply Item grid at the top of the window: <ol style="list-style-type: none"> a. All - Displays all supply items. b. Non NFES - Displays supply items without an NFES number. c. Only NFES - Displays only supply items with an NFES number. 4. In the Supply Item grid at the top of the window, click to select the supply item you want to edit. The information for the item displays in the Edit Supply Item area at the bottom of the window. 5. You can make changes to the following information: <ol style="list-style-type: none"> a. Property # b. From Location c. Category d. Supply Catalog Access e. Qty On Hand f. ReOrder Qty g. Issue By Unit of Issue h. Remarks 6. To save your changes, click the Save button. 7. When you have finished editing all appropriate items, click the Close button to close the Supply - Add Supply Item window. 	
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAIL LESSON OUTLINE

COURSE:	I-Suite
UNIT:	10.7 - Add/Edit Locations
SUGGESTED TIME:	30 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Add Within Incident Locations.2. Edit Within Incident Locations.3. Add Outside Incident Locations.4. Edit Outside Incident Locations.

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<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>I. ADD/EDIT LOCATIONS</p> <p>A. Add Within Incident Locations</p> <p>B. Edit Within Incident Locations</p> <p>C. Add Outside Incident Locations</p> <p>D. Edit Outside Incident Locations</p> <p>II. ADD WITHIN INCIDENT LOCATIONS</p> <p>A. To add locations that are within the incident:</p> <ol style="list-style-type: none"> 1. From the Modules drop-down menu, select the Supply option. <p style="padding-left: 40px;">OR</p> <p style="padding-left: 40px;">Click the Supply button in the Main toolbar.</p> <ol style="list-style-type: none"> 2. From the Supply drop-down menu, select the Add/Edit Location option. <p style="padding-left: 40px;">OR</p> <p style="padding-left: 40px;">Click the Add/Edit Location button in the Supply toolbar.</p> <ol style="list-style-type: none"> 3. On the Add Location window, click the Within Incident button, and then click the Add button. 4. In the Location Name box, type the name of the location. The Location Name is required. 5. In the Location Code box, type the code to assign to the location. The Location Code is required. 6. In the POC Name box, type the name of the point - of-contact at the location. 7. In the POC Phone # box, type the telephone number for the point-of-contact. 8. In the POC Email box, type the e-mail address for the point-of-contact. 9. In the Latitude box, type the latitude for the location. 10. In the Longitude box, type the longitude for the 	<p>← Instructor Comments</p>

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<p>location.</p> <ol style="list-style-type: none"> 11. In the Remarks box, type any remarks applicable to the location. 12. Click the Save button to save the location. 13. Click the Close button to close the Add Location window. <p>III. EDIT WITHIN INCIDENT LOCATIONS</p> <p>A. To edit a location that is within the incident:</p> <ol style="list-style-type: none"> 1. From the Modules drop-down menu, select the Supply option. <p>OR</p> <p>Click the Supply button in the Main toolbar.</p> <ol style="list-style-type: none"> 2. From the Supply drop-down menu, select the Add/Edit Location option. <p>OR</p> <p>Click the Add/Edit Location button in the Supply toolbar.</p> <ol style="list-style-type: none"> 3. On the Add Location window, click the Within Incident button. 4. Click the location you want to edit in the grid at the top of the window. 5. You can make changes to the following information: <ol style="list-style-type: none"> a. POC Name b. POC Name c. POC Email d. Latitude e. Longitude f. Remarks 6. Click the Save button to save your changes. 7. Click the Close button to close the Add Location window. <p>IV. ADD OUTSIDE INCIDENT LOCATION</p>	

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<p>A. To add a location that is outside of an incident:</p> <ol style="list-style-type: none"> 1. From the Modules drop-down menu, select the Supply option. <p style="margin-left: 40px;">OR</p> <p style="margin-left: 40px;">Click the Supply button in the Main toolbar.</p> 2. From the Supply drop-down menu, select the Add/Edit Location option. <p style="margin-left: 40px;">OR</p> <p style="margin-left: 40px;">Click the Add/Edit Location button in the Supply toolbar.</p> 3. On the Add Location window, click the Outside Incident button, and then click the Add button. 4. In the Location Name box, type the name of the location. The Location Name is required. 5. In the Location Code box, type the code to assign to the location. The Location Code is required. 6. From the Location Type drop-down list, select one of the following location types: <ol style="list-style-type: none"> a. B - Business Address b. L - Local Cache Address c. N - National Cache Address d. R - Regional Cache Address 7. In the Address 1, Address 2, City, State, and Zip boxes, type the location's address. 8. In the POC Name box, type the name of the point-of-contact at the location. 9. In the POC Email box, type the e-mail address for the point-of-contact. 10. In the POC Phone # box, type the telephone number for the point-of-contact. 11. In the Fax Phone # box, type the fax number for the point-of-contact. 12. In the Remarks box, type any remarks applicable to the location. 	

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<p>13. To save the new Location, click the Save button.</p> <p>14. To close the Add Location window, click the Close button.</p> <p>V. EDIT OUTSIDE INCIDENT LOCATION</p> <p>A. To edit a location that is outside of an incident:</p> <p>1. From the Modules drop-down menu, select the Supply option.</p> <p>OR</p> <p>Click the Supply button in the Main toolbar.</p> <p>2. From the Supply drop-down menu, select the Add/Edit Location option.</p> <p>OR</p> <p>Click the Add/Edit Location button in the Supply toolbar.</p> <p>3. Click the Outside Incident button. Then click to select the location you want to edit in the grid at the top of the window.</p> <p>4. You can make changes to the following information:</p> <ul style="list-style-type: none"> a. POC Name b. POC Email c. POC Phone # d. Fax Phone # e. Remarks <p>5. Click the Save button to save any changes you made.</p> <p>6. Click the Close button to close the Add Location window.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAIL LESSON OUTLINE

COURSE:	I-Suite
UNIT:	10.8 - View Supply History
SUGGESTED TIME:	15 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. View a History of Supply Transactions.

DETAIL LESSON OUTLINE

COURSE:	I-Suite
UNIT:	10.9 - Supply Inventory
SUGGESTED TIME:	30 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Turn Inventory Tracking ON.2. Manually change inventory counts.3. Perform an Advanced Search of supply items.4. Change a supply item quantity.

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<p>5. In the Actual RFI box, type the total number of items that are Ready For Issue.</p> <p>6. In the Actual NRFI box, type the total number of items that are Not Ready For Issue.</p> <p>7. Click the Save button to save the counts to the Corrected Inventory Items grid.</p> <p>8. Repeat steps 3 - 7 for each supply item that needs corrections made to the inventory count.</p> <p>9. After all of the inventories that needed corrections have been added to the Corrected Inventory Items grid, click the Save button that displays on the right side of the window.</p> <p>B. To use the Quick Inventory button to manually change inventory counts:</p> <p>1. From the Modules drop-down menu, select the Supply option.</p> <p>OR</p> <p>Click the Supply button in the Main toolbar.</p> <p>2. From the Supply drop-down menu, select the Inventory option.</p> <p>3. Click the Quick Inventory button to open the Quick Adjust Inventory Item Counts window.</p> <p>4. In the NFES box, type the NFES number for the item that needs corrections made to the inventory count.</p> <p>5. If appropriate, type a property number in the Property Number box or select the number from the drop-down list.</p> <p>6. In the Actual RFI box, type the total number of items that are Ready For Issue.</p> <p>7. In the Actual NRFI box, type the total number of items that are Not Ready For Issue.</p> <p>8. Click the Save button to save the item counts to the Corrected Inventory Items grid.</p>	
<p>NOTE: The Quick Adjust Inventory Item Counts window remains open after you save the new item count. This enables you to quickly add another adjustment.</p>	<p>← Read Note</p>

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<ol style="list-style-type: none"> 9. Repeat steps 4 - 8 for each supply item that needs corrections made to the inventory counts. 10. After all of the inventories that needed corrections have been added to the Corrected Inventory Items grid, click the Cancel button to close the Quick Adjust Inventory Item Counts window. 11. Click the Save button that displays on the right side of the window to save the corrected inventory counts. 	
<p>IV. ADVANCED SEARCH</p>	
<ol style="list-style-type: none"> A. To perform an Advanced Search in the Items to Inventory grid: <ol style="list-style-type: none"> 1. In the Advanced Search box on the right side of the window, enter the term for which you want to search. 2. Click the Search Name/Desc button. The grid now only contains those items with the search term in either the name or the description. For example, if you entered AXE as your search term, only those items with AXE in the name or description would display in the grid. 3. To clear the filter and display all items in the grid, click the Clear Advanced Search button. 	
<p>V. CHANGE INVENTORY QUANTITY</p>	
<ol style="list-style-type: none"> A. To update the quantity define for an item listed in the Corrected Inventory Items grid: <ol style="list-style-type: none"> 1. Click the item listed in the Corrected Inventory Items grid that you want to change. 2. Click the Change Inventory button to open the Adjust Inventory Item Count window. 3. In the Actual RFI box, type the total number of items that are Ready For Issue. 4. In the Actual NRFI box, type the total number of items that are Not Ready For Issue. 5. Click the Save button to save the new quantities for the item. 	
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAIL LESSON OUTLINE

COURSE:	I-Suite
UNIT:	10.10 - Receive Supplies
SUGGESTED TIME:	30 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Receive Supply Items.2. Filter Supply Items.3. Perform an Advanced Search in the Item to Receive grid.4. Remove or change the quantity for an Item Being Received.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. RECEIVE SUPPLIES	
A. Receive items into Supply.	
B. Filter Item to Receive grid.	
C. Perform an Advanced Search.	
D. Remove or change the quantity of Items Being Received.	
II. RECEIVE SUPPLY ITEMS	
A. To use the Receive Items button to receive items into the Supply module:	
NOTE: Supply items do not need to be received before issuing.	← Read Note
NOTE: If you are using the Track Inventory option, it is a good idea to receive supply items to ensure your counts are correct.	← Read Note
1. From the Modules drop-down menu, select the Supply option.	
OR	
Click the Supply button in the Main toolbar.	
2. Click the Receive button in the Supply toolbar to open the Supply-Receive window.	
3. From the From Location drop-down list, select the location from which you are receiving the supply item.	
NOTE: If you do not select a location before receiving a supply item, a message displays indicating that a location was not selected. Click the Yes button to receive the item without selecting a location. Click the No button to cancel the receive procedure and select a location.	← Read Note
4. In the Item to Receive grid, click the item you want to receive.	
5. Click the Receive Item button. A Receive Supply Item window displays.	

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<p>6. In the Total Quantity of Items to be Issued box, enter the total number of items being received.</p> <p>NOTE: Make sure to enter the total number of actual items, rather than the unit of items (e.g. when receiving a box of shovels enter the number of shovels rather than the number of boxes.)</p> <p>4. Enter the Property # assigned to the item, if applicable.</p> <p>5. In the Remarks box, type any remarks that apply to the receive item transaction.</p> <p>6. Click the Save button to save the supply item to the Items Being Received grid.</p> <p>7. Repeat steps 4 - 9 for each item you are receiving from the selected location.</p> <p>8. When all items you are receiving are listed in the Items Being Received grid, click the Save button to complete the Receive procedure.</p> <p>B. To use the Quick Receive button to receive items into the Supply module:</p> <p>1. From the Modules drop-down menu, select the Supply option.</p> <p>OR</p> <p>Click the Supply button in the Main toolbar.</p> <p>2. Click the Receive button in the Supply toolbar to open the Supply-Receive window.</p> <p>3. Click the Quick Receive button to open the Quick Receive Item(s) window.</p> <p>4. In the NFES # box, enter the NFES number for the supply item you are receiving.</p> <p>5. If you are receiving more than one supply item with the same NFES number, click to check the Do not clear NFES # checkbox. This leaves the NFES number in the NFES# box after you click the Save button.</p> <p>6. In the Total Quantity of Items to be Received box, enter the total number being received.</p> <p>7. If applicable, enter a property number for the item in</p>	<p>← Read Note</p>

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<p>the Property # box.</p> <ol style="list-style-type: none"> 8. Click the Save button. The item displays in the Items Being Received grid and the Quick Receive Item(s) window remains open. You can then quickly enter another item. 9. Repeat steps 4 - 8 for each item you are receiving from the selected location. 10. When you have finished receiving items, click the Cancel button to close the Quick Receive Item(s) window. 11. Click the Save button to finish receiving the items into Supply. <p>III. FILTER ITEM TO RECEIVE</p> <ol style="list-style-type: none"> A. On the Supply - Receive window, click one of the following buttons to filter the list of supplies: <ol style="list-style-type: none"> 1. All - Displays all supply items 2. Non NFES - Only displays supply items without NFES numbers 3. Only NFES - Only displays supply items with NFES numbers 4. Account - Only displays Accountable supply items <p>IV. ADVANCED SEARCH</p> <ol style="list-style-type: none"> A. To perform an Advanced Search in the Item to Receive grid: <ol style="list-style-type: none"> 1. In the Advanced Search box on the right side of the window, enter the term for which you want to search. 2. Click the Search Name/Desc button. The grid now only contains those items with the search term in either the name or the description. For example, if you entered AXE as your search term, only those items with AXE in the name or description would display in the grid. 3. To clear the filter and display all items in the grid, click the Clear Advanced Search button. <p>V. REMOVE/CHANGE ITEM BEING RECEIVED</p> <ol style="list-style-type: none"> A. To remove or change the quantity of an item in the Item Being Received grid: <ol style="list-style-type: none"> 1. In the Items Being Received grid, click the item you 	

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<p>want to edit.</p> <ol style="list-style-type: none"> 2. Click the Remove/Change Receive button to open the Receive Items window. 3. In the Enter the correct quantity to Receive box, enter the total number being received. <p>NOTE: To remove the item, enter 0 (zero) in the Enter the correct quantity to Receive box.</p> <ol style="list-style-type: none"> 4. Click the Save button to change the quantity or remove the item. <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Read Note</p> <p>← Instructor Comment</p>