Resources

Getting Help

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

Add/Edit Resources

To Add or Edit a resource

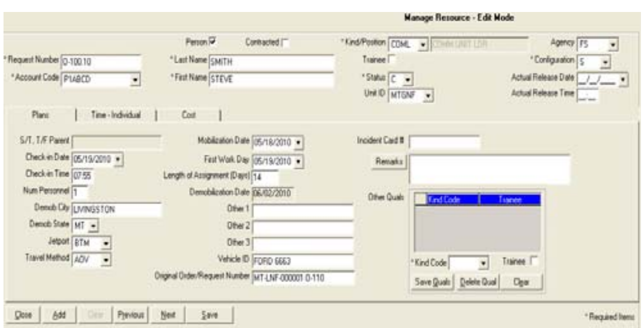
1a. To add a resource, click the **Add** button in the Main toolbar.

1b. To edit a resource, click a resource in the **Resources** grid. Then click the **Edit** button in the Main toolbar.

2. Enter the following Common Data in the **Manage Resource** area (*Required Items):

-*Request Number	-*Kind/Position
-*Account Code	-Trainee (If a person - Check if applicable)
- Person (checked, if applicable)	-*Status
- Contracted (checked, if applicable)	-Unit ID
- *Resource Name, or	-Agency
- *Last Name and	-*Configuration
- *First Name (if a person)	-Actual Release Date
	-Actual Release Time

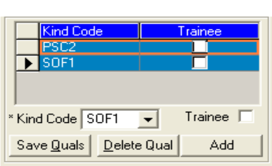
3. Enter the appropriate information on the **Plans** tab.
4. To save the resource, click the **Save** button.



To enter quals for a person

*The **Other Quals** frame only displays when the **Person** checkbox is checked.*

1. On the **Plans** tab, select the appropriate **Kind Code** from the drop-down list under **Other Quals**.
2. If the person is a trainee for the selected **Kind Code**, click to check the **Trainee** box.
3. To save other quals, click the **Save Quals** button.
4. To delete other quals, click the **Delete Qual** button.
5. To save the quals information with the resource, click the **Save** button on the bottom left side of the window.



Roster a Resource

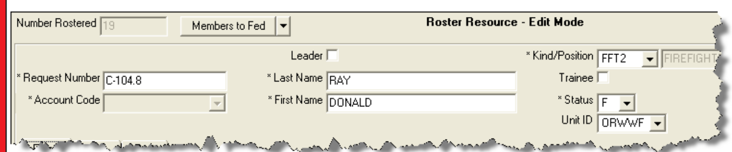
To roster a person to a resource

1. Add or edit a non-person resource.
2. Click the **Roster** button at the bottom of the window.
3. If prompted, click the **Save** button to save the resource.
4. On the **Roster Resource – Add Mode** screen, enter the appropriate information and click the **Save** button.

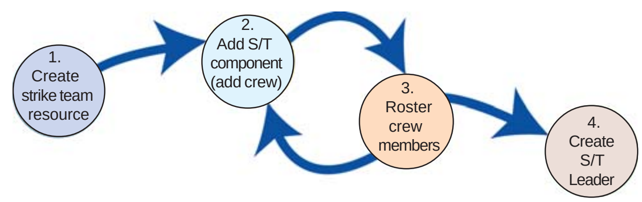
*Make sure you select the correct **Kind Codes**.*

5. When finished adding all of the rostered people, click the **Close** button to return to the **Manage Resource** window.

*The person with the **Leader** box checked will display on the ICS-204.*



Creating a Strike Team / Task Force



To create a Strike Team/Task Force (Parent Record)

1. When adding the Strike Team/Task Force Parent, make sure to select a **Kind/Position** applicable to the type of Strike Team (e.g., select "ES3" for a type 3 engine strike team).
2. When selecting the **Configuration**, click to select **S/T** or **T/F**. Notice that the label **Manage Resources – Add Mode** has now changed to **Add Strike Team / Task Force**. The **Roster** button is replaced with two new buttons for adding components.

3a. To add components that do not exist in the database, click the **Add New Component** button. Then add the data for the new component on the **Add New Strike Team/Task Force Component** window.

3.b To add components that already exist in the database, click the **Add Existing Resource/Remove Components** button. Then click a **Resource** in the grid at the bottom of the window and the **Add** button.

*You cannot roster people to a **Strike Team/Task Force** parent. You must roster them to the components.*

Resources

Resource Module Tips

- 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.
- 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**. If you are working with a team, follow the team's protocol or **Standard Operating Procedures** for data entry.
- Make sure to check any data imported from **ROSS** for accuracy. There may be incorrect or missing data.
- Check **Crew Rosters** with the **CRWB**.
- Data entry items located above the tabs (i.e. just below the **Manage Resource - Add Mode** label) are common to all I-Suite modules.
- When **Manage All Incidents as One** is checked, an **Incident Name** box displays in the **Manage Resource** area. Verify that the correct incident appears in the **Incident Name** box.
- When **Managing Incidents Separately**, make sure you verify that the correct incident is selected in the **Incident** box.
- Request numbers must begin with one of the following letters: **A** (Aircraft), **C** (Crew), **E** (Equipment), **I** (Incident), **O** (Overhead), or **S** (Supplies).
- 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.
- Data entry fields for specific items are located on their respective tabs (i.e., **Plans**, **Cost**, and **Time**). The tabs that display are based on the permission rights assigned to the user.
- When the **Person** checkbox is checked, **Resource Name** is replaced with **Last Name** and **First Name** and an **Other Quals** section displays on the **Plans** tab.
- The **Demobilization Date** on the **Plans** tab is calculated from the **First Work Day** and **Length of Assignment**.
- The **Person** checkbox must be unchecked to **Roster** a person to that resource.
- When the **Status** changes to **D**, an **Actual Release Date** must be entered. If this is not defined, you cannot save the status change to the resource.