



UNIT - 1

I-Suite Introduction

4/25/2008

TOTAL SUGGESTED TIME: 2 hours

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I-Suite Introduction

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3. Understand that I-Suite may contain PII Data and how that data is protected.
4. Understand I-Suite user accounts.

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1. Identify the components of the I-Suite application.
2. Identify the different methods to obtain help for the I-Suite application.

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1. Identify the common features of the I-Suite application.

1.4 – I-Suite Options.

1. Select options in the I-Suite application.
2. Change grid colors.
3. Select columns to display.
4. Change the order in which grid columns display.

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1. Work with grids in the I-Suite application.
2. Filter resources.
3. Sort resources.

1.6 – I-Suite Modules.

1. Identify how roles determine access to each of the I-Suite modules.
2. Identify the I-Suite modules.

DETAILED LESSON OUTLINE

COURSE	I-Suite
UNIT	1.0 – Course Overview.
SUGGESTED TIME	10 minutes
TRAINING AIDS	Computer projector, screen, and Power Point presentation.
OBJECTIVES	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Identify course organization and topics.

OUTLINE	AIDS & CUES
WELCOME EVERYONE.	← Instructor Comments 1.0-01-ISUITE-EP
INTRODUCE INSTRUCTORS.	
HAVE TRAINEES INTRODUCE THEMSELVES.	
PASS AROUND STUDENT SIGN IN SHEET.	
COVER HOUSEKEEPING AND FACILITIES.	
I. INTRODUCTION	1.0-03-ISUITE-EP
NOTE: The Introduction Unit is not "hands on." The information for this section is explained in a Power Point presentation.	← Read Note
A. Transportation.	
1. Who needs rides to lunch, hotel, etc.?	
2. Facilities: Restrooms, drink and snack locations, emergency exits.	
3. Lunch and break schedule.	
4. Telephones and where emergency messages can be left.	
B. Time Frames.	
INSTRUCTORS SET DAILY START AND STOP TIMES, LUNCH BREAKS, ETC.	← Instructor Comment
1. There is a lot to cover.	
2. Class will start at the time specified.	
C. Unit Topics.	1.0.04-ISUITE-EP
1. The following topics are covered in this training manual:	
a. 1.0 – Course Overview	
b. 1.1 - Security for I-Suite	
c. 1.2 – Getting Started with I-Suite	
d. 1.3 – Common Features	
e. 1.4 – I-Suite Options	
f. 1.5 – Working with grids and tables	
g. 1.6– I-Suite Modules	
D. Course Overview.	1.0-06-ISUITE-EP

OUTLINE	AIDS & CUES
<ol style="list-style-type: none"><li data-bbox="289 247 698 283">1. This is not a pass/fail class.<li data-bbox="289 300 979 373">2. The training manual is divided into separate units corresponding to the modules.<li data-bbox="289 390 915 426">3. Handouts are located at the end of each unit.	

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	1.1 - Security for I-Suite
SUGGESTED TIME:	30 minutes
TRAINING AIDS	Computer projector, screen, and Power Point presentation. Access to the I-Suite Website, if it is available.
OBJECTIVES	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Learn the Rules of Behavior to which you must adhere.2. Identify the key I-Suite security principles.3. Understand that I-Suite may contain PII Data and how that data is protected.4. Understand I-Suite user accounts.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. RULES OF BEHAVIOR	1.0.08-ISUITE-EP
A. All I-Suite users must understand and follow the Rules of Behavior, the security principles and practices, and know and practice their responsibilities regarding I-Suite security.	
NOTE: Some Incident Management Teams have a Rules of Behavior document that must be read and signed.	← Read Note
B. It is everyone's responsibility to safeguard the information that is collected, stored and maintained by the I-Suite application.	
C. The Rules of Behavior do not replace but enhance existing agency policies.	
D. Users are to work within the confines of their authorized access or role. Users should not attempt to access other modules or screens in the I-Suite application to which they do not have authorization. User accounts and additional roles can be granted by a user with a DB Admin role, which is usually the incident Computer Technical Specialist (CTSP).	
E. Security violations include, but are not limited to:	
1. Sharing of user name and password pairs.	
2. Sharing I-Suite information or data with individuals who do not have an official need to know.	
3. Violating any other security policy or procedure.	
F. If you leave your computer for any period of time, close the I-Suite application. This will ensure that no unauthorized person can access the I-Suite application while you are away.	
II. I-SUITE SECURITY PRINCIPLES	
A. A user must have an active user account in an I-Suite database in order to log into the I-Suite application and access that database. The only exception to this rule is during the initial setup procedure when an initial DB Admin account is created.	
B. Only a user with a DB Admin role can create User	

OUTLINE	AIDS & CUES
<p>Accounts. In most cases, this is the incident CTSP at the Incident.</p> <p>C. Each user must be assigned a unique user name and password to log into a database within the I-Suite application.</p> <p>D. A user cannot use the same user account to log into the same database at the same time, unless they have a DB Admin role.</p> <p>E. Backing up the I-Suite database is crucial and should be done on a regular basis. The I-Suite application includes an automatic backup feature that allows the CTSP to backup the database as often as needed. For more information on backups, refer to the <i>I-Suite Database Admin Training Manual</i>.</p> <p>F. I-Suite databases should NOT be distributed to anyone except those outlined in other policies (e.g. to transitioning team, owning unit, or authorized personnel).</p> <p>G. Before logging into I-Suite you must read and agree to the security statement that displays.</p> <p>H. Only authorized personnel can attach a repository database file. The repository database file does not use the same password as the database used to create it.</p> <p>I. You must have a DMS User Name and DMS Password to upload the repository and other export files on the I-Suite Web site (http://isuite.nwcg.gov).</p> <p>J. You must enter the database password to perform the following processes:</p> <ul style="list-style-type: none"> • Attach a database • Detach a database • Restore a database from a backup • Copy a database • Rename a database • Merge databases <p>K. When you create a new database, you MUST provide a password for the database. The requirements for the database password are:</p>	<p>Database passwords never expire due to the portable nature of I-Suite Databases.</p>

OUTLINE	AIDS & CUES
<ol style="list-style-type: none"> 1. Must contain a minimum of 12 characters. 2. Must contain at least 1 lowercase letter. 3. Must contain at least 1 uppercase letter. 4. Must contain at least 1 number. 5. Must contain at least one of the following special characters: !#%&*^ 6. Cannot be a dictionary word. <p>III. PII Data</p> <ol style="list-style-type: none"> A. PII data is Personally Identifiable Information. B. The I-Suite application limits access to data based on roles assigned to User Accounts. A user can only access data that is relevant to their assigned role. C. The I-Suite database may contain PII data, such as Social Security Numbers (SSN), Tax Identification Numbers (TIN), address and phone information. D. The SSN and TIN are encrypted in the database and are never visible to the user in I-Suite. Data entry is masked with asterisks and must be entered twice for verification. E. All data export files are encrypted for security purposes to protect PII and other sensitive data. <p>III. Understand I-Suite User Accounts</p> <p>NOTE: Most of the following Login requirements are applicable to the 8.01.xx release of I-Suite.</p> <ol style="list-style-type: none"> A. I-Suite user accounts consist of a unique user name and password set. They are specific to each database and the same account may be used in multiple databases. B. A user name must be 1 to 20 characters in length and cannot be "admin." The user name usually consists of the first letter of the user's first name and their last name (e.g. John Doe is jdoe). C. User names must be unique to the database, regardless of the case that is used. For example, jdoe and JDoe are considered the same user name. D. When you change your password for any reason, your password: 	<p style="text-align: center;">← Read Note</p>

OUTLINE	AIDS & CUES
<ol style="list-style-type: none"> 1. Must contain a minimum of 12 characters. 2. Must contain at least 1 lowercase letter. 3. Must contain at least 1 upper case letter. 4. Must contain at least 1 number. 5. Must contain at least one of the following special characters: !#%&*^_ 6. Cannot be a dictionary word. 7. Cannot be one of the last five passwords defined for your account. <p>E. The first time you log into the I-Suite application, you must change your password.</p> <p>F. You must change your password when it is reset by an administrator (usually the incident CTSP).</p> <p>G. Passwords are case sensitive.</p> <p>H. If you fail to login with a correct password 3 consecutive times, your user account will be locked.</p> <p>I. If your User Account is locked, you must contact your local I-Suite Administrator (CTSP) to unlock your account.</p> <p>J. The password for your User Account in I-Suite will expire 60 days for the last date the password was set or reset.</p> <p>K. A message will display 3 days prior to the expiration indicating that your password is about to expire. You have the option to change the password at that time or wait.</p> <p>L. Once your password is expired, you will be prompted to change it the next time you log into I-Suite. You must change your password or you cannot access the I-Suite application.</p> <p>M. You can change your password any time in I-Suite by selecting the Tools menu and the Change Password option.</p> <p>N. If no users with a DB Admin role can access the I-Suite application, contact the Help Desk.</p>	
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	1.2 - Getting Started with I-Suite
SUGGESTED TIME:	20 minutes
TRAINING AIDS	Computer projector, screen, and Power Point presentation. Access to the I-Suite Website, if it is available.
OBJECTIVES	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Identify the components of the I-Suite application.2. Identify the different methods to obtain help for the I-Suite application.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. HELP	1.0-10-ISUITE-EP
A. There are several methods you can use to receive Help for the I-Suite Application:	
1. Help is available within the I-Suite application. To access the I-Suite Application Help, select the Help drop-down menu at the top of any I-Suite window. When the sub-menu displays, select the I-Suite Help option.	
2. The I-Suite Website (http://isuite.nwcg.gov) contains a wide variety of I-Suite documentation, including:	
a. Software Downloads	
b. Updates	
c. User Guides	
d. Quick Reference Cards	
e. Training Material	
f. Other User Documentation	
3. Contact your incident CTSP.	
4. I-Suite User Guides include information on using the different modules within I-Suite. These are available in a PDF format on the I-Suite Website (http://isuite.nwcg.gov).	
5. The Training Materials demonstrate how to use the I-Suite system. These are also available in a PDF format on the I-Suite Website (http://isuite.nwcg.gov).	
6. For additional help, contact the I-Suite Helpdesk .	
NOTE: Contact information for the I-Suite HelpDesk is available by selecting the Support option listed under the Help Menu in I-Suite.	← Read Note
II. I-Suite Components	1.0-11-ISUITE-EP
A. I-Suite is comprised of the following modules:	
1. Database Admin	

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> 2. Data Admin 3. Resources 4. Demob 5. Incident Action Plan 6. Time 7. Cost 8. Custom Reports 9. Supply 10. Injury/Illness 	
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE	I-Suite
UNIT:	1.3 – I-Suite Common Features.
SUGGESTED TIME:	15 minutes
TRAINING AIDS	Computer projector, screen, and Power Point presentation.
OBJECTIVES	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Identify the common features of the I-Suite application.<ol style="list-style-type: none">a. Menus.b. Main I-SuiteToolbar.c. Resource Filter buttons.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. COMMON FEATURES	1.0-13-ISUITE-EP
<p>A. There are many features within I-Suite that are common to most of the modules. These features include:</p> <ol style="list-style-type: none"> 1. The following drop-down menus are available at the top of each window in the I-Suite system: <ol style="list-style-type: none"> a. File menu b. Modules menu c. Filters menu d. Reports menu e. Tools menu f. Help menu 3. Module Buttons are located on the left side of the Main toolbar. Click these buttons to open the indicated module. 4. Action Buttons are located on the right side of the Main toolbar. These buttons allow you to Add, Edit and Delete entries in the I-Suite system. These buttons also enable you to Preview and Print reports and Refresh the window. 5. Identify the Incident on the top right side of the I-Suite window. 	
II. FILTERS AND GRID	1.0-14-ISUITE-EP
<p>A. Identify where the Filters and Grid are located:</p> <ol style="list-style-type: none"> 1. The Filter toolbar is located beneath the Main toolbar. Click the buttons in this toolbar to filter the Resources grid by Aircraft, Crews, Equipment, Overhead, All Personnel, or display All records. 2. The Filter Bar is located above the Resources grid. 3. Exclude Demobed is located next to the Filter buttons. 4. Exclude Filled is located under Exclude Demobed. 5. The Resources grid is located in the center portion of the window, beneath the toolbars. If a plus sign (+) 	

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<p>displays next to a resource, click the plus sign to display subordinate resources.</p>	
<p>NOTE: The Resources grid displays on most, but not all, I-Suite windows.</p>	<p>← Read Note</p>
<p>NOTE: Depending on which module is open, there may be additional buttons and checkboxes.</p>	<p>← Read Note</p>
<p>III. I-SUITE MENUS</p>	<p>1.0-15-ISUITE-EP</p>
<p>A. Identify File menu items.</p> <ol style="list-style-type: none"> 1. Open Database - Open an incident database in I-Suite. 2. Print - Print a report. 3. Refresh Data - Refresh the data on your window. 4. Exit - Close the I-Suite application. 	
<p>B. Select an option from the Modules drop-down menu to open that module in the I-Suite system.</p>	<p>1.0-15-ISUITE-EP</p>
<p>C. Select an option from the Filters drop-down menu to filter the Resources grid.</p>	<p>1.0-15-ISUITE-EP</p>
<p>D. Identify the type of Reports you can print from the Reports menu:</p> <ol style="list-style-type: none"> 1. Cost Reports 2. Demob Reports 3. Plan Reports 4. Supply Reports 5. Time Reports 6. Custom Reports 7. Injury/Illness Reports 	<p>1.0-15-ISUITE-EP</p>
<p>E. Identify Tools menu items.</p> <ol style="list-style-type: none"> 1. Options - Define various I-Suite settings. 	<p>1.0-15-ISUITE-EP</p>
<p>NOTE: The settings you can change in Options depends on the permissions that are assigned to you in the I-Suite system.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 2. Quick Stats - Quickly view Stats in the I-Suite system. 3. Change Password - Change your I-Suite password. 	

OUTLINE	AIDS & CUES
<p>F. Identify Help menu items.</p> <ol style="list-style-type: none"> 1. I-Suite Help - Opens Help information for the I-Suite application. 2. About - Displays version information for I-Suite. 3. Support - Displays contact information for the HelpDesk. <p>NOTE: The Time, Cost and Supply modules have their own menus that display when you are in those modules. The functions within those menus are relevant to the selected module (i.e. under the Cost menu is Graphs, Accruals, etc.)</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>1.0-16-ISUITE-EP</p> <p>← Read Note 1.0-16-ISUITE-EP</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	1.4 – I-Suite Options.
SUGGESTED TIME:	15 minutes
TRAINING AIDS	Computer projector, screen, and power point presentation.
OBJECTIVES	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Select options in the I-Suite application.2. Change grid colors.3. Select columns to display.4. Change the order in which grid columns display.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. OPTIONS	1.0-18-ISUITE-EP
A. Identify options to use in the I-Suite application.	
NOTE: The options you can change are based on the rights assigned to you in the I-Suite system.	← Read Note
NOTE: All customizations are specific to the user. Each user account can apply their own customized views for each module.	← Read Note
II. GRID SETTINGS	1.0-18-ISUITE-EP
A. Change Grid colors.	
NOTE: Color changes apply to the grids in all modules.	← Read Note
1. Colors for the grids can be changed on the General tab on the Options window.	
2. You can select a different color for each Grid Area .	
3. Double click the Color Box to open the Color Palette .	
4. When you change the color, you can preview the change under the Grid Colors area on the General tab.	
NOTE: Access the Options window from the Tools menu.	← Read Note
B. Identify the grid columns to display and the order in which to display them.	
1. Identify the grid columns to display on the Options window.	
2. Grid columns can be defined for each module in I-Suite.	
3. The columns that are available for the grid display under Resource Grid Columns .	
4. The columns with checkmarks next to them are the ones that display in the grid.	
5. The order in which the columns display in the grid is the same order in which they display under Resource	

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<p>Grid Columns.</p> <p>NOTE: You can change the order of the columns in the grid by dragging them to a different position under Resource Grid Columns.</p> <p>C. Show the Data Saved Message Box.</p> <ol style="list-style-type: none"> 1. If the checkbox Show Data Saved Message Box is checked on the General tab on the Options window, the Data Saved message displays when the Save button is clicked on a window. 2. If the checkbox Show Data Saved Message Box is not checked, the Data Saved message does not display when the Save button is clicked on a window. <p>D. Format T-Card Labels.</p> <ol style="list-style-type: none"> 1. T-Card labels can be formatted on the Resources/Labels tab on the Options window. 	<p>← Read Note</p>
<p>NOTE: A special printer must be defined to print T-Card labels.</p> <p>III. RESOURCE OPTIONS</p>	<p>← Read Note</p>
<p>A. Other column titles in the Resources grid:</p> <ol style="list-style-type: none"> 1. Other column titles for the Resources grid can be changed on the Resources tab on the Options window. 2. Use the box next to the default Other column title to change the title (i.e. to change the name of the Other 1 column, enter the new name in the box next to Other 1). 	<p>← Read Note</p>
<p>NOTE: When the title for the Other columns are changed on the Resources tab in Options, the changes are saved to the database. This means that all users will see the changes.</p>	<p>← Read Note</p>
<p>B. Additional kind codes for QuickStats:</p> <ol style="list-style-type: none"> 1. Additional Kind Codes for QuickStats can be defined on the Resources tab on the Options window. 2. The Kind/Position drop-down contains a list of kind codes you can add to QuickStats. 3. When you add a new code, it displays in the Additional Kinds used for QuickStats grid. 	<p>← Read Note</p>
<p>NOTE: When you add additional kind codes for QuickStats, the changes are saved to the database. This means that all</p>	<p>← Read Note</p>

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<p>users will see the changes.</p> <p>C. Each user can identify the Default Checkin Date and Time they want to use in I-Suite.</p> <ol style="list-style-type: none"> 1. Define the Default Checkin Date and Time on the Resources tab on the Options window. 2. You can set the the Default Checkin Date and Time to one of the following: <ul style="list-style-type: none"> • System Date - Select this option to automatically use the system date and time for the Check-in. • Blank - Select this option leave the Check-In Date and Time blank. <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	1.5 – Working with Grids.
SUGGESTED TIME:	15 minutes
TRAINING AIDS:	Computer projector, screen, and power point presentation.
OBJECTIVES	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Work with grids in the I-Suite application.2. Filter resources.3. Sort resources.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
<p>I. GRIDS</p> <p>A. Work with grids in the I-Suite application.</p> <p>B. Filter Resources</p> <p>C. Sort Resources</p>	1.0-19-ISUITE-EP
<p>NOTE: The Grids that display in I-Suite depend on the module that is open.</p>	← Read Note
<p>II. FILTER RESOURCES</p>	1.0-20-ISUITE-EP
<p>A. Filter Buttons:</p>	
SHOW THE LOCATION OF THE FILTER BUTTONS.	← Instructor Comment
<ol style="list-style-type: none"> 1. All - Displays all resources in the grid. 2. Aircraft - Only displays aircrafts in the grid. 3. Crews - Only displays crews in the grid. 4. Equipment - Only displays equipment in the grid. 5. Overhead - Only displays overhead resources in the grid. 6. All Personnel - Only displays personnel in the grid. 	
<p>NOTE: A Leader column displays in the grid when the All Personnel filter is selected. A checkmark in this column identifies the resource as a leader.</p>	← Read Note
<p>B. Filter Bar :</p>	
SHOW THE LOCATION OF THE GRID FILTER BAR AND THE FILTER INPUT BOXES WHERE YOU CAN ENTER FILTER CRITERIA.	← Instructor Comment
<p>NOTE: 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.</p>	← Read Note
<ol style="list-style-type: none"> 1. Filter terms are entered in the Filter boxes above the columns in the grid. 2. When defining a filter, you only need to type one or two characters in the Filter box. I-Suite filters the grid as you type. 	

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<p>EXAMPLE: To search for all resources with a name that begins with the letter S, type that letter in the Filter box above the Name column.</p> <p>3. Use the Clear Filter Bar button to clear any filters entered in the Filter Bar.</p> <p>III. SORT RESOURCES</p> <p>A. Column Headings:</p> <ol style="list-style-type: none"> 1. When you click a column heading in the grid, the entries are sorted by that column. 2. You can sort the grid in either Ascending or Descending order. When you click the column heading once, it is sorted in Ascending order. Click it again to sort it in Descending order. <p>EXAMPLE: To sort grid data by request number, click the Request Number column heading. If the data is in Ascending order and you want to display it in Descending order, click the column heading a second time.</p> <p>B. Multiple Sorts:</p> <ol style="list-style-type: none"> 1. You can use multiple sorts for the data in the grid. For example, you could click the Overhead button. Then enter S in the filter bar above the Name column and FS above the Agency column. Then click the Kind Desc heading to sort the column in ascending order. <p>NOTE: 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.</p> <p>C. Print the Sorted/Filtered Grid.</p> <ol style="list-style-type: none"> 1. If you want to print a filtered/sorted grid, you would first need to Filter the grid. Then Sort it in the appropriate order. 2. When you click the Print button in the Main toolbar, a report with the filtered grid is sent to your default printer. <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Read Note</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	1.6 – I-Suite Modules.
SUGGESTED TIME:	15 minutes
TRAINING AIDS	Computer projector, screen, and power point presentation.
OBJECTIVES	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Identify how roles determine access to each of the I-Suite modules.2. Identify the I-Suite modules.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. USER ROLES	1.0-21-ISUITE-EP
A. Identify how roles determine access to each of the I-Suite modules.	
1. Access to each of the I-Suite Modules is determined by the user's assigned role. A User's role may include access to multiple modules (e.g. Resources and Time).	
II. I-SUITE MODULES	
A. Identify the function of the I-Suite Modules:	
EXPLAIN THE FUNCTION OF EACH OF THE I-SUITE MODULES.	← Instructor Comment
1. Database Admin - This module is used to Manage the Database. Access this module from the Modules drop-down menu. The following Action buttons display on the left side of the window:	1.0-22-ISUITE-EP 1.0-23-ISUITE-EP
a. Attach - attaches databases to the I-Suite application.	
b. Detach - detaches database from the I-Suite application.	
c. Backup - backs up the databases.	
d. Restore - restores a backup database.	
e. Copy/New DB - creates and copies databases.	
f. Rename - renames a database.	
g. Create Repository - creates a data repository file that can be uploaded to the repository site.	
h. Purge SSN/EIN - changes all social security numbers and EINs to 9's.	
i. Import Data - imports data into I-Suite.	
j. Export Data - creates export data files from I-Suite.	
k. IMS - merges databases.	
l. Users - sets up I-Suite users and defines their permissions in the I-Suite system. There are two levels of users - Admin (server rights), and I-Suite (database rights). An Export and Import	

OUTLINE	AIDS & CUES
<p>option are available to move users between databases.</p>	
<p>NOTE: A unique user name and password must be defined for each user in the database.</p>	<p>← Read Note</p>
<p>2. Data Admin - All incident data and lookup tables are managed through the Data Admin Module. Use the options in this module to:</p> <ul style="list-style-type: none"> a. Define incidents in I-Suite. b. Manage accounting codes. c. Define non-standard lookup tables. 	<p>1.0-24-ISUITE-EP</p>
<p>3. Resources - The Resources Module is the primary data entry point for I-Suite. Keep the following points in mind when using the Resources module:</p> <ul style="list-style-type: none"> a. The Add/Edit screen can be accessed from each module. b. Enter Common Data for each resource in the area just beneath the Resources grid. c. Module tabs display at the bottom of the Resources window. The tabs that display are based on the permissions that the user has in I-Suite. 	<p>1.0-25-ISUITE-EP</p>
<p>4. Demob - The Demob module provides additional fields and reports for demob planning, reassignment and release.</p> <ul style="list-style-type: none"> a. Use the Action buttons - P (Group Pending), D (Group Demob), and N (No Grouping) - on the left side of the Demob toolbar to change the status assigned to resources. Use the other buttons to generate Demob reports. b. The Default Data from check-in displays in the area on the left side of the window. c. Tentative Release information is defined in the center section on the Demob window. d. Actual Release information is defined in the area on the right side of the window. 	<p>1.0-26-ISUITE-EP</p>
<p>5. IAP - The IAP module utilizes the I-Suite database to create several of the ICS forms.</p> <ul style="list-style-type: none"> a. Use the buttons in the IAP toolbar to create and 	<p>1.0-27-ISUITE-EP</p>

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maintain ICS forms.	
b. Forms created in IAP display in the Tree View.	
c. The user can create the following ICS forms in IAP: ICS202, ICS203, ICS204, ICS205, ICS206 and ICS220.	
6. Time - The Time Module allows the user to manage time records, create payment documents and reports. Use this module to:	1.0-28-ISUITE-EP
a. Post personnel, crew, and contract time.	
b. Post commissary adjustments.	
c. Edit roster data.	
d. Print invoices (OF-286 and OF-288).	
7. Cost - The Cost Module is a tool to analyze and report cost data. Use this module to:	1.0-29-ISUITE-EP
a. Generate daily cost records.	
b. View daily cost records.	
c. Edit daily cost records.	
8. Custom Reports - Custom reports may be created using the Report Designer or by using the Advanced Designer.	1.0-30-ISUITE-EP
a. Report Designer : Use pre-defined views and fields to design and run reports.	
b. Advanced Designer - Use SQL statements to design and run reports.	
9. Supply - The Supply Module allows the user to:	1.0-31-ISUITE-EP
a. Track, issue and return items for resources and locations.	
10. Injury/Illness - The Injury/Illness module allows the user to:	1.0-32-ISUITE-EP
a. Track injuries, illnesses and prevention for an incident.	
REVIEW UNIT OBJECTIVES.	← Instructor Comment



UNIT 2

I-Suite Database Admin

12/6/2007

TOTAL SUGGESTED TIME: 2 hours

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2.5 – Database Admin: Purging SSN/EIN's from the database.

1. Purge SSN/EIN's from the database.

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	2.0 – Database Admin: Overview.
SUGGESTED TIME:	10 minutes
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Identify the purpose of the Database Admin module.

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<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>NOTE: Although Database Admin is the primary responsibility of the Computer Technical Specialist (CTSP), if you are only using one module in I-Suite or if you are a single person using I-Suite (i.e. not networked) you will need to be familiar with the Database Admin module to setup your system.</p>	<p>← Instructor Comments 2.0-01-ISUITE-EP</p> <p>← Read Note</p>
<p>I. DATABASE ADMIN</p> <p>NOTE: You must be assigned the Database Admin role and be working on the I-Suite server computer to perform Database Admin functions.</p> <p>A. The purpose of the Database Admin module is to:</p> <ol style="list-style-type: none"> 1. Manage the incident database, which includes: <ol style="list-style-type: none"> a. Creating an incident database. b. Attaching an incident database. c. Detaching an incident database. d. Backing up an incident database. e. Restoring an incident database. f. Copying an incident database. g. Renaming an incident database. 2. Define I-Suite users and roles. 3. Import ROSS data into I-Suite. 4. Create the data repository file. 5. Export financial and injury/illness data. 6. Purge SSN/EIN's from the database. 7. Merge an incident database. <p>NOTE: Procedures for Merging a database can be found in the Help system and the <i>Database Admin User Reference Manual</i>.</p>	<p>2.0-02-ISUITE-EP</p> <p>← Read Note</p> <p>← Read Note</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	2.1 – Database Admin: Managing Your Incident Database.
SUGGESTED TIME:	50 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	<p>Upon completion of this unit, the trainee will be able to:</p> <ol style="list-style-type: none">1. Manage an Incident Database:<ol style="list-style-type: none">a. Creating an incident database.b. Attaching an incident database.c. Detaching an incident database.d. Backing up an incident database manually.e. Backing up an incident database automatically.f. Restoring an incident database.g. Copying an incident database.h. Renaming an incident database.i. Identifying the current versions of the I-Suite application, database, and installation.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
<p>I. MANAGE INCIDENT DATABASE</p> <ul style="list-style-type: none"> A. Create an incident database. B. Copy an incident database. C. Attach an incident database. D. Detach an incident database. E. Back up an incident database manually. F. Back up an incident database automatically. G. Restore an incident database. H. Rename an incident database. I. Identify the current versions of your I-Suite application, database, and installation. 	2.0-03-ISUITE-EP
<p>NOTE: Use your team's naming standards to name the new incident database. General Database Naming Rules are as follows:</p> <ul style="list-style-type: none"> • The database name should include the incident name. • The name must not include any spaces, semi-colons, dollar signs, or any characters not allowed by MS Windows File Naming Conventions. 	← Read Note
<p>NOTE: All activities in the Database Admin module can only be performed on the I-Suite Server.</p>	← Read Note
<p>II. CREATE NEW DATABASE/COPY DATABASE</p> <ul style="list-style-type: none"> A. To create a blank incident database: <ul style="list-style-type: none"> 1. From the Modules drop-down menu, select Database Admin to open the Database Admin window. 2. Click the Copy/New DB button to open the Copy Database window. 3. Click the Create New Database button. 4. In the Database Name box, type the name you want to assign to the new database. 	
<p>NOTE: The database name should follow the General</p>	← Read Note

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<p>Database Rules that were previously defined.</p> <ol style="list-style-type: none"> 5. In the Database Password box, type the password to assign to the database. 6. Retype the password in the Verify Password box to make sure it was entered correctly. <p>NOTE: The password you define must be at least 8 characters long and include at least one lowercase letter, one uppercase letter, one number, and one Special Character. The only Special Characters you can use are !#%&*^_. You cannot use any other special characters in the password.</p> <ol style="list-style-type: none"> 6. Click the OK button to create the new database. <p>NOTE: The File Path Of New Database box displays the complete file location of the new incident database.</p>	<p>← Read Note</p> <p>← Read Note</p>
<p>HAVE STUDENTS PRACTICE CREATING A NEW INCIDENT DATABASE.</p> <ol style="list-style-type: none"> B. To create a new database by copying the master database: <ol style="list-style-type: none"> 1. Open the Database Admin module. 2. On the Database Admin window, click the Copy/New DB button. 3. From the Name of Database to Copy drop-down list, select the database you want to copy. <p>Notice that the path for the database automatically displays in the Database File box when you select a database. If the path is not correct, you can either type a new path in this box or use the browse button to select the path.</p> <ol style="list-style-type: none"> 4. In the Database Password box, type the password for the database you are copying. 5. Under New Database, type the name to assign to the new database in the Database Name box. <p>NOTE: Follow your team's naming standards to name the new incident database. Make sure you follow the General Database Naming Rules that were previously defined.</p> <ol style="list-style-type: none"> 6. In the Database Password box, type the password to assign to the new database. Retype the password in the Verify Password box to make sure it was entered 	<p>← Instructor Comment</p> <p>← Read Note</p>

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correctly.	
7. Click the OK button to create the new database.	
NOTE: The Copy Database procedure automatically attaches the new copy of the incident database.	← Read Note
HAVE STUDENTS PRACTICE COPYING AN INCIDENT DATABASE.	← Instructor Comment
III. ATTACH/DETACH DATABASE	
A. Attach an incident database.	
1. Open the Database Admin module.	
2. On the Database Admin window, click the Attach button to open the Attach Database window.	
3. Click the browse button next to MDF File of database to attach.	
4. On the Browse for Existing Database File window, click to select the master database file (extension .pgp) you want to attach. Then click the OK button.	
<p>The name of the database you are attaching displays in the Attach as box. This is the name the system automatically assigns to the database. You cannot change this name.</p>	
NOTE: You cannot use the attach function to attach the Master (ISuite.pgp) database.	← Read Note
5. In the Database Password field, type the password for the database you are attaching.	
HAVE STUDENTS PRACTICE ATTACHING AN INCIDENT DATABASE.	← Instructor Comment
B. Detach an incident database.	
NOTE: Make sure no one is using the database when it is detached or their unsaved data will be lost.	← Read Note
When you detach a database, other users will no longer have access to the database.	
1. Open the Database Admin module.	
2. Click the Detach button to open the Detach Database window.	
3. From the Name of Database to Detach drop-down list, select the database you want to detach.	

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<ol style="list-style-type: none"> 4. In the Database Password box, type the password for the database you are detaching. 5. Click the OK button. 6. A message displays indicating that you are about to detach the database. Click the Yes button to continue. 7. If there are open connections to the database, a message displays indicating that there are connections open. Click the Yes button to close the connections and detach the database. 	
<p>DISCUSS THE FREQUENCY FOR CREATING A BACKUP DATABASE.</p>	<p>← Instructor Comment</p>
<p>IV. BACKUP DATABASE</p>	
<p>A. To Manually backup an incident database:</p> <ol style="list-style-type: none"> 1. Open the Database Admin module. 2. On the Database Admin screen, click the Backup button. 3. On the Backup Database window, click the Manual Backup tab. 4. From the Database drop-list, select the database you want to backup. 5. I-Suite automatically inserts a name for the backup in the Name box. This name contains the name of the database and the date and time of the backup. If needed, you can change this entry. 6. I-Suite automatically inserts the path C:\Program Files\ISuite\Database\Backup into the Backup To box. If needed, you can change this path by either typing a new one or using the Browse button to select the path. 	
<p>NOTE: If you change the default path for the backup, I-Suite will back the database up to both the default path and the directory specified in the Backup To box.</p>	<p>← Read Note</p>
<p>7. Click the Backup Now button.</p>	
<p>HAVE STUDENTS PRACTICE MANUALLY BACKING UP AN INCIDENT DATABASE.</p>	<p>← Instructor Comment</p>
<p>B. To automatically backup an incident database:</p>	
<p>NOTE: Once initiated, automatic backups will continue at the specified intervals until automatic backups are deactivated.</p>	<p>← Read Note</p>

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<ol style="list-style-type: none"> 1. Open the Database Admin module. 2. On the Database Admin window, click the Backup button. 3. On the Backup Database window, click the Auto Backup tab. 4. Click to check the Auto Backup Enabled checkbox. 5. Under Selected Databases, click to check the checkbox next to each of the Databases you want to include in the backup procedure. 6. From the Backup Interval drop-down list, select the total amount of time the system should wait before performing the backup. 7. In the Backup Destination box, either type the path for the directory where you want to save the backup copy or use the browse button to select the path. 	
<p>NOTE: If you change the default path for the backup, I-Suite will back the database up to both the default path and the directory specified in the Backup To box</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 8. Click the Save button, and then click the Close button to close the Backup Database window. Click the OK button to acknowledge that automatic backups have been activated. 	<p>← Read Note</p>
<p>NOTE: If you close the I-Suite application, Automatic Backups will not occur. For security reasons, lock your computer screen when you leave the computer.</p>	
<p>HAVE STUDENTS PRACTICE SETTING UP AN INCIDENT DATABASE TO BE AUTOMATICALLY BACKED UP.</p>	<p>← Instructor Comment</p>
<p>V. RESTORE DATABASE</p>	
<p>NOTE: You can restore either the .bak or the .gpg file.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> A. Restore an incident database. <ol style="list-style-type: none"> 1. Open the Database Admin module. 2. On the Database Admin window, click the Restore button to open the Restore Database window. 3. Click the browse button next to Restore From. 4. On the Browse for Existing Database Backup File window, click to select the backup file (bak) you want 	

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<p>to restore. Then click the OK button.</p> <p>5. In the Restore as database box, type the name to assign to the restored database.</p> <p>NOTE: Restoring the database with the same name as the original database will overwrite the original database.</p> <p>The Database Name should follow the same General Database Naming Rules that were previously defined.</p> <p>6. In the Database Password box, type the password for the database you are restoring. Then click the OK button.</p>	<p>← Read Note</p>
<p>HAVE STUDENTS PRACTICE RESTORING AN INCIDENT DATABASE.</p>	<p>← Instructor Comment</p>
<p>VI. RENAME DATABASE</p> <p>A. To rename an incident database:</p> <ol style="list-style-type: none"> 1. Open the Database Admin module. 2. Click the Rename button. 3. From the Name of Database to Rename drop-down list, select the database you want to rename. <p>Notice that the path for the database automatically displays in the Master Data File Source of Database box when you select a database. If the path is not correct, you can either type a new path in this box or use the browse button to select the path.</p> <ol style="list-style-type: none"> 4. In the New Database Name box, type the new name for the database. 5. In the Database Password box, type the password for the renamed database. <p>NOTE: Make sure you follow the General Database Naming Rules that were previously defined.</p> <ol style="list-style-type: none"> 6. Click the OK button to rename the database. 	<p>← Read Note</p>
<p>HAVE STUDENTS PRACTICE RENAMING AN INCIDENT DATABASE.</p>	<p>← Instructor Comment</p>
<p>VII. DATABASE VERSION</p> <p>A. To identify the current versions of your I-Suite application, database, and installation.</p> <ol style="list-style-type: none"> 1. From the Help drop-down menu, select About. 	

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2. Review the version information on the About window. 3. Click the OK button to close the window when you have finished reviewing the information.	
REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	2.2 – Database Admin: Managing Users and Roles.
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. Manage Users and Roles:<ol style="list-style-type: none">a. Creating Database Admin users.b. Creating new users.c. Managing users.d. Exporting Userse. Importing Usersf. Disconnecting Users

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p>	<p>← Instructor Comments</p>
<p>PRESENT UNIT OBJECTIVES.</p>	
<p>I. MANAGE USERS AND ROLES</p>	
<p>A. Create the Database Admin user.</p>	
<p>B. Create a new user.</p>	
<p>C. Manage users.</p>	
<p>D. Exporting users.</p>	
<p>E. Importing users.</p>	
<p>F. Disconnecting users.</p>	
<p>II. DATABASE ADMIN USER</p>	
<p>NOTE: The Database Admin user is a special account that is added to the I-Suite server, rather than a database in I-Suite.</p>	<p>← Read Note</p>
<p>NOTE: When the Database Admin logs into I-Suite for the first time with the default user name and password, they are prompted to create a new user.</p>	<p>← Read Note</p>
<p>A. To create an initial Database Admin user:</p>	
<p>1. Open I-Suite on the server.</p>	
<p>2. After reading the security message that displays, click the Yes button to continue.</p>	
<p>3. On the Login window, type the default User Name and Password.</p>	
<p>4. On the New User window, complete the following:</p>	
<p>a. In the User Name box, type a User Name for the Database Admin user.</p>	
<p>b. Type the First Name and Last Name of the new Database Admin user in the appropriate boxes.</p>	
<p>c. In the New Password box, type a New Password following the requirements specified on the window.</p>	
<p>d. In the Confirm Password box, enter the New Password.</p>	
<p>4. To save the New User, click the Save button.</p>	

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<p>NOTE: All rights except for the Injury/Illness module are automatically assigned to the Database Admin. To change the rights for the Database Admin, refer to step III-B - Manage Users.</p>	<p>← Read Note</p>
<p>III. I-SUITE USERS</p>	
<p>NOTE: I-Suite users are added to a selected database.</p>	<p>← Read Note</p>
<p>A. To create a new user:</p> <ol style="list-style-type: none"> 1. Open the Database Admin module. 2. Click the Users button to open the User Management window. 3. Click the ISuite Users tab. 4. From the Database drop-down list, select the database to which you are adding the user. Then click the Connect button. 5. In the User Name box, type the user name to assign to the person. 6. Enter the person's First Name and Last Name. 7. Type a temporary Password for the person in the Password box. Type the password a second time in the Verify Password box to make sure it was entered correctly. 	<p>2.0-04-ISUITE-EP</p>
<p>NOTE: The password you enter is a temporary password for the person. When they log into the system for the first time, they will be required to enter a new password.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 8. To activate the user account, click to check the Active checkbox. 9. Click to check the appropriate rights for the user (e.g. Resources, Time, Cost, etc.). 	
<p>NOTE: If you click the All Rights button, all rights except Injury/Illness are assigned to the user. You must click to check the Injury/Illness checkbox to assign those rights to a user.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 10. After you have defined the user's rights, click the Save button to save the user to the system. 11. To add another New User, click the Add button. Then follow the preceding instructions for adding a new 	

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<p>user.</p> <p>NOTE: Each user must have a unique user name to log into a database. You cannot have multiple users logged into a database with the same user name. If you try to log into the database under a user name that is already logged in, a message displays indicating that they are already logged into the system (e.g. jdoe is currently logged in on IBM-98se4200).</p>	<p>← Read Note</p>
<p>B. To manage users:</p> <ol style="list-style-type: none"> 1. Open the Database Admin module. 2. On the Database Admin window, click the Users button to open the User Management window. 3. Under Users on the I-Suite Users tab, click to select a User Name. 4. To change the rights of the User, click to check or uncheck the rights you want to assign (e.g. Resources, Time, Cost, etc.). 	
<p>NOTE: Deselecting a user's rights restricts the user's access to those modules in I-Suite.</p> <ol style="list-style-type: none"> 5. To activate or deactivate the user, click to check or uncheck the Active checkbox. 6. When you are finished, click the Save button to save your changes. Then click the Close button to close the User Management window. 	<p>← Read Note</p>
<p>HAVE STUDENTS PRACTICE CREATING NEW USERS AND ASSIGNING RIGHTS TO USERS.</p>	<p>← Instructor Comment</p>
<p>IV. EXPORT USERS</p> <p>NOTE: This process exports all users with an Active status to a file. The export includes all of the user information, including their permissions. After you export users from a database, use the Import Users option to import the users into a different database.</p>	<p>← Read Note</p>
<p>A. To export users from a database:</p> <ol style="list-style-type: none"> 1. Open the Database Admin module. 2. Click the Users button to open the User Management window. 3. Click the Export Users button to open the User 	

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<p>Export window.</p> <ol style="list-style-type: none"> 4. From the Name of database with users to export drop-down list, select the appropriate database. 5. In the Export File Name box, type the name to assign to the user file you are exporting. 6. Click the OK button to export the users to a file. 7. When the message Isuite User Data Export complete message displays, click the OK button to close the window. 8. When the User Export window re-displays, notice that the path where the file was exported displays in the Export File Name box. Click the Close button to close the User Export window. 	
<p>V. IMPORT USERS</p>	
<p>NOTE: You must first export the users to a file before you can import them into a different database (See section IV. Export Users).</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 1. Open the Database Admin module. 2. Click the Users button to open the User Management window. 3. Click the Import Users button to open the User Import window. 4. From the Name of database for User Data Import drop-down list, select the database into which you want to import the users. 5. Click the Browse button next to the User Data file for import box to search for the user data file you want to import. On the Browse for Existing User Data File window, click the file you want to import then the OK button to insert it into the User Data file for import box. 6. In the Generic password for imported users box, type a temporary password to assign to all of the imported users. 7. In the Confirm password for imported users box, re-type the temporary password to ensure it was entered correctly. 8. Click the OK button to import the users to the selected database. 9. A message displays identifying any fields that were not updated for the users. Click the OK button to close this 	

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<p>window.</p> <ol style="list-style-type: none"> 10. When the Isuite User Data Import Successful message displays, click the OK button to close the window. 11. Click the Close button on the User Import window to close the window. <p>VI. DISCONNECT USER</p> <ol style="list-style-type: none"> A. To clear a user connection if problems occur when logging into the system: <ol style="list-style-type: none"> 1. Open the Database Admin module. 2. In the Connection Information grid, click the user that you want to disconnect. 3. Click the Disconnect User button in the bottom right-hand corner of the window. 4. When the confirmation window displays, click the Yes button to disconnect the user. <p>REVIEW UNIT OBJECTIVES.</p>	<p style="text-align: right;">← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	2.3 – Database Admin: Importing ROSS Data.
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. Import ROSS data into I-Suite.

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INTRODUCE THE UNIT	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ROSS FILE DOWNLOAD AND IMPORT	
A. Import ROSS data into I-Suite.	
II. IMPORT ROSS DATA	
A. Download a ROSS data file.	
NOTE: You must have a DMS User Name and Password to access the ROSS Data Draw. For more information, contact your incident commander or the I-Suite Help desk.	← Read Note
IF THE INSTRUCTOR HAS AN INTERNET CONNECTION, THEY MAY WANT TO DEMONSTRATE THE ROSS DOWNLOAD PROCEDURE.	← Instructor Comment
NOTE: For training purposes, you will be importing the ROSS Data File provided by the instructor.	← Read Note
1. Open your Internet browser.	
2. In the Address box, type http://isuite.nwcg.gov .	
3. On the Welcome to I-Suite Web page, click Import Data .	
4. On the Security Alert window, click Yes .	
5. On the Data Draw Login window, type your DMS User Name and DMS Password in the appropriate boxes, and then click OK .	
6. On the Index of / window, click to select ISuite/ .	
7. Browse to your incident file by incident number – Incident Number, date and time, file extension .txt (e.g. CA RNP 001221_20051111_193524.TXT)	
8. Right click the file name, and then select Save Target As from the menu that displays.	
9. On the Save As window, browse to the folder on your local computer where you want to save the data. Then click the Save button.	
10. On the Download Complete window, click the Close button.	
B. Import ROSS data into I-Suite.	

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<p>NOTE: ROSS Data Files are updated every two hours. You can import ROSS data into an I-Suite Database as many times as needed.</p>	<p>← Read Note</p>
<p>NOTE: There might be more characters in ROSS data than are allowed for the corresponding data in I-Suite. If this occurs, you will be prompted to shorten the data.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 1. Open the Database Admin module. 2. Click the Import Data button. 	
<p>NOTE: The Status Bar in the bottom left corner of the Ross Import window identifies the database into which you are importing data. It also shows the current step on which you are working in the process.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 3. On the ROSS Import window, click the browse button next to Import File Name. 4. On the Browse for Existing ROSS Import File window, click the Look in drop-down list. Then select the folder into which you copied the ROSS data file. 5. Click to select the ROSS data file to be imported into I-Suite, and then click the OK button. 6. On the ROSS Import window, click the Load Data button. 7. After the data has finished loading, the Add Incident step displays as the first step under Import Steps on the ROSS Import window. Click the >> button to move the ROSS Incident to the I-Suite Incidents grid, and then click the Next button. 	<p>2.0-05-ISUITE-EP</p>
<p>OR</p>	
<ol style="list-style-type: none"> 8. If you want to match a ROSS incident to an I-Suite incident, click the Selector button to select the ROSS incident. Then click the Selector button to select the I-Suite incident. Click Match to match the incidents. Then click the Next button. 	
<p>NOTE: I-Suite uses Ross IDs to match Resources in the Ross Data File with resources in the I-Suite Database. One or more of the following steps may be required, depending on the Resource Matches:</p>	<p>← Read Note</p>

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> • PREVIOUS MATCHES – Previously Matched Ross and I-Suite Resources. • VALIDATE MATCHES 1 – Ross and I-Suite Resources matched by Request Number and Name. • VALIDATE MATCHES 2 – Ross and I-Suite Resources matched by Request Number. • MANUALLY MATCH/ADD – Ross Resources that were not matched to I-Suite Resources. Ross Resources can be manually matched or added to I-Suite Resources. • VALIDATE CREWS – Crew Members with similar Request Numbers that were not matched to a Crew. <ol style="list-style-type: none"> 9. To complete the Add Resources step, click the >> button to add all resources from the ROSS Resources grid to the I-Suite Resources grid. To add individual resources, click the Selector for each ROSS resource, and then click the > button. 10. After all of the appropriate ROSS Resources have been added to the I-Suite Resources grid, click the Next button to import the ROSS resources into the I-Suite database. 11. To complete the Previous Matches step, compare the ROSS Resources to the I-Suite Resources. If matched resources that should not be matched are found, click the Selector button for the I-Suite resource, and then click Unmatch. To edit the I-Suite resources, type directly into the I-Suite grid. 12. When you are finished editing I-Suite resources, click the Next button. 13. To complete the Validate Matches step, compare ROSS Resources that were matched to I-Suite Resources. 14. If you find there are resources that were incorrectly matched, click the Selector button to select the I-Suite resource. Then click the Unmatch button. To edit an I-Suite resource, type directly into the I-Suite grid. 15. When you are finished editing the I-Suite resources, click the Next button. 16. To complete the Manually Match/Add Resources step, click the Selector button to select the ROSS resource and the I-Suite resource. Then click the 	

OUTLINE	AIDS & CUES
<p>Match button. To edit an I-Suite resource, type directly into the I-Suite grid.</p>	
<p>17. To add all resources from the ROSS Resources grid to the I-Suite Resources grid, click the >> button. To add individual ROSS resources to the I-Suite Resources grid, click the Selector button for each ROSS resource, and then click the > button.</p>	
<p>NOTE: An "X" displays in the Ross Resources grid next to each resource that was manually matched to an I-Suite Resource.</p>	<p>← Read Note</p>
<p>NOTE: Unassigned crew members with similar request numbers display in the Ross Resources grid. The crew Resource Name with a similar request number displays above the I-Suite Resources grid.</p>	<p>← Read Note</p>
<p>18. To complete the Validate Crews step, click the >> button to assign all unassigned crew members with similar request numbers to the identified crew. To assign individual unassigned crew members to the crew, click the Selector button for each unassigned crew member, and then click the > button.</p>	
<p>19. Click the Next button. Then repeat the Validate Crews step for all remaining unassigned crew members.</p>	
<p>20. When the message "There are no more unmatched crew members to match" displays, click the OK button.</p>	
<p>21. When you are finished editing the I-Suite resources, click the Next button.</p>	
<p>22. When the ROSS Import process is finished, the ROSS Import complete window displays. Click the OK button to close this window.</p>	
<p>HAVE STUDENTS PRACTICE IMPORTING ROSS DATA INTO I-SUITE.</p>	<p>← Instructor Comment</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	2.4 – Database Admin: Creating Export Files.
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. Export Data by creating a Data Repository File.2. Identify how to export Financial and Injury/Illness Data.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. EXPORT FILES	
A. Create the data repository file.	
B. Identify how to export Financial and Injury/Illness Data.	
II. DATA REPOSITORY EXPORT	
A. Create an I-Suite data repository file.	2.0-06-ISUITE-EP
NOTE: You must have a DMS User Name and Password to access the I-Suite Data Repository Site. For more information, contact your incident commander or the I-Suite HelpDesk.	← Read Note
1. Open the Database Admin module.	
2. Click the Create Repository button to open the Create Repository File window.	
3. From the Name of Database drop-down list, select the attached database for which you are creating the repository file.	
4. Under Select incident to be used in the file name , click to check the checkbox for one or more incident(s) to export.	
5. Click the OK button to create the Repository file.	
6. When the End of Incident window displays, identify whether this is the end of the incident. If it is, click the Yes button. If it is not, click the No button.	
7. When the system has finished creating the repository files, a Repository Files Created window displays. Click the OK button to close the window.	
B. Upload an I-Suite data repository file.	
NOTE: The default folder in which I-Suite Data Repository Files are saved is C:\Program Files\ISuite\Database\Backup\Repository .	← Read Note
NOTE: You can upload up to three Data Repository Files at a time.	← Read Note

OUTLINE	AIDS & CUES
<ol style="list-style-type: none"> 1. Start your Internet browser. 2. In the Address box, type http://isuite.nwcg.gov. 3. On the Welcome to I-Suite webpage, click Data Repository. 4. On the Security Alert window, click the Yes button. 5. On the I-Suite Login window, type your DMS User Name and DMS Password in the appropriate boxes, and then click the OK button. 6. On the I-Suite Upload Form, click the browse button for File 1. Browse to where the file is located. Then click the file to select it. 7. Repeat the preceding step for each Data Repository File you want to upload (Up To Three Files Per Upload). 8. Click the Upload button. <p>III. EXPORT DATA</p> <p>A. The Export Data button is used by the CTPS to export Financial Data (Accrual and Casual Pay) and Injury/Illness data.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p style="text-align: right;">← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	2.5 – Database Admin: Purging SSN/EIN's from the database.
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. Purge SSN/EIN's from the database.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. PURGE SSN/EIN	
A. Purge SSN/EIN's from the database.	
II. PURGE PROCESS	
A. To purge SSN/EIN's from the database:	2.0-07-ISUITE-EP
1. Open the Database Admin module.	
2. Under Databases , click to select the Database you want to purge. Then click the Purge SSN/EIN button.	
3. On the Clear SSN's and EIN's window, click the Yes button to set all SSN's and EIN's in the database to 9's.	
4. When the second Clear SSN's and EIN's window displays, click Yes to confirm that you want to set all SSN's and EIN's in the database to 9's.	
NOTE: Because the purge process cannot be reversed, two warning messages for the procedure display.	← Read Note
HAVE STUDENTS PRACTICE PURGING SSN/EIN'S FROM A DATABASE DESIGNATED BY THE INSTRUCTOR.	← Instructor Comment
REVIEW UNIT OBJECTIVES.	← Instructor Comment



UNIT 3

I-Suite Data Admin

11/6/2007

This Training Manual is for use with the 7.01.05 version of the I-Suite System.

TOTAL SUGGESTED TIME: 1 hour

Table of Contents

Unit 3

I-Suite Data Admin

3.0 – Data Admin: Overview.

1. Identify the purpose of the Data Admin module.
2. Manage incident data.
3. Manage lookup tables.

3.1 – Data Admin: Manage Incident Data.

1. Manage incidents.
2. Manage accounting codes.

3.2 – Data Admin: Manage Lookup Tables.

1. Manage lookup tables.
2. Add a new Kind to the Kind Codes Lookup table.

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	3.0 – Data Admin: Overview.
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. Identify the purpose of the Data Admin module.2. Manage incident data.3. Manage lookup tables.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments 3.0-01-ISUITE-EP
PRESENT UNIT OBJECTIVES.	
<p>NOTE: Use Data Admin to Manage Incident Data and Lookup Tables.</p>	← Read Note
I. DATA ADMIN	3.0-02-ISUITE-EP
A. Identify the responsibilities of the Data Administrator:	
1. Manage incident data.	
2. Manage lookup tables.	
<p>NOTE: Only those users assigned Data Admin rights can access the Data Admin module.</p>	← Read Note

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	3.1 – Data Admin: Manage Incident Data.
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. Manage incidents.2. Manage accounting codes.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. INCIDENT DATA	
A. Manage incidents.	
B. Manage accounting codes.	
II. MANAGE INCIDENTS	3.0-3-ISUITE-EP
A. To manage incidents:	
NOTE: Multiple incidents can be included in one database. Each incident must have a unique default accounting code.	← Read Note
NOTE: Required information is identified with an asterisk (*) before the label.	← Read Note
1. From the Modules drop-down menu, select Data Admin .	
2. On the Data Admin window, click the Incident Data tab.	
3. To add a new incident to the database:	
a. Under Feature , click to select Incident .	
b. In the Incident Name box, type the name to assign to the incident.	
c. In the Incident Number box, type the number to assign to the incident in the format xx xxx xxxxxx.	
d. In the Location box, type the location of the incident.	
e. From the State drop-down list, select the appropriate state.	
f. In the Start Date box, enter the date when the incident started. You can either type the date or select it from the drop-down calendar.	
NOTE: When the incident end's, you can enter an end date into the End Date box. This information is not required.	← Read Note
g. From the Agency drop-down list, select the agency to assign to the incident.	
NOTE: An Agency is required. You cannot define an	← Read Note

OUTLINE	AIDS & CUES
<p>Accounting Code until an Agency is selected.</p>	
<p>h. In the Accounting Code box, type the accounting code to assign to the incident.</p>	
<p>NOTE: You must first select an Agency before you can define an Accounting Code</p>	<p>← Read Note</p>
<p>i. If you selected the FS Agency, a Region/Unit drop-down list is available. Select the appropriate unit code or region from this drop-down list.</p>	
<p>NOTE: The Region/Unit is not required. If a Region/Unit is selected, it prints on the OF-288 in Block 3 (Unit 1 Acct Code).</p>	<p>← Read Note</p>
<p>j. Click the Save button.</p>	
<p>4. To edit an incident:</p>	
<p>a. On the Data Admin window, click the Incident Data tab.</p>	
<p>b. Under Feature, click to select Incident.</p>	
<p>c. In the Data Admin grid click the Incident Name you want to edit.</p>	
<p>d. Under Incident - Edit Mode, edit the data, as needed. Click the Save button to save your changes.</p>	
<p>NOTE: You must edit Accounting Codes on the Accounting Codes window.</p>	<p>← Read Note</p>
<p>HAVE STUDENTS PRACTICE CREATING AND EDITING INCIDENTS.</p>	<p>← Instructor Comment</p>
<p>III. MANAGE ACCOUNTING CODES</p>	<p>3.0-04-ISUITE-EP</p>
<p>A. To manage accounting codes:</p>	
<p>NOTE: Because changes will impact all users, use caution when adding or editing accounting codes.</p>	<p>← Read Note</p>
<p>1. Open the Data Admin module.</p>	
<p>2. Click the Incident Data tab.</p>	
<p>3. To add a new accounting code to the database:</p>	
<p>a. Under Feature, click to select Accounting Code.</p>	

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> b. From the Incident Name drop-down list, select the appropriate incident name. c. From the Agency drop down list, select the appropriate agency. d. In the Accounting Code box, type the new accounting code for the incident. e. If you selected the FS Agency, a Region/Unit drop-down list is available. Select the appropriate region or unit from this drop-down. f. To set the new accounting code as the default accounting code for the selected incident, click to check the Incident Default checkbox. g. Click the Save button to save the accounting code. <p>4. To edit an accounting code:</p> <ul style="list-style-type: none"> a. On the Data Admin window, click the Incident Data tab. b. Under Feature, click to select Accounting Codes. c. From the Incident Name drop-down list, select the appropriate incident name. d. In the Data Admin grid , click to select the Accounting Code you want to edit. e. Under Accounting Codes - Edit Mode, edit data, as needed. f. Click the Save button to save your changes. 	<p>← Instructor Comment</p>
<p>HAVE STUDENTS PRACTICE CREATING AND EDITING ACCOUNTING CODES.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	3.2 – Data Admin: Manage Lookup Tables.
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. Manage lookup tables.2. Add a new Kind to the Kind Codes Lookup table.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. LOOKUP TABLES	
A. Manage lookup tables.	
B. Add a new Kind to the Kind Codes Lookup table.	
II. MANAGE LOOKUP TABLES	3.0-05-ISUITE-EP
A. To manage lookup tables:	
NOTE: Because changes to Lookup tables will impact all users, use caution when making any changes to the Lookup tables. If the Resource Unit Leader (RESL) and Computer Technical Specialist (CTSP) are assigned to an incident, they should coordinate any changes with the Time Unit Leader (TIME).	← Read Note
NOTE: The I-Suite system includes default values in the Lookup tables.	← Read Note
1. Open the Database Admin module.	
2. On the Data Admin window, click the Lookup Tables tab.	
3. To add a new item to a lookup table:	
a. Under Feature , click to select the appropriate Lookup Table .	
b. Enter the appropriate information into the text boxes that display. The text boxes that display are based on the Lookup Table you have selected.	
c. After entering all required information (identified with an asterisk[*]) and any optional information, click the Save button.	
HAVE STUDENTS PRACTICE ADDING NEW ITEMS TO LOOKUP TABLES.	← Instructor Comment
4. To edit a lookup table:	
a. On the Data Admin window, click the Lookup Tables tab.	
b. Under Feature , click to select the Lookup Table you want to edit.	

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> c. Enter the appropriate information into the text boxes that display. The text boxes that display are based on the Lookup Table you have selected. d. After entering all required information and any optional information, click the Save button. 	
<p>NOTE: You cannot edit data in Standard lookup tables, except for the Kind Codes table. The only Standard lookup table in which data can be edited is the Kind Codes table. Standard indicates that the lookup data is standard in that version of the database. Data in all non-standard lookup tables can be edited.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> 5. To delete a Non-Standard Lookup option: <ul style="list-style-type: none"> a. On the Data Admin window, click the Lookup Tables tab. b. Under Feature, click to select the Lookup Table with the option you want to delete. c. In the Lookup grid, click the Non-Standard lookup option you want to delete. d. Click the Delete button in the Main toolbar at the top of the window. e. When the confirmation message displays, click the Yes button to remove the option from the Lookup table. 	
<p>NOTE: You can only delete Non-Standard lookup tables. You cannot remove Standard lookup tables.</p>	<p>← Read Note</p>
<p>HAVE STUDENTS PRACTICE EDITING LOOKUP TABLES.</p>	<p>← Instructor Comment</p>
<ul style="list-style-type: none"> B. To add a new Kind to the Kind Codes Lookup table: <p>NOTE: In the following exercise, you will practice adding Kinds to the Kind Codes Lookup table. While this exercise deals specifically with the Kind Codes Lookup table, the same concepts apply to all reference tables.</p>	<p>3.2-01-ISUITE-HO 3.2-02-ISUITE-HO</p> <p>← Read Note</p>
<p>HELP STUDENTS CREATE A NEW KIND CALLED A “SCOOPER” OR A “SCRAPER.” MODEL THE NEW KIND LIKE A SKIDDER.</p>	<p>← Instructor Comment</p>
<p>NOTE: A straightforward rule-of-thumb for creating a new Kind is to identify a resource similar in values to the new Kind. For example, an ATV is similar to a four-wheeler, or a</p>	<p>← Read Note</p>



UNIT 4

I-Suite Resources

12/12/2007

TOTAL SUGGESTED TIME: 3 hours 30 minutes

Table of Contents

Unit 4

I-Suite Resources

4.0 – Resources: Overview.

1. Identify the primary purpose of the Resources module.
2. Identify Options on the Resources window.

4.1 – Resources: Options.

1. Define Resource Options, which includes:

4.2 – Resources: Filtering Data.

1. Use the Filter bar.
2. Filter using Exclude Demobed/Exclude Filled.
3. Filter with the filter buttons.
4. Sort using table column headers.

4.3 – Resources: Managing Data and Resources.

1. Identify the importance of data entry guidelines.
2. Identify common data.
3. Manage all incidents as one.
4. Manage incidents separately.
5. Add Resources (Aircraft, Overhead, Crews, Equipment).
6. Create a Strike Team/Task Force Parent Record.
7. Attach new resources to a Strike Team/Task Force Parent Record.
8. Attach existing resources to a Strike Team/Task Force Parent Record.
9. Edit Resources (Aircraft, Overhead, Crews, Equipment).
10. Refresh Data
11. Delete Resources

4.4 – Resources: Resources Reports.

1. Run and print standard reports.

Changes in Training Manual

The following changes were made to the Resources Training Manual for the 7.01.05 release:

Roster Crew Members

- When rostering Crew Members, users can now add Plans and Cost data, as well as Time data (*See To roster a person to a resource: on Page 6*).

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	4.0 – Resources: Overview.
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. Identify the primary purpose of the Resources module.2. Identify Options on the Resources window.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments 4.0-01-ISUITE-EP
PRESENT UNIT OBJECTIVES.	
I. RESOURCES	4.0-02-ISUITE-EP
A. Review the Resources module.	
NOTE: The Resources module shares data with other I-Suite modules.	← Read Note
1. 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.	
2. Resources also produces various incident reports, including the 209 Report Data Table, Section Report, Qualifications Report, and Daily Incident Reports.	
II. RESOURCES WINDOW	4.0-03-ISUITE-EP
A. Review the Resources window:	
EXPLAIN THE BASIC FEATURES OF THE RESOURCES WINDOW AND CONDUCT A QUICK, UNINTERRUPTED WALK-THROUGH OF THE RESOURCES MENU AND TOOLBAR BUTTONS.	← Instructor Comments
DO NOT FIELD STUDENT QUESTIONS DURING THE WALK THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE).	
1. The Print T Card Label button displays to the right of the Filter toolbar. Use this button to print T Card Labels at your default printer, which is defined in Tools/Options .	
2. The Resources grid displays beneath the toolbars in the center part of the window. This grid contains a list of all resources currently defined in the system.	
3. When you click either the Edit or Add button in the Main toolbar, a Manage Resource area displays at the bottom of the window. Use this area to edit or add resources.	
4. Depending on the user rights assigned to you, the following tabs may display at the bottom of the window: <ul style="list-style-type: none"> • Plans - This tab displays for users with 	

OUTLINE	AIDS & CUES
<p>Resource rights.</p> <ul style="list-style-type: none"> • Time - This tab displays for users with Time rights. • Cost - This tab displays for users with Cost rights. <p>5. A toolbar displays at the bottom of the Manage Resources area. The buttons in this toolbar include:</p> <ol style="list-style-type: none"> a. Close b. Add c. Clear d. Previous e. Next f. Save g. Roster (For a non-person resource) h. Add New Component (For a Strike Team/Task Force) i. Add Existing Resources/Remove Component (For a Strike Team/Task Force) 	

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	4.1 – Resources: 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. Define Resource Options, which includes:<ul style="list-style-type: none">• Selecting Resource Grid Columns and set order.• Changing “Other” Column Titles.• Setting Default Check-in Date.• Changing Quick Stats kinds.• Displaying Quick Stats.• Defining Label Settings

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p>	<p>← Instructor Comments</p>
<p>PRESENT UNIT OBJECTIVES.</p>	
<p>I. RESOURCE OPTIONS</p> <ul style="list-style-type: none"> A. Select Resource Grid Columns and set order. B. Change "Other" Column Titles. C. Set Default Check-in Date. D. Change Quick Stats kinds. E. Display Quick Stats. F. Define Label Settings. 	
<p>II. RESOURCES GRID</p> <ul style="list-style-type: none"> A. To identify the columns to display in the grid and the order in which to display them: <ul style="list-style-type: none"> 1. From the Tools drop-down menu, select Options to open the Options window. 2. Click the Resources tab. Then click to select the lower Resources tab. 	<p>4.0-04-ISUITE-EP</p>
<p>NOTE: The lower Resources tab on the Options window allows you to define the options available on the Resources window.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> 3. Under Resource Grid Columns, click to check the checkbox next to each of the columns you want to display in the grid. 	
<p>NOTE: You can also click to highlight a column, and then click the Show button to display that column in the grid. If you want to remove the selected columns from the Resources grid, click the Hide button.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> 3. To adjust the order in which the columns display in the Resources grid, click a column. Then click the Move Up or Move Down button to move the column. 4. When finished, click the Save button to save your changes. Then click the OK button to close the Options window. 	
<p>III. "OTHER" COLUMN TITLES</p>	
<ul style="list-style-type: none"> A. To change "Other" Column Titles: 	

OUTLINE	AIDS & CUES
<ol style="list-style-type: none"> 1. From the Tools drop-down menu, select Options to open the Options window. 2. Click the Resources tab. Then click the lower Resources tab. <p>NOTE: The "Other" columns are useful for filtering specific information (e.g. Team Member, EMT, etc).</p> <ol style="list-style-type: none"> 3. If you want to change the titles that display for the "Other" columns, type the new name for the column in the box next to the default Other column title to change the title (i.e. to change the name of the Other 1 column, enter the new name in the box next to Other 1). You can change the title for the following columns: <ol style="list-style-type: none"> a. Other 1. b. Other 2. c. Other 3. <p>NOTE: When the title for the Other columns are changed on the Resources tab in Options, the changes are saved to the database. This means that all users will see the changes.</p> <ol style="list-style-type: none"> 4. When finished, click the Save button, and then click OK to close the Options window. 	<p>← Read Note</p> <p>← Read Note</p>
<p>IV. DEFAULT CHECK-IN DATE AND TIME</p>	
<p>A. To set the Default Check-in Date and Time:</p>	
<ol style="list-style-type: none"> 1. From the Tools drop-down menu, select Options to open the Options window. 2. Click the Resources tab. Then click the lower Resources tab. 3. If you want to automatically insert the system date and time for the Check-In Date and Time, click the System Date option in the Default Check-In Date and Time box. <p>If you want to leave the Check-In Date and Time blank, click the Blank option in the Default Check-In Date and Time box.</p>	
<p>V. QUICK STATS</p>	
<p>NOTE: Quick Stats contains useful information for the IC or</p>	<p>← Read Note</p>

OUTLINE	AIDS & CUES
<p>Section Chiefs for a quick picture of incident resources.</p> <p>A. To change the kinds included in Quick Stats:</p> <p>NOTE: When you add additional kind codes for QuickStats, the changes are saved to the database. This means that all users will see the changes.</p> <ol style="list-style-type: none"> 1. From the Tools drop-down list, select Options to open the Options window. 2. Click the Resources tab. Then click the lower Resources tab. 3. Under Additional Kinds used for QuickStats, select the code you want to add from the Kind/Position drop-down list. Then click the Save button. <p>To remove Kind Codes for QuickStats, click the selector button next to the code listed under Additional Kinds used for QuickStats. Then click the Delete button at the bottom of the Options window.</p> <ol style="list-style-type: none"> 4. When finished, click the Save button to save your changes. Click the OK button to close the Options window. 	<p>← Read Note</p>
<p>DISCUSS THE PURPOSE OF QUICK STATS.</p> <p>B. To display Quick Stats:</p> <ol style="list-style-type: none"> 1. From the Tools drop-down menu, select Quick Stats. 	<p>← Instructor Comment</p>
<p>VI. RESOURCE LABELS</p> <p>NOTE: Use this option to set the default printer for T-Card labels.</p> <p>A. To define Label settings:</p> <ol style="list-style-type: none"> 1. From the Tools drop-down menu, select Options to open the Options window. 2. Click the Resources tab. Then click the Labels tab. 3. From the Special Purpose Label Printer drop-down list, select the label printer to use. 4. In the First Fontsize box, enter the font size to use for the first line on the label. 5. In the Second Fontsize box, enter the font size to use 	<p>← Read Note</p>

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<p>for the second line of the label.</p> <ol style="list-style-type: none"> 6. In the Top Offset box, enter 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. 7. In the Left Offset box, enter 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. 8. From the Font Name drop-down list, select the type of font to print on the label. 9. Click the Save button to save your changes. Click the OK button to close the Options window. 	
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	4.2 – Resources: Filtering Data.
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. Use the Filter bar.2. Filter using Exclude Demobed/Exclude Filled.3. Filter with the filter buttons.4. Sort using table column headers.

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INTRODUCE THE UNIT.	← Instructor Comment
PRESENT UNIT OBJECTIVES.	
I. FILTER RESOURCES	
A. Use the Filter bar.	
B. Filter using Exclude Demobed/Exclude Filled.	
C. Filter using the Aircraft, Crews, Equipment, Overhead, All Resources, and All Personnel buttons.	
D. Sort using table column headers.	
II. FILTER BAR	
A. To use the Filter bar:	
SHOW THE LOCATION OF THE FILTER BAR AND BOXES WHERE YOU CAN ENTER FILTER CRITERIA.	← Instructor Comment
NOTE: You can search for specific characters in any column.	← Read Note
1. Open the Resources module.	
2. On the Filter Bar , click in the Filter box above the column you want to filter.	
3. In the Filter box, type the first several characters of the term by which you want to filter the data.	
EXAMPLE: Type AIR in the Filter box above the Kind Desc column heading to only display resources with Kind descriptions that begin with AIR .	
4. To remove your filter, either delete the characters that you typed or click the Clear Filter Bar button to the left of the Filter Bar .	
NOTE: You can filter by multiple columns at the same time by entering filter criteria in each of the columns you want to use.	← Read Note
HAVE THE STUDENTS PRACTICE ENTERING FILTER CRITERIA.	← Instructor Comment
III. EXCLUDE DEMOBED/EXCLUDE FILLED	
A. To use the Exclude Demobed checkbox to filter:	
1. Open the Resources module.	
2. On the Resources window, click to check the Exclude Demobed checkbox. This removes all	

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<p>demobed resources from the grid.</p> <p>B. To use the Exclude Filled checkbox to filter:</p> <ol style="list-style-type: none"> 1. Open the Resources module. 2. On the Resources window, click to check the Exclude Filled checkbox. This removes all resources with a Filled status from the grid. 	
<p>HAVE THE STUDENTS PRACTICE FILTERING RESOURCES USING THE "EXCLUDE DEMOBED" AND "EXCLUDE FILLED" CHECKBOXES.</p>	<p>← Instructor Comment</p>
<p>IV. FILTER TOOLBAR</p> <p>A. To filter using the Aircraft, Crews, Equipment, Overhead, All Resources, and All Personnel buttons:</p> <ol style="list-style-type: none"> 1. Open the Resources module. 2. On the Resources window, click the Aircraft, Crews, Equipment, Overhead, All Resources, or All Personnel button to filter the grid based on your selection. 	
<p>HAVE THE STUDENTS PRACTICE FILTERING RESOURCES USING THE AIRCRAFT, CREWS, EQUIPMENT, OVERHEAD, ALL RESOURCES, AND ALL PERSONNEL BUTTONS.</p>	<p>← Instructor Comment</p>
<p>V. SORT RESOURCES GRID</p> <p>A. Sort using table column headers.</p> <ol style="list-style-type: none"> 1. Open the Resources module. 2. In the Resources grid, click the column heading you want to use to sort the information in the grid. For example, if you click the Name column heading, the information is sorted in Name order. 3. Click the heading once to sort the information in Ascending order. Click the heading a second time to sort in Descending order. 	
<p>NOTE: To use multiple columns to sort the data in the grid, click an initial column heading by which to sort. Then hold down the Shift key and click each additional column heading.</p>	<p>← Read Note</p>
<p>HAVE THE STUDENTS PRACTICE SORTING RESOURCES IN ASCENDING/DESCENDING ORDER USING VARIOUS COLUMN HEADINGS.</p>	<p>← Instructor Comment</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	4.3 – Resources: Managing Data and Resources.
SUGGESTED TIME:	140 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 importance of data entry guidelines.2. Identify common data.3. Manage all incidents as one.4. Manage incidents separately.5. Add Resources (Aircraft, Overhead, Crews, Equipment).6. Create a Strike Team/Task Force Parent Record.7. Attach new resources to a Strike Team/Task Force Parent Record.8. Attach existing resources to a Strike Team/Task Force Parent Record.9. Edit Resources (Aircraft, Overhead, Crews, Equipment).10. Refresh Data11. Delete Resources

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. MANAGE RESOURCES	4.0-5-ISUITE-EP
A. Identify the importance of data entry guidelines.	
B. Identify common data.	
C. Manage all incidents as one.	
D. Manage incidents separately.	
E. Add Resources (Aircraft, Overhead, Crews, Equipment) using an ICS 211 or optional check in form.	
F. Create a Strike Team/Task Force (Parent Record).	
G. Attach new resources to a Strike Team/Task Force Parent – Method 1.	
H. Attach existing resources to a Strike Team/Task Force Parent – Method 2.	
I. Edit Resources	
J. Refresh Data	
K. Delete Resources	
II. DATA ENTRY GUIDELINES	
A. Review and discuss the importance of data entry guidelines.	
<p>NOTE: ROSS Import data will follow ROSS data standards. ROSS information that is imported into I-Suite includes Resource Name, Request Number, and Mob Date. It may also include Agency, HomeUnit, KindCode, and JetPort if they are defined in ROSS.</p>	← Read Note
<p>Make sure you check the imported ROSS information at check-in for accuracy. There may be incorrect or missing data. Also check Crew Rosters with the CRWB.</p>	
<p>NOTE: If you are working with a team, follow the team's protocol or Standard Operating Procedures for data entry.</p>	← Read Note
1. In Resources , data is organized and presented based on the ICS 211 form.	
2. Before saving a resource, you must define the	

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<p>required information.</p>	
<p>NOTE: If information is required, an asterisk (*) displays to the left of the label.</p>	<p>← Read Note</p>
<p>This required information includes:</p>	
<p>a. Request Number.</p>	
<p>NOTE: The request number must begin with one of the following letters: A, C, E, I, O, or S.</p>	<p>← Read Note</p>
<p>b. Account Code.</p>	
<p>c. Resource Name.</p>	
<p>d. Kind/Position.</p>	
<p>e. Status.</p>	
<p>f. Configuration.</p>	
<p>NOTE: The Agency and Unit ID are important fields, but they are not required. Entering incorrect data in these fields is worse than having no data defined. An incorrect Agency code will generate incorrect Cost data.</p>	<p>← Read Note</p>
<p>3. Before rostering resources or adding additional qualifications, you must define the required information and save the resource.</p>	
<p>III. COMMON DATA</p>	
<p>A. To review common data:</p>	
<p>1. From the Modules drop-down menu, select Resources.</p>	
<p>OR</p>	
<p>Click the Resources button in the Main toolbar.</p>	
<p>2. On the Resources window, click the Add button.</p>	
<p>NOTE: Entry items located above the tabs (i.e. just below the Manage Resource – Add Mode label) are common to all I-Suite modules.</p>	<p>← Read Note</p>
<p>NOTE: Data entry items for specific modules are located on their respective tabs (i.e. on the Plans, Cost, and Time tabs). The tabs that display are based on the rights assigned to the user.</p>	<p>← Read Note</p>

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<p>NOTE: Resources is the primary data entry point for I-Suite data. The quality of the initial data is critical to successful integration of the data in other I-Suite modules.</p>	<p>← Read Note</p>
<p>NOTE: Understanding the concept of data sharing is critical. Data is shared between all I-Suite modules. Changes, additions, or deletions from any functional area effects the other I-Suite modules. Successful integration requires cooperation and established Data Ownership Rules. If you are working with a team, follow the team's protocol or Standard Operating Procedures for data entry.</p>	<p>← Read Note</p>
<p>IV. MANAGE INCIDENTS</p>	
<p>A. To Manage all incidents as one:</p>	
<p>NOTE: This is used if multiple incidents are created in the same database.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 1. On the top right side of the window, click to check the Manage All Incidents As One checkbox. 2. When the Manage All Incidents as One message displays, click the OK button. 	
<p>NOTE: When adding a resource with Manage All Incidents As One selected, an Incident Name drop-down box displays on the Manage Resource – Add Mode window. Verify that the correct incident appears in the Incident Name box.</p>	<p>← Read Note</p>
<p>B. Manage incidents separately.</p>	
<ol style="list-style-type: none"> 1. On the top right side of the window, click to uncheck the Manage All Incidents As One checkbox. 2. From the Incident drop-down list, select the Incident you want to manage. 	
<p>NOTE: When Managing Incidents Separately, make sure you verify that the correct incident is selected in the Incident box.</p>	<p>← Read Note</p>
<p>V. ADD RESOURCES</p>	
<p>A. To add Resources (Aircraft, Overhead, Crews, Equipment) using an ICS 211 or optional check-in form:</p>	<p>4.3-01-ISUITE-HO 4.3-02-ISUITE-HO 4.3-03-ISUITE-HO 4.3-04-ISUITE-HO</p>
<ol style="list-style-type: none"> 1. Open the Resources module. 2. Click the Add button in the Main toolbar. 3. On the Manage Resource – Add Mode window, 	<p>4.3-05-ISUITE-HO 4.3-06-ISUITE-HO 4.3-07-ISUITE-HO 4.3-08-ISUITE-HO</p>

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<p>enter the following information:</p> <ul style="list-style-type: none"> a. Request Number b. Account Code c. Resource Name 	<p>4.3-09-ISUITE-HO 4.3-10-ISUITE-HO 4.3-11-ISUITE-HO 4.3-12-ISUITE-HO 4.3-13-ISUITE-HO</p>
<p>NOTE: When the Person checkbox is checked, Resource Name is replaced with Last Name and First Name. On the Plans tab, an Other Quals section displays.</p> <ul style="list-style-type: none"> d. Kind/Position e. Trainee checkbox (Optional) f. Status g. Unit ID (Optional) h. Agency (Optional) d. Configuration e. Actual Release Date (Optional) f. Actual Release Time (Optional) 	<p>← Read Note</p>
<p>4. On the Plans tab, define the following information, as needed:</p>	
<p>NOTE: The Plans tab only displays when the user has Resource rights.</p> <ul style="list-style-type: none"> a. Check-In Date b. Check-In Time c. Num Personnel d. Demob City e. Demob State f. Jetport g. Travel Method h. Mobilization Date i. Length of Assignment (Days) j. Demobilization Date 	<p>← Read Note</p>
<p>NOTE: The Demobilization Date is calculated from the Mobilization and Length of Assignment. Discuss with your Resource Unit Leader.</p>	<p>← Read Note</p>

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<p>k. Other (1, 2, & 3)</p> <p>l. Vehicle ID</p> <p>m. Original Order/Request Number</p> <p>n. Plans Remarks</p> <p>4. Click the Save button.</p> <p>5. To enter other quals for a person:</p> <ol style="list-style-type: none"> Under Other Quals, select the appropriate kind code from the Kind Code drop-down list. If the person is a trainee for the selected kind code, click to check the Trainee checkbox. To save other quals, click the Save Quals button. <p>6. To roster a person to a resource:</p>	
<p>NOTE: The Person checkbox must be unchecked to Roster a person to a resource.</p>	<p>← Read Note</p>
<p>NOTE: To Roster a person, the resource must be saved.</p> <ol style="list-style-type: none"> Click the Roster button. On the Roster Resource – Add Mode area, enter the appropriate information for the person being rostered to the resource including: <ul style="list-style-type: none"> Request Number Leader checkbox (Optional) Last Name First Name Kind/Position Trainee checkbox (Optional) Status Unit ID (Optional) Agency (Optional) Actual Release Date (Optional) Actual Release Time (Optional) 	<p>← Read Note</p>

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<p>c. On the Plans tab, enter the following information, as needed:</p> <ul style="list-style-type: none"> • Check-in Date • Check-in Time • Demob City • Demob State • Jetport • Travel Method • Other Quals 	
<p>NOTE: The Plans tab only displays when the user has Plan rights.</p>	<p>← Read Note</p>
<p>d. On the Time tab, enter the appropriate Time data.</p>	
<p>NOTE: The Time tab only displays when the user has Time rights.</p>	<p>← Read Note</p>
<p>e. On the Cost tab, enter the appropriate Cost data.</p>	
<p>NOTE: The Cost tab only displays when the user has Cost rights.</p>	<p>← Read Note</p>
<p>e. Click the Save button.</p>	
<p>NOTE: There are two methods for creating a Strike Team/Task Force. Use the First Method when a group of resources not defined in the I-Suite database was ordered as a Strike Team/Task Force.</p>	<p>4.3-14-ISUITE-HO ← Read Note</p>
<p>Use the Second Method when assembling a Strike Team/Task Force at the incident from resources that already exist in the I-Suite database.</p>	
<p>Both methods require you to create a Parent Record or Place Holder. You then need to add or attach the Strike Team/Task Force Components to the Parent Record.</p>	
<p>B. Create a Strike Team/Task Force (Parent Record).</p> <ol style="list-style-type: none"> 1. Open the Resources module. 	

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<p>2. Click the Add button in the Main toolbar.</p> <p>3. On the Manage Resource – Add Mode window, enter the appropriate information, including ALL required information.</p> <ol style="list-style-type: none"> When selecting the Kind/Position, select a type applicable to the type of Strike Team (e.g. select “ES3” for a type 3 strike team). When selecting the Configuration, select S/T. Notice that the label Manage Resources – Add Mode changes to Add Strike Team / Task Force. The Roster button is replaced with two new buttons for adding components. 	
<p>NOTE: You cannot roster people to a Strike Team / Task Force parent.</p> <ol style="list-style-type: none"> On the Plans and other tabs, complete the information, as needed. 	<p>← Read Note</p>
<p>4. To complete the Strike Team/Task Force parent record, continue with Method 1 or Method 2.</p>	
<p>NOTE: Use Method 1 to add Strike Team Or Task Force Components that do not already exist in the I-Suite database.</p>	<p>← Read Note</p>
<p>NOTE: If you add the Strike Team Leader last, you will not have to change the KindCode.</p>	<p>← Read Note</p>
<p>C. To attach new resources to a Strike Team/Task Force Parent – Method 1:</p> <ol style="list-style-type: none"> On the Add Strike Team/Task Force window, click the Add New Component button. When the Add New Strike Team/Task Force message displays, click Yes to save the parent record. On the Add New Strike Team/Task Force Component window, enter the appropriate common information. 	<p>4.3-15-ISUITE-HO 4.3-16-ISUITE-HO 4.3-17-ISUITE-HO 4.3-18-ISUITE-HO 4.3-19-ISUITE-HO 4.3-20-ISUITE-HO</p>
<p>NOTE: The Configuration defaults to C for component.</p> <ol style="list-style-type: none"> On the Plans tab and other tabs, complete the information, as appropriate. 	<p>← Read Note</p>
<p>NOTE: In the Num Personnel box, type the total number of people on the Strike Team/Task Force component.</p>	<p>← Read Note</p>

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<ol style="list-style-type: none"> 5. Roster crew members, as needed. 6. To save the Strike Team/Task Force Component after entering the appropriate information, including ALL required information, click the Save button. 7. When the Data Saved message displays, click the OK button. 8. Continue adding components, as needed. 9. After adding the final component, click the Close button. 	
<p>NOTE: Several boxes are automatically completed based on the Parent Record. Review this information for accuracy. Make sure you change the Kind Code when Rostering people.</p>	<p>← Read Note</p>
<p>NOTE: Use Method 2 to add Strike Team or Task Force Components that already exist in the I-Suite database.</p>	<p>← Read Note</p>
<p>D. To attach existing resources to a Strike Team/Task Force Parent – Method 2:</p> <ol style="list-style-type: none"> 1. On the Add Strike Team/Task Force window, click the Add Existing Resource button. 2. When the Add Strike Team/Task Force message displays, click the Yes button to save the parent record. 3. On the Add Existing Strike Team/Task Force Component window, click one or more resources listed in the grid to add to the Strike Team/Task Force. Then click the Add button. 4. Repeat step 3 for each resource you want to add to the Strike team/Task Force. 	
<p>NOTE: If you want to remove a resource that was added to the Strike/Team Task force, click the resource in the grid at the top of the window. Then click the Remove Component(s) button that displays beneath the grid.</p> <ol style="list-style-type: none"> 5. After adding all appropriate components to the Strike Team/Task Force, click the Close button. 	<p>← Read Note</p>
<p>VI. EDIT RESOURCES</p> <p>A. Edit Resources (Aircraft, Overhead, Crews, Equipment).</p> <ol style="list-style-type: none"> 1. Open the Resources module. 	

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<ol style="list-style-type: none"> 2. In the Resources grid, click to select the resource you want to edit. 3. Click the Edit button in the Main toolbar. 4. On the Manage Resource - Edit Mode window, edit the appropriate information. 5. Click the Save button to save your changes. 	
<p>HAVE STUDENTS EDIT A RESOURCE.</p> <ol style="list-style-type: none"> B. Refresh Data. <ol style="list-style-type: none"> 1. Click the Refresh button in the toolbar. C. Delete a Resource. <ol style="list-style-type: none"> 1. Open the Resources module. 2. In the Resources grid, click to select the resource you want to delete. 3. Click the Delete button in the Main toolbar. 4. Review the delete warning message. 5. To commit the delete request, click the Yes button. 	<p>← Instructor Comment</p>
<p>HAVE STUDENTS REFRESH DATA AND DELETE A RESOURCE.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	4.4 – Resources: Resources Reports.
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. Run and print standard reports.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. RESOURCE REPORTS	
A. Run and print standard reports.	
II. PRINT RESOURCE REPORTS	4.0-06-ISUITE-EP
A. Run and print standard Resources reports.	
NOTE: I-Suite includes a number of features you can use to produce standard Resource reports.	← Read Note
1. Click the Reports button in the toolbar. Then click to select the Plans tab.	
OR	
From the Reports drop-down menu, select Plans Reports .	
2. Under Reports , click to select one of the following reports:	
a. Aircraft Report - This report identifies the aircraft on the incident. You can print the report for:	
• aircraft that is checked-in, pending, or in staging,	
• demobed or reassigned aircraft,	
• aircraft pending demob,	
• aircraft that is not demobed,	
• filled aircraft assignments,	
• unfilled aircraft assignments,	
• or all aircraft resources.	
b. Crew Report - This report identifies the crews on the incident. You can print the report for:	
• crews that are checked-in, pending, or in staging demobed or reassigned crews,	

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<ul style="list-style-type: none"> • crews pending demob, • crews that are not demobed, • filled crew assignments, • unfilled crew assignments, • or all crew resources. <p>c. Equipment Report - This report identifies the equipment on the incident. You can print the report for:</p> <ul style="list-style-type: none"> • equipment that is checked-in, pending, or in staging, • demobed or reassigned equipment, • equipment pending demob, • equipment that is not demobed, • filled equipment assignments, • unfilled equipment assignments, • or all equipment resources. <p>d. Overhead Report - This report identifies the overhead personnel on the incident. You can print the report for:</p> <ul style="list-style-type: none"> • overhead personnel that are checked-in, pending, or in staging, • demobed or reassigned overhead personnel, • overhead personnel pending demob, • overhead personnel that are not demobed, • filled overhead personnel assignments, • unfilled overhead personnel assignments, • or all overhead personnel resources. <p>e. 209 Resource List - This report contains ICS-209 information for Block 29 of the FAMWEB ICS 209 generated by the Situation Unit Leader.</p>	<p style="text-align: right;">← Read Note</p>

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<p>NOTE: The 209 Report uses the number of people from the Strike Team/Task Force parent.</p>	
<p>f. Qualifications Report - This report identifies the positions/kind codes defined in the I-Suite database and those resources that are assigned to the positions. You can filter the information in this report to include:</p> <ul style="list-style-type: none"> • One, several, or all kind codes. 	<p>← Read Note</p>
<p>NOTE: If the All Kinds checkbox is checked, all kinds are included. If the All Kinds checkbox is not checked, only those kinds listed under Selected Kinds are included. To include a kind, click the kind under Kind Codes. Then click the > button to move it under Selected Kinds.</p>	
<p>NOTE: Use the Kind Search filter box to quickly find kind codes to use as a filter. When you enter data into this box, the kind code that matches is highlighted. Click the > button to move the kind under Selected Kinds.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> • No Trainees (Exclude Trainees) • Trainees Only 	<p>← Read Note</p>
<p>NOTE: An asterisk (*) notes that the person is currently assigned to that position.</p>	
<p>g. Section Report - This report identifies those resources assigned to different sections (e.g. Command Staff, Operations Section, etc.).</p>	
<p>3. For the Report you selected in step 2, complete the following Report Parameters, as appropriate:</p>	<p>← Read Note</p>
<p>NOTE: Some standard reports do not have Report Settings (i.e. the 209).</p>	
<ul style="list-style-type: none"> a. Under Sort, click to select the sorts to use when creating the report. Click the sort options in the order in which you want the information sorted. b. If you want to include the Strike Team/Task Force Components in the report, click to check the Include strike team/task force components checkbox. c. If you want to include sub-totals for the first sort that you selected, click to check the 	

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<p data-bbox="423 237 857 268">Subtotals on first sort checkbox.</p> <ol style="list-style-type: none"> <li data-bbox="290 289 1024 359">4. To preview and then print the report, click the Preview button. Then click the Print Report button. <li data-bbox="290 380 1024 449">5. To print the report without previewing, click the Print button. <p data-bbox="185 470 548 501">REVIEW UNIT OBJECTIVES.</p>	<p data-bbox="1049 470 1365 501">← Instructor Comment</p>



UNIT 5

I-Suite Demob

12/20/2007

TOTAL SUGGESTED TIME: 1 hour 30 minutes

Table of Contents

Unit 5

I-Suite Demob

5.0 – Demob: Overview.

1. Identify the Demob Module's Purpose.
2. Identify Demob Options.

5.1 – Demob: Options.

1. Select Demob Grid Columns and set order.
2. Customize the Checkout Form (ICS 221).
3. Select Travel Questions and set order.

5.2 – Demob: Demob a Resource.

1. Demob a Resource, which includes:

5.3 – Demob: Demob Reports.

1. Generate reports using the Demob report buttons.
2. Generate standard Demob reports.

Changes in Training Manual

The following changes were made to the Demob Training Manual for the 7.01.05 release:

Demobilization Check-Out Form (ICS-221)

- If a resource has a supply item that is not consumable issued to them and an ICS 221 Checkout Form is printed for them, a statement prints on the Checkout Form indicating that the resource or one of its subordinates has supply items issued to them (See page 3).

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	5.0 – Demob: Overview.
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. Identify the Demob Module's Purpose.2. Identify Demob Options.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	5.0-01-ISUITE-EP
I. DEMOB	5.0-02-I SUITE-EP
A. Identify the Demob module's purpose.	5.0-03-ISUITE-EP
NOTE: The Demob module shares data with other I-Suite Modules.	← Read Note
1. The primary purpose of the Demob module is to assist in preplanning and demobilization of resources.	
II. DEMOB WINDOW	
A. Review the Demob window:	
EXPLAIN THE BASIC FEATURES OF THE DEMOB WINDOW, WHERE TO FIND FEATURES AND THEIR FUNCTION, AND CONDUCT A QUICK, UNINTERRUPTED WALK-THROUGH OF THE DEMOB 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. Demob Toolbar.	
a. P Button (Group Pending) - Click a group of resources in the grid. Then click the P button to change the status of the selected group to Pending .	5.0-04-ISUITE-EP
b. D Button (Group Demob) - Click a group of resources in the grid. Then click the D button to change the status of the selected group to Demobed .	
NOTE: 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 and make changes to the grid. When you click the Save & Next button, the changes are saved and the next selected record displays.	← Read Note
c. N Button (No Grouping) - 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	

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<p>resource, it will not be changed back to the original status code.</p> <p>d. Demob Report Buttons - Prints the following reports when you click the respective buttons:</p> <ul style="list-style-type: none"> • Tentative Poster • Available for Release • Air Travel Request • Check Out • Actual Demob • Ground Support <p>e. Resources Selected in Grid - When this checkbox is checked and you click a Report Button, the report is generated for the resource(s) selected in the grid.</p> <p>2. The Resources grid contains a list of the resources currently in the I-Suite database.</p> <p>3. Demobilization information for a Resource is automatically defined on the left side of the window.</p> <ul style="list-style-type: none"> a. Select an Equipment or Crew Resource – No Quals display. <p>4. Tentative Release information for a resource is defined in the middle section of the window.</p> <ul style="list-style-type: none"> a. All tentative information is entered here. b. Select Return Travel Method of A/R or AIR – Additional information about Air Travel displays. <p>5. Actual Release information is defined on the right side of the window.</p> <ul style="list-style-type: none"> a. All actual information is entered here. <p>6. The following buttons display at the bottom of the Demob window:</p> <ul style="list-style-type: none"> a. Close - Closes the Demob window. b. Previous - Moves to the previous record in the Resources grid. c. Next - Moves to the next record in the 	

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<p>Resources grid.</p> <ul style="list-style-type: none">d. Save - Saves any changes made to the Demob information. <p>7. You can print additional reports by selecting the Reports drop-down menu, and then clicking Demob Reports.</p>	

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	5.1 – Demob: 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 Demob Grid Columns and set order.2. Customize the Checkout Form (ICS 221).3. Select Travel Questions and set order.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. DEMOB OPTIONS	
A. Select Demob Grid Columns and set order.	
B. Customize the Checkout Form (ICS 221).	
C. Select Travel Questions and set order.	
II. RESOURCE GRID	5.0-05-ISUITE-EP
A. To identify the columns to display in the grid and the order in which to display them:	
1. From the Tools drop-down menu, select Options to open the Options window.	
2. Click the Demob tab. Then click to select the lower Demob tab.	
3. Under Resource Grid Columns , click to check the checkbox next to each of the columns you want to display in the Resources grid.	
NOTE: You can also click to highlight a column, and then click the Show button to display that column in the grid. If you want to remove the selected columns from the Resources grid, click the Hide button.	← Read Note
4. 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.	
5. When you have made all of your changes, click the Save button to save your changes. Then click the OK button to close the Options window.	
III. CHECKOUT	5.0-06-ISUITE-EP
A. To customize the Checkout Form (ICS 221):	
1. From the Tools drop-down menu, select Options to open the Options window.	
2. Click the Demob tab. Then click to select the Checkout tab.	
3. Under the Logistics Section , click to check each of the options you want to include in the Logistics section of form ICS-221. You can include:	

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<ul style="list-style-type: none"> a. Supply Unit b. Communications Unit c. Facilities Unit d. Ground Support Unit. <ol style="list-style-type: none"> 4. If you want to include the Documentation Unit in the Planning Section of the ICS-221 form, click to check the Documentation Unit checkbox. 5. If you want to include the Demob Unit in the Planning Section of the ICS-221 form, click to check the Demob Unit checkbox. 6. If you want to include the Time Unit in the Finance Section of the ICS-221 form, click to check the Time Unit checkbox. 7. If you want to include the Security Unit in the Other Section of the ICS-221 form, click to check the Security Unit checkbox. 8. 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 to select it. <p>NOTE: An example of additional information is "Washing Station."</p> <ol style="list-style-type: none"> 9. When finished, click the Save button to save your changes. Then click the OK button to close the Options window. 	<p>← Read Note</p>
<p>IV. TRAVEL QUESTIONS</p> <p>A. To select Travel Questions and set the order:</p> <ol style="list-style-type: none"> 1. From the Tools drop-down menu, select Options. 2. On the Options window, click the Demob tab. Then click to select the Travel Questions tab. 3. To display a listed question in the Air Travel grid for Demob, click to check the Display checkbox next to the question. 4. 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. 	<p>5.0-07-ISUITE-EP</p>

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<p>5. To add a new travel question:</p> <p>NOTE: You must click in the grid for the Add button to display.</p> <ol style="list-style-type: none"> Click the Add button. In the Question box, enter your new travel question. Click to check the Display checkbox, if appropriate. Click the Save button to save the new question. <p>6. When finished, click the Save button to save your changes. Then click the OK button to close the Options window.</p>	<p>← Read Note</p>
<p>NOTE: 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.</p>	<p>← Read Note</p>
<p>NOTE: 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.</p>	<p>← Read Note</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	5.2 – Demob: Demob a Resource.
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. Demob a Resource, which includes:<ul style="list-style-type: none">• Defining demobilization information for a resource.• Defining tentative release information for a resource.• Defining actual release information for a resource.

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<p>INTRODUCE THE UNIT.</p>	<p>← Instructor Comments</p>
<p>PRESENT UNIT OBJECTIVES.</p>	
<p>I. DEMOB RESOURCES</p> <ul style="list-style-type: none"> A. Define demobilization information for a resource. B. Define tentative release information for a resource. C. Define actual release information for a resource. 	
<p>II. DEMOB INFORMATION</p> <ul style="list-style-type: none"> A. To define demobilization information for a resource: <ul style="list-style-type: none"> 1. From the Modules drop-down menu, select Demob. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Click the Demob button in the Main toolbar. 2. In the Resources grid, click to select the appropriate resource. 	<p>5.0-08-ISUITE-EP</p>
<p>NOTE: To remove demobed resources from the Resources grid, click to check the Exclude Demobed checkbox. To only display those resources that were demobed in the Resources grid, click to check the Demobed Only checkbox.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> 3. On the Demob window, check the following resource information that is auto-filled on the left side of the window. Enter any missing information. <ul style="list-style-type: none"> a. Status b. Demob City c. Demob State d. Jetport e. Travel Method f. Mobilization Date 	
<p>NOTE: When defining the Mobilization Date, the system automatically calculates the Demobilization Date and inserts it into the Demobilization Date box. To change this date, increase or decrease the Length of Assignment Days by the number of days needed to adjust the Demobilization Date. This is important if you are creating Demob Reports from the Demob data (e.g. Last Day Work). Some Demob Dates may need to be adjusted to reflect the current incident status</p>	<p>← Read Note</p>

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<p>(e.g. rain putting the fire out).</p> <ul style="list-style-type: none"> g. Length of Assignment (Days). h. Plans Remarks. i. If the resource is a person, enter the appropriate information in the Other Quals area. <p>4. When finished, click the Save button to save your changes.</p> <p>NOTE: If you need to edit Common Data that does not appear on the Demob window (e.g. Unit ID), click the resource in the grid. Then click the Edit button in the Main toolbar. Edit the information in the Manage Resource - Edit Mode area that displays. Follow incident established protocols or Standard Operating Procedures when editing any incident data.</p>	
<p>III. TENTATIVE RELEASE INFORMATION</p> <p>A. To define tentative release information for a resource:</p> <ul style="list-style-type: none"> 1. In the Resources grid on the Demob window, click to select the appropriate resource. 2. Under Tentative Release, enter the following information: <ul style="list-style-type: none"> a. Available for Reassignment <p>NOTE: When the Available for Reassignment checkbox is checked, Y (for Yes) displays in the Available for Release Report, along with additional Quals. This information will also display on the Commercial Air Travel Request.</p> <ul style="list-style-type: none"> b. Tentative Release Date (trigger for resource being listed on Tentative Poster and Available for Release report.) c. Tentative Release Time d. Return Travel Method (auto-fills from Common Data.) <p>NOTE: If the Return Travel Method is different from the Arrival Travel Method, make sure you change the entry in this box. This is important when you are creating Travel Method Reports.</p> <ul style="list-style-type: none"> e. Remarks (if necessary) 	<p>← Read Note</p> <p>5.0-09-ISUITE-EP</p> <p>← Read Note</p> <p>← Read Note</p>

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<p>NOTE: If your remarks will not fit in the Remarks box, click the Remarks button to display a Tentative Release Remarks window where you can enter additional remarks.</p>	<p>← Read Note</p>
<p>NOTE: Remarks do not print on the Available for Release Report.</p>	<p>← Read Note</p>
<p>f. Dispatch Notified.</p>	
<p>NOTE: When the Dispatch Notified checkbox is checked, the resource will no longer be included in the Available for Release Reports. The assumption is that the report will be faxed to Dispatch. This resource should not be sent in again. If the resource needs to be sent again, click to check the Resources Selected in Grid checkbox, then select the resource in the grid. Click the Available for Demob button to print the report again.</p>	<p>← Read Note</p>
<p>g. If the Return Travel method is A/R or AIR, add air travel information in the area that displays at the bottom of the window. This information generates the Commercial Air Travel Request.</p> <ul style="list-style-type: none"> • Name on Picture ID - For Airline security, there must be a legal name on reservations. • Depart from Jetport (Local to Incident) - This is the jetport from which the resource is departing. • Travel time from ICP to Airport (Hours) (Minutes) - This is important information for Ground Support in scheduling shuttles to an airport. • Special Instructions 	
<p>NOTE: If your Special Instructions will not fit in the box, click the Special Instructions button to display a Special Instructions window where you can enter additional instructions. Special Instructions print on the Commercial Air Travel Request Form. However, you can only fill the window 1/3 in order for the information to print on the form. Preview the form and make adjustments to the information before printing.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> • If there will be air travel to the dispatch, 	

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<p>click to check the Air Travel to Dispatch checkbox.</p> <ul style="list-style-type: none"> If you received an itinerary from dispatch, click to check the Itinerary Received From Dispatch checkbox. <p>NOTE: Click to check the checkbox next to each travel question for which a Yes response is appropriate.</p> <p>3. When finished, click the Save button to save your changes.</p>	<p>← Read Note</p>
<p>IV. ACTUAL RELEASE INFORMATION</p>	<p>5.0-10-ISUITE-EP</p>
<p>A. To define actual release information for a resource:</p> <ol style="list-style-type: none"> In the Resources grid on the Demob window, click to select the appropriate resource. Under Actual Release, enter the following information: <ol style="list-style-type: none"> Actual Release Date Actual Time of Departure Estimated Date of Arrival Estimated Time of Arrival Rest Over Night 	
<p>NOTE: When the Rest Over Night checkbox is checked, the system prints RON location information on the Actual Demob Report.</p>	<p>← Read Note</p>
<p>f. Remarks (if necessary)</p> <p>NOTE: If your remarks will not fit in the Remarks box, click the Remarks button to display an Actual Release Remarks window where you can enter additional remarks.</p>	<p>← Read Note</p>
<p>NOTE: Remarks do not print on the Actual Demob Report.</p>	<p>← Read Note</p>
<p>g. Dispatch Notified</p> <p>NOTE: When the Dispatch Notified checkbox is checked, the resource will no longer be included in the Actual for Release Reports. The assumption is that the report will be faxed to Dispatch. This resource should not be sent in again. If the resource needs to be sent again, click to check the Resources Selected in Grid checkbox, then select the resource in the grid. Click the Actual Demob button to print</p>	<p>← Read Note</p>

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<p>the report again.</p> <p>3. When finished, click the Save button to save your changes.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	5.3 – Demob: Demob Reports.
SUGGESTED TIME:	40 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. Generate reports using the Demob report buttons.2. Generate standard Demob reports.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. DEMOB REPORTS	
A. Generate reports using the Demob report buttons.	
B. Generate standard Demob reports.	
II. DEMOB REPORT BUTTONS	
A. Generate reports using the Demob report buttons.	
NOTE: You can print some of the Demob reports from the main Demob window.	← Read Note
NOTE: To only include Resources selected in the grid, click to check the Resources Selected In Grid checkbox. This overrides any other requirements or parameters defined for a report.	← Read Note
1. In the Demob toolbar, click one of the following Demob buttons to print the defined report:	
NOTE: For descriptions of these reports, refer to section III. Standard Demob Reports .	← Read Note
a. Tentative Poster	
b. Available for Release	
c. Air Travel Request	
d. Check Out	
e. Actual Demob	
f. Ground Support.	
NOTE: When you click one of these buttons, the report automatically displays in the Preview window. To print the report, click the Print Report button on the Preview window. If you want to define parameters for printing the report, use the options on the Demob Report window, rather than the report buttons on the Demob window. For these instructions refer to section III. Standard Demob Reports .	← Read Note
III. STANDARD DEMOB REPORTS	5.0-11-ISUITE-EP
NOTE: There are several options in I-Suite you can use to print Standard reports.	← Read Note

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<p>NOTE: If the Resources Selected in Grid checkbox is checked, the report prints for the Resource(s) selected in the grid, regardless of the requirements.</p> <p>A. To generate standard Demob reports:</p> <ol style="list-style-type: none"> 1. From the Demob module, click the Reports button in the Main toolbar to open the Demob Reports window. <p>OR</p> <p>From the Reports drop-down menu, select Demob Reports to open the Demob Reports window.</p> <p>OR</p> <p>Click one of the Demob Report buttons.</p> <ol style="list-style-type: none"> 2. Click to select one of the following reports: <ol style="list-style-type: none"> a. Checkout Form - The Demobilization Checkout Form (ICS-221) is completed for a resource that is being demobilized. Demobilization Checkout Forms are only generated for resources that do NOT have a checkmark in the Checkout Form Printed checkbox. <p>To generate a Checkout Form:</p> <ul style="list-style-type: none"> • Under Sort, double click each sort to use in the report. The Sort moves from the left frame to the right frame. The sort order is based on the order in which you select the sort options. • To remove a selected sort, click the sort you want to remove in the right frame under Sort. Then click the < button. • To customize the Checkout Form, click the Customize Checkout Form button. Then refer to instructions in the Options section (5.1) for customizing the Checkout form. • To include strike team/task force components in the report, click to check 	<p>← Read Note</p>

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<p>the Include strike team/task force components checkbox.</p> <ul style="list-style-type: none"> To preview or print the report, click the Preview or Print button. <p>NOTE: If you click the Checkout button and the Resource Selected in Grid option is NOT checked, a message displays indicating that All Resources That Have Not Had a Checkout Form Printed (#) Will Be Printed.</p> <ul style="list-style-type: none"> If you click the Yes button to continue, a checkout form is printed for the number of resources indicated. The forms do not print in any particular order. Make sure this is what you want to do before clicking the Yes button. If you click the No button, no action occurs. <p>To print individual forms, click to check the Resources Selected in Grid option. Select specific resources. Then click the Checkout button.</p> <p>Use the Demob Report window to print sorted checkout forms. A message displays indicating that All Resources That Have Not Had a Checkout Form Printed (#) Will Be Printed. Selected individual forms cannot be printed from this window.</p> <p>NOTE: If a resource has a supply item that is not consumable issued to them in the Supply Module in I-Suite and an ICS 221 Checkout Form is printed for them, a statement prints on the Checkout Form indicating that the resource or one of its subordinates has supply items issued to them.</p> <p>NOTE: After a checkout form prints for a resource, the Checkout Form Printed checkbox in the Tentative Release area is automatically checked. This prevents the form from being printed again. If you need to print another form for that resource, click to check the Resources Selected in The Grid checkbox. Select the resource in the grid and print the form.</p> <p>b. Demob Planning Report - This report identifies resources and their current status for the incident.</p> <p>To generate a Demob Planning Report:</p> <ul style="list-style-type: none"> Under Select, click to select the resource 	<p>← Read Note</p> <p>← Read Note</p> <p>← Read Note</p>

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<p>status category to include in the report.</p> <ul style="list-style-type: none"> • Under Sort, double click to select each sort to use in the report. The Sort moves from the left frame to the right frame. The sort order is based on the order in which you select the sort options. • To remove a selected sort, click the sort you want to remove in the right column under Sort. Then click the < button. • To include strike team/task force components in the report, click to check the Include strike team/task force components checkbox. • To include subtotals on the first sort, click to check the Subtotals on first sort checkbox. • To preview or print the report, click the Preview or Print button. <p>c. Mob/Demob Report - This report identifies those resources that were demobilized.</p> <ul style="list-style-type: none"> • To identify how the report is organized, click to select By Section, By Resource Kind, or By Demobilization Date. • To include strike team/task force components in the report, click to check the Include strike team/task force components checkbox. • To preview or print the report, click the Preview or Print button. <p>d. Qualifications Report - This report identifies the positions/kind codes defined in the I-Suite system and those resources that are assigned to the positions.</p> <p>To generate a Qualifications Report:</p> <ul style="list-style-type: none"> • Click to select the Qualifications Report option. • To only include certain kind codes in the report, double click a kind code under Kind Codes to move it under Selected 	

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<p data-bbox="518 235 1023 304">Kinds. To include all kind codes, click the All Kinds option.</p> <p data-bbox="245 323 1032 430">NOTE: Use the Kind Search filter box to quickly find kind codes to use as a filter. When you enter data into this box, the kind code that matches is highlighted.</p> <ul style="list-style-type: none"> <li data-bbox="464 470 1040 646">• If you do not want to include Trainees in the report, click the Exclude Trainees option. If want to only include Trainees in the report, click the Trainees Only option. <li data-bbox="464 669 1024 739">• To preview or print the report, click the Preview or Print button. <p data-bbox="367 758 998 865">e. Section Report - This report identifies those resources assigned to different sections (i.e. Command Staff, Operations Section, etc.).</p> <ul style="list-style-type: none"> <li data-bbox="464 888 1040 1064">• Under Sort, double click to select each sort to use in the report. The Sort moves from the left frame to the right frame. The sort order is based on the order in which you select the sort options. <li data-bbox="464 1087 1029 1194">• To remove a selected sort, click the sort you want to remove in the right column under Sort. Then click the < button. <li data-bbox="464 1218 1032 1358">• To include strike team/task force components in the report, click to check the Include strike team/task force components checkbox. <li data-bbox="464 1381 1024 1451">• To preview or print the report, click the Preview or Print button. <p data-bbox="367 1470 1019 1682">f. Tentative Poster - This report identifies those resources that are tentatively ready to be released. Only those resources that meet the following requirements are included in the report, unless the Resources Selected In Grid checkbox is checked:</p> <ul style="list-style-type: none"> <li data-bbox="464 1705 992 1738">• The Resource Type is C, E, O, or A. <li data-bbox="464 1761 971 1831">• The Resource contains a Tentative Release Date and Time. <p data-bbox="245 1850 1011 1883">NOTE: If the Tentative Poster does not print, double check</p>	<p data-bbox="1049 323 1243 352">← Read Note</p> <p data-bbox="1049 1850 1243 1879">← Read Note</p>

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<p>the Tentative Release Date and Time. This information is critical for generating the Poster.</p> <ul style="list-style-type: none"> • The Release Date is within a specified date range (when using a date range). • The Status is not D (Demob). <p>To generate a Tentative Poster:</p> <ul style="list-style-type: none"> • In the Date Range boxes, enter the range of dates to include in the report. • To include strike team/task force components in the report, click to check the Include strike team/task for components checkbox. • To preview or print the report, click the Preview or Print button. <p>NOTE: Each Calendar Date prints on a separate page with resources grouped by E, O, C, or A's being released for each day of the report.</p> <p>NOTE: This is the poster that most teams print on the poster size paper.</p> <p>NOTE: If a resource appears on the Tentative Demob Poster that was actually Demobed, the Tentative Demob Date may be later than the Actual Demob Date (i.e. resource left earlier than planned). Change the Tentative Demob Date to the same or a previous date to the actual demob date and the resource will not be included on the poster.</p> <p>g. Available for Release - This report identifies those resources that are available for release. Only those resources that meet the following requirements are included in the report, unless the Resources Selected In Grid checkbox is checked:</p> <ul style="list-style-type: none"> • The Resource Type is C, E, O, or A. • The Resource Status is not D (Demobed). • The Dispatch Notified checkbox is not checked. • The Resource contains a Tentative 	<p>← Read Note</p> <p>← Read Note</p> <p>← Read Note</p>

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<p data-bbox="518 235 834 264" style="text-align: center;">Release Date and Time.</p> <p data-bbox="245 287 1021 394">NOTE: If the Available for Release report does not print for the resource, double check the Tentative Release Date and Time. This information is critical for generating this report.</p> <p data-bbox="427 430 945 464" style="text-align: center;">To print an Available for Release report:</p> <ul data-bbox="464 501 1036 1003" style="list-style-type: none"> • To include strike team/task force components in the report, click to check the Include strike team/task force components checkbox. • To preview or print the report, click the Preview or Print button. • When the prompt displays asking whether you want to automatically check the Dispatch Notified of Tentative Release checkbox, click the Yes button if you want to check it. Click the No button if you do not want to check it. <p data-bbox="245 1029 1039 1278">NOTE: If you want to reprint an Available for Release report, click to check the Reprint checkbox on the Select Report window. Then select the date and time when it was originally printed from the Date Time Printed drop-down list. To assign a new date to the report, click to check the New Print Date checkbox. Then click the Preview or Print button to print or preview the report.</p> <p data-bbox="367 1314 1013 1728">h. Air Travel Request - This form is used to request commercial air travel. A form only prints for those resources that meet the following requirements, unless the Resources Selected In Grid checkbox is checked:</p> <ul data-bbox="464 1518 1013 1728" style="list-style-type: none"> • The Resource Status is P (Pending). • The Return Travel Method for the resource is A/R or Air. • The Air Travel to Dispatch checkbox is not checked. <p data-bbox="427 1751 1039 1856" style="text-align: center;">The following Tentative Release information must be defined to avoid printing blank fields in the Commercial Air Travel Request form:</p>	<p data-bbox="1049 264 1240 289">← Read Note</p> <p data-bbox="1049 995 1240 1020">← Read Note</p>

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<ul style="list-style-type: none"> • Tentative Release Date and Time • Resource Name (may auto-fill - check against the name on the resource's picture ID. Fill-in if this does not auto-fill.) • Departing Airport Code (usually closest to the incident or where the rental car was rented) • Special Remarks (e.g. aisle seat because leg is in splint.) • Travel Time (Hours) (Minutes) from the incident to the Departure airport. • Travel Questions - Click to check the checkbox next to each question for which a Yes response is appropriate. All questions and answers print. <p>The following additional items will print on the form if the data was entered:</p> <ul style="list-style-type: none"> • Resource Name • Demob City, State • Jetport (arrival airport from check-in information) • If the Reassignment checkbox was checked under Tentative Release on the Demob window: <ul style="list-style-type: none"> ○ Reassignment Pending Demob prints in the upper right corner. If the checkbox is not checked, only Demob prints. ○ Last Date (of 14 day tour) available to work. Based on Length of assignment entry calculating days remaining of tour. Returns last date of tour. ○ Other quals will be listed. <p>To print an Air Travel Request Form:</p> <ul style="list-style-type: none"> • Click the Air Travel Request option on the Select Report window. 	

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<ul style="list-style-type: none"> To preview or print the report, click the Preview or Print button. When the prompt displays asking whether you want to automatically check the Air travel to Dispatch checkbox, click the Yes button to check it. Click the No button if you do not want to check it. 	
<p>NOTE: Only generate and print one resource's Commercial Air Travel Request at a time. A separate form will print for each resource.</p>	<p>← Read Note</p>
<p>NOTE: Only Special Instructions Remarks print on this report. The Expanded Special Remarks box can only be filled about 1/3 full for all of the information to print on the Commercial Air Travel Request Form. Preview the form to make sure all information appears.</p>	<p>← Read Note</p>
<p>NOTE: The system does not automatically check the Itinerary Received From Dispatch checkbox. This is a manual operation. Use this box to track progress on air travel.</p>	<p>← Read Note</p>
<p>i. Last Work Day - This report identifies those resources with last work days within a defined date range. Only those resources that meet the following requirements are included in the report, unless the Resources Selected in Grid checkbox is checked:</p> <ul style="list-style-type: none"> A Tentative Release Date or Demobilization Date is defined. The calculated Last Work Day falls within the defined date range. An Actual Release Date is not defined. The Status is not D (Demobed). <p>To print a Last Work Day Report:</p> <ul style="list-style-type: none"> In the Date Range boxes, enter the range of dates to include in the report. To include strike team/task force components in the report, click to check the Include strike team/task force 	

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<p>components checkbox.</p> <ul style="list-style-type: none"> To preview or print the report, click the Preview or Print button. <p>j. Actual Demob - This report identifies those resources that have been released for demobilization. Only those resources that meet the following requirements are included in the report, unless the Resources Selected In Grid checkbox is checked:</p> <ul style="list-style-type: none"> The Resource Status is not D (Demobed). The Resource contains an Actual Release Date and Time. <p>NOTE: If the Actual Demob Report does not print for the resource, double check the Actual Release Date and Time. This information is critical for generating this report.</p> <ul style="list-style-type: none"> The Dispatch Notified of Actual Release checkbox is not checked. <p>To print an Actual Demob Report:</p> <ul style="list-style-type: none"> To include strike team/task force components in the report, click to check the Include strike team/task force components checkbox. To preview or print the report, click the Preview or Print button. When the prompt displays asking whether you want to automatically update the status of the resource(s) to d, click the Yes button to run the update. Click the No button if you do not want to run the update. When the prompt displays asking whether to check the Dispatch Notified of Actual Release checkbox, click Yes to check it. Click No if you do not want to check it. <p>NOTE: A new page is produced for each request category on the Actual Demob Report.</p>	<p>← Read Note</p> <p>← Read Note</p> <p>← Read Note</p>

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<p>NOTE: Make sure Finance has completed all payment work for the resource(s) before changing the Status to D or the record(s) will have to be undemobed to complete payment records. Demobed resource(s) should only appear in those reports for already demobed resources.</p> <p>NOTE: You can Demob multiple resources at one time (e.g. an entire management team demobing). One way to do this is click to check the Resources Selected in Grid checkbox. Then select all of the resources you want to demob in the grid. Click the Actual Demob button on the Demob window. When prompted to update the status to D, click the Yes button. This automatically changes the Status of the selected resources to D (Demobed) AFTER you also click Print to print the report OR click to check the Resources Selected in Grid checkbox. Then select all of the resources you want to demob in the grid and click the D button. These processes assist in database cleanup at the end of incidents.</p> <p>j. Ground Support - This is a form that people can use to request ground support transportation. A form only prints for those resources that meet the following requirements, unless the Resources Selected In Grid checkbox is checked:</p> <ul style="list-style-type: none"> • The Resource Status is NOT D (Demobed). • The Resource contains a Tentative Release Date . <p>NOTE: If the Ground Support Report does not print for the resource, double check the Tentative Release Date. This information is critical for generating this report. Leave ICP Time is generated by the Tentative Release Time in the Resource(s) record(s).</p> <ul style="list-style-type: none"> • The Return Travel Method for the Resource is A/R or Air. • The Is Ground Support transportation needed? checkbox contains a check. • The Tentative Release Date is within a specified date range (when using a date 	<p>← Read Note</p> <p>← Read Note</p>



UNIT 6

Incident Action Plan

12/13/2007

TOTAL SUGGESTED TIME: 3 hours

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Unit 6

Incident Action Plan

6.0 – IAP: Overview.

1. Identify the purpose of the Incident Action Plan (IAP) module.
2. Use the data in the I-Suite database to produce the Incident Action Plan.
3. Produce various Incident Command System (ICS) forms.
4. Use the “Master Frequency List” to define radio frequencies for the ICS 205.
5. Identify Options on the IAP window.

6.1 – IAP: Getting Started.

1. Define shifts.
2. Use IAP Options.
3. Set up and customize the ICS 203 template.
4. Set up and customize the ICS 204 template.
5. Create a Master Frequency List.
6. Delete a frequency from the Master Frequency List.

6.2 – IAP: Common Features of IAP Forms.

1. Identify common features of most IAP forms.
2. Spell Check a Form.
3. Format Text on a Form.
4. Resize Areas on a Form.
5. Mark a Form Final vs. Draft.
6. Unlock a Finalized Form.
7. Close a Form.

6.3 – IAP: Create an ICS 202 – Incident Objectives.

1. Create an ICS 202 – Incident Objectives.

6.4 – IAP: Create an ICS 203 – Organization Assignment List.

1. Create an ICS 203 – Organization Assignment List.

6.5 – IAP: Create an ICS 205 – Incident Radio Communications Plan.

1. Create an ICS 205 – Incident Radio Communications Plan.

6.6 – IAP: Create an ICS 204 – Division Assignment List.

1. Create an ICS 204 – Division Assignment List.
2. Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form.

6.7 – IAP: Create an ICS 206 – Medical Plan.

1. Create an ICS 206 – Medical Plan.

6.8 – IAP: Create an ICS 220 – Air Operations Summary.

1. Create an ICS 220 – Air Operations Summary.

6.9 – IAP: View, Copy, and Delete Forms.

1. View a Single Type of Form (e.g. all 202’s).
2. View All Forms Grouped by Form Number.
3. View All Forms Grouped by Incident Action Plan.
4. Copy a form.
5. Copy a Plan

6. Delete a form.
- 6.10 – IAP: Work with Output.
1. Print an IAP Form.
 2. Export an IAP Form to a PDF file.
 3. Print an IAP Plan.
 4. Export an IAP Plan to a PDF file.

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.0 – IAP: Overview.
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. Identify the purpose of the Incident Action Plan (IAP) module.2. Use the data in the I-Suite database to produce the Incident Action Plan.3. Produce various Incident Command System (ICS) forms.4. Use the “Master Frequency List” to define radio frequencies for the ICS 205.5. Identify Options on the IAP window.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	6.0-01-ISUITE-EP
I. INCIDENT ACTION PLAN	6.0-02-ISUITE-EP
A. Access the Incident Action Plan (IAP) module.	
NOTE: The IAP module shares data with other I-Suite modules.	← Read Note
B. The primary purpose of IAP is to produce an Incident Action Plan for the incident.	
C. Use IAP to produce the following Incident Command System (ICS) forms:	6.0-03-ISUITE-EP
1. ICS 202 – Incident Objectives.	
2. ICS 203 – Organization Assignment List.	
3. ICS 204 – Division Assignment List.	
4. ICS 205 – Incident Radio Communications Plan.	
5. ICS 206 – Medical Plan.	
6. ICS 220 – Air Operations Summary.	
E. IAP uses the Master Frequency List to define radio frequencies in the ICS 205 – Incident Radio Communications Plan.	
F. Identify options on the IAP window:	
EXPLAIN THE BASIC FEATURES OF THE IAP WINDOW AND CONDUCT A QUICK, UNINTERRUPTED WALK-THROUGH OF THE MENU AND TOOLBAR BUTTONS.	← Instructor Comment
EXPLAIN THE VARIOUS TREE VIEWS AND HOW TO DISPLAY EACH OPTION. EXPLAIN HOW THE TREE VIEW CAN BE USED TO SELECT NEW FORMS TO CREATE OR TO SELECT EXISTING FORMS TO VIEW, EDIT, COPY, OR PRINT.	6.0-04-ISUITE-EP ← Instructor Comment
DO NOT FIELD STUDENT QUESTIONS DURING THE WALK THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE).	← Instructor Comment
1. The IAP toolbar includes the following buttons:	
a. Create New Form - Click a form listed in the Tree View. Then click this button to create a new form that is the same type as the one that is highlighted. You can also click the Arrow next	

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<p>to this button to display a list from which you can select the form you want to create.</p> <p>b. Save - Saves the form.</p> <p>NOTE: The IAP module is the only module with the Save button in the module toolbar.</p> <p>c. Spell Check - Checks the form for spelling errors</p> <p>d. Copy Form - Displays a list of forms you can copy.</p> <p>e. Copy Plan - Displays a list of plans you can copy.</p> <p>f. Manage By Plan - Displays all forms grouped by an Incident Action Plan for a specific day and operational period.</p> <p>g. Manage By Form - Displays all forms grouped by form number. You can also use this button to only display a certain type of form.</p> <p>h. 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.</p> <p>i. Bold - Bolds text selected in a form.</p> <p>j. Italic - Italicizes text selected in a form.</p> <p>k. Underline - Underlines text selected in a form.</p> <p>2. The following IAP Menus display at the top of the window:</p> <p>a. File - Use the options in this menu to Create a New Form, Export a Form to PDF, Export a Plan to PDF, Preview a Form, Print a Form, Preview a Plan, and Print a Plan.</p> <p>b. Edit - Use the options in this menu to edit forms. The options that are available include:</p> <ul style="list-style-type: none"> • Copy - Select this option to copy a form. • Cut - Select this option to cut text that is highlighted in a form. • Paste - Select this option to paste text that 	<p>← Read Note</p>

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<p>was cut or copied into a form.</p> <ul style="list-style-type: none"> • Delete Form - Select this option to delete a form. • Format - Use the options in this sub-menu to change the font style or underline text. <p>c. View - Use the options in this menu to view forms. The following options are available:</p> <ul style="list-style-type: none"> • Form - Select this option to display all forms in the Tree View. • Individual Form - When you select this option, a list of forms displays. Select a form from the list to only display those types of forms in the Tree View. • Plan - Select this option to display all forms grouped by Incident Action Plan. <p>d. Shifts - Select the Define Shifts option in this menu to define shifts.</p> <p>e. Tools - Use the options in this menu to:</p> <ul style="list-style-type: none"> • Copy Form - Displays a list of forms you can copy. • Copy Plan - Displays a list of plans you can copy. • Spell Check - Checks the form for spelling errors. • Form 203 Template - Used to customize the ICS-203 Form. • Form 204 Template - Used to customize the ICS-204 Form. • Mark Final/Mark Draft - When the form is marked Draft, this changes to Final. When the form is Final, this changes back to Draft. • Master Frequency - Creates the Master Frequency List. <p>f. Window - When you select this menu, a list of</p>	

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<p>forms that are currently open displays. Click a form to make that form window active. Select Close All Forms to close all of the Form windows.</p> <p>3. The Tree View displays on the left side of the window. You can change the information that displays in the Tree View by selecting one of the following options from the View drop-down menu:</p> <p>NOTE: The forms in the Tree View are limited, based on whether Manage All as One is selected. If Manage All as One is selected, all forms display in the list. If a single incident is selected, only forms for that incident display in the list.</p> <ul style="list-style-type: none"> a. Form - Select this option to display all forms in the Tree View. b. Individual Form - Select this option to view a specific form (e.g. Only ICS 203 forms) in the Tree View. c. Plan - Select this option to view plans in the Tree View. 	<p>← Read Note</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.1 – IAP: Getting Started.
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. Define shifts.2. Use IAP Options.3. Set up and customize the ICS 203 template.4. Set up and customize the ICS 204 template.5. Create a Master Frequency List.6. Delete a frequency from the Master Frequency List.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. SETTING UP IAP	
A. Define shifts.	
B. Define IAP Options.	
C. Set up and customize the ICS 203 template.	
D. Set up and customize the ICS 204 template.	
E. Create a Master Frequency List.	
F. Delete a frequency from the Master Frequency List.	
EXPLAIN THAT THIS UNIT WILL FAMILIARIZE THE STUDENTS WITH THE BASIC SETUP OF IAP.	← Instructor Comment
II. SHIFTS	6.0-05-ISUITE-EP
A. To add a shift:	
NOTE: Defining shifts is the first thing that must be done when creating an IAP.	← Read Note
1. From the Modules drop-down menu, select IAP .	
OR	
Click the IAP button on the toolbar.	
2. From the Shifts drop-down menu, select Define Shifts .	
3. On the Incident Action Plan – Define Shifts window, complete the following.	
a. In the Shift box, type the name of the Shift .	
EXAMPLE: Name the shift DAY or NIGHT .	
b. In the Shift Start Time box, type the starting time of the shift in the format 0000.	
EXAMPLE: Type 0600 .	
c. In the Shift End Time box, type the ending time of the shift in the format 0000.	
d. Under Shift Shade , click to select a shade to assign to the shift.	

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<p>NOTE: The background shade of the shift listed under the Shade column in the Shifts Entered grid, illustrates the shade defined for the shift.</p>	<p>← Read Note</p>
<p>NOTE: The Shade assigned to a shift helps to identify the different shift forms (i.e. alleviates confusion between Day and Night shift forms).</p>	<p>← Read Note</p>
<p>NOTE: When creating a form for a certain operational period, the Date/Time box is color-coded with the Shade specified for that shift.</p>	<p>← Read Note</p>
<p>4. To save the new shift, click the Save button.</p>	
<p>HAVE STUDENTS CONTINUE CREATING THE REMAINING SHIFTS FOR THE INCIDENT.</p>	<p>← Instructor Comment</p>
<p>5. When finished, click the Close button.</p>	
<p>NOTE: Before you save the shift record, you can click the Clear button to clear the Shift information that was defined. This removes any information from the Shift boxes. You can then enter the correct information. After you have saved the Shift record, the Clear button is no longer available.</p>	<p>← Read Note</p>
<p>B. To edit a Shift:</p>	
<p>1. In the Shifts Entered grid, click the shift you want to edit.</p>	
<p>2. Make the appropriate changes to the Shifts information that displays under Edit Mode.</p>	
<p>3. Click the Save button to save your changes.</p>	
<p>C. To delete a shift:</p>	
<p>1. In the Shifts Entered grid, click the shift you want to delete.</p>	
<p>2. Click the Delete button in the Main toolbar at the top of the window.</p>	
<p>NOTE: If you add or edit Shifts at a later time, your changes are not visible until you click the Refresh button in the Main toolbar to refresh the data.</p>	<p>← Read Note</p>
<p>III. IAP OPTIONS</p>	
<p>A. Define IAP Options.</p>	
<p>1. Open the IAP module.</p>	

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<p>2. To identify the order in which to display the first and last names:</p> <p>NOTE: 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.</p> <ol style="list-style-type: none"> a. From the Tools drop-down menu, select Options. Then click the IAP tab. b. Under Resource Drop Down Lists, click to select one of the following order options: <ul style="list-style-type: none"> • Last Name, First Name - Select this option to display the name in Last Name/First Name order. • First Name Last Name - Select this option to display the name in First Name/Last Name order c. To save your changes, click the Save button. Then click the OK button to close the Options window. <p>3. To identify whether to show resources for All Incidents or a Selected Incident:</p> <ol style="list-style-type: none"> a. From the Tools drop-down menu, select Options. Then click the IAP tab. b. Under Resources To Display From, click to select one of the following options: <ul style="list-style-type: none"> • Selected Incident - Only shows resources for the incident selected in the Incident drop-down on the IAP window. • All Incidents - Shows resources for all incidents. c. To save your changes, click the Save button. Then click the OK button to close the Options window. <p>4. To change the size of the buttons in the IAP toolbar:</p> <ol style="list-style-type: none"> a. From the Tools drop-down menu, select Options. Then click the IAP tab. b. Under Toolbar, click to check the Small Icons 	<p>← Read Note</p>

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<p>checkbox. The size of the buttons in the IAP toolbar is reduced.</p> <p>c. To change back to large buttons, click to uncheck the Small Icons checkbox.</p> <p>d. To save your changes, click the Save button. Then click the OK button to close the Options window.</p> <p>5. To identify the forms to display in the Tree View based on the Archive date:</p> <p>a. From the Tools drop-down menu, select Options. Then click the IAP tab.</p> <p>b. Under Tree View Display, click to select one of the following options:</p> <ul style="list-style-type: none"> • Show All - Shows all saved forms. • By Date - Shows all forms with a date that is newer than the one defined in the text box next to this option. 	
<p>NOTE: 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.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> • Number of days prior to the system date and any new 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. 	
<p>NOTE: When you select the Number of days prior to the system date and any new forms 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.</p>	<p>← Read Note</p>
<p>c. To save your changes, click the Save button. Then click the OK button to close the Options window.</p>	
<p>IV. ICS TEMPLATES</p> <p>A. Set up and customize the ICS 203 template.</p>	

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<p>NOTE: Use this template to display additional kinds that are qualified to fill a position.</p> <ol style="list-style-type: none"> 1. Open the IAP module. 2. From the Tools drop-down menu, select Form 203 Template. 3. If needed, you can change the names of the fields in the 203 form. To change the field name, highlight the text you want to change and type over it. 4. To customize the KindCode filter for each section: <ol style="list-style-type: none"> a. From each of the available drop-down lists, select the appropriate additional KindCodes. <p style="text-align: center;">OR</p> <p style="text-align: center;">Click in the appropriate box, and then type the additional valid KindCodes. Separate the entries with a semi-colon.</p> 	<p>← Read Note</p>
<p>NOTE: The Kindcodes you enter should be valid codes defined within the I-Suite database.</p> <ol style="list-style-type: none"> <ol style="list-style-type: none"> b. To save your changes to the ICS 203 template, click the Save button in the IAP toolbar. B. Set up and customize the ICS 204 template. 	<p>← Read Note</p>
<p>NOTE: Use this template to display additional kinds that are qualified to fill a position.</p> <ol style="list-style-type: none"> 1. Open the IAP module. 2. From the Tools drop-down menu, select Form 204 Template. 3. If needed, you can change the names of the fields in the 204 form. To change the field name, highlight the text you want to change and type over it. 4. To customize the KindCode filters in the Operations Personnel section: <ol style="list-style-type: none"> a. From each of the available drop-down lists, select the appropriate additional KindCodes. <p style="text-align: center;">OR</p> <p style="text-align: center;">Click in the appropriate box, and then type</p> 	<p>← Read Note</p>

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<p>additional valid KindCodes. Separate your entries with a semi-colon.</p>	
<p>NOTE: The Kindcodes you enter should be valid codes defined within the I-Suite database.</p>	<p>← Read Note</p>
<p>NOTE: Changes made to Operations Personnel are effective immediately.</p>	<p>← Read Note</p>
<p>b. To save your additions to the ICS 204 template, click the Save button in the IAP toolbar.</p> <p>5. Under Resources Assigned this Period, click one of the following buttons to identify the data and order in which information displays in the Resource Designator box on the ICS 204 form:</p>	
<p>NOTE: You can choose to display one or all of the data items. You need to have a Resource Name in order to save the template.</p>	<p>← Read Note</p>
<p>a. Add Resource Name</p> <p>b. Add Kind Code</p> <p>c. Add Request Number.</p>	
<p>6. To save your changes to the ICS 204 template, click the Save button in the IAP toolbar.</p>	
<p>NOTE: Changes made to Resources Assigned this Period are applied when you create a new ICS 204 form. These changes will not affect already created or saved forms.</p>	<p>← Read Note</p>
<p>V. MASTER FREQUENCY LIST</p>	<p>6.0-06-ISUITE-EP</p>
<p>A. Create a Master Frequency List (MFL).</p>	
<p>NOTE: The Communications Unit Leader uses the MFL to create a database of frequencies to use on a specific incident.</p>	<p>← Read Note</p>
<p>EXPLAIN THAT LATER STUDENTS WILL CREATE AN ICS 205 – INCIDENT RADIO COMMUNICATIONS PLAN BY USING FREQUENCIES ESTABLISHED IN THE MFL.</p>	<p>← Instructor Comment</p>
<p>1. Open the IAP module.</p> <p>2. From the Tools drop-down menu, select Master Frequency.</p> <p>OR</p>	

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<p>Click the Master Frequency List in the Tree View on the left side of the window.</p>	
<p>NOTE: Add every frequency the Communications Unit Leader gives you that will be needed for the incident. This allows users to select the frequency from the drop-down list and avoid having to retype the frequency on each form.</p>	<p>← Read Note</p>
<p>NOTE: Only those frequencies with Show checked will be included in the Frequency drop-down list on the ICS 205 window.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 3. Click to check the checkbox in the Show column for the new Frequency. 4. From the System drop-down list, select the appropriate System. 5. Complete the remaining boxes in the row. <ol style="list-style-type: none"> a. Group b. Channel c. RFunction d. RX e. TX f. Tone g. Assignment h. Remarks. 	
<p>NOTE: To save the information you defined, click anywhere outside of the row.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 6. When finished, click the Propagate Changes button. 7. On the Propagate Changes window, click Yes to propagate changes to all unlocked forms. 	
<p>NOTE: The Propagate Changes button updates all created, unlocked, saved forms that use the frequency you updated. Locked, unsaved forms, or a form being edited will not be updated.</p>	<p>← Read Note</p>
<p>NOTE: To propagate changes to locked forms, you must first unlock each form to which you want frequency changes to be propagated.</p>	<p>← Read Note</p>
<p>B. Delete a frequency from the Master Frequency List</p>	

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<p>(MFL).</p> <p>NOTE: If you delete a frequency, you must manually re-enter that frequency to be able to see it in the Frequency drop-down list in the future.</p> <ol style="list-style-type: none"> 1. Open the IAP module. 2. From the Tools drop-down menu, select Master Frequency. <p>OR</p> <p>On the IAP window, click Master Frequency List in the Tree View on the left side of the window.</p> <ol style="list-style-type: none"> 3. On the Master Frequency List, click in the selector column just to the left of the Show column to select the Frequency you want to delete. 4. Click the Delete button in the Main toolbar. <p>NOTE: This process only deletes the selected frequency, not the entire MFL.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Read Note</p> <p>← Read Note</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.2 – IAP: Common Features of IAP Forms.
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. Identify common features of most IAP forms.2. Spell Check a Form.3. Format Text on a Form.4. Resize Areas on a Form.5. Mark a Form Final vs. Draft.6. Unlock a Finalized Form.7. Close a Form.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. COMMON FEATURES	
A. Identify common features of most IAP forms.	
B. Spell Check a Form.	
C. Format Text on a Form.	
D. Resize Areas on a Form.	
E. Mark a Form Final vs. Draft.	
F. Unlock a Finalized Form.	
G. Close a Form	
II. FORM FEATURES	
USE AN ICS 202 FORM TO DEMONSTRATE THE COMMON FEATURES OF IAP FORMS.	← Instructor Comment
A. To create a form:	
1. Open the IAP module.	
a. In the Tree View on the left side of the window, double click the form you want to create.	
OR	
In the IAP toolbar, click the arrow next to the Create New Form button to display a drop-down list. Then click to select the form you want to create.	
OR	
From the File drop-down menu, select New Form , and then select the form you want to create.	
NOTE: When you create a form, the following features are common to all forms:	← Read Note
<ul style="list-style-type: none"> IAP automatically enters the Incident Name, Date, and 	

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<p>Time on each form.</p> <ul style="list-style-type: none"> • The current date and time display in the Date and Time Prepared boxes. • The current date and day display in the Operational Period box. • If you are preparing a form for a date other than the current date, you can change the entry in the Operational Period box. • 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 displays a prompt asking you to save the form. 	
<p>EXPLAIN THAT THE NEXT SEVERAL EXERCISES WILL TEACH THE STUDENT HOW TO NAVIGATE, FORMAT, AND ADJUST ALL THE FORMS IN IAP.</p>	<p>← Instructor Comment</p>
<p>NOTE: For the most part, you can change almost every entry in a form and select entries from drop-down lists.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 2. To create a new form or open an existing form from the Tree View: <ol style="list-style-type: none"> a. Double click the form name in the Tree View to create a new form. b. Click an existing form once to open that form. c. When the Tree View is sorted By Plan, right click the plan date. Then select the Open All Forms option from the menu that displays to open all of the forms in the plan. 3. To show multiple page numbers on a form: <ol style="list-style-type: none"> a. Use the scroll bar to scroll to the bottom of the new form. b. In the Page ___ of ___ boxes, type the page numbers you want to use. 	
<p>EXAMPLE: Type Page 1 of 2 on the first page of the form. Then type Page 2 of 2 on the second page of the form.</p>	
<ol style="list-style-type: none"> B. To spell check a form: <ol style="list-style-type: none"> a. In the Tree View, double click a form to open it. 	

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<p>b. From the Tools drop-down menu, select Spell Check.</p> <p>OR</p> <p>Click the Spell Check button in the IAP toolbar.</p> <p>c. When finished, click the Save button to save any changes.</p>	
<p>C. To format text selected on a form:</p>	
<p>SHOW THE LOCATION OF THE IAP TOOLBAR BUTTONS THAT ALLOW USERS TO BOLD, ITALICIZE, AND UNDERLINE TEXT.</p>	<p>← Instructor Comment</p>
<ol style="list-style-type: none"> 1. On the Tree View, click to open a form. 2. Click to highlight the text you want to format. 3. Click the appropriate text formatting button(s) in the IAP toolbar. 	
<p>OR</p>	
<p>From the Edit drop-down menu, select Format. From the sub-menu that displays, select Font. Use the options on the Font window to change any of the following. Click the OK button to apply the change:</p> <ol style="list-style-type: none"> a. Font b. Font Style c. Font Size. 	
<p>NOTE: You can also open the Font window by highlighting the text you want to format. Then right clicking the mouse and selecting the Font option from the menu that displays.</p>	<p>← Read Note</p>
<p>NOTE: Change the font size to allow text to fit within a box on a form.</p>	<p>← Read Note</p>
<p>HAVE THE STUDENTS HIGHLIGHT AND REFORMAT TEXT IN A FORM. THEY CAN USE THE BOLD, ITALICS, AND UNDERLINE BUTTONS.</p>	<p>← Instructor Comment</p>
<p>D. To globally change the font size on a form:</p> <ol style="list-style-type: none"> 1. On the Tree View, click to open a form. 2. From the Edit drop-down menu, select the Format option. Then click Font By Form in the sub-menu 	

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that displays.	
OR	
Right click the mouse anywhere in the form. Select Font By Form from the menu that displays.	
3. Under Size , click the size to apply to the text in the form.	
<p>NOTE: Although the other font options display in the Font window, only the Size is changed for the entire form. If you want to change the Font or Font Style, follow the directions under <i>C. To format text selected on a form.</i></p>	← Read Note
4. Click the OK button to change the font size in the form.	
<p>HAVE STUDENTS PRACTICE GLOBALLY CHANGING THE FONT SIZE FOR A FORM.</p>	← Instructor Comment
E. To resize areas on a form:	
<p>NOTE: Use the Up and Down Arrows that display on the right-hand side of larger sized text boxes to adjust the size of text boxes, as needed.</p>	← Read Note
1. To resize a text box, click the Up Arrow (↑) or the Down Arrow (↓) next to the text box you want to adjust.	
<p>HAVE THE STUDENTS PRACTICE ADJUSTING THE SIZE OF TEXT BOXES ON A NEW FORM.</p>	← Instructor Comment
F. To mark a form Final vs. Draft:	
<p>NOTE: When you create a form, it is automatically marked as Draft. This mark displays at the top and bottom of each page, until you Finalize the form.</p>	← Read Note
<p>SHOW THE LOCATION OF THE “MARK FINAL” BUTTON ON THE IAP TOOLBAR.</p>	← Instructor Comment
1. In the Tree View , click a form to open it.	
2. In the IAP toolbar, click the Mark Final button.	
OR	
From the Tools drop-down list, select Mark Final .	
<p>NOTE: Once you mark a form as Final, it is locked. You</p>	← Read Note

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<p>must first unlock the form by changing it back to Draft, before you can edit it.</p> <p>G. Unlock a Finalized Form.</p> <ol style="list-style-type: none"> 1. In the Tree View, click a form to open it. 2. In the IAP toolbar, click the Mark Draft button. <p style="text-align: center;">OR</p> <p>From the Tools drop-down menu, select Mark Draft.</p> <p>H. To Close a form, use one of the following methods:</p> <ol style="list-style-type: none"> 1. From the File drop-down menu, select the Close Form option. 2. Right click an open form and select the Close option from the menu that displays. 3. Click the Close button (X) that displays in the upper right corner of the window. 4. From the Windows drop-down menu, select the Close All Forms option. 5. Right click a plan listed in the Tree View. Select the Close All Forms option from the menu that displays. <p>REVIEW UNIT OBJECTIVES.</p>	<p style="text-align: right;">← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.3 – IAP: Create an ICS 202 – Incident Objectives.
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. Create an ICS 202 – Incident Objectives.

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<p>INTRODUCE THE UNIT.</p>	<p>← Instructor Comments</p>
<p>PRESENT UNIT OBJECTIVES.</p>	
<p>I. ICS 202</p> <p>A. Create an ICS 202 – Incident Objectives.</p>	
<p>II. CREATE ICS 202</p>	<p>6.3-01-ISUITE-HO</p>
<p>A. To create an ICS 202 – Incident Objectives:</p>	
<p>1. Double click ICS202 in the Tree View to open a new ICS 202 form.</p>	
<p>2. From the Operational Period drop-down list, select the appropriate Shift.</p>	
<p>3. Complete the following information:</p>	
<p>a. General Control Objectives for the incident (include alternatives)</p>	
<p>b. Weather Forecast for Period</p>	
<p>c. General Safety Message</p>	
<p>4. Under Attachments, click to select all that apply:</p>	
<p>a. Organization List – ICS 203</p>	
<p>b. Division Assignment Lists – ICS 204</p>	
<p>c. Communications Plan – ICS 205</p>	
<p>d. Medical Plan – ICS 206</p>	
<p>e. Air Operations Summary – ICS 220</p>	
<p>f. Incident Map</p>	
<p>g. Safety Message</p>	
<p>h. Traffic Plan</p>	
<p>5. To add an additional attachment, click to check the checkbox next to a blank line. Then type the name of the attachment next to that checkbox.</p>	
<p>6. In the Prepared by (Planning Section Chief) box, type the Planning Section Chief Name.</p>	
<p>7. In the Approved by (Incident Commander) box, type the Incident Commander Name.</p>	
<p>8. When finished, click the Save button.</p>	

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REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.4 – IAP: Create an ICS 203 – Organization Assignment List.
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. Create an ICS 203 – Organization Assignment List.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comment
PRESENT UNIT OBJECTIVES.	
I. ICS 203	
A. Create an ICS 203 – Organization Assignment List.	
II. CREATE ICS 203	6.4-01-ISUITE-HO
A. To create an ICS 203 – Organization Assignment List:	
NOTE: The ICS 203 identifies which positions are filled and the people who filled them.	← Read Note
NOTE: People who are qualified for each position KindCode are identified in the I-Suite Database. If a name does not display in the drop-down list, check the KindCode for that person to see what Kindcode was entered in their record, or you can manually type in the name.	← Read Note
NOTE: Keep in mind that some position boxes display more than one position KindCode.	← Read Note
1. Double click ICS203 in the Tree View to open a new ICS 203 form.	
2. For each position, select the Person for that position from the available drop-down lists.	
NOTE: You can enter more than one person in a position box.	← Read Note
NOTE: Additional names may not display completely on the window and will not print correctly. To help additional names to display correctly, you can reduce the font size.	← Read Note
NOTE: Most labels and headings can be customized, as needed.	← Read Note
4. Under Agency Representative , type the Agency for each agency representative.	
5. In the Prepared by (Resource Unit Leader) box, type the Resource Unit Leader Name , and then click the Save button.	
REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.5 – IAP: Create an ICS 205 – Incident Radio Communications Plan.
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. Create an ICS 205 – Incident Radio Communications Plan.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ICS 205	
A. Create an ICS 205 – Incident Radio Communications Plan.	
NOTE: In order to use the Frequency-Rx drop-down list on the ICS 204 , you must complete an ICS 205 form for that shift. If you have not completed an ICS 205 form, a message displays to remind you to create the ICS 205 when you click the Frequency-Rx drop-down list on the ICS 204 form.	← Read Note
II. CREATE ICS 205	6.5-01-ISUITE-HO
A. To create an ICS 205 – Incident Radio Communications Plan:	
NOTE: The Communications Leader completes the ICS 205 – Incident Radio Communications Plan.	← Read Note
NOTE: The ICS 205 uses frequencies defined in the Master Frequency List (MFL).	← Read Note
1. Double click ICS205 in the Tree View to open a new ICS 205 form.	
2. From the Radio Type/Cache drop-down lists select each Frequency .	
NOTE: When you select a frequency, I-Suite automatically inserts the remaining data from the MFL into the form.	← Read Note
NOTE: All frequencies in the ICS 204 Frequency – RX drop-down list are from the approved ICS 205 for that operational period.	← Read Note
3. Click the Verify Frequencies button.	
NOTE: The Verify Frequencies button verifies the following frequency assignments:	← Read Note
<ul style="list-style-type: none"> • All frequencies on the ICS 204 and ICS 205 are approved frequencies on the MFL. • All frequencies for that operational shift are assigned to at least one of the ICS 204s for that operational period. • Any frequency on an ICS 204 is also on the approved 	

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<p>ICS 205 for that operational period.</p> <p>NOTE: If there are any discrepancies between the ICS 204, ICS 205 and the MFL, IAP displays a Notification message.</p> <ol style="list-style-type: none"> 4. Complete the rest of the form, as applicable. 5. When finished, click the Save button. <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Read Note</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.6 – IAP: Create an ICS 204 – Division Assignment List.
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. Create an ICS 204 – Division Assignment List.2. Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ICS 204	
A. Create an ICS 204 – Division Assignment List.	
B. Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form.	
II. CREATE ICS 204	6.6-01-ISUITE-HO
A. To create an ICS 204 – Division Assignment List:	6.6-02-ISUITE-HO
1. Double click ICS204 in the Tree View to open a new ICS 204 form.	6.6-03-ISUITE-HO
2. In the Branch box, type the Branch Name .	6.6-04-ISUITE-HO
3. In the Division/Group box, type the Division/Group name.	
4. From the Operational Period drop-down list, select the appropriate Shift .	
5. Under Operations Personnel , select the person for each Position from the available drop-down lists.	
6. Under Resources Assigned this Period , click to select one of the following options:	
a. All – to display all resources in the drop-down list.	
b. Crew – to limit the drop-down list to display only hand crews.	
c. Engine – to limit the drop-down list to display only engines.	
d. Equipment – to limit the drop-down list to display dozers, water tenders, tractor plows, and other heavy equipment.	
e. Line Overhead – to limit the drop-down list to display individual line overhead such as Strike Team Leaders and Field Observers .	
7. Under Strike Team / Task Force / Resource Designator , select the appropriate Resources from the available drop-down lists.	
NOTE: If you use the drop-down list to select the Resource,	← Read Note

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<p>I-Suite automatically defines the leader and the number of persons from the database.</p> <p>8. Complete the following boxes for each resource, as appropriate:</p> <ol style="list-style-type: none"> a. Leader b. Number of Persons c. Trans Y/N e. Drop Off PT./Time f. Pick Up PT./Time. <p>NOTE: You can complete the Drop Off and Pick Up Locations and Times for the first resource and then click the Auto-Fill buttons to fill-in the same information for the remaining locations and times for all other resources.</p> <p>NOTE: You can edit the Drop Off and Pick Up Locations and Times, as needed.</p> <p>9. Complete the following boxes, as appropriate:</p> <ol style="list-style-type: none"> a. Control Operations b. Special Instructions. <p>NOTE: The Division/Group Communications Summary section allows you to import frequencies from the ICS 205 – Radio Communications Plan. If the Frequency-Rx drop-down list does not contain any frequencies, a warning message displays noting that an ICS 205 was not yet created for that operational period. You can also manually enter frequencies.</p> <p>NOTE: To display frequencies added to the ICS 205 since the last time you started IAP, click the Refresh button.</p> <p>10. Under Division/Group Communications Summary, select the appropriate Frequency – RX from the available drop-down lists for each Function.</p> <p>NOTE: The Division/Group Communications Summary section is automatically filled with frequencies from the ICS 205 – Radio Communications Plan.</p> <p>OR</p> <p>Enter the data to complete the following boxes for</p>	<p>← Read Note</p>

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each **Function**, as appropriate.

- a. Frequency - RX
- b. Frequency - TX
- c. Tone
- d. System
- e. Channel
- f. System
- g. Channel.

11. In the **Prepared By (Resource Unit Leader)** box, type the **Resource Unit Leader Name**.
12. In the **Approved By (Planning Section Chief)** box, type the **Planning Section Chief Name**, and then click the **Save** button.

III. MOVING/COPYING/DELETING ROWS

- A. To Cut, Copy, Paste, Insert, Move, and Delete Rows on an ICS 204 Form:
 1. In the **Tree View**, click a **204 Form** to open it.
 2. To **Cut** a row, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Cut Row**.
 3. To **Copy** a row, highlight the information in the row you want to copy. Then right click the row. From the menu that displays, select **Copy**.
 4. To **Paste** a cut or copied row, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Paste Row**.
 5. To **Insert a blank row**, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Insert Row**.
 6. To **Move a row**, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Move Row Up** or **Move Row Down** to move the row up or down.
 7. To **Delete a row**, click the **Select/Unselect** button that displays on the far left side of the row. From the menu that displays, select **Delete Row**.

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<p>8. When finished, click the Save button.</p> <p>HAVE STUDENTS PRACTICE CUTTING, COPYING, PASTING, INSERTING, MOVING, AND DELETING ROWS ON A 204 FORM.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.7 – IAP: Create an ICS 206 – Medical Plan.
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. Create an ICS 206 – Medical Plan.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ICS 206	
A. Create an ICS 206 – Medical Plan.	
II. CREATE ICS 206	6.7-01-ISUITE-HO
A. To create an ICS 206 – Medical Plan:	
NOTE: The ICS 206 – Medical Plan is a narrative, fill-in form.	← Read Note
1. Double click ICS206 in the Tree View to open a new ICS 206 form.	
2. From the Operational Period drop-down list, select the appropriate Shift .	
3. Complete the following sections, as appropriate:	
a. Incident Medical Aid Station	
b. Ambulance Services	
c. Incident Ambulances.	
3. In the Paramedics column, click to check the Yes or No checkboxes to designate the available Paramedics for each type of medical service.	
4. Complete the Hospitals section. Then click to select the Yes or No checkboxes, to identify whether a Helipad or Burn Center are available.	
5. In the Medical Emergency Procedures box, type a description of the medical emergency procedures, as appropriate.	
6. In the Prepared By (Medical Unit Leader) box, type the Medical Unit Leader Name .	
7. In the Reviewed By (Safety Officer) box, type the Safety Office Name , and then click the Save button.	
REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.8 – IAP: Create an ICS 220 – Air Operations Summary.
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. Create an ICS 220 – Air Operations Summary.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ICS 220	
A. Create an ICS 220 – Air Operations Summary.	
II. CREATE ICS 220	
A. To create an ICS 220 – Air Operations Summary:	
NOTE: The ICS 220 – Air Operations Summary is mostly a narrative, two-page form.	← Read Note
1. Double click ICS220 in the Tree View to open a new ICS 220 form.	
2. From the Operational Period drop-down list, select the appropriate Shift .	
3. Complete the following sections, as appropriate:	
NOTE: When the header information (i.e. Prepared By, Sunrise, Sunset, etc.) is completed for Page 1, the same information is automatically transferred to Page 2.	← Read Note
a. Prepared by – (Enter the Air Operations Leader Name.)	
b. Sunrise	
c. Sunset	
d. REMARKS	
e. MEDEVAC AIRCRAFT	
f. TFR	
g. PERSONNEL	
h. FREQUENCY – (Use the AM RX/TX drop down box to select the frequency of your choice.)	
NOTE: Frequencies are automatically populated with frequencies from the ICS 205.	← Read Note
i. FIXED WING	
j. HELICOPTERS.	
4. To advance to the next page of the form, click the Go	

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<p>to Page 2 button.</p> <ol style="list-style-type: none"> 5. Complete the TASK/ MISSION/ ASSIGNMENT section, as appropriate. 6. When finished, click the Save button. <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.9 – IAP: View, Copy, and Delete Forms.
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 Single Type of Form (e.g. all 202's).2. View All Forms Grouped by Form Number.3. View All Forms Grouped by Incident Action Plan.4. Copy a form.5. Copy a Plan6. Delete a form.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. VIEW/COPY/DELETE FORMS	
A. View a Single Type of Form.	
B. View All Forms Grouped by Form Number.	
C. View All Forms Grouped by Incident Action Plan.	
D. Copy a form.	
E. Copy a plan.	
F. Delete a form.	
II. VIEW FORMS	
SHOW THE TREE VIEW THAT LISTS THE AVAILABLE FORM NUMBERS.	← Instructor Comment
NOTE: The Tree View lists forms in numerical form order, by single type of form or for all operational periods (Plan).	← Read Note
NOTE: There are three ways to display the Tree View .	← Read Note
A. To view a Single Type of form:	
1. From the View drop-down menu, select Individual Form . Then click to select the form you want to view.	
OR	
In the IAP toolbar, click the arrow next to the Manage By Form button. Then select the form you want to view from the list that displays.	
B. To view All Forms Grouped by Form Number:	
1. From the View drop-down menu, select Form .	
OR	
In the IAP toolbar, click the Manage By Form button.	
NOTE: Forms do not display in the Tree View until saved.	← Read Note
C. To view All Forms Grouped by Incident Action Plan:	
NOTE: The Tree View of the plans displays the forms that	← Read Note

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<p>were created and saved for each operational period.</p>	
<p>1. From the View drop-down menu, select Plan.</p>	
<p>OR</p>	
<p>On the IAP toolbar, click the Manage By Plan button.</p>	
<p>NOTE: You can open more than one form at a time. You can switch between open forms by selecting the form from the Window drop-down menu. If the forms are minimized, you can also click an open form to select it.</p>	<p>← Read Note</p>
<p>SHOW THE STUDENTS HOW TO OPEN MORE THAN ONE FORM.</p>	<p>← Instructor Comment</p>
<p>SHOW THE STUDENTS HOW THE TREE VIEW HIGHLIGHTS THE CURRENT FORM.</p>	<p>← Instructor Comment</p>
<p>III. COPY FORMS</p>	
<p>A. Copy a Form.</p>	
<p>NOTE: To add a second page to a form, you can use the Copy Form option. This option copies the first page of the form to a second page. Edit the second page, as needed, keeping the same date and shift as the first page. Enter Page 2 Of 2 at the bottom of the second page.</p>	<p>← Read Note</p>
<p>SHOW THE STUDENTS THE ICON THAT ALLOWS YOU TO CREATE NEW FORMS BY COPYING FORMS CREATED FOR PREVIOUS OPERATIONAL PERIODS.</p>	<p>← Instructor Comment</p>
<p>1. To copy any form:</p>	
<p>a. In the Tree View, click to highlight the form you want to copy.</p>	
<p>b. Click the Copy Form button to open the Copy Form window.</p>	
<p>OR</p>	
<p>From the Tools drop-down menu, select the Copy Form option to open the Copy Form window.</p>	
<p>c. The form you selected in the Tree View is highlighted under Select a Form to Copy From. If you want to copy another form, click</p>	

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<p>to select the Form you want to copy.</p> <p>d. Under Select an Operational Period, select the Date and Shift to use for the Operational Period on the form that is copied.</p> <p>NOTE: The Operational Period defaults to the next day. You can change this date by either typing the date or selecting it from the drop-down calendar.</p> <p>d. Click the OK button to copy the form.</p>	<p>← Read Note</p>
<p>IV. COPY PLANS</p>	
<p>A. Copy a Plan.</p>	
<p>NOTE: To copy an entire Incident Action Plan, use the Copy Plan option. After you copy the plan, edit the forms in the plan, as needed.</p>	<p>← Read Note</p>
<p>1. To copy any plan:</p> <p>a. Click the Manage by Plan button to sort the Tree View by Plan.</p> <p>b. Click the Copy Plan button to open the Copy Plan window.</p>	
<p>OR</p>	
<p>Select the Tools Menu and the Copy Plan option to open the Copy Plan window.</p>	
<p>c. Under Select a Plan to Copy From, click the plan you want to copy.</p> <p>d. Under Select an Operational Period, select the Date and Shift to use for the Operational Period on the plan that is copied.</p>	
<p>NOTE: The Operational Period defaults to the next day. You can change this date by either typing the date or selecting it from the drop-down calendar. The Operational Period that you define is copied onto each of the forms in the plan.</p>	<p>← Read Note</p>
<p>e. Click the OK button to make a copy of the plan.</p> <p>f. From the Window drop-down menu, select a form to edit.</p>	
<p>NOTE: All of the forms in the plan you copied are listed under the Window drop-down menu.</p>	<p>← Read Note</p>

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<ul style="list-style-type: none"> g. Make the appropriate changes to the form. h. Click the Save button to save your changes to the form. Notice that a new plan is created for today with the form listed underneath it in the Tree View. 	
<p>NOTE: You need to save the form even if you do not make any changes to it. Only those forms that are saved will be included in the plan.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> i. Repeat steps f - h for each form in the plan. 	<p>← Read Note</p>
<p>V. DELETE FORMS</p>	
<ul style="list-style-type: none"> A. To delete a form: <ul style="list-style-type: none"> 1. In the Tree View, click to select the form you want to delete. 2. Click the Delete button in the Main toolbar. 3. On the Deleting a Form window, click Yes to delete the selected form. 	
<p>HAVE STUDENTS PRACTICE VIEWING, ADDING AND DELETING FORMS.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comments</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	6.10 – IAP: Work with Output.
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. Print an IAP Form.2. Export an IAP Form to a PDF file.3. Print an IAP Plan.4. Export an IAP Plan to a PDF file.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. WORKING WITH OUTPUT	
<p>NOTE: This Unit identifies how to create the following types of output from IAP:</p>	← Read Note
A. Print an IAP Form.	
B. Export an IAP Form to a PDF file.	
C. Print an IAP Plan	
D. Export an IAP Plan to a PDF file.	
<p>NOTE: This Unit identifies some of the key tasks you must perform to create output from IAP.</p>	← Read Note
II. PRINTING FORMS	
SHOW AND EXPLAIN THE PRINT AND PRINT PREVIEW BUTTONS.	← Instructor Comment
A. Print IAP Forms:	
1. To Preview and Print a form.	
a. On the Tree View , click to select the form you want to print.	
b. In the toolbar, click the Print Preview button.	
OR	
From the File drop-down menu, select Print Preview .	
c. On the Print Preview window, click the Print button. When the Print window displays, click the Print button.	
2. To Print a form without Previewing it:	
a. In the Tree View , click to select the form you want to print.	
b. In the toolbar, click the Print button.	
OR	
From the File drop-down menu, select Print Current Form .	

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<p>c. When the Print window displays, click the Print button.</p> <p>III. EXPORTING FORMS</p> <p>A. To export an IAP Form to a PDF file:</p> <p>NOTE: You can export and save a form to a PDF file, which you can then post on a Web site.</p> <ol style="list-style-type: none"> 1. In the Tree View, click to select the form you want to export. 2. From the File drop-down menu, select Export. 3. On the PDF Export window, browse to the folder where you want to save the PDF file. 4. In the File Name text box, type the name you want to assign to the PDF file. Then click the Save button. <p>IV. PRINTING PLANS</p> <p>A. Print Incident Action Plans:</p> <ol style="list-style-type: none"> 1. To Preview and Print a Plan: <ol style="list-style-type: none"> a. Click the Manage by Plan button to sort the Tree View by Plan. b. Click the Plan you want to preview in the Tree View. c. From the File drop-down menu, select the Print Preview Plan option. d. On the Print Preview window, click the Print button. e. When the Print window displays, click the Print button. 2. To Print a plan without Previewing it: <ol style="list-style-type: none"> a. Click the Manage by Plan button to sort the information in the Tree View by Plan. b. Click the Plan you want to print in the Tree View. c. From the File drop-down menu, select the Print Plan option. d. When the Print window displays, click the Print button. 	<p>← Read Note</p>

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<p>V. EXPORTING PLANS</p> <p>A. To Export an Incident Action Plan to a PDF file:</p> <ol style="list-style-type: none"> 1. Click the Manage by Plan button to sort the Tree View by Plan. 2. Click the Plan you want to export in the Tree View. 3. From the File drop-down menu, select the Export Plan option. 4. On the PDF Export window, browse to the folder where you want to save the PDF file. 5. In the File Name text box, type the name you want to assign to the PDF file. Then click the Save button. <p>HAVE STUDENTS PRACTICE EXPORTING IAP FORMS.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comments</p>



UNIT 7

I-Suite Time

11/8/2007

TOTAL SUGGESTED TIME: 5 hours

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Unit 7

I-Suite Time

7.0 – Time: Overview.

1. Identify the Purpose of the Time module.
2. Identify Options on the Time window.

7.1 – Time: Options.

1. Select grid columns and set order.
2. Set the Enter key as Tab for Posting.

7.2 – Time: Entering and Editing Personnel Information.

1. Identify the importance of data entry guidelines.
2. Identify common data.
3. Manage all incidents as one.
4. Manage incidents separately.
5. Enter and edit personnel data.

7.3 – Time: Posting Personnel Time.

1. Post time for personnel.
2. Use special rates.
3. Repost a day of time.
4. Edit a day of posted time.
5. Delete a day of posted time.
6. Change the KindCode and Rate (one-time change).
7. Change the KindCode and Rate (permanent change).
8. Lock posted time to an established employment code.
9. Post return travel time.
10. Preview/print an OF 288 report.

7.4 – Time: Entering and Editing Crews.

1. Define a crew as it pertains to Time.
2. Define the two levels within a crew
3. View or print a Crew Roster report.
4. Edit crew information.
5. Edit members on a crew.
6. Add crew members to an existing crew.
7. Create a crew.

7.5 – Time: Posting Crew and Operator Time.

1. Use the Select All, Select None, and Invert Selection buttons.
2. Post crew time using crew time reports (CTR's).
3. Repost a day of time.
4. Delete posted time.
5. Copy and paste posted time.
6. Post return travel time.
7. Preview/print an OF 288 report.

7.6 – Time: Entering and Editing Contracted Resources.

1. Identify the relationship between contractors, agreements, and resources.

2. Add/edit common data.
 3. Add/edit contractors, agreements, and administrative offices for payment.
 4. Add/edit resource specifications.
 5. Add/edit rates.
 6. Add/edit operator(s) for a contracted resource.
- 7.7 – Time: Posting Contract Resource Time.
1. Identify primary and special rate options.
 2. Post for each unit of measure.
 3. Identify when to use the ½ rate and the guarantee functions.
 4. Post contracted resource time.
 5. Repost a day of time.
 6. Delete a row of time.
 7. Preview/print an OF 286 report.
- 7.9 – Time: Time Reports.
1. Run and print standard Time reports.
 2. Print/Fax a Personnel Time Report.
- 7.10 – Time: Advanced Contracting (Optional).
1. Add complex contract information.
 2. Post time for contracted resources with complex contracts.

Changes in Training Manual

The following changes were made to the Time Training Manual for the 7.01.05 release:

Rostering Crew Members

- When rostering crew members, a **Propagate Address** option is now available. Use this option to automatically add the same address to all of the crew members without an address defined. The address in the record that is selected is the one that is copied to the other crew member records. If an address was already defined for a crew member, that address remains the same. It is not overwritten with the propagated address (See page 7.4-7).
- When rostering crew members, a **Clear Address** option is now available. Use this option to remove the address in a selected crew member record (See page 7.4-7).
- When printing a **Duplicate Original Invoice** for a crew member, a list of available invoices that can be reprinted for the crew member displays. If a parent crew is selected, the last invoice for all crew member resources will be reprinted (See page 7.5-8).
- When printing an **Original OF-288** invoice for a resource with a non-consumable supply item issued to them, a notification message displays. The user can either continue with the print process or cancel the printing, as needed (See page 7.3-8) or (See page 7.5-8).
- When an **Account Code** that is not the default for a resource is selected during a Time Posting, that code remains selected until another resource or Account Code is selected (See page 7.3-4) or (See page 7.5-3).
- The field label **Excess Hours** was changed to **Standard Hours** on the Shifts in Excess of Standard Hours report screen (See page 7.9-4).

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.0 – Time: Overview.
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. Identify the Purpose of the Time module.2. Identify Options on the Time window.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. TIME	7.0-01-I SUITE-EP
A. Review the Time module.	7.0-02-ISUITE-EP
NOTE: The Time module shares data with other I-Suite modules.	7.0-03-ISUITE-EP
	← Read Note
1. The primary purpose of Time is to track time and create pay documents, including the Emergency FireFighter Time Report (OF-288) and the Emergency Equipment Use Invoice (OF-286).	7.0-04-ISUITE-EP
NOTE: Make sure you are careful when working with private information such as Social Security Numbers (SSN) and IRS Federal Employer Tax ID Numbers (EIN). This information must be kept confidential.	← Read Note
II. TIME WINDOW	
A. Review the Time window:	7.0-05-ISUITE-EP
EXPLAIN THE BASIC FEATURES OF THE TIME MODULE AND CONDUCT A QUICK, UNINTERRUPTED WALK-THROUGH OF THE TIME 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 Time toolbar is located to the right of the Filter toolbar. The buttons in this tool bar include:	
a. Post Time - Click the Post Time button to post time for a resource.	7.0-06-ISUITE-EP
b. Adjustments - Click the Adjustments button to make adjustments to the time for items such as Quarters and Lodging, Meals, Travel, etc.	
c. 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.	
d. Print Invoice - Click the Print Invoice button to print either an OF 288 or an OF 286, depending on the resource you have selected.	

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<ol style="list-style-type: none"> 2. The Resources grid displays beneath the toolbars in the center part of the window. This grid contains a list of all resources currently defined in the system. 3. When you click the Post Time button, a Posting area displays at the bottom of the window. This area contains the following three tabs: <ol style="list-style-type: none"> a. Personnel Post - Use this tab to post time for personnel resources. b. Crew Post - Use this tab to post time for crew resources. c. Contractor Post - Use this tab to post time for a contracted resource. 4. The Time drop-down menu at the top of the window contains the following Time options: <ol style="list-style-type: none"> a. Admin Office For Payment - Select this option to add Admin Offices to the I-Suite system. b. Contractor - Select this option to add contractors and agreements to the I-Suite system. 	

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.1 – Time: 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 grid columns and set order.2. Set the Enter key as Tab for Posting.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. OPTIONS	
A. Select grid columns and set order.	
B. Set the Enter key as Tab for Posting.	
II. RESOURCES GRID	7.0-07-ISUITE-EP
A. To identify the columns to display in the grid and the order in which to display them:	
1. From the Tools drop-down menu, select Options to open the Options window.	
2. Click the Time tab.	
3. Under Resource Grid Columns , click each of the columns you want to select.	
4. If you want to display the selected columns on the Time window, click the Show button. If you want to remove the selected columns from the Time window, click the Hide button.	
5. To adjust the order in which the columns display on the Time window, click a column. Then click the Move Up or Move Down button to move the column.	
6. When finished, click the Save button to save your changes. Then click the OK button to close the Options window.	
B. To set the Enter key as Tab for Posting Time:	
1. Click to check the Treat enter as Tab checkbox in the Time toolbar.	
REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.2 – Time: Entering and Editing Personnel Information.
SUGGESTED TIME:	1 hour
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 importance of data entry guidelines.2. Identify common data.3. Manage all incidents as one.4. Manage incidents separately.5. Enter and edit personnel data.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. PERSONNEL INFORMATION	
A. Identify the importance of data entry guidelines.	
B. Identify common data.	
C. Manage all incidents as one.	
D. Manage incidents separately.	
E. Enter and edit personnel data.	
II. DATA ENTRY GUIDELINES	
A. Review and discuss the importance of data entry guidelines.	
1. In Resources , data is organized and presented based on the ICS 211 form.	
2. Before saving a resource you must complete the required fields. These required fields include:	
a. Request Number.	
b. Account Code.	
c. Last Name, First Name.	
d. Kind/Position.	
e. Status.	
f. Configuration.	
NOTE: Required fields are identified with an asterisk (*) to the left of the label.	← Read Note
3. Before rostering people or adding additional qualifications, you must complete the required fields and save the resource.	
EXPLAIN THE IMPORTANCE OF FOLLOWING THE ESTABLISHED DATA ENTRY GUIDELINES.	← Instructor Comment
III. COMMON DATA	
A. To review common data:	7.0-08-ISUITE-EP
1. From the Modules drop-down list, select Time .	
OR	

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<p>Click the Time button in the Main toolbar.</p> <ol style="list-style-type: none"> In the Resources grid, click to select the resource you want to view. Click the Edit button in the toolbar. 	
<p>NOTE: Entry items located above the tabs (i.e. just below the Manage Resource – Edit Mode label) are common to all I-Suite modules.</p>	← Read Note
<p>NOTE: Data entry items for specific modules are located on their respective tabs (i.e. Plans, Time - Individual, and Cost Tabs).</p>	← Read Note
<p>NOTE: Resources is the primary data entry point for I-Suite data. The quality of the initial data is critical to successful integration of the data into other I-Suite modules.</p>	← Read Note
<p>NOTE: Understanding the concept of Data Sharing is critical. Data is shared between all I-Suite modules. Changes, additions, or deletions from any functional area affects the other I-Suite modules. Successful integration requires cooperation and established Data Ownership Rules. These rules are established by each Incident Management Team and may change from team to team.</p>	← Read Note
<p>IV. MANAGE INCIDENTS</p>	
<p>A. To manage all incidents as one:</p> <ol style="list-style-type: none"> On the Menu bar, click to check the Manage All Incidents As One checkbox. When the Manage All Incidents as One message displays, click the OK button. 	
<p>NOTE: When managing all incidents as one, all resources display in the Resources grid.</p>	← Read Note
<p>B. To manage incidents separately:</p> <ol style="list-style-type: none"> On the Menu bar, click to uncheck the Manage All Incidents As One checkbox. From the Incident drop-down list, select the Incident you want to manage. 	
<p>NOTE: When managing incidents separately, only resources from the selected incident display in the Resources grid.</p>	← Read Note

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<p>the appropriate point of hire.</p> <p>d. From the Area drop-down list, select the appropriate area.</p> <p>e. From the Class drop-down list, select the class to assign to the individual resource.</p> <p>9. If Other is selected as the Employment Type, enter the appropriate Current Rate.</p> <p>10. If FED is selected, this is the only required information needed.</p> <p>11. Under Personnel Mailing Address, complete the following information:</p> <p>NOTE: This information can be entered at a later time.</p> <p>a. Address 1</p> <p>b. Address 2</p> <p>c. City</p> <p>d. State</p> <p>e. Zip</p> <p>f. Phone</p> <p>g. Fax.</p> <p>NOTE: If a Fax number for FED or OTHER is entered at this time, it is available for the Personnel Time Report (Print/Fax).</p> <p>12. To save your changes, click the Save button.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p></p> <p>← Read Note</p> <p>← Read Note</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.3 – Time: Posting Personnel Time.
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. Post time for personnel.2. Use special rates.3. Repost a day of time.4. Edit a day of posted time.5. Delete a day of posted time.6. Change the KindCode and Rate (one-time change).7. Change the KindCode and Rate (permanent change).8. Lock posted time to an established employment code.9. Post return travel time.10. Preview/print an OF 288 report.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
<p>I. PERSONNEL TIME</p> <ul style="list-style-type: none"> A. Post time for personnel. B. Use special rates. C. Repost a day of time. D. Edit a day of posted time. E. Delete a day of posted time. F. Change the KindCode and Rate (one-time change). G. Change the KindCode and Rate (permanent change) H. Lock posted time to an established employment code. I. Post return travel time. J. Preview/print an Emergency FireFighter Time Report (OF 288) report. 	7.0-10-ISUITE-EP
II. POST PERSONNEL TIME	7.3-01-ISUITE-HO
<p>NOTE: The Date automatically changes when posting Time that extends beyond midnight. If you post Overlapping Hours, you must verify the overlap before proceeding.</p>	7.3-02-ISUITE-HO ← Read Note
<p>NOTE: For this first exercise, you will use Crew Time Reports (CTR's) to post time.</p>	← Read Note
<p>A. To use CTR's to post personnel time:</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the personnel resource to which you want to post time. 4. On the Personnel Post tab, select the appropriate Account Code from the Account Code drop-down list. 	
<p>NOTE: The codes that display in the Accounting Codes drop-down list are based on whether Manage All as One is selected. If Manage All as One is selected, all accounting codes display in the list. If a single incident is selected, only accounting codes for that incident display in the list.</p>	← Read Note

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<p>5. In the Date box, type the Date in the format MMDDYYYYY.</p> <p>6. If a special circumstance applies (e.g. Environmental Pay, Travel, Day Off, etc.), select the appropriate code from the Special drop-down list.</p>	
<p>NOTE: If you assign the GUAR, COP, or DAY OFF special codes to a resource with an Employment Type of FED or OTHER, the Start Time and Stop Time boxes are disabled. You do not need to define a Start or Stop time when these special codes are assigned.</p>	← Read Note
<p>NOTE: If you assign the GUAR, COP, or DAY OFF special codes to a resources with an Employment Type of AD, the Start Time and Stop Time boxes are disabled and an Hours box displays. Enter the number of hours for the AD resource in this box. The maximum number of hours you can enter is eight.</p>	← Read Note
<p>7. In the Start Time box, either type the time or select it from the drop-down list to identify when the individual started working.</p> <p>8. In the Stop Time box, either type the time or select it from the drop-down list to identify when the individual stopped working.</p> <p>9. To commit the posting, click the Save button.</p> <p>10. To close the Personnel Post window, click the Close button.</p>	
<p>NOTE: If the time your are posting includes time from before midnight and time after midnight, a Posting Spans Midnight message displays. If you click the Yes button, the posting is split into two entries. If you click No, the posting is canceled.</p>	← Read Note
<p>NOTE: Posted time is locked to an established employment code.</p>	← Read Note
<p>EXPLAIN WHY POSTED TIME IS LOCKED TO AN ESTABLISHED EMPLOYMENT CODE.</p>	← Instructor Comment
<p>B. Posting special rates.</p> <p>DISCUSS SPECIAL RATES AND HOW THESE APPLY TO POSTING PERSONNEL TIME.</p>	← Instructor Comment

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<ol style="list-style-type: none"> 1. Select a code from the Special drop-down list when any of the following special circumstances apply: <ol style="list-style-type: none"> a. Hazards Fuels (Casual) b. Instructor (Casuals) c. Training (Casuals) d. Continuation of Pay e. Day Off f. Environmental Pay 100% g. Environmental Pay 15 % h. Environmental Pay 25 % i. Environmental Pay 4% j. Environmental Pay 8 % k. Guarantee l. Travel m. Hazard Pay 	
<p>III. REPOST HOURS</p>	
<ol style="list-style-type: none"> A. To repost different hours for an individual whose time was already posted for the day: <ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the resource for which you are reposting hours. 4. On the Personnel Post tab, select the appropriate Account Code from the Account Code drop-down list. 	
<p>NOTE: If you select an Account Code that is not the default for that resource, the code remains selected until a different resource or different account code is selected.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 5. In the Date box, type the Date in the format MMDDYYYY. 6. If a special circumstance applies (e.g. Environmental Pay, Travel, Day Off, etc.), select the appropriate code from the Special drop-down list. 7. In the Start Time box, either type the time or select it from the drop-down list to identify when the 	

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<p>individual started working.</p> <ol style="list-style-type: none"> 8. In the Stop Time box, either type the time or select it from the drop-down list to identify when the individual stopped working. 9. Click the Save button to post the time. 10. When the Overlapping Hours window displays, click the Yes button to overwrite the previously posted hours with the ones that you just defined. 11. To close the Personnel Post window, click the Close button. 	
<p>IV. EDIT POSTED TIME</p>	
<p>A. To edit a day of posted time.</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the resource with the posted time you want to edit. 4. In the Personnel Post Detail grid, click the posted time you want to edit. You can edit the entries in the following boxes: <ol style="list-style-type: none"> a. Start b. Stop c. Class d. KindCode e. Special f. AccountingCode 	
<p>NOTE: If the special code GUAR, COP, or DAY OFF were assigned to the posting, you cannot edit the entry. To make changes to one of these postings, you must delete the entry and then create a new posting.</p>	<p>← Read Note</p>
<p>5. After you have edited the entries, click the Close button to close the Personnel Post window.</p>	
<p>NOTE: For edited entries to save, you must click outside of the grid. When the pencil image in the selector column changes from a pencil to an arrow, the changes were saved.</p>	<p>← Read Note</p>
<p>B. To delete a day of posted time:</p>	

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<ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the resource with the posted time you want to delete. 4. In the Personnel Post Detail grid, click anywhere in the row that you want to delete. Then click the Delete button in the Main toolbar. 5. When the Delete Posting window displays, click the Yes button to remove the posted time. <p>C. To change the KindCode or Rate (one-time change only).</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the resource you want to edit. 4. In the Personnel Post Detail grid, locate the row containing the KindCode or Rate you want to change. 5. To change the KindCode, select the new code from the KindCode drop-down list. 6. To change the AD Class and Rate, enter the class code in the AD Class box in the grid. 7. To change the Other Rate, click in the Current Rate box. Then enter the appropriate Rate. 8. To close the Personnel Post window, click the Close button. 	
<p>NOTE: The KindCode or Rate for all future personnel postings can be changed in Resources.</p>	<p>← Read Note</p>
<p>EXPLAIN THAT A KINDCODE / RATE CAN BE CHANGED IN RESOURCES SO THAT ALL SUBSEQUENT POSTINGS WILL USE THE NEW KINDCODE / RATE.</p>	<p>← Instructor Comment</p>
<p>V. RETURN TRAVEL TIME</p> <p>A. To post return travel time with 0 (zero) hours:</p> <ol style="list-style-type: none"> 1. Open the Time module 2. Click the Post Time button in the Time toolbar. 	

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<p>3. In the Resources grid, click the resource to which you are posting return travel time.</p> <p>4. Click to check the Post Return Travel Start Time Only checkbox.</p>	
<p>NOTE: The TVL code is automatically selected in the Special box when the Post Return Travel Start Time Only checkbox is checked.</p>	← Read Note
<p>5. In the Date box, type the Date in the format MMDDYYYY.</p> <p>6. In the Start Time box, either type the time or select it from the drop-down list to identify the time when the individual started the return travel.</p>	
<p>NOTE: No Stop Time is defined. If you do enter a Stop Time, the Time module removes it when you save the posting entry.</p>	← Read Note
<p>7. To commit the posting, click the Save button.</p>	
<p>NOTE: Notice that the number of hours in the grid is 0 (zero) for the posting.</p>	← Read Note
<p>8. To close the Personnel Post window, click the Close button.</p>	
<p>B. To post Return Travel Time with hours defined:</p>	
<p>1. Open the Time module.</p> <p>2. Click the Post Time button in the Time toolbar.</p> <p>3. In the Resources grid, click the resource to which you are posting return travel time.</p> <p>4. In the Date box, type the date in the format MMDDYYYY.</p> <p>5. Select the TVL option from the Special drop-down list.</p>	
<p>NOTE: Make sure the Post Return Travel Start Time Only checkbox is NOT checked.</p>	← Read Note
<p>6. In the Start Time box, either type the time or select it from the drop-down list to identify the time when the individual started the return travel.</p>	
<p>7. In the Stop Time box, either type the time or select it from the drop-down list to identify the time when the</p>	

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<p>individual stopped the return travel.</p> <p>8. To commit the posting, click the Save button.</p> <p>NOTE: Notice that the number of hours displays in the grid for the posting. This number based on the Start and Stop Times that were defined.</p> <p>9. To close the Personnel Post window, click the Close button.</p>	<p>← Read Note</p>
<p>VI. PRINT INVOICE</p> <p>A. To preview or print an Emergency FireFighter Time Report (OF 288) report:</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. In the Resources grid, click the resource for which you are creating the report. 3. Click the Print Invoice button. 4. On the OF 288 window, identify the following information: <ol style="list-style-type: none"> a. From the Last Date Included on Invoice drop-down list, select the appropriate date. b. To create the final OF 288 for a resource leaving the incident, click to check the Final Invoice checkbox. c. Click to select one of the following Print Options: <ul style="list-style-type: none"> • Preview/Print DRAFT Invoice - Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice. • Preview/Print ORIGINAL Invoice - Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, you cannot make any changes to it. 	
<p>NOTE: If a resource has a supply item that is not consumable issued to them and an Original Invoice is printed, a notification message displays indicating that the resource has supplies issued to them. Click the OK button to continue printing the invoice. Click the Cancel button to abort the print</p>	<p>← Read Note</p>

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<p>process.</p> <ul style="list-style-type: none"> • Preview/Print DUPLICATE ORIGINAL Invoice(s) - Generates a copy of an Original Invoice. A list of available invoices from which you can select displays when you click this option. <p>NOTE: Have the employee write their Social Security Number in the 2. Social Security Number field on the form when they sign the OF-288 for casuals. This number does not print on the form.</p> <p>d. When generating a Draft invoice, click to select one of the following Report Options:</p> <ul style="list-style-type: none"> • OF-288 with Itemized Deductions • OF-288 Only • Itemized Deductions Only <p>NOTE: When you are printing an Original Invoice or a Duplicate Original Invoice, only the OF-288 with Itemized Deductions option is available.</p> <p>e. To preview and then print the report, click the Preview button. Then click the Print Report button on the Preview window.</p> <p>f. To print the report without previewing it, click the Print button.</p> <p>g. To delete the last invoice for the selected resource, click the Delete Last Invoice for Selected Resource button.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Read Note</p> <p>← Read Note</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.4 – Time: Entering and Editing Crews.
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. Define a crew as it pertains to Time.2. Define the two levels within a crew3. View or print a Crew Roster report.4. Edit crew information.5. Edit members on a crew.6. Add crew members to an existing crew.7. Create a crew.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. CREW INFORMATION	
A. Identify a crew as it pertains to Time.	
B. Identify the two levels within a crew: the actual crew and crew members or operators.	
C. View or print a Crew Roster report.	
D. Edit crew information.	
E. Edit members on a crew.	
F. Add crew members to an existing crew.	
G. Create a crew.	
II. IDENTIFY CREW	
A. Identify a crew as it pertains to Time.	
NOTE: A Crew is more than one Resource sharing the same Request Number. Crews are built by attaching or rostering members to a Kind of Resource.	← Read Note
1. What is a crew?	
a. Handcrew.	
b. Engine members paid on an OF 288.	
c. Driver attached to a vehicle.	
d. Faller attached to a chainsaw and or vehicle.	
e. Helitack Crew.	
2. A crew is defined as more than one resource sharing the same request number.	
3. The same rules apply for crews as for personnel:	
a. Add crew and member data in Resources .	
b. Edit crew and member data and enter additional crew and member data in Time .	
B. The two levels within a crew are:	
1. The Actual Crew.	
2. Crew Members or Operators.	
EXPLAIN THE DIFFERENCE BETWEEN THE ACTUAL CREW AND	← Instructor Note

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<p>A. To edit crew information:</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. In the Resources grid, click the crew resource you want to edit. 3. Click the Edit button in the toolbar. 4. On the Manage Resource – Edit Mode window, review the common data. Then edit the crew data, as needed. 5. To save your changes, click the Save button. <p>B. To edit crew members rostered in resources:</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. In the Resources grid, click the plus sign (+) that displays to the left of a Crew. This displays a list of members rostered to the crew. 3. Click to select the Crew Member you want to edit. 4. Click the Edit button in the toolbar. 5. On the Roster Resource – Edit Mode window, review the common data. Then edit the personnel data, as needed. <ol style="list-style-type: none"> a. To designate the resource as the crew leader, click to check the Leader checkbox. 6. On the Time tab, edit personnel data, as needed. (Refer to “Entering and Editing Personnel Information” for specific instructions). 7. To save your changes, click the Save button. 8. To edit data for other members on the crew, click the Previous or Next button to display the previous or next crew member. Then follow the instructions in this section to edit the data, as needed. 	
<p>IV. CREATE CREWS</p>	<p>7.0-11-ISUITE-EP</p>
<p>NOTE: In some cases, a Crew Leader will show up on the Crew, but you must add the remaining Crew Members.</p>	<p>← Read Note</p>
<p>A. To add crew members to an existing crew.</p> <ol style="list-style-type: none"> 1. In the Resource grid, click to select the Crew to which you are adding the crew members. 2. Click the Edit button in the toolbar. 	

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<p>NOTE: Use the Members to Fed button to change the Employment Type for all crew members without an employment type to Fed. Use the Members to Other button to change the Employment Type to Other. Click the Arrow next to the button to switch between Members to Fed and Members to Other.</p> <p>7. If the Employment Type is AD, enter the Social Security Number, if applicable.</p> <p>NOTE: To hide Social Security Numbers for AD employees, click the Hide Social button. To show Social Security Numbers for AD employees, click the Show Social button.</p> <p>NOTE: Resources with an AD Employment Type must have a Social Security Number defined or an Original OF 288 will not print for them.</p> <p>8. Enter any 288 Remarks.</p> <p>9. If AD is selected as the Employment Type, complete the following information under Payment Information:</p> <ol style="list-style-type: none"> Click to check the Initial Employment checkbox, if appropriate. Click to check the Return Travel checkbox, if appropriate. From the Point of Hire drop-down list, select the appropriate point of hire. From the Area drop-down list, select the appropriate area. From the Class drop-down list, select the appropriate class. <p>10. If Other is selected as the Employment Type, enter the appropriate Current Rate.</p> <p>11. Under Personnel Mailing Address, enter the following personnel data:</p> <ol style="list-style-type: none"> Address 1 Address 2 City State 	<p>← Read Note</p> <p>← Read Note</p>

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<p>e. Zip</p> <p>f. Phone</p> <p>g. Fax.</p> <p>h. To add the same address to all crew members without an address defined, select a crew member that has an address defined and click the Propagate Address button. The address is added to all of the crew members who do not have an address defined.</p> <p>NOTE: To clear an address in a crew member record, select the crew member and click the Clear Address button.</p> <p>12. To save your changes, click the Save button.</p> <p>13. To add additional crew members, repeat the steps in this section.</p> <p>NOTE: In this section, you will create a new Crew.</p> <p>B. To create a crew:</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Add button on the toolbar. 3. On the Manage Resource – Add Mode window, enter the following crew data: <ol style="list-style-type: none"> a. Request Number b. Account Code c. Resource Name d. Kind/Position e. Status f. Unit ID g. Agency h. Configuration i. Release Date j. Release Time. 4. To save your changes, click the Save button. 5. Add crew members, as appropriate. 	<p></p> <p>← Read Note</p> <p>← Read Note</p>

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NOTE: For More information, Refer to the previous section, "To Add Crew Members To An Existing Crew."	← Read Note
REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.5 – Time: Posting Crew and Operator Time.
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. Use the Select All, Select None, and Invert Selection buttons.2. Post crew time using crew time reports (CTR's).3. Repost a day of time.4. Delete posted time.5. Copy and paste posted time.6. Post return travel time.7. Preview/print an OF 288 report.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. CREW TIME	7.0-12-ISUITE-EP
A. Use the Select All, Select None, and Invert Selection buttons.	
B. Post crew time using crew time reports (CTR's).	
C. Repost a day of time.	
D. Delete posted time.	
E. Copy and paste posted time.	
F. Post return travel time.	
G. Preview/print an Emergency FireFighter Time Report (OF 288) report.	
II. SELECT CREW MEMBERS	
A. To use the Select All , Select None , and Invert Selection buttons:	
1. Open the Time module	
2. Click the Post Time button in the Time toolbar.	
3. In the Resources grid, click the appropriate crew resource.	
4. Under Crew Members on the Crew Post tab, click the Select All button.	
NOTE: Notice how all Crew Members are now selected.	← Read Note
5. Under Crew Members , click the Select None button.	
NOTE: Notice how no Crew Members are now selected.	← Read Note
6. Under Crew Members , select several Crew Members .	
a. To select multiple crew members, hold down the Ctrl key while clicking each member you want to select.	
OR	
While holding down the Shift key, click the top and then the bottom crew member.	

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<p>7. Click the Invert Selection button.</p> <p>NOTE: Notice that all Crew Members not selected are now selected and those that were selected are not selected.</p> <p>NOTE: To display the social security number for AD employees, click the Show SSN button. To hide social security numbers for AD employees, click the Hide SSN button.</p> <p>8. To close the Crew Post window, click the Close button.</p>	<p>← Read Note</p> <p>← Read Note</p>
<p>III. POST CREW TIME</p>	<p>7.5-01-ISUITE-HO</p>
<p>NOTE: In this section, you will use the Crew Time Report (CTR) to Post Time to a Crew and to Individual Crew Members.</p>	<p>← Read Note</p>
<p>NOTE: You can only post time to crew members with a Checked In Status.</p>	<p>← Read Note</p>
<p>A. To post crew time using Crew Time Reports (CTR's):</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the appropriate crew resource. 4. On the Crew Post tab, select the appropriate Account Code from the Account Code drop-down list. 	
<p>NOTE: If you select an Account Code that is not the default for that resource, the code remains selected until a different resource or different account code is selected.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 5. Under Crew Members, click to select the crew members for which you are posting time. 6. In the Date box, type the appropriate Date in the format MMDDYYYY. 7. If a special circumstance applies (e.g. Environmental Pay, Travel, Day Off, etc.), select the appropriate code from the Special drop-down list. 	
<p>NOTE: If you assign the GUAR, COP, or DAY OFF special codes to a resource with an Employment Type of FED or OTHER, the Start Time and Stop Time boxes are disabled. You do not need to define a Start or Stop time when these</p>	<p>← Read Note</p>

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special codes are assigned.	
<p>NOTE: If you assign the GUAR, COP, or DAY OFF special codes to a resources with an Employment Type of AD, the Start Time and Stop Time boxes are disabled and an Hours box displays. Enter the number of hours for the AD resource in this box. The maximum number of hours you can enter is eight.</p>	← Read Note
<p>8. In the Start Time box, either type the time or select it from the drop-down list to identify the time when the individual started working.</p>	
<p>9. In the Stop Time box, either type the time or select it from the drop-down list to identify the time when the individual stopped working.</p>	
<p>DISCUSS SPECIAL RATES AND HOW THESE APPLY TO POSTING CREW AND CREW MEMBER TIME.</p>	← Instructor Comment
<p>EXPLAIN THAT RATE CHANGES MADE IN THE GRID ONLY AFFECT THE DISPLAYED MEMBER.</p>	← Instructor Comment
<p>10. To commit the posting, click the Save button.</p>	
<p>HAVE STUDENTS PRACTICE ENTERING CREW TIME USING THE CREW TIME REPORT HANDOUT AND THE VARIOUS METHODS PREVIOUSLY DISCUSSED FOR SELECTING CREW MEMBERS.</p>	← Instructor Comment
<p>IV. EDIT CREW TIME</p>	
<p>NOTE: In this section, you will Repost different hours for a Crew Member whose time was already posted for the day.</p>	← Read Note
<p>A. To repost time for a crew member:</p>	
<p>1. Open the Time module.</p>	
<p>2. Click the Post Time button in the Time toolbar.</p>	
<p>3. In the Resources grid, click the appropriate crew resource.</p>	
<p>4. On the Crew Post tab, select the appropriate Account Code from the Account Code drop-down list.</p>	
<p>5. Under Crew Members, click to select the Crew Member(s) for which you are reposting time.</p>	
<p>NOTE: Make sure you select the correct Crew Member(s).</p>	← Read Note
<p>NOTE: Locate the day and time you want to repost.</p>	← Read Note

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<p>6. In the Date box, type the date for which you want to repost hours.</p> <p>7. If a special circumstance applies (e.g. Environmental Pay, Travel, Day Off, etc.), select the appropriate code from the Special drop-down list.</p> <p>8. In the Start Time box, either type the time or select it from the drop-down list to identify when the individual started working.</p> <p>9. In the Stop Time box, either type the time or select it from the drop-down box to identify when the individual stopped working.</p> <p>10. To commit the posting, click the Save button.</p> <p>11. When the Overlapping Hours window displays, click the Yes button to overwrite the previous post with the current one.</p> <p>12. To close the Crew Post window, click the Close button.</p> <p>B. To delete posted time:</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the appropriate crew resource. 4. Under Crew Members, click to select the crew member(s) from whom you want to delete a time posting. 5. Under Crew Member/Operator Post Detail, click in the row that contains the time you want to delete. Then click the Delete button. 6. When the Time: Delete Posting for Crew Member(s) window displays, click the Yes button. 7. To close the Crew Post window, click the Close button. <p>C. To copy and paste posted time:</p> <p>NOTE: You can Copy and Paste posted time by right clicking the mouse button in the row you want to copy or paste.</p> <ol style="list-style-type: none"> 1. Under Crew Member/Operator Post Detail, click 	<p style="text-align: center;">Read Note</p>

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<p>the selector button on the far left of a row to select it.</p> <ol style="list-style-type: none"> 2. Right-click the mouse in the selected row. Then click the Copy Selected Postings option in the menu that displays. 3. Under Crew Members, click to select the crew member to which you want to paste the copied post entry. 4. Right-click the mouse in the selected row. Then click the Paste Copied Posting to Selected Member(s) in the menu that displays. 5. On the Crew Post Results window, click the OK button. 	
<p>V. RETURN TRAVEL TIME</p>	
<p>A. To post return travel time with 0 (zero) hours:</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the appropriate crew resource. 4. Under Crew Members on the Crew Post tab, click to select the appropriate crew member(s). 5. Click to check the Post Return Travel Start Time Only checkbox. 	
<p>NOTE: The TVL code is automatically selected in the Special box when the Post Return Travel Start Time Only checkbox is checked.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 6. In the Date box, type the Date in the format MMDDYYYY. 7. In the Start Time box, either type the time or select it from the drop-down list to identify when the individual started working. 	
<p>NOTE: No Stop Time is defined. If you do enter a Stop Time, the Time module removes it when you save the posting entry.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 8. To commit the posting, click the Save button. 9. On the Crew Post Results window, click the OK button. 10. To close the Crew Post window, click the Close 	

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button.	
<p>NOTE: Notice that the number of hours in the grid is 0 (zero) for the posting.</p>	← Read Note
<p>B. To post Return Travel Time with hours defined:</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the appropriate Crew Resource. 4. In the Date box, type the date in the format MMDDYYYY. 5. Select the TVL option from the Special drop-down list. 	
<p>NOTE: Make sure the Post Return Travel Start Time Only checkbox is NOT checked.</p>	← Read Note
<ol style="list-style-type: none"> 6. In the Start Time box, either type the time or select it from the drop-down list to identify the time when the individual started the return travel. 7. In the Stop Time box, either type the time or select it from the drop-down list to identify the time when the individual stopped the return travel. 8. To commit the posting, click the Save button. 	
<p>NOTE: Notice that the number of hours displays in the grid for the posting. This number based on the Start and Stop Times that were defined.</p>	← Read Note
<ol style="list-style-type: none"> 9. To close the Crew Post window, click the Close button. 	
<p>VI. PRINT INVOICE</p>	
<p>A. To preview or print an Emergency FireFighter Time Report (OF 288) report:</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. In the Resources grid, click the appropriate crew resource. 3. Click the Print Invoice button in the Time toolbar. 4. On the OF 288 window, identify the following information: 	

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<p>a. In the Last Date Included on Invoice box, enter the appropriate date. You can either type the date or select it from the drop-down calendar.</p> <p>b. To create the final OF 288 for a resource leaving the incident, click to check the Final Invoice checkbox.</p> <ul style="list-style-type: none"> • Click to select one of the following Print Options: <ul style="list-style-type: none"> o Preview/Print DRAFT Invoice - Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice. o Preview/Print ORIGINAL Invoice - Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, you cannot make any changes to it. <p>NOTE: If a resource has a supply item that is not consumable issued to them and an Original Invoice is printed, a notification message displays indicating that the resource has supplies issued to them. Click the OK button to continue printing the invoice. Click the Cancel button to abort the print process.</p> <ul style="list-style-type: none"> o Preview/Print DUPLICATE ORIGINAL Invoice(s) - When a parent crew is selected, a copy of the last Original Invoice that was printed for all crew member resources is reprinted. When a crew member is selected, a list of available invoices that you can reprint for the crew member displays. <p>a. When generating a Draft invoice, click to select one of the following Report Options:</p> <ul style="list-style-type: none"> • OF-288 with Itemized Deductions • OF-288 Only • Itemized Deductions Only <p>NOTE: When you are printing an Original Invoice or a</p>	<p style="text-align: center;">← Read Note</p>

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<p>Duplicate Original Invoice, only the OF-288 with Itemized Deductions option is available.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> e. To preview and then print the report, click the Preview button. Then click the Print Report button. f. To print the report without previewing it, click the Print button. g. When the Print window displays, click the Print button to send the report to the printer. 	
<p>NOTE: Have the employee write their Social Security Number in the 2. Social Security Number field on the form when they sign the OF-288 for casuals. This number does not print on the form.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> h. To delete the last invoice for the selected resource, click the Delete Last Invoice for Selected Resource button. 	
<p>NOTE: A separate OF 288 is generated for each Crew Member. You can preview or print each OF 288, as needed.</p>	<p>← Read Note</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.6 – Time: Entering and Editing Contracted Resources.
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 the relationship between contractors, agreements, and resources.2. Add/edit common data.3. Add/edit contractors, agreements, and administrative offices for payment.4. Add/edit resource specifications.5. Add/edit rates.6. Add/edit operator(s) for a contracted resource.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. CONTRACTOR INFORMATION	7.0-13-ISUITE-EP
A. Identify the relationship between contractors, agreements, and resources.	
B. Add/edit common data.	
C. Add/edit contractors, agreements, and administrative offices for payment.	
D. Add/edit resource specifications.	
E. Add/edit rates.	
F. Add/edit operator(s) for a contracted resource.	
II. CONTRACTORS, AGREEMENTS, & RESOURCES	
A. Identify the relationship between contractors, agreements, and resources.	
NOTE: The following are important terms to understand when working with Contractors:	← Read Note
<ul style="list-style-type: none"> • Contractor – A business entity with available Resources. 	
<ul style="list-style-type: none"> • Agreement – An OF-294 that is attached to the contractor. A single Contractor may have many agreements or one agreement with several pieces of equipment on it. 	
<ul style="list-style-type: none"> • Specifications – Conditions that the Resource (Contractor) must meet to fulfill the agreement. 	
NOTE: It is not mandatory to have a Contract and an Agreement established prior to posting Time, but it may be necessary before processing an invoice.	← Read Note
III. COMMON DATA	
A. To edit common data:	
1. Open the Time module.	
2. On the Main grid, click to select the Contract Resource of your choice.	
3. Click the Edit button in the Main toolbar.	
4. On the Manage Resource – Edit Mode window,	

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<p>enter the appropriate common data.</p>	
<p>IV. CONTRACTORS, AGREEMENTS & ADMIN OFFICES</p>	7.6-01-ISUITE-HO
<p>A. To add or edit contractors, agreements, and</p>	7.6-02-ISUITE-HO
<p>administrative offices for payment:</p>	7.6-03-ISUITE-HO
<p>NOTE: Use the provided handouts to complete this exercise.</p>	7.6-04-ISUITE-HO ← Read Note
<p>NOTE: You must first verify whether the contractor is</p>	7.6-05-ISUITE-HO
<p>defined in I-Suite before creating a Contract record. If the</p>	← Read Note
<p>contractor is not defined, you will need to click the Add</p>	7.6-06-ISUITE-HO
<p>Contractor button to add a new contractor.</p>	7.6-07-ISUITE-HO
<p>NOTE: You only need to enter a contractor name once.</p>	7.6-08-ISUITE-HO
<p>1. On the Time – Contracted tab, select the appropriate</p>	7.6-09-ISUITE-HO
<p>contractor from the Contractor Name drop-down</p>	← Read Note
<p>list. If the contractor name is not listed, use the</p>	7.6-10-ISUITE-HO
<p>following steps to add the contractor:</p>	
<p>a. Click the Add Contractor button.</p>	
<p>b. On the Add – Contractor window, enter the</p>	
<p>following information:</p>	
<ul style="list-style-type: none"> • Name 	
<ul style="list-style-type: none"> • TIN (Tax Identification Number) 	
<ul style="list-style-type: none"> • DUNS (D&B DUNS Number) 	
<ul style="list-style-type: none"> • Address 	
<ul style="list-style-type: none"> • City 	
<ul style="list-style-type: none"> • State 	
<ul style="list-style-type: none"> • Zip 	
<ul style="list-style-type: none"> • Phone. 	
<p>c. To save the new contractor, click the Save</p>	
<p>button.</p>	
<p>NOTE: If the agreement is not defined in I-Suite, you will</p>	
<p>need to click the Add Agreement button to add a new</p>	← Read Note
<p>agreement.</p>	
<p>d. To close the Contracts window, click the Close</p>	
<p>Contracts button.</p>	
<p>2. From the Agreement Number drop-down list, select</p>	

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<p>the appropriate Agreement Number. If the agreement number is not listed, use the following steps to add the agreement:</p> <ol style="list-style-type: none"> a. Click the Add Agreement button. b. On the Add - Agreement window, enter the following information: <ul style="list-style-type: none"> • Agreement Number • Beginning Date (MMDDYYYY) • Ending Date (MMDDYYYY) • Point of Hire (location at the time of hire) • Administrative Office For Payment. <p>If the appropriate office is not listed in the Administrative Office For Payment drop-down list, click the Add New Administrative Office for Payment button. Then enter the appropriate information for the office in the boxes that display. Click the Save button to save the office information.</p> <p>NOTE: You only need to enter an Administrative Office For Payment once.</p> <ol style="list-style-type: none"> c. To save the new agreement, click the Save button. 3. Click the Close button until you return to the Manage Resource - Edit Mode window. <p>B. To define resource information for the contractor:</p> <ol style="list-style-type: none"> 1. On the Time – Contracted tab, enter the following resource data: <ol style="list-style-type: none"> a. In the Unique Name or VIN box, type a unique name for the resource or a VIN if the resource is a vehicle. b. In the Description 1 box, type an appropriate description (make, model, etc., if any). c. In the Description 2 box, type an appropriate description (make, model, etc., if any). d. In the 286 Remarks box, type any remarks you 	<p style="text-align: right;">← Read Note</p>

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<p>want to print on the OF-286 Invoice.</p> <ul style="list-style-type: none"> e. If the contracted resource has a government provided operator, click to check the Gov't Operator checkbox. f. If the government is providing supplies to the contracted resources, click to check the Gov't Supplies checkbox. g. In the Date Hired box, type the Date Hired in the format MMDDYYYY. h. In the Time Hired box, type the Time Hired. i. If the resource was withdrawn, click to check the Withdrawn checkbox. <p>C. To define rates:</p> <ol style="list-style-type: none"> 1. On the Time – Contracted tab, complete the following information in the rates section: <ul style="list-style-type: none"> a. From the Rate Type drop-down list, select the appropriate Rate Type. b. From the UOM drop-down list, select the appropriate Unit of Measure. c. In the Rate \$ box, type the appropriate Rate for the selected Rate Type and Unit of Measure. d. In the Guarantee \$ box, type the appropriate Guarantee amount, if any. e. In the Description box, type an appropriate Description, if any. f. To save the rate, click the Save Rate button. g. Repeat these same steps to add additional rates, as needed. 2. After entering all Time – Contracted information, click the Save button. 3. On the Warning – Check for Correct Agreement/Contractor window, click the Yes button. 	
<p>NOTE: Make sure you always look at this message, before clicking the Yes button. It is easy on a busy incident to make a mistake here.</p> <p>V. OPERATORS</p>	<p>← Read Note</p>

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A. To add operators to a contracted resource:	
NOTE: Not all Contracted Members/Operators require Time data.	← Read Note
1. Open the Time module.	
2. In the Resources grid, click the appropriate contracted resource.	
3. Click the Edit button in the toolbar.	
4. On the Manage Resource – Edit Mode window, click the Roster button.	
5. On the Roster Resource – Add Mode window, enter the appropriate information.	
NOTE: If you are using the IAP module, you need to check the box for a Leader when rostering.	← Read Note
NOTE: The Member/Operator may have been added during the initial check-in process.	← Read Note
NOTE: Rostering a Member/Operator is the same as adding and editing Crews.	← Read Note
NOTE: Use the information listed on the handouts to add additional Contracted resources.	← Read Note
REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.7 – Time: Posting Contract Resource Time.
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 primary and special rate options.2. Post for each unit of measure.3. Identify when to use the ½ rate and the guarantee functions.4. Post contracted resource time.5. Repost a day of time.6. Delete a row of time.7. Preview/print an OF 286 report.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
<p>I. POST CONTRACTOR TIME</p> <ul style="list-style-type: none"> A. Identify primary and special rate options. B. Post for each unit of measure. C. Identify when to use the ½ rate and the guarantee functions. D. Post contracted resource time. E. Repost a day of time. F. Delete posted time. G. Preview/print an Emergency Equipment – Use Invoice and/or Itemized Deductions (OF-286) report <p>II. POSTING OPTIONS</p> <ul style="list-style-type: none"> A. Identify primary and special rate options. 	7.0-14-ISUITE-EP
EXPLAIN THE USE OF PRIMARY AND SPECIAL RATE OPTIONS.	← Instructor Comment
<ul style="list-style-type: none"> B. Understand posting for each unit of measure. <ul style="list-style-type: none"> 1. To post a Daily Rate for Contracted Resources, complete the Start Date and End Date boxes. 	
<p>NOTE: You can post for one date or for a range of up to five dates.</p>	← Read Note
<ul style="list-style-type: none"> 2. To post an Hourly Rate for Contracted Resources , complete the Date, and the Start and Stop Time boxes. 	
<p>NOTE: To ensure a guarantee is posted for equipment that is still under hire but is not currently being used on any given day, enter a minimum of 15 minutes of work time and one mile of mileage.</p>	← Read Note
<ul style="list-style-type: none"> 3. To post Mileage for Contracted Resources, complete the Date and Miles boxes. 4. To post Each for Contracted Resources, complete the Date and Each boxes. 	
<ul style="list-style-type: none"> C. Identify when to use the ½ Rate and the Guarantee functions. <ul style="list-style-type: none"> 1. The ½ Rate can apply to the Primary, Special, or 	

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<p>Both Rates when posting. The ½ Rate will reduce the Guarantee Amount on Daily by half.</p> <ol style="list-style-type: none"> 2. To post for Equipment that is still under hire, but not currently being used on any given day, enter a Minimum for the Specific Unit Of Measure to trigger the Guarantee. 3. The Guarantee Amount only displays on the OF 286. It does not display on the Incident Post-Posting Equipment window. 	
<p>III. POST CONTRACTED RESOURCES TIME</p>	<p>7.7-01-ISUITE-HO</p>
<p>A. To post contracted resource time:</p>	<p>7.7-02-ISUITE-HO</p>
<p>NOTE: For this exercise, you will use Shift Tickets to Post Time to Contracted Resources.</p>	<p>7.7-03-ISUITE-HO ← Read Note</p>
<ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the appropriate contracted resource. 4. From the Primary drop-down list, select the appropriate primary rate for the resource. 5. If applicable, select the appropriate rate from the Special drop-down list. 6. From the Account Code drop-down list, select the appropriate account code. 7. Under Post Options, click to select the appropriate option. 	<p>← Read Note</p>
<p>NOTE: Post options display based on the Primary and Special UOM's selected.</p>	
<ol style="list-style-type: none"> 8. If one-half rate applies, click to check the ½ Rate checkbox. 9. Enter the appropriate posting information for that Rate Type and Unit of Measure. 10. Complete the other fields based on the settings defined under Posting Options. 11. To commit the posting, click the Save button. 	
<p>IV. EDIT TIME</p>	
<p>A. To repost different hours for a contracted resource that</p>	

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<p>already had time posted for the day:</p>	
<p>NOTE: When you repost Contracted Resource Time, you can add to the original posting or overwrite the existing entry.</p>	<p>← Read Note</p>
<p>NOTE: For this example, you will overwrite the existing entry.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the appropriate contracted resource. 4. From the Primary drop-down list, select the appropriate rate for the resource. 5. If applicable, select a rate from the Special drop-down list. 6. From the Account Code drop-down list, select the appropriate account code. 7. Under Post Options, click to select the appropriate option. 8. If one-half rate applies, click to check the ½ Rate checkbox. 9. Enter the appropriate posting information for that Rate Type and Unit of Measure. 10. Complete the other fields based on the settings defined under Posting Options. 11. To commit the posting, click the Save button. 12. On the Already Posted window, click the Overwrite button. 	
<p>EXPLAIN THE DIFFERENT OPTIONS ON THE “ALREADY POSTED” DIALOG BOX.</p>	<p>← Instructor Comment</p>
<p>B. To delete a row of posted time:</p>	
<p>NOTE: For this exercise, you will delete Posted Time using the same Contracted Resource.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 1. Open the Time module 2. Click the Post Time button in the Time toolbar. 3. In the Resources grid, click the appropriate contracted resource. 	

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<ol style="list-style-type: none"> 4. Under Equipment Post Detail, click anywhere in the row you want to delete. Then click the Delete button. 5. On the Time: Delete Posting for Contractor window, click the Yes button. 6. To close the Contractor Post window, click the Close button. 	
<p>V. PRINT INVOICE</p>	
<ol style="list-style-type: none"> A. To preview or print an Emergency Equipment – Use Invoice and/or Itemized Deductions (OF-286) report: <ol style="list-style-type: none"> 1. Open the Time module. 2. In the Resources grid, click the appropriate contracted resource. 3. Click the Print Invoice button in the Time toolbar. 4. On the OF-286 window, identify the following information: <ol style="list-style-type: none"> a. Click one of the following options under Select By: <ul style="list-style-type: none"> • Request Number - Enter the request number in the Request Number box. • Name - Enter the name in the Resource Name box. b. From the Last Date Include on Invoice drop-down list, select the appropriate Date. 	
<p>EXPLAIN INCLUSIVE DATES AND HOW THEY APPLY TO PREVIOUS AND FUTURE INVOICES (I.E. PARTIAL PAYMENTS).</p>	<p>← Instructor Comment</p>
<ol style="list-style-type: none"> c. If the resource is being demobed, enter the appropriate release date and time in the Actual Release Date and Time boxes. d. To save the Actual Release Date/Time, click the Save Release Date/Time button. e. Under Print Options, click to select one of the following: <ul style="list-style-type: none"> • Preview/Print DRAFT Invoice - Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice. • Preview/Print ORIGINAL Invoice - 	

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<p>Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, you cannot make any changes to it.</p>	
<p>NOTE: If a resource has a supply item that is not consumable issued to them and an Original Invoice is printed, a notification message displays indicating that the resource has supplies issued to them. Click the OK button to continue printing the invoice. Click the Cancel button to abort the print process.</p> <ul style="list-style-type: none"> • Preview/Print DUPLICATE ORIGINAL Invoice - Generates a copy of an Original Invoice. A list of available invoices from which you can select displays when you click this option. 	<p>← Read Note</p>
<p>NOTE: Once an Original Invoice is created, that Date Range for the Resource is Locked. You cannot edit the information when it is Locked.</p> <p>f. When generating a Draft Invoice, click to select one of the following Report Options:</p> <ul style="list-style-type: none"> • OF 286 with Itemized Deductions • OF 286 Only • Itemized Deductions Only. 	<p>← Read Note</p>
<p>NOTE: When you are printing an Original Invoice or a Duplicate Original Invoice, only the OF-286 with Itemized Deductions option is available.</p> <p>g. To preview and then print the report, click the Preview button. Then click the Print Report button on the Preview window.</p> <p>h. To print the report without previewing it, click the Print button.</p> <p>i. To delete the last invoice for the selected resource, click the Delete Last Invoice for Selected Resource button.</p>	<p>← Read Note</p>
<p>NOTE: You can only make changes by deleting the Original invoice if the invoice was not submitted for payment. Once an original invoice is included in the Export, you will not be able</p>	<p>← Read Note</p>

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to delete it. REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.8 – Time: Working with Adjustments.
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. Post an adjustment.2. Edit an adjustment.3. Delete an adjustment.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
<p>I. ADJUSTMENTS</p> <p>A. Post an adjustment.</p> <p>B. Edit an adjustment.</p> <p>C. Delete an adjustment.</p>	7.0-15-ISUITE-EP
<p>NOTE: Working with Adjustments is very straightforward. Once you select a resource, enter the date, description of the item for which the adjustment is being made (e.g. Quarters and Lodging, Meals, Travel, etc.), and amount.</p>	← Read Note
<p>NOTE: You can review the details of Adjustments on the OF 288 and OF 286.</p>	← Read Note
<p>II. POST ADJUSTMENT</p>	7.8-01-ISUITE-HO
<p>NOTE: For the next exercises, you will use the Commissary/Fuel Issue to Post Adjustments to Resources.</p>	7.8-02-ISUITE-HO ← Read Note
<p>A. To post an adjustment:</p> <ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Adjustments button in the Time toolbar. 3. In the Resources grid, click the resource for which you are creating the adjustment. 4. From the Activity Date drop-down list, select the appropriate Activity Date. 5. If the resource has an AD employment type, the Categories box displays on the Add Adjustments window. From the Categories drop-down list, select the category to which the adjustment applies. 6. In the Commodity box, enter a description of the commodity (e.g. socks, boots, toiletries, etc.). 	
<p>NOTE: If you identify a Category, you do not have to define a Commodity.</p>	← Read Note
<ol style="list-style-type: none"> 7. In the Amount box, type the purchase amount for the commodities. Use the format 99.99. 	
<p>NOTE: To post an Addition, place a Negative Sign (-) in</p>	← Read Note

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front of the purchase amount.	
8. To save the adjustment, click the Save button.	
III. EDIT ADJUSTMENT	
A. To edit an adjustment:	
REVIEW THE COMMISSARY ISSUE RECORD TO BE USED FOR THIS EXERCISE.	← Instructor Comment
NOTE: Once an Original Invoice prints, you cannot edit the Adjustment.	← Read Note
1. Open the Time module.	
2. Click the Adjustments button in the Time toolbar.	
3. In the Resources grid, click the appropriate resource.	
4. On the Adjustments window, click to select the row you want to edit. Then click the Edit button.	
5. Edit the adjustment information, as needed.	
6. To save your changes, click the Save button.	
B. To delete an adjustment.	
NOTE: Once an Original Invoice prints, you cannot delete the adjustment.	← Read Note
1. Open the Time module.	
2. Click the Adjustments button in the Time toolbar.	
3. In the Resources grid, click the appropriate resource.	
4. On the Adjustments window, click to select the row you want to delete. Then click the Delete button.	
5. To save your changes, click the Save button.	
REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.9 – Time: Time Reports.
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. Run and print standard Time reports.2. Print/Fax a Personnel Time Report.

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<p>INTRODUCE THE UNIT.</p>	<p>← Instructor Comments</p>
<p>PRESENT UNIT OBJECTIVES.</p>	
<p>I. TIME REPORTS</p>	<p>7.0-16-ISUITE-EP</p>
<p>A. Print standard Time reports.</p>	
<p>B. Print/Fax a Personnel Time Report.</p>	
<p>II. STANDARD REPORTS</p>	
<p>A. To print standard Time reports:</p>	
<p>NOTE: I-Suite has a number of features that allow you to print Standard Reports.</p>	<p>← Read Note</p>
<p>1. Click the Reports button in the toolbar. Then click the Time button on the Reports window.</p>	
<p>OR</p>	
<p>From the Reports drop-down menu, select Time Reports.</p>	
<p>2. Click to select one of the following reports:</p>	
<p>a. Work/Rest Ratio - This report identifies the ratio between work and rest for a resource at the incident.</p>	
<p>To generate a Work/Rest Ration report, complete the following Report Settings:</p>	
<ul style="list-style-type: none"> • Under Sort by, click to select the sort to use for the report. 	
<ul style="list-style-type: none"> • Select one of the following options: 	
<ul style="list-style-type: none"> o Select a Specific or Partial Request Number - Then select the number from the Request Number drop-down list. 	
<ul style="list-style-type: none"> o Select a Specific Person - Then select the name from the Person drop-down list. 	
<ul style="list-style-type: none"> o Select all Personnel - No other options are defined. 	
<ul style="list-style-type: none"> • Enter the appropriate Start Date and End 	

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<p>Date.</p> <ul style="list-style-type: none"> • To print the report, click the Print button. To preview the report, click the Preview button. <p>b. Summary of Hours for Personnel - This report contains a summary of the hours worked for All Personnel or a Specific Individual.</p> <p>To generate a Summary of Hours for Personnel report, complete the following Report Settings:</p> <ul style="list-style-type: none"> • Click the Select a Specific Person option. Then select the person from the Select Person drop-down list. <p>OR</p> <p>Click the Select All Personnel option.</p> <ul style="list-style-type: none"> • To print the report, click the Print button. To preview the report, click the Preview button. <p>c. Payment Summary of Equipment Usage - This report identifies the total amount that was paid for the use of a specific equipment resource.</p> <p>To generate a Payment Summary of Equipment Usage report, complete the following Report Settings:</p> <ul style="list-style-type: none"> • From the Contractor drop-down list, select the appropriate Contractor. • To print the report, click the Print button. To preview the report, click the Preview button. <p>d. Shifts in Excess of Standard Hours - This report identifies the work shifts that went over the standard hours.</p> <p>To generate a Shifts in Excess of Standard Hours report, complete the following Report Settings:</p>	

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<ul style="list-style-type: none"> • Under Sort by, click to select the sort to use in the report. • Select one of the following options: <ul style="list-style-type: none"> o Select Specific or Partial Request Number - Then select the number from the Request Number drop-down list. o Select a Specific Person - Then select the name from the Person drop-down list. o Select All Personnel - No other options are defined. • Enter the appropriate Start Date and End Date. • In the Standard Hours box, enter the standard hours to use in calculating the excess hours (e.g. if you enter 8, the report will include employees with hours in excess of 8). • To print the report, click the Print button. To preview the report, click the Preview button. <p>e. OF 288 - This report is the standard timekeeping record and payment document for federal and casual (AD) personnel involved in the fire fighting incident.</p> <p>NOTE: An OF 288 includes all incidents and all accounting codes for the selected Request Number, Crew Name, Person, or All Personnel.</p> <p>NOTE: The OF 288 and OF 286 only include Time for the selected incident. To include Time for all incidents, switch to Manage All Incidents As One.</p> <p>To generate an Emergency FireFighter Time Report (OF 288) report, click the OF-288 option. Then complete the appropriate Report Settings.(For additional instructions, refer to “Preview/print an Emergency FireFighter Time Report (OF 288) report” in the “Posting</p>	<p>← Read Note</p> <p>← Read Note</p>

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<p>Personnel Time” section).</p> <p>f. OF 286 and/or Itemized Deductions - This report is the standard invoice for emergency equipment used at an incident.</p> <p>To generate an Emergency Equipment Invoice and/or Itemized Deductions (OF 286) report, click the OF-286 and/or Itemized Deductions option. Then complete the appropriate Report Settings. (For additional instructions, refer to “Preview/print an Emergency Equipment – Use Invoice and/or Itemized Deductions (OF 286) report” in the “Posting Contract Resource Time” section).</p> <p>g. Contractor Debits - This report identifies debit amounts for a selected contractor.</p> <p>To generate a Contractor Debits report, complete the following Report Settings:</p> <ul style="list-style-type: none"> • From the Contractor drop-down list, select the appropriate Contractor. • To print the report, click the Print button. To preview the report, click the Preview button. <p>h. Commissary Authorization - This is the standard form that firefighters must have to receive their pay or purchase any items from the Commissary. This form includes the person's name, social security number, and employment information.</p> <p>To generate an Emergency FireFighter Commissary Authorization report, complete the following Report Settings:</p> <ul style="list-style-type: none"> • Select one of the following options: <ul style="list-style-type: none"> o Select a Specific Request Number - Then select the number from the Request Number drop-down list. o Select a Specific Crew - Then select the crew from the Crew Name drop-down list. 	

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<ul style="list-style-type: none"> o Select a Specific Person - Then select the name from the Person drop-down list. • To print the report, click the Print button. To preview the report, click the Preview button. i. Equipment Management - This report identifies the equipment being used at the incident. To generate an Equipment Management report: <ul style="list-style-type: none"> • Click to select Equipment Management. • To print the report, click the Print button. To preview the report, click the Preview button. j. Crew Roster - The Crew Roster contains a list of all members assigned to the crew selected on the Select Report window. To generate a Crew Roster report, complete the following Report Settings: <ul style="list-style-type: none"> • From the Request Number drop-down list, select the appropriate Request Number. <p style="text-align: center;">OR</p> <p>From the Crew Name drop-down list, select the appropriate Crew.</p> <ul style="list-style-type: none"> • To print the report, click the Print button. To preview the report, click the Preview button. k. Commissary Charges by Date - This report identifies resources that have made charges to the Commissary. To generate a Commissary Charges by Date report: <ul style="list-style-type: none"> • Click to select Commissary Charges by Date. 	

OUTLINE	AIDS & CUES
<ul style="list-style-type: none"> • To print the report, click the Print button. To preview the report, click the Preview button. <p>1. Personnel Time Report (Print / Fax) - This report identifies posted time for FED or OTHER personnel. Only those personnel that meet the following requirements are included in the report:</p> <ul style="list-style-type: none"> • Time Posted • Assigned fax number • Employment code of FED or OTHER • An employment status that is NOT D (Demobilized) <p>To generate a Personnel Time Report, complete the following Report Settings:</p> <p>NOTE: For the people you want to include on the report, select a range of dates (Start Date and End Date) that includes the days for which Time was posted.</p> <ul style="list-style-type: none"> • From the Start Date drop-down list, select the appropriate Start Date. • From the End Date drop-down list, select the appropriate End Date. <p>NOTE: When you select the date range, resources that meet the defined criteria display in the Select Admin Offices box on the left side of the window. If there are no entries in the box, then one or more of the criteria items was not met for the selected range of dates.</p> <ul style="list-style-type: none"> • In the Time Unit Leader's Name box, enter the Time Unit Leader's Name. • In the Time Unit Leader's Phone # box, enter the Time Unit Leader's Phone #. <p>NOTE: The agencies and payment offices that display in the box on the left side of the window can be expanded by clicking the Plus Sign (+) or collapsed by clicking the Minus Sign (-) next to the corresponding item.</p>	<p>← Read Note</p> <p>← Read Note</p> <p>← Read Note</p>

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<ul style="list-style-type: none"> • Under Select Admin Office(s) for Payment, click to check the checkbox next to each office you want to include in the report. 	
<p>NOTE: When you select an agency, all offices from that agency are selected in the tree. You can select individual offices within an agency. However, you cannot select individual people in the tree. Selecting an individual person selects all people assigned to the same Fax number and includes them on the report.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> • To print the report, click the Print button. To preview the report, click the Preview button. 	
<p>NOTE: A new page is generated for each Fax number included on the report.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> • To fax a Personnel Time Report directly from I-Suite, click the Fax button. 	
<p>NOTE: Requirements for faxing a Personnel Time Report are:</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> • A Fax Modem that is properly installed and correctly configured. • A Fax Printer Device properly set-up in the Printers folder. 	
<p>To fax a Personnel Time Report directly from I-Suite, click the Fax Report button.</p>	
<p>NOTE: A message displays instructing you to set your Fax Printer as the Default Printer. DO NOT click OK until the Fax Printer is set as the Default Printer.</p>	<p>← Read Note</p>
<p>Follow the on-screen prompts for faxing the report.</p>	
<p>m. Missing Days of Postings - The Missing Days of Postings report identifies those resources with missing posted time.</p> <p>To generate a Missing Days of Posting Report, complete the following Report Settings:</p>	

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<ul style="list-style-type: none"> • Select one of the following options: <ul style="list-style-type: none"> o Request Number - Then select the number from the Request Number drop-down list o Name - Then select the name from the Name drop-down list. o All - Then click either Non- Contract Only (OF-288) or Contract Only (OF-286). • Select one of the following Sort By options: <ul style="list-style-type: none"> o Request # o Name • To print the report, click the Print button. To preview the report, click the Preview button. <p>n. List last posting Date by Resource - This report lists the last posting date by resource name.</p> <p>To generate a Last Posting Date by Resource List, complete the following Report Settings:</p> <ul style="list-style-type: none"> • Select one of the following options to identify the resources to include in the report: <ul style="list-style-type: none"> o All Resources o OF286 Resources o OF288 Resources • Click the Sort to use in the report. Then click the > button to add the sort to the Sort By box. Repeat this step for each sort you want to include. • To print the report, click the Print button. To preview the report, click the Preview button. <p>REVIEW UNIT OBJECTIVES.</p>	<p style="text-align: right;">← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	7.10 – Time: Advanced Contracting (Optional).
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 complex contract information.2. Post time for contracted resources with complex contracts.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
IF TIME PERMITS AND THE STUDENTS ARE INTERESTED, YOU MAY WANT TO TEACH THIS UNIT.	← Instructor Comment
<p>I. ADVANCED CONTRACTOR</p> <ul style="list-style-type: none"> A. Identify existing contractors B. Add complex contract information. C. Attach agreement to contractor D. Link a contractor and agreement to a resource and rate. E. Identify key points for working with rate types and UOM F. Post time for contracted resources with complex contracts. 	
<p>II. COMPLEX CONTRACTS</p> <p>NOTE: This section identifies how to work with complex contracts for resources, such as contract crews and engines, portable toilets, and resources with multiple rates based on duration.</p>	<p>7.10-01-ISUITE-HO 7.10-02-ISUITE-HO ← Read Note 7.10-03-ISUITE-HO 7.10-04-ISUITE-HO 7.10-05-ISUITE-HO 7.10-06-ISUITE-HO</p>
<p>NOTE: Review contracts and shift tickets to add contractor data and to post time to contracted resources.</p>	← Read Note
<p>A. To identify existing contractors:</p> <ul style="list-style-type: none"> 1. Open the Time module. 2. From the Time drop-down menu, select Contractors. 3. To view all contractors with agreements, click the Contractors with Agreements option. When you select this option, the grid at the bottom of the window displays a list of all contractors with agreements. 4. To view all contractors with resources, click the Contractors with Resources option. When you select this option, the grid at the bottom of the window displays a list of all contractors with resources. 	
<p>B. To add a new contractor:</p> <ul style="list-style-type: none"> 1. Open the Time module. 	

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<ol style="list-style-type: none"> 2. From the Time drop-down menu, select Contractors. 3. Click the Add button in the Main toolbar at the top of the window. 4. Complete the following information: <ol style="list-style-type: none"> a. Name (Required) b. TIN (Required) c. DUNS d. Address e. City f. State g. Zip h. Phone 5. Click the Save button to save the record. Then click the Close button to close the Add Contractor area at the bottom of the window. <p>C. To create an agreement and attach it to a contractor:</p> <ol style="list-style-type: none"> 1. On the Contractor window, click the appropriate contractor in the grid. 2. Click the Add Agreement button. 3. Complete the following information: <ol style="list-style-type: none"> a. Agreement Number b. Begin Date c. Expiration Date d. Point of Hire e. Administrative Office for Payment 4. Click the Save button. To close the Add Agreement area at the bottom of the window, click the Close button. 5. Click the Close Contracts button to close the Contractor window. <p>D. To link a contractor and agreement to resources and rates:</p> <ol style="list-style-type: none"> 1. In the Resources grid, click the appropriate resource. 2. On the Time-Contracted tab, select the appropriate 	

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<p>contractor from the Contractor Name drop-down list.</p> <ol style="list-style-type: none"> 3. From the Agreement Number drop-down list, select the appropriate agreement number. 4. Complete the following fields on the Time-Contracted tab: <ol style="list-style-type: none"> a. Unique Name b. Description 1 & 2 c. 288 Remarks d. Hired Date & Time e. If appropriate, click to check the Gov't Operator and Gov't Supplies checkboxes. f. If appropriate, click to check with the Withdrawn checkbox. g. From the Rate Type drop-down list, select the appropriate rate type. h. From the UOM drop-down list, select the appropriate unit of measure. i. In the Rate\$ field, type the appropriate rate amount. j. Click the Save Rate button to save the rate 	
<ol style="list-style-type: none"> 5. Click the Save button on the Time - Contracted tab. 	<p>← Read Note</p>
<p>NOTE: Make sure you add all primary rates and special rates for mileage.</p>	
<ol style="list-style-type: none"> E. Key points for working with rate types and Units of Measure (UOM): <ol style="list-style-type: none"> 1. All contracted resources must have a primary rate designation. 2. A contracted resource may or may not have one to five special rate designations. 3. Units of Measure include Daily, Each, Hourly, and Mileage. 4. Make sure you match the correct rate type with the correct UOM. 	
<ol style="list-style-type: none"> F. Post time for contracted resources with complex contracts. 	<p>7.10-07-ISUITE-HO 7.10-08-ISUITE-HO</p>

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<ol style="list-style-type: none"> 1. Open the Time module. 2. Click the Post Time button to open the Posting area at the bottom of the window. 3. In the Resources grid, click the contracted resource. 4. On the Contractor Post tab, select the appropriate account code from the Account Code drop-down list. 5. Under Post Options, click to select the appropriate Rate Type. 6. If one-half rate applies, click to check the 1/2 Rate checkbox. 7. Post the appropriate information for that Rate Type and Unit of Measure. 8. Click the Save button to commit the posting. 9. Click the Close button to close the posting area at the bottom of the window. 	
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>



UNIT 8

I-Suite Cost

11/20/2007

TOTAL SUGGESTED TIME: 6 hours

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Unit 8

I-Suite Cost

8.0 – Cost: Overview.

1. Identify the purpose of the Cost module.
2. Explain Data Ownership and the importance of Standard Operating Procedures.
3. Identify the basic features of the Cost screen.

8.1 – Cost: Options.

1. Select grid columns and set the column order.
2. Change the system date.

8.2 – Cost: Cost Processes.

1. Run Cost Processes.
2. Create Cost Only.
3. Update with Actuals Only.
4. Create Cost & Update with Actuals.
5. Create Cost, Update Actuals & Re-estimate
6. Re-estimate
7. Lock or Unlock a Daily Cost Entry.

8.3 – Cost: Rates.

1. View the default rates used to calculate costs for specific resources.
2. Create a new rate area.
3. Add rates to a rate area other than the “Default Standard” rate area.

8.4 – Cost: Resources.

1. Add resource data from the Cost module.
2. Edit resource data from the Cost module.
3. Identify common data.
4. Identify Cost data.

8.5 – Cost: Daily Records.

1. Utilize the Manage Cost grid.
2. Define three different cost levels.
3. Use the Flow Down and Lock/Unlock processes.
4. Enter a Release Date and identify the impact.
5. Enter Daily data for resources.

8.6 – Cost: Cost Reports.

1. Run and print standard Cost reports.
2. Run and print other standard Cost reports.
3. Export Cost reports data.

8.7 – Cost: Graphs.

1. Generate pre-designed graphs.
2. Customize a pre-designed graph.

8.8 – Cost: Accruals.

1. Identify US Forest Service accruals.
2. Identify reportable US Forest Service accrual categories.
3. Explain the logic/criteria for each reportable accrual category.

4. Identify the Accrual Fiscal Year.
 5. Add/edit an Accrual Code (Accounting Code).
 6. Assign an Accrual Override Code to incident resources.
 7. Create an accrual extract.
 8. Run/preview an accrual report.
 9. Finalize and print an accrual report for submission to the host agency or forest.
 10. Export an accrual report in PDF format.
 11. Explain when AD Draw Down occurs.
- 8.9 – Cost: Projections.
1. Define Cost projections.
 2. Create a projection.
 3. Edit a projection.
 4. Update a projection.
 5. Generate a projection graph.
 6. Generate a projection report.
- 8.10 – Cost: Cost Apportionment.
1. Define cost apportionment.
 2. Create and manage a division.
 3. Assign resources to a division.
 4. Generate cost share reports.

Changes in Training Manual

The following changes were made to the Cost Training Manual for the 7.01.05 release:

Cost Resources Data

- Cost data can now be added to rostered resources, as well as non-rostered resources (*See COST DATA on Page 3*).

Reportable Accrual Codes

- The **Heli** was removed from the categories of Reportable Accrual Codes. This code is no longer included in the Accrual Extract (*See Identify reportable US Forest Service accrual categories. on Page 3*).

Accrual Fiscal Year

- A two digit fiscal year is now being appended to the accounting code for accruals that print on Accrual Reports and is included in the financial export file.
- After October 1, any changes made to cost data is adjusted in the appropriate fiscal year (*See Identify the Accrual Fiscal Year: on Page 4*).
- A new fiscal year starts on October 1 of each year and accruals start at \$0.00.

AD Draw Down

- An AD Draw Down section was added to Cost Accruals that identifies when the AD Draw Down data is included in Accrual Reports (*See AD DRAW DOWN on Page 8*).

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	8.0 – Cost: 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 Cost module.2. Explain Data Ownership and the importance of Standard Operating Procedures.3. Identify the basic features of the Cost screen.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	8.-01-ISUITE-EP
I. COST	8.0-02-ISUITE-EP
A. Identify the purpose of the Cost module.	8.0-03-ISUITE-EP
1. Use the Cost module to track individual resources. The system creates a line 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.	
NOTE: Also use the Cost module to report costs for management decision making purposes. Reporting recipients include the Incident Team, the Team Management, the Host Agency, and the USFS Financial System.	← Read Note
B. Review the concept of Data Ownership and why Standard Operating Procedures are important.	8.0-04-ISUITE-EP
1. <i>Data ownership</i> provides authority to various I-Suite users which allows them to change and manage specific data elements. This authority is established as a safeguard to ensure data integrity for all I-Suite users.	
2. <i>Standard Operating Procedures</i> imply that users in each section of I-Suite communicate effectively with other users, which helps to identify those individuals who have "authority" for certain data elements (e.g. Resources typically has authority to change the resource status; a Time Recorder typically has authority to change or update a pay rate or an accounting code).	
DISCUSS DATA OWNERSHIP AND THE IMPORTANCE OF STANDARD OPERATING PROCEDURES.	← Instructor Comment
C. Identify the basic features of the Cost screen.	8.0-05-ISUITE-EP
EXPLAIN THE BASIC FEATURES OF THE COST SCREEN AND CONDUCT A QUICK, UNINTERRUPTED WALK-THROUGH OF THE MENU AND TOOLBAR BUTTONS.	← Instructor Comment
NOTE THE LOCATION OF THE "SHOW COST" BUTTON, THE "RATE AREA," AND "COST PROCESSES" DROP-DOWN BOXES.	← Instructor Comment
DO NOT FIELD STUDENT QUESTIONS DURING THE WALK-THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE	← Instructor Comment

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<p>LECTURE).</p> <ol style="list-style-type: none"> 1. The Cost toolbar is located to the right of the Filter toolbar. The buttons in this tool bar include: <ol style="list-style-type: none"> a. 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. b. Sum - When this option is checked, the total cost displays for the selected resource, as well as any rollup costs. The Total amount displays in the box to the right of the Sum option. The Rollup amount displays in the box to the right of the Flow Down option. <p>NOTE: The rollup costs include the cost of the parent and any subordinates.</p> <ol style="list-style-type: none"> c. 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 application changes (flows-down) the information in all of the Daily records below it that are not locked. d. Rate Area - To use a rate area other than the Default Standard rate area, select it from the Rate Area drop-down list. e. Cost Processes - Select a process from this drop-down list and click the Run button to run that process. f. Run - Click this button after you have selected a Cost Process to run that process. <ol style="list-style-type: none"> 2. The Cost drop-down menu at the top of the window contains the following Cost options: <ol style="list-style-type: none"> a. Acres Burned - Select this option to define acres burned information. b. Cost Analysis Benchmark Setup - Select this option to setup the data to use in the Cost Analysis Report you can print on the Cost Report window. c. Divisions - Select this option to define a 	<p>← Read Note</p> <p>8.0-6-ISUITE-EP</p>

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<p>division for Cost Apportionment purposes.</p> <p>d. Graphs - Select this option to create standard or custom Cost Graphs.</p> <p>e. Accruals - Select this option to create an Accrual Extract.</p> <p>f. Projections - Select this option to create Cost Projections.</p> <p>g. Rates - Select this option to define Rate Areas and Rates.</p>	

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	8.1 – Cost: 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 grid columns and set the column order.2. Change the system date.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. COST OPTIONS	8.0-07-ISUITE-EP
A. Select grid columns and set the column order.	
B. Change the system date.	
II. RESOURCES GRID	
A. To identify the columns to display in the grid and the order in which to display them:	
1. From the Tools drop-down menu, select Options .	
2. On the Options window, click the Cost tab.	
3. Under Resource Grid Columns , click the column you want to display or remove. Then click the Show or Hide button to identify whether to show or hide the selected column.	
4. To move a column in the grid, click the column under Resource Grid Columns . Then click the Move Up or Move Down button to adjust the order in which the column displays.	
5. When finished, click the Save button to save your changes. Then click the OK button to close the Options window.	
NOTE: Grid columns can be sorted by clicking a column heading.	← Read Note
III. SYSTEM DATE	
A. To change the system date:	
NOTE: Make sure the date and time are properly set for any PC running Cost. Set the System Date to allow for four to five days of data (At least five days after the Incident Start Date). If this unit is taught as part of the full course, you do not need to change the date and time again. It should have been set prior to any data entry.	← Read Note
1. On the Windows Quick Launch toolbar, right-click Date/Time . In the menu that displays, click Adjust Date/Time . The Date and Time Properties window opens.	

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<p>2. Under Date, click to select the appropriate Date.</p> <p>3. Under Time, enter the appropriate time.</p> <p>4. To save your changes, click Apply and then OK.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	8.2 – Cost: Cost Processes.
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. Run Cost Processes.2. Create Cost Only.3. Update with Actuals Only.4. Create Cost & Update with Actuals.5. Create Cost, Update Actuals & Re-estimate6. Re-estimate7. Lock or Unlock a Daily Cost Entry.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
<p>I. COST PROCESSES</p> <ul style="list-style-type: none"> A. Run Cost Processes. B. Create Cost Only C. Update With Actuals Only D. Create Cost & Update With Actuals E. Create Cost, Update Actuals, & Re-estimate. F. Re-estimate G. Lock or Unlock Daily Cost Entries. 	8.0-08-ISUITE-EP
EXPLAIN THAT COST HAS FIVE PROCESSES THAT YOU CAN PERFORM.	← Instructor Comment
II. REVIEW PROCESSES	
<p>NOTE: The following are key concepts to understanding the Cost Processes:</p>	← Read Note
<ul style="list-style-type: none"> • Each action is a separate process. • Each process draws from distinct data in the Database. • The processes do not overlap. <p>A. Review the Cost processes that you can perform.</p> <ol style="list-style-type: none"> 1. Create Cost, Update With Actuals & Re-estimate - Creates estimated Daily Cost data from the Rates lookup table. Updates the data with any Actual Costs. Then re-estimates the cost for any existing Daily Cost records. 2. Create Cost & Update With Actuals – Creates estimated Daily Cost data from the Rates lookup table and updates the data with any Actual Costs. 3. Create Cost Only – Creates estimated Daily Cost data from the Rates lookup table. 4. Re-estimate - Re-estimates the cost in Estimated or Actual cost records with a zero (0.00) cost amount. For each of these records, the application recalculates the Rate Type Code, Unit, Quantity, and Unit Cost. It then compares the recalculated values with the 	

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<p>previous values. If there is a difference, the record is updated with the new values and the Cost Update Level is set to Estimate.</p> <p>5. Update With Actuals Only - Updates Daily Cost with Actual Cost data.</p> <p>6. Cost Lock/Unlock – Locks (or unlocks) all cost records from the selected date forward.</p>	
<p>III. CREATE/UPDATE DAILY COSTS</p>	
<p>NOTE: Creating and Updating the Daily Costs is the first step that a Cost User must perform and should be completed before entering any data.</p>	<p>← Read Note</p>
<p>A. To Create Cost Create Costs, Update with Actuals, or Re-Estimate Costs:</p> <ol style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost Processes drop-down list, select one of the following: <ol style="list-style-type: none"> a. Create Cost, Update Actuals, and Re-estimate b. Create Cost & Update with Actuals c. Create Cost Only d. Re-estimate e. Update With Actuals Only 3. Click the Run button. 	
<p>NOTE: If you want to run a Create, Update, or Re-estimate process for only certain resources in the grid, click to check the Select Resources in Grid checkbox. Then click each of the resources in the grid that you want to include in the process. When you select a Cost Process and the Run button, the process is only run for those resources selected in the grid.</p>	<p>← Read Note</p>
<p>NOTE: If the Select Resources in Grid checkbox is NOT checked, the process is run for all resources that are Checked In with Generate Daily Costs selected on the Cost tab in Resources.</p>	<p>← Read Note</p>
<p>B. To Lock or Unlock Cost:</p> <p>NOTE: This feature locks or unlocks all of the entries in the database for the defined dates. To preserve hand-keyed items for individual resources, use the Lock feature on the Daily</p>	<p>← Read Note</p>

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<p>Records screen.</p> <ol style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost Processes drop-down list, select Cost Lock/Unlock. Then click the Run button. 3. On the Daily Cost Lock/Unlock window, enter the appropriate Start Date and End Date. You can either type the dates or select them from the drop-down calendar. 4. Click the Lock or Unlock button, as appropriate. 5. To close the Daily Cost Lock/Unlock window, click the Close button. 6. When the message window displays, click the OK button to close the window. <p>REVIEW UNIT OBJECTIVES</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	8.3 – Cost: Rates.
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. View the default rates used to calculate costs for specific resources.2. Create a new rate area.3. Add rates to a rate area other than the “Default Standard” rate area.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. COST RATES	8.0-09-ISUITE-EP
<p>NOTE: Standard rates for resources such as crews, engines, overhead, fallers, pickups, and fuel tenders are included in the Cost module. The main function of the Rates option is to determine a default rate for a Kind of resource. You can define numerous types of rates for a number of different Kinds of resources.</p>	← Read Note
A. View the default rates used to calculate costs for specific resources.	
B. Create a new rate area.	
C. Add rates to a rate area other than the “Default Standard” rate area.	
II. DEFAULT RATES	
A. To view the default rates used to calculate costs for specific resources:	
1. From the Modules drop-down menu, select Cost .	
OR	
On the Tool bar, click the Cost button.	
2. From the Cost drop-down menu, select Rates .	
3. On the Rate Area / Rates window, click the Rates tab.	
4. From the Rate Areas drop-down list, select the appropriate Rate Area . Then click one of the following to identify the Kind codes to display under Kind :	
a. All Kinds	
b. With Values Only.	
5. Under Kinds , click to select the Kind with the rates you want to review.	
6. Under Rates , review the rates defined for the selected Kind .	
7. To close the Rate Area / Rates window, click the	

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<p data-bbox="347 239 518 266">Close button.</p> <p data-bbox="207 289 440 317">III. RATE AREA</p> <p data-bbox="256 344 639 371">A. To create a new rate area:</p> <ol data-bbox="293 396 1044 957" style="list-style-type: none"> <li data-bbox="293 396 639 424">1. Open the Cost module. <li data-bbox="293 449 938 476">2. From the Cost drop-down menu, select Rates. <li data-bbox="293 501 987 564">3. On the Rate Area / Rates window, click the Rate Area tab. Then click the Add button. <li data-bbox="293 590 1044 653">4. In the Area Name box, enter the name to assign to the Rate Area. <li data-bbox="293 678 1044 821">5. If you want the rate area to be viewable on the main Cost window, click to check the Viewable checkbox. When the rate area is available on the Cost window, it can be used in the Create Cost process. <li data-bbox="293 846 964 873">6. To save the new rate area, click the Save button. <li data-bbox="293 898 987 961">7. To close the Rate Area / Rates window, click the Close button. <p data-bbox="207 982 363 1010">IV. RATES</p> <p data-bbox="248 1035 1005 1171">NOTE: Only add Rates to Kind Codes that require a rate different from the Default Standard Rate. The application will use the rate from the Default Standard Rate Area for Kind Codes without a defined rate.</p> <p data-bbox="256 1213 932 1276">A. To add rates to a rate area other than the Default Standard rate area:</p> <ol data-bbox="293 1302 1024 1881" style="list-style-type: none"> <li data-bbox="293 1302 639 1329">1. Open the Cost module. <li data-bbox="293 1354 938 1381">2. From the Cost drop-down menu, select Rates. <li data-bbox="293 1407 1000 1470">3. On the Rate Area / Rates window, click the Rates tab. <li data-bbox="293 1495 1024 1631">4. From the Rate Areas drop down list, select the Rate Area to which you want to add rates. Then click one of the following to identify the Kind codes to display under Kind: <ol data-bbox="370 1656 662 1740" style="list-style-type: none"> <li data-bbox="370 1656 548 1684">a. All Kinds <li data-bbox="370 1709 662 1736">b. With Values Only. <li data-bbox="293 1761 1019 1824">5. Under Kinds, click to select the Kind for which you want to define rates. <li data-bbox="293 1850 1024 1877">6. In the Rates grid, type the rates you want to assign to 	<p data-bbox="1146 201 1349 228">← Read Note</p>

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<p>the kind code in the appropriate boxes.</p> <ol style="list-style-type: none"> 7. Click the Save button to save the rates to the selected rate area. 8. When the Data Saved window displays, click the OK button to close the window. 9. Click the Close button to close the Rate Area/Rates window. <p>NOTE: To use a Rate Area other than the Default Standard Rate Area, select the appropriate Rate Area from the Rate Area drop-down list on the Cost window.</p> <p>REVIEW UNIT OBJECTIVES</p>	<p>← Read Note</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	8.4 – Cost: Resources.
SUGGESTED TIME:	1 hour
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 resource data from the Cost module.2. Edit resource data from the Cost module.3. Identify common data.4. Identify Cost data.

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INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. COST RESOURCE	
A. Add resource data from Cost.	
B. Edit resource data from Cost.	
C. Explain common data.	
D. Explain Cost data.	
II. RESOURCE DATA	8.4-01-ISUITE-HO
A. Add resource data from the Cost module.	8.10-01-ISUITE-EP
1. Open the Cost module.	
2. Click the Add button in the toolbar.	
3. In the Manage Resource – Add Mode area, enter the following required information:	
a. Request Number	
b. Account Number	
c. Resource Name/Last Name First Name	
d. Kind/Position	
e. Status	
f. Configuration	
4. Click the Save button to save the information.	
HAVE THE STUDENTS USE THE HANDOUT TO ADD RESOURCES. AS STUDENTS ARE ENTERING RESOURCES, BRIEFLY DISCUSS EACH OF THE FIELDS. STUDENTS ARE ONLY ENTERING THE RESOURCE INFORMATION AT THIS TIME. COST DATA IS INPUT IN SECTION III. COST DATA.	← Instructor Comment
B. To edit resource data from the Cost module:	8.4-01-ISUITE-HO
1. Open the Cost module.	
2. In the Resources grid, click the appropriate resource.	
3. Click the Edit button in the toolbar.	
4. In the Manage Resource – Edit Mode area, edit the appropriate information. Click the Save button to save your changes.	← Instructor Comment

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HAVE THE STUDENTS USE THE HANDOUT TO EDIT RESOURCES.	
C. Review common data.	
1. Open the Cost module.	
2. In the Resources grid, click the appropriate resource.	
3. Click the Edit button in the toolbar.	
NOTE: Entry items located above the tabs (i.e. just below the Manage Resource-Edit Mode label) are common to all I-Suite modules.	← Read Note
NOTE: Data entry items for specific modules are located on their respective tabs (i.e. on the Plans, Cost, and Time tabs.)	← Read Note
NOTE: Resources is the primary data entry point for I-Suite data. The quality of the initial data is critical to the successful integration of the data into other I-Suite modules.	← Read Note
a. Make sure each member is identified with the correct Kind Code (i.e. FFT1, CRWB, etc.).	
NOTE: It is critical that Kind Codes are correct for Subordinate Resources (e.g. If the Kind Code HC1 is used for 20 members of a Type 1 crew, the Cost module will calculate 20 HC1 estates at \$8,200 for each member into a rollup cost of \$164,000.)	← Read Note
b. Leave the Agency Code blank for Subordinates of Contract Resources that do not incur a separate cost (e.g. Contract Dozer Operators).	
NOTE: Understanding the concept of Data Sharing is critical. Data is shared between all I-Suite modules. Changes, additions, or deletions from any functional area affects the other I-Suite modules. Successful integration requires cooperation and established Data Ownership Rules .	← Read Note
Example: Cost should only delete those resources entered by the Cost unit.	
III. COST DATA	8.0-11-ISUITE-EP
A. To add Cost data:	
1. Open the Cost module.	
2. In the Resources grid, click the resource to which you	

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<p>want to add Cost data.</p>	
<p>NOTE: Cost data can be added to rostered resources, as well as non-rostered resources.</p>	<p>← Read Note</p>
<p>3. Click the Edit button to open the Manage Resource - Edit Mode area at the bottom of the window.</p>	
<p>4. Click the Cost tab, then enter the following information:</p>	
<p>a. Select an agency from the Contract Agency drop-down list.</p>	<p>← Read Note</p>
<p>NOTE: The Contract Agency is the agency responsible for payment of the resource. Data entered in this field is also used to determine the accrual code.</p>	<p>← Read Note</p>
<p>NOTE: When adding Cost data to a rostered resource, you cannot select the Contract Agency. This defaults to the agency selected for the parent resource.</p>	<p>← Read Note</p>
<p>NOTE: Make sure you always select a Contract Agency in Cost Apportionment situations.</p>	<p>← Read Note</p>
<p>b. In the Assign Date box, enter an assign date. The Assign Date is the date when the resource begins receiving payment and is the same as the Hire Date for Contract Resources in the Time module. You can either type the date or select it from the drop-down calendar.</p>	
<p>c. Select the appropriate Accrual Code from the drop-down list. This code may automatically be selected based on the Request Number, Agency, Kind Code, Incident State, Contracting Agency, and Employment Type (AD or Other) that is defined.</p>	
<p>NOTE: The system default for the accrual code should be used in most cases. Only make a manual correction if you know the default is incorrect. For example, you want the accrual code to show as STCS (State Cost Share).</p>	<p>← Read Note</p>
<p>d. To prevent the Cost Accrual Code from being changed for a resource, click to check the Lock Accrual Code checkbox.</p>	
<p>e. In the Cost Remarks box, you can enter any remarks related to the cost information.</p>	

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<p>f. Click to check the Generate Daily Costs checkbox if you want costs generated for a resource.</p> <p>NOTE: The Daily record is only created if the Generate Daily Costs checkbox is checked for the Checked-In parent resource. If the Generate Daily Costs checkbox is not checked for the Parent Crew Record, the Create Daily Record function is turned OFF for ALL of the Crew Members. To turn Create Daily ON, check the Generate Daily Costs checkbox.</p> <p>REFER STUDENTS TO THE GENERATE DAILY COSTS HANDOUT.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Read Note</p> <p>← Instructor Comment</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I Suite
UNIT:	8.5 – Cost: Daily Records.
SUGGESTED TIME:	40 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee). Suggested items to supplement the course material: <ul style="list-style-type: none">• Sample Caterer and Shower Invoices
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Utilize the Manage Cost grid.2. Define three different cost levels.3. Use the Flow Down and Lock/Unlock processes.4. Enter a Release Date and identify the impact.5. Enter Daily data for resources.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
<p>I. DAILY COST RECORDS</p> <ul style="list-style-type: none"> A. Utilize the Manage Cost grid. B. Review Cost Level data. C. Use the Flow Down and Lock/Unlock processes. D. Enter a release date for a resource. E. Enter Daily data resources. 	<p>8.0-12-ISUITE-EP 8.0-13-ISUITE-EP</p>
QUICKLY REVIEW/DESCRIBE THE CONTENTS OF EACH FIELD AND THE PURPOSE OF EACH COLUMN OF DATA.	← Instructor Comments
<p>NOTE: You must run the Create Cost process before you can enter costs.</p>	← Read Note
II. MANAGE COST GRID	
<p>NOTE: Displaying the Manage Cost grid gives you a direct visual link to the relationship between Resource records and Daily records.</p>	← Read Note
<ul style="list-style-type: none"> A. To display the Manage Cost grid: <ul style="list-style-type: none"> 1. Open the Cost module. 2. Click the Show Cost button in the Cost toolbar. 3. In the Resources grid, click a resource. 	
<p>NOTE: Every Resource record listed in the Resources grid has associated records that include the Costs of that Resource for every day the Resource is assigned to the incident. These records display in the Manage Cost grid, which displays at the bottom of the window when you click the Show Cost button.</p>	← Read Note
<p>NOTE: Cost provides a number of ways in which to add, update, and display the Detail Cost Data in the Daily Records associated with each Resource.</p>	← Read Note
<p>NOTE: The Daily Record is only created if the Generate Daily Costs checkbox is checked for the Checked-In parent resource.</p>	← Read Note
<p>NOTE: The Cost module uses either the Check-In Date or</p>	← Read Note

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<p>the Assign Date, whichever is earlier, to generate costs.</p>	
<p>NOTE: The Cost module uses the Actual Release's Estimated Date of Arrival defined in Demob to identify when to stop generating Daily Cost records for a resource. If the Estimated Date of Arrival is not defined for a resource, the application uses the Actual Release Date.</p>	<p>← Read Note</p>
<p>HAVE THE STUDENTS SELECT SEVERAL DIFFERENT RESOURCE RECORDS ON THE RESOURCES GRID TO SHOW THE CHANGES THAT OCCUR ON THE MANAGE COST GRID.</p>	<p>← Instructor Comment</p>
<p>B. Review Cost Level data.</p> <ol style="list-style-type: none"> 1. The CL (Cost Level) column identifies the source of cost data. There are three types of cost level data: <ol style="list-style-type: none"> a. E (Estimate). b. A (Actual). c. U (User-updated or flow down from Actual). 	
<p>NOTE: When the cost data in a Daily Cost record is updated by Actual data from Time, any Daily Cost records created after the updated date contain a U Cost Level. This indicates that the amount in the Daily Cost record was not estimated, but flowed down from the Actual cost data record.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 2. E (Estimate). Cost level data is estimated from the rates lookup table. <ol style="list-style-type: none"> a. Select a resource that has no actual time posted. b. Click the Show Cost button to display the Manage Cost grid. c. Notice that the posted time in the Manage Cost grid displays as Estimate (E) under the CL column. 3. A (Actual). Cost level data is from Time records. You must specify a resource for posting time. <ol style="list-style-type: none"> a. In Time, post time for the selected resource. b. In Cost, select the Update with Actuals option from the Cost Processes drop-down list. Then click the Run button. c. Click the Show Cost button to display the Manage Cost grid. d. Click the resource for which you just posted 	

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<p>Time in the Resources grid. Notice that the posted time in the Manage Cost grid displays as Actual Time (A) under the CL column.</p> <p>4. U (User-updated or flow down from Actual). Cost level data is determined by the Cost unit.</p> <ol style="list-style-type: none"> Click the Show Cost button to open the Manage Cost grid. In the Resources grid, click the resource you want to update. In the Manage Cost grid, click the Daily Cost record you want to update. Make the appropriate changes to the Quantity, Unit, or Unit Cost. Click the Save button. Notice that the entry under the CL column has changed to User Updated (U). <p>C. To use the Flow Down and Lock Record options:</p> <ol style="list-style-type: none"> Open the Cost module In the Resources grid, click a resource. Click to check the Flow Down checkbox in the Cost toolbar at the top of the window. If the Manage Cost grid is not open, click the Show Cost button to open it. Modify the Unit Cost. Then click the Save button. 	
<p>NOTE: The Flow Down changes the Unit Cost for all entries from the selected date forward.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> To lock an entry in the Manage Cost grid, click the entry to select it. Then click the Locked option that displays in the area just above the Manage Cost grid. Modify the Quantity. Then click the Save button. 	
<p>NOTE: The Flow Down changes the Quantity for all entries from the selected date forward, except for the Locked records.</p>	<p>← Read Note</p>
<p>NOTE: The Lock feature is a valuable feature for Cost to preserve hand-keyed data entries.</p>	<p>← Read Note</p>

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<p>NOTE: Use the Flow Down option with caution.</p>	<p>← Read Note</p>
<p>D. To enter a release date for a resource:</p>	
<p>NOTE: Designating an Actual Release Date stops Cost from generating Daily Cost records for a given resource. A Demobed Resource continues to generate costs until an Actual Release Date is entered.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 1. In the Resources grid, select the resource to which you want to assign a release date. Then click the Edit button. 2. In the Manage Resource area, type the Actual Release Date in the Actual Release Date text box. 3. Click the Save button. 	
<p>NOTE: Determine the last date of Actual Time for that resource, and then enter that last date as the Actual Release Date.</p>	<p>← Read Note</p>
<p>NOTE: Coordinate with the TIME unit to determine the actual release dates.</p>	<p>← Read Note</p>
<p>NOTE: Open the Manage Cost grid in the Cost module. Notice that Daily Records for the edited resource no longer display beyond the Release Date.</p>	<p>← Read Note</p>
<p>E. To edit Daily Cost data for a Resource:</p> <ol style="list-style-type: none"> 1. In the Resources grid, click a resource. 2. Click the Show Cost button. 3. In the Manage Cost grid, click the entry you want to edit. 4. In the area above the Manage Cost grid, enter the appropriate Daily Cost information for the selected resource. 5. To save your entries, click the Save button. 	
<p>HAVE STUDENTS ENTER ACTUAL COST DATA FOR RESOURCES ENTERED IN UNIT 8.4. IF TIME IS A CONCERN, SELECT A FEW RESOURCES FROM EACH HANDOUT TO GIVE STUDENTS PRACTICE WITH SEVERAL KINDS OF RESOURCES.</p>	<p>8.4-02-ISUITE-HO ← Instructor Comment</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	8.6 – Cost: Cost Reports.
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. Run and print standard Cost reports.2. Run and print other standard Cost reports.3. Export Cost reports data.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. COST REPORTS	8.0-14-ISUITE-EP
A. Run and print standard Cost reports.	
B. Run and print other standard Cost reports.	
C. Export Cost reports data.	
II. PRINT STANDARD REPORTS	
A. To print a standard Cost report:	
NOTE: You can print a number of pre-designed Cost reports for management decision making purposes. You can select a general format, determine the Sort and Filter criteria, and then Preview , Print or Export the data.	← Read Note
DIRECT STUDENTS TO THE REPORTS WINDOW. SHOW THEM THE PRIMARY FEATURES, INCLUDING CATEGORIES AND FORMATS.	← Instructor Comment
1. Open the Cost module.	
2. Click the Reports button in the Cost toolbar to open the Cost Reports window.	
OR	
From the Reports drop-down menu, select Cost Reports .	
3. Under Report Categories , click Sort Categories . In the area beneath Report Categories , click to select one of the following reports:	
a. Accounting	
b. Agency	
c. Contract Agency	
d. Division	
e. Home Unit	
f. Incident	
g. Accrual	
h. Section	

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<p>NOTE: For this exercise, select the Incident Sort Category.</p>	<p>← Read Note</p>
<p>4. Click to check the Selected Date Range checkbox.</p>	
<p>NOTE: If you do not check the Selected Date Range checkbox. The report defaults to the entire date range.</p>	<p>← Read Note</p>
<p>5. In the Date Range boxes, enter the appropriate beginning and ending dates. You can either type the dates or select them from the drop-down calendars.</p>	
<p>EXPLAIN THE PURPOSE OF EACH OF THE REPORTS AND IDENTIFY WHICH REPORTS ARE MOST COMMONLY USED. REFER THE STUDENTS TO THE DEFINITION HANDOUT.</p>	<p>← Instructor Comment</p>
<p>6. Under Reports, click to select the Report you want to print:</p>	<p>8.6-01-ISUITE-HO</p>
<p>NOTE: The information in the report is based on the category you selected under Report Categories. This also includes the Underutilized report category that displays when you select Other Categories.</p>	<p>← Read Note</p>
<p>a. Weekly Summary - This report contains a summary of the costs for each day of the defined week. The cost information is broken down by Kind Group and Direct/Indirect. A Daily Total is included at the bottom of each date column.</p>	
<p>b. Weekly Detail - This report contains detailed cost information for each day of the defined week. The cost information is broken down by Kind Code and Direct/Indirect. A Daily Total is included at the bottom of each date column.</p>	
<p>c. Weekly Detail O/H Personnel - This report contains detailed overhead personnel cost information for each day of the defined week. The cost information is broken down by Personnel Resource, Kind Code, and Direct/Indirect. A Daily Total is included at the bottom of each date column.</p>	
<p>d. Daily Summary - This report contains a summary of the costs for the current system date. The information is broken down by Crews, Line Personnel, and Camp Personnel.</p>	
<p>e. Cumulative Cost Detail - This report identifies</p>	

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<p>the Daily Cost for each day the incident has been open. The information is broken down by Resource/Kind Codes.</p> <p>f. Cumulative Cost Detail O/H Personnel - This report identifies the Daily Cost for each day the incident has been open. The information is broken down by the Kind Code and then the Personnel Resource.</p> <p>g. Category Total - This report identifies cost totals based on the Category.</p> <p>NOTE: The name of the Category Total report changes, based on the Report you are printing. For example, for an Incident report, this would be Incident Category Total.</p> <p>h. People Weekly Summary - This report contains a summary of the people working on the incident for each day of the defined week. The information is broken down by Kind Code and Direct/Indirect. A Daily Total is included at the bottom of each date column.</p> <p>i. People Daily Summary - This report contains a summary of the people working on the incident for the current system date. The information is broken down by Crews, Line Personnel, and Camp Personnel.</p> <p>7. To roll up costs to the primary resource, click to check the Rollup Costs to Primary Resource checkbox under Additional Filters.</p> <p>8. Under Additional Filters, click to select one of following additional filters, as appropriate:</p> <ol style="list-style-type: none"> Resources where Kind is blank Resources where Kind has entry Include all (Kinds) Selective Kinds <p>9. To preview the report, click the Preview button.</p> <p>10. To print the report, click the Print button.</p> <p>11. When finished, click the Close button to close the window.</p>	<p>← Read Note</p>
<p>HAVE STUDENTS PRACTICE RUNNING VARIOUS COST REPORTS.</p>	<p>← Instructor Comment</p>

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<p>EXPLAIN THAT EACH OF THE PRACTICE REPORTS IN THIS EXERCISE IS A SEPARATE REPORT. SPECIFY A DATE RANGE FOR THE WEEKLY SUMMARY MULTI INCIDENT REPORT.</p> <p>III. OTHER COST REPORTS</p> <p>A. To generate Other Cost reports:</p> <ol style="list-style-type: none"> 1. Under Report Categories, click Other Categories. 2. In the area under Report Categories, click one of the following reports: <ol style="list-style-type: none"> a. Analysis: <ul style="list-style-type: none"> • Resource - This report can identify the average cost by Kind that exceeds the standard cost. It can also identify the individual costs by resource that exceeds the maximum rate. • Accountability - This report identifies the percentage of resource types (i.e. Aircraft, Crew, Equipment, Support, Direct) defined for the incident and compares the Current Values with the Standard Values. The Difference and Standard Deviation are listed for each resource type. • Exception - This report identifies resources that meet the selected filter requirements. You can select any of the following filters for this report: <ul style="list-style-type: none"> o Resource Status is D but No Release Date is Entered. o Resources with no actual Time posted o Resource Daily Cost exceeds a defined amount. <p>NOTE: You can define the amount for this filter in the box that displays to the right of this filter option.</p> <ul style="list-style-type: none"> o Resource with Actual Time Posted, but has a defined number of days with Unposted time. <p>NOTE: You can define the number of days for this filter in the box that displays to the right of this filter option.</p>	<p>← Read Note</p> <p>← Read Note</p>

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<p>b. Acres NVC:</p> <ul style="list-style-type: none"> • Resource Loss (Summary) - This report contains a high level view of the acres that were lost and the Net Value Change (NVC) resources that were affected. The information in this report is based on values defined on the Acres Burned NVC/FIL window. • Resource Loss (Mid - Level) - This report contains a mid-level view of the acres that were lost and the NVC resources that were affected. The information in this report is broken down by NVC Subtotals for each date. The information in this report is based on values defined on the Acres Burned NVC/FIL window. • Resource Loss (Detail) - This report contains detailed information about the acres that were lost and the NVC resources that were affected. In addition to the information included in the Resource Loss (Mid-Level) report, this report includes information about the Fuel Intensity Level (FIL). The information in this report is based on the values defined on the Acres Burned NVC/FIL window. • Acres Burned - This report contains the information that was defined on the Acres Burned window. <p>c. Aircraft:</p> <ul style="list-style-type: none"> • Cumulative Air Costs Report. This report identifies the air costs based on those resources that were assigned Air kind codes (i.e. AT). <p>d. Cost Share:</p> <ul style="list-style-type: none"> • Cost Share Summary - This report identifies the Daily Cost for the Shift on the listed dates. It also identifies the Federal, State, and Other percentage of the cost obligations for the Shift on the listed dates. 	

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<ul style="list-style-type: none"> • Cost Share by Shift and Kind - This report identifies the Daily Cost for the Shift and Kind on the listed dates. It also identifies the Federal, State, and Other percentage of the cost obligations for the Shift and Kind on the listed dates. • Cost Share Detail - This report contains detailed Cost Apportionment information for listed Shifts and Resources. This information includes Daily Cost, Federal Cost, State Cost, and Other Cost. • Cost Share Resource Worksheet - This report contains Cost Apportionment information for listed Resources. This information includes Daily Cost, Federal Cost, State Cost, and Other Cost. <p>e. Resource/Kind:</p> <ul style="list-style-type: none"> • Resource Kind by Cost - This report identifies cost information based on kind and resource codes. • Resource Kind by Cost O/H Personnel - This report identifies cost information based on overhead personnel resources. <p>f. Underutilized - This report lists any resources that were checked as underutilized in the Daily Records screen.</p>	
<p>IV. EXPORT REPORTS</p> <p>NOTE: In Cost, you can export data to Word, Excel, PDF, or TXT. For this exercise, you will export a report to Excel.</p> <p>A. To export a report to Excel:</p> <ol style="list-style-type: none"> 1. Preview the report of your choice. 2. Click the Export Report button. 3. From the Format drop-down list, select the MS Excel option. Then click the OK button. An Excel Format Options window displays. 4. Under Column width, identify the width of the columns to use. You can either select the Column width based on objects in the Report or define a 	<p>← Read Note</p>

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<p>Constant column width (in points).</p> <ol style="list-style-type: none"> 5. To include the page header and page footer, click to check the Page Header and Footer checkbox. 6. To create page breaks for each page, click to check the Create page breaks for each page checkbox. 7. To convert data values to strings, click to check the Convert data values to strings checkbox. 8. You can include All pages in the report or define a page range in the From and To boxes 9. Click the OK button to export the report. A Select Export File window displays. 10. From the Save in drop-down list, select the directory where you want to save the Excel file. 11. In the File name box, enter the name you want to assign to the Excel file. 12. Click the Save button to export the file. 13. Open the report in Excel from the location where the file was saved. <p>NOTE: Once you save a file in Excel, you can use Excel to create charts and graphs, as needed.</p> <p>HAVE STUDENTS PRACTICE VIEWING AND EXPORTING REPORTS.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Read Note</p> <p>← Instructor Comments</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	8.7 – Cost: Graphs.
SUGGESTED TIME:	40 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. Generate pre-designed graphs.2. Customize a pre-designed graph.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. COST GRAPHS	8.0-15-ISUITE-EP 8.7-01-ISUITE-HO
A. Generate pre-designed graphs.	
B. Customize a pre-designed graph.	
NOTE: Graphing Incident data provides a powerful visual feature to supplement reports for management decision making purposes.	← Read Note
II. GRAPH CONTROL WINDOW	
A. Use the Graph Control window to change the appearance of a graph.	
REVIEW THE TABS ON THE GRAPH CONTROL WINDOW.	← Instructor Comment
NOTE: The style of graph selected determines the options that are available on the Graph Control window. For example, the options under the Error Bar tab apply to a 2D bar chart but not a 3D pie chart. For additional information on specific features, use the Help function.	← Read Note
III. PRE-DESIGNED GRAPHS	
NOTE: Cost allows you to produce a number of pre-designed graphs for management decision making purposes. You can select a general format and then modify the graphical display for presentation. Cost Graphing offers several standard graphs.	← Read Note
EXPLAIN THAT THE "TOTAL COST" GRAPH DISPLAYS A PIE CHART OF TOTAL INCIDENT COSTS.	← Instructor Comment
A. To generate pre-designed graphs:	
1. Open the Cost module.	
2. From the Cost drop-down menu, select Graphs to open the Cost Graphs window.	
3. Under Graph Types , click to select one of the following graph types:	
a. Aircraft Cost Per Gallon Delivered	
b. Aircraft Flight Cost	
c. Aircraft Gallons Per Hour	

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<ul style="list-style-type: none"> d. Aircraft Total Gallons Dropped e. Aircraft Utilization f. Cost By Date g. Division Cost By Date h. Total Cost 	
<p>NOTE: For this exercise, use the Total Cost graph.</p>	<p>← Read Note</p>
<ul style="list-style-type: none"> 4. Review the graph, and then click the Close button. 	
<p>NOTE: The Cost By Date Graph displays an Area Chart of Total Incident Costs By Date.</p>	<p>← Read Note</p>
<p>B. To generate a Cost By Date graph:</p> <ul style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost drop-down menu, select Graphs to open the Cost Graphs window. 3. Under Graph Types, click to select Cost by Date. 4. From the Date(s) drop down lists, select the Dates to include in the graph. 5. From the Incident drop down list, select the Incident to include in the graph. 6. Click the Fonts button in the graph toolbar to open the Graph Control window. Modify the Typeface and Size of the Graph Title. 7. To save your changes, click the Apply Now button, and then click the OK button. 8. Click the Options button at the bottom of the window to open the Graph Options window. Under Graph Titles, enter a second graph title in the Bottom Line 1 box. This title displays beneath the graph. 9. To save your changes, click the Apply button. 10. Review the graph, and then click the Close button. 	
<p>NOTE: For this exercise, use the Aircraft Utilization Graph.</p>	<p>← Read Note</p>
<p>C. To generate the Aircraft Utilization graph:</p> <ul style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost drop-down menu, select Graphs to 	

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<p>open the Cost Graphs window.</p> <ol style="list-style-type: none"> 3. Under Graph Types, click to select Aircraft Utilization. 4. From the Date(s) drop down lists, select the Dates to include in the graph. 5. From the Aircraft(s) drop down list, select All Aircraft. 6. Review the graph, and then click the Close button. 	
<p>IV. CUSTOMIZE GRAPHS</p>	
<p>NOTE: You can build on the standard graphs by altering the display.</p>	<p>← Read Note</p>
<p>FOR THIS NEXT EXERCISE, REFER STUDENTS TO THE "COST GRAPHS" HANDOUT IN THEIR STUDENT BINDER.</p>	<p>← Instructor Comment</p>
<p>A. To customize a pre-designed graph:</p> <ol style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost drop-down menu, select Graphs to open the Cost Graphs window. 3. Under Graph Types, click to select Total Cost. 4. Follow the directions on the Cost Graphs handout from your student binder. 	
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	8.8 – Cost: Accruals.
SUGGESTED TIME:	50 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee). Suggested item to supplement training materials: <ul style="list-style-type: none">• Current Incident Accrual Matrix
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Identify US Forest Service accruals.2. Identify reportable US Forest Service accrual categories.3. Explain the logic/criteria for each reportable accrual category.4. Identify the Accrual Fiscal Year.5. Add/edit an Accrual Code (Accounting Code).6. Assign an Accrual Override Code to incident resources.7. Create an accrual extract.8. Run/preview an accrual report.9. Finalize and print an accrual report for submission to the host agency or forest.10. Export an accrual report in PDF format.11. Explain when AD Draw Down occurs.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
<p>I. COST ACCRUALS</p> <ul style="list-style-type: none"> A. Identify US Forest Service accruals. B. Identify reportable US Forest Service accrual categories. C. Explain the logic/criteria for each reportable accrual category. D. Identify the Accrual Fiscal Year. E. Add/edit an Accrual Code (Accounting Code). F. Assign an Accrual Override Code to incident resources. G. Create an accrual extract. H. Run/preview an accrual report. I. Finalize and print an accrual report for submission to the host agency or forest. J. Export an accrual report in PDF format. K. Explain when AD Drawn Down occurs. 	8.0-16-ISUITE-EP
II. ACCRUAL CATEGORIES	
THE INSTRUCTOR SHOULD OBTAIN A COPY OF THE CURRENT INCIDENT ACCRUAL MATRIX TO PROVIDE STUDENTS WITH UP-TO-DATE INFORMATION.	← Instructor Comment
<p>A. Review US Forest Service accruals.</p> <ul style="list-style-type: none"> 1. The US Forest Service requires all incidents utilizing Forest Service resources to report their accruals on a daily basis. The assignment of an accrual category for resources is automated – processed when a new resource is entered into an I-Suite database. However, a Cost user will be responsible for verifying and managing the assignment of accrual categories. 	
<p>NOTE: Providing a Daily Accrual Summary Report to a Host Forest or the National Forest Service Payment Center Is A <i>Requirement</i>.</p>	← Read Note
DISCUSS EACH REPORTABLE ACCRUAL CATEGORY. POINT STUDENTS TO THE "ACCRUAL CATEGORIES" HANDOUT IN THEIR BINDERS.	← Instructor Comment

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<p>B. Identify reportable US Forest Service accrual categories.</p> <ol style="list-style-type: none"> 1. Thirteen separate accrual categories are available to Cost users, but only the following six accrual categories are reportable: <ol style="list-style-type: none"> a. CONT: All EERA's and National contracts – not including air b. AD: Casual hires c. STL: Incident State resources d. STO: Out of State esources e. AMD: Aviation Management Directorate aircraft f. NOAA: National Weather Service personnel 	
<p>REFER STUDENTS TO THE "ACCRUAL CATEGORIES" HANDOUT.</p>	<p>← Instructor Comment</p>
<p>C. Discuss the logic/criteria for each reportable accrual category.</p> <ol style="list-style-type: none"> 1. Extract data is captured into the following seven categories by accounting code: <ol style="list-style-type: none"> a. CONT - EERA's and National Contracts (Excluding Aircraft) b. AD - Casual Hires c. STL - State Costs form the Incident State d. STO - State Costs from Other States e. AMD - Aviation Management Directorate aircraft f. NOAA - National Weather Service Personnel 	
<p>NOTE: Accrual categories refer to a specific RC line number in the FS financial system. This line number displays on the Accrual Summary report.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 2. Additional accrual categories that are not included in the extract are as follows: <ol style="list-style-type: none"> a. CACHE - All Cache Supplies b. FED - All other federal agencies c. FS - All Forest service not identified elsewhere d. FW - Fixed Wing Aircraft (Local and National) - (Excluding AMD) 	

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<ul style="list-style-type: none"> e. HELI - Helicopters (Local and National) - (Excluding AMD) f. STCS - State Cost Share g. MISC - Miscellaneous <p>D. Identify the Accrual Fiscal Year:</p> <ul style="list-style-type: none"> 1. The two digit Fiscal Year is appended to the accounting code for accruals in the Accrual Summary Report, Detail Report and Financial Export. <p>NOTE: Accrual Reports will not include totals by Fiscal Year. They only include totals by the accrual accounting code with the Fiscal Year appended to the accounting code.</p> <p>NOTE: If the user manually typed the Fiscal Year at the end of the accounting code, the Fiscal Year will be shown twice. (e.g. if PBM32407 was typed into I-Suite, it will display as PBM3240707 for the 2007 Fiscal Year and PBM32400708 for the 2008 Fiscal Year.)</p> <ul style="list-style-type: none"> a. The new Fiscal Year starts on October 1 each year. b. Accruals start at \$0.00 at the start of the new Fiscal Year. c. Incidents being managed in only one Fiscal Year will include financial data for just that Fiscal Year. d. Incidents that span more than one Fiscal Year will have two accrual accounting codes, one for each Fiscal Year. The accounting code with the new Fiscal Year appended will only be created when there are costs associated with that accounting code in the new Fiscal Year. e. The OF-288 and OF-286 invoices will not show the appended Fiscal Year with the accounting code. f. Changes that were made to financial data in the previous Fiscal Year do not effect the new Fiscal Year accrual data. Those changes are included in the previous Fiscal Year's accrual data. 	<p>← Read Note</p> <p>← Read Note</p>
<p>III. ACCRUAL CODES</p>	

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<p>6. When finished, click the Close button.</p>	
<p>IV. ACCRUAL EXTRACT</p>	
<p>NOTE: Once Resources have been assigned an Accrual Code, you can run an extract to capture Accrual Amounts assigned to each Category.</p>	<p>← Read Note</p>
<p>A. To create an accrual extract.</p> <ol style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost drop-down menu, select Accrual. 3. On the Accrual Extract window, click the Extract button. 	
<p>NOTE: You must print the report to fax to the Host Agency. For this exercise, you will not be able to actually print an Accrual Report.</p>	<p>← Read Note</p>
<p>B. To run and preview an accrual report:</p> <ol style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost drop-down menu, select Accrual to open the Accrual Extract window. 3. Under Accrual Extract, click to select the current accrual extract. 4. Under Reports, click to select one of the following: <ol style="list-style-type: none"> a. Summary b. Detail c. Detail All 5. To preview your selected report, click the Preview button. 6. Review the Accrual Report in the Preview window. Then click the Close button. 	
<p>NOTE: The Detail Report is a valuable tool that can be used to validate the accuracy of the Accrual Report. You should review this report prior to finalizing the Daily Accruals.</p>	<p>← Read Note</p>
<p>HAVE STUDENTS RUN AND PREVIEW EACH OF THE REPORTS.</p>	<p>← Instructor Comment</p>
<p>C. To finalize and print an accrual report for submission to the host agency or forest:</p> <ol style="list-style-type: none"> 1. Open the Cost module. 	

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<ol style="list-style-type: none"> 2. From the Cost drop-down menu, select Accrual to open the Accrual Extract window. 3. Under Accrual Extract, click to select the current accrual extract. 4. Click the Finalize button, and then click the OK button. 	
<p>NOTE: A sequential number is posted to each accrual after it is Finalized (e.g. 0001).</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 5. Under Reports, click to select the appropriate report, and then click the Print button. 	
<p>NOTE: Instead of faxing, reports can be exported in a PDF format and then e-mailed or posted to a Website.</p>	<p>← Read Note</p>
<p>D. To export a report in PDF format.</p> <ol style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost drop-down menu, select Accrual to open the Accrual Extract window. 3. Under Accrual Extract, click to select the current accrual extract. 4. Under Reports, click to select a report. Then click the Preview button. 5. On the Accrual window in Crystal Reports, click the Export button to open the Export window. 6. From the Format drop down list select Acrobat Format (PDF). 7. From the Destination drop down list select the appropriate file destination. Then click the OK button. An Export Options window displays. 8. To include all pages of the report in the export process, click the All option. To include a range of pages in the export, click the Page Range option. Then define the page range in the From and To boxes. 9. Click the OK button to export the report. A Choose Export File window displays. 10. From the Save in drop-down list, select the directory where you want to save the PDF file. 11. Enter the File name to assign to the PDF file. 	

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<p>12. Click the Save button to export the file.</p> <p>V. AD DRAW DOWN</p> <p>A. For an AD Drawn Down to occur, the following must happen:</p> <ol style="list-style-type: none"> 1. The person must have an accrual code of AD. (Usually an employment type of AD and an agency of FS.) 2. An Original OF-288 must be printed. 3. After the OF-288 is printed, accruals must be extracted and finalized. 4. After accruals are extracted and finalized, a Financial Export file must be created. 5. After the Financial Export File is created, accruals must be extracted and finalized again. The AD Draw Down is included on these Accrual Reports. 6. After accruals have been extracted and finalized for the second time, another Financial Export File must be created. The AD Drawn Down will be included in this export file. <p>NOTE: Accruals can only be finalized once per day and the financial export can only be created once per day.</p> <p>NOTE: AD Drawn Downs use the total invoiced amount prior to deductions shown in Block 22 on the Commissary Record for the OF-288 Invoice.</p> <p>NOTE: The AD Draw Down is based on the last accounting code posted for each day. Example:</p> <ul style="list-style-type: none"> - Day one \$100 posted on P1234 (AD Draw Down is on P1234 for \$100) - Day two \$100 posted on P5678 (AD Draw Down is on P5678 for \$100) - Day three in the morning has \$75 posted on P5678 and in the afternoon has \$25 posted on P1234 (AD Draw Down is on P1234 for \$100). <ol style="list-style-type: none"> a. The AD Draw Down will occur in the prior Fiscal Year when all of the postings and the AD Draw Down steps previously defined occur in 	<p>← Read Note</p> <p>← Read Note</p> <p>← Read Note</p>

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<p>the prior Fiscal Year.</p> <p>b. The AD Draw Down will occur in the new Fiscal Year when all of the postings and the AD Draw Down steps previously defined occur in the new Fiscal Year.</p> <p>c. The AD Draw Down will occur in the new Fiscal Year when the Original OF-288 invoice spans both Fiscal Years. When this occurs, the entire invoiced amount will be drawn down in the new Fiscal Year.</p> <p>NOTE: If the AD Draw Down occurs in the new Fiscal Year because the Original OF-288 Invoice spans both Fiscal Years, it may result in a negative accrual amount.</p> <p>d. The AD Draw Down will occur in the new Fiscal Year when all postings were made in the prior Fiscal Year, but not all of the AD Draw Down steps previously defined were completed in the prior Fiscal Year.</p> <p>NOTE: The AD Draw Down will only occur when another Original OF-288 invoice is printed for that resource in the new Fiscal Year and all of the AD Draw Down steps were completed in the new Fiscal Year. This may result in a negative accrual amount.</p> <p>If another Original OF-288 invoice is not printed in the new Fiscal Year, the AD Draw Down may never occur in this situation.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Read Note</p> <p>← Read Note</p> <p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	8.9 – Cost: Projections.
SUGGESTED TIME:	40 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee).
OBJECTIVES:	<p>Suggested item to supplement training materials: Wildland Fire Situation Analysis. (WFSA)</p> <p>Upon completion of this unit, the trainee will be able to:</p> <ol style="list-style-type: none">1. Define Cost projections.2. Create a projection.3. Edit a projection.4. Update a projection.5. Generate a projection graph.6. Generate a projection report.

OUTLINE	AIDS						
INTRODUCE THE UNIT.	← Instructor Comments						
PRESENT UNIT OBJECTIVES.							
I. COST PROJECTIONS	8.0-17-ISUITE-EP						
A. Define Cost projections.							
B. Create a projection.							
C. Edit a projection.							
D. Update a projection.							
E. Generate a projection graph.							
F. Generate a projection report.							
II. PROJECTIONS							
<p>NOTE: A Cost user may be asked by the Finance Section Chief, or other command staff, for a projection.</p>	← Read Note						
A. Review Cost projections.							
<p>NOTE: Cost Projections are used to predict the estimated future cost of an incident and are necessary for a variety of management decisions. For example, you can use projections when updating the WFSA or determining the cost of a specific strategy.</p>	← Read Note						
<p>1. Cost offers users a Projection module to select and manipulate data for generating customized projections. As a starting point for each projection, Cost uses the current day's count of equipment and direct personnel resources. Added to this is the support calculation as follows:</p>							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Current Day Total Support Costs</td> <td style="width: 50%;">Future Day</td> </tr> <tr> <td>Current Day Total Direct Personnel</td> <td>X <i>Direct</i></td> </tr> <tr> <td></td> <td>Personnel</td> </tr> </table>	Current Day Total Support Costs	Future Day	Current Day Total Direct Personnel	X <i>Direct</i>		Personnel	
Current Day Total Support Costs	Future Day						
Current Day Total Direct Personnel	X <i>Direct</i>						
	Personnel						
<p>2. You can use the Update function in the projection module in two ways.</p> <ol style="list-style-type: none"> a. To increase or decrease the number of days for a projection. b. To apply current day's costs to a previous day's specifications. 							

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<p>NOTE: Projections use the current day's count of Resources Plus the calculated support cost. Take this into consideration when presenting a projection for decision making purposes.</p> <p>B. To create a projection:</p> <ol style="list-style-type: none"> 1. Open the Cost module. 2. To ensure that your data is current, run the Create Daily process. 3. From the Cost drop-down menu, select Projections. 4. When the Projections window displays, the system automatically inserts the next day's date into the Start Date box. In most cases, you will want the projection to begin the following day. If needed, you can change this entry. 5. From the Incident drop-down list, select the appropriate Incident. 6. In the Days box, type the number of days. 7. In the Projection Name box, type an appropriate Projection Name. 8. To save the Projection, click the Save button. 	<p>← Read Note</p>
<p>NOTE: Projections are never 'hard and fast.' They can be modified to reflect a wide variety of scenarios.</p> <p>C. To edit a projection.</p> <ol style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost drop-down menu, select Projections to open the Projections window. 3. Under Incident, click to select the appropriate Projection. 4. Under Summary of Projection Kinds, click to select the appropriate Kind. 5. Under Projection Detail for Selected Kind, click to check the Flow Down checkbox. 6. Edit the Projection Detail. 	<p>← Read Note</p>
<p>NOTE: Changes can only be made to the Average Cost and Quantity information.</p> <p>HAVE STUDENTS PRACTICE CHANGING THE ENTRIES IN THE AVERAGE COST AND QUANTITY FIELDS FOR SEVERAL</p>	<p>← Read Note</p> <p>← Instructor Comment</p>

OUTLINE	AIDS
<p>RESOURCES.</p> <p>7. To save your changes to the Projection, click the Save button.</p> <p>NOTE: Projections may need to be updated for a couple of different reasons:</p> <ul style="list-style-type: none"> • To change the number of days in a projection • To adjust a previously created projection for the current day. <p>D. To update a projection.</p> <ol style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost drop-down, select Projections to open the Projections window. 3. Under Incident, click to select the appropriate Projection. 4. Click the Update Projection w/ Current Day's Costs button. 5. In the Change Projection Days box, type 8. Then click the Run Update button. 	<p>← Read Note</p>
<p>REFER STUDENTS TO THE PROJECTION EXERCISE HANDOUT.</p>	<p>8.9-01-ISUITE-HO ← Instructor Comment</p>
<p>III. GRAPHS & REPORTS</p> <p>NOTE: Cost users may want to generate a Projection Graph for presentation along with reports.</p> <p>A. To generate a projection graph.</p> <ol style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost drop-down menu, select Projections to open the Projections window. 3. Under Incident, click to select the appropriate Projection. 4. Under Graphs, click to select Cost by Date. 5. Click the Graph button to display the selected graph. 6. Run the Total Projection Cost graph. 	<p>← Read Note</p>
<p>NOTE: Users may need to generate a Projection Report for management decision making purposes.</p> <p>B. To generate a projection report.</p>	<p>← Read Note</p>

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<ol style="list-style-type: none"> 1. Open the Cost module. 2. From the Cost drop-down menu, select Projections to open the Projections window. 3. Under Incident, click to select the appropriate Projection. 4. Under Reports, click to select one of following reports: <ol style="list-style-type: none"> a. Projection b. Weekly Projection c. Total Costs. 5. To display your selected report, click the Preview button. 6. To print your selected report, click the Print button. 	
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	8.10 – Cost: Cost Apportionment.
SUGGESTED TIME:	40 minutes
TRAINING AIDS:	Computer projector, screen, computer (one for instructor and one per trainee). Suggested item to supplement training materials: <ul style="list-style-type: none">• Sample Cost-Share Agreement
OBJECTIVES:	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Define cost apportionment.2. Create and manage a division.3. Assign resources to a division.4. Generate cost share reports.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. COST APPORTIONMENT	
A. Define cost apportionment.	
B. Create and manage a division.	
C. Assign resources to a division.	
D. Generate cost share reports.	
II. COST SHARE REPORTING	
A. Review cost apportionment.	
NOTE: Cost Apportionment is the process used to determine each agency's share of the Incident Costs.	← Read Note
1. Cost provides features to facilitate reporting cost figures for cost share agreements. This feature involves three distinct steps.	
a. Creating cost divisions.	
b. Assigning resources to a division.	
c. Generating the cost sharing reports. To accurately report cost shares, you must create a separate division for each day of incident cost reporting.	
NOTE: Cost does not provide a separate Cost Share module or menu. Rather, it utilizes the more generic features to accomplish Cost Share Reporting.	← Read Note
DISCUSS COST PROJECTIONS	← Instructor Comment
III. COST DIVISIONS	8.0-18-ISUITE-EP
NOTE: The divisions in the Cost module are not necessarily the same as the operational divisions on an incident.	← Read Note
NOTE: The first step in Cost Share Reporting is to create new entries in the Divisions table.	← Read Note
A. To create and manage a division:	
1. Open the Cost module.	
2. From the Cost drop-down menu, select Divisions to	

OUTLINE	AIDS & CUES
<p>open the Cost - Divisions window.</p> <ol style="list-style-type: none"> 3. From the Incident drop down list, select an Incident. 4. Under Add Mode, complete the following: <ol style="list-style-type: none"> a. Division - A b. Shift - D c. Date - Use the start date of the incident. d. Fed% - 50% e. State% - 50% f. Other% - 0% 5. To save your changes, click the Save button. 6. Repeat the previous steps to create two more divisions using different start dates and percentages. 7. When finished, click the Close button. 	
<p>NOTE: The system will automatically create a daily entry for every division up to the current date.</p>	<p>← Read Note</p>
<p>IV. ASSIGN RESOURCE TO DIVISION</p>	
<p>NOTE: The second step is to set Division Assignments - By Resource, By Day.</p>	<p>← Read Note</p>
<p>A. To assign resources to a division:</p> <ol style="list-style-type: none"> 1. Open the Cost module. 2. Click the Show Cost button in the Cost toolbar. 3. In the Resources grid, select a resource. 4. In the Manage Cost grid, select the division specified in the handout (A) from the Division drop-down list. 	
<p>NOTE: When you select a division for a Crew resource, a prompt displays asking whether you want to apply the division to all sub-resources for that date. Click the Yes button to apply the division to the sub-resources. Click the No button if you do not want to apply the division to the sub-resources.</p>	<p>← Read Note</p>
<ol style="list-style-type: none"> 5. To save your changes, click the Save button. 6. Select different resources and complete the previous steps. Assign resources to different divisions on various dates. 	

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<p>NOTE: Divisions only display in the drop-down list if there was an entry created for that day.</p>	<p>← Read Note</p>
<p>ALLOW 5 TO 10 MINUTES FOR THIS EXERCISE.</p>	<p>← Instructor Comment</p>
<p>INSTRUCTOR SHOULD OBTAIN A COPY OF AN ACTUAL COST SHARE AGREEMENT AND DISCUSS HOW STUDENTS WOULD UTILIZE THE PROGRAM TO IMPLEMENT THE AGREEMENT.</p>	<p>← Instructor Comment</p>
<p>V. COST SHARE REPORTS</p>	
<p>NOTE: The third step is to generate the Cost Share Reports.</p>	<p>← Read Note</p>
<p>A. To generate cost share reports:</p>	
<ol style="list-style-type: none"> 1. Open the Cost module. 2. Click the Reports button to open the Cost Reports window. 	
<p>OR</p>	
<p>From the Reports drop-down menu, select Cost Reports.</p>	
<ol style="list-style-type: none"> 3. Under Report Categories, click to select Other Categories. Then click to select Cost Share in the bottom box. 	
<ol style="list-style-type: none"> 4. From the Incident drop-down list, select the Incident. 	
<ol style="list-style-type: none"> 5. Under Cost Share Reports, click to select By Shift and Kind. Then click the Preview button. 	
<ol style="list-style-type: none"> 6. Preview other Cost Share reports of your choice. 	
<ol style="list-style-type: none"> 7. When finished, click the Close button. 	
<p>NOTE: The Cost Share report provides a summary of all the divisions and averages the daily percentages to determine the total percentages for Federal, State, and Other. The Division report provides information for a specific division.</p>	<p>← Read Note</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>



UNIT 9

I-Suite Custom Reports

11/6/2007

TOTAL SUGGESTED TIME: 1 hour 30 minutes

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Unit 9

I-Suite Custom Reports

9.0 – Custom Reports: Overview.

1. Identify the purpose of Custom Reports.
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1. Design Custom Reports using Report Designer.
2. Preview and Print from Report Designer.

9.2 – Custom Reports: Advanced Designer.

1. Design Custom Reports using Advanced Designer.
2. Preview and Print from Advanced Designer.
3. Define components of a valid SQL statement.

9.3 – Custom Reports: Manage Saved Reports

1. Preview/Print saved custom reports.
2. Edit saved custom reports.
3. Copy saved custom reports.
4. Delete saved custom reports.
5. Export saved custom reports.
6. Import saved custom reports.

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	9.0 – Custom Reports: Overview.
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. Identify the purpose of Custom Reports.2. Identify the basic features of the Custom Reports screen.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. CUSTOM REPORTS	9.0-01-ISUITE-EP
A. Identify the purpose of Custom Reports.	9.0-02-ISUITE-EP
1. The purpose of Custom Reports is to use I-Suite data to create reports that are not available in the Standard Reports.	
NOTE: All custom reports can be viewed and printed by other I-Suite users with the same rights.	← Read Note
NOTE: Only the original report creator can delete or make changes to a report they created.	← Read Note
II. BASIC FEATURES	
A. Identify the basic features of the Custom Reports window.	
EXPLAIN THE BASIC FEATURES OF THE CUSTOM REPORTS SCREEN AND CONDUCT A QUICK, UNINTERRUPTED WALK THROUGH OF EACH OF THE CUSTOM REPORTS TABS.	← Instructor Comment
1. Report Designer - Create a custom report by selecting fields from a Data View and adding them to the report.	
2. Advanced Designer - Create a custom report by constructing a valid SQL statement.	
NOTE: With both designers you can save your Custom Reports.	← Read Note
NOTE: The data views that are available in both designers are based on the Rights associated with your User ID .	← Read Note
3. Manage Saved Reports - Print, preview, edit, delete, export and import saved Custom Reports.	
DO NOT FIELD STUDENT QUESTIONS DURING THE WALK THROUGH. (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE.)	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	9.1 – Custom Reports: Report Designer.
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. Design Custom Reports using Report Designer.2. Preview and Print from Report Designer.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p>	<p>← Instructor Comment</p>
<p>PRESENT UNIT OBJECTIVES.</p>	
<p>I. REPORT DESIGNER</p>	
<p>A. Design Custom Reports using Report Designer.</p>	
<p>B. Preview and print from Report Designer.</p>	
<p>II. DESIGN CUSTOM REPORTS</p>	<p>9.0-03-ISUITE-EP</p>
<p>A. To design Custom Reports using Report Designer:</p>	
<p>1. From the Reports drop-down menu, select Custom Reports. On the Custom Reports window, click the Report Designer tab.</p>	
<p>2. From the Data Views drop down list, select the Report Views you want to use.</p>	
<p>NOTE: If a report was created for the selected Report View, a message displays asking whether you want to clear the designer and create a new report. Click Yes to create a new report. Click No if you want to edit the current report, not create a new one.</p>	<p>← Read Note</p>
<p>3. Click one or more fields under Field Names to highlight them. Then click the >> button to move the fields to Selected Report Fields. The fields you select print on the custom report. Repeat this step until all of the fields you want to include in the report are listed under Selected Report Fields.</p>	
<p>4. If you need to rearrange the order in which the fields print on the report, highlight the field you want to move under Selected Report Fields. Then click the Up or Down button to move the field.</p>	
<p>5. To change the column heading on the report, enter the name in the Display Caption field.</p>	
<p>6. To change the width of a column in the report, enter the new width in the Width field.</p>	
<p>7. To change the sort order for a column to either Ascending or Descending, select either ASC or DESC from the Sort drop-down list.</p>	
<p>8. To add an aggregate to a column, select the appropriate option from the Aggregate drop-down</p>	

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list.	
9. Under Report Layout , enter a Report Title for the custom report.	
NOTE: The Report Title must be unique. If there is a custom report that contains the same name, a message displays indicating that a report was already created with that title when you save the report. You must then enter a different title for the report before saving it.	← Read Note
10. If you want the report to print in a Landscape format, click to check the Landscape checkbox. If you want the report to print in a Portrait format, remove the check from the Landscape checkbox.	
11. Click one of the following to identify the line spacing to use in the report: <ol style="list-style-type: none"> a. Single b. 1.5 Lines c. Double. 	
12. When finished, click the Save button to save your Custom Report .	
NOTE: Saved Custom Reports are listed under Manage Saved Reports from where they can be Printed, Edited, Deleted, Copied, Exported, or Imported, as needed.	← Read Note
B. Preview and print the report in Report Designer.	9.0-04-ISUITE-EP
1. To preview and print your report, click the Preview button, and then click the Print Report button on the Preview screen.	
2. To print your report without previewing, click the Print button on the Custom Reports screen.	
NOTE: You can Preview and Print your report before or after you save it. You do not have to save your report.	← Read Note
NOTE: If you intend to save your report, it is a good practice to save it before you preview it.	← Read Note
REVIEW UNIT OBJECTIVES.	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	9.2 – Custom Reports: Advanced Designer.
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. Design Custom Reports using Advanced Designer.2. Preview and Print from Advanced Designer.3. Define components of a valid SQL statement.

OUTLINE	AID & CUES
INTRODUCE THE UNIT.	← Instructor Comments
PRESENT UNIT OBJECTIVES.	
I. ADVANCED DESIGNER	
A. Design Custom Reports using Advanced Designer.	
B. Preview and Print from Advanced Designer.	
C. Define components of a valid SQL statement.	
II. DESIGN CUSTOM REPORTS	9.0-05-ISUITE-EP
A. Design Custom Reports using Advanced Designer.	
1. Open Custom Reports . Then click the Advanced Designer tab.	
2. Under Report Layout , enter a Report Title for your report.	
NOTE: The Report Title must be unique. If there is a custom report that contains the same name, a message displays indicating that a report was already created with that title when you save the report. You must then enter a different title for the report before saving it.	← Read Note
1. If you want the report to print in a Landscape format, click to check the Landscape checkbox. If you want the report to print in a Portrait format, remove the check from the Landscape checkbox.	
2. Click one of the following under Report Layout to identify the line spacing to use in the report:	
a. Single	
b. 1.5 Lines	
c. Double.	
5. Under Report Views , double-click a listed table to display a list of fields for that table. Double click a field to added it to the SQL Statement .	
6. Under SQL Statement , construct a valid SQL statement. Then click the Check button to check the validity of the statement and move the SQL Statement to Selected Report Fields .	
NOTE: If a SQL statement is invalid, a message displays in the Error Messages box. Correct the error in the SQL	← Read Note

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<p>statement and then click the Check button again.</p>	
<p>NOTE: The Error Messages box under Advanced Designer can also be used to validate Report Designer reports.</p>	<p>← Read Note</p>
<p>6. If you want to define a width for the field, rather than having the application automatically assign a width, enter the width into the Width field under Selected Report Fields.</p>	
<p>7. When finished, click the Save button to save your Custom Report.</p>	
<p>NOTE: Saved Custom Reports are listed under Manage Saved Reports from where they can be Printed, Edited, Deleted, or Exported, as needed.</p>	<p>← Read Note</p>
<p>B. Preview and print from Advanced Designer.</p>	
<p>1. To preview and print your report, click the Preview button, and then click the Print Report button on the Preview screen.</p>	
<p>2. To print your report without previewing, click the Print button on the Custom Reports screen.</p>	
<p>NOTE: You can Preview and Print your report before or after you save it. You do not have to save your report.</p>	<p>← Read Note</p>
<p>C. Review components of a valid SQL statement.</p>	
<p>1. Data retrieval operations (queries) search the database, retrieve information that you have requested in the most efficient way possible, and display it. The following is a list of some of the Keywords used in SQL statements:</p>	
<p>a. SELECT clause – identifies the data.</p>	
<p>b. FROM clause – identifies the table.</p>	
<p>c. WHERE clause – limits the data that the SELECT statement returns.</p>	
<p>d. GROUP BY – organizes data into sets e. COUNT(*) – gives a summary value per set (e.g.: 209 Resource List).</p>	
<p>2. The following is a list of some best practices to follow when constructing SQL statements:</p>	
<p>a. KEYWORDS – in uppercase.</p>	

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<ul style="list-style-type: none"> b. All other words – in lowercase. c. Clauses – each clause on a separate line. d. Complex WHERE clause – can be separated onto multiple lines. e. Minimum requirement – a valid SQL statement must have at least a SELECT and a FROM clause. 	
<p>DISCUSS THE REQUIREMENTS FOR CONSTRUCTING A VALID SQL STATEMENT. HAVE THE STUDENTS PRACTICE DESIGNING REPORTS IN “ADVANCED DESIGNER.”</p>	<p>← Instructor Comment</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	9.3 – Custom Reports: Manage Saved Reports
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. Preview/Print saved custom reports.2. Edit saved custom reports.3. Copy saved custom reports.4. Delete saved custom reports.5. Export saved custom reports.6. Import saved custom reports.

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INTRODUCE THE UNIT.	← Instructor Comment
PRESENT UNIT OBJECTIVES.	
I. MANAGE SAVED REPORTS	9.0-06-ISUITE-EP
A. Preview/Print saved custom reports.	
B. Edit saved custom reports.	
C. Copy saved custom reports.	
D. Delete saved custom reports.	
E. Export saved custom reports.	
F. Import saved custom reports.	
II. PREVIEW/PRINT CUSTOM REPORTS	
A. To preview or print saved custom reports:	
1. Open Custom Reports . Then click the Manage Saved Reports tab.	
2. Under Filters , click to check or uncheck the following checkboxes to identify the reports to include in the Saved Reports grid:	
<ul style="list-style-type: none"> • My Reports - When this checkbox is checked, the Saved Reports grid includes all of the custom reports that you created. 	
<ul style="list-style-type: none"> • User Reports - When this checkbox is checked, the Saved Reports grid includes all of the custom reports created by users with the same rights as you. 	
3. Under Saved Reports , click to select the report you want to preview or print.	
4. Click the Preview button to preview the report. Click the Print button to print the report.	
III. EDIT CUSTOM REPORTS	
NOTE: Only the user who originally created the report can make changes to it.	← Read Note
A. To edit saved custom reports.	
1. Open Custom Reports . Then click the Manage Saved Reports tab.	
2. Under Filters , click to check My Reports . Uncheck	

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<p>User Reports.</p> <p>NOTE: By unchecking User Reports, only those reports you can edit will display in the Saved Reports grid.</p> <ol style="list-style-type: none"> 3. Under Saved Reports, click to select the report you want to edit. Then click the Edit button. 4. Edit the report, as needed. Then click the Save button. 	<p>← Read Note</p>
<p>IV. COPY CUSTOM REPORTS</p> <p>NOTE: Users that did not create the original custom report can still copy it to create a new report.</p> <p>A. To copy a saved custom report:</p> <ol style="list-style-type: none"> 1. Open Custom Reports. Then click the Manage Saved Reports tab. 2. Under Filters, click to check or uncheck the following checkboxes to identify the reports to include in the Saved Reports grid: <ul style="list-style-type: none"> • My Reports - When this checkbox is checked, the Saved Reports grid includes all of the custom reports that you created. • User Reports - When this checkbox is checked, the Saved Reports grid includes all of the custom reports created by users with the same rights as you. 3. Under Saved Reports, click to select the report you want to copy. 4. Click the Copy button. 5. If the report was created in the Report Designer, that tab automatically opens. If the report was created in the Advanced Report Designer, that tab automatically opens. 6. Make the appropriate changes to the copied report. 7. In the Report Title box, enter a unique title for the report. 8. Click the Save button to save the report. 	<p>← Read Note</p>
<p>V. DELETE CUSTOM REPORTS</p> <p>NOTE: Only the user who originally created the report can</p>	<p>← Read Note</p>

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delete it.

A. To delete saved custom reports:

1. Open **Custom Reports**. Then click the **Manage Saved Reports** tab.
2. Under **Filters**, click to check **My reports**. Uncheck **User Reports**.

NOTE: By unchecking **User Reports**, only those reports you can delete will display in the **Saved Reports** grid. ← **Read Note**

3. Under **Saved Reports**, click the report you want to delete. Then click the **Delete** button.
4. When the delete confirmation message displays, click **Yes** to confirm deletion of the custom report.

VI. EXPORT/IMPORT CUSTOM REPORTS

A. To export saved custom reports:

1. Open **Custom Reports**. Then click the **Manage Saved Reports** tab.
2. Under **Filters**, click to check or uncheck the following checkboxes to identify the reports to include in the **Saved Reports** grid:
 - **My Reports** - When this checkbox is checked, the **Saved Reports** grid includes all of the custom reports that you created.
 - **User Reports** - When this checkbox is checked, the **Saved Reports** grid includes all of the custom reports created by users with the same rights as you.
3. Under **Saved Reports**, click the report you want to export. Then click the **Export** button.
4. On the **I-Suite Custom Reports Export** window, browse to the folder where you want to save the exported report. Then click the **Save** button.

B. To import saved custom reports.

1. Open **Custom Reports**. Then click the **Manage Saved Reports** tab.
2. Under **Saved Reports**, click the **Import** button.
3. On the **I-Suite Custom Reports Import** window,

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<p>browse to the location of the saved custom report. Click to select the report you want to import. Then click the Open button.</p> <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comment</p>



UNIT - 10

I-Suite Supply

11/6/2007

TOTAL SUGGESTED TIME: 5 hours

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Unit - 10

I-Suite Supply

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2. Define the Supply Address.
3. Turn Inventory Tracking ON or OFF.

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2. Perform an Advanced Search for a Supply Item.
3. Remove or Change the Quantity for a Supply Item.

10.3 - Supply Issue Returns

10.4 - Transfer Supply Items

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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4. Edit Outside Incident Locations.

10.8 - View Supply History

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4. Change a supply item quantity.

10.10 - Receive Supplies

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.

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>← Read Note</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 	

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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>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 Supply Item option. <p>OR</p>	

OUTLINE	AIDS & CUES
<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.

OUTLINE	AIDS & CUES
<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>

OUTLINE	AIDS & CUES
<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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- A. To add a location that is outside of an incident:
1. From the **Modules** drop-down menu, select the **Supply** option.

OR

Click the **Supply** button in the **Main** toolbar.

 2. From the **Supply** drop-down menu, select the **Add/Edit Location** option.

OR

Click the **Add/Edit Location** button in the **Supply** toolbar.

 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:
 - 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.

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<p>INTRODUCE THE UNIT.</p> <p>PRESENT UNIT OBJECTIVES.</p> <p>I. VIEW SUPPLY HISTORY</p> <p>A. To view a history of Supply transactions:</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. Click the View History button in the Supply toolbar.3. Click the Resource/Location button to view a list of resources and locations with supply transactions. <p>OR</p> <p>Click the Supply Items button to view a list of items with supply transactions.</p> <ol style="list-style-type: none">4. Click the plus sign (+) next to a Resource/Location or a Supply Item to display a list of transactions.5. When you have finished viewing the supply transactions, click the Close button to close the View Supply History window. <p>REVIEW UNIT OBJECTIVES.</p>	<p>← Instructor Comments</p> <p>← Instructor Comment</p>

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>

OUTLINE	AIDS & CUES
<p>9. Repeat steps 4 - 8 for each supply item that needs corrections made to the inventory counts.</p> <p>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.</p> <p>11. Click the Save button that displays on the right side of the window to save the corrected inventory counts.</p> <p>IV. ADVANCED SEARCH</p> <p>A. To perform an Advanced Search in the Items to Inventory grid:</p> <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> <p>A. To update the quantity define for an item listed in the Corrected Inventory Items grid:</p> <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 style="text-align: center;">← 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>



UNIT - 11

I-Suite Injury/Illness

11/6/2007

TOTAL SUGGESTED TIME: 2 hours

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Unit - 11

I-Suite Injury/Illness

11.0 – Injury and Illness: Overview.

1. Identify the purpose of the Injury/Illness module.
2. Identify the basic features of the Injury/Illness screen.

11.1 – Injury and Illness: Options.

1. Select Injury/Illness Columns and set the order.
2. Define a default Incident Type.
3. Define a default Management Level.
4. Define default Estimated Hours Worked / Day

11.2 – Injury and Illness: Adding an Injury/Illness.

1. Add injury, illness or prevention records.
2. Use advanced search to find an injury or illness type.

11.3 – Injury and Illness: Editing an Injury/Illness.

1. Edit injury, illness or prevention records.
2. Delete injury, illness or prevention records.

11.4 – Injury and Illness: Working with Output.

1. View history.
2. Create Stats Base.
3. Print Reports.
4. Export Injury/Illness Data.

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	11.0 – Injury and Illness: 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 Injury/Illness module.2. Identify the basic features of the Injury/Illness screen.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT	← Instructor Comments
PRESENT UNIT OBJECTIVES	
I. INJURY/ILLNESS	11.0-02-ISUITE-EP
A. Identify the purpose of the Injury/Illness Module.	11.0-03-ISUITE-EP
1. Use the Injury/Illness module to track injuries and illnesses for resources during an incident.	
B. Identify the basic features of the Injury/Illness Screen.	11.0-04-ISUITE-EP
EXPLAIN THE BASIC FEATURES OF THE INJURY/ILLNESS SCREEN 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 Injury/Illness toolbar is located to the right of the Filter toolbar. The buttons in this toolbar include:	
a. Show Injury/Illness Details - If the Injury/Illness area at the bottom of the window is closed, click this button to open the area.	11.0-05-ISUITE-EP
b. Defaults - Click this button to open the Injury/Illness Options window. Use this window to set the defaults for the Injury/Illness module.	
c. View History - Click this button to view a history of injuries and illnesses recorded for resources in the database.	
d. Stats Base - Click this button to define statistics to use in generating the Injuries and Frequency report.	
e. Previous Injury/Illness - When this checkbox is checked, only those resources with Injury/Illness records are included in the Resources grid.	
2. The Resources grid contains a list of the resources currently in the I-Suite database.	
3. Use the Manage Injury/Illness area at the bottom of the window to add new injury illness records or edit existing records for a resource.	

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4. The Injury/Illness grid at the bottom of the window displays a list of injury and illness records defined for the selected resource.	

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	11.1 – Injury and Illness: 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 Injury/Illness Columns and set the order.2. Define a default Incident Type.3. Define a default Management Level.4. Define default Estimated Hours Worked / Day

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INTRODUCE THE UNIT	← Instructor Comments
PRESENT UNIT OBJECTIVES	
I. INJURY/ILLNESS OPTIONS	11.0-06-ISUITE-EP
A. Select Injury/Illness Columns and set the order.	
B. Define default Incident Type.	
C. Define default Management Level.	
D. Define default Estimated Hours Worked / Day	
II. RESOURCE GRID	
A. To identify the columns to display in the grid and the order in which to display them:	
1. From the Tools drop-down menu, select Options to open the Options window.	
OR	
Click the Defaults button on the Injury/Illness window.	
2. Click the Injury/Illness tab.	
3. Under Resource Grid Columns , click to check the checkbox next to each of the columns you want to include in the Resources grid.	
NOTE: You can also click to highlight a column, and then click the Show button to display that column in the grid. If you want to remove the selected columns from the Resources grid, click the Hide button.	← Read Note
4. To adjust the order in which the columns display on the Injury/Illness window, click a column. Then click the Move Up or Move Down button to move the column.	
5. When you have made all of your changes, click the Save button to save your changes. Then click the OK button to close the Options window.	
III. INCIDENT TYPE DEFAULT	
A. To identify a default Incident Type to display in the Incident Type box on the Injury/Illness window:	
1. From the Tools drop-down menu, select Options to	

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<p>open the Options window.</p> <p>OR</p> <p>Click the Defaults button on the Injury/Illness window.</p> <ol style="list-style-type: none"> 2. Click the Injury/Illness tab. 3. From the Incident Type drop-down list, select one of the following types to use as the default: <ul style="list-style-type: none"> • All Hazard • Prescribed Fire • Wildland Fire • Wildland Fire Use 4. Click the Save button to save your changes. Then click the OK button to close the Options window. 	
<p>IV. MANAGEMENT LEVEL DEFAULT</p>	
<p>A. To identify a default Management Level to display in the Management Level box on the Injury/Illness window:</p> <ol style="list-style-type: none"> 1. From the Tools drop-down menu, select Options to open the Options window. <p>OR</p> <p>Click the Defaults button on the Injury/Illness window.</p> <ol style="list-style-type: none"> 2. Click the Injury/Illness tab. 3. From the Management Level drop-down list, select the level (1-5) to use as the default. 4. Click the Save button to save your changes. Then click the OK button to close the Options window. 	
<p>V. ESTIMATED HOURS WORKED / DAY</p>	
<p>A. To identify the default hours to display in the Estimated Hours Worked / Day box on the Stats Base window:</p> <ol style="list-style-type: none"> 1. From the Tools drop-down menu, select Options to open the Options window. <p>OR</p>	

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<p>Click the Defaults button on the Injury/Illness window.</p> <ol style="list-style-type: none">2. Click the Injury/Illness Tab.3. In the Estimated Average Hours Worked per Day per Resource box, type the number of hours to use as the default.4. Click the Save button to save your changes. Then click the OK button to close the Options window. <p>REVIEW UNIT OBJECTIVES</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	11.2 – Injury and Illness: Adding an Injury/Illness.
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 injury, illness or prevention records.2. Use advanced search to find an injury or illness type.

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INTRODUCE THE UNIT	← Instructor Comment
PRESENT UNIT OBJECTIVES	
I. ADD INJURY/ILLNESS/PREVENTION	11.0-07-ISUITE-EP
A. To add an injury, illness or prevention record:	
1. From the Modules drop-down menu, select the Injury/Illness option.	
2. In the Resources grid, click the resource for which you are adding the injury, illness or prevention record.	
NOTE: The resource you select must be a person. You cannot create an injury, illness or prevention record for a non-person resource.	← Read Note
3. Click the Injury, Illness or Prevention option to identify whether this is an injury, illness or prevention record.	
NOTE: The labels on the window will change based on the option you select. For example, if you select Injury , the label Injury Date displays. If you select Illness , the label Illness Date displays.	← Read Note
4. In the Seen Date box, enter the date when the resource was initially seen for the condition. You can either type the date or select it from the drop-down calendar.	
5. In the Injury/Illness/Prevention Date box, enter the date when the injury or illness first occurred. If this is a prevention visit, enter the date when the resource first needed the prevention item. You can either type the date or select it from the drop-down calendar.	
6. In the Injury/Illness/Prevention Time box, enter the time when the injury or illness occurred. If this is a prevention visit, enter the time when the resource needed the prevention item.	
7. From the Location on Incident drop-down list, select where the resource was located when the injury or illness occurred. If this is a prevention visit, select the location where the resource needs the prevention item.	
8. From the Incident Type drop-down list, select the appropriate incident type.	

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<p>NOTE: If a default incident type was defined on the Options window, it will automatically display in the Incident Type box. If needed, you can change this entry by selecting another type from the drop-down list.</p> <p>9. From the Incident Management Level drop-down list, select the appropriate management level.</p>	<p>← Read Note</p>
<p>NOTE: If a default management level was defined on the Options window, it will automatically display in the Incident Management Level box. If needed, you can change this entry by selecting another level from the drop-down list.</p> <p>10. From the Incident Phase drop-down list, select the appropriate phase.</p> <p>11. From the Incident Where Injury/Illness/Prevention Occurred drop-down list, select the incident where the resource was working when the injury or illness occurred. If this is a prevention visit, select the incident where the resources needs the prevention item.</p>	<p>← Read Note</p>
<p>NOTE: The entry in the Incident Where Injury/Illness/Prevention Occurred box automatically defaults to the incident where the resource is assigned.</p> <p>12. From the Injury/Illness Type drop-down, select the appropriate injury or illness.</p>	<p>← Read Note</p>
<p>NOTE: If Prevention is selected, the Injury/Illness Type box does not display on the window. Enter information about the prevention visit in the Remarks box.</p> <p>NOTE: If you cannot find the appropriate injury or illness type, click the Search button to perform an advanced search. For more information on using the Advanced Search function, refer to section <i>II. Advanced Search</i>.</p>	<p>← Read Note</p>
<p>13. From the Activity at Time of Injury/Illness/Prevention drop-down list, select the activity the resource was performing when the injury or illness occurred. If this is a prevention visit, select the activity for which the resource needs the prevention item.</p> <p>14. From the Section Assignment drop-down list, select the appropriate section assignment.</p>	

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<p>15. From the Sub Assignment drop-down list, select the appropriate sub-assignment.</p>	
<p>NOTE: The options available in the Sub Assignment drop-down list are based on the Section Assignment that is selected.</p>	<p>← Read Note</p>
<p>16. In the Division/Group Name box, type the appropriate division or group name.</p>	
<p>17. If duties were restricted or time lost because of the injury or illness, click to check the Restricted Duty/Lost Time checkbox.</p>	
<p>18. If the resource was seen off-site for the injury or illness, click to check the Treatment Off-Site checkbox.</p>	
<p>19. In the Remarks box, enter any additional information about the injury or illness. Use this area to identify any known or suspected factors that contributed to or caused the injury or illness. If this is a prevention visit, enter any information about the prevention item in this box.</p>	
<p>NOTE: If your remarks will not fit in the Remarks box, click the Remarks button to display a Remarks window where you can enter additional remarks.</p>	<p>← Read Note</p>
<p>20. Click the Save button to save the injury, illness or prevention record.</p>	
<p>NOTE: Notice that when you save the record, it automatically displays in the grid at the bottom of the window. This grid contains a list of all the injury, illness and prevention records that were defined for a resource.</p>	<p>← Read Note</p>
<p>HAVE STUDENTS PRACTICE ENTERING INJURY, ILLNESS AND PREVENTION RECORDS FOR RESOURCES</p>	<p>← Instructor Comment</p>
<p>II. ADVANCED SEARCH</p>	
<p>A. To perform an advanced search for an injury or illness type:</p>	
<p>1. Click the Search button that displays next to the Injury/Illness Type box.</p>	
<p>2. In the Search For box, type the name of the injury or illness that you want to find.</p>	
<p>3. Click the Search button to limit the grid to only list</p>	

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<p>those items with the search term (e.g. if you enter "Headache" only those items with headache in the name display in the grid).</p> <ol style="list-style-type: none"> 4. In the grid at the top of the window, click the appropriate type. 5. Click the OK button to insert the highlighted type into the Injury/Illness Type box on the Injury/Illness window. 	
<p>HAVE STUDENTS PRACTICE USING THE ADVANCED SEARCH OPTION TO SEARCH FOR INJURY OR ILLNESS TYPES.</p>	<p>← Instructor Comment</p>
<p>REVIEW UNIT OBJECTIVES</p>	<p>← Instructor Comment</p>

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	11.3 – Injury and Illness: Editing an Injury/Illness.
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. Edit injury, illness or prevention records.2. Delete injury, illness or prevention records.

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INTRODUCE THE UNIT	← Instructor Comments
PRESENT UNIT OBJECTIVES	
I. EDIT INJURY/ILLNESS/PREVENTION	
A. To edit an injury, illness or prevention record:	
1. From the Modules drop-down menu, select the Injury/Illness option.	
2. In the Resources grid, click the appropriate resource.	
3. In the Injury/Illness/Prevention grid at the bottom of the window, click the record you want to edit.	
4. Make the appropriate changes to the information.	
5. Click the Save button to save the changes.	
HAVE STUDENTS PRACTICE EDITING INJURY, ILLNESS AND PREVENTION RECORDS.	← Instructor Comment
II. DELETE INJURY/ILLNESS/PREVENTION	
A. To delete an injury, illness or prevention record:	
1. From the Modules drop-down menu, select the Injury/Illness option.	
2. In the Resources grid, click the appropriate resource.	
3. In the Injury/Illness/Prevention grid at the bottom of the window, click the record you want to delete.	
4. Click the Delete button at the bottom of the window.	
5. When the Confirmation window displays, click the Yes button.	
HAVE STUDENTS PRACTICE DELETING INJURY, ILLNESS AND PREVENTION RECORDS.	← Instructor Comment
REVIEW UNIT OBJECTIVES	← Instructor Comment

DETAILED LESSON OUTLINE

COURSE:	I-Suite
UNIT:	11.4 – Injury and Illness: Working with Output.
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. View history.2. Create Stats Base.3. Print Reports.4. Export Injury/Illness Data.

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INTRODUCE THE UNIT	← Instructor Comments
PRESENT UNIT OBJECTIVES	
I. OUTPUT OPTIONS	
A. View History	
B. Stats Base	
C. Injury/Illness Reports	
D. Export Injury/Illness Data	
II. VIEW HISTORY	11.0-08-ISUITE-EP
A. To view a history of injury, illness and prevention records:	
1. From the Modules drop-down menu, select the Injury/Illness option.	
2. Click the View History button in the Injury/Illness toolbar.	
3. To list the records by resource, click the Resource button.	
4. Click the plus sign (+) next to a resource to display those injury, illness, and prevention records created for the resource.	
<p>NOTE: When Managing Incidents Separately, the grid only includes those resources assigned to the selected incident. If a resource was assigned to the selected incident, but received the injury/illness/prevention while working on a different incident, the name of the incident on which they were working displays in the Occurred Incident column.</p>	← Read Note
<p>When Manage All Incidents as One is selected, an Assigned Incident column displays in the grid. This column identifies the incident to which the resource was assigned. The Occurred Incident column identifies the incident on which they were working when the injury/illness/prevention occurred.</p>	
5. To list the records by injury, illness and prevention, click the Injury/Illness/Prevention button.	
6. Click the plus sign (+) next to a record to display a list of resources for which the injury/illness/prevention	

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record was created.

NOTE: When **Managing Incidents Separately**, the grid only includes those injuries and illnesses that occurred for the selected incident. When you click the plus sign (+) next to an Injury/Illness/Prevention record, a list of resources for which the records were created displays. The **Assigned Incident** column identifies the incident to which the resource was assigned.

← Read Note

When **Manage All Incidents as One** is selected and you click the plus sign (+) next to an Injury/Illness/Prevention record, an **Occurred Incident** column displays. This column identifies where the resource was working when the injury/illness/prevention occurred.

7. After you have finished viewing the history, click the **Close** button to **Close** the **View History** window.

HAVE STUDENTS PRACTICE VIEWING THE INJURY/ILLNESS HISTORY.

← Instructor Comment

III. STATS BASE

11.0-09-ISUITE-EP

NOTE: Use the **Stats Base** option to calculate the cumulative hours worked on a defined date. I-Suite uses the statistics defined in the Stats Base when generating the **Injuries and Frequency** report.

← Read Note

NOTE: To **Add** or **Edit** Stats Base data, a **Single Incident** must be selected. You cannot **Add** or **Edit** Stats Base data when in **Manage All Incidents as One** mode.

← Read Note

A. To add statistics to the Stats Base:

1. From the **Modules** drop-down menu, select the **Injury/Illness** option.
2. Click the **Stats Base** button in the **Injury/Illness** toolbar.

NOTE: If the **Manage All Incidents as One** checkbox is checked, a message displays indicating that you cannot **Add** or **Edit** Stats Base Data when **Manage All Incidents As One** is selected. If you click **Yes** to continue, the Stats Base window opens in **View Only** mode.

← Read Note

1. In the **Date** box, enter the appropriate date for the statistics. You can either type the date or select it from

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<p>the drop-down calendar.</p> <ol style="list-style-type: none"> 2. In the Total People box, type the total number of people working on the specified date. 3. In the Est. Hrs Worked / Day box, type the average number of hours each person worked that day. <p>NOTE: The number in this box defaults to the number defined in the Estimated Average Hours Worked per Day per Resource box on the Options - Injury/Illness window.</p> <ol style="list-style-type: none"> 6. Click the Save button. <p>NOTE: When you save the statistics, I-Suite automatically calculates the cumulative work hours for that day. The statistics display in the grid at the top of the window.</p>	<p>← Read Note</p> <p>← Read Note</p>
<p>HAVE STUDENTS PRACTICE ADDING STATISTICS TO THE STATS BASE.</p>	<p>← Instructor Comment</p>
<p>IV. INJURY/ILLNESS REPORTS</p> <p>A. To print standard Injury/Illness reports:</p> <ol style="list-style-type: none"> 1. Click the Reports button in the toolbar. Then click to select the Injury/Illness button. <p>OR</p> <p>From the Reports drop-down menu, select Injury/Illness Reports.</p> <ol style="list-style-type: none"> 2. Click to select one of the following reports: <ol style="list-style-type: none"> a. Injury/Illness by Type - This report identifies the total number of injury, illness and prevention records currently defined in the database. The information is broken down by injury/illness type. 	<p>11.0-10-ISUITE-EP</p>
<p>NOTE: Because no type is assigned to Prevention records, they are listed generally under Prevention.</p> <p>To generate an Injury/Illness by Type report:</p> <ul style="list-style-type: none"> • Under Report Settings, click one of the following options to identify the dates to include in the report: <ol style="list-style-type: none"> All Dates - Includes all dates in the report. 	<p>← Read Note</p>

Date Range - Includes the date range defined in the **Date Range** boxes. When you select this option, you must enter dates into the two boxes.

- To preview the report, click the **Preview** button. To print the report, click the **Print** button.

- b. **Injury/Illness/Prevention** - This report includes detailed information about injury, illness or prevention records.

NOTE: The **Injury/Illness/Prevention** report does not include resource names. It only identifies the injury, illness or prevention information.

← **Read Note**

To generate an Injury/Illness/Prevention report:

- Under **Sort**, double click each sort to use in the report. The **Sort** moves from the left frame to the right frame. The sort order in the report is based on the order in which you select the sort options.
- Under **Event Category**, click one of the following options to identify the information to include in the report:

Injury - Only includes **Injury** records in the report.

Illness - Only includes **Illness** records in the report.

Prevention - Only includes **Prevention** records in the report.

All - Includes **Injury**, **Illness** and **Prevention** records in the report.

- To preview the report, click the **Preview** button. To print the report, click the **Print** button.

- c. **Injury/Illness by Date** - This report identifies the total number of injuries, illnesses and

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<p>prevention visits that occurred on a defined date.</p> <p>To generate an Injury/Illness by Date report:</p> <ul style="list-style-type: none"> • Under Report Settings, click one of the following options to identify the dates to include in the report: <ul style="list-style-type: none"> All Dates - Includes all dates in the report. Date Range - Includes the dates defined in the Date Range boxes. When you select this option, you must enter dates into the two boxes. • To preview the report, click the Preview button. To print the report, click the Print button. <p>d. Injuries and Frequency - This report identifies the number of people injured as compared to the number of people working and the hours worked on a defined date. It also identifies the cumulative injuries and frequency of injuries.</p> <p>NOTE: The Injuries and Frequency report uses the statistics defined in the Stats Base to generate the data for this report.</p> <p>To print an Injuries and Frequency report:</p> <ul style="list-style-type: none"> • Under Report Settings, click one of the following options to identify the dates to include in the report: <ul style="list-style-type: none"> All Dates - Includes all dates in the report. Date Range - Includes the dates defined in the Date Range boxes. When you select this option, you must enter dates into the two boxes. • Under Frequency Formula, click one of the following options to identify the formula to use in calculating the data for the report: 	<p style="text-align: center;">← Read Note</p>

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<p>OSHA (# injuries/illnesses X 200,000) / (# of hours worked)</p> <p>BASIC (# injuries/illnesses) / (# of hours worked)</p> <ul style="list-style-type: none"> To preview the report, click the Preview button. To print the report, click the Print button. <p>e. Medical Unit Daily Summary - This report contains a summary of injuries and illnesses that were reported to the Medical Unit for each defined date.</p> <p>To generate a Medical Unit Daily Summary:</p> <ul style="list-style-type: none"> Under Report Settings, click one of the following options to identify the dates to include in the report: <p>All Dates - Includes all dates in the report.</p> <p>Date Range - Includes the dates defined in the Date Range boxes. When you select this option, you must enter dates into the two boxes.</p> <ul style="list-style-type: none"> To preview the report, click the Preview button. To print the report, click the Print button. <p>f. Injury/Illness Types Report - This report contains a list of all Injury/Illness Types the medical or safety officer can select from the Injury/Illness Type drop-down list.</p> <p>To generate an Injury/Illness Types Report:</p> <ul style="list-style-type: none"> On the Injury/Illness Reports window, click the Injury/Illness Types option. To preview the report, click the Preview button. To print the report, click the Print button. <p>HAVE STUDENTS PRACTICE PRINTING INJURY/ILLNESS REPORTS.</p>	<p>← Instructor Comment</p>

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<p>V. EXPORT INJURY/ILLNESS DATA</p> <p>A. To export Injury/Illness data and upload it to the Data Repository site:</p> <ol style="list-style-type: none"> The Injury/Illness user must contact the Database Administrator (usually the CTSP) and request an Injury/Illness Export. <p>NOTE: The CTSP uses the Export Data option in Database Admin to export Injury/Illness data to a file and upload it to the Data Repository site.</p> <p>REVIEW UNIT OBJECTIVES</p>	<p>← Read Note</p> <p>← Instructor Comment</p>