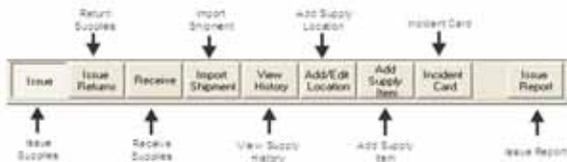


Getting Help

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

Supply Toolbar



Supply - Issue

Issuing Supplies

- ◆ Supply items can be issued to a resource selected in the **Resources** grid or a location selected in the **Location/Other** drop-down list.
- ◆ To issue supply items to a location or other entity without a resource being selected, select the location or other entity from the **Location/Other** drop-down list.
- ◆ There are two different ways in which supply items can be issued to resources or locations:
 - Select an item in the **Items for Issue** grid and click the **Select Item** button. When the **Issue Item(s)** window displays, define the **Quantity** and any **Remarks**. Then click the **Save** button.
 - Click the **Quick Issue** button without selecting an item in the **Items for Issue** grid. When the **Quick Issue Item(s)** window displays, define the **NFES** number for the supply item and the **Quantity to Issue**. If needed, you can also identify a **Property Number** and **Remarks** for the supply item. Click the **Save** button.
- ◆ The **Items Issued** grid at the bottom of the Supply-Issue window contains a list of supply items that should be issued to the selected resource or location. Click the **Save Item(s)** button to actually issue the items.
- ◆ The **Date Issued** field defaults to the system date. To select a different date, click the dropdown. (Example: Items issued at an Incident before the system was up)
- ◆ To remove all of the supply items that are listed in the **Items Issued** grid, click the **Clear Issue** button.
- ◆ To remove or change a selected item in the **Items Issued** grid, click the **Remove/Change Issue** button.

Supply - Issue Returns

Returning Supplies

- ◆ There are several methods to use in identifying resources that have supply items issued to them on the Issue Returns window. These include:
 - Click a resource in the **Resources** grid at the top of the window to list the supply items issued to that resource.
 - Select a location from the **Location** drop-down list to list the supply items issued to that location.
 - To display items issued to a resource only, click the **Resources** radio button and then the **Issued Items** button.
 - To display items currently issued to a location, click the **Locations** radio button and then the **Issued Items** button.
 - To display all supply items, regardless of whether the items were issued, click the **Both** radio button and then the **Issued Items** button.

*Use the **Return by Item** feature to return items that may not have been issued using I-Suite.*

- ◆ Items that are issued are listed in the **Items Issued** grid at the bottom of the window.
- ◆ To return the same quantity of supply items that were issued, click the item in the **Items Issued** grid, then click the **Return Quantity Same as Issued** button.
- ◆ To return a different quantity of supply items than were issued, click the item in the **Items Issued** grid, then click the **Return Items** button. Define the total number of items **Ready for Issue** and the total **Not Ready for Issue**. Then click the **Save** button.

Supply - Transfer

Transferring Supplies

- ◆ Use **Supply Transfer** to track a supply item that was initially issued to one resource or location and then, subsequently, given to a different resource or location at the incident.
- ◆ Only items that are **Trackable** and **Issued** to a resource can be transferred with the Supply-Transfer option. **Trackable** items are those supply items with a **Property Number** defined. **Property Numbers** can be defined when the supply item is **Added**, **Received** or **Issued**.

Supply - Transfer Cont.

- ◆ Supply items can be transferred to a resource selected in the **Resources** grid at the top of the window or a location selected in the **Location** drop-down list.
- ◆ Items that can be transferred are listed in the **Items for Transfer** grid.
- ◆ To transfer a supply item, select the **Resource** or **Location** to which the item is being transferred. Click the item in the **Items for Transfer** grid. Then click the **Select Item** button. Enter any **Remarks** about the transfer and click the **Save** button on the **Transfer Item** window.
- ◆ The **Items Transferred** grid at the bottom of the **Supply-Transfer** window contains a list of supply items that should be transferred to the selected resource or location. Click the **Transfer Item(s)** button to actually transfer the items.
- ◆ To remove all of the supply items that are listed in the **Items Transferred** grid, click the **Clear Transfer** button.
- ◆ To remove a selected item in the **Items Transferred** grid, click the **Remove Item** button.
- ◆ 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.

Supply - Release

Releasing Supplies

- ◆ Use **Supply Release** to permanently release supply items to an outside location.
- ◆ Supply items can be released to a location selected during the **Add Waybill** process.
- ◆ Use the options listed under **Show Items** to filter the **Items for Release** grid to include **All** items or items **Only At Incident**.

Supply - Release Cont.

There are two different ways in which supply items can be released:

- Select an item in the **Items for Release** grid and click the **Select Item** button. When the **Release Item(s)** window displays, define the **Quantity** and any **Remarks**. Then click the **Save** button.
- Click the **Quick Issue** button without selecting an item in the **Items for Release** grid. When the **Quick Release Item(s)** window displays, define the **NFES** number for the supply item and the **Quantity to Release**. If needed, you can also identify a **Property Number** and **Remarks** for the supply item. Click the **Save** button.
- ◆ The **Items Released** grid at the bottom of the **Supply-Release** window contains a list of supply items that should be released to the selected location.
- ◆ To remove a supply items that is listed in the **Items Released** grid, select the item and click the **Remove/Change Release** button.
- ◆ To complete the Release process, click the **Preview/Print WayBill** button and select **DRAFT** or **FINAL**. Once a final Waybill has been created, it cannot be edited.

Supply - Receive

Receiving Supply Items

- ◆ If you are using the **Track Inventory** feature, it is a good practice to **Receive** all items before issuing them to resources. If you do not **Receive** the items, the inventory counts may not be correct.

If you are NOT using the **Track Inventory** feature, you do not need to **Receive** items before issuing them.

- ◆ Only those supply items defined in **Add Supply Item** display in the **Item to Receive** grid on the **Supply- Receive** window.
- ◆ A location in the **From Location** drop-down list must be selected before you can receive a supply item.

Supply - Receive Cont.

- ◆ There are two different ways in which supply items can be received:
 - Select an item in the **Item to Receive** grid and click the **Receive Item** button. When the **Receive Item** window displays, define the **Quantity**, **Property #**, **Serial #**, **Additional #**, and any **Remarks**. Then click the **Save** button.
 - Click the **Quick Receive** button without selecting an item in the **Item to Receive** grid. When the **Quick Receive Item(s)** window displays, define the **NFES** number for the supply item and the **Quantity to Receive**. If needed, you can also identify a **Property #**, a **Serial #** and any **Additional Info** for the supply item. Click the **Save** button.
- ◆ The **Items Being Received** grid at the bottom of the **Supply-Receive** window contains a list of supply items identified to be received from the selected location. Click the **Save** button to actually receive the items.
- ◆ To remove all of the supply items that are listed in the **Items Being Received** grid, click the **Clear Receive** button.
- ◆ To remove or change a selected item in the **Items Being Received** grid, click the **Remove/Change Receive** button.

Supply - Inventory

Inventory Supply Items

- ◆ In order to inventory supplies, Inventory Tracking must be turned on by checking the **Track Inventory** checkbox on the **Options/Supply** window.
- ◆ If supply items were not **Received** in the **Supply** module, your inventory counts will be off when you turn on the **Inventory Tracking** option.
- ◆ When **Track Inventory** is turned on, I-Suite automatically adjusts the inventory counts based on items that are issued, returned and received in the **Supply** module.
- ◆ A **Ready For Issue** quantity and a **Not Ready For Issue** quantity are defined for each supply item.

Supply - Inventory Cont.

- ◆ If the inventory for a supply item is off, use one of the following methods to manually correct the inventory on the **Supply-Inventory** window:
 - Select an item in the **Items to Inventory** grid and click the **Correct Item** button. When the **Adjust Inventory Count** window displays, define the **Actual RFI** (Ready for Issue) and the **Actual NRFI** (Not Ready for Issue) quantities. Then click the **Save** button.
 - Click the **Quick Inventory** button without selecting an item in the **Items to Inventory** grid. When the **Quick Adjust Inventory Item Counts** window displays, define the **NFES** number, **Property Number**, **Actual RFI** and **Actual NRFI** quantities for the supply item. Then click the **Save** button.
- ◆ The supply items identified for corrections display in the **Correct Inventory Items** grid at the bottom of the **Supply-Inventory** window. Click the **Save** button to actually change the quantities for the items.
- ◆ To remove all of the supply items that are listed in the **Correct Inventory Items** grid, click the **Clear Inventory Corrections** button.
- ◆ To change the quantities for a selected item in the **Correct Inventory Items** grid, click the **Change Inventory** button.

Advanced Search

- ◆ To quickly find a supply item on any of the **Supply** screens, enter the **Name** or **Description** of the item in the **Advanced Search** box. Then click the **Search Name/Desc** button. The supply items grid is limited to those items that meet the search requirements.

*To remove the Advanced Search filter from the supply item list, click the **Clear Advanced Search** button.*

Manage Supply Items & Locations

Managing Supply Items and Locations

- ◆ Use the **Add Supply Item** option to add supply items that are not included in the default supply list.
- ◆ Use the **Add/Edit Location** option to add locations both at the incident and outside of the incident that are not included in the default location list.