

I-SUITE

1.2 – USING THE ADMINISTRATIVE TOOLS ON THE SERVER

OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. Access the administrative tool.
2. Manage your I-Suite password.
3. Manage your ITS password.
4. Create an incident database.
5. Attach the incident database.
6. Detach the incident database.
7. Access the attached incident database from a client machine.
8. Stop the SQLServer on a client machine.
9. Backup the incident database.
10. Restore the backup database.
11. Understand the client and server environment.

I. INTRODUCTION:

- A. Access the administrative tool.
- B. Manage your I-Suite password.
- C. Manage your ITS password.
- D. Create an incident database.
- E. Attach the incident database.
- F. Detach the incident database.
- G. Access the attached incident database from a client machine.
- H. Stop the SQLServer on a client machine.
- I. Backup the incident database.
- J. Restore the backup database.
- K. Understand the click and server environment.

II. EXERCISES

- A. To access the administrative tool.
 1. Start **Windows** explorer, and then locate **C:\isuite\program files\admin**.
 2. Double-click **AdminTool.exe**.
 3. On the **Logon** dialog box in the **Server** box, type the name of the **Server**, in the format [computername]\NISUITE.
 4. In the **Password** box, type the password for the Admin tool, and then click **OK**.
- B. To change your I-Suite password.
 1. On the **I-Suite Administration Tool** screen on the **Security** menu, click **Change AdminTool Password**.
 2. On the **Change Password** dialog box in the **Old Password** box, type the current **Password**.
 3. In the **New Password** box, type the **New Password**.
 4. In the **Confirm New Password** box, type the **New Password**, and then click **OK**.

- C. To change your ITS password.
 - 1. On the **I-Suite Administration Tool** screen on the **Security** menu, click **Set ITS Password**.
 - 2. On the **Set ITS Password** dialog box in the **Old Password** box, type the current **Password**.
 - 3. In the **New Password** box, type the **New Password**.
 - 4. In the **Confirm New Password** box, type the **New Password**, and then click **OK**.

D. To clear your ITS password.

- 1. On the **I-Suite Administration Tool** screen on the **Security** menu, click **Clear ITS Password**.

E. To create an incident database.

Note: When you create a new incident database, the new one is automatically attached.

Use the incident name when naming your incident database, so that it makes sense to other users trying to locate the database!

- 1. On the **I-Suite Administration Tool** screen on the **Action** menu, click **Copy database**.
 - 2. On the **Copy Database** dialog box, click the **Master Data File Source of Database** drop-down arrow, and then click to select **C:\isuite\database\isuite.mdf**.
 - 3. In the **Name of the Copy** box, type the **Incident Name**, and then click **OK**.

*Note: **DO NOT USE SPACES IN THE DATABASE NAME!!** If you do, you will lose data and may end up losing your entire incident database!!*

F. To attach the incident database.

- 1. On the **I-Suite Administration Tool** screen on the **Action** menu, click **Attach database**.
 - 2. On the **Attach Database** dialog box, click the **MDF File of Database to attach** drop-down arrow, and then click to select **C:\isuite\database\[incident name].mdf**, and then click **OK**.

- G. To detach the incident database.
 - 1. On the **I-Suite Administration Tool** screen under **Database**, click to select the **database name** you want to detach.
 - 2. On the **Action** menu, click **Detach Database**.
- H. To access the attached incident database from a client machine.
 - 1. Double-click the **I-Suite** application of your choice.
 - 2. On the dialog box that appears, click the **Server** drop-down arrow, and then click to select the **Server** of your choice.
 - 3. Click the **Database** drop-down arrow, click to select the **Database** of your choice, and then click **OK**.
- I. To stop the MS SQLServer on a client machine.
 - 1. On the **Windows** taskbar, right-click the **MS SQLServer** icon, and then point to **MS SQLServer – Stop**.
 - 2. On the **SQL Server Service Manager** dialog box, click **Yes**.
- J. To backup the incident database.
 - 1. On the **I-Suite Administration Tool** screen on the **Action** menu, click **Backup database**.
 - 2. On the **Backup Database** dialog box, click the **Database** drop-down arrow, and then click to select the **database name** of your choice.
 - 3. Click the **Backup to** drop-down arrow, click to select the file location of your choice, and then click **OK**.
- K. To restore the backup database.

Note: When you restore the backup database, the backup database will automatically overlay the current database. Before starting this process, create a copy of the current incident database first.

*You can also click to clear the **Force restore over existing database** check box that is located on the **Restore Database** dialog box.*

- 1. On the **I-Suite Administration Tool** screen on the **Action** menu, click **Restore database**.
- 2. On the **Restore Database** dialog box, click the **Restore as database** drop-down arrow, and then click to select the **database** of your choice.

3. Click the **Restore from** drop-down arrow, click to select the file location of the backup database, and then click **OK**.
- L. To understand the client and server environment.
Remember these key points when running I-Suite in fire camp:
 1. Remove all DNS and WINS addresses from the Advanced TCP/IP settings.
 2. Verify that the personal computer has Internet Explorer version 5.5 or higher before installing I-Suite. Otherwise, you must uninstall I-Suite, upgrade Internet Explorer, and then reinstall I-Suite.
 3. If McAfee virus protection is running, stop it before installing I-Suite.
 4. For Forest Service A31 laptops, ignore the .dll error messages during the installation. These errors do not affect performance.
 5. Use an empty database whenever you start a new incident. Keep an empty database available for your next incident.
 6. Backup the incident database many times during the day, especially after significant data entry. Save it to another location other than the server machine, such as a compact disc, zip disk, or thumb drive at least once daily.
 7. To avoid a hanging connection when you shut down IRSS, or when running a backup or compact and repair, map to the snap server IP address instead of a drive letter.
- M. To adjust the date and time to match the training database date and time.
 1. On your personal computer or laptop, right-click the **clock**, and then click **Adjust Date/Time**.
 2. Modify the **clock** to match the incident database **Start Date**.
- M. To adjust the date and time to match the training database date and time.
Note: You must have administrator privileges to adjust the date and time on your computer.
 1. On your personal computer or laptop, right-click the **clock**, and then click **Adjust Date/Time**.
 2. Modify the **clock** to match the incident database **Start Date**.