

Installing I-Suite



Getting Help

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

Before you begin

To download and install software on an agency PC, you must follow that agency's regulations and requirements. You may need Administrator access granted. For more information, contact your agency System Administrator. If the computer will be the server or you will be running the application in stand-alone mode, make sure to use the Server installation.

I-Suite system requirements

To install and run the I-Suite application, your PC must have the following minimum system requirements:

- Microsoft Windows 2000 with Service Pack 4 or Microsoft XP with Service Pack 2
- Administrator privileges.

Key points to remember – for CTSP's

- Use an empty database whenever you start a new incident. Keep an empty database available for your next incident.
- Backup the incident database many times during the day, especially after significant data entry.
- At least once daily, save the backup to another location other than the server machine, such as a compact disc, zip disk, or thumb drive.

Downloading I-Suite from the web

To download the I-Suite application from the I-Suite website

1. Start your Internet browser.
2. In the **Address** box, enter <http://isuite.nwcg.gov>.
3. On the **Welcome to I-Suite** webpage, click **Download**.
4. On the **Download** webpage, click to select the appropriate version of **I-Suite** to download.
5. On the **File Download** dialog box, click **Save**.
6. On the **Save As** dialog box, browse to your desktop or to the folder location of your choice to save the file, and then click **Save**.



Installing I-Suite

To install I-Suite on your personal PC

Make sure to exit all applications before starting the installation process. Once I-Suite installs, your personal computer will need to be restarted. Follow the InstallShield Wizard instructions to install I-Suite. The InstallShield will create and install the I-Suite application to the correct folders. **DO NOT** select a different **Destination Folder**. Once the installation process is complete, click **Finish** to restart your computer. You can then delete the downloaded installation file.

1. On your desktop or in the folder in which the downloaded file was saved, double-click the appropriate downloaded file.
2. On the **InstallShield Wizard** dialog box, click the **Next** button to continue with the installation.
3. Once the installation is finished, click the **Finish** button on the **InstallShield Wizard** dialog box.
4. Follow the steps in the next section to log into I-Suite with **Administrative Privileges**.

Initial I-Suite Login

To login for the first time after installing I-Suite

If this is your first time logging in after installing I-Suite, you will need to click the **Initial Server Setup** button. **DO NOT** enter a User Name and Password or select a database when logging in for the first time.

1. Launch the I-Suite application.
2. Leave the **User Name** and **Password** boxes blank.
3. Click the **Initial Server Setup** button.
5. On the **New User** dialog box, complete all of the boxes for the new **DB Admin User**. Make sure to follow the specified password formatting conventions. When finished, click the **OK** button to save the user to the database.
6. After I-Suite opens, you can **Attach**, **Copy**, or **Create** a new database.
7. A database password is required. The database password for the **Training** database is **Isuitetraining1!**
8. To create a new incident, open the **Data Admin** module under **Modules** on the **Main Menu** (See Help for more information).

