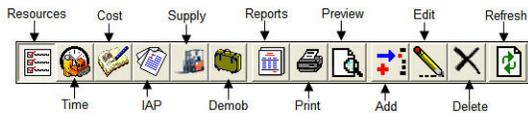


Getting Help

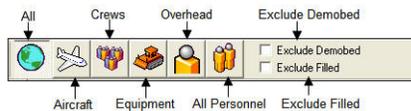
- Access the I-Suite website at: <http://isuite.nwcg.gov>
- Contact the I-Suite Helpdesk at: (866) 224-7677

Toolbar

Main Toolbar

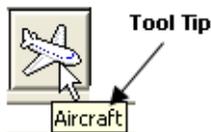


Filter Toolbar



To Display Tool Tips

1. Use your mouse to move the cursor over the top of the button. When the mouse cursor hovers over the button, a tool tip displays for the button.



Grid Features

To use the filter bar to filter a grid

The **Filter Bar** displays above grids in the I-Suite system.

1. Type a term into the **Filter Bar** to only display those items that meet your search requirements. The filters that are available are based on the columns included in the grid.

You can type the first few characters of the search term, rather than the entire term to filter the grid. For example, if you enter **CH** in the **Name** filter box, every name that begins with **CH** displays in the grid.

2. To clear the filter, click the **Clear Filter Bar** button.



Request Number	Name	Resources	Status	Agency
E-60	CHUCK GIBBS	F	FS	
E-86	CHAD JOHNSON TRUCKING	DOZER, TYPE 1	F	FS
E-90	CHAD JOHNSON TRUCKING	LOW/BOY	F	FS
D-36	CHACON, THOMAS	BASE CAMP MGR	F	FS

To sort grids by column heading

1. Click a column heading in the grid to sort the grid in that order. For example, if you click the **Name** heading, the grid is sorted in **Name** order.

When the sort is in ascending order, displays next to the column heading. When the sort is in descending order displays next to the column heading.

Grid Features

To set grid colors

1. From the **Tools** menu, select **Options**.
2. Click the **General** tab.
3. From the **Grid Area** drop-down list, select the area of the grid for which you want to change the color.
4. Click the **Color** box to open a **Color** window.
5. Click the color that you want to use. Then click the **OK** button to apply it to the grid.
6. To save your changes, click the **OK** button.

To Turn Data Saved Window On

1. On the **General** tab on the **Options** window, click to check the **Show Data Saved Message Box** checkbox.
2. To save your changes, click the **OK** button.

Incidents

To manage all incidents as one

1. At the top of the **Main** window, click the **Manage All Incidents as One** checkbox to select it.
2. When the **Manage All Incidents as One** message displays, click the **OK** button to close it.

When the **Manage All Incidents as One** option is selected and you are adding a resource, an **Incident Name** drop-down box displays on the **Manage Resource - Add Mode** window. Verify that the correct **Incident Name** and **Account Code** are selected for the new resource.

To manage incidents separately

1. At the top of the **Main** window, click to uncheck the **Manage All Incidents as One** checkbox, if it is selected.
2. From the **Incident** drop-down list, select the appropriate incident.

When managing incidents separately, verify that the correct incident displays in the **Incident** box at the top of the **Main** I-Suite window.

Date

Date Options

Press the following keys in the **Date** box to display the listed dates:

- = Current System Date
- + Next Date
- Previous Date

Press the **+** key multiple times to scroll through future dates until the appropriate date displays. Press the **-** key multiple times to scroll through previous dates until the appropriate date displays.

Click to display a calendar from which you can select a date.